



Australian Government

MARG1001A Work effectively as part of a crew on a vessel up to 80 metres

Release 1

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Modification History

Release 1

This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to work effectively as a general purpose hand on a vessel up to 80 metres.

Application of the Unit

This unit applies to general purpose hand/rating working in the maritime industry on vessels up to 80 metres as part of a vessel crew.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|-----|---|
| 1 Perform routine workplace duties following simple written instructions | 1.1 | <i>Routine work instructions and procedures</i> are read and interpreted correctly |
| | 1.2 | Appropriate lines of communication with supervisors and colleagues are identified and used |
| | 1.3 | Routine work instructions and procedures are followed in sequence |
| | 1.4 | Clarification is sought from workplace supervisor when any instruction or procedures is not understood |
| 2 Follow simple spoken instructions | 2.1 | Spoken instructions are interpreted correctly |
| | 2.2 | Instructions are responded to promptly |
| | 2.3 | Clarification is sought from workplace supervisor when any instruction is not understood |
| 3 Communicate with other crew members | 3.1 | Constructive feedback is encouraged and acted upon |
| | 3.2 | All crew members are treated with respect, courtesy and sensitivity |
| | 3.3 | Cultural differences are considered and appropriate language is used in all verbal and non-verbal communication |
| | 3.4 | Communication is used to develop and maintain positive relationships, mutual trust and confidence |
| 4 Complete workplace forms | 4.1 | <i>Workplace forms</i> are completed clearly and concisely within designated timeframes |
| | 4.2 | Assistance is sought to complete workplace forms when necessary |
| 5 Complete work tasks | 5.1 | Tasks are completed within designated timeframes according to instructions |
| | 5.2 | Effective questioning is used to seek assistance from other crew when difficulties arise in achieving allocated tasks |
| | 5.3 | <i>Factors affecting work requirements</i> are identified and appropriate action is taken |
| | 5.4 | Progress with task is communicated to supervisor as required |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required Skills:

- Communicate effectively in the workplace relevant to own work responsibilities
- Communicate using maritime vocabulary
- Complete relevant workplace documentation
- Identify work requirements
- Plan work tasks
- Process basic workplace forms
- Relate to people from diverse backgrounds using culturally appropriate language
- Request advice, receive feedback and work with others

Required Knowledge:

- Basic spelling, grammar and punctuation to complete basic workplace forms
- Communication procedures relevant to the organisation and the individual's work responsibilities
- Standard marine communication phrases
- Work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, the required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- being aware of own specific roles and responsibilities
- working as part of a team.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- industry-approved marine operations site where general purpose hand/rating skills can be conducted
- tools, equipment and personal protective equipment currently used in industry
- relevant regulatory and equipment documentation that impacts on work activities
- range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Method of assessment

Practical assessment must occur in an:

- appropriately simulated workplace environment and/or
- appropriate range of situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation of the candidate working effectively as part of a crew
- direct observation of the candidate applying relevant WHS/OHS requirements and work practices.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

In all cases where practical assessment is used it should be

combined with targeted questioning to assess Required Knowledge.

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

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below.

- Routine work instructions and procedures may include:
- Instruction manuals
 - Labels
 - Personnel information, notes, rosters
 - Signs and symbols
 - Weather information
 - Work health and safety (WHS)/occupational health and safety (OHS) policies, procedures and alerts
- Workplace forms may include:
- Hazard/incident/accident report forms
 - Personnel forms
 - Safety reports
 - Telephone messages
- Factors affecting work requirements may include:
- Changes to procedures
 - Competing work demands
 - Environmental factors such as weather
 - Equipment/technology breakdowns
 - Other work demands
 - Resource issues

Unit Sector(s)

Not applicable.

Competency Field

Teamwork