

All Hands on Deck Maritime Training

P.O. Box 1044 Newcastle N.S.W. 2300

Phone: 0434 803 687

www.allhandsondeck.com.au allhandsondeck.peter@gmail.com

General Purpose Hand Student Assessment Guide

Employability Skill Industry/Enterprise requirements for this qualification include:

<p style="text-align: center;">Communication</p> <ul style="list-style-type: none">• Interpret and carry out verbal instructions from other crew members• Read and interpret basic documents such as routine operating instructions, workplace signage, work schedules and rosters• Provide information to other crew and passengers as required within work duties• Give, recognise and interpret hand signals, nods, gestures, muster signals, and other forms of basic non-verbal communication and behaviour
<p style="text-align: center;">Teamwork</p> <ul style="list-style-type: none">• Work collaboratively with other crew members and shore based personnel• Recognise and adapt appropriately to cultural and language differences in the workplace• Recognise factors that may cause interpersonal relationship problems and assist appropriately to avoid or overcome the identified problems• Contribute appropriately to resolve conflicts by actively participate in appropriate mediation and conflict resolution procedures• Contribute actively to avoid discrimination and harassment
<p style="text-align: center;">Problem Solving</p> <ul style="list-style-type: none">• Recognise and either report or solve basic routine problems within work activities• Carry out basic routine calculations required as part of work activities• Recognise a security or safety risk and take action to report/rectify the risk
<p style="text-align: center;">Initiative and enterprise</p> <ul style="list-style-type: none">• Adjust work procedures to differences in equipment and facilities and changes in work environment (e.g. tides, weather and sea conditions)• Take correct action and follow established procedures on discovery of an actual or potential emergency, security or safety hazard
<p style="text-align: center;">Planning and organising</p> <ul style="list-style-type: none">• Interpret work schedules and rosters to plan the timing and sequence of individual and teamwork activities
<p style="text-align: center;">Self-Management</p> <ul style="list-style-type: none">• Work individually and with other crew members on a coastal vessel to ensure that work tasks are completed safely, efficiently, effectively, on-time and in accordance with applicable regulatory requirements• Apply basic safety and emergency practices, precautions and procedures• Acknowledge, discuss and act upon feedback provided by senior crew members on assessed work performance
<p style="text-align: center;">Learning</p> <ul style="list-style-type: none">• Adapt to differences in equipment, vessels, wharf facilities and operate procedures• Update knowledge and skills to accommodate changes in equipment and operate procedures
<p style="text-align: center;">Technology</p> <ul style="list-style-type: none">• Select and use ropes, tools and equipment required in work activities• Select and use safety, emergency and survival equipment on a vessel• Recognise and report faulty tools and equipment• Follow OH&S procedures when using tools and equipment

Unit	Description	Evidence requirement
TDMME1107A	Contribute to effective communication and teamwork on a coastal vessel	<ul style="list-style-type: none"> • Use correct marine terminology. Work as a team and contribute to accepted work practices and standards. Resolve conflicts.
TDMMF1107B	Survive at sea in the event of vessel abandonment	<ul style="list-style-type: none"> • Knowledge and contribute to practicing survival techniques. Operate lifesaving and survival equipment. Participate in abandon vessel drills.
TDMMF1007B	Provide Elementary 1 st Aid	<ul style="list-style-type: none"> • Possess a 1st Aid certificate (min 6 months validity) or obtain a current 'Apply 1st Aid' certificate from a 1st Aid provider.
TDMMF5707A	Assist in safe operations and emergency procedures on a coastal vessel	<ul style="list-style-type: none"> • Implement basic safety practices and procedures, Locate and use personal safety equipment, Apply basic seamanship skills applicable to a Deckhand, Assist in the use of basic fire fighting equipment available on a coastal vessel, Provide assistance in the event of an emergency, Assist in vessel abandonment procedures
TDMMR6007A	Assist in routine deck operations within the limits of responsibility of a GPH	<ul style="list-style-type: none"> • Use ropes and wire in routine operations, Operate lifting gear, Perform tasks aloft and over vessel's side, Lash and secure items, Secure and monitor access ways, Carry out cleaning operations

I understand that the General Purpose Hand Certificate is comprised of 5 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:.....