

- Information for RYA affiliated clubs and RYA recognised training centres testing candidates for the International Certificate for Operators of Pleasure Craft (ICC)

Ref **ICCTC / TG10-14 (revised May 2021)**

Guidance Notes

For

RYA ICC Test Centres

November 2020



Royal Yachting Association
RYA House, Ensign Way
Hamble, Southampton
SO31 4YA
United Kingdom

☎: +44 (0)23 8060 4100
www.rya.org.uk

CONTENTS

UNDERSTANDING THE UK ICC ISSUED BY THE RYA.....	1
ICC APPLICATION FORM.....	1
ICC ASSESSMENTS AT RYA RECONGISED TRAINING CENTRES.....	1
ICC ASSESSMENTS AT RYA AFFILIATED CLUBS.....	2
QUALIFICATIONS OF TESTERS	3
ICC ASSESSMENT CERTIFICATES.....	4
CONDUCT OF ICC ASSESSMENT	4
CERTIFICATES ENDORSED “ASSISTANCE REQUIRED”	5
CONDUCT OF ICC CEVNI TEST	5
APPENDIX 1: SAMPLE QUESTION FORMATS	7
APPENDIX 2: APPLICATION TO BECOME AN ICC TEST CENTRE (APPLICABLE TO RYA AFFILIATED CLUBS ONLY)	10
APPENDIX 3: APPLICATION FOR A MEMBER OF AN AFFILIATED CLUB TO ATTEND AN ICC TESTER BRIEFING	11

UNDERSTANDING THE UK ICC ISSUED BY THE RYA

The availability and validity of the UK ICC issued by the RYA is frequently misunderstood.

The UK ICC issued by the RYA:

- is not universally available (there are nationality based restrictions limiting who it can be issued to);
- does not have worldwide acceptance, despite being formally titled the International Certificate for Operators of Pleasure Craft; and
- is not the boating equivalent of the EU driving licence for road vehicles, which all EU member states are obliged to accept.

It is essential that RYA recognised training centres, affiliated clubs and instructors are aware of the limitations and availability of the ICC and can ensure that a UK ICC issued by the RYA is appropriate for the candidate before they commit to training courses or assessments.

Key checks:

1. Can the candidate provide the documentation required by the RYA to evidence their identity and eligibility?

[ICC-2 Notes: Evidencing identity and eligibility](#) details of the documents the RYA requires and the restrictions relating to nationality.

2. What does the candidate want to do with the ICC?
 - a. Is the ICC acceptable to the flag state of the boat they want to use?
 - b. Is the ICC acceptable to the country in which they want to use the boat?
 - c. Will they end up with the categories they need for the boat(s) they want to use?

Resources:

- [Evidence of competence abroad](#)
- [Using your ICC](#)
- [ICC-3 Notes: Evidencing boating competence](#)

3. Can the candidate make the declaration on page 1 of the [ICC application form](#)?

Candidates with certificates endorsed “assistance required to complete the course” may need an ICC Assessment. Further information can be found later in this document.

ICC APPLICATION FORM

ICC applications can be made using the online application form, which is accessed from the RYA [website](#), or using a paper form which they [download](#) from the RYA website and print.

The ICC application form is updated from time to time. If you are using a downloaded copy of the form please ensure you are using the current version, which can be found on the RYA website at <https://www.rya.org.uk/knowledge/abroad/icc/icc-apply>.

Your candidate’s application may be rejected by the RYA if it is submitted on an out of date form.

ICC ASSESSMENTS AT RYA RECOGNISED TRAINING CENTRES

RYA recognised training centres can conduct ICC Assessments for the disciplines in which recognition is held. Authority to assess for the ICC will be given to centres recognised for the following disciplines: Powerboating, Inland Waterways Helmsman, Motor Cruising and Sail Cruising.

- Training centre recognition is not granted purely for running ICC assessments. The primary business of the centre must be in running one or more of the training schemes.
- All assessments must be conducted under the authorisation of the Principal of the RYA recognised training centre.
- Upon successful completion of an assessment, the correct [ICC assessment certificate](#) must be signed by the person who conducted the assessment and either the Principal or the Chief Instructor for that discipline.
 - The name of the candidate and their date of birth must be completed before the certificate is signed by the person conducting the test and the flag officer.
 - The person conducting the test must verify the name and date of birth of the candidate against the candidate's ID and must record on the certificate what document(s) they have seen.
- Tests can be run on training centre boats or customers' own boats, so long as the type of boat complies with the centre's RYA recognition, and the tester must be familiar with the type of boat in question.
- ICC assessments for sail may be run by RYA recognised sail cruising centres.
- ICC assessments for power categories can be run by powerboat, motor cruising and inland waterways training centres as follows:

TYPE OF TRAINING CENTRE	ICC Assessment on the centre's vessel	ICC Assessment on the customer's own boat under 10m LOA	ICC Assessment on the customer's own boat 10m LOA & over
Powerboat: Centre vessel, regardless of size or type	Power - up to 10m LOA	Power - up to 10m LOA	Power – Yes*
Motor Cruising: Centre vessel up to 10m LOA	Power - up to 10m LOA	Power - up to 10m LOA	Power - Yes
Motor Cruising: Centre vessel length 10m LOA and over	Power - Yes	Power - up to 10m LOA	Power - Yes
Inland Waterways: Centre vessel up to 10m LOA	Power - up to 10m LOA	Power - up to 10m LOA	Power - Yes
Inland Waterways: Centre vessel length 10m LOA and over	Power - Yes	Power - up to 10m LOA	Power - Yes

* Must be assessed by an RYA Powerboat Advanced Instructor on a RIB or powerboat (not a cruising vessel).

- When completing an [ICC-4a Power assessment syllabus-certificate](#) to confirm that the applicant has successfully passed the ICC assessment for the power category, the person conducting the test must indicate, by ticking the correct box, whether the applicant was tested for Power – Yes or Power - up to 10m LOA in accordance with the table above.

The CEVNI Test

In addition to the training centres shown above, RYA recognised shorebased training centres can run the CEVNI multiple choice test. Anyone offering this test through their training centre must themselves be familiar with the CEVNI rules.

ICC ASSESSMENTS AT RYA AFFILIATED CLUBS

RYA affiliated clubs wishing to conduct the ICC Assessment should apply to the RYA using the form in Appendix 2.

- Assessments can be run for club members on members' own boats, or on club boats.
- All assessments must be authorised by a flag officer of the club.
- The person conducting the test and the flag officer must both confirm that the candidate passed the assessment using the correct [ICC assessment certificate](#).
 - The name of the candidate and their date of birth must be completed before the certificate is signed by the person conducting the test and the flag officer.

- The person conducting the test must verify the name and date of birth of the candidate against the candidate's ID and must record on the certificate what document(s) they have seen.
- The club must have access to appropriately qualified testers as detailed in the table below.
- Testers must only assess on board types of boats with which they are familiar.

The CEVNI Test

RYA affiliated clubs that are authorised to run ICC assessments may also run the CEVNI multiple choice test. Anyone offering this test at their club must themselves be familiar with the CEVNI rules.

QUALIFICATIONS OF TESTERS

- Testers are not allowed to operate on a freelance basis.
- Testers must only conduct ICC assessments with the authority of their training centre principal or club flag officer.
- The tester must be familiar with the type of boat being used for the assessment.
- The ICC assessment is not applicable to Personal Watercraft, therefore Personal Watercraft Instructors cannot run ICC assessments.

The following people can automatically run ICC assessments through their club or training centre. No Tester briefing is required:

QUALIFICATION HELD BY TESTER	POWER**	SAIL***	COASTAL WATERS
Powerboat Instructor or higher	✓		✓
Yachtmaster Instructor (Sail)		✓	✓
Yachtmaster Instructor (Power)	✓		✓
Yachtmaster Examiner (Sail)		✓	✓
Yachtmaster Examiner (Power)	✓		✓
Cruising Instructor (Sail)		✓	✓
Cruising Instructor (Power)	✓		✓
Inland Waterways Instructor ****	✓		

The following people can run ICC assessments through their affiliated club following attendance at a Tester briefing at the club (see Appendix 3):

QUALIFICATION HELD BY TESTER	POWER**	SAIL***	COASTAL WATERS
Yachtmaster Offshore or higher (Power)	✓		✓
Yachtmaster Offshore or higher (Sail)		✓	✓

NOTES:

** If the assessment is carried out on vessel under 10m LOA this must be indicated on the applicant's [ICC-4a Power assessment syllabus-certificate](#) and the ICC's validity for power will be restricted to vessels "up to 10m LOA".

*** When the sail category is validated the power category will also be validated with the "up to 10m LOA" restriction to allow the applicant to drive a tender with an outboard.

**** The ICC applicant must pass the ICC CEVNI test or provide evidence that validates the coastal waters category for a valid ICC to be issued.

ICC ASSESSMENT CERTIFICATES

There are 4 ICC assessment certificates. Each certificate validates one category on the ICC. In order for an ICC to be issued the applicant must present evidence of competence for a category in list A and a category in list B as detailed in the table on page 2 of [ICC-3 Notes: Evidencing boating competence](#), as the certificate would otherwise be invalid.

- [ICC-4a Power assessment syllabus-certificate](#) (List A)
- [ICC-4b Sail assessment syllabus-certificate](#) (List A)
- [ICC-4c Coastal assessment syllabus-certificate](#) (List B)
- [ICC-4d Inland assessment certificate](#) (List B)

There is no syllabus for the inland waters assessment. To obtain this certificate the applicant must complete the CEVNI Test.

CONDUCT OF ICC ASSESSMENT

The syllabus for the power, sail and coastal waters knowledge assessments can be found in the documents [above](#).

The aim of the test is to give the candidate the opportunity to show that he or she is capable of handling a boat safely and considerately.

Some coaching is permitted during the test to help the candidate achieve the required standard.

The candidate can reasonably expect politeness and good humour from the person carrying out the test.

The biggest barrier to a successful test is the candidate's nerves. This can be overcome by the following:

- Having a friendly and relaxed manner yourself.
- Getting the candidate involved in an activity as quickly as possible (without putting pressure on them).
- If the candidate has carried out a manoeuvre well, then say so.
- Don't be inscrutable, talk to the candidate and the rest of the crew.

The existence of any test implies that there must be people who will not be up to standard. The tester's most difficult job is to break the bad news as gently as possible.

This can be made easier by:

- Making sure the candidate knows that his overall performance has been below standard. In many cases it will be obvious because of the failure to complete an exercise. Try to set practical tests which can be failed without requiring the tester to stop the exercise or take control.
- De-brief constructively. Praise what was done well. Suggest ways of improving what was done badly rather than simply stating that it was below an acceptable standard.
- If possible, organise a re-test of the tasks that were not achieved. A deferment is always more palatable than a straight fail.
- Ensure that the unsuccessful candidate understands what needs to be done in order for them to be successful when they next attempt the assessment.

During a practical assessment every candidate should be given the opportunity to show that they are capable of skippering a boat without endangering or damaging other people, boats or the marine environment.

Sample questions for the oral / written elements of the assessments can be found in [Appendix 1](#) of this document.

CERTIFICATES ENDORSED “ASSISTANCE REQUIRED”

A candidate with a certificate endorsed “assistance required to complete the course”, may need an ICC Assessment to determine whether or not they can now complete the necessary tasks for the issue of an ICC unaided.

If an ICC application is received by the RYA with the declaration of fitness duly signed, but the course completion certificate received to support the application has been endorsed “assistance required to complete the course”, then this indicates that a student had insufficient capacity, physically and / or mentally, to complete the course unaided, although they were sufficiently competent to complete the course.

The medical fitness for the issue of ICC requires the applicant to be physically and mentally fit to operate a pleasure craft, and in particular, to have sufficient powers of vision and hearing. In case of applications where the RYA course completion certificates carries an endorsement “assistance required to complete the course” the MCA¹ expects the RYA to perform a suitable assessment to ensure the applicant meets the physical and mental criteria for issue of an UK ICC. Such applicants are then required to undertake an ICC assessment in order for an instructor to determine whether or not they can now complete the necessary tasks for the issue of an ICC unaided.

Where the applicant’s condition remains unchanged there will be no change to the outcome and they will not be eligible for an ICC. However where an individual’s situation has changed and they can now complete all tasks unaided they would be eligible. Examples include but are not limited to:

- A person who was obese at the time of their course which limited their mobility but whose mobility is now no longer impaired
- A person who had hearing or sight related disabilities but who through either corrective treatment / surgery or the availability of assistive devices can now see or hear to a level enabling them to operate unaided
- A person who was an amputee and whose mobility was limited but who has now either developed techniques for coping or perhaps had prosthetics fitted which has improved their mobility

CONDUCT OF ICC CEVNI TEST

The CEVNI test can be taken on paper or online. Two test papers are available, which should be used in rotation. These are based on the CEVNI rules as set out in the RYA Book ‘European Waterways Regulations’ (order code G17), which also contains a sample test paper to give candidates an indication of the level of knowledge required. Knowledge of the IRPCS would also be an advantage for your students.

Answer papers are not available - for obvious reason we do not wish to have such answer papers in general circulation.

If offering the CEVNI test on paper, please do not allow candidates to take away the test papers. It is recommended that you give each candidate a separate blank sheet of paper on which to write their answers.

- The recommended exam fee is £25, although you may wish to charge for tuition.
- You may examine as many candidates as you wish.
- Pass mark: 22 correct answers out of 30.

¹ The RYA issues the ICC under the delegated authority of the Maritime and Coastguard Agency (MCA).

- Use an alternative paper for re-sits.

Whether taking the test on paper or online, candidates automatically have two chances to pass the CEVNI test. If they don't pass, the tester may offer some tuition before they try the test again.

When the candidate has successfully completed the test, the tester and centre principal or club flag officer must complete and sign [ICC-4d Inland assessment certificate](#).

- The name of the candidate and their date of birth must be completed before the certificate is signed by the person conducting the test and the centre principal or club flag officer.
- The person conducting the test must verify the name and date of birth of the candidate against the candidate's ID and must record on the certificate what document(s) they have seen.
- The test paper used and the score the candidate achieved must be recorded on the form.

Please contact RYA Training if you want to become recognised to offer the online CEVNI test.

APPENDIX 1: SAMPLE QUESTION FORMATS

REGULATIONS

- 1 'Why should there always be two people in a ski-boat?'
'Is it permissible to have nobody on deck or in the wheelhouse of a cruiser?'

Ensure that the candidate knows that a good lookout must be kept at all times.

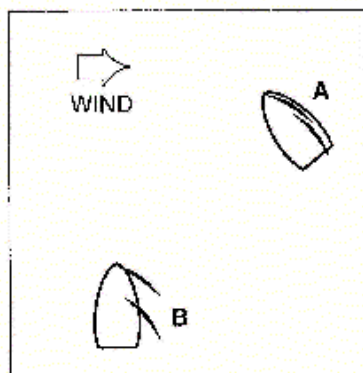
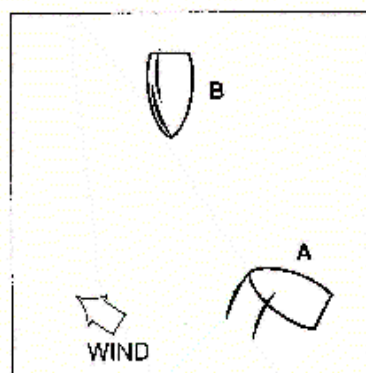
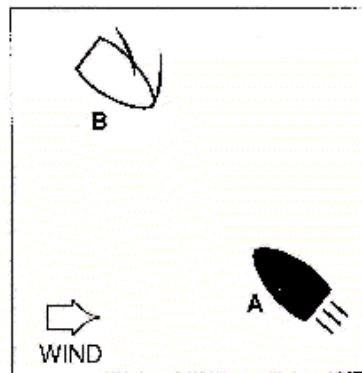
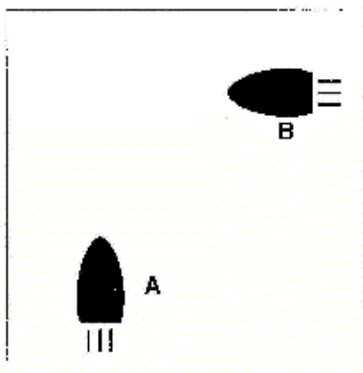
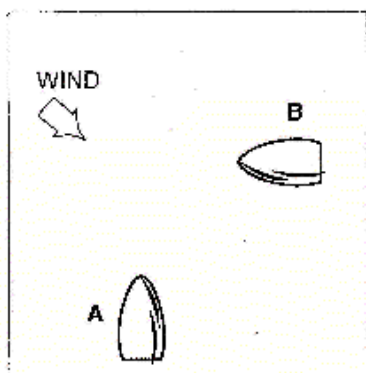
- 2 'In thick fog, how fast should you go?'
'If you were taking a motor cruiser through a group of racing dinghies, how fast would you go?'

Ensure that the candidate knows that speed must be slow enough to give full control in all circumstances.

- 3 'How could you establish whether there was a risk of collision with an approaching vessel?'

Ensure that the candidate knows that a steady compass bearing indicates a risk of collision.

- 4/5 Use diagrams such as these, ensure that the candidate knows which is the 'give way' and 'stand on' vessel, and what action each should take, including action by 'stand on' vessel if 'give way' vessel is not taking sufficient action.



- 6 'You are in a narrow channel and a large ship approaches, what action should you take?'
'What should you do before crossing a narrow channel?'

Ensure that the candidate knows that small boats must not impede the passage of large vessels in narrow channels.

- 7 'What are the meanings of the following signals:
1 short blast
5 short blasts?'

Ensure that the candidate understands the meanings of manoeuvring signals.

- 8 'If you had no radio on board, how would you signal distress?'
'What does an orange smoke signal mean?'

Concentrate on the most commonly used signals.

- 9 'On the Dutch inland waters, what books must you have on board?'

Ensure that the candidate knows that on most European inland waterways the rules require every boat to have a copy of the National regulations on board.

SAFETY

- 1 Ask the candidate for a crew brief or practical demonstration.
- 2 Ask the candidate to tell you what they would do before setting out on a particular trip. (This duplicates part of the practical test).

ADDITIONALLY FOR CANDIDATES REQUIRING A CERTIFICATE FOR 'COASTAL WATERS' AND 'ALL WATERS'.

Regulations

- 1 'If you had to cross a traffic separation scheme, how would you do so?'

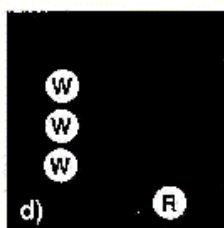
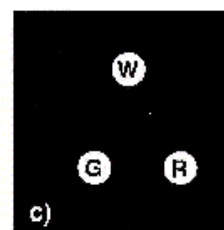
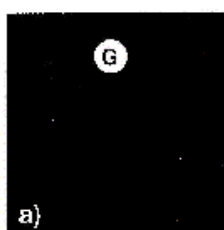
Ensure that the candidates know the basic rules for following and crossing traffic separation schemes.

- 2 'What lights should you show on your own boat at night?'

Restrict questions to the candidate's own type of boat.

'What types of vessel are indicated by the following lights? What aspect is shown?'

Concentrate on the vessels shown below, 4 vessels minimum. You need not test all the possible types.

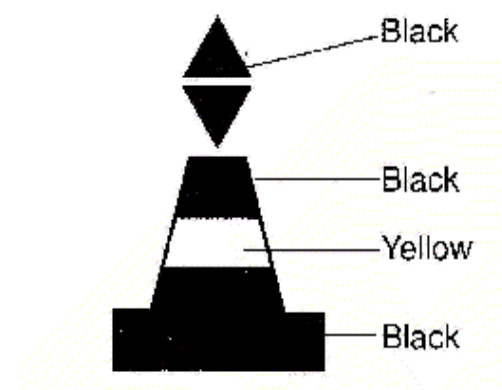


- 3 'What sound signal would you make in your own vessel in fog?'
'What is the meaning of one long and two short blasts?'

The second sample question should elicit an answer which covers some (but not all) of the vessels which might make this signal.

PILOTAGE

- 1 Questions should be in the form of 'What is this buoy and what is its significance?' rather than 'What colour/shape/light characteristic of buoy should be used here?'



- 2 'Where would you find the local regulations for harbour?'

Ensure that the candidate knows that local rules exist and can be found in Sailing Directions / Pilot Books and Nautical Almanacs.

- 3 Use a sample chart and talk through the main points in the entry or departure plan. In particular, make sure that the plan is appropriate to a small boat and not a large ship.

NAVIGATION

- 1 Use a sample chart and concentrate on the common and important chart symbols, e.g. rocks, wrecks and the difference between a charted depth and a charted drying height.
- 2 Prepare a 3-bearing fix and ask the candidate to plot it and give lat/long of the position.
- 3 Prepare a 'course shaping' question on the sample chart, in the form:

'You are at buoy. Assuming the tidal stream is 180(T)^o at 1 knot, what is the magnetic course to steer for harbour, with a boat speed of 6 knots and no leeway?'

A high level of precision is not necessary, the candidate should show that the principles of allowing for tidal streams is understood.

- 4 Give the candidate a tide table and ask for the times and heights of today's high and low waters.
- 5 'What is the direction and rate of the tidal stream at, two hours after high water springs at the reference port?'

Keep the question as simple as this, do not ask for interpolations.

**APPENDIX 2: APPLICATION TO BECOME AN ICC TEST CENTRE
(APPLICABLE TO RYA AFFILIATED CLUBS ONLY)**



Name of club:

Address:

Tel:

Fax:

Email:

Website:

Names and qualifications of Tester(s):

Types of test to be carried out (please tick as appropriate):

☐ Power up to 10m

☐ Power without 10m LOA restriction

☐ Sail

☐ Coastal

☐ Inland (must include the CEVNI test)

☐ CEVNI

Signature:

Date:

Name in capitals:

Position within the club:

Please return to:
RYA Training Dept,
RYA House,
Ensign Way,
Hamble,
Southampton
SO31 4YA

APPENDIX 3: APPLICATION FOR A MEMBER OF AN AFFILIATED CLUB TO ATTEND AN ICC TESTER BRIEFING



The data recorded on this form will be checked by the RYA for the purposes of processing this application. This includes verifying the qualifications and communicating about the Tester Briefing and any subsequent updates to information. Personal data will be processed in line with our Privacy Policy www.rya.org.uk/go/privacy.

Name:

Address:

Tel (day):

Email:

Date of birth:

RYA membership number:

Next of kin (contact name and number):

Name of club or centre for whom you will be running tests:

RYA qualifications held (please give certificate numbers where applicable):

Type(s) of test that you wish to run (please tick as appropriate):

☐ Power up to 10m

☐ Power without 10m LOA restriction

☐ Sail

☐ Coastal

☐ Inland (must include the CEVNI test)

☐ CEVNI

Please return to:

RYA Training Dept,

RYA House,

Ensign Way,

Hamble,

Southampton SO31 4YA