MARG005 Supervise a crew

Release: 1

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Modification History

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to provide leadership and guidance to a vessel crew to optimise vessel performance.

This unit applies to an individual working on a range of vessels as a Chief Integrated Rating.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and implement work schedules	1.1 Tasks and/or jobs are identified and prioritised according to work schedules
	1.2 Timelines, personnel and equipment are identified for each job and task
	1.3 Work schedules are clearly communicated to crew and individuals
	1.4 Changes to work schedules are implemented through reorganisation of priorities, and reasons are clearly conveyed

			to crew and individuals
		1.5	Priority of tasks is communicated to crew and individuals
		1.6	Tasks and/or jobs are discussed with crew and individuals, and work schedules are adjusted as required
		1.7	Risks are identified and analysed according to with organisational policies and procedures
		1.8	Risks are monitored and reviewed and appropriate treatment is applied to eliminate or minimise risk
2	**Monitor performance of tasks**	2.1	Required standard is effectively communicated to crew and individuals to ensure understanding of allotted task
		2.2	Instruction or technical support to achieve required standard is provided as required
		2.3	Standard of performance is monitored to ensure achievement of outcomes
		2.4	Feedback on performance is discussed with crew and individuals
		2.5	Completion times of tasks/jobs are monitored and scheduling is adjusted as appropriate
3	**Support development of crew or individuals**	3.1	Workload is discussed with crew and individuals on a regular basis
		3.2	Support mechanisms are explored and implemented to address issues
		3.3	Crew and individuals are supported to identify and resolve work-related issues
		3.4	Crew and individuals are supported to establish and maintain effective relationships with colleagues according to the requirements of their work role
		3.5	Areas of tension or conflict in relationships are identified and steps are taken to address contributing factors and issues
		3.6	Mentoring, training and assessment is provided as required, to develop and enhance crew and individual skills and knowledge according to work role requirements
		3.7	Trainee crew are supported to complete relevant training record books

4	**Provide leadership to crew**	4.1	Crew is assisted to identify and work towards goals and objectives according to organisational values and directions
		4.2	Support and encouragement is provided to crew and steps are taken to maintain or improve cooperation and cohesiveness
		4.3	Barriers to crew effectiveness are identified and potential causes or factors contributing to these barriers are investigated
		4.4	Strategies are put in place to enhance team effectiveness by addressing identified barriers
5	**Monitor application of WHS/OHS**	5.1	Implementing work health and safety/occupational health and safety (WHS/OHS) standards is monitored to ensure safety requirements are met
		5.2	Strategies for prevention or correction of problems are determined from monitoring process
		5.3	Recommendations for prevention or correction of problems are made to achieve established standards
6	**Communicate with management, crew and individuals**	6.1	Information affecting work is explained logically and clearly to crew and individuals verbally and/or in writing, as required
		6.2	Effective and appropriate information provision is carried out with management
		6.3	Concise reports are written that conform to organisational procedures
7	**Control entry to confined spaces**	7.1	Requirement for confined space entry is identified
		7.2	Confined space entry permit and any limitations are identified according to organisational procedures
		7.3	Roles and responsibilities of crew members are confirmed according to organisational procedures
		7.4	WHS/OHS requirements are applied throughout control of the operation
		7.5	Entry and egress of confined space are monitored and recorded according to work permit conditions and organisational procedures
		7.6	Communication and consultation with confined space entry team is maintained according to work permit conditions and

organisational procedures

7.7   Documentation and reports are completed according to organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Work schedules include one or more of the following:	• organisational standards relating to service delivery or outcomes specific to work role • resources required • specific plans for implementing identified work arrangements • timeframe for achieving outcomes • training plans to develop required skills and knowledge
Monitoring performance may include one or more of the following:	• discussions with crew member/s • identifying training and development needs • mentoring training and assessment of crew members • reviewing and discussing factors that have affected individual work schedules • reviewing individual's work schedule
Organisational values and directions include one or more of the following:	• duty of care • first aid • grievance management • harassment • person-centred approach • service delivery standards • specific values, standards and approaches relevant to work role • WHS/OHS • workplace behaviours

Strategies must include:	• review of:
	  • policies and procedures
	  • roster arrangements or associated work conditions
	  • systems, equipment or work practices

Confined spaces include one or more of the following:	• any compartment or area with limited opening for access, no escape route, and with limited natural ventilation and the capability of accumulating a toxic, flammable or explosive atmosphere, or of being flooded such as:
	  • pump rooms
	  • cargo holds
	  • ballast, fresh water and other tanks

Limitations include one or more of the following:	• emergency situation requirements • equipment and/or clothing, and personal protective equipment requirements • maximum/minimum numbers in teams entering confined space • medical constraints on personnel entering confined space • monitoring/testing requirements • time limitations for working within confined space or before returning to confined space

Unit Mapping Information

This unit replaces and is equivalent to MARG4003A Supervise a crew.

Links

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