Assessment Requirements for MARD004 Manage business and administration on vessels limited by tonnage or near coastal operations

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Modification History

Release 1. This is the first release of this unit of competency in the MAR Maritime Training Package.

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 documents
- establishing and developing dynamic groups and teams onboard a vessel
- following correct procedures for obtaining a safety management certificate
- implementing human resource management responsibilities
- interpreting and applying information on contracts of carriage, marine insurance, salvage and towage, including:
    - labour-related regulations
    - national administrative procedures for accident investigation, and vessel and port security
    - procedures relating to customs, quarantine and immigration clearance
- 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

- port state control (PSC)
- vessel documentation, certification and survey
- planning, implementing and monitoring work health and safety (WHS)/occupational health and safety (OHS) procedures and practices
- promoting correct safety management onboard vessels
- providing high-quality reports
- recognising and interpreting non-verbal communication
- taking actions 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
- equal employment policies and regulations
- established marine resource management procedures and practices
- general principles of integrated vessel and bridge management
- human resource management problems, and appropriate action and solutions
- laws and regulations pertaining to vessel operations and contingencies, including:
  - agency
  - customs and quarantine
  - deaths and disappearances
  - drugs
  - immigration
  - marine pollution (Australian laws and IMO conventions)
  - operational safety (Australian regulations and IMO conventions)
  - security and anti-terrorism
  - smuggling and piracy
  - stowaways and refugees
  - wrecks, salvage and towage
- legal issues relevant to Master responsibilities, including:
  - characteristics of a contract of carriage
  - functions and responsibilities of Master, vessel owner and charterer in various types of charters and contracts of carriage
  - functions of a bill of lading
  - insurance arrangements

- international conventions relating to liability of a sea carrier
    - investigations and courts of marine inquiry
    - lay time, demurrage and dispatch
    - legal principles of pilotage
    - salvage and towage contracts
    - tort liability
    - vessel owner obligation of reasonable dispatch
    - vessel registration requirements
- maritime communication techniques, including barriers to effective communication and how to overcome them
- methods for:
    - evaluating efficacy of shipboard training, drills and competency assessment
    - identifying problems in services to other departments or in procedures and systems
    - motivating shipboard personnel
- 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 onboard 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
    - 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:
    - PSC
    - 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 operation, including:
  - berthing and unberthing
  - bridge operations
  - cargo handling and care
  - catering operations
  - deck operations and maintenance
  - emergency and damage control operations
  - engine room operations and maintenance
  - mooring operations
  - navigation
  - passenger service operations
  - personnel training
  - pollution control operations
  - radio operations
  - safety/emergency drills
  - slipping operations
- vessels physical resources, including:
  - accommodation equipment and facilities
  - bridge equipment and resources
  - catering equipment and facilities
  - documents and certification
  - engine room propulsion plant and equipment and related auxiliary systems
  - navigation charts, marine publications, manufacturer manuals and other reference documentation
  - radio equipment and facilities
  - tools and maintenance equipment
  - vessel deck equipment, fittings and related systems
  - vessel structures and fittings
- vessel safety management system (SMS), including:
  - general provisions for developing and monitoring vessel SMS
  - aims, objectives, advantages and disadvantages of SMS
  - requirements of relevant maritime authorities for SMS.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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.

Practical assessment must occur in a workplace, or realistic simulated workplace, under the normal range of workplace conditions.

Simulations and scenarios may be used where situations cannot be provided in the workplace or may occur only rarely, in particular for situations relating to emergency procedures and adverse weather conditions where assessment would be unsafe, impractical or may lead to environmental damage.

Resources for assessment must include access to:

- applicable documentation, such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- tools, equipment, machinery, materials and relevant personal protective equipment (PPE) currently used in industry.

Links

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