Assessment Requirements for MARD001 Manage business and administration on vessels limited by tonnage or near coastal operations

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Modification History

Release 1. New unit of competency.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and compiling operational and voyage data, and preparing reports
- communicating effectively verbally and in writing
- complying with mandatory rules and regulations and International Maritime Organization (IMO) Conventions and Codes, including the relevant sections of Australian Maritime Safety Authority (AMSA) Marine Orders and ensuring applicable codes, guidelines and standards recommended by IMO, classification societies and maritime industry organisations are taken into account
- conducting management meetings
- coordinating an audit to maintain a safety management certificate
- developing effective planning document
- establishing and developing dynamic groups and teams on board a vessel
- following correct procedures for obtaining a safety management certificate
- implementing human resources management responsibilities
- interpreting and applying information on contracts of carriage, marine insurance, salvage and towage
  - national administrative procedures for accident investigation, and vessel and port security
  - procedures relating to customs, quarantine and immigration clearance
  - labour-related regulations
- investigating and arbitrating shipboard conflict
- investigating, analysing and compiling casualty data and preparing related reports
- leading officers and crew
- maintaining vessel security
- motivating shipboard personnel
- organising training evaluation processes
- planning, implementing and monitoring goals and performance requirements for vessel operations and emergencies
- planning, implementing and monitoring requirements related to:

- Master duties, obligations, commercial and legal responsibilities under national and international laws and conventions
- state port control
- vessel documentation, certification and survey
- planning, implementing and monitoring work health and safety (WHS)/occupational health and safety (OHS) procedures and practices
- planning, organising and promoting shipboard training programs
- promoting correct safety management on board vessels
- providing high quality reports
- recognising and interpreting non-verbal communication
- taking action promptly to report and/or rectify management problems according to established procedures
- using management skills effectively.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- competency requirements for typical shipboard operations
- conflict resolution and mediation strategies and techniques
- contracts of carriage, marine insurance, salvage and towage
- established marine resource management procedures and practice
- equal employment policies and regulations
- general principles of integrated vessel and bridge management
- human resource management problems, and appropriate action and solutions
- legal issues relevant to Master responsibilities such as:
    - functions and responsibilities of Master, vessel owner and charterer in various types of charters and contracts of carriage
    - vessel owner obligation of reasonable dispatch
    - lay time, demurrage and dispatch
    - functions of a bill of lading
    - characteristics of a contract of carriage
    - international conventions relating to liability of a sea carrier
    - salvage and towage contracts
    - tort liability
    - legal principles of pilotage
    - insurance arrangements
    - vessel registration requirements
    - investigations and courts of marine inquiry
- maritime communication techniques, including barriers to effective communication and how to overcome them
- methods for:

- evaluating efficacy of shipboard training, drills and competency assessment
- motivating shipboard personnel
- identifying problems in services to other departments or in procedures and systems
- national administrative procedures for accident investigation, and vessel and port security
- national Training Packages and competency standards relevant to shipboard personnel
- principles of effective leadership and teamwork
- procedures for:
  - collecting, compiling, analysing and reporting on safety incidents and casualties on board a vessel, including format and characteristics of a good safety incident report
  - obtaining a safety management certificate and undergoing subsequent audits to maintain it
  - planning, implementing and monitoring goals and performance requirements for vessel operations and emergencies
  - relating to customs, quarantine and immigration clearance
- regulatory requirements for shipboard drills
- relevant:
  - industrial award requirements as they relate to shipboard personnel responsibilities, obligations and entitlements
  - maritime regulations
  - WHS/OHS and marine pollution control legislation, codes of practice, policies and procedures
- requirements related to:
  - state port control
  - vessel documentation, certification and survey
- role of vessel Master, including duties, obligations, and commercial and legal responsibilities under national and international laws and conventions
- techniques for:
  - evaluating and seeking alternatives for improvement of shipboard operational and emergency procedures and systems
  - setting of performance standards and evaluating performance of shipboard personnel
- training and competency assessment techniques and options suitable for shipboard personnel
- vessel safety management system (SMS) and:
  - its aims, objectives, advantages and disadvantages
  - general provisions for developing and monitoring vessel SMS
  - requirements of relevant maritime authorities for SMS.

Assessment Conditions

Assessors must satisfy National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) assessor requirements.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- tools, equipment, machinery, materials and personal protective equipment currently used in industry
- applicable documentation such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- range of relevant exercises, case studies and/or simulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2