



Australian Government

Department of Education, Employment and Workplace Relations

TDMME207B COMMUNICATE USING STANDARD MARINE VOCABULARY

Revision Number: 1

TDMME207B COMMUNICATE USING STANDARD MARINE VOCABULARY

Modification History

Not applicable.

Unit Descriptor

UNIT DESCRIPTOR:

This unit involves the skills and knowledge communicate effectively on board a commercial vessel through written, verbal and non-verbal methods, including the use of charts and other nautical publications, interpreting and understanding meteorological information and messages concerning vessel's safety and operation, communicating with vessels and coast stations, and performing required officer's duties involving communication with a multilingual crew. It includes the ability to use, understand and apply standard maritime terms.

Application of the Unit

Application of the unit	The unit has application in the qualifications for a Master (Unlimited), Master (Less than 500 GT) and Watchkeeper (Deck), i.e. Advanced Diploma of Transport&Distribution (Maritime Operations - Master Unlimited and Diploma of Transport&Distribution (Maritime Operations - Deck Watchkeeper).
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Licensing/Regulatory Information

Licensing/legislative requirements	The unit is consistent with the relevant sections of STCW 95 and Marine Orders under the Australian Navigation Act 1912, describing the roles and responsibilities of a Master (Unlimited), Master (Limited) and Watchkeeper (Deck).
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Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Read, interpret and apply information in nautical charts and publications	a Charts required for watchkeeping and navigational duties are read and correctly interpreted and required information is extracted and appropriately applied to work activities in accordance with established practice b Information in nautical publications used in day-to-day work is correctly accessed, read and interpreted, and applied to work activities
2 Receive, interpret and apply meteorological information and messages	a Published and radio transmitted meteorological information is obtained, interpreted and applied to work activities b Messages concerning vessel safety and operations involving written or verbal communication are read or received, clarified, correctly interpreted and applied to work activities
ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
3 Communicate with other vessels and coast stations	<ul style="list-style-type: none"> a Communication with other vessels and coast stations is correctly carried out with the aid of radio communication equipment using standard nautical vocabulary and following established protocols and regulatory requirements b Information given during communication with other vessels and coast stations is accurately and clearly provided, including confirmation that it has been correctly received and understood c Information received during communication with other vessels and coast stations is clarified if necessary, correctly interpreted and acted upon d Where required, received information is recorded or relayed to others in accordance with established procedures and regulatory requirements e Records of communication with other vessels and coast stations are completed as per established procedures and regulatory requirements
4 Communicate with officers, crew and others in performing duties	<ul style="list-style-type: none"> a Written and verbal communication with others in the performance of officer's duties is clear and precise, uses the standard nautical vocabulary and follows established communication practice b Misunderstandings in communication are avoided using appropriate confirmation techniques and established communication practice c Appropriate techniques are used when communicating with multilingual crew to ensure that communication is effective and messages are clearly understood d Various forms of non-verbal communication are appropriately used when working and communicating with others

Required Skills and Knowledge

REQUIRED KNOWLEDGE

This describes the knowledge required for this unit.

- 1 Relevant sections of applicable maritime regulations
- 2 Relevant OH&S legislation and policies
- 3 Maritime communication techniques, including barriers to effective communication and how to overcome them
- 4 Established written, verbal and non-verbal communication practices
- 5 Relevant industrial award requirements as they relate to shipboard personnel responsibilities, obligations and entitlements
- 6 Principles of effective communication
- 7 Standard nautical vocabulary as described in IMO Standard Marine Communication Phrases
- 8 Protocols and procedures for communicating with others on board a vessel and with other vessels and coast stations
- 9 Techniques for reading and interpreting charts and other graphical information as per role and responsibility
- 10 Techniques for communicating effectively with a multilingual crew
- 11 Typical communication problems and appropriate action and solutions

REQUIRED SKILLS

This describes the basic skills required for this unit.

- 1 Listen to and interpret verbal orders, instructions, and information as per role and responsibility
- 2 Read and interpret written orders, regulations, instructions, charts and other information as per role and responsibility
- 3 Communicate both verbally and in writing as per role and responsibility
- 4 Recognise and interpret non-verbal communication

REQUIRED SKILLS

- 5 Follow correct protocols and standard operating procedures for communicating with others on board a vessel and with other vessels and coast stations
- 6 Interpret and apply established communication practices, including standard marine terms and phrases
- 7 Identify and solve problems that may arise during communication and take appropriate action based on available information
- 8 Communicate with multilingual crew where applicable using established techniques
- 9 Adapt to differences in vessel, communication equipment and standard operating procedures
- 10 Select and use internal and external communication equipment as per role and responsibility

Evidence Guide

Evidence Guide

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The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

1 Critical aspects of evidence required to demonstrate competency in this unit	Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> a Communicate with others effectively using written, verbal and non-verbal methods when performing duties b Use the standard nautical vocabulary when communicating with others on board a vessel and with other vessels and coast stations c Read and interpret charts, signs and symbols relevant to duties d Identify typical communication problems and take
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	appropriate action
2 Evidence required for demonstration of consistent performance	<p>a Performance is demonstrated consistently over a period of time and in a suitable range of contexts</p> <p>b Consistently applies underpinning knowledge and skills when:</p> <ol style="list-style-type: none"> 1 communicating on board a vessel 2 identifying communication problems and taking appropriate action 3 identifying and implementing improvements to communication methods 4 assessing the effectiveness of communication <p>c Shows evidence of application of relevant workplace procedures, including:</p> <ol style="list-style-type: none"> 1 relevant sections of applicable maritime regulations 2 vessel's safety management system and procedures 3 standard operating procedures and work instructions <p>d Action is taken promptly to report and/or rectify communication problems in accordance with statutory requirements and company procedures</p> <p>e Work is completed systematically with required attention to detail</p> <p>f Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions and communication with others</p>
3 Context of assessment	<p>a Assessment of competency must comply with the assessment requirements of the relevant maritime regulations</p> <p>b Assessment of this unit must be undertaken within relevant</p>

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marine authority approved and audited arrangements by a registered training organisation:

Evidence Guide (continued)**TDMME207B COMMUNICATE USING STANDARD MARINE VOCABULARY**

3 Context of assessment (continued)

- 1 As a minimum, assessment of knowledge must be conducted through appropriate written/oral examinations
- 2 Appropriate practical assessment must occur:
 - i at the registered training organisation; and/or
 - ii on an appropriate working or training vessel

4 Specific resources required for assessment

- Access is required to opportunities to:
- a demonstrate performance in a range of suitably simulated communication exercises and case studies covering communication situations that are typically experienced on a vessel; and/or
 - b demonstrate communication skills and knowledge in an appropriate range of operational situations on board an operational commercial or training vessel

Range Statement

Range Statement

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The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

VARIABLE

SCOPE

1. GENERAL CONTEXT

a. Work must be carried out:	1 in compliance with relevant maritime regulations
b. Work is performed:	1 relatively independently under broad operational requirements, with limited accountability and responsibility for self and others in achieving the prescribed outcomes
c. Work involves:	1 the application of established communication principles and practice and the standard nautical vocabulary in written, electronic, verbal and non-verbal communication with others in the course of officer duties. Limited accountability and responsibility for self and others in achieving the outcomes is involved
d. Work requires:	1 the judgement and ability to communicate effectively with others in the course of maritime duties

2. WORKSITE ENVIRONMENT

a Vessel may include:	1 any Australian or international commercial vessel

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b Communication may include:	<ol style="list-style-type: none"> 1 reading and interpretation of nautical charts and publications 2 reading and interpretation of signs and symbols used on board vessels 3 communication with other vessels and coast stations using appropriate equipment 4 electronic communication, including email 5 written, verbal and non-verbal communication with crew, officers and others in the course of normal duties
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Range Statement (continued)**TDMME207B COMMUNICATE USING STANDARD MARINE VOCABULARY**

VARIABLE	SCOPE
c Communication may be with:	<ol style="list-style-type: none"> 1 English speaking persons 2 multilingual crew 3 persons with limited ability to communicate in English
d Communication problems may include:	<ol style="list-style-type: none"> 1 misunderstanding 2 limited ability of others to communicate in English 3 noisy environments or communication channels 4 illegible writing or print 5 use of non-standard vocabulary 6 incorrect assumption that message has been received and/or correctly understood

Range Statement (continued)**TDMME207B COMMUNICATE USING STANDARD MARINE VOCABULARY**

	7	faulty communication equipment
e Documentation and records may include:	1	ISM Code safety management system plans, procedures, checklists and instructions
	2	IMO Standard Marine Communication Phrases
	3	operational orders
	4	navigational charts
	5	navigational warning records
	6	annual and weekly notices to mariners
	7	protocols for vessel-to-vessel and vessel-to-shore communication
	8	company communication procedures
	9	vessel's log
	10	industrial award requirements
	11	instructions of relevant maritime authorities
f Applicable legislation, regulations and codes may include:	1	IMO STCW 95 Convention and Code
	2	relevant sections of AMSA Marine Orders
	3	relevant sections of State/Territory maritime regulations, NSCV and USL Code
	4	relevant international, Commonwealth, State and Territory OH&S legislation
	5	Australian equal employment legislation and related policies

Unit Sector(s)

Not applicable.

Field

Field E Communication

Relationship to other units

Relationship to other units	The unit must be assessed in conjunction with other units that relate to the functions of the occupation(s) concerned.
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