



Australian Government

MARG010 Supervise a crew

Release: 1

MARG010 Supervise a crew

Modification History

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

Application

This unit involves the skills and knowledge required to provide leadership and guidance to a vessel crew to optimise vessel performance.

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

- Chief Integrated Rating.

Licensing/Regulatory Information

Legislative and regulatory requirements are not applicable to this unit.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan and implement work schedules

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Tasks and/or jobs are identified and prioritised according to work and hours of rest schedules
- 1.2** Timelines, personnel and equipment are identified for each job and task

- 1.3 Work schedules are clearly communicated to crew and individuals
 - 1.4 Changes to work schedules are implemented through reorganisation of priorities, and reasons are clearly conveyed to crew and individuals
 - 1.5 Priority of tasks is communicated to crew and individuals
 - 1.6 Tasks and/or jobs are discussed with crew and individuals, and work schedules are adjusted, as required
 - 1.7 Risks are identified and analysed according to workplace policies and procedures
 - 1.8 Risks are monitored and reviewed and appropriate treatments are applied to eliminate or minimise risk
- 2 **Monitor performance of tasks**
 - 2.1 Required standard is effectively communicated to crew and individuals to ensure understanding of allotted task
 - 2.2 Instruction or technical support to achieve required standard is provided, as required
 - 2.3 Standard of performance is monitored to ensure achievement of outcomes
 - 2.4 Feedback on performance is discussed with crew and individuals
 - 2.5 Completion times of tasks/jobs are monitored, and scheduling is adjusted as appropriate
- 3 **Support development of crew or individuals**
 - 3.1 Workload is monitored and discussed with crew and individuals on a regular basis
 - 3.2 Support mechanisms are explored and implemented to address issues
 - 3.3 Crew and individuals are supported to identify and resolve work-related issues
 - 3.4 Crew and individuals are supported to establish and maintain effective relationships with colleagues according to the requirements of their work role
 - 3.5 Areas of tension or conflict in relationships are identified and steps are taken to address contributing

- factors and issues
- 3.6** Mentoring, training and assessment are provided, as required, to develop and enhance crew and individual skills and knowledge according to work role requirements
 - 3.7** Trainee crew are supported to complete relevant training record books
 - 4 Assess performance of tasks**
 - 4.1** Briefing is conducted to discuss and agree on the details of planned assessment against required performance standards
 - 4.2** Resources required for performance assessment are identified and arranged
 - 4.3** Required performance standard, purpose of assessment, and roles and responsibilities in the assessment process are effectively communicated to the individual
 - 4.4** Work health and safety (WHS)/occupational health and safety (OHS) risks to the individual or equipment are addressed prior to commencement of performance assessment
 - 4.5** Evidence is collected using agreed performance assessment methods and assessment instruments
 - 4.6** Performance assessment decision is made in line with agreed expected level of performance, assessment methods and available evidence
 - 4.7** Assessment outcomes are recorded promptly and accurately
 - 4.8** Feedback on their performance is provided to the individual and in a clear and constructive manner
 - 5 Provide leadership to crew**
 - 5.1** Crew is assisted to identify and work towards goals and objectives according to organisational values and directions
 - 5.2** Support and encouragement are provided to crew and steps are taken to maintain or improve cooperation and cohesiveness
 - 5.3** Barriers to crew effectiveness are identified and potential causes or factors contributing to these barriers

		are investigated
	5.4	Strategies are put in place to enhance team effectiveness by addressing identified barriers
6	Monitor application of WHS/OHS	
	6.1	Implementation of WHS/OHS standards is monitored to ensure safety requirements are met
	6.2	Strategies for prevention or correction of problems are determined from monitoring process
	6.3	Recommendations for prevention or correction of problems are made to achieve established standards
7	Communicate with management, crew and individuals	
	7.1	Information affecting work is explained logically and clearly to crew and individuals verbally and/or in writing, as required
	7.2	Effective and appropriate information provision is carried out with management
	7.3	Concise reports are written that conform to workplace procedures
8	Control entry to confined spaces	
	8.1	Requirement for confined space entry is identified
	8.2	Confined space entry permit and any limitations are identified according to workplace procedures
	8.3	Roles and responsibilities of crew members are confirmed according to workplace procedures
	8.4	WHS/OHS requirements are applied throughout control of the operation
	8.5	Entry and egress of confined space are monitored and recorded according to work permit conditions and workplace procedures
	8.6	Communication and consultation with confined space entry team is maintained according to work permit conditions and workplace procedures
	8.7	Documentation and reports are completed according to workplace procedures

Foundation Skills

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

Range of Conditions

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

Unit Mapping Information

This unit replaces and is equivalent to MARG005 Supervise a crew.

Links

Companion Volume implementation guide can be found in VetNet -

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

Assessment Requirements for MARG010 Supervise a crew

Modification History

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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 and performance criteria on at least one occasion and include:

- accessing information about tasks and abilities of crew to effectively schedule tasks
- addressing legal, legislative and industrial requirements
- adjusting scheduling to meet contingencies
- analysing relevant workplace data to identify hazards, assess risks, and design and implement appropriate work health and safety (WHS)/occupational health and safety (OHS) control measures, including lock out and tag out procedures
- applying relevant WHS/OHS requirements and work practices
- assessing resources needed to maintain systematic approach to required tasks
- attending planning meetings
- calculating job times and manipulating scheduling to make the most efficient use of personnel and equipment
- communicating ideas and information effectively to crew
- determining job priorities
- establishing procedures that enable feedback from crew and encourage suggestions that might enhance performance
- identifying, interpreting and analysing risks relevant to work being performed
- monitoring performance of crew members
- monitoring performance of tasks and adjusting scheduling
- operating any equipment pertinent to controlling confined space entry
- planning, monitoring and reviewing individual performance
- providing instruction to achieve the required standard
- providing detailed reports
- supporting effective team processes and work functions
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

the requirements of the elements and performance criteria and include knowledge of:

- emergency response procedures
- confined spaces, including:
 - any compartment or area with limited opening for access, no escape route, and with limited natural ventilation and the capability of accumulating a toxic, flammable or explosive atmosphere, or of being flooded, such as:
 - ballast, freshwater and other tanks
 - cargo holds
 - pump rooms
 - confined space entry, including:
 - entry permits
 - entry permit procedures
- effective communication techniques required to communicate with a crew onboard a vessel
- incident and accident investigation
- legislation, workplace policies and procedures relevant to confined spaces
- organisational human resource management procedures
- workplace diversity, key principles of team dynamics, team leadership and management
- organisational values and directions, including:
 - duty of care
 - first aid
 - grievance management
 - harassment
 - person-centred approach
 - service delivery standards
 - specific values, standards and approaches relevant to work role
 - WHS/OHS
 - workplace behaviours
- relevant WHS/OHS requirements and work practices, including:
 - appropriate signage, symbols, labels and barriers
 - reporting procedures
 - risk management principles and appropriate treatments
- techniques for supporting a team to develop mutual concern and camaraderie
- techniques used to resolve conflict within a team
- techniques/methods used to identify and/or analyse risk
- work schedules, including:
 - organisational standards relating to service delivery or outcomes specific to work role
 - resources required
 - specific plans for implementing identified work arrangements
 - timeframe for achieving outcomes
 - training plans to develop required skills and knowledge

- work scheduling procedures
- workforce development, the importance of determining the skill level of workers and ways of improving these skills
- workplace employment awards or agreements and work conditions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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.

Practical assessment must occur in a workplace, or realistic simulated workplace, under the normal range of workplace conditions.

Simulations and scenarios may be used where situations cannot be provided in the workplace or may occur only rarely, in particular for situations relating to emergency procedures and adverse weather conditions where assessment would be unsafe, impractical or may lead to environmental damage.

Resources for assessment must include access to:

- applicable documentation, such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- tools, equipment, machinery, materials and relevant personal protective equipment (PPE) currently used in industry.

Links

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