

## GUIDANCE NOTES

# APPLYING TO BE A SAIL TRAINEE AT TALL SHIPS ABERDEEN

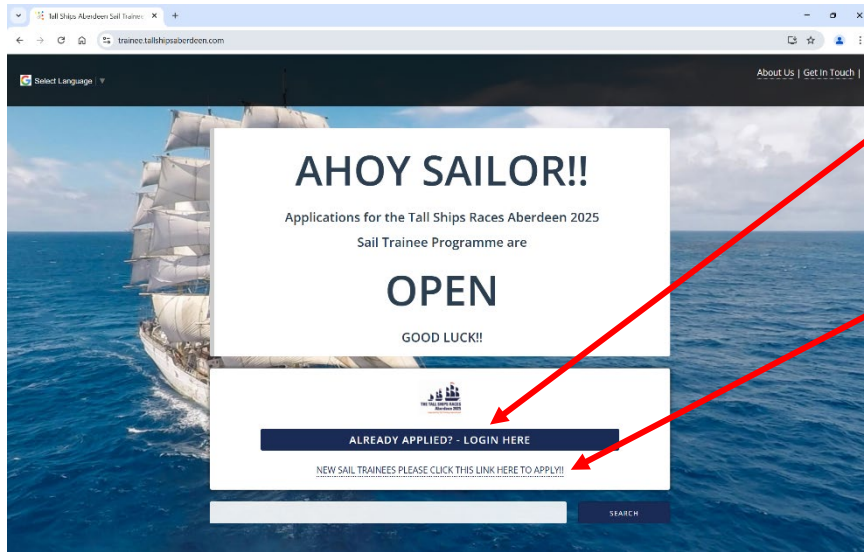
Ready to take on the adventure of a lifetime as part of a Tall ships crew?

First, you'll need to apply and that means filling in an online form at

<https://bit.ly/TLLtrainee>

But don't let this put you off – we've pulled together some guidance notes to talk you through and help you get on board...





Are you returning to continue your application?  
Please select "ALREADY APPLIED? - LOGIN HERE"

OR

New to completing your application? Please select  
"NEW SAIL TRAINEE PLEASE CLICK THIS LINK  
HERE TO APPLY"

Volunteer Registration ✕

Email

Email

REGISTER

REGISTER WITH GOOGLE

REGISTER WITH FACEBOOK

[Terms and Conditions](#)

Once you select "NEW SAIL TRAINEE PLEASE  
CLICK THIS LINK HERE TO APPLY", a pop-up box  
will appear. Please choose your method of  
registering.

1 2 3 Personal  
Details

We need to collect some personal information here including your name, birthdate and contact details so we can match you to suitable opportunities and remind you about your upcoming opportunities.

Create Password ?

First Name  Last Name  Birth Date ?

I identify my gender as ?  
Please select

Contact Number

Describe your ethnic origin ?  
Please Select

Do you consider yourself to have a disability ?  
No

Do you have any requirements, conditions, illness or allergies that we should be aware of ? ?  
Please select

Emergency contact name ?  Emergency contact number ?

NEXT

Now it's time to complete your trainee profile to finish your registration.

Select a memorable password that you can use to log in again.

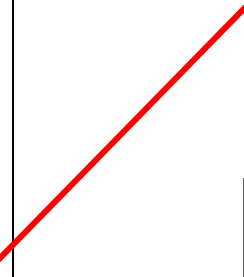
Complete the personal details section. Remember this section is about you so please use all your own details except emergency contact which would be your chosen trusted adult that would be contacted in case of emergencies.

Once complete, click the "next" button



The next part is your Address Details – enter your postcode into the box provided and click the search button

Once the search is complete, the "select your address" drop-down will appear



1 2 3 Your  
Location

By telling us your location we can match you with opportunities close to you.

Enter postcode and hit search to find address

NEXT

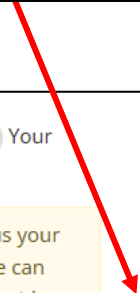
1 2 3 Your  
Location

By telling us your location we can match you with opportunities close to you.

Enter postcode and hit search to find address

Select your address

Register and start volunteering x +

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Do you consider yourself to be a resident of Aberdeen?

No

Do you have any requirements that should be aware of? ?

Please select

Emergency contact name

1 2 3 Your Location

By telling us your location we can match you with opportunities close to you.

Select your address

- Aberdeen City Council Marischal College, Broad Street
- Accord Card Third Floor North, Broad Street
- Afb Contracts Ltd Stt/4/22
- Bee's Special Thai Food Stt/3/200
- Bon Accord Care Ltd Marischal College Marischal College, Broad S
- Carol Heslop Stt/3/185
- Carol's Ices [Michael Cordiner] Stt/4/6
- Carol's Mobile Bakery Shop Stt/1/34
- Child Protection Partnership Business Hub 2, Lower Ground Nort
- Colins Ices Stt/4/11
- Cove Bay Nursery Vehicle Stt/1/41
- Damian Wright - T/A Wrights Catering Stt/1/32
- Debbie's Burger Box Stt/3/51
- Eat Street Stt/3/159
- El Pescador Stt/5/6
- Filling Station 1 Stt/3/151
- Frying Scotsman Stt/3/92
- Gill And Derek Ices Stt/4/14
- Heather's Kitchen Stt/3/95

Select your address

SELECT

Click the down arrow on the "select your address" drop-down and choose your correct address details from the list, it will look something like this...

Once chosen, the "final address" box will appear. Check over these details, amend if there are any errors with your details and then click the "next" button

1 2 3 Your Location

By telling us your location we can match you with opportunities close to you.

Enter postcode and hit search to find address

AB10 1AB

SEARCH

Address

Aberdeen City Council Marischal College

Broad Street

City

Aberdeen

State/Province/Region

Aberdeenshire

Map Satellite

Aberdeen

CASTLEGATE

Google

Aberdeen Map data ©2024 Terms

If you wish to refine your location just drag and drop the pin.

NEXT

We need to get your consent to use your data to enable your volunteering, and that you agree to our terms and conditions

Pronouns (optional)

Do you consider yourself to be trans, or have a trans history?

Can you speak fluent English?

Are you in education?

Secondary School Attended

Please use this space to tell us more about your education (where you attended, support required, achievements) (Max Words 100)

The next part is a few questions about yourself, so we can know you better!

For the question "secondary school attended", please enter the school you were registered at, even if you didn't attend regularly. If you are unsure which school this was, a parent or guardian may be able to help with this information

The next box is to tell us a bit more about your education, please use this to tell us about support you received during this time, any achievements or qualifications gained. Don't worry if you have nothing to add

What is your employment status?

Please select ▼

Please use this space to tell us more about your current circumstances. e.g . part time work, zero hours contract or length of time out of employment (Max words 250)

Are you Care Experienced?

The term care experienced is used to include anyone who has been or is currently in care or from a looked after background at any stage in their life. It includes people who have been in foster care, kinship care, residential care, secure care and those who have been looked after at home with a supervision requirement.

Please Select ▼

Are you a young carer?

A young carer is someone under the age of 18 who helps to care for a family member, relative or friend. A young person aged 16-25 with caring responsibilities can be known as a young adult carer.

Please Select ▼

In this section we need your employment status, if not in education. You will see from the options there is also the choice inactive which means –

That you are not working, but also not actively looking for work. It could be for a number of reasons for example you have long term health issues that are preventing you from looking for work. If you think this fits your status better than unemployed please choose this option

Use the next box to tell us about your employment duties, your work hours or how long you have been out of work for. If you have never had a job since leaving school you can also tell us this here.

Do you have any of the following barriers?

Asylum Seeker  
 Criminal Convictions  
 Homeless or affected by housing exclusion

If you selected other for 'Barriers' above please describe below

Do you have a valid passport?

If your application is successful a passport will be required by February 2025. Your passport must:

- have a 'date of issue' less than 10 years before the date you arrive - if you renewed your passport before 1 October 2018, it may have a date of issue that is more than 10 years ago

- have an 'expiry date' at least 3 months after the 16th August 2025.

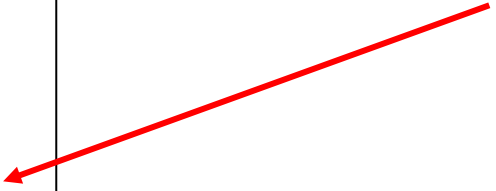
Please Select

Do you need support to get a passport?

Please Select

In this section, you will see a list of barriers that may affect your chances of getting work, please tick any you feel are relevant.  
There is also a space to let us know a bit about any other barriers you may have that were not included in the main list

To be a Tall ship Trainee you must have a valid passport that has a date of issue less than 10 years ago and expiry date at least three months after 16 August 2025.  
If you need support to get a passport or renew your current one we can help fund this. If you would like this support please choose "yes" to this question



Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

- No Conditions
- Deafness or partial hearing loss
- Blind or partial sight loss
- Full or partial loss of voice or difficulty speaking

If you selected 'other' above please use this space to tell us more if you wish to do so (Max Words 50)

Does your condition/s reduce your ability to carry-out day-to-day activities?

Any additional information? Max Words 100

If you are unsure which box to tick for your condition, please see examples below that might help and then tell us how it affects you and if you have any additional information about your needs:

Deafness or partial hearing loss *e.g. Deaf, Deafblind., Deafened, Deafness, Hard of hearing, Hearing impaired, Profoundly deaf, Severely Deaf*

Blindness or partial sight *e.g. Artificial eye, Blind, Deafblind, Detached retina, Legally blind, Partial sight loss, Partially sighted, Sight loss, Visually Impaired*

Full or partial loss of voice or difficulty speaking *e.g. Full or partial loss of voice or difficulty speaking due to health conditions such as: Autistic spectrum disorder, Cerebral palsy, Dementia, Head or brain injury, Learning disability, Motor neurone disease, Multiple sclerosis, Parkinson's disease, Profound and multiple learning difficulties (PMLD), Stroke, Communication equipment*

Learning disability *e.g. Acquired brain injury, Cognitive impairment/ Down's syndrome, Fragile X syndrome, Mild learning disability, Moderate learning disability, Neonatal brain damage/ Profound learning disability, Severe learning disability, Special needs*

Learning difficulty *e.g. Dyscalculia, Dyslexia, Dyspraxia, General leaning difficulty, Global learning difficulty, Learning difficulty, Verbal dyspraxia*

Autism Spectrum Disorder / Condition *e.g. Autism spectrum disorder, Autism spectrum condition, Asperger's syndrome*

Other developmental disorder *e.g. Attention deficit disorder, Attention deficit hyperactivity disorder, Emotional learning behaviour, Emotional learning difficulty, Global developmental delay, Oppositional defiant disorder*

Physical disability *e.g. Amputee, Hemiplegia, Carpal tunnel syndrome, Difficulty walking, Paralysis, Paraplegia, Physically disabled, Quadriplegic, Unable to walk, Uses walking stick, Wheelchair user*

Mental health condition *e.g. Addiction, Anxiety,, Bipolar disorder, Depression, Eating disorder, Panic attacks, Postnatal depression, Schizoaffective disorder, Schizophrenia, Seasonal affective disorder, Self harm*

Long-term illness, disease, or condition *e.g. Angina, Arthritis, Asthma, Cancer, Chronic obstructive pulmonary disease (COPD), Dementia, Diabetes, Epilepsy, Heart condition, High blood pressure (hypertension), Multiple sclerosis, Osteoporosis, Stroke*

Other condition *If condition cannot be classified within the previous categories*



**PERSONAL STATEMENT:**

Why do you want to be a Tall Ships Races Aberdeen 2025 sail trainee?

This is your chance to demonstrate your enthusiasm and commitment to joining the crew.

Keep it clear and concise – and tell us what you enjoy.

Tell us about times you felt you have achieved something, learned a new skill or made a difference to someone else.

Or tell us what you think would be your favourite part?

Or maybe there is something unique or memorable about you that makes you stand out from the crowd.

No experience is required to be a successful applicant.

Please get in touch if you need more support completing this section e:  
trainees@tallshipsaberdeen.com

Remember, we are looking for reasons to welcome you on board, not reject you! (Max Words 650)

Now for your Personal Statement.

Let us know all about why you want to be a Sail Trainee: you don't need experience to be a successful applicant so don't worry about that, just tell us all about you and why you think you would be good for the role!

Also to be a Trainee you must be available on the sailing dates 10 July – 2 August 2025

You will only sail in one race but will need to be available for all dates

**SAILING DATES:**

Are you available between the 9th of July and the 3rd of August 2025? Successful applicants will sail in either Race 2 or Race 3 of the Tall Ships Races 2025. Applicants will only sail in one race but must be available for all dates.

Race 2 on 10 July - 21 July and Race 3 on 21 July - 2 August 2025

**SELF FUND / FUNDING APPLICATION:**

A place on the Tall Ships Race as a Sail Trainee costs up to £2,000, which covers all transport, meals, equipment and accommodation.

You can apply for help to pay for your place with our funding programme, or you can choose to fund your own costs. Final costs will be confirmed in due course.

Taking up this once-in-a-lifetime experience should be accessible to everyone, as well as fairly distributing the set amount of funding we have.

Priority for funded places will be given to those who face the biggest financial barriers, and this is assessed during the application process.

Click to select SELF FUND if you are Self Funding and will finance the sailing place yourself or select APPLY FOR FUNDING if you would like to apply for funding to finance your place.

Please select

If you select SELF FUND, please ignore the FUNDING QUESTIONS and go straight to the bottom of the form and click REGISTER

There is funding available to help cover the costs of a Tall Ships Sail Trainee place, but if you would like to self-fund place choose this option from the drop-down and skip the rest of the funding questions and go the last question on email opt-in and checking terms and conditions box.

If you would like to apply for funding, please select the funding option and continue with the remaining questions.

These are personal questions to you and your household but we keep this information safe and it is only used to help identify those who would be eligible for funding.

Please feel free to ask a parent/guardian/support worker to help you with these next questions.

FUNDING APPLICANT QUESTION: Do you have the right to live and work in the UK and therefore have the right to access public funds?

Please note, in order to apply for funding, you must be eligible to have access to public funds.

Please answer YES or NO

Please Select

FUNDING APPLICANT QUESTION: Which best describes your current housing status?

FUNDING APPLICANT QUESTION: If you selected 'Other' for housing status please use this space to describe your housing status.

FUNDING APPLICANT QUESTION: How many children under the age of 16 live with you?

FUNDING APPLICANTS QUESTION: Do you or your parents/guardians receive means tested benefits?

- Universal Credit
- Pension Credit
- Housing Benefit
- Tax Credits

FUNDING APPLICANT QUESTION: What is your NET household income?

By net household income this is the income you take home after deductions of tax, national insurance and occupational pension contributions. Please include income from all household members.

FUNDING APPLICANT QUESTION: Please use this space to explain why you are applying for a funded place? (Max Words 250)

The last funding questions are about household income – the first list is if your parents/guardians receive any means-tested benefits.

Tick any relevant options from the list

Net household income – this is the combined income of anyone living in your household, that is yourself, parents/guardians, siblings and any others

You can use the last box to explain why you want to apply for a funded place

Once completed, check the terms and conditions box and if you want to opt in to receive emails and click the register button and then that is you completed your application.

We will be in touch about next steps. Good luck!!

Opt In to receive emails ?

Please select

You must check this box to agree to our [terms and conditions](#)

I consent to my relevant personal data being shared with providers of opportunities I join, apply, or are placed on

REGISTER