

# All Hands on Deck Maritime Training

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## Coxswain Student Assessment Guide

### Employability Skill Industry/Enterprise requirements for this qualification include:

#### Communication

- Read and interpret maritime regulations, charts and drawings, equipment readings and displays, vessel's safety and emergency procedures, vessel and equipment manufacturer's instructions, etc.
- Write documents as part of duties, including reports on vessel operations, incident reports, entries in records, etc.
- Recognise and interpret non-verbal signs, signals and behaviour
- Speak clearly and directly on matters related to vessel operation and maintenance
- Recognise and interpret non-verbal signs, signals and behaviour
- Interpret and record observations and equipment readings and displays
- Use vessel's communication equipment and radio equipment
- Interpret and record observations and equipment readings and displays
- Communicate with multilingual crew
- Use vessel's communication equipment and radio equipment

#### Teamwork

- Resolve any interpersonal conflicts that may arise on board the vessel
- Avoid and prevent the harassment of others on the vessel
- Collaborate with others in the course of vessel operations
- Work with passengers of different ages, genders, race, religion, political persuasion, etc.

#### Problem Solving

- Identify and solve or report problems arising in the course of vessel operations
- Monitor and anticipate problems that may occur in the course of watch keeping operations including hazards and risks and take appropriate action (e.g. avoidance of collision, avoidance of navigation hazards, avoidance of environmental pollution, etc.)
- Manage hazards and risks in a range of vessel situations, (e.g. collision avoidance, navigation hazards, heavy weather and seas, etc.)
- Use mathematics to solve problems such as various basic calculations related to inshore navigation, position fixing and other duties and functions

#### Initiative and enterprise

- Modify activities dependent on differing work situations and contingencies such as changes in the weather and sea conditions, changes in operational performance of equipment, and navigational emergencies
- Take appropriate initiatives in a range of operational situations such as those above
- Respond appropriately to any changes in equipment, standard operating procedures and the vessel's working environment

#### Planning and organising

- Follow and apply operational and emergency plans, systems and procedures for the vessel, including the vessel's safety management system and emergency procedures
- Monitor systems and procedures for compliance with regulations and codes of practice
- Implement vessel's safety management system
- Monitor and evaluate operational performance and compliance
- Collect, manage and interpret information needed in the course of vessel operations
- Organise and plan own management activities as coxswain on a small vessel
- Manage time and priorities in the course of vessel activities

#### Self-Management

- Interpret and apply regulations, survey requirements, standard procedures and codes of practice as they apply to small vessel operations, including collision avoidance, OH&S, environmental protection, security and SOLAS requirements
- Establish and follow own work plans and schedules
- Evaluate and monitor own work and management performance as coxswain on the vessel

#### Learning

- Adapt own competency to any changes in the vessel type, its bridge equipment and its operating environment
- Update own knowledge and skills required for vessel activities

#### Technology

- Operate equipment on a small vessel of less than 12 m in length including steering and navigation systems, and electronic navigational aids, radio systems, safety equipment, etc.
- Follow and apply operational and maintenance systems for the vessel's hull, propulsion, electrical and auxiliary systems, safety equipment and other facilities on the vessel
- Follow and apply safety management system and OH&S procedures for operation and maintenance of vessel equipment and facilities
- Carry out the preventative and remedial maintenance procedures for the vessel's hull, propulsion plant, electrical and auxiliary systems, other equipment and tools
- Carry out fuelling and refuelling operations
- Use fire fighting equipment on a small vessel

Unit	Description	Evidence requirement
TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres	<ul style="list-style-type: none"> <li>Understanding of vessel construction and design. Interpreting vessel general arrangements and stability books. Monitoring and responding to maintaining the watertight integrity of a vessel.</li> </ul>
TDMMC907C	Manoeuvre a vessel within the limits of responsibility of a Coxswain	<ul style="list-style-type: none"> <li>Understand the influences on manoeuvring a vessel. Wind, tide, transverse thrust. Procedures for bringing a vessel alongside or to a mooring.</li> </ul>
TDMMC707C	Apply seamanship skills and techniques when operating a small vessel within the limits of responsibility of a Coxswain	<ul style="list-style-type: none"> <li>Knowledge of wires, ropes, knots, hitches and splices. Operating anchor equipment and winches, preparing a vessel for towing or for sea.</li> </ul>
TDMME1107A	Contribute to effective communication and teamwork on a coastal vessel	<ul style="list-style-type: none"> <li>Use correct marine terminology. Work as a team and contribute to accepted work practices and standards. Resolve conflicts.</li> </ul>
TDMME1007A	Transmit and receive information by Marine VHF Radio/Telephone	<ul style="list-style-type: none"> <li>Operate marine radios in accordance with accepted standards. Send and transmit messages. Maintain and fault find marine radio equipment. Knowledge of Search and Rescue facilities. Knowledge of EPIRBs and SARTs.</li> </ul>
TDMMF1107B	Survive at sea in the event of vessel abandonment	<ul style="list-style-type: none"> <li>Knowledge and contribute to practicing survival techniques. Operate lifesaving and survival equipment. Participate in abandon vessel drills.</li> </ul>
TDMMF1007B	Provide Elementary 1 <sup>st</sup> Aid	<ul style="list-style-type: none"> <li>Possess a 1<sup>st</sup> Aid certificate (min 6 months validity) or obtain a current 'Apply 1<sup>st</sup> Aid' certificate from a 1<sup>st</sup> Aid provider.</li> </ul>
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	<ul style="list-style-type: none"> <li>Access and interpret and understand relevant Australian legislation, the USL Code and NSCV. Ensure operations and maintenance complies with legislation and monitor compliance.</li> </ul>
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	<ul style="list-style-type: none"> <li>Identify and follow workplace procedures for hazard identification and risk control. Complete OH &amp; S records. Take action on becoming aware of an emergency. Follow established emergency procedures.</li> </ul>
TDMMF5507A	Fight and extinguish fire on board a coastal vessel	<ul style="list-style-type: none"> <li>Knowledge of fire minimisation procedures. Respond to emergency situations involving fire. Operate portable fire fighting equipment. Carry out fire fighting operations.</li> </ul>
TDMMH1207B	Plan and navigate a short voyage within inshore limits	<ul style="list-style-type: none"> <li>Use a navigational chart and be able to fix a vessels position. Obtain weather and tidal information. Knowledge of lights, buoys and coastal features and navigate a short coastal passage.</li> </ul>
TDMMR3007B	Operate and carry out basic service checks on a small vessel marine propulsion system	<ul style="list-style-type: none"> <li>Operate marine engines, knowledge of cooling, bilge and fuel systems. Knowledge of engine room open up and shut down procedures. Follow safety control measures.</li> </ul>
TDMMR3107B	Operate and carry out basic servicing on auxiliary systems	<ul style="list-style-type: none"> <li>Carry out basic routine checking and servicing procedures on auxiliary systems. Follow safety control measures.</li> </ul>
TDMMR3207B	Operate and carry out basic routine servicing of marine extra low and low voltage electrical systems	<ul style="list-style-type: none"> <li>Knowledge of low voltage electrical systems. Operate and carry out basic servicing of starter motors, alternators and associated equipment. Follow safety control measures.</li> </ul>
TDMMR5407B	Carry out refuelling and fuel transfer operations	<ul style="list-style-type: none"> <li>Plan and prepare a vessel for refuelling and fuel transfer operations in accordance with established procedures. Respond to emergency situations.</li> </ul>
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	<ul style="list-style-type: none"> <li>Apply domestic legislative environmental requirements. Apply principles for preventing oil pollution and for responding to pollution incidents. Comply with the requirements for garbage disposal, sewerage pumping and ballast water management. Apply safety principles for the stowage of flammable materials.</li> </ul>

I understand that the Coxswain Certificate is comprised of 16 Units of Competency as described above. I also have read the Employability Skill Industry/Enterprise requirements for this qualification and understand the personal attributes, depth of knowledge, skills and requirements to successfully complete the Coxswain Course.

Signed.....Name:.....

Witness.....Name: .....

Date:.....