Australian Government

TDM07 Maritime Training Package

Release: 1.0

CONTENTS

Industry Skills Australia

Modification History

Table 1 Version modification history

The version details of this endorsed Training Package and its predecessor are in the table below. The latest information is at the top of the table.

Version	Release Date	Comments
TDM07 Version 1.2	June 2010	The following changes have been undertaken in this new Version of TDM07 Maritime Training Package. Qualification packaging rules have been changed to meet the increased flexibility rules on the following qualifications: <table><tr><td>TDM10107</td><td>Certificate I in Transport & Distribution (Maritime Operations)</td></tr><tr><td>TDM20107</td><td>Certificate II in Transport & Distribution (Maritime Operations)</td></tr><tr><td>TDM30107</td><td>Certificate III in Transport & Distribution (Maritime Operations)</td></tr></table>
TDM07 Version 1.1	September 2007	Category 1 (one) change has been made to the Training Package to amend a code version error. The following units ending with a digit 'C' should be amended to a digit 'B': -TDTD197C Shift materials safely using manual handling methods -TDTG197C Work effectively with others
TDM07 Version 1.1	September 2007	Category 1 (one) changes made to the Training Package to amend numerical inconsistency with statements for two qualifications:

		For the qualification TDM50507 Diploma of Transport and Distribution (Coastal Maritime Operations-Master Class 3). The statement for the qualification (Vol 2. P27) has been amended to read that twenty seven units of competency are required to complete the qualification and not twenty eight as stated in TDM07 Version 1.0.
		For the qualification TDM50407 Diploma of Transport and Distribution (Coastal Marine Engineer-Engineer Class 3) The statement for the qualification (Vol 2. P32) has been amended to read that nineteen units of competency are required to complete the qualification and not twenty as stated in TDM07 Version 1.0.
		Minor inconsistencies with unit codes used in qualification notes have been identified and amended.
		A new DEST supplied Copyright statement has been added to all volumes.

Version	**Release Date**	**Comments**
TDM07 Version 1.0	September 2007	The Training Package has been updated to the new unit structure and format and has been analysed and updated to improve the way Employability Skills are incorporated. The Training Package has been reviewed in close consultation with Industry, regulatory authorities and RTOs to ensure a closer alignment with regulatory requirements while preserving the valued flexibility of the existing qualifications and packaging arrangements. To achieve this the Maritime Training Package has been organised into three streams of qualifications: • A **coastal operations stream** closely aligned with State and Territory certification arrangements for maritime occupations described and defined in Part D of the National Standard for Commercial Vessels. • An **ocean-going stream** closely aligned with AMSA certification arrangements for maritime occupations described and defined in Marine Orders under the Navigation Act and the STCW Code of the International Maritime Organisation. • An **unregulated qualifications stream** allowing the tailoring of qualifications to a range of non-regulated maritime

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		occupations which provide a range of important support services on vessels.
		To achieve these outcomes all units have been modified to some degree, the majority being related to the change in format and enhanced incorporation of Employability Skills. Other changes have involved the development of new units, the splitting of units, the combining of units into new units and the modification of units to achieve the recommended more direct alignment with regulatory requirements.
		A comprehensive summary of these amendments to existing units and the development of new units is provided in Table 2 Amendments to Units/New Units in the Maritime Training Package.
TDM01 Version 2.0	November 2002	Change to Maritime Sector Qualification to include: 'It should also be noted that TDMMF4502A and TDMMF5302A together are an alternative to TDMMF901A'.
		Inclusion of a mapping exercise outlining new units and how they relate to existing units.
		Additional units to qualifications in:
		Certificate I in Maritime Operations
		Certificate II in Maritime Operations
		Certificate III in Maritime Operations
		Certificate IV in Maritime Operations
		Certificate II in Marine Engine Driving
		Certificate III in Marine Engine Driving
		Certificate IV in Marine Engineering
	AMENDMENTS TO UNITS	
	TDMMB101B	Perform routine remedial, preventative and survey deck maintenance on a vessel
	TDMMC701B	Apply seamanship skills and techniques when operating a small domestic vessel
	TDMMC901B	Manoeuvre a domestic vessel of less then 12 metres in length operating within shore limits
	TDMMC1001	Steer a domestic vessel under the direction of the master or

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	B	officer in charge of the watch
	TDMME801 B	Transmit and receive information by GMDSS subsystems and equipment
	TDMMF501B	Develop emergency and damage control plans and handle emergency situations on board a vessel
	TDMMF701B	Observe safe working practices and procedures on board a vessel
	TDMMF801B	Comply with emergency procedures on board a vessel
	TDMMF3201 B	Apply domestic regulations when operating a small vessel
	NEW UNITS	
	TDMMF4502 A	Operate breathing apparatus on board a vessel
	TDMMF4702 A	Contribute to maintaining a safe watch on a domestic vessel
	TDMMF4802 A	Execute watchkeeping arrangements and procedures on a domestic vessel
	TDMMF5302 A	Fight and extinguish fires on board a small vessel
	TDMMH1102 A	Use radar to maintain safe navigation
	TDMMH1202 A	Plan and navigate a short voyage within inshore limits
	TDMMH1302 A	Apply weather information when navigating a small domestic vessel
	TDMMR5402 A	Carry out refueling and fuel transfer operations
	TDMMR5502 A	Perform rigging and lifting operations on board a small domestic vessel
	TDMMU502 A	Ensure compliance with environmental considerations in a small domestic vessel

Version	Release Date	Comments
TDM01 Version 1.00	August 2001	Primary release

Preliminary Information

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Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is TDM07 Version 1 – check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact Transport & Logistics Industry Skills Council   (www.tlisc.com.au) to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Table 1 Version modification history

The version details of this endorsed Training Package and its predecessor are in the table below. The latest information is at the top of the table.

Version	Release Date	Comments

TDM07 Version 1.2	June 2010	The following changes have been undertaken in this new Version of TDM07 Maritime Training Package. Qualification packaging rules have been changed to meet the increased flexibility rules on the following qualifications: |		
			TDM10107	Certificate I in Transport & Distribution (Maritime Operations)
TDM20107	Certificate II in Transport & Distribution (Maritime Operations)
TDM30107	Certificate III in Transport & Distribution (Maritime Operations)	
TDM07 Version 1.1	September 2007	Category 1 (one) change has been made to the Training Package to amend a code version error. The following units ending with a digit 'C' should be amended to a digit 'B': -TDTD197C Shift materials safely using manual handling methods -TDTG197C Work effectively with others
TDM07 Version 1.1	September 2007	Category 1 (one) changes made to the Training Package to amend numerical inconsistency with statements for two qualifications: For the qualification TDM50507 Diploma of Transport and Distribution (Coastal Maritime Operations-Master Class 3). The statement for the qualification (Vol 2. P27) has been amended to read that twenty seven units of competency are required to complete the qualification and not twenty eight as stated in TDM07 Version 1.0. For the qualification TDM50407 Diploma of Transport and Distribution (Coastal Marine Engineer-Engineer Class 3) The

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		statement for the qualification (Vol 2. P32) has been amended to read that nineteen units of competency are required to complete the qualification and not twenty as stated in TDM07 Version 1.0.
		Minor inconsistencies with unit codes used in qualification notes have been identified and amended.
		A new DEST supplied Copyright statement has been added to all volumes.

Version	Release Date	Comments
TDM07 Version 1.0	September 2007	The Training Package has been updated to the new unit structure and format and has been analysed and updated to improve the way Employability Skills are incorporated.
		The Training Package has been reviewed in close consultation with Industry, regulatory authorities and RTOs to ensure a closer alignment with regulatory requirements while preserving the valued flexibility of the existing qualifications and packaging arrangements. To achieve this the Maritime Training Package has been organised into three streams of qualifications:
		• A **coastal operations stream** closely aligned with State and Territory certification arrangements for maritime occupations described and defined in Part D of the National Standard for Commercial Vessels.
		• An **ocean-going stream** closely aligned with AMSA certification arrangements for maritime occupations described and defined in Marine Orders under the Navigation Act and the STCW Code of the International Maritime Organisation.
		• An **unregulated qualifications stream** allowing the tailoring of qualifications to a range of non-regulated maritime occupations which provide a range of important support services on vessels.
		To achieve these outcomes all units have been modified to some degree, the majority being related to the change in format and enhanced incorporation of Employability Skills. Other changes have involved the development of new units, the splitting of units, the combining of units into new units and the modification of units to achieve the recommended more direct alignment with regulatory requirements.
		A comprehensive summary of these amendments to existing units

Version	Release Date	Comments
		and the development of new units is provided in Table 2 Amendments to Units/New Units in the Maritime Training Package.
TDM01 Version 2.0	November 2002	Change to Maritime Sector Qualification to include: 'It should also be noted that TDMMF4502A and TDMMF5302A together are an alternative to TDMMF901A'. Inclusion of a mapping exercise outlining new units and how they relate to existing units. Additional units to qualifications in: Certificate I in Maritime Operations Certificate II in Maritime Operations Certificate III in Maritime Operations Certificate IV in Maritime Operations Certificate II in Marine Engine Driving Certificate III in Marine Engine Driving Certificate IV in Marine Engineering
	AMENDMENTS TO UNITS	
	TDMMB101B	Perform routine remedial, preventative and survey deck maintenance on a vessel
	TDMMC701B	Apply seamanship skills and techniques when operating a small domestic vessel
	TDMMC901B	Manoeuvre a domestic vessel of less then 12 metres in length operating within shore limits
	TDMMC1001B	Steer a domestic vessel under the direction of the master or officer in charge of the watch
	TDMME801B	Transmit and receive information by GMDSS subsystems and equipment
	TDMMF501B	Develop emergency and damage control plans and handle emergency situations on board a vessel
	TDMMF701B	Observe safe working practices and procedures on board a vessel
	TDMMF801B	Comply with emergency procedures on board a vessel

Version	Release Date	Comments
	TDMMF3201 B	Apply domestic regulations when operating a small vessel
	NEW UNITS	
	TDMMF4502 A	Operate breathing apparatus on board a vessel
	TDMMF4702 A	Contribute to maintaining a safe watch on a domestic vessel
	TDMMF4802 A	Execute watchkeeping arrangements and procedures on a domestic vessel
	TDMMF5302 A	Fight and extinguish fires on board a small vessel
	TDMMH1102 A	Use radar to maintain safe navigation
	TDMMH1202 A	Plan and navigate a short voyage within inshore limits
	TDMMH1302 A	Apply weather information when navigating a small domestic vessel
	TDMMR5402 A	Carry out refueling and fuel transfer operations
	TDMMR5502 A	Perform rigging and lifting operations on board a small domestic vessel
	TDMMU502 A	Ensure compliance with environmental considerations in a small domestic vessel
TDM01 Version 1.00	August 2001	Primary release

Table 2 Amendments to units/new units in the Maritime Training Package

This table provides a summary of amendments to existing units and the development of new units in Version 1 of the TDM07 Training Package and maps this to Version 2 of TDM01.

AMENDMENTS TO UNITS
Note that all units in the Training Package have been amended to: a. transfer them to the new unit format, and b. take appropriate action to ensure that Employability Skills are effectively incorporated In addition to these changes across all units, the list below provides a summary of additional specific changes to existing units, deletion of units, merging of units and creation of new units. Deleted units from TDM01 Version 2 are highlighted with shading and information provided for where the content of the unit concerned has been relocated.

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
TDMMA101A Plan and ensure safe loading, stowage, security and unloading of cargo	TDMMA107B Plan and ensure safe loading, stowage, security and unloading of cargo
TDMMA201A Plan and ensure safe care of cargo during the voyage	TDMMA207B Plan and ensure safe care of cargo during a voyage
TDMMA301A Plan and monitor the carriage of dangerous cargoes	TDMMA307B Plan and monitor the carriage of dangerous cargoes
TDMMA401A Manage procedures for the handling, loading and discharging of liquefied gas cargoes	TDMMA407B Manage procedures for the handling, loading and discharging of liquefied gas cargoes
TDMMA501A Manage procedures for the handling, loading and discharging of chemical cargoes	TDMMA507B Manage procedures for the handling, loading and discharging of chemical cargoes
TDMMA601A Manage procedures for the handling, loading and discharging of oil cargoes	TDMMA607B Manage procedures for the handling, loading and discharging of oil cargoes
TDMMA701A Monitor the loading, stowage, security and unloading of cargo	TDMMA707B Monitor the loading, stowage, security and unloading of cargo
TDMMA801A Monitor the care of cargo during a voyage	TDMMA807B Monitor the care of cargo during a voyage
TDMMA901A Prepare a cargo plan for cargo loading and unloading operations	TDMMA907B Prepare a cargo plan for cargo loading and unloading operations within the limits of responsibility of a Master 4

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
TDMMA1001A Control trim, stability and stress	TDMMA1007B Control trim, stability and stress
TDMMA1101A Maintain the stability of a vessel using basic stability information	TDMMA1107B Maintain the stability of a vessel using basic stability information
TDMMA1201A Manage stress and dynamic factors affecting a small vessel's stability	TDMMA1207B Manage stress and dynamic factors affecting a small vessel's stability
TDMMA1601A Manage loading and embarkation procedures on roll-on roll-off vessels	TDMMA1607B Manage loading and embarkation procedures on roll-on roll-off vessels
TDMMB101B Perform routine remedial, preventative and survey deck maintenance on a vessel	TDMMB107C Perform routine remedial, preventative and survey deck maintenance on a vessel
TDMMB401A Maintain seaworthiness of vessel	TDMMB407B Maintain seaworthiness of vessel
TDMMB501A Manage the maintenance of the vessel	TDMMB507B Manage the maintenance of the vessel
TDMMB601A Monitor condition and seaworthiness of a small vessel	TDMMB607B Monitor condition and seaworthiness of a coastal vessel up to 80 metres
TDMMB701A Slip vessel and maintain hull	TDMMB707B Slip vessel and maintain hull
TDMMB801A Detect and identify the cause of machinery malfunctions and repair faults on vessels of unlimited propulsion power	TDMMB807B Detect and identify the cause of machinery malfunctions and repair faults on vessels of unlimited propulsion power
TDMMB901A Organize safe maintenance and repair procedures on vessels of unlimited propulsion power	TDMMB907B Manage safe maintenance and repair procedures on vessels of unlimited propulsion power
TDMMB1001A Test, detect faults and maintain and restore electrical machinery and electrical and electronic control equipment to operating condition on vessels of unlimited propulsion power	No longer used. Replaced by two new units TDMMB3907A and TDMMB4007A (splitting electronics and electrical)
TDMMB1201A Fault-find, dismantle,	TDMMB1207B Fault-find, dismantle,

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
maintain and repair shipboard plant and equipment	maintain and repair shipboard plant and equipment
TDMMB1301A Carry out shipboard fabrication and repair operations	TDMMB1307B Carry out shipboard fabrication and repair operations
TDMMB1501A Detect and identify the cause of machinery malfunctions and repair faults on vessels over 750 kW propulsion power	TDMMB1507B Detect and identify the cause of machinery malfunctions and repair faults on vessels over 750 kW propulsion power
TDMMB1601A Organize safe maintenance and repair procedures on vessels of over 750 kW of propulsion power	TDMMB1607B Organise safe maintenance and repair procedures on vessels of over 750 kW propulsion power
TDMMB1701A Test, detect faults and maintain and restore electrical machinery and electrical and electronic control equipment to operating condition on vessels of over 750 kW of propulsion power	No longer used. Replaced by two new units TDMMB4107A and TDMMB4207A (splitting electronics and electrical)
TDMMB1901A Carry out basic hull servicing	TDMMB1907B Carry out basic hull servicing
TDMMB2001A Assist engineer in the routine maintenance of main propulsion and ancillary machinery and systems	TDMMB2007B Assist engineer in the routine maintenance of main propulsion and ancillary machinery and systems
TDMMB2901A Recognise and correct deteriorated fittings and machinery	TDMMB2907B Recognise and correct deteriorated fittings and machinery
TDMMB3101A Organise maintenance and repairs on a small vessel	TDMMB3107B Organise maintenance and repairs on a small vessel
TDMMB3501A Employ damage control techniques for hull damage	TDMMB3507B Employ damage control techniques for hull damage
TDMMB3601A Prepare a small vessel's machinery for sea	TDMMB3607B Prepare a small vessel's machinery for sea within the limits of responsibility of a Marine Engine Driver Grade 3
TDMMB3701A Fabricate simple shipboard components	TDMMB3707B Fabricate simple shipboard components
TDMMB3801A Dismantle, inspect,	TDMMB3807B Dismantle, inspect, repair

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
repair and reassemble vessel machinery	and reassemble vessel machinery
TDMMC101A Manoeuvre and handle a vessel of 500 gross tonnage or more under all conditions	TDMMC107B Manoeuvre and handle a vessel of 500 gross tonnage or more under all conditions
TDMMC201A Operate remote controls of propulsion plant and engineering systems and procedures	TDMMC207B Operate remote controls of propulsion plant and engineering systems
TDMMC301A Manoeuvre and handle the vessel in normal conditions	TDMMC307B Manoeuvre and handle the vessel in normal conditions
TDMMC401A Manoeuvre the vessel and operate small power plants	TDMMC407B Manoeuvre the vessel and operate small power plants within the limits of responsibility of a Master 3
TDMMC501A Manoeuvre a vessel less than 80 metres in length in any prevailing conditions	TDMMC507B Manoeuvre a vessel within the limits of responsibility of a Master 4
TDMMC601A Manage a propulsion unity using the appropriate engine systems and support services	TDMMC607B Manage a propulsion unit using the appropriate engine systems and support services
TDMMC701B Apply seamanship skills and techniques when operating a small domestic vessel	TDMMC707C Apply seamanship skills and techniques when operating a small vessel within the limits of responsibility of a Coxswain
TDMMC801A Manoeuvre a vessel less than 24 metres in length within inshore limits	TDMMC807B Manoeuvre a vessel within the limits of responsibility of a Master 5
TDMMC901B Manoeuvre a domestic vessel of less than 12 metres in length operating within inshore limits	TDMMC907C Manoeuvre a domestic vessel within the limits of responsibility of a Coxswain
TDMMC1001B Steer a domestic vessel under the direction of the master or officer in charge of the watch	TDMMC1007C Steer a vessel under the direction of the master or officer in charge of the watch
TDMME101A Understand orders and be understood in relation to shipboard duties	No longer used For coastal, this content now covered as part of new unit TDMME1107A For ocean-going, this content now covered as

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
	part of new unit, TDMMF5607A
TDMME201A Communicate using standard marine vocabulary	TDMME207B Communicate using standard marine vocabulary
TDMME301A Transmit and receive information by visual signalling	TDMME307B Transmit and receive information by visual signalling
TDMME501A Transmit and receive information by marine radio or telephone	TDMME507B Transmit and receive information by marine radio or telephone
TDMME701A Use English in written and oral form to perform engineering duties	TDMME707B Use English in written and oral form to perform engineering duties
TDMME801B Transmit and receive information by GMDSS subsystems and equipment on a vessel	TDMME807C Transmit and receive information by GMDSS subsystems and equipment
TDMMF101A Assist in research and rescue operations	TDMMF107B Assist in search and rescue operations
TDMMF201A Respond to navigational emergencies	No longer used Content incorporated into all relevant navigation units
TDMMF301A Monitor compliance with legislative requirements and measures to ensure safety of life at sea	TDMMF307B Manage business and legal requirements on a vessel
TDMMF401A Maintain the operational condition of life-saving, fire-fighting and other safety systems	TDMMF407B Maintain the operational condition of lifesaving, firefighting and other safety systems
TDMMF501B Develop emergency and damage control plans and handle emergency situations on board a vessel	TDMMF507C Develop emergency and damage control plans and handle emergency situations on board a vessel
TDMMF601A Organise and manage the provision of medical care on board vessel	TDMMF607B Organise and manage the provision of medical care on board a vessel
TDMMF701B Observe safe working practices and procedures on board a vessel	No longer used For coastal, content incorporated as part of new unit TDMMF5407A For ocean going, content incorporated as part of new unit TDMMF5607A

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Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
TDMMF801B Comply with emergency procedures on board a vessel	No longer used For coastal, content incorporated as part of new unit TDMMF5407A For ocean going, content incorporated as part of new unit TDMMF5607A
TDMMF901A Fight and extinguish fires	No longer used For coastal, content incorporated as part of new unit TDMMF5507A For ocean going, content incorporated as part of new unit TDMMF6207A
TDMMF1001A Provide First Aid	TDMMF1007B Provide elementary first aid
TDMMF1101A Survive at sea in the event of vessel abandonment	TDMMF1107B Survive at sea in the event of vessel abandonment
TDMMF1201A Minimise the risk of fire and maintain a state of readiness to respond to emergency situations involving fire	No longer used For coastal, content incorporated as part of new unit TDMMF5507A For ocean going, content incorporated as part of new unit TDMMF6207A
TDMMF1301A Manage marine fire fighting and prevention activities	No longer used Content incorporated as part of new unit TDMMF6107A
TDMMF1401A Plan and implement special safety, maintenance and emergency procedures for liquefied gas tankers	TDMMF1407B Plan and implement special safety, maintenance and emergency procedures for liquefied gas tankers
TDMMF1501A Plan and implement special safety, maintenance and emergency procedures for chemical tankers	TDMMF1507B Plan and implement special safety, maintenance and emergency procedures for chemical tankers
TDMMF1601A Plan and implement special safety, maintenance and emergency procedures for oil tankers	TDMMF1607B Plan and implement special safety, maintenance and emergency procedures for oil tankers
TDMMF1701A Respond to distress signal at sea	No longer used Content incorporated into all relevant navigation

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Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
	units
TDMMF1801A Apply medical first aid on board a vessel	TDMMF1807B Apply medical first aid on board a vessel
TDMMF1901A Operate lifesaving appliances	TDMMF1907B Operate survival craft and other lifesaving appliances
TDMMF2001A Prevent, control and fight fires on board a vessel	No longer used

Content incorporated as part of new unit TDMMF6107A |
TDMMF2101A Control safe access to and on vessel	TDMMF2107B Control safe access to and on vessel
TDMMF2201A Maintain safety of engine equipment, systems and services on vessels of unlimited propulsion power	TDMMF2207B Maintain safety of engine equipment, systems and services on vessels of unlimited propulsion power
TDMMF2301A Operate emergency equipment and apply emergency procedures	TDMMF2307B Operate emergency equipment and apply emergency procedures
TDMMF2401A Maintain safety of engine equipment, systems and services on vessels over 750 kW propulsion power	TDMMF2407B Maintain safety of engine equipment, systems and services on vessels over 750 kW propulsion power
TDMMF2501A Ensure safe working practices	TDMMF2507B Ensure safe working practices
TDMMF2601A Establish watchkeeping arrangements and procedures	TDMMF2607B Establish watchkeeping arrangements and procedures
TDMMF2701A Prevent, control and fight fires on board a small vessel	TDMMF2707B Prevent, control and fight fires on board a small vessel
TDMMF2901A Maintain a safe navigational watch on a coastal voyage	TDMMF2907B Maintain a safe navigational watch on a coastal voyage
TDMMF3001A Maintain a safe navigational watch	TDMMF3007B Maintain a safe navigational watch
TDMMF3101A Maintain a safe engineering watch	TDMMF3107B Maintain a safe engineering watch
TDMMF3201B Apply domestic regulations when operating a small vessel	TDMMF3207C Apply domestic regulations and industry practices when

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
	operating a small coastal vessel
TDMMF3301A Execute watchkeeping arrangements and procedures on a small vessel	TDMMF3307B Execute watchkeeping arrangements and procedures on a small vessel
TDMMF3501A Contribute to maintaining a safe watch	TDMMF3507B Contribute to maintaining a safe watch
TDMMF3701A Manage vessel operations	No longer used Content incorporated as part of new unit TDMML407A
TDMMF3801A Establish engine room watchkeeping procedures on vessels of less than 3,000 kW propulsion power	TDMMF3807B Establish engine room watchkeeping procedures on vessels of less than 3,000 kW propulsion power
TDMMF3901A Maintain running log including fuel calculations and written reports	TDMMF3907B Maintain running log within the limits of responsibility of a Marine Engine Driver Grade 3
TDMMF4001A Carry out basic operational engineering calculations	TDMMF4007B Carry out basic operational engineering calculations
TDMMF4101A Carry out engineering calculations related to maintenance and operations	TDMMF4107B Carry out engineering calculations related to maintenance and operations
TDMMF4301A Carry out fast rescue craft (FRC) operations	TDMMF4307B Carry out fast rescue craft (FRC) operations
TDMMF4401A Apply safety regulations on roll-on roll-off passenger vessels	TDMMF4407B Apply safety regulations on roll-on roll-off passenger vessels
TDMMF4502A Operate breathing apparatus on board a vessel	No longer used Content incorporated as part of new unit TDMMF6207A
TDMMF4702A Contribute to maintaining a safe watch on a domestic vessel	TDMMF4707B Contribute to maintaining a safe watch on a domestic vessel
TDMMF4802A Execute watchkeeping arrangements and procedures	No longer used Replaced by TDMMF3307B

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
on a domestic vessel	
TDMMF5302A Fight and extinguish fires on board a small vessel	No longer used Content incorporated as part of new unit TDMML5507A
TDMMH101A Plan a voyage and conduct navigation	TDMMH107B Plan a voyage and conduct navigation
TDMMH201A Determine position of the vessel and the accuracy of the resultant position	TDMMH207B Determine position of the vessel and the accuracy of the resultant position
TDMMH301A Manage safe navigation through the use of radar and other navigational aids	TDMMH307B Manage safe navigation through the use of radar and other navigational aids
TDMMH401A Plan and conduct a passage and determine position	No longer used Replaced by combination of TDMMF1607A and TDMMF1907A
TDMMH501A Use radar and other electronic aids to maintain safe navigation	TDMMH507B Use radar and other bridge equipment to maintain safe navigation
TDMMH601A Plan and conduct a coastal passage and determine position	TDMMH607B Plan and conduct a coastal passage and determine position within the limits of responsibility of a Master 4
TDMMH701A Apply weather information when navigating a small vessel	TDMMH707B Apply weather information when navigating a small vessel within the limits of responsibility of a Master 4
TDMMH801A Plan and navigate an inshore passage	TDMMH807B Plan and navigate an offshore passage within the limits of responsibility of a Master 5
TDMMH901A Forecast weather and oceanographic conditions	TDMMH907B Forecast weather and oceanographic conditions
TDMMH1001A Navigate a high speed vessel	TDMMH1007B Navigate a high speed vessel
TDMMH1102A Use radar to maintain safe navigation	TDMMH1107B Use radar and other electronic navigational aids to maintain safe navigation within the limits of responsibility of a

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
	Master 5
TDMMH1202A Plan and navigate a short voyage within inshore limits	TDMMH1207B Plan and navigate a short voyage within inshore limits
TDMMH1302A Apply weather information when navigating a small domestic vessel	TDMMH1307B Apply weather information when navigating a small vessel within the limits of responsibility of a Master 5
TDMML101A Organise and manage the crew	No longer used

Content incorporated as part of new unit TDMML407A |
| TDMML201A Contribute to effective human relationships on board a vessel | No longer used

For coastal, this content now covered as part of new unit TDMME1107A

For ocean-going, this content now covered as part of new unit, TDMMF5607A |
TDMML301A Establish and maintain a harmonious workplace environment	TDMML307B Establish and maintain a harmonious workplace environment
TDMMR101A Operate and maintain steering gear arrangements	TDMMR107B Operate and maintain steering gear arrangements
TDMMR201A Use and maintain deck equipment and machinery	TDMMR207B Use and maintain deck equipment and machinery
TDMMR301A Operate fuel, fresh and ballast water, bilge and fire pumping systems installed in a vessel	TDMMR307B Operate fuel, fresh and sea water, bilge and fire pumping systems installed in a vessel
TDMMR401A Operate electrical machinery and electronic control equipment on vessels of unlimited propulsion power	TDMMR407B Operate electrical machinery and electronic control equipment on vessels of unlimited propulsion power
TDMMR501A Manage fuel, bilge and ballast operations procedures on vessels of unlimited propulsion power	TDMMR507B Manage fuel, bilge and ballast operations procedures on vessels of unlimited propulsion power
TDMMR601A Operate, monitor and evaluate engine performance on vessels of unlimited propulsion power	TDMMR607B Manage the operation, monitoring and evaluation of the performance of engines on vessels of unlimited propulsion power
TDMMR701A Plan and schedule	TDMMR707B Plan and schedule operations on

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
operations on vessels of unlimited propulsion power	vessels of unlimited propulsion power
TDMMR801A Start up and shut down main propulsion and auxiliary machinery and associated system on vessels of unlimited propulsion power	TDMMR807B Manage the start up and shut down of main propulsion and auxiliary machinery and associated systems on vessels of unlimited propulsion power
TDMMR901A Operate alternators, generators and control systems to supply shipboard electrical power	TDMMR907B Operate alternators, generators and control systems to supply shipboard electrical power
TDMMR1001A Operate pumping systems and associated control systems	TDMMR1007B Operate pumping systems and associated control systems
TDMMR1101A Operate main and auxiliary machinery and associated control systems	TDMMR1107B Operate main and auxiliary machinery and associated control systems
TDMMR1301A Operate electrical machinery and electronic control equipment on vessels over 750 kW of propulsion power	TDMMR1307B Operate electrical machinery and electronic control equipment on vessels over 750 kW propulsion power
TDMMR1401A Manage fuel and ballast operations on vessels over 750 kW of propulsion power	TDMMR1407B Manage fuel, bilge and ballast operations procedures on vessels over 750 kW propulsion power
TDMMR1501A Operate, monitor and evaluate engine performance on vessels over 750 kW propulsion power	TDMMR1507B Operate, monitor and evaluate engine performance on vessels over 750 kW propulsion power
TDMMR1601A Plan and schedule operations on vessels over 750 kW propulsion power	TDMMR1607B Plan and schedule operations on vessels over 750 kW propulsion power
TDMMR1701A Start up and shut down main propulsion and auxiliary machinery and associated systems on vessels over 750 kW propulsion power	TDMMR1707B Start up and shut down main propulsion and auxiliary machinery and associated systems on vessels over 750 kW propulsion power
TDMMR1801A Use deck machinery installed on a small vessel	TDMMR1807B Operate deck machinery installed on a small vessel of less than 750 kW propulsion power
TDMMR1901A Safely handle and stow explosive and flammable materials	TDMMR1907B Safely handle and stow explosive and flammable materials

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Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
TDMMR2101A Operate and maintain engines, machinery and auxiliary power sources on vessels of less than 3,000 kW propulsion power	TDMMR2107B Operate and maintain engines, machinery and auxiliary power sources on vessels of less than 3,000 kW propulsion power
TDMMR2201A Operate and maintain boiler systems	TDMMR2207B Operate and maintain boiler systems
TDMMR2301A Operate and maintain batteries, starter motors and power distribution systems	TDMMR2307B Operate and maintain batteries, starter motors and power distribution systems
TDMMR2401A Operate and maintain internal combustion engines and propulsion transmission systems	TDMMR2407B Operate and maintain internal combustion engines and propulsion transmission systems
TDMMR2501A Operate and maintain auxiliary machinery systems, including steering gear and refrigeration systems	TDMMR2507B Operate and maintain auxiliary machinery systems, including steering gear and refrigeration systems
TDMMR2601A Operate, test and maintain marine electrical and control equipment	TDMMR2607B Operate, test and maintain marine electrical and control equipment
TDMMR2701A Operate and maintain marine internal combustion engines on vessels of 750 kW propulsion power or less	TDMMR2707B Operate and maintain marine internal combustion engines within the limits of responsibility of a Marine Engine Driver Grade 2
TDMMR2801A Operate and maintain auxiliary systems on vessels up to 750 kW propulsion power	TDMMR2807B Operate and maintain auxiliary systems on vessels within the limits of responsibility of a Marine Engine Driver Grade 2
TDMMR2901A Operate and maintain marine low and medium voltage electrical systems	TDMMR2907B Operate and maintain marine low and medium voltage electrical systems
TDMMR3001A Operate and carry out basic service checks on small vessel marine propulsion systems	TDMMR3007B Operate and carry out basic service checks on small vessel marine propulsion systems
TDMMR3101A Operate and carry out basic servicing on auxiliary systems	TDMMR3107B Operate and carry out basic servicing on auxiliary systems
TDMMR3201A Operate and carry out basic routine servicing of marine extra low	TDMMR3207B Operate and carry out basic routine servicing of marine extra low and

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
and low voltage electrical systems	low voltage electrical systems
TDMMR3301A Perform rigging and lifting operations on board a vessel	TDMMR3307B Perform rigging and lifting operations on board a vessel
TDMMR3401A Operate deck machinery	TDMMR3407B Operate deck machinery
TDMMR4301A Assist in mooring and anchor handling activities	TDMMR4307B Assist in mooring and anchor handling activities
TDMMR4401A Assist in completion of deck operations and maintenance documentation	TDMMR4407B Assist in completion of deck operations and maintenance documentation
TDMMR4501A Provide support in completing cargo and bunkering operations	TDMMR4507B Provide support in completing cargo and bunkering operations
TDMMR4601A Assist in basic welding, brazing, cutting and machinery operations on a vessel	TDMMR4607B Assist in basic welding, brazing, cutting and machinery operations on a vessel
TDMMR4701A Use and care for hand and power tools on a vessel	TDMMR4707B Use and care for hand and power tools on a vessel
TDMMR5001A Carry out basic food handling, preparation, stock control and storage on an off-shore support vessel or rig	TDMMR5007B Carry out basic food handling, preparation, stock control and storage on an off-shore support vessel or rig
TDMMR5101A Carry out windlass operations on a rig	TDMMR5107B Carry out windlass operations on a rig
TDMMR5201A Carry out dogging and cargo handling operations at a rig	TDMMR5207B Carry out dogging and cargo handling operations at a rig
TDMMR5301A Carry out anchor handling, towage and supply duties at a rig	TDMMR5307B Carry out anchor handling, towage and supply duties at a rig
TDMMR5402A Carry out refueling and fuel transfer operations	TDMMR5407B Carry out refueling and fuel transfer operations
TDMMR5502A Perform rigging and lifting operations on board a small domestic vessel	TDMMR5507B Perform seamanship, rigging and lifting operations on board a small domestic vessel

Units in TDM01 Version 2 of Maritime Training Package	Related Units in TDM07 Version 1 of Maritime Training Package
TDMMU101A Monitor compliance with legislative requirements and measures to ensure protection of the environment	TDMMU107B Monitor compliance with legislative requirements and measures to ensure protection of the environment
TDMMU401A Ensure compliance with pollution prevention measures	TDMMU407B Ensure compliance with pollution prevention measures
TDMMU502A Ensure compliance with environmental considerations in a small domestic vessel	TDMMU507B Ensure compliance with environmental considerations in a small domestic vessel

LIST OF NEW UNITS IN TDM07		
New unit for Marine Engineer Class 1 covering electrical content of previous unit TDMMB1001A	TDMMB3907A	Manage the testing, detection of faults, maintenance and restoration of electrical machinery and equipment to operating condition on vessels of unlimited propulsion power
New unit for Marine Engineer Class 1 covering electronic control content of previous unit TDMMB1001A	TDMMB4007A	Manage the testing, detection of faults, maintenance and restoration of electronic control equipment to operating condition on vessels of unlimited propulsion power
New unit for Marine Engineer Class 2 covering electrical content of previous unit TDMMB1701A	TDMMB4107A	Test, detect faults and maintain and restore electrical machinery and equipment to operating condition on vessels over 750 kW propulsion power
New unit for Marine Engineer Class 2 covering electronic control content of previous unit TDMMB1701A	TDMMB4207A	Test, detect faults and maintain and restore electronic control equipment to operating condition on vessels over 750 kW propulsion power
New unit for Master (Unlimited)	TDMMB4307A	Monitor and manage the seaworthiness of the vessel
New unit for Coxswain and Master 5	TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres
New unit for Watchkeeper Deck and Master (<500GT)	TDMMB4607A	Apply information on vessel structure to maintenance and seaworthiness
New unit for Master 4 and	TDMMB47	Perform routine remedial, preventative and survey

LIST OF NEW UNITS IN TDM07		
Master 5	07A	deck maintenance on a vessel less than 80 metres
New unit for Master (Less than 500 GT) and Master 3 replacing the TDMMB501A Manage the maintenance of the vessel	TDMMB48 07A	Manage the operations and maintenance on vessels limited by tonnage or near coastal operations
Imported unit from Transport and Distribution Training Package	TDTD197B	Shift materials safely using manual handling methods
New unit for shore-based linesperson	TDMME90 7A	Communicate during shore-based mooring and untying operations
New unit for VHF-specific radio operators certification	TDMME10 07A	Transmit and receive information by marine VHF radio or telephone
New coastal unit incorporating content of previous units TDMME101A and TDMML201A	TDMME11 07A	Contribute to effective communications and teamwork on a coastal vessel
New coastal unit incorporating content of previous units TDMMF702A and TDMMF801B	TDMMF54 07A	Observe safety and emergency procedures on a coastal vessel
New coastal unit incorporating content of previous units TDMMF5302A and TDMMF1201A	TDMMF55 07A	Fight and extinguish fires on board a coastal vessel
New ocean-going unit incorporating content of previous units TDMMF701B, TDMMF801B, TDMML201A, and TDMME101A	TDMMF56 07A	Observe personal safety and social responsibilities
New coastal unit for GP hands incorporating content of previous units	TDMMF57 07A	Assist in safe operations and emergency procedures on a coastal vessel
New oceangoing special unit (optional elective)	TDMMF58 07A	Adapt to basic industry and regulatory requirements for tanker operations

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LIST OF NEW UNITS IN TDM07		
New special unit (optional elective)	TDMMF59 07A	Work safely in enclosed spaces on a vessel
New unit for shore-based linespersons	TDMMF60 07A	Follow OH&S and emergency procedures during shore-based mooring operations
New ocean-going unit incorporating content of previous units TDMMF1301A and TDMMF2001A	TDMMF61 07A	Manage marine firefighting and prevention activities on board a vessel
New ocean-going unit incorporating content of previous units TDMMF901A and TDMMF1201A	TDMMF62 07A	Prevent, control and fight fires on board an ocean-going vessel
Imported unit from Transport and Distribution Training Package	TDTG197B	Work effectively with others
New weather unit for Master 3	TDMMH14 07A	Apply weather information when navigating a vessel within the limits of responsibility of a Master 3
New unit for Watchkeeper and Master (Less than 500 GT)	TDMMH15 07A	Measure and observe weather conditions and interpret and apply to watchkeeping
New unit for Watchkeeper, Master (Less than 500 GT) covering previous content of TDMMH401A related to the 'determination of a vessel's position'.	TDMMH16 07A	Determine position of the vessel
New command navigation unit for Master (Less than 500 GT)	TDMMH17 07A	Apply command navigation procedures on vessels limited by tonnage or near coastal operations
New command navigation unit for Master (Unlimited)	TDMMH18 07A	Apply command navigation procedures on vessels (unlimited)
New unit for Watchkeeper, Master (Less than 500 GT) covering previous content of TDMMH401A related to the	TDMMH19 07A	Plan a passage

LIST OF NEW UNITS IN TDM07		
'planning a vessel's passage'.		
New unit for Master 4 covering previous content of TDMMH501A but tailored to the equipment and functions of vessels commanded by a Master 4.	TDMMH2007A	Use radar and other wheelhouse equipment to maintain safe navigation within the limits of responsibility of a Master 4
New ocean-going unit incorporating content of previous units TDMML101A and TDMMF3701A	TDMML407A	Manage administration of the vessel and its personnel
New management unit for Master (Less than 500 GT) and Master 3 incorporating content of previous units TDMML101A and TDMML301A	TDMML507A	Manage business and administration on vessels limited by tonnage or near coastal operations
New optional elective unit covering basic security awareness consistent with International Ship and Port Facility Security (ISPS) Code	TDMMO107A	Follow maritime security procedures
New optional elective unit based on IMO model course meeting International Ship and Port Facility Security (ISPS) Code	TDMMO207A	Carry out ship security officer functions
New unit for Watchkeeper Deck and Master (<500GT)	TDMMA1707A	Determine the stability and trim of the vessel
New unit for Shore-based Linesperson	TDMMR5607A	Carry out shore-based mooring and untying operations
New unit covering steam plant for Eng Class 1	TDMMR5707A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels of unlimited propulsion power
New unit covering steam plant for Eng Class 2	TDMMR5807A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels over 750 kW propulsion power

LIST OF NEW UNITS IN TDM07		
New unit covering steam plant for Eng Watchkeeper	TDMMR59 07A	Operate steam propulsion plant and associated systems on steam vessels
New unit for GP hand in place of earlier unit TDMMR5501A more aligned to level of work functions	TDMMR60 07A	Assist in routine deck operations within the limits of responsibility of a General Purpose Hand
New unit covering use of hand and power tools on a small vessel Replaces MEM18.1A and MEM18.2A for MEDs 1, 2 and 3	TDMMR61 07A	Use and care for hand and power tools on a small vessel
New unit covering basic welding etc. for a MED 1 on a small vessel Replaces TDMMR4601A for a MED 1 (TDMMR 46 is designed for IRs)	TDMMR62 07A	Carry out basic welding, brazing, cutting and machining operations on a coastal vessel

Table 3 Mapping of Maritime Training Package TDM07 to Maritime Training Package TDM01

This table lists the qualifications in the TDM07 Training Package and relates these to the qualifications in its predecessor TDM01.

Code	Relates to	Nature of Relationship
TDM101 07	TDM10101	Outcomes deemed as equivalent (covers the qualification profile or unit set for a General Purpose Hand)
TDM102 07	–	New qualification covering qualification profile for a Shore-based Linesperson
TDM201 07	TDM20101	Outcomes deemed as equivalent in that the qualification retains the flexibility of TDM20101, however strict alignment to Coxswain regulatory requirements is provided in new qualification TDM20306
TDM203 07	TDM20101	Outcomes deemed as equivalent (qualification profile for a Coxswain)

Code	Relates to	Nature of Relationship
TDM202 07	TDM20201	Outcomes deemed as equivalent (qualification profile for a Marine Engine Driver Grade 3)
TDM301 07	TDM30101	Outcomes deemed as equivalent in that the qualification retains the flexibility of TDM30101, however strict alignment to Master 5 regulatory requirements is provided in new qualification TDM30406
TDM302 07	TDM30201	Outcomes deemed as equivalent qualification profile for a Marine Engine Driver Grade 2
TDM303 07	TDM30101	New qualification covering the qualification profile or unit set in TDM30101 for an Integrated Rating – Previously covered as a qualification profile or unit set in TDM30101
TDM304 07	TDM30101	New qualification based on TDM30101 but with ooutcomes specifically aligned to regulatory requirements for a Master 5 and a Skipper 3
TDM401 07	TDM40101	Outcomes deemed as equivalent in that the qualification retains the flexibility of TDM40101, however strict alignment to Master 4 regulatory requirements is provided in new qualification TDM40306
TDM402 07	TDM40201	Outcomes deemed as equivalent (as qualification profile qualification profile for a Marine Engine Driver Grade 1)
TDM403 07	TDM40201	New qualification based on TDM40101 but with ooutcomes specifically aligned to regulatory requirements for a Master 4 and a Skipper 2
TDM501 07	TDM50101	Outcomes deemed as equivalent in that the qualification retains the flexibility of TDM40101, however strict alignment to Deck Watchkeeper regulatory requirements is provided in new qualification TDM50306
TDM502 07	TDM50201	Outcomes deemed as equivalent qualification profile for a Engineer Watchkeeper
TDM503 07	TDM40101	New qualification based on TDM50101 but with ooutcomes specifically aligned to regulatory requirements for a Deck Watchkeeper
TDM504 07	TDM40201	New qualification for Engineer Class 3 previously inappropriately covered by a qualification profile or unit set in TDM40201. Critical review of functions and skill requirements against AQF Descriptors indicates that the required qualification is more

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Code	Relates to	Nature of Relationship
		appropriately aligned at AQF 5.
TDM505 07	TDM50101	New qualification based on TDM50101 but with outcomes specifically aligned to regulatory requirements for a Master 3 and a Skipper 1
TDM601 07	TDM60101	Outcomes deemed as equivalent in that the qualification retains the flexibility of TDM60101, however strict alignment to Master (Unlimited) regulatory requirements is provided in new qualification TDM60406
TDM602 07	TDM60201	Outcomes deemed as equivalent (as qualification profile for an Engineer Class 1)
TDM603 07	TDM60201	New qualification for Engineers Class 2 previously inappropriately covered the qualification profile or unit set in TDM50201. Critical review of functions and skill requirements against AQF Descriptors indicated that the required qualification is more appropriately aligned at AQF 6.
TDM604 07	TDM60201	New qualification based on TDM60101 but with outcomes specifically aligned to regulatory requirements for a Master (Unlimited)

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Table 4 AQF qualifications in the Maritime Training Package

Code	Title
TDM10107	Certificate I in Transport & Distribution (Maritime Operations)
TDM10207	Certificate I in Transport & Distribution (Maritime Operations – Shore-based Linesperson)
TDM20107	Certificate II in Transport & Distribution (Maritime Operations)
TDM20207	Certificate II in Transport & Distribution (Marine Engine Driving – Grade 3)

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Code	Title
TDM20307	Certificate II in Transport & Distribution (Coastal Maritime Operations – Coxswain)
TDM30107	Certificate III in Transport & Distribution (Maritime Operations)
TDM30207	Certificate III in Transport & Distribution (Marine Engine Driving – Grade 2)
TDM30307	Certificate III in Transport & Distribution (Maritime Operations – Integrated Rating)
TDM30407	Certificate III in Transport & Distribution (Coastal Maritime Operations – Master Class 5)
TDM40107	Certificate IV in Transport & Distribution (Maritime Operations)
TDM40207	Certificate IV in Transport & Distribution (Marine Engine Driving – Grade 1)
TDM40307	Certificate IV in Transport & Distribution (Coastal Maritime Operations – Master Class 4)
TDM50107	Diploma of Transport & Distribution (Maritime Operations)
TDM50207	Diploma of Transport & Distribution (Marine Engineering – Engineer Watchkeeper)
TDM50307	Diploma of Transport & Distribution (Maritime Operations – Deck Watchkeeper)
TDM50407	Diploma of Transport & Distribution (Coastal Marine Engineering – Engineer Class 3)
TDM50507	Diploma of Transport & Distribution (Coastal Maritime Operations – Master Class 3)
TDM60107	Advanced Diploma of Transport & Distribution (Maritime Operations)
TDM60207	Advanced Diploma of Transport & Distribution (Marine Engineering Class 1)
TDM60307	Advanced Diploma of Transport & Distribution (Marine Engineering Class 2)
TDM60407	Advanced Diploma of Transport & Distribution (Maritime Operations – Master Unlimited)

Table 5 AQF qualifications by stream in the Maritime Training Package

The table below provides qualifications in the Maritime Training Package by stream and refers to the volume in the Training Package where these are located.

Coastal (Regulated) Stream – Volume 2
Coastal (regulated) maritime qualifications directly aligned with regulatory requirements of State and Territory marine authorities and with Part D of the National Standard for Commercial Vessels (NSCV)
TDM20307   Certificate II in Transport & Distribution (Coastal Maritime Operations – Coxswain)
TDM20207   Certificate II in Transport & Distribution (Marine Engine Driving – Grade 3)
TDM30407   Certificate III in Transport & Distribution (Coastal Maritime Operations – Master Class 5)
TDM30207   Certificate III in Transport & Distribution (Marine Engine Driving – Grade 2)
TDM40307   Certificate IV in Transport & Distribution (Coastal Maritime Operations – Master Class 4)
TDM40207   Certificate IV in Transport & Distribution (Marine Engine Driving – Grade 1)
TDM50407   Diploma of Transport & Distribution (Coastal Marine Engineering – Engineer Class 3)
TDM50507   Diploma of Transport & Distribution (Coastal Maritime Operations – Master Class 3)
Ocean-going (Regulated) Stream – Volume 3
Ocean-going (regulated) maritime qualifications directly aligned with regulatory requirements of the Australian Maritime Safety Authority (AMSA) and with Marine Orders under the Australian Navigation Act (1912)
TDM30307   Certificate III in Transport & Distribution (Maritime Operations – Integrated Rating)
TDM50307   Diploma of Transport & Distribution (Maritime Operations – Deck Watchkeeper)
TDM50207   Diploma of Transport & Distribution (Marine Engineering – Engineer

Watchkeeper)	
TDM60407	Advanced Diploma of Transport & Distribution (Maritime Operations – Master Unlimited)
TDM60207	Advanced Diploma of Transport & Distribution (Marine Engineering Class 1)
TDM60307	Advanced Diploma of Transport & Distribution (Marine Engineering Class 2)
General (Unregulated) Stream – Volume 4	
General (unregulated) maritime qualifications allowing flexibility in packaging to accommodate needs falling outside of regulatory requirements	
TDM10107	Certificate I in Transport & Distribution (Maritime Operations)
TDM10207	Certificate I in Transport & Distribution (Maritime Operations – Shore-based Linesperson)
TDM20107	Certificate II in Transport & Distribution (Maritime Operations)
TDM30107	Certificate III in Transport & Distribution (Maritime Operations)
TDM40107	Certificate IV in Transport & Distribution (Maritime Operations)
TDM50107	Diploma of Transport & Distribution (Maritime Operations)
TDM60107	Advanced Diploma of Transport & Distribution (Maritime Operations)

Table 6 Units of competency by field in the Maritime Training Package

This is a complete list of units of competency in the Maritime Training Package, listed under field.

Note that none of the units of competency in the Maritime Training Package have either pre-requisite or co-requisite requirements.

A	Handling Cargo and Vessel Stability
TDMMA107B	Plan and ensure safe loading, stowage, security and unloading of cargo
TDMMA207B	Plan and ensure safe care of cargo during the voyage

TDMMA307B	Plan and monitor the carriage of dangerous cargoes
TDMMA407B	Manage procedures for the handling, loading and discharging of liquefied gas cargoes
TDMMA507B	Manage procedures for the handling, loading and discharging of chemical cargoes
TDMMA607B	Manage procedures for the handling, loading and discharging of oil cargoes
TDMMA707B	Monitor the loading, stowage, security and unloading of cargo
TDMMA807B	Monitor the care of cargo during a voyage
TDMMA907B	Prepare a cargo plan for cargo loading and unloading operations within limits of responsibility of a Master 4
TDMMA1007 B	Control trim, stability and stress
TDMMA1107 B	Maintain the stability of a vessel using basic stability information
TDMMA1207 B	Manage stress and dynamic factors affecting a small vessel's stability
TDMMA1607 B	Manage loading and embarkation procedures on roll-on roll-off vessels
TDMMA1707 A	Determine the stability and trim of the vessel
B	**Equipment Checking and Maintenance**
TDMMB107C	Perform routine remedial, preventative and survey deck maintenance on a vessel
TDMMB407B	Maintain seaworthiness of vessel
TDMMB507B	Manage the maintenance of the vessel
TDMMB607B	Monitor condition and seaworthiness of a coastal vessel up to 80 metres
TDMMB707B	Slip vessel and maintain hull
TDMMB807B	Detect and identify the cause of machinery malfunctions and repair faults on vessels of unlimited propulsion power

TDMMB907B	Manage safe maintenance and repair procedures on vessels of unlimited propulsion power
TDMMB1207B	Fault-find, dismantle, maintain and repair shipboard plant and equipment
TDMMB1307B	Carry out shipboard fabrication and repair operations
TDMMB1507B	Detect and identify the cause of machinery malfunctions and repair faults on vessels over 750 kW propulsion power
TDMMB1607B	Organise safe maintenance and repair procedures on vessels of over 750 kW of propulsion power
TDMMB1907B	Carry out basic hull servicing
TDMMB2007B	Assist engineer in the routine maintenance of main propulsion and ancillary machinery and systems
TDMMB2907B	Recognise and correct deteriorated fittings and machinery
B	**Equipment Checking and Maintenance (continued)**
TDMMB3107B	Organise maintenance and repairs on a small vessel
TDMMB3507B	Employ damage control techniques for hull damage
TDMMB3607B	Prepare a small vessel's machinery for sea within the limits of responsibility of a Marine Engine Driver Grade 3
TDMMB3707B	Fabricate simple shipboard components
TDMMB3807B	Dismantle, inspect, repair and reassemble vessel machinery
TDMMB3907A	Manage the testing, detection of faults, maintenance and restoration of electrical machinery and equipment to operating condition on vessels of unlimited propulsion power
TDMMB4007A	Manage the testing, detection of faults, maintenance and restoration of electronic control equipment to operating condition on vessels of unlimited propulsion power

TDMMB4107A	Test, detect faults and maintain and restore electrical machinery and equipment to operating condition on vessels over 750 kW propulsion power
TDMMB4207A	Test, detect faults and maintain and restore electronic control equipment to operating condition on vessels over 750 kW propulsion power
TDMMB4307A	Monitor and manage the seaworthiness of the vessel
TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres
TDMMB4607A	Apply information on vessel structure to maintenance and seaworthiness
TDMMB4707A	Perform routine remedial, preventative and survey deck maintenance on a vessel of less than 80 metres
TDMMB4807A	Manage the operations and maintenance on vessels limited by tonnage or near coastal operations
C Manoeuvre Vessel	
TDMMC107B	Manoeuvre and handle a vessel of 500 gross tonnage or more under all conditions
TDMMC207B	Operate remote controls of propulsion plant and engineering systems
TDMMC307B	Manoeuvre and handle the vessel in normal conditions
TDMMC407B	Manoeuvre the vessel and operate small power plants within limits of responsibility of a Master 3
TDMMC507B	Manoeuvre a vessel within limits of responsibility of a Master 4
TDMMC607B	Manage a propulsion unit using the appropriate engine systems and support services
TDMMC707C	Apply seamanship skills and techniques when operating a small vessel within limits of responsibility of a Coxswain
TDMMC807B	Manoeuvre a vessel within the limits of responsibility of a Master 5
TDMMC907C	Manoeuvre a domestic vessel within the limits of responsibility of a Coxswain
TDMMC1007	Steer a domestic vessel under the direction of the master or officer in

C	charge of the watch
D **Load Handling**	
TDTD197B	Shift materials safely using manual handling methods
E **Communication**	
TDMME207B	Communicate using standard marine vocabulary
TDMME307B	Transmit and receive information by visual signalling
TDMME507B	Transmit and receive information by marine radio or telephone
TDMME707B	Use English in written and oral form to perform engineering duties
E **Communication (continued)**	
TDMME807C	Transmit and receive information by GMDSS subsystems and equipment
TDMME907A	Communicate during shore-based mooring and untying operations
TDMME1007 A	Transmit and receive information by marine VHF radio or telephone
TDMME1107 A	Contribute to effective communications and teamwork on a coastal vessel
F **Operational Quality and Safety**	
TDMMF107B	Assist in search and rescue operations
TDMMF307B	Manage business and legal requirements on a vessel
TDMMF407B	Maintain the operational condition of lifesaving, firefighting and other safety systems
TDMMF507C	Develop emergency and damage control plans and handle emergency situations on board a vessel
TDMMF607B	Organise and manage the provision of medical care on board a vessel
TDMMF1007 B	Provide elementary first aid
TDMMF1107 B	Survive at sea in the event of vessel abandonment
TDMMF1407	Plan and implement special safety, maintenance and emergency

B	procedures for liquefied gas tankers
TDMMF1507 B	Plan and implement special safety, maintenance and emergency procedures for chemical tankers
TDMMF1607 B	Plan and implement special safety, maintenance and emergency procedures for oil tankers
TDMMF1807 B	Apply medical first aid on board a vessel
TDMMF1907 B	Operate survival craft and other lifesaving appliances
TDMMF2107 B	Control safe access to and on vessel
TDMMF2207 B	Maintain safety of engine equipment, systems and services on vessels of unlimited propulsion power
TDMMF2307 B	Operate emergency equipment and apply emergency procedures
TDMMF2407 B	Maintain safety of engine equipment, systems and services on vessels over 750 kW propulsion power
TDMMF2507 B	Ensure safe working practices
TDMMF2607 B	Establish watchkeeping arrangements and procedures
TDMMF2707 B	Prevent, control and fight fires on board a small vessel
TDMMF2907 B	Maintain a safe navigational watch on a coastal voyage
TDMMF3007 B	Maintain a safe navigational watch
TDMMF3107 B	Maintain a safe engineering watch
TDMMF3207 C	Apply domestic regulations and industry practices when operating a small coastal vessel
TDMMF3307 B	Execute watchkeeping arrangements and procedures on a small vessel

TDMMF3507B	Contribute to maintaining a safe watch
TDMMF3807B	Establish engine room watchkeeping procedures on vessels of less than 3,000 kW propulsion power
TDMMF3907B	Maintain running log within the limits of responsibility of a Marine Engine Driver Grade 3
TDMMF4007B	Carry out basic operational engineering calculations

F	**Operational Quality and Safety (continued)**
TDMMF4107B	Carry out engineering calculations related to maintenance and operations
TDMMF4307B	Carry out fast rescue craft (FRC) operations
TDMMF4407B	Apply safety regulations on roll-on roll-off passenger vessels
TDMMF4707B	Contribute to maintaining a safe watch on a domestic vessel
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel
TDMMF5507A	Fight and extinguish fires on board a coastal vessel
TDMMF5607A	Observe personal safety and social responsibilities
TDMMF5707A	Assist in safe operations and emergency procedures on a coastal vessel
TDMMF5807A	Adapt to basic industry and regulatory requirements for tanker operations
TDMMF5907A	Work safely in enclosed spaces on a vessel
TDMMF6007A	Follow OHS and emergency procedures during shore-based mooring operations
TDMMF6107A	Manage marine fire fighting and prevention activities on board a vessel

TDMMF6207 A	Prevent, control and fight fires on board an ocean-going vessel
G **Teamwork**	
TDTG197B	Work effectively with others
H **Navigation**	
TDMMH107B	Plan a voyage and conduct navigation
TDMMH207B	Determine position of the vessel and the accuracy of the resultant position
TDMMH307B	Manage safe navigation through the use of radar and other navigational aids
TDMMH507B	Use radar and other bridge equipment to maintain safe navigation
TDMMH607B	Plan and conduct a coastal passage and determine position within limits of responsibility of a Master 4
TDMMH707B	Apply weather information when navigating a small vessel within limits of responsibility of a Master 4
TDMMH807B	Plan and navigate an offshore passage within limits of responsibility of a Master 5
TDMMH907B	Forecast weather and oceanographic conditions
TDMMH1007 B	Navigate a high speed vessel
TDMMH1107 B	Use radar and other electronic navigational aids to maintain safe navigation within limits of responsibility of a Master 5
TDMMH1207 B	Plan and navigate a short voyage within inshore limits
TDMMH1307 B	Apply weather information when navigating a small vessel within limits of responsibility of a Master 5
TDMMH1407 A	Apply weather information when navigating a vessel within limits of responsibility of a Master 3
TDMMH1507 A	Measure and observe weather conditions and interpret and apply to watchkeeping
TDMMH1607	Determine position of the vessel

A	
TDMMH1707A	Apply command navigation procedures on vessels limited by tonnage or near coastal operations
TDMMH1807A	Apply command navigation procedures on vessels (unlimited)
H **Navigation (continued)**	
TDMMH1907A	Plan a passage
TDMMH2007A	Use radar and other wheelhouse equipment to maintain safe navigation within the limits of responsibility of a Master 4
L **Human Resources**	
TDMML307B	Establish and maintain a harmonious workplace environment
TDMML407A	Manage administration of the vessel and its personnel
TDMML507A	Manage business and administration on vessels limited by tonnage or near coastal operations
O **Security**	
TDMMO107A	Follow maritime security procedures
TDMMO207A	Carry out ship security officer functions
R **Carry Out Operations on Equipment and Systems**	
TDMMR107B	Operate and maintain steering gear arrangements
TDMMR207B	Use and maintain deck equipment and machinery
TDMMR307B	Operate fuel, fresh and sea water, bilge and fire pumping systems installed in a vessel
TDMMR407B	Operate electrical machinery and electronic control equipment on vessels of unlimited propulsion power
TDMMR507B	Manage fuel, bilge and ballast operations procedures on vessels of unlimited propulsion power
TDMMR607B	Manage the operation, monitoring and evaluation of the performance of engines on vessels of unlimited propulsion power
TDMMR707B	Plan and schedule operations on vessels of unlimited propulsion

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	power
TDMMR807B	Manage the start up and shut down of main propulsion and auxiliary machinery and associated systems on vessels of unlimited propulsion power
TDMMR907B	Operate alternators, generators and control systems to supply shipboard electrical power
TDMMR1007B	Operate pumping systems and associated control systems
TDMMR1107B	Operate main and auxiliary machinery and associated control systems
TDMMR1307B	Operate electrical machinery and electronic control equipment on vessels over 750 kW propulsion power
TDMMR1407B	Manage fuel, bilge and ballast operations procedures on vessels over 750 kW propulsion power
TDMMR1507B	Operate, monitor and evaluate engine performance on vessels over 750 kW propulsion power
TDMMR1607B	Plan and schedule operations on vessels over 750 kW propulsion power
TDMMR1707B	Start up and shut down main propulsion and auxiliary machinery and associated systems on vessels over 750 kW propulsion power
TDMMR1807B	Operate deck machinery installed on a small vessel of less than 750 KW propulsion power
TDMMR1907B	Safely handle and stow explosive and flammable materials
TDMMR2107B	Operate and maintain engines, machinery and auxiliary power sources on vessels of less than 3,000 kW propulsion power
TDMMR2207B	Operate and maintain boiler systems
R	**Carry Out Operations on Equipment and Systems (continued)**
TDMMR2307B	Operate and maintain batteries, starter motors and power distribution systems
TDMMR2407B	Operate and maintain internal combustion engines and propulsion transmission systems

TDMMR2507B	Operate and maintain auxiliary machinery systems, including steering gear and refrigeration systems
TDMMR2607B	Operate, test and maintain marine electrical and control equipment
TDMMR2707B	Operate and maintain marine internal combustion engines within the limits of responsibility of a Marine Engine Driver Grade 2
TDMMR2807B	Operate and maintain auxiliary systems on vessels within limits of responsibility of a Marine Engine Driver Grade 2
TDMMR2907B	Operate and maintain marine low and medium voltage electrical systems
TDMMR3007B	Operate and carry out basic service checks on small vessel marine propulsion systems
TDMMR3107B	Operate and carry out basic servicing on auxiliary systems
TDMMR3207B	Operate and carry out basic routine servicing of marine extra low and low voltage electrical systems
TDMMR3307B	Perform rigging and lifting operations on board a vessel
TDMMR3407B	Operate deck machinery
TDMMR4307B	Assist in mooring and anchor handling activities
TDMMR4407B	Assist in completion of deck operations and maintenance documentation
TDMMR4507B	Provide support in completing cargo and bunkering operations
TDMMR4607B	Assist in basic welding, brazing, cutting and machinery operations on a vessel
TDMMR4707B	Use and care for hand and power tools on a vessel
TDMMR5007B	Carry out basic food handling, preparation, stock control and storage on an off-shore support vessel or rig
TDMMR5107	Carry out windlass operations on a rig

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B	
TDMMR5207 B	Carry out dogging and cargo handling operations at a rig
TDMMR5307 B	Carry out anchor handling, towage and supply duties at a rig
TDMMR5407 B	Carry out refueling and fuel transfer operations
TDMMR5507 B	Perform seamanship, rigging and lifting operations on board a small domestic vessel
TDMMR5607 A	Carry out shore-based mooring and untying operations
TDMMR5707 A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels of unlimited propulsion power
TDMMR5807 A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels over 750 kW propulsion power
TDMMR5907 A	Operate steam propulsion plant and associated systems on steam vessels
TDMMR6007 A	Assist in routine deck operations within limits of responsibility of a General Purpose Hand
TDMMR6107 A	Use and care for hand and power tools on a small vessel
TDMMR6207 A	Carry out basic welding, brazing, cutting and machining operations on a coastal vessel
U Environment	
TDMMU107B	Monitor compliance with legislative requirements and measures to ensure protection of the environment
TDMMU407B	Ensure compliance with pollution prevention measures
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel

Table 7 Units of competency by stream in the Maritime Training Package

These are the units of competency in the Maritime Training Package, listed under stream.

Coastal (Regulated) Stream – Volume 2 of Maritime Training Package	
Handling Cargo and Vessel Stability	
TDMMA407B	Manage procedures for the handling, loading and discharging of liquefied gas cargoes
TDMMA507B	Manage procedures for the handling, loading and discharging of chemical cargoes
TDMMA607B	Manage procedures for the handling, loading and discharging of oil cargoes
TDMMA707B	Monitor the loading, stowage, security and unloading of cargo
TDMMA807B	Monitor the care of cargo during a voyage
TDMMA907B	Prepare a cargo plan for cargo loading and unloading operations within limits of responsibility of a Master 4
TDMMA1107B	Maintain the stability of a vessel using basic stability information
TDMMA1207B	Manage stress and dynamic factors affecting a small vessel's stability
TDMMA1607B	Manage loading and embarkation procedures on roll-on roll-off vessels
TDMMA1707A	Determine the stability and trim of the vessel
Equipment Checking and Maintenance	
TDMMB407B	Maintain seaworthiness of vessel
TDMMB607B	Monitor condition and seaworthiness of a coastal vessel up to 80 metres
TDMMB707B	Slip vessel and maintain hull
TDMMB1907B	Carry out basic hull servicing
TDMMB2907B	Recognise and correct deteriorated fittings and machinery
TDMMB3107B	Organise maintenance and repairs on a small vessel
TDMMB3507B	Employ damage control techniques for hull damage
TDMMB3607B	Prepare a small vessel's machinery for sea within the limits of responsibility of a Marine Engine Driver Grade 3

TDMMB3707B	Fabricate simple shipboard components
TDMMB3807B	Dismantle, inspect, repair and reassemble vessel machinery
TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres
TDMMB4707A	Perform routine remedial, preventative and survey deck maintenance on a vessel of less than 80 metres
TDMMB4807A	Manage the operations and maintenance on vessels limited by tonnage or near coastal operations
Manoeuvre Vessel	
TDMMC407B	Manoeuvre the vessel and operate small power plants within limits of responsibility of a Master 3
TDMMC507B	Manoeuvre a vessel within limits of responsibility of a Master 4
TDMMC607B	Manage a propulsion unit using the appropriate engine systems and support services
TDMMC707C	Apply seamanship skills and techniques when operating a small vessel within limits of responsibility of a Coxswain
TDMMC807B	Manoeuvre a vessel within the limits of responsibility of a Master 5
Coastal (Regulated) Stream (continued)	
TDMMC907C	Manoeuvre a domestic vessel within limits of responsibility of a Coxswain
Load Handling	
No units in coastal	
Communication	
TDMME207B	Communicate using standard marine vocabulary
TDMME307B	Transmit and receive information by visual signalling
TDMME507B	Transmit and receive information by marine radio or telephone
TDMME807C	Transmit and receive information by GMDSS subsystems and equipment

TDMME1007A	Transmit and receive information by marine VHF radio or telephone
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel
Operational Quality and Safety	
TDMMF407B	Maintain the operational condition of lifesaving, firefighting and other safety systems
TDMMF507C	Develop emergency and damage control plans and handle emergency situations on board a vessel
TDMMF607B	Organise and manage the provision of medical care on board a vessel
TDMMF1007B	Provide elementary first aid
TDMMF1107B	Survive at sea in the event of vessel abandonment
TDMMF1407B	Plan and implement special safety, maintenance and emergency procedures for liquefied gas tankers
TDMMF1507B	Plan and implement special safety, maintenance and emergency procedures for chemical tanker
TDMMF1607B	Plan and implement special safety, maintenance and emergency procedures for oil tankers
TDMMF1807B	Apply medical first aid on board a vessel
TDMMF1907B	Operate survival craft and other lifesaving appliances
TDMMF2107B	Control safe access to and on vessel
TDMMF2707B	Prevent, control and fight fires on board a small vessel
TDMMF2907B	Maintain a safe navigational watch on a coastal voyage
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel
TDMMF3307B	Execute watchkeeping arrangements and procedures on a small vessel
TDMMF3807B	Establish engine room watchkeeping procedures on vessels of less than 3,000 kW propulsion power
TDMMF3907B	Maintain running log within the limits of responsibility of a Marine Engine Driver Grade 3

TDMMF4007B	Carry out basic operational engineering calculations
TDMMF4107B	Carry out engineering calculations related to maintenance and operations
TDMMF4707B	Contribute to maintaining a safe watch on a domestic vessel
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel
TDMMF5507A	Fight and extinguish fires on board a coastal vessel
TDMMF5707A	Assist in safe operations and emergency procedures on a coastal vessel
TDMMF5807A	Adapt to basic industry and regulatory requirements for tanker operations
TDMMF5907A	Work safely in enclosed spaces on a vessel

Coastal (Regulated) Stream (continued)	
TDMMF6107A	Manage marine firefighting and prevention activities on board a vessel
TDMMF6207A	Prevent, control and fight fires on board an ocean-going vessel

Teamwork	
No teamwork units in coastal	

Navigation	
TDMMH307B	Manage safe navigation through the use of radar and other navigational aids
TDMMH507B	Use radar and other bridge equipment to maintain safe navigation
TDMMH607B	Plan and conduct a coastal passage and determine position within limits of responsibility of a Master 4
TDMMH707B	Apply weather information when navigating a small vessel within limits of responsibility of a Master 4
TDMMH807B	Plan and navigate an offshore passage within limits of responsibility of a Master 5
TDMMH1007B	Navigate a high speed vessel

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TDMMH1107B	Use radar and other electronic navigational aids to maintain safe navigation within limits of responsibility of a Master 5
TDMMH1207B	Plan and navigate a short voyage within inshore limits
TDMMH1307B	Apply weather information when navigating a small vessel within limits of responsibility of a Master 5
TDMMH1407A	Apply weather information when navigating a vessel within limits of responsibility of a Master 3
TDMMH1607A	Determine position of the vessel
TDMMH1707A	Apply command navigation procedures on vessels limited by tonnage or near coastal operations
TDMMH1907A	Plan a passage
TDMMH2007A	Use radar and other wheelhouse equipment to maintain safe navigation within the limits of responsibility of a Master 4
Human Resources	
TDMML307B	Establish and maintain a harmonious workplace environment
TDMML507A	Manage business and administration on vessels limited by tonnage or near coastal operations
Security	
TDMMO107A	Follow maritime security procedures
TDMMO207A	Carry out ship security officer functions
Carry Out Operations on Equipment and Systems	
TDMMR107B	Operate and maintain steering gear arrangements
TDMMR207B	Use and maintain deck equipment and machinery
TDMMR307B	Operate fuel, fresh and sea water, bilge and fire pumping systems installed in a vessel
TDMMR1807B	Operate deck machinery installed on a small vessel of less than 750 KW propulsion power
TDMMR1907B	Safely handle and stow explosive and flammable materials
TDMMR2107B	Operate and maintain engines, machinery and auxiliary power sources

	on vessels of less than 3,000 kW propulsion power
TDMMR2207B	Operate and maintain boiler systems
Coastal (Regulated) Stream (continued)	
TDMMR2307B	Operate and maintain batteries, starter motors and power distribution systems
TDMMR2407B	Operate and maintain internal combustion engines and propulsion transmission systems
TDMMR2507B	Operate and maintain auxiliary machinery systems, including steering gear and refrigeration systems
TDMMR2607B	Operate, test and maintain marine electrical and control equipment
TDMMR2707B	Operate and maintain marine internal combustion engines within the limits of responsibility of a Marine Engine Driver Grade 2
TDMMR2807B	Operate and maintain auxiliary systems on vessels within limits of responsibility of a Marine Engine Driver Grade 2
TDMMR2907B	Operate and maintain marine low and medium voltage electrical systems
TDMMR3007B	Operate and carry out basic service checks on small vessel marine propulsion systems
TDMMR3107B	Operate and carry out basic servicing on auxiliary systems
TDMMR3207B	Operate and carry out basic routine servicing of marine extra low and low voltage electrical systems
TDMMR5007B	Carry out basic food handling, preparation, stock control and storage on an off-shore support vessel or rig
TDMMR5107B	Carry out windlass operations on a rig
TDMMR5207B	Carry out dogging and cargo handling operations at a rig
TDMMR5307B	Carry out anchor handling, towage and supply duties at a rig
TDMMR5407B	Carry out refueling and fuel transfer operations
TDMMR5507B	Perform seamanship, rigging and lifting operations on board a small domestic vessel
TDMMR6107A	Use and care for hand and power tools on a small vessel

TDMMR627A	Carry out basic welding, brazing, cutting and machining operations on a coastal vessel
Environment	
TDMMU107B	Monitor compliance with legislative requirements and measures to ensure protection of the environment
TDMMU407B	Ensure compliance with pollution prevention measures
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel
Ocean-going (Regulated) Stream – Volume 3 of Maritime Training Package	
Handling Cargo and Vessel Stability	
TDMMA107B	Plan and ensure safe loading, stowage, security and unloading of cargo
TDMMA207B	Plan and ensure safe care of cargo during the voyage
TDMMA307B	Plan and monitor the carriage of dangerous cargoes
TDMMA407B	Manage procedures for the handling, loading and discharging of liquefied gas cargoes
TDMMA507B	Manage procedures for the handling, loading and discharging of chemical cargoes
TDMMA607B	Manage procedures for the handling, loading and discharging of oil cargoes
TDMMA707B	Monitor the loading, stowage, security and unloading of cargo
TDMMA807B	Monitor the care of cargo during a voyage
TDMMA1007B	Control trim, stability and stress
TDMMA1607B	Manage loading and embarkation procedures on roll-on roll-off vessels
TDMMA1707A	Determine the stability and trim of the vessel
Equipment Checking and Maintenance	
TDMMB107C	Perform routine remedial, preventative and survey deck maintenance on a vessel

TDMMB407B	Maintain seaworthiness of vessel
TDMMB807B	Detect and identify the cause of machinery malfunctions and repair faults on vessels of unlimited propulsion power
TDMMB907B	Manage safe maintenance and repair procedures on vessels of unlimited propulsion power
TDMMB1207B	Fault-find, dismantle, maintain and repair shipboard plant and equipment
TDMMB1307B	Carry out shipboard fabrication and repair operations
TDMMB1507B	Detect and identify the cause of machinery malfunctions and repair faults on vessels over 750 kW propulsion power
TDMMB1607B	Organise safe maintenance and repair procedures on vessels of over 750 kW of propulsion power
TDMMB2007B	Assist engineer in the routine maintenance of main propulsion and ancillary machinery and systems
TDMMB3907A	Manage the testing, detection of faults, maintenance and restoration of electrical machinery and equipment to operating condition on vessels of unlimited propulsion power
TDMMB4007A	Manage the testing, detection of faults, maintenance and restoration of electronic control equipment to operating condition on vessels of unlimited propulsion power
TDMMB4107A	Test, detect faults and maintain and restore electrical machinery and equipment to operating condition on vessels over 750 kW propulsion power
TDMMB4207A	Test, detect faults and maintain and restore electronic control equipment to operating condition on vessels over 750 kW propulsion power
TDMMB4307A	Monitor and manage the seaworthiness of the vessel
TDMMB4607A	Apply information on vessel structure to maintenance and seaworthiness
TDMMB4807A	Manage the operations and maintenance on vessels limited by tonnage or near coastal operations
Manoeuvre Vessel	
TDMMC107B	Manoeuvre and handle a vessel of 500 gross tonnage or more under

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	all conditions
TDMMC207B	Operate remote controls of propulsion plant and engineering systems
TDMMC307B	Manoeuvre and handle the vessel in normal conditions
Ocean-going (Regulated) Stream (continued)	
TDMMC1007C	Steer a domestic vessel under the direction of the master or officer in charge of the watch
Communication	
TDMME207B	Communicate using standard marine vocabulary
TDMME307B	Transmit and receive information by visual signalling
TDMME507B	Transmit and receive information by marine radio or telephone
TDMME707B	Use English in written and oral form to perform engineering duties
TDMME807C	Transmit and receive information by GMDSS subsystems and equipment
TDMME1007A	Transmit and receive information by marine VHF radio or telephone
Operational Quality and Safety	
TDMMF107B	Assist in search and rescue operations
TDMMF307B	Manage business and legal requirements on a vessel
TDMMF407B	Maintain the operational condition of lifesaving, firefighting and other safety systems
TDMMF507C	Develop emergency and damage control plans and handle emergency situations on board a vessel
TDMMF607B	Organise and manage the provision of medical care on board a vessel
TDMMF1007B	Provide elementary first aid
TDMMF1107B	Survive at sea in the event of vessel abandonment
TDMMF1407B	Plan and implement special safety, maintenance and emergency procedures for liquefied gas tankers
TDMMF1507B	Plan and implement special safety, maintenance and emergency procedures for chemical tanker

TDMMF1607B	Plan and implement special safety, maintenance and emergency procedures for oil tankers
TDMMF1807B	Apply medical first aid on board a vessel
TDMMF1907B	Operate survival craft and other lifesaving appliances
TDMMF2107B	Control safe access to and on vessel
TDMMF2207B	Maintain safety of engine equipment, systems and services on vessels of unlimited propulsion power
TDMMF2307B	Operate emergency equipment and apply emergency procedures
TDMMF2407B	Maintain safety of engine equipment, systems and services on vessels over 750 kW propulsion power
TDMMF2507B	Ensure safe working practices
TDMMF2607B	Establish watchkeeping arrangements and procedures
TDMMF3007B	Maintain a safe navigational watch
TDMMF3107B	Maintain a safe engineering watch
TDMMF3507B	Contribute to maintaining a safe watch
TDMMF5607A	Observe personal safety and social responsibilities
TDMMF5807A	Adapt to basic industry and regulatory requirements for tanker operations
TDMMF5907A	Work safely in enclosed spaces on a vessel
TDMMF6107A	Manage marine fire fighting and prevention activities on board a vessel
TDMMF6207A	Prevent, control and fight fires on board an ocean-going vessel
Ocean-going (Regulated) Stream (continued)	
Navigation	
TDMMH107B	Plan a voyage and conduct navigation
TDMMH207B	Determine position of the vessel and the accuracy of the resultant position
TDMMH307B	Manage safe navigation through the use of radar and other

	navigational aids
TDMMH507B	Use radar and other bridge equipment to maintain safe navigation
TDMMH907B	Forecast weather and oceanographic conditions
TDMMH1007B	Navigate a high speed vessel
TDMMH1507A	Measure and observe weather conditions and interpret and apply to watchkeeping
TDMMH1607A	Determine position of the vessel
TDMMH1707A	Apply command navigation procedures on vessels limited by tonnage or near coastal operations
TDMMH1807A	Apply command navigation procedures on vessels (unlimited)
TDMMH1907A	Plan a passage
Human Resources	
TDMML307B	Establish and maintain a harmonious workplace environment
TDMML407A	Manage administration of the vessel and its personnel
TDMML507A	Manage business and administration on vessels limited by tonnage or near coastal operations
Security	
TDMMO107A	Follow maritime security procedures
TDMMO207A	Carry out ship security officer functions
Carry Out Operations on Equipment and Systems	
TDMMR407B	Operate electrical machinery and electronic control equipment on vessels of unlimited propulsion power
TDMMR507B	Manage fuel, bilge and ballast operations procedures on vessels of unlimited propulsion power
TDMMR607B	Manage the operation, monitoring and evaluation of the performance of engines on vessels of unlimited propulsion power
TDMMR707B	Plan and schedule operations on vessels of unlimited propulsion power
TDMMR807B	Manage the start up and shut down of main propulsion and auxiliary

	machinery and associated systems on vessels of unlimited propulsion power
TDMMR907B	Operate alternators, generators and control systems to supply shipboard electrical power
TDMMR1007B	Operate pumping systems and associated control systems
TDMMR1107B	Operate main and auxiliary machinery and associated control systems
TDMMR1307B	Operate electrical machinery and electronic control equipment on vessels over 750 kW propulsion power
TDMMR1407B	Manage fuel, bilge and ballast operations procedures on vessels over 750 kW propulsion power
TDMMR1507B	Operate, monitor and evaluate engine performance on vessels over 750 kW propulsion power
TDMMR1607B	Plan and schedule operations on vessels over 750 kW propulsion power
TDMMR1707B	Start up and shut down main propulsion and auxiliary machinery and associated systems on vessels over 750 kW propulsion power
TDMMR3307B	Perform rigging and lifting operations on board a vessel
Ocean-going (Regulated) Stream (continued)	
TDMMR3407B	Operate deck machinery
TDMMR4307B	Assist in mooring and anchor handling activities
TDMMR4407B	Assist in completion of deck operations and maintenance documentation
TDMMR4507B	Provide support in completing cargo and bunkering operations
TDMMR4607B	Assist in basic welding, brazing, cutting and machinery operations on a vessel
TDMMR4707B	Use and care for hand and power tools on a vessel
TDMMR5007B	Carry out basic food handling, preparation, stock control and storage on an off-shore support vessel or rig
TDMMR5107B	Carry out windlass operations on a rig
TDMMR5207B	Carry out dogging and cargo handling operations at a rig

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TDMMR5307B	Carry out anchor handling, towage and supply duties at a rig
TDMMR5707A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels of unlimited propulsion power
TDMMR5807A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels over 750 kW propulsion power
TDMMR5907A	Operate steam propulsion plant and associated systems on steam vessels
Environment	
TDMMU107B	Monitor compliance with legislative requirements and measures to ensure protection of the environment
TDMMU407B	Ensure compliance with pollution prevention measures
General (Unregulated) Stream – Volume 4 of Maritime Training Package	
Load Handling	
TDTD197B	Shift materials safely using manual handling methods
Communication	
TDMME907A	Communicate during shore-based mooring and untying operations
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel
Operational Quality and Safety	
TDMMF1007B	Provide elementary first aid
TDMMF1107B	Survive at sea in the event of vessel abandonment
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel
TDMMF5507A	Fight and extinguish fires on board a coastal vessel
TDMMF5707A	Assist in safe operations and emergency procedures on a coastal vessel
TDMMF6007A	Follow OH&S and emergency procedures during shore-based mooring operations

Teamwork	
TDTG197B	Work effectively with others
Security	
TDMMO107A	Follow maritime security procedures
Carry Out Operations on Equipment and Systems	
TDMMR5607A	Carry out shore-based mooring and untying operations
TDMMR6007A	Assist in routine deck operations within the limits of responsibility of a general purpose hand
Environment	
TDMMU107B	Monitor compliance with legislative requirements and measures to ensure protection of the environment
TDMMU407B	Ensure compliance with pollution prevention measures
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel

Table 8 Imported units of competency in the Maritime Training Package

Code	Title	Origin
TAADEL301A	Provide training through instruction and demonstration of work skills	Training and Assessment Training Package TAA04
TAAASS301A	Contribute to assessment	
TAACMQ501A	Develop training and/or assessment organisational policies and procedures	
TAAASS402A	Assess competence	
BSBFLM409B	Implement continuous improvement	Business Services Training Package BSB01
BSBFLM306B	Provide workplace information and resourcing plans	

BSBFLM507B	Manage quality customer service	
BSBFLM312A	Contribute to team effectiveness	
BSBFLM405B	Implement operational plan	
BSBFLM403B	Implement effective workplace relationships	
BSBFLM503B	Manage effective workplace relationships	
BSBFLM509B	Facilitate continuous improvement	
BSBFLM510B	Facilitate and capitalise on change and innovation	
BSBFLM512A	Ensure team effectiveness	
BSBFLM505B	Manage operational plan	
BSBFLM506B	Manage workplace information systems	
THHBKA04B	Clean and maintain kitchen premises	Hospitality Training Package THH02
THHBKA01B	Organise and prepare food	
THHBCC00B	Prepare sandwiches	
THHADCC02B	Plan, prepare and display a buffet	
MEM18001C	Use hand tools	Metal and Engineering Industry Training Package MEM05
MEM18002B	Use power tools/hand held operations	

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MEM05004 C	Perform routine oxy acetylene welding	
MEM05006 B	Perform brazing and/or silver soldering	
MEM05007 C	Perform manual heating and thermal cutting	
MEM05015 C	Weld using manual metal arc welding process	
MEM05001 B	Perform manual soldering/desoldering – electrical/electronic components	
MEM07005 B	Perform general machining	

Overview of Training Packages

Overview of Training Packages

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

provides a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials;

enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies;

encourages the development and delivery of flexible training which suits individual and industry requirements; and

encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Training Framework?

The National Training Framework is made up of the nationally agreed quality arrangements for the vocational education and training sector, the Australian Quality Training Framework (AQTF), and Training Packages endorsed by the National Training Quality Council (NTQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO as specified in the AQTF *Standards for Registered Training Organisations*.

Training Package components

Training Packages are made up of mandatory components endorsed by the NTQC, and optional support materials.

Training Package endorsed components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.
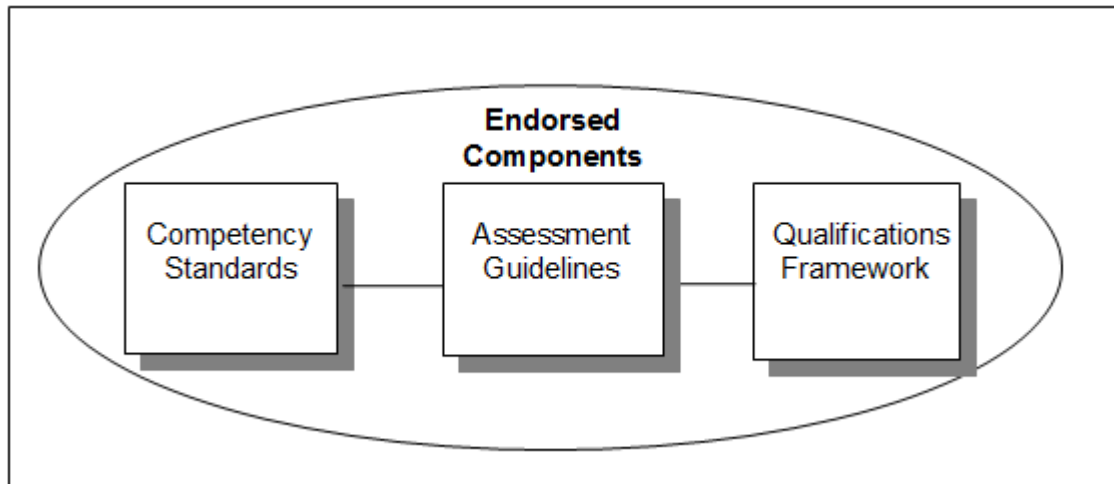
Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the *Standards for Registered Training Organisations*. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package support materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Industry Skills Australia

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.
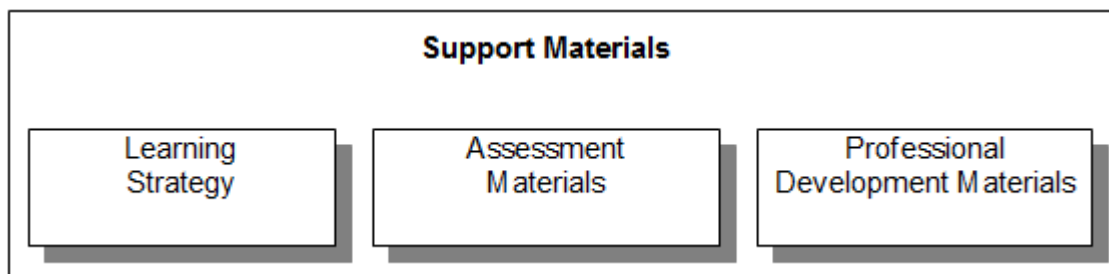
Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Where such materials have been quality assured through a process of 'noting' by the NTQC, they display the following official logo. Noted support materials are listed on the National Training Information Service (NTIS), together with a detailed description and information on the type of product and its availability (*www.ntis.gov.au*).

It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

Training Package, Qualification and Unit of Competency codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the title always following the code.**

Training Package codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example TDM07. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification codes

Within each Training Package, each qualification has a unique eight-character code, for example TDM30306. The first three letters identify the Training Package; the first number identifies the qualification level (noting that arabic numbers are not used in qualification titles themselves); the next two numbers identify the position in the sequence of the qualification at that level; and the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency codes

Within each Training Package, each unit of competency has a unique code. The unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package.

A typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in TDMMA401B. The first three characters signify the Training Package (TDM Maritime Training Package in the above example) and up to eight characters, relating to an industry sector, function or skill area, follow. The last character is always a letter and identifies the unit of competency version. The 'B' in the example above indicates that this is the original unit of competency. An incremented version identifier usually means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent. Where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package titles

The title of each endorsed Training Package is unique and relates the Training Package's broad industry coverage.

Qualification titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

firstly, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma or Advanced Diploma;

this is followed by the words 'in' for Certificates I to IV and 'of' for Diploma and Advanced Diploma;

then the industry descriptor follows, for example Transport and Distribution; and

if applicable, the occupational or functional stream follows in brackets, for example (Maritime Operations).

For example:

TDM30307 Certificate III in Transport & Distribution (Maritime Operations – Integrated Rating)

TDM60107 Advanced Diploma of Transport & Distribution (Maritime Operations).

Unit of Competency titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

TDMMA1007B Control trim, stability and stress

TDMMR207B Use and maintain deck equipment and machinery.

Introduction to the Maritime Training Package

Introduction to the Maritime Training Package

The Maritime Training Package provides significant flexibility to Registered Training Organisations, enterprises and individuals in packaging units together which lead to a qualification, while still ensuring close alignment with the regulatory requirements of National, State and Territory marine authorities.

This level of flexibility reflects the variety in the areas of maritime operations as illustrated in the chart in Figure 1 on the following page. It also accommodates the multiple job roles, enterprise requirements and changing technological nature of the industry. It is expected, however, when users of this Training Package select a combination of units for a qualification, that the units when packaged together form a coherent set that fulfil clearly defined occupation requirements.

Importantly, when taking advantage of the flexible packaging arrangements available within the qualifications framework, individuals, enterprises and/or Registered Training Organisations must responsively package units together to still meet legislative requirements and industry codes of practice relevant to the maritime occupations concerned.

In packaging units together to form a training program, users should be conscious of the requirements set out in the Assessment Guidelines in the Maritime Training Package (contained elsewhere in this volume), the Australian Recognition Framework and the regulations and certification requirements of the various State, Territory and national marine authorities. The qualifications frameworks described in Volumes 2, 3 and 4 provide the units available within each qualification level and requirements for completion of a qualification.

In this version of the Maritime Training Package, the system of qualifications has been reorganised to enable clear identification of qualifications that are directly aligned with the educational requirements specified by marine authorities for regulated occupations within both:

'coastal operations' falling within the regulatory jurisdiction of State and Territory marine authorities and described and defined in Part D of the National Standard for Commercial Vessels (NSCV)

'ocean-going operations' falling within the regulatory jurisdiction of the Australian Maritime Safety Authority (AMSA) and described and defined in Marine Orders under the Australian Navigation Act 1912.

At the same time, the existing flexibility of the Maritime Training Package has been preserved through the provision of a separate set of qualifications which allow flexible packaging of qualifications beyond basic mandatory safety requirements to fulfil the diverse competency requirements of occupations in ancillary and support areas that are associated with maritime operations.

This is reflected in the organisation of the Maritime Training Package into four volumes:

Volume 1   General Introduction

Volume 2 Operations   Qualifications for Regulated Occupations Involved in Coastal Maritime

Volume 3 Operations   Qualifications for Regulated Occupations Involved in Ocean-going Maritime

Volume 4 Occupations   General Maritime Qualifications Not Specifically Aligned with Regulated

Figure 1 Examples of areas of maritime operations covered by the Maritime Training Package

Relationship of Revised Maritime Training Package TDM07 to the Previous Version TDM01

As described, there are now four volumes in the Maritime Training Package – a general introduction and three volumes organising qualifications by 'coastal operations', 'ocean-going operations' and 'general maritime qualifications not specifically aligned with regulated occupations'. The previous version of the Maritime Training Package (TDM01) was organised primarily by 'Deck Officer qualifications' and 'Engineering qualifications'. Information gathered in the course of the review of the previous version indicated that the Training Package would be more user-friendly and easier to use if it were reorganised into four volumes.

A number of other changes were identified and made in the course of the review including:

- Adjustment of qualifications structure:
  - realigning Engineer Class 3 from Certificate IV to Diploma given the management functions and the complexity of duties and responsibilities involved

- realigning Engineer Class 2 from Diploma to Advanced Diploma given the management functions and the complexity of duties and responsibilities involved
    - introducing a new qualification at Certificate I for 'Shore-based Linespersons'
    - introducing a stream of qualifications with flexible packaging rules
    - changing titles of qualifications aligned to regulated maritime occupations to include terminology that clearly links them to the regulated occupations concerned
- Systematic review of various competency themes across the different qualifications, including:
    - command navigation
    - obtaining, interpreting and applying weather information
    - using navigational aids
    - maintenance of vessel and equipment
    - checking of stability and seaworthiness of vessel
    - management of vessel operations and personnel
- Linking the contents of relevant units more closely to regulatory requirements (e.g. as described in Marine Orders and the National Standard for Commercial Vessels)
- Rationalising and simplifying pre-sea safety units
- Adjustments to the Training Package to ensure its consistency with government equity requirements
- Addition of units to cover vessels with steam propulsion plant
- Splitting of marine engineering units covering operation and maintenance of both electrical and electronic control systems into two sets of units separately covering electrical systems and electronic control systems
- Inclusion of optional units dealing with vessel and port security
- Inclusion of suitable references to regulatory requirements concerning marine pest risks, solutions and responsibilities
- Inclusion of a unit covering entry into confined or enclosed spaces on vessels
- Reviewing all units to confirm that relevant Employability Skills are explicitly incorporated and making appropriate adjustments where necessary
- Bringing all units into the new agreed unit structure and format.

Coverage of the Maritime Training Package

The coverage of the Maritime Training Package includes:

Regulated commercial maritime occupations on commercial vessels engaged in coastal operations falling within the jurisdiction of the State/Territory marine authorities and described in Part D of the National Standard for Commercial Vessels (NSCV). This includes:

- Coxswain
- Master Class 4 and Skipper Grade 2

- Marine Engine Driver Grade 3
- Marine Engine Driver Grade 1

- Master Class 5 and Skipper Grade 3
- Engineer Class 3

- Marine Engine Driver Grade 2
- Master Class 3 and Skipper Grade 1

-

These occupations are covered by the qualifications detailed in Volume 2 of the Maritime Training Package.

Regulated commercial maritime occupations on commercial vessels engaged in ocean-going operations falling within the jurisdiction of the Australian Maritime Safety Authority (AMSA) and described in the Marine Orders Part 3: Seagoing Qualifications (Version 6) under the Australian Navigation Act 1912. This includes:

- Integrated Rating
- Master (< 3,000 GT)

- Watchkeeper (Deck)
- Chief Mate (Unlimited)

- Master (< 500 GT)
- Chief Mate (< 3,000 GT)

- Engineer Watchkeeper
- Engineer Class 1

- Master (Unlimited)
- Engineer Class 2

-

These occupations are covered by the qualifications detailed in Volume 3 of the Maritime Training Package.

Persons employed on the various types of vessels in unregulated occupations who may be engaged in activities related to hospitality, catering, tourism, emergency services, retail, fishing, salvage, maritime survey, harbour services, diving, etc. who may not be specifically operating and maintaining the vessel and therefore are not included in the regulated occupations above but who may need to fulfil the basic competency requirements specified by marine authorities for maritime safety, survival, environmental protection, emergency procedures, etc.

These occupations are covered by the qualifications detailed in Volume 4 of the Maritime Training Package.

　　　　　　　　　　　　　　　Industry Skills Australia

How the Maritime Training Package Was Revised

The broad processes for the review of the Maritime Training Package are indicated in Figure 2 on the following page. They included:

- **Desktop research drawing from a range of information sources including:**
  - Existing version of the Maritime Training Package
  - Maritime regulations, certification requirements and codes of practice
  - Trends and developments in the organisation of the Maritime Industry
  - International trends and developments in maritime training
  - Guidelines for Training Package development
  - Related developments in higher education and schools
  - Related Training Packages (e.g. tourism, hospitality, business management, engineering)
  - Existing approved courses for maritime occupations
  -

- **Industry and VET consultation processes including**
  - Consultative forums of key stakeholders at key stages of the project
  - Individual consultative meetings as required
  - Maintenance of an issues register to track inputs and suggested changes received from stakeholders
  - Meetings with the equity adviser appointed to the review to ensure that all equity requirements had be fulfilled
  - Meetings with representatives of the various marine regulatory authorities to ensure that all proposed changes were consistent with regulatory requirements
  - Development of schedules of agreed changes to guide the consultant and the project steering committee
  - Reference groups of industry advisers established by the review steering committee to assist the consultant in reviewing, drafting and editing of competency units and qualifications
  - Posting of draft new and revised units of competency on the Transport & Logistics Industry Skills Council   website for review and comment by stakeholders

- **Validation and editing of final products**
  - Validation meetings to confirm that agreed changes had been made and to identify any further adjustments necessary
  - Desktop analysis to confirm the Employability Skills are appropriately incorporated into the Maritime Training Package

- Checks to ensure that the revised Training Packages meets the requirements laid out in the Guidelines for Training Package Development
- Final editing and proofreading of the units of competency and the four volumes that comprise the revised Maritime Training Package
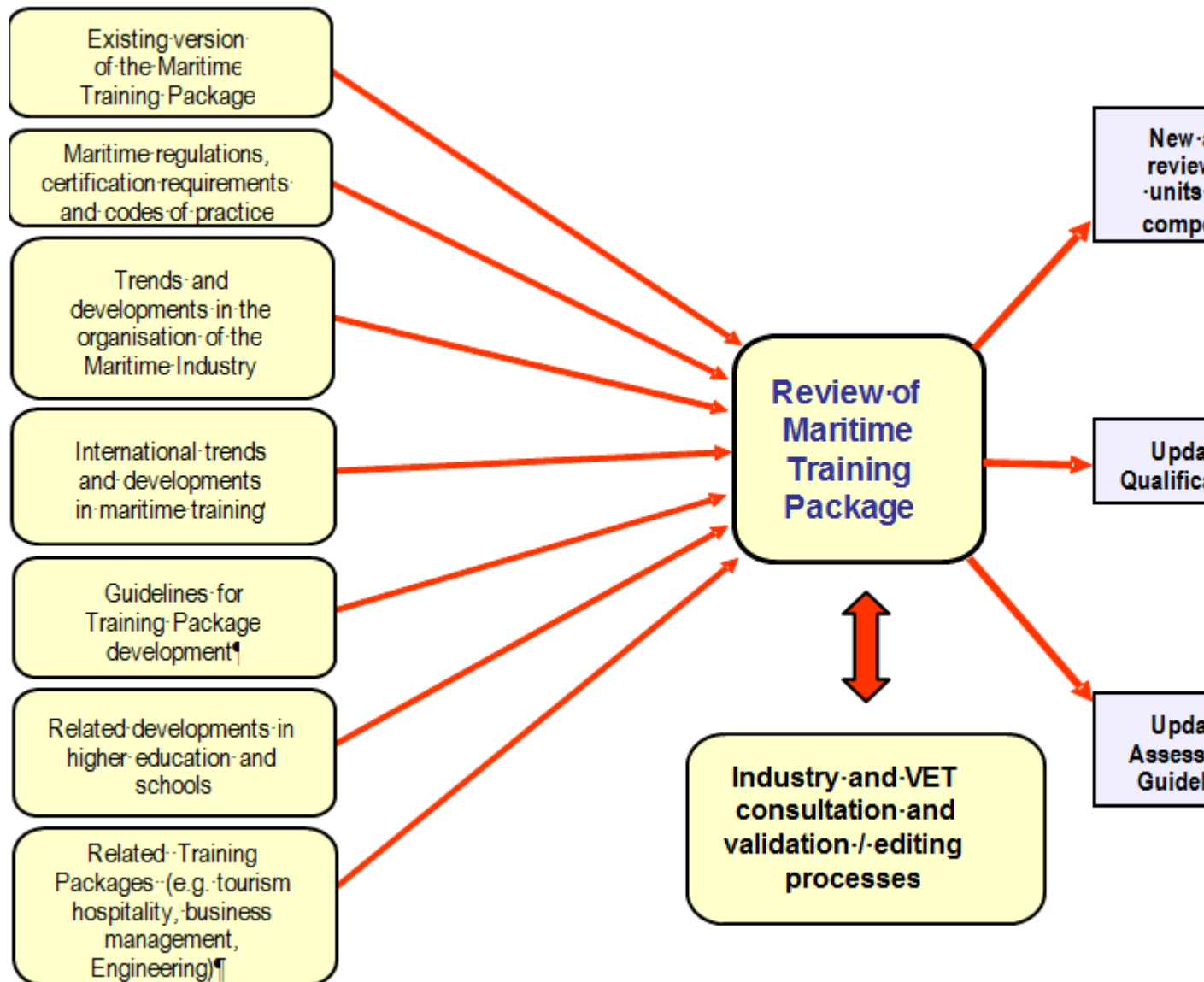
Relationship between the Qualifications in the Maritime Training Package and Marine Regulatory Requirements at the National and State/Territory Levels

Regulatory requirements for occupations in the Australian Maritime Industry for the purposes of the Maritime Training Package can be divided into two categories: Coastal Operations and Ocean-going Operations.

Coastal Operations refers to all domestic marine operations falling under the jurisdiction of the relevant State and Territory marine authorities and covers the occupations defined within the National Standard for Commercial Vessels (NSCV) Part D 'Crew Competencies'. This includes the following specific marine occupations:

- Coxswain
- Marine Engine Driver Grade 3
- Master Class 5 and Skipper Grade 3
- Marine Engine Driver Grade 2

- Master Class 4 and Skipper Grade 2
- Marine Engine Driver Grade 1
- Engineer Class 3
- Master Class 3 and Skipper Grade 1

Ocean-going Operations refers to all international maritime operations and related occupations covered by and defined within Marine Orders – Part 3, Section 6 under the Navigation Act (1912). This includes the following specific marine occupations:

- Integrated Rating
- Watchkeeper (Deck)
- Master (< 500 GT)
- Engineer Watchkeeper
- Master (Unlimited)

- Master (< 3,000 GT)
- Chief Mate (Unlimited)
- Chief Mate (< 3,000 GT)
- Engineer Class 1
- Engineer Class 2

Information on the occupations and related certification requirements within the Coastal and Ocean-going sectors of the Maritime Industry in Australia can be obtained by contacting the relevant State and Territory Marine Authority and the National Marine Safety Committee (NMSC) (in the case of Coastal Operations) and the Australian Maritime Safety Authority (AMSA) (in the case of Ocean-going Maritime Operations). Website and contact details for the various marine authorities are provided in the table below.

Organisation	Website	Telephone
Australian Maritime Safety Authority (AMSA)	http://www.amsa.gov.au	(02) 6279 5000
National Marine Safety Committee (NMSC)	http://www.nmsc.gov.au	(02) 9247 2124
NSW Maritime	http://www.maritime.nsw.gov.au	(02) 9563 8511
Marine Safety Victoria (MSV)	http://www.marinesafety.vic.gov.au	(03) 9655 3399

Maritime Safety Queensland (MSQ)	http://www.msq.qld.gov.au	(07) 3120 7462
Marine and Safety Tasmania (MAST)	http://www.mast.tas.gov.au	(03) 6233 8801
WA Department for Planning and Infrastructure (Marine Safety Section)	http://www.dpi.wa.gov.au/imarine	(08) 9264 7777
NT Department of Planning and Infrastructure (Marine Safety Section)	http://www.ipe.nt.gov.au/whatwedo/marinesafety/index.html	(08) 8999 5285
Transport SA (Marine Safety Section)	http://www.marine.transport.sa.gov.au/index.asp	(08) 8343 2222

Two key reference documents that provide information on certification requirements for various maritime occupations are:

- National Standard for Commercial Vessels (NSCV) Part D 'Crew Competencies' (downloadable from the NMSC website)
- Marine Orders Part 3 'Seagoing Qualifications' (Issue 6) under the Navigation Act (downloadable from the AMSA website).

Qualifications Framework

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF see the *AQF Implementation Handbook, 3rd Edition 2002*. You can download it from the Australian Qualifications Framework Advisory Board (AQFAB) website (www.aqf.edu.au) or obtain a hard copy by contacting AQFAB on phone 03 9639 1606 or by emailing AQFAB on <aqfab@curriculum.edu.au>.

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following six AQF qualifications.

Certificate I in …

Certificate II in …

Certificate III in …

Certificate IV in …

Diploma of …

Advanced Diploma of …

Graduate Certificates and Graduate Diplomas can also be awarded in the vocational education and training sector under certain conditions – see the *AQF Implementation Handbook* for details.

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the Australian Quality Training Framework *Standards for Registered Training Organisations*, particularly Standard 10.

Statement of Attainment

Where an AQF qualification is partially achieved through the achievement of one or more endorsed units of competency, an RTO may issue a Statement of Attainment. Issuance of Statements of Attainment must comply with the advice provided in the *AQF Implementation Handbook* and the Australian Quality Training Framework *Standards for Registered Training Organisations*, particularly Standard 10.

Under the *Standards for Registered Training Organisations*, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

demonstrate knowledge by recall in a narrow range of areas;

demonstrate basic practical skills, such as the use of relevant tools;

perform a sequence of routine tasks given clear direction; and

receive and pass on messages/information.

Certificate II

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

demonstrate basic operational knowledge in a moderate range of areas;

apply a defined range of skills;

apply known solutions to a limited range of predictable problems;

perform a range of tasks where choice between a limited range of options is required;

assess and record information from varied sources; and

take limited responsibility for own outputs in work and learning.

Certificate III

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the section of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

demonstrate some relevant theoretical knowledge;

apply a range of well-developed skills;

apply known solutions to a variety of predictable problems;

perform processes that require a range of well-developed skills where some discretion and judgement is required;

interpret available information, using discretion and judgement;

take responsibility for own outputs in work and learning; and

take limited responsibility for the output of others.

Certificate IV

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills.

Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

demonstrate understanding of a broad knowledge base incorporating some theoretical concepts;

apply solutions to a defined range of unpredictable problems;

identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas;

identify, analyse and evaluate information from a variety of sources;

take responsibility for own outputs in relation to specified quality standards; and

take limited responsibility for the quantity and quality of the output of others.

Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas;

analyse and plan approaches to technical problems or management requirements;

transfer and apply theoretical concepts and/or technical or creative skills to a range of

situations;

evaluate information, using it to forecast for planning or research purposes;

take responsibility for own outputs in relation to broad quantity and quality parameters; and

take some responsibility for the achievement of group outcomes.

Advanced Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

demonstrate understanding of specialised knowledge with depth in some areas;

analyse, diagnose, design and execute judgements across a broad range of technical or management functions;

generate ideas through the analysis of information and concepts at an abstract level;

demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills;

demonstrate accountability for personal outputs within broad parameters; and

demonstrate accountability for personal and group outcomes within broad parameters.

Overview of Maritime Training Package Qualifications and Packaging Rules

Overview of Maritime Training Package Qualifications and Packaging Rules

Overview

The qualifications described in the Maritime Training Package fall into three categories:

- Qualifications and related units of competency for regulated maritime commercial occupations on commercial vessels engaged in coastal operations falling within the jurisdiction of the State/Territory marine authorities and the National Standard for Commercial Vessels (NSCV). These are described in Volume 2 of the Training Package.
- Qualifications and related units of competency for regulated maritime commercial occupations falling within the jurisdiction of the Australian Maritime Safety Authority (AMSA) and the Marine Orders Part 3: Seagoing Qualifications (Version 6) under the Australian Navigation Act 1912. These are described in Volume 3 of the Training Package.
- Qualifications and related units of competency not specifically aligned with regulated maritime occupations. Each qualification includes a small set of mandatory requirements with a number of additional elective units that can be chosen from within the Maritime Training Package or other relevant Training Packages to flexibly meet the competency requirements for a range of ancillary unregulated occupations that are associated with or support the coastal or ocean-going Maritime Industry sector. These are described in Volume 4 of the Training Package.

For qualifications falling into the first two categories (i.e. those closely aligned to regulated maritime occupations) minimum requirements for completion of the qualification involve a fixed number of specifically identified units designed to align with the requirements of National and State/Territory marine authorities. Optional electives can be selected together with these mandatory minimum requirements to meet specific enterprise and occupational needs. However, to achieve the qualification, competence in the mandatory minimum set of units must have been demonstrated. This ensures that for these qualifications it is clear, transparent and unambiguous that the educational requirements of the regulatory authorities have been met.

For qualifications falling into the third category, the mandatory requirements for each qualification are a relatively small set of units of competency that cover the minimum requirements for maritime safety, survival, environmental protection, emergency procedures, etc.

For qualifications related to small vessels involved in coastal operations, these requirements were based on The National Marine Guidance Manual – Guidelines for Onboard Safety Training issued by the National Marine Safety Committee (NMSC), as well as regulatory requirements of individual State and Territory marine authorities.

For qualifications related to larger vessels engaged in ocean-going operations, the requirements were based on information contained in Marine Orders Part 3: Seagoing Qualifications (Version 6), information on educational requirements provided by AMSA and the sections of STCW Code (issued by the International Maritime Organisation [IMO]) dealing with crew competencies involving safety, survival, environmental protection, emergency procedures, etc.

In these 'unregulated qualifications', beyond the minimum mandatory requirements, a specified number of elective units must be selected (a minimum number of which must be aligned at the AQF level of the qualification concerned) to satisfy specific additional maritime employment needs beyond the minimum mandatory requirements. These units may be drawn from the Maritime Training Package or other Training Packages to meet clearly identified and defined maritime occupations. Where units of competency are included from another Training Package, Registered Training Organisations should contact the Industry Skills Council responsible for the Training Package to check if the unit has any pre-requisite or co-requisite requirements.

In structuring these unregulated qualifications, RTOs and other users of the Training Package need to be aware of three important requirements:

- That units selected form a coherent set that match clearly defined competency needs for one or more maritime support or ancillary occupations that are required as part of the workforce on particular type(s) of maritime vessel(s).
- That the set of units covers all required regulatory requirements for those occupations beyond the minimum core.
- That the unit set concerned does not duplicate the minimum mandatory requirements for the qualifications specifically aligned to regulated maritime occupations (as described in Volumes 2 and 3 of the Maritime Training Package. (For such occupational requirements the qualifications in Volumes 2 and 3 must be used rather than the unregulated option.)

Qualifications Pathways Charts

Qualifications Pathways Charts

There are many pathways into and through occupations within the Maritime Industry. These occupations are subject to a wide range of State, Territory, national and international regulatory requirements, codes and conventions.

For many of the occupations, it is necessary to hold a Certificate of Competency or at least to have completed specific certification requirements before you can be actively employed on the types of vessels concerned in particular operational areas. These certification requirements include educational requirements (e.g. the educational qualifications contained in this Training Package) but also involve a range of other requirements such as periods of sea time on particular vessels, medical certificates, radio operator certificates, etc. In other words, for most occupations on vessels, the achievement of an educational qualification is only a partial fulfilment of the regulatory requirements that must be demonstrated by a person seeking a Certificate of Competency from the relevant State or Territory marine authority or Australian Maritime Safety Authority.

The information described here explains only the more significant pathways between qualifications and does not represent the only pathways. The information describes only the pathway relationships between the 'education pathways' and is not intending to provide information on the diverse range of occupations and positions on various types of vessels operating within unlimited or restricted conditions.

Users of the Maritime Training Package are therefore encouraged to access the pertinent documents from the relevant marine authorities to understand the various regulated occupations in the Maritime Industry and the full certification requirements for each. Contact details of the various marine authorities are listed in the Assessment Guidelines section of this general introduction volume.

Two key documents that describe regulatory requirements for occupations in the Maritime Industry are:

Part D of the National Standard for Commercial Vessels (Applicable to regulated occupations involved in coastal operations and downloadable from the National Marine Safety Committee (NMSC) website – http://www.nmsc.gov.au)

Marine Orders – Part 3: Seagoing Qualifications (Version 6) under the Australian Navigation Act 1912. (Applicable to regulated occupations involved in ocean-going operations and downloadable from the AMSA website – http://www.amsa.gov.au).

Figures 3, 4 and 5 on the following pages describe the main qualification pathways for maritime occupations on vessels engaged in coastal and ocean-going operations respectively.

Figure 3 describes the main educational qualification pathways for maritime occupations on vessels engaged in coastal operations for which Certificates of Competency are issued by the various State and Territory marine authorities.

Figure 4 describes the main educational qualification pathways for maritime occupations on vessels engaged in ocean-going operations for which Certificates of Competency are issued by the Australian Maritime Safety Authority.

Figure 5 describes the pathways and unregulated qualifications for service occupations on vessels (e.g. vessel piloting, tourism, hospitality, diving).

It should be noted that the qualifications shown in the charts represent only those specifically aligned to Certificates of Competency that are issued by the relevant marine authorities. There is also a range of other persons employed on the various types of 'coastal' vessels who may be engaged in activities related to hospitality, catering, tourism, emergency services, retail, fishing, salvage, maritime survey, harbour services, etc. who may not be specifically operating and maintaining the vessel but who may need to fulfil the basic competency requirements specified by marine authorities for maritime safety, survival, environmental protection, emergency procedures, etc. To provide for these needs a series of unregulated qualifications is also provided in the Training Package (see Volume 4).

Figure 3 Qualification pathways for coastal maritime occupations for which Certificates of Competency are issued by State/Territory marine authorities

Pathway to further qualifications and careers in ocean-going deck occupations and in maritime training and company management

Pathway to further qualifications and careers in ocean-going marine engineering occupations and in maritime training and company management

Contributes to requirements for CoC for Master 3 and Skipper 1

TDM50506
Diploma of Transport & Distribution
(Maritime Operations – Master Class 3)

TDM50406
Diploma of Transport & Distribution
(Coastal Marine Engineering – Engineer Class 3)

Con requ for Engin

Contributes to requirements for CoC for Master 4 and Skipper 2

TDM40306
Certificate IV in Transport & Distribution
(Coastal Maritime Operations – Master Class 4)

TDM40206
Certificate IV in Transport and Distribution
(Marine Engine Driving – Grade 1)

Con requ for

Contributes to requirements for CoC for Master 5 and Skipper 3

TDM30406
Certificate III in Transport & Distribution
(Coastal Maritime Operations – Master Class 5)

TDM30206
Certificate III in Transport and Distribution
(Marine Engine Driving – Grade 2)

Con requ for

Contributes to requirements for CoC for Coxswain

TDM20306
Certificate II in Transport & Distribution
(Coastal Maritime Operations – Coxswain)

TDM20206
Certificate II in Transport and Distribution
(Marine Engine Driving – Grade 3)

Con requ for

Arrows

appropri

and as

Contributes to requirements for employment as General Purpose Hand

TDM10106 Certificate I in Transport & Distribution (Maritime Operations)

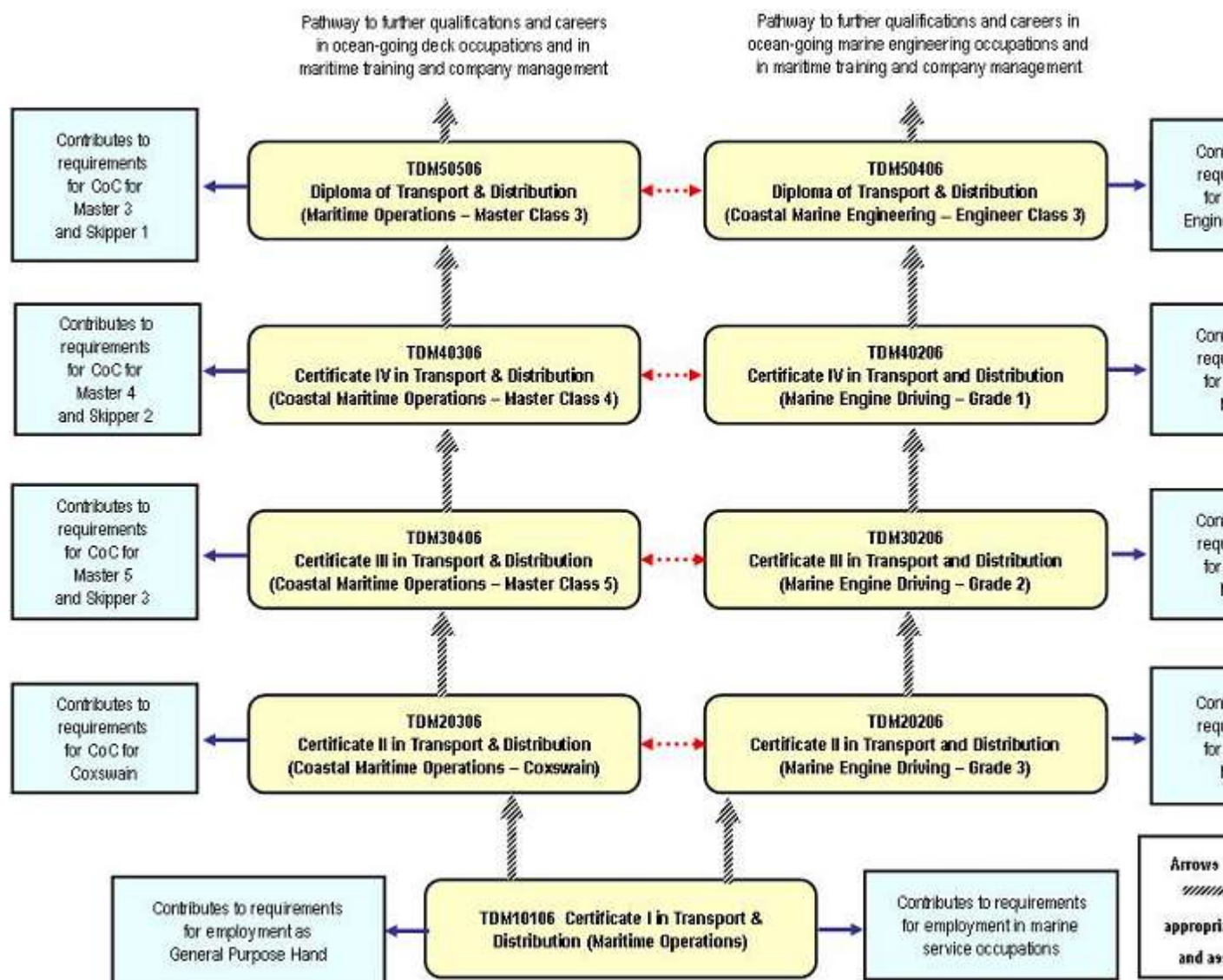Contributes to requirements for employment in marine service occupations

Figure 4 Qualification pathways for ocean-going maritime occupations for which Certificates of Competency are issued by the Australian Maritime Safety Authority
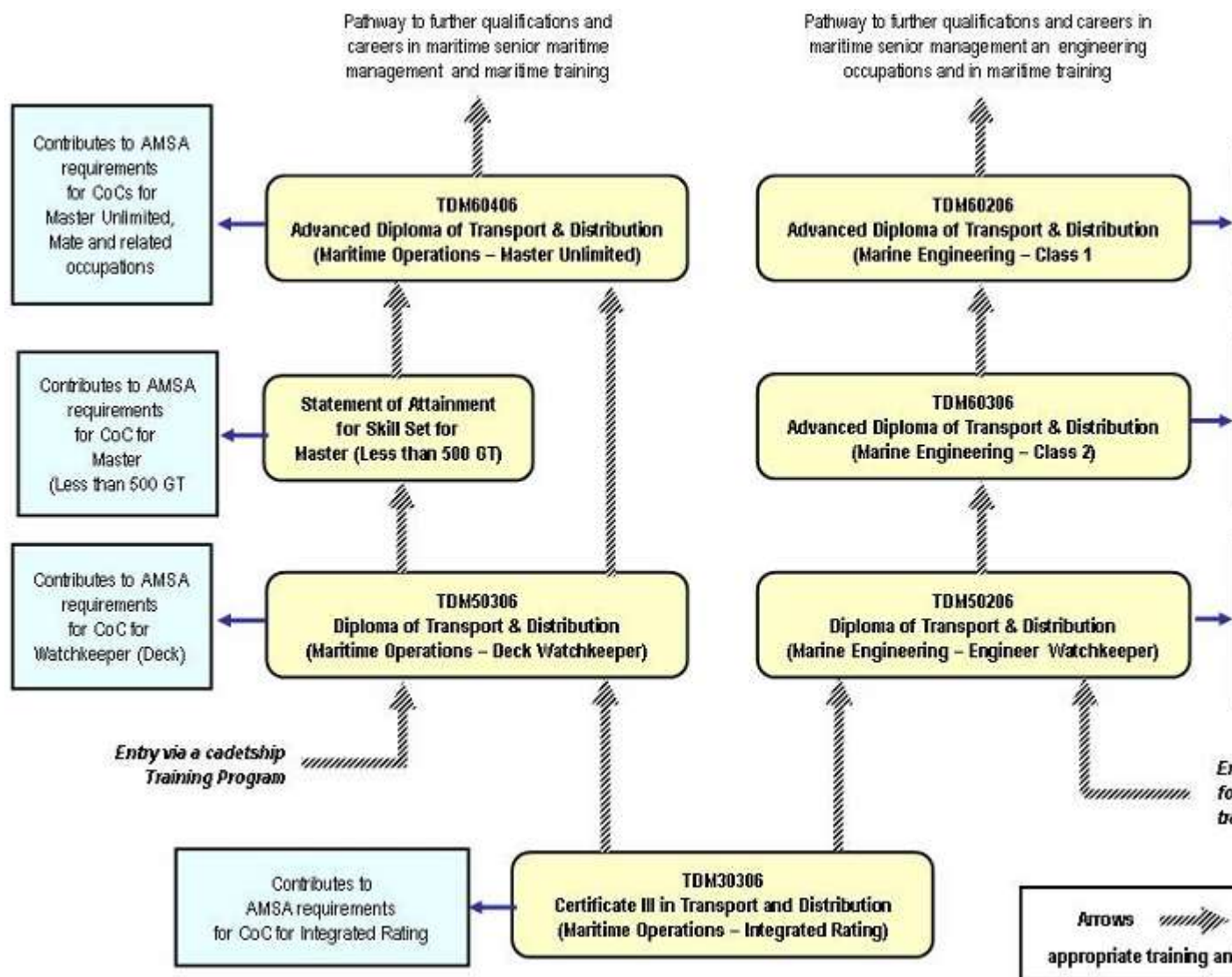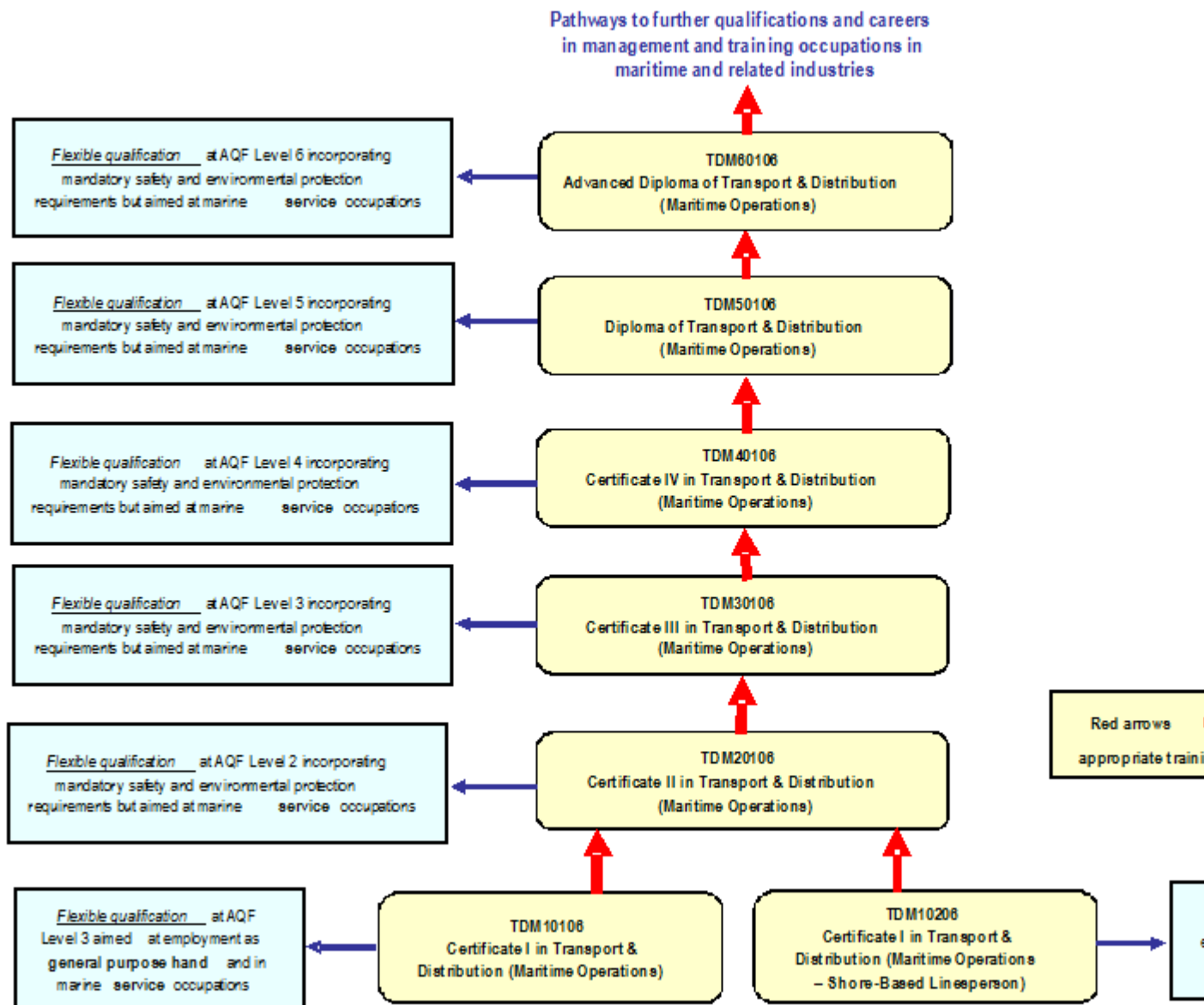
Pathway to further qualifications and careers in maritime senior maritime management and maritime training

Pathway to further qualifications and careers in maritime senior management an engineering occupations and in maritime training

Contributes to AMSA requirements for CoCs for Master Unlimited, Mate and related occupations

TDM60406
Advanced Diploma of Transport & Distribution (Maritime Operations – Master Unlimited)

TDM60206
Advanced Diploma of Transport & Distribution (Marine Engineering – Class 1

Contributes to AMSA requirements for CoC for Master (Less than 500 GT

Statement of Attainment for Skill Set for Master (Less than 500 GT)

TDM60306
Advanced Diploma of Transport & Distribution (Marine Engineering – Class 2)

Contributes to AMSA requirements for CoC for Watchkeeper (Deck)

TDM50306
Diploma of Transport & Distribution (Maritime Operations – Deck Watchkeeper)

TDM50206
Diploma of Transport & Distribution (Marine Engineering – Engineer Watchkeeper)

Entry via a cadetship Training Program

Contributes to AMSA requirements for CoC for Integrated Rating

TDM30306
Certificate III in Transport and Distribution (Maritime Operations – Integrated Rating)

Arrows

appropriate training an

Figure 5 Qualification pathways for maritime service occupations involving unregulated qualification packaging rules

Assessment Guidelines

Assessment Guidelines

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the Australian Quality Training Framework (AQTF) *Standards for Registered Training Organisations*. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF requirements, licensing/registration requirements and assessment pathways.

Benchmarks for assessment

Assessment within the National Training Framework is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Australian Quality Training Framework assessment requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the *Standards for Registered Training Organisations*.

The *Standards for Registered Training Organisations* can be downloaded from the DEST website at <www.dest.gov.au> or can be obtained in hard copy from DEST. The following points summarise the assessment requirements under the AQTF.

- **Registration of training organisations**

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the *Standards for Registered Training Organisations*. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration. See Section 1 of the *Standards for Registered Training Organisation*s.

- **Quality training and assessment**

Each RTO must have systems in place to plan for and provide quality training and assessment across all its operations. See Standard 1 of the *Standards for Registered Training Organisations*.

- **Assessor competency requirements**

Each person involved in training, assessment or client service must be competent for the functions they perform. See Standard 7 of the *Standards for Registered Training Organisations* for assessor competency requirements. Standard 7 also specifies the competencies that must be held by trainers.

- **Assessment requirements**

The RTO's assessments must meet the requirements of the endorsed components of Training Packages within its scope of registration. See Standard 8 of the *Standards for Registered Training Organisations*.

- **Assessment strategies**

Each RTO must identify, negotiate, plan and implement appropriate learning and assessment strategies to meet the needs of each of its clients. See Standard 9 of the *Standards for Registered Training Organisations*.

- **Mutual recognition**

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See Standard 5 of the *Standards for Registered Training Organisations*.

- **Access and equity and client services**

Each RTO must apply access and equity principles, provide timely and appropriate information, advice and support services that assist clients to identify and achieve desired outcomes. This may include reasonable adjustment in assessment. See Standard 6 of the *Standards for Registered Training Organisations*.

- **Partnership arrangements**

RTOs must have, and comply with, written agreements with each organisation providing training and/or assessment on its behalf. See Standard 1.6 of *Standards for Registered Training Organisations*.

- **Recording assessment outcomes**

Each RTO must have effective administration and records management procedures in place, and must record AQF qualifications and Statements of Attainment issued. See Standards 4 and 10.2 of the *Standards for Registered Training Organisations*.

- **Issuing AQF qualifications and Statement of Attainment**

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the *AQF Implementation Handbook* and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued where the individual is assessed as competent against fewer units of competency than required for an AQF qualification. See Standard 10 and Section 2 of the *Standards for Registered Training Organisations*.

Licensing/registration requirements

Certification and approval requirements of AMSA and marine authorities

Users of the Training Package should check with the relevant marine authorities or AMSA to confirm current requirements for both issuing of maritime certificates of competency and the approval of RTOs involved in training and assessing persons preparing for such certification.

Contact the relevant State or Territory Department(s) to check if the certification and approval requirements still apply, and to check if there are any others with which you must comply.

For further information contact:

Transport & Logistics Industry Skills Council

Website: http://www.tlisc.com.au

Tel: 03 9320 4242

Requirements for assessors

In order to conduct assessment for the units and qualifications related to regulated maritime occupations, assessors must meet the requirements determined by the relevant State or Territory marine authorities or AMSA, in addition to the AQTF requirements. Assessors should carry out assessment under the direction of an RTO with approval from the relevant State and Territory marine authorities and AMSA. Contact details of the various authorities and AMSA are provided in the table below:

Organisation	Website	Telephone
Australian Maritime Safety Authority (AMSA)	http://www.amsa.gov.au/	(02) 6279 5000
NSW Maritime	http://www.maritime.nsw.gov.au/	(02) 9563 8511
Marine Safety Victoria (MSV)	http://www.marinesafety.vic.gov.au/	(03) 9655 3399
Maritime Safety Queensland (MSQ)	http://www.msq.qld.gov.au/	(07) 3120 7462

Industry Skills Australia

Marine and Safety Tasmania (MAST)	http://www.mast.tas.gov.au/	(03) 6233 8801
WA Department for Planning and Infrastructure (Marine Safety Section)	http://www.dpi.wa.gov.au/imarine/	(08) 9264 7777
NT Department of Planning and Infrastructure (Marine Safety Section)	http://www.ipe.nt.gov.au/whatwedo/marinesafety/index.html	(08) 8999 5285
Transport SA (Marine Safety Section)	http://www.marine.transport.sa.gov.au/index.asp	(08) 8343 2222

Requirements for RTOs

Selected units of competency and qualifications in this Training Package provide the basis for a range of certification and provider approval arrangements. To satisfy these certification and approval arrangements, RTOs should contact the relevant State or Territory marine authority or AMSA to check and confirm requirements. Contact details are as above.

Requirements for candidates

Individuals being assessed under statutory licensing and industry registration systems must comply with training and experience requirements additional to the minimum requirements identified in this Training Package, as defined by the relevant State or Territory marine authority or AMSA. Important reference documents in this regard are:

- For regulated occupations involved in ocean-going operations: Marine Orders – Part 3: Seagoing Qualifications (Version 6) under the Australian Navigation Act 1912, downloadable from the AMSA website <http://www.amsa.gov.au>.
- For regulated occupations involved in coastal operations: Part D of the National Standard for Commercial Vessels, downloadable from the National Marine Safety Committee (NMSC) website <http://www.nmsc.gov.au>.

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Industry Skills Australia

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.
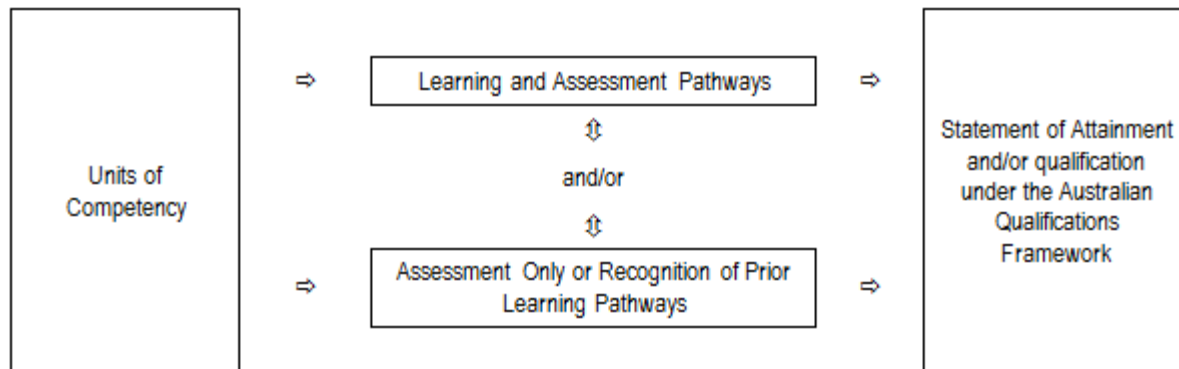
Each of these assessment pathways leads to full recognition of competencies held – the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the *Standards for Registered Training Organisations*.

Learning and assessment pathways

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit New Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Assessment-only or Recognition of Prior Learning pathway

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of Standard 8.2 of the *Standards for Registered Training Organisations* must be met.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed unit of competency)
- reliable (shows that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency), and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

- candidates enrolling in qualifications who want recognition for prior learning or current competencies
- existing workers
- individuals with overseas qualifications
- recent migrants with established work histories
- people returning to the workplace, and
- people with disabilities or injuries requiring a change in career.

Combination of pathways

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor competencies

The *Standards for Registered Training Organisations* specify mandatory competency requirements for assessors. For information, Standard 7.3 from the *Standards for Registered Training Organisations* follows:

7.3 **a** The RTO must ensure that assessments are conducted by a person who has:

    i   the following competencies[1] from the Training Package for Assessment and Workplace Training, or demonstrated equivalent competencies:

        a   TAAASS401A Plan and organise assessment;

        b   TAAASS402A Assess competence;

        c   TAAASS404A Participate in assessment validation;

    ii   relevant vocational competencies, at least to the level being assessed.

    b   However, if a person does not have all of the competencies in Standards 7.3 **a** (i) and the vocational competencies as defined in 7.3 **a** (ii), one person with the competencies listed in Standard 7.3 **a** (i), and one or more persons who have the competencies listed in Standard 7.3 **a** (ii) may work together to conduct assessments.

---

[1] A person who holds the competencies BSZ401A Plan assessment, BSZ402A Conduct assessment, and BSZ403A Review assessment from the Training Package for Assessment and Workplace Training will be accepted for the purposes of this standard. A person who has demonstrated equivalent competencies to BSZ401A and BSZ402A and BSZ403A in the period up to 12 months following publication of the Training and Assessment Training Package will also be accepted for the purposes of this standard.

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of assessment tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgements about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using prepared assessment tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service <http://www.ntis.gov.au>. Materials on the list have been noted by the National Training Quality Council as meeting their quality criteria for Training Package support materials.

Developing assessment tools

When developing their own assessment tools, assessors must ensure that the tools:

are benchmarked against the relevant unit or units of competency

are reviewed as part of the validation of assessment strategies as required under 9.2i of the *Standards for Registered Training Organisations*, and

meet the assessment requirements expressed in the *Standards for Registered Training Organisations*, particularly Standards 8 and 9.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Mandatory assessment requirements

Assessments must meet the criteria set out in Standard 8 from the *Standards for Registered Training Organisations*. For information, Standard 8 from the *Standards for Registered Training Organisations* is reproduced below.

- **RTO Assessments**
  The RTO's assessments meet the requirements of the endorsed components of Training Packages and the outcomes specified in accredited courses within the scope of its registration.

- The RTO must ensure that assessments (including RPL):
- comply with the assessment guidelines included in the applicable nationally endorsed Training Packages or the assessment requirements specified in accredited courses;
- lead to the issuing of a statement of attainment or qualification under the AQF when a person is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package or modules specified in the applicable accredited course;
- are valid, reliable, fair and flexible;
- provide for applicants to be informed of the context and purpose of the assessment and the assessment process;
- where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills;
- involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been attained;
- provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options in relation to those outcomes;
- are equitable for all persons, taking account of individual needs relevant to the assessment; and
- provide for reassessment on appeal.

- The RTO must ensure RPL is offered to all applicants on enrolment.

  b   The RTO must have an RPL process that:

      i.   is structured to minimise the time and cost to applicants; and

      ii.   provides adequate information, support and opportunities for
participants to   engage in the RPL process.

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package.

Reasonable adjustments can be made to ensure equity in assessment for people with disabilities. Adjustments include any changes to the assessment process or context that meet the individual needs of the person with a disability, but do not change competency outcomes. Such adjustments are considered 'reasonable' if they do not impose an unjustifiable hardship on a training provider or employer. When assessing people with disabilities, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

Transport and Logistics Industry Skills Council

Level 3, 33 Walsh Street

WEST MELBOURNE VIC 3003

Telephone: (03) 9320 4242

Fax: (03) 9320 4243

Web: *www.tlisc.com.au*

Email: *tlisc@tlisc.com.au*

Australian Training Products Ltd
Level 25, 150 Lonsdale Street
MELBOURNE VIC 3000
PO Box 12211
A'Beckett Street Post Office
MELBOURNE VIC 8006
Telephone: (03) 9655 0600
Fax: (03) 9639 4684
Web: www.atpl.net.au
Email: sales@atpl.net.au

Innovation and Business Skills Australia

Level 2, Building B, 192 Burwood Road
HAWTHORN VIC 3122
Telephone: (03) 9815 7000
Facsimile: (03) 9815 7001
Email: virtual@ibsa.org.au

General resources

Refer to <http://antapubs.dest.gov.au/publications/search.asp> to locate the following ANTA publications.

A*QF implementation handbook,* 3rd edition, Australian Qualifications Framework Advisory Board, 2002 <aqf.edu.au**>.**

Australian Quality Training Framework (AQTF) – for general information go to <www.dest.gov.au/sectors>.

Australian Quality Training Framework (AQTF) – for resources and information go to <www.dest.gov.au>.

Australian Quality Training Framework *Standards for Registered Training Organisations*, Australian National Training Authority, Melbourne, 2005. Available in hard copy from State and Territory Training Authorities or can be downloaded from <www.dest.gov.au>.

TAA04 Training and Assessment Training Package. This is available from the Innovation and Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses < ww.ntis.gov.au>.

Style Guide for Training Package Support Materials, Australian National Training Authority, Melbourne, 2003. Can be downloaded from the ANTA page <www.dest.gov.au>.

Assessment resources

Training Package Assessment Guides – a range of resources to assist RTOs in developing Training Package assessment materials developed by ANTA with funding from the Department of Education, Training and Youth Affairs. It is made up of 10 separate titles, as described at the ANTA publications page of <www.dest.gov.au>. Go to <www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm>.

Printed and/or CD-ROM versions of the guides can be purchased from Australian Training Products (ATP). The resource includes the following guides:

- Training Package Assessment Materials Kit
- Assessing Competencies in Higher Qualifications
- Recognition Resource
- Kit to Support Assessor Training
- Candidate's Kit: Guide to Assessment in New Apprenticeships
- Assessment Approaches for Small Workplaces
- Assessment Using Partnership Arrangements
- Strategies for ensuring Consistency in Assessment
- Networking for Assessors
- Quality Assurance Guide for Assessment

An additional guide 'Delivery and Assessment Strategies' has been developed to complement these resources.

Assessment tool design and conducting assessment

VETASSESS & Western Australian Department of Training and Employment 2000, *Designing tests – guidelines for designing knowledge based tests for Training Packages*.

Vocational Education and Assessment Centre 1997, *Designing workplace assessment tools, a self-directed learning program*, NSW TAFE.

Manufacturing Learning Australia 2000, *Assessment solutions*, Australian Training Products, Melbourne.

Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Assessor training

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program – learning materials*, Australian Training Products, Melbourne.

Australian National Training Authority, *A guide for professional development*, ANTA, Brisbane.

Australian Training Products Ltd *Assessment and workplace training, training package – toolbox*, ATPL Melbourne.

Green, M et al. 1997, *Key competencies professional development package*, Department for Education and Children's Services, South Australia.

Victorian TAFE Association 2000, *The professional development CD: a learning tool*, VTA, Melbourne.

Assessment system design and management

Office of Training and Further Education 1998, *Demonstrating best practice in VET project – assessment systems and processes,* OTFE Victoria.

Toop, L, Gibb, J & Worsnop, P, *Assessment system designs*, Australian Government Publishing Service, Canberra.

Western Australia Department of Training and VETASSESS 1998, *Kit for skills recognition organisations*, WADOT, Perth.

Competency Standards

Competency Standards

What is Competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of units of competency by RTOs

Registered Training Organisation (RTOs) may contextualise units of competency to reflect local outcomes required. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this endorsed Training Package must be within the bounds of the following advice. In contextualising units of competency, RTOs:

- must not remove or add to the number and content of elements and performance criteria
- may add specific industry terminology to performance criteria where this does not distort or narrow the competency outcomes
- may make amendments and additions to the range statement as long as such changes do not diminish the breadth of application of the competency and reduce its portability, and/or
- may add detail to the evidence guide in areas such as the critical aspects of evidence or resources and infrastructure required where these expand the breadth of the competency but do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Employability Skills

See reference to Employability Skills in next section of this volume.

Pre-requisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. *Knowledge* identifies what a person needs to know to perform the work in an informed and effective manner. *Skills* describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Range Statement

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment

relationships with the assessment of any other units of competency

suitable methodologies for conducting assessment including the potential for workplace simulation

resource implications, for example access to particular equipment, infrastructure or situations;

how consistency in performance can be assessed over time, various contexts and with a range of evidence, and

the required underpinning knowledge and skills.

Employability Skills in units of competency

The detail and application of Employability Skills facets will vary according to the job role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.

Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

How Employability Skills relate to the Key Competencies

The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

Employability Skills	Mayer Key Competencies
Communication	Communicating ideas and information
Teamwork	Working with others and in teams
Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

Explicitly embedding Employability Skills in units of competency

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.

Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regard to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

The following table contains examples of embedded Employability Skills for each component of a unit of competency. Please note that in the examples below the bracketed skills are provided only for clarification and will not be present in units of competency within this Training Package.

Unit Component	Example of embedded Employability Skill
Unit Title	Give formal presentations and take part in meetings (communication)
Unit Descriptor	This unit covers the skills and knowledge required to promote the use and implementation of innovative work practices to effect change (initiative and enterprise)
Element	Proactively resolve issues (problem solving)
Performance Criteria	Information is organised in a format suitable for analysis and dissemination in accordance with organisational requirements (planning and organising)

Range Statement	Software applications may include email, internet, word processing, spreadsheet, database or accounting packages (technology)
Required Skills and Knowledge	Modify activities depending on differing workplace contexts, risk situations and environments (learning)
	Work collaboratively with others during a fire emergency (teamwork)
	Instructions, procedures and other information relevant the maintenance of vessel and port security (communication)
Evidence Guide	Evidence of having worked constructively with a wide range of community groups and stakeholders to solve problems and adapt or design new solutions to meet identified needs in crime prevention. In particular, evidence must be obtained on the ability to:
	assess response options to identified crime-prevention needs and determine the optimal action to be implemented
	in consultation with relevant others, design an initiative to address identified issues (initiative and enterprise).

Employability Skills

Employability Skills

Background to Employability Skills

In May 2005, the approach to incorporate Employability Skills within Training Package qualifications and units of competency was endorsed. As a result, from 2006 Employability Skills will progressively replace Key Competency information in Training Packages.

Employability Skills are also sometimes referred to as generic skills, capabilities or Key Competencies. The Employability Skills discussed here build on the Mayer Committee's Key Competencies, which were developed in 1992 and attempted to describe generic competencies for effective participation in work.

The Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI), produced the *Employability Skills for the Future* report in 2002 in consultation with other peak employer bodies and with funding provided by the Department of Education, Science and Training (DEST) and the Australian National Training Authority (ANTA). Officially released by Dr Nelson (Minister for Education, Science and Training) on 23 May 2002, copies of the report are available from the DEST website at:

<http://www.dest.gov.au/archive/ty/publications/employability_skills/index.htm>.

Employability Skills Framework

The report indicated that business and industry now require a broader range of skills than the Mayer Key Competencies Framework and featured an Employability Skills Framework identifying eight Employability Skills:[1]

[1] Personal attributes that contribute to employability were also identified in the report but are not part of the Employability Skills Framework.

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology.

The report demonstrated how Employability Skills can be further described for particular occupational and industry contexts by sets of facets. The facets listed in the report are the aspects of the Employability Skills that the sample of employers surveyed identified as being important work skills. These facets were seen by employers as being dependent both in their nature and priority on an enterprise's business activity.

Employability Skills facets

The following table contains the Employability Skills facets identified in the report *Employability Skills for the Future*.

Skill	Facets
	Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type.
Communication that contributes to productive and harmonious relations across employees and	- listening and understanding - speaking clearly and directly - writing to the needs of the audience - negotiating responsively - reading independently - empathising

Skill	Facets
	Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type.
customers	- using numeracy effectively - understanding the needs of internal and external customers - persuading effectively - establishing and using networks - being assertive - sharing information - speaking and writing in languages other than English
Teamwork that contributes to productive working relationships and outcomes	- working across different ages irrespective of gender, race, religion or political persuasion - working as an individual and as a member of a team - knowing how to define a role as part of the team - applying teamwork to a range of situations e.g. futures planning and crisis problem solving - identifying the strengths of team members - coaching and mentoring skills, including giving feedback
Problem solving that contributes to productive outcomes	- developing creative, innovative and practical solutions - showing independence and initiative in identifying and solving problems - solving problems in teams - applying a range of strategies to problem solving - using mathematics, including budgeting and financial management to solve problems - applying problem-solving strategies across a range of areas - testing assumptions, taking into account the context of data and circumstances - resolving customer concerns in relation to complex project issues
Initiative and enterprise that contribute to innovative outcomes	- adapting to new situations - developing a strategic, creative and long-term vision - being creative - identifying opportunities not obvious to others - translating ideas into action - generating a range of options - initiating innovative solutions
Planning and organising that contribute to long-term and	- managing time and priorities – setting time lines, coordinating tasks for self and with others - being resourceful - taking initiative and making decisions

Skill	Facets
	Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type.
short-term strategic planning	• adapting resource allocations to cope with contingencies • establishing clear project goals and deliverables • allocating people and other resources to tasks • planning the use of resources, including time management • participating in continuous improvement and planning processes • developing a vision and a proactive plan to accompany it • predicting – weighing up risk, evaluating alternatives and applying evaluation criteria • collecting, analysing and organising information • understanding basic business systems and their relationships
Self-management that contributes to employee satisfaction and growth	• having a personal vision and goals • evaluating and monitoring own performance • having knowledge and confidence in own ideas and visions • articulating own ideas and visions • taking responsibility
Learning that contributes to ongoing improvement and expansion in employee and company operations and outcomes	• managing own learning • contributing to the learning community at the workplace • using a range of mediums to learn – mentoring, peer support and networking, IT and courses • applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work) • having enthusiasm for ongoing learning • being willing to learn in any setting – on and off the job • being open to new ideas and techniques • being prepared to invest time and effort in learning new skills • acknowledging the need to learn in order to accommodate change
Technology that contributes to the effective carrying out of tasks	• having a range of basic IT skills • applying IT as a management tool • using IT to organise data • being willing to learn new IT skills • having the OHS knowledge to apply technology • having the appropriate physical capacity

Employability Skills Summary

An Employability Skills Summary exists for each qualification in the Maritime Training Package. These are located at the front of Volumes 2, 3 and 4 of this Training Package for qualifications relevant to each volume.

Summaries provide a lens through which to view Employability Skills at the qualification level and capture the key aspects or facets of the Employability Skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of Employability Skills in learning and assessment strategies.

The following is important information for trainers and assessors about Employability Skills Summaries.

- Employability Skills Summaries provide examples of how each skill is applicable to the job roles covered by the qualification.
- Employability Skills Summaries contain general information about industry context which is further explained as measurable outcomes of performance in the units of competency in each qualification.
- The detail in each Employability Skills Summary will vary depending on the range of job roles covered by the qualification in question.
- Employability Skills Summaries are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be designed by trainers and assessors after analysis at the unit level).
- Employability Skills Summaries contain information that may also assist in building learners' understanding of industry and workplace expectations.

Delivery and Assessment of Employability Skills

Employability Skills are integral to workplace competency and, as such, must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.
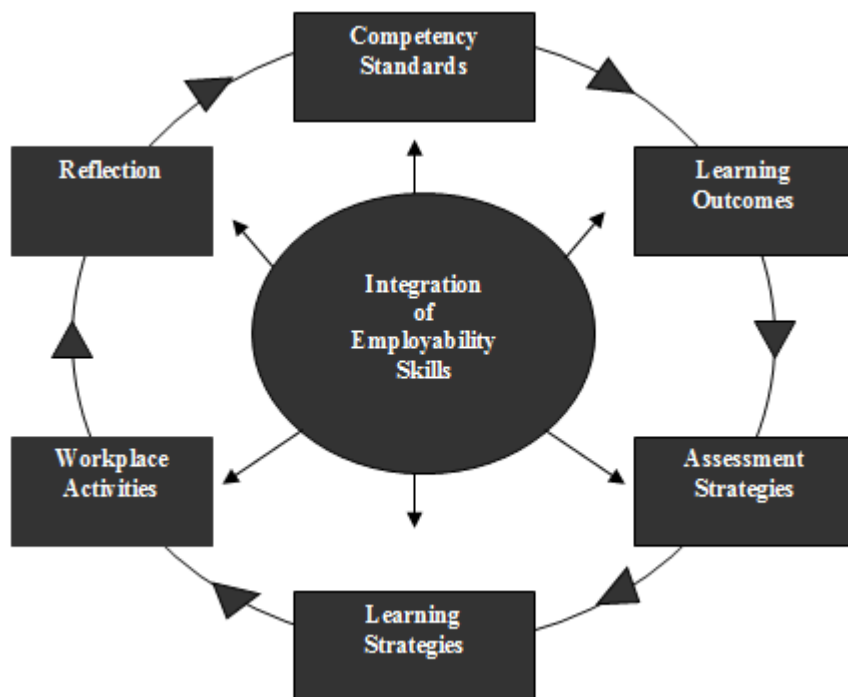
Training providers must analyse the Employability Skills information contained in units of competency in order to design valid and reliable learning and assessment strategies. This analysis includes:

- reviewing unit(s) of competency to determine how each relevant Employability Skill is found and applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit(s) is/are packaged to help clarify relevant industry/workplace contexts with regard to the application of Employability Skills at that qualification level
- designing learning and assessment activities that address the Employability Skills requirements.

For more information on Employability Skills, go to the Department of Education, Science and Training website at <www.dest.gov.au>.

Terms and Abbreviations

Terms and Abbreviations

Adequate crew

Crew required for the safe operation of the vessel.

Approved training course or program

A course or program of training with a Registered Training Organisation delivering a Training Package qualification under the National Training Framework and which is approved by a Marine Authority as meeting the requirements for a Maritime Certificate of Competency or part of a Certificate of Competency.

Approved training facility

A training location approved by an authority and used by a Registered Training Organisation for delivery of an approved training program or course.

Assessor

A person having the relevant vocational competencies and qualified in accordance with Commonwealth Department of Education, Science and Training (DEST) guidelines.

Auditor

A person appointed by an Authority or AMSA to conduct an audit.

Authority

A statutory marine authority of a State or Territory within the Commonwealth of Australia. It does not include AMSA.

Certificate of Medical Fitness

Or a medical certificate – a certificate issued in accordance with Annex C by a registered medical practitioner, or, in the case of an eyesight test, a registered medical practitioner or optometrist.

Certificate of Competency

A document, issued by an authority or AMSA, recognising that the holder has met the requirements for the specified grade and permitting the holder to serve in vessel as a member of the deck or engineering crew. Certificate of Competency includes certificates of proficiency, recognition and validity and also a permit, authority or licence and any renewal or revalidation of a Certificate of Competency. It does not include a certificate of medical fitness.

Chief Engineer

The person responsible for the vessel's machinery.

Coastal Operations (for the purpose of the Maritime Training Package)

         Industry Skills Australia

Vessels operations for which crewing competency requirements are described and defined in Part D of the National Standard for Commercial Vessels (NMSC) and which fall under the regulatory jurisdiction of the various State and Territory marine authorities.

Crew

All persons employed on board and in the business of a vessel other than a pilot or a person temporarily employed on board the vessel while the vessel is at a berth.

Deck Watchkeeper

The person in charge of the navigation watch.

Dispensation

A dispensation from the prescribed minimum crewing level due to local modifications or conditions.

Endorsement

A record made by an Authority or AMSA on a Certificate of Competency extending or limiting the duties and functions that the holder of the certificate is to perform.

Engineer (or Machinery) Watchkeeper

The person in charge of the engineering watch.

Examiner

A person appointed by an Authority to examine, assess and /or audit applicants for a Certificate of Competency or other marine qualification.

First Engineer

The engineer officer next in rank to the Chief Engineer and is the same position as that referred to in the STCW Convention as Second Engineer.

General Purpose Hand

Any person carried as part of the minimum crew who is not required to hold a Certificate of Competency under the National Standard for Commercial Vessels (NSCV). This may include, but is not restricted to persons referred to by industry as GPs, deckhands, seamen and greasers.

GT

Means gross tonnage as measured in accordance with the Tonnage Measurement Convention as defined in the Navigation Act**.**

Marine Orders

Orders made under the Navigation Act (1912) (Cth).

Mate

The person next in rank to the Master and upon whom the command of the vessel will fall in the event of the incapacity of the Master. In large vessels this may also be referred to as the Chief Mate.

Minimum crew

The minimum number of crew required to navigate a vessel of a given size in a passage situation within the designated operational area in reasonable conditions.

National Standard for Commercial Vessels (NSCV)

Describes in Part D the requirements for regulated commercial maritime occupations on vessels engaged in coastal operations falling within the jurisdiction of State/Territory marine authorities.

Near Coastal Voyages

In Australia will be those voyages confined to offshore operations that are within 200 nautical miles to seaward of the coast.

Ocean-going Operations (for the purpose of the Maritime Training Package)

Vessel operations for which crewing competency requirements are described and defined in Marine Orders under the Australian Navigation Act 1912 and which fall under the regulatory jurisdiction of the Australian Maritime Safety Authority (AMSA). They also fulfil the requirements defined internationally by the International Maritime Organisation in the relevant sections of the STCW Code and Conventions.

Operating conditions

In the context of the definition of sea service, operating conditions includes when the vessel is underway, as well as some periods of vessel preparation, maintenance or other work where persons utilise relevant professional skills.

Propulsion power

Defined in this table.

Vessel characteristics	Propulsion power
Where the vessel possess all of the following characteristics: • a) Multi screw/multi propulsion. • b) Less than 35 metres in length. • c) Restricted to operations up to near coastal voyage limits. • d) The engines are the same or similar and designed for a continuous rotation speed of more than 1200 revolutions per minute.	The largest value of maximum continuous rate power in kilowatts of the machinery provided for the propulsion of the vessel by one screw.
In all other vessels.	The total maximum continuous rated power in kilowatts of the machinery provided for propulsion of the vessel.

NOTE: For vessels operating beyond near coastal limits or on an international voyage, the propulsion power means the total maximum continuous rated power in kilowatts of all the vessel's main propulsion machinery that appears on the vessel's Certificate of Registry, Certificate of Survey or other official document.

Recognition of Current Competencies (RCC)

The recognition of current skills and knowledge against course outcomes, i.e. learning outcomes. RCC also involves the recognition of competencies held against relevant competency standards.

Restricted Certificate of Competency

A certificate of competency endorsed with limitations specified by the issuing Authority or AMSA. Such limitations apply to the duties, operations, area, vessel or class of vessel to which the certificate is normally valid.

Seagoing vessel

A vessel other than a vessel that operates exclusively in inland waters or within sheltered waters.

Sea services

Performance of a duty in a vessel in its operating condition related to the functions normally performed by the holder of a Certificate of Competency for which the service qualifies.

Short courses

Stand-alone training modules delivered by an RTO, which deliver the competency requirements for Certificate of Competency.

STCW endorsement

An endorsement made by AMSA that a Certificate of Competency complies with the requirements specified in the STCW-95.

Temporary permit to serve

A form of restricted Certificate of Competency for use only within the issuing jurisdiction and which may not necessarily by recognised by another Authority or AMSA.

Tonnage

Is the tonnage of the ship as measured in accordance with the international Tonnage Measurement Convention 1969 as laid down in Marine Orders.

Training course or program

A competency-based course or program of training for a qualification accredited under the Australian Qualifications and Training Framework (AQTF).

Watchkeeper

See Deck Watchkeeper or Engineer Watchkeeper.

Watchkeeping service

Sea-service on a vessel in one of the following positions while holding a Certificate of Competency as required by Part D of the NSCV (in terms of Coastal Operations) or Marine Orders in terms of Ocean-going Operations):

a) in charge of a watch

b) as Master, Mate or Engineer

c) as understudy to a Master or an Engineer, or

d) in training by a Master or an Engineer.

Abbreviations

ACA

Australian Communications Authority

ACMW

Australian Coastal and Middle Water Operations

AMSA

The statutory marine authority of the Commonwealth of Australia currently known as the Australian Maritime Safety Authority

AQTF

Australian Quality Training Framework

ARPA

automated radar plotting aid

GMDSS

global maritime distress and safety system

I/S

inshore operations

IMO

International Maritime Organisation under the United Nations

ISM

International Safety Management (International Management Code for the Safe Operation of Ships and for Pollution Prevention)

MARPOL

IMO International Convention for the Prevention of Pollution from Ships, 1973

MED

Marine Engine Driver

M ROC P

Marine Radio Operator's Certificate of Proficiency

MROVCP

Marine Radio Operator's VHF Certificate of Proficiency

NSCV

the National Standard for Commercial Vessels

O/S

offshore operations

RCC

Recognition of Current Competency

ROCPR

Restricted Operator's Certificate of Proficiency in Radiotelephony

RTO

Registered Training Organisation

SOLAS

IMO International Convention for the Safety of Life at Sea, 1974, as amended (SOLAS 1974)

STCW-95

the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978 as amended by the Standards of Training, Certification and Watchkeeping Conference 1995 and as further amended

USL Code

the Uniform Shipping Laws Code referred to in the Navigation Act and as amended from time to time

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