



Australian Government

MARG006 Manage a vessel and its crew

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the MAR Maritime Training Package Release 3.0.

Application

This unit involves the skills and knowledge required to lead and manage the operations of a vessel and its crew.

This unit applies to maritime workers working in the maritime industry as a Master Unlimited.

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

Elements describe the essential outcomes.

1 Take command

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Command is exercised according to organisational authority and guidelines
- 1.2 Command structure is established appropriate to vessel
- 1.3 Command structure is communicated to crew and external authorities who have a regulatory interest in vessel
- 1.4 Command information management system is implemented
- 1.5 Communication mechanisms and procedures are

implemented between levels of command according to organisational procedures

1.6 Liaison is established and maintained to meet control and command requirements

2 Manage operations

2.1 Operational plan is developed in consultation with relevant personnel

2.2 Key performance indicators (KPIs) are developed, detailed and included in operational plan

2.3 Contingency plans are developed and implemented at appropriate stages of operational planning

2.4 Resource acquisition is planned and managed according to organisational procedures

2.5 Standard operating procedures are developed in an appropriate format

2.6 Performance systems and processes to assess progress in achieving profit and productivity plans and targets are developed, monitored and reviewed

2.7 Areas of under-performance are identified and prompt action is taken to rectify the situation

2.8 Recommendations for variations to operational plans are negotiated according to organisational procedures

2.9 Systems to ensure procedures and records associated with documenting performance are managed according to organisational procedures

3 Apply task and workload management

3.1 Workload of crew members is planned taking into account time and resource constraints

3.2 Crew are assigned workload priority and performance expectations are communicated clearly

3.3 Workload of crew is coordinated according to agreed objectives and timelines

3.4 Performance of crew and individuals is systemically monitored against defined measurable performance criteria to ensure satisfactory completion of assigned tasks and workloads

3.5 Potential and current issues and problems arising in relation

to task and workload management are identified and acted on according to organisational and legislative requirements

4 Support and participate in development activities

- 4.1 Training needs of crew and individuals are identified and assessed on a regular basis according to organisational procedures
- 4.2 Action plan to meet crew and individual training and development needs is developed, agreed and implemented
- 4.3 On-the-job training is provided to meet crew needs according to the required organisational standard
- 4.4 Crew members are encouraged and supported to attend training and to undertake development opportunities
- 4.5 Coaching and mentoring are utilised as developmental tools

5 Communicate objectives and required standards

- 5.1 Crew members are provided with up-to-date information concerning organisational objectives and standards
- 5.2 Crew member understanding of objectives and standards is checked
- 5.3 Organisational standards and values are modelled and promoted to crew members

6 Provide leadership to crew and individuals

- 6.1 Link between function of crew and organisational goals is articulated and communicated to crew
- 6.2 Participative decision making is used to develop, implement and review work of crew and to allocate responsibilities
- 6.3 Opportunities are given to crew and individuals to develop new and innovative work practices and strategies
- 6.4 Appropriate delegation to crew and individuals is made, according to crew objectives and goals, and organisational policy and procedures
- 6.5 Tasks are allocated within the competence of crew members and this allocation is supported with appropriate authority, autonomy and training
- 6.6 Procedures for emergency responses are developed and communicated to crew members

7 Make effective decisions

- 7.1 Team-building strategies are applied to achieve strengthened crew and individual commitment to organisational vision and goals

- 7.2 Range of consultative methods are used to involve crew in decisions and vessel risk assessment
- 7.3 Use of problem-solving strategies and techniques to identify and generate options is promoted
- 7.4 Decisions and actions are evaluated for their effectiveness and positive outcomes
- 7.5 Decisions and actions are documented and reported 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.

Information management system includes one or more of the following:

- data receipt
- procedures and protocols
- recording
- recording and documenting incidents
- security and authority assignment
- storage and despatch modes
- types of technology – electronic data exchange devices

Relevant personnel includes one or more of the following:

- crew supervisors
- masters of other vessels
- senior crew members
- senior management
- union or employee representatives
- work health and safety (WHS)/occupational health and safety (OHS) committee/s and other people with specialist responsibilities

- Contingency plans include one or more of the following:
- allocating functions or tasks
 - recycling and re-using materials
 - risk identification, assessment and management processes
 - strategies for reducing costs, wastage, stock or consumables
- Resource acquisition includes one or more of the following:
- current and projected human, physical and financial resources
 - goods and services to be purchased and ordered
 - stock requirements and requisitions
- Performance expectations include one or more of the following:
- documented KPIs developed by Master for:
individuals
individuals and crew
 - informal KPIs developed by Master for:
individuals
individuals and crew
- Potential and current issues and problems include one or more of the following:
- appeals against formal decisions such as assessments
 - bullying
 - discrimination and harassment
 - disputes between individuals or parties
 - grievances
 - injury rehabilitation
 - perceived or actual issues relating to work:
 - roles, job design and allocation of duties
 - performance of self and others
 - prejudice or racial vilification
 - promotions
 - stress or personal problems
- Development opportunities include one or more of the following:
- career pathways
 - coaching
 - external study
 - formal course participation
 - induction
 - in-house training programs
 - job rotation
 - mentoring
 - on-the-job training

Team-building strategies include:

- clarifying ground rules and behavioural expectations
- defining and clarifying objectives and work area plans
- ensuring input into the review of the safety management system (SMS) is encouraged
- fostering creativity
- offering constructive feedback
- recognising achievements
- strengthening communications processes

Consultative methods include one or more of the following:

- email/intranet communications, newsletters or other processes and devices that ensure all employees have the opportunity to contribute to team and individual operational plans
- mechanisms used to provide feedback to work team in relation to outcomes of consultation
- meetings, interviews, brainstorming sessions

Unit Mapping Information

This unit replaces and is equivalent to MARG6001A Manage a vessel and its crew.

MARG6001A replaces and is equivalent to TDMML407A Manage administration of the vessel and its personnel.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2>