

## *(Inc. Transitional Arrangement)*

The Professional Yachting Association can assess experienced and current Interior Yacht Crew for direct entry to the GUEST© program.

This Letter of Assessment route is relevant to anyone who has had any formal training or experience in hospitality and as a yacht interior crew member, has received onboard mentoring or had experience of training others or has already invested in formal yacht interior training courses.

The PYA will make an assessment based on the correct documentation being presented on application. The letter of assessment will indicate which (if any) Certificate of Competency will be issued and where current experience and training would fit into the program.

All Applicants	Hospitality Training / non yacht	Yacht Specific Training	Experienced Seafarers
STCW'95 training courses / ENG1 / Food Hygiene module Catering level 2	Certificates from previous courses attended. Including specialist Training	Certificates from previous courses attended. Including specialist Training	Service Record Book / Log Book or Discharge book.
Relevant auxiliary training subject to the level applying for.	Declaration from employers stating relevant experience	Declaration from Captain or Owner stating relevant experience	Sea Service Testimonials, with Yacht Service and Guest days indicated  <i>Note: A "guest day" is any day the yacht is set up for guests and some food or beverage service has been offered.</i>

**This is part of the Transitional Arrangement for those who have not completed previous equivalent formal training, where after the 1<sup>st</sup> Jan 2017 the PYA will require formal training to be presented as part of the assessment process.**

**Please note that anyone applying for a PYA GUEST© CoC or a CoC through the transitional route is required to be a GUEST Interior PYA Member (50€) or a Community Member (free).**

Please join on line: [www.pya.org](http://www.pya.org) before submitting application form

## Certificate of Competency

The GUEST© certification system is modular in structure, including formal training, practical experience and assessment. The GUEST© program offers training objectives & syllabus outlines for each individual module defined in the GUEST© Guidelines. The letter of assessment is based on equivalent objectives being met at each level of training.

On completion of the objectives, the crew member can apply for the relevant COC.

- Yacht Junior Steward / Stewardess GUEST© CoC
- Yacht Senior Steward / Stewardess GUEST© CoC
- Yacht Chief Steward / Stewardess GUEST© CoC

## Application form

Leading to the Professional Yachting Association GUEST© Certificate of Competence.

The PYA will make an assessment based on the correct documentation being presented on application. Do not send original documents.

Please send attested copies only, either by email or post to the PYA HQ:

Tel + 33 (0) 4 93 34 91 16 /email [training@pya.org](mailto:training@pya.org) / PYA, 23 Rue du General d'Andreossi Antibes, 06600, France.

Please have the documents attested by a PYA Regional Officer or PYA staff, a Captain or Training provider.

*"I certify this to be a true copy of the original" "name, contact details & date"*

(For advice on PYA Regional Offices worldwide, please contact PYA Head office).

Mr/Mrs/Miss/Ms	Full Name:	PYA membership number:
DoB	Nationality	Passport number
Email	Address	
Mobile		

**CoC Applying for:** PYA GUEST©

- Junior Yacht Stewardess / Steward CoC
- Senior Yacht Stewardess / Steward CoC
- Chief Yacht Stewardess / Steward CoC

### Required Documents for all applications:

- Photo by email ( JPG) [training@pya.org](mailto:training@pya.org)
- Copy of Passport (attested)
- ENG1 (valid)
- Current CV (with photo)
- Food Hygiene or Food Safety module (Catering level 2 minimum)
- STCW'95 basic training modules
- Sea Service Testimonials, with Yacht Service and Guest days indicated (not required for Junior level application)
- Service Record Book / Log Book or Discharge book / papers (if relevant)

### Supporting Documents required as part of the application to be assessed:

- Declaration from Captain or Owner stating relevant experience & onboard department mentoring and training given /received.
- Certificates from non PYA GUEST© relevant interior training courses attended. Including syllabus of the course attended & details of the Training Provider.
- Other specialist Yacht Training courses
- Relevant Certificates of academic achievement from previous training or employment – (non Yacht)
- Declaration from previous employers stating relevant experience – (non Yacht)
- Relevant auxiliary training subject to the level applying for. (Advanced STCW / Tender Driving etc)

### Administration fee

= 65€ PYA Community member  
 = 30€ PYA GUEST Interior member  
 Cheque / Cash /online /credit card

Name on Card:	Expiry date:
Credit Card Number	3 digit security number :

**Office use:**