



# FONASBA

## FONASBA AGENT DIPLOMA

### An entry-level qualification for ship agents

FONASBA has joined forces with ASBA, its member association in the USA, to offer a practical entry-level course for new entrants to the ship agency sector.

The FONASBA Agent Diploma is open to employees of company members of any of its Full Member associations and of Associate Member companies. Your association is supporting the Diploma and your employees are therefore eligible to apply to take the course.

The Diploma is administered by ASBA through a nominated contact at your association. Details of how to register your employees for the Diploma, the fees payable and the examination procedure are provided on page 2.

The Diploma is awarded after a student has completed a course of study, using training materials provided by FONASBA, and having successfully completed an online multiple choice examination. Briefly summarised, the course covers:

- The basics of ship agency, including the role and responsibilities of the agent, the relationship with the principal, establishing an agency relationship and the responsibilities and obligations of the agent when handling the vessel
- Common types of vessels and cargoes the agent may encounter and the specific requirements of each one
- Detailed glossaries of the main elements of charters and the terms used in both chartering and in the wider shipping industry
- A summary of commonly used shipping documents and their role in the agency sector
- The relationship between the ship agent and the classification societies and marine surveys

The examination consists of 50 randomly selected questions and the pass mark is 75%. Following successful completion of the course, the student will receive the FONASBA Diploma in recognition of their achievement. There is no time limit on completing the course of study or any deadline for taking the examination. Students can therefore work at their own pace and as work and other commitments allow.

Students that do not meet the required pass mark will be offered the opportunity to retake the examination. Feedback will be provided to the student by ASBA to assist in identifying those study areas where additional work is required in order to achieve a pass mark at the retake.

**Adequately and appropriately trained ship agents are vital for supporting your principals. FONASBA therefore hopes that your company will enter its employees in the Diploma programme.**

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### Registration, Study and Examination Procedures

#### Student Registration:

Before signing up any employees to the Diploma, the company should contact the programme coordinator at the national association who acts as liaison between the company and ASBA. That information should be provided to you by the association when they circulated this guidance note. The programme coordinator will then provide details of the information required from the company in order to register students to the programme and the entry fees. **It is not possible for students based outside the USA to register directly with ASBA.** Entry fees are set by, and payable to, the national association. The company will also be required to nominate a senior employee as the company coordinator, who will support its students and ensure that suitable arrangements are put in place for the examination to be taken at the appropriate time (see below).

#### Study Programme:

Once registered by the association, students will be contacted directly by ASBA who will provide an electronic copy of the study handbook and log-in details for the online examination. As stated overleaf, the student is able to study at their own pace as work and other commitments allow.

#### Examination Procedure:

Students can take the examination whenever they are ready and should advise the company accordingly. The company should then provide a suitable space, for example a quiet room, where students can access the online examination. Clearly, when taking the examination, the student should not have access to any study materials, either in hard copy or in electronic format, and the company coordinator should ensure that appropriate facilities and measures are available in this respect.

#### Notification of results:

The student, the employer and the national association will be notified by ASBA of the result of the examination. Where necessary, students will be offered the opportunity of retaking the examination, for which a retake fee will be charged. Successful students will receive, via the national association, a Diploma certificate issued by FONASBA.

#### Further questions:

Any further questions relating to the Diploma programme should be directed to the national association programme coordinator who, if necessary will seek further clarification from ASBA or FONASBA.