



**Australian Government**

# **MARG007 Manage a small crew**

**Release: 1**

# MARG007 Manage a small crew

## Modification History

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

## Application

This unit involves the skills and knowledge required to lead and develop small crews.

It includes inducting and training crew, allocating crew workload, monitoring crew performance, addressing performance related issues, addressing issues and problems of crew and individual crew members, and building support and commitment within crew.

This unit applies to people working in the maritime industry in the capacity of:

- Master of a commercial vessel less than 35 metres in length within the exclusive economic zone (EEZ)
- Master of a vessel less than 80 meters in length in inshore waters
- Chief Mate or Deck Watchkeeper on a vessel less than 80 meters in length within the EEZ.

## Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit.

This unit is one of the requirements to obtain Australian Maritime Safety Authority (AMSA) certification as a Master less than 35 meters Near Coastal and a Mate less than 80 metres Near Coastal, as defined in the National Standard for Commercial Vessels (NSCV) Part D.

## 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 Induct and train crew**

- 1.1** Crew member is introduced to key personnel and areas on vessel
- 1.2** Performance requirements and responsibilities of the position are explained
- 1.3** Legislative requirements and organisational policies and procedures are explained
- 1.4** Initial training in relevant safety management systems (SMS), equipment and work practices is arranged and conducted
- 1.5** Training opportunities for development of the individual's job role are identified
- 1.6** Relevant documentation is completed and submitted to appropriate personnel

## **2 Allocate crew workload**

- 2.1** Current workload of crew is assessed
- 2.2** Workload is scheduled effectively to facilitate operational efficiency of vessel
- 2.3** Duties, rosters and responsibilities are assessed against and matched to crew capabilities according to legislative and organisational requirements
- 2.4** Crew are allocated a workload priority
- 2.5** Workload of crew is continuously assessed according to agreed objectives and timelines

## **3 Monitor crew performance**

- 3.1** Performance expectations are communicated clearly to crew and individual crew members
- 3.2** Performance of crew and individuals is systemically monitored against defined measurable performance criteria to ensure satisfactory completion of assigned workloads
- 3.3** Performance expectations are assessed objectively against workloads and crew and individual capabilities
- 3.4** Strategies are developed to ensure crew and individuals are actively encouraged and supported in assessing their

- own competence and identifying their learning needs
- 4 Address performance-related issues**
- 4.1** Systems are established to ensure efforts of crew are monitored, and formal and informal feedback is provided in a constructive manner
- 4.2** Performance above expectations is identified and reinforced through recognition and continuous feedback
- 4.3** Performance below expectations is identified and development plan for improved performance is negotiated, agreed on and documented according to organisational requirements
- 4.4** Action plans for improving performance are established and monitored according to organisational requirements
- 5 Address issues and problems of crew and individual crew members**
- 5.1** Potential and current issues and problems arising within crew and/or individuals are identified and acted on according to organisational and legislative requirements
- 5.2** Advice, support and expertise is sought from appropriate personnel, as required, to resolve issues and problems
- 5.3** Issues and problems that impact on individual crew members are followed through and resolved with concerned individuals
- 6 Build support and commitment within crew**
- 6.1** Organisational requirements are met through personal performance, behaviour and leadership, which serves as a positive role model for other crew members
- 6.2** Own performance is monitored and adjusted to ensure it aligns with key performance indicators (KPIs) and organisational goals
- 6.3** Crew members are treated in a fair and equal manner and individual differences are identified and accommodated
- 6.4** Effective communication is developed and maintained with crew and management

## 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.

## Unit Mapping Information

This unit replaces and is equivalent to MARG002 Manage a small crew.

## Links

Companion Volume implementation guide can be found in VetNet -

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