



Marine Radio Short Range Certificate Course

Technical requirements

See the Help section in the top navigation bar of www.ryainteractive.org for details of technical requirements specifically for this course. Please pass the information on to your potential students so they can check the compatibility of their own device and software before buying the course.

Marketing and taking bookings

There is an [introductory video](#) which you can either link to or embed on your own website.

As mentioned above, all potential students must be advised to try the free taster before purchasing the full course. Consider adding a tick box to your SRC course booking form for students to declare they have done this – it will avoid problems if later.

When providing the training course you must also facilitate the final exam, and students must know at the point of purchasing their online course, where, when and with whom the final exam will be. See [RGN D9](#) for full details.

Course materials

Each student must be issued with the SRC course pack or e-pack (order code SRCP or e-SRCP) when they sign up for their course. This contains the RYA VHF Handbook and an exam report form. If your centre offers the e-pack, students must be given the choice whether they receive that or the hard copy pack as the e-pack will not suit everyone.

Only original exam report forms contained within the course pack may be used, not photocopies. The standalone VHF Handbook (code G31) must not be used in place of the course pack.

If you know that a student will be coming to your centre for the final exam, keep the report form from their pack at your centre ready for their exam. However, if they will be going to a different centre for their exam, you are responsible for passing their report form to that centre. Please see [RGN D9.9](#) for further details on SRC exams.

Course overview

The course comprises a training module and a pre-exam knowledge check. Both these must precede the final face-to-face exam.

The training module

The training module is accessible by anyone on the latest operating system.

The training is split into seven sections plus an optional practice section. The student does not have to complete the training in a single visit. Their progress through it is stored so they can choose to continue where they left off on their previous visit.

There are a number of questions and quizzes to check understanding throughout the training module. The responses to these are not recorded, do not contribute to the final assessment, and Assessors will not be able to interrogate the answers given.

You can see in the grade book whether they have completed the training. A score of 1.00 in the 'App Progress' column means they have completed the training modules via the legacy app (which is no longer available to new students), whereas 1.00 in the 'Web-based training' modules column means they have completed the web-based version. If they have 1.00 in either column they have access to the knowledge check.

Grader report ▼

Grader report

Separate groups: All participants ▼

All participants: 2/2

First name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			Training Centres' SRC preview ▼		
Surname ↑	First name	Email address	Pre-exam Knowledge Check ↕	App progress ↕	Web-based training modules ↕
	Legacy app test student	afd@rya.org.uk	60.44 📊	1.00 📊	- 📊
	Web-based test student	dfg@rya.org.uk	88.00 📊	- 📊	1.00 📊
Overall average			74.22	1.00	1.00

The pre-exam knowledge check

The Pre-exam Knowledge Check will be unlocked when a student completes the training module. They are allowed three attempts and there is no time limit. The pass mark is 60%, but learners scoring less than 80% are advised to spend more time on the training and have another go at the knowledge check before their final exam.

If a student needs more than three attempts, your Assessor should review their knowledge check before offering help on any areas they are struggling with (see [Reviewing assessments](#) for details of how to do this). When the Assessor is satisfied they are ready to try the knowledge check again, email interactive@rya.org.uk to request a further three

attempts. Include in your email the student's name, the name of your training centre, the Assessor's name and reference number, and confirmation that the student has been offered help. Please allow up to two working days for the knowledge check to be reset for the further attempts.

Instructor support

The centre's nominated Assessor for online courses must be available to respond to requests for help within eight working hours.

Each day you will receive an email summary of activities that your students have completed along with scores, which will allow you to see when they have completed the pre-exam knowledge check, help you spot if anyone is struggling and allow you to proactively get in touch to offer help. The student can also ask for help by email via the 'Contact your instructor' link in the course. How you give instructional support is up to you and them to decide – it may be by phone, email, skype etc. However it is delivered, a reasonable amount of support must be provided within the course fee.

If a student needs help during the training module, the Assessor should check how far through the training module they are in order to give appropriate advice.

If a student is struggling with the knowledge check, the Assessor should review their answers before offering advice. See ['Reviewing assessments'](#) for details of how to do this.

Certification

The certificate will be unlocked when the student scores 60% or more in their knowledge check. They must download and print the certificate and take it to their final exam so the details can be entered on their report form.

Final exam

All learners are required to sit the final exam at a training centre. They must take their course completion certificate and exam application form to the exam. Assessors can check the validity of their own students' certificates if needed (see ['Checking Learners' certificates'](#)).

If you have an exam candidate who completed their online course with a different centre, it is advisable to ask to see their online course completion certificate prior to the exam so you have time to verify the details if needed. If you need to verify their certificate you can either contact the training centre that ran the online course or email your request to interactive@rya.org.uk. Include in your email the student's name and certificate number and allow up to two working days for verification of the certificate number to be returned to you.

Students should pay for their exam online prior to arrival and bring the application form with them. See ['Arranging and paying for your SRC exam'](#).