



Australian Government

MARB021 Perform routine tasks in a marina

Release: 1

MARB021 Perform routine tasks in a marina

Modification History

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

Application

This unit involves the skills and knowledge required to apply safe work practices according to the organisation's work health and safety (WHS)/occupational health and safety (OHS) policies and procedures when planning and undertaking a routine task on a marina.

This unit applies to individuals who undertake routine tasks on a regular basis.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish task requirements	1.1 Procedures are obtained, interpreted and clarified with relevant personnel as necessary 1.2 Specifications for task outcomes are obtained and clarified by relevant personnel 1.3 Milestones, timelines and quality measures are established and documented
2 Plan steps required to complete the task	2.1 Individual steps and activities required to undertake the task are established and documented

- 2.2 Sequence of steps and activities is determined
- 2.3 Resources, tools and equipment required to complete the task are identified, documented and obtained
- 2.4 Plan is checked to ensure it complies with specifications and task requirements
- 3 Undertake the task**
 - 3.1 Personal protective clothing and/or equipment is identified, used and maintained according to workplace procedures
 - 3.2 Safe work practices and environmental requirements are established and followed
 - 3.3 Task is completed according to plan requirements
 - 3.4 Work area is cleaned and tools and equipment are stored according to workplace procedures
- 4 Review plan**
 - 4.1 Plan is reviewed against specifications and task requirements
 - 4.2 Outcomes are compared with milestones, timelines, quality measures and task requirements
 - 4.3 Plan is revised to better meet specifications and task requirements as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Marinas include:
- buildings, wharves, slipways and surroundings where vessels are built, stored and maintained
- Tasks include:
- answering telephone inquiries
 - communicating with customers through email
 - dock walks and inspection of public areas on a marina
 - rope work, knot tying and splicing

- tying up and letting go of boats

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MARB021 Perform routine tasks in a marina

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- applying relevant work health and safety(WHS)/occupational health and safety (OHS) requirements and work practices
- communicating and interpreting information
- comparing planned steps against specifications and task requirements
- identifying relevant specifications from documentation, job cards or other information
- obtaining instructions for tasks from correct source
- preparing plans for tasks from information provided
- reading, interpreting and clarifying tasks and required outcomes with appropriate personnel.
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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- basic problem solving
- berth occupancy and berthing report and their importance in operating a marina
- correct sources of information for a particular task
- hazards and established control measures associated with the routine task, including housekeeping
- procedures for obtaining instructions and clarification
- relevant forms of communication
- security measures on a marina and associated daily checks
- site layout and obstacles of an operational marina
- WHS)/(OHS) practices and procedures.
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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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

Assessment must occur in a fully operational marina or, where this is not available, in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment include access to:

- applicable documentation including workplace procedures, regulations, and operation manuals
- dedicated tools and equipment, materials and parts currently used in industry.
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