

**All Hands on Deck Maritime Training
Recognition of Prior Learning (RPL)
Application Form**

SECTION B

**Candidate Information and
Application Forms**

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

WHAT DOES IT MEAN TO BE A GENERAL PURPOSE HAND

OR

WHAT DOES IT MEAN TO BE RECOGNISED IN CERTIFICATE 1 IN TRANSPORT & DISTRIBUTION (MARITIME OPERATIONS)

A General Purpose Hand performs the duty as part of the competent crew on board a commercial vessel and should possess knowledge and skills in the following areas:

- Nautical Terminology
- Rope work, Knots, Hitches and Splicing
- Safe Work Practices in the Marine Environment
- Confined Space entry
- Understanding Safety Management Systems
- Company Policies and Procedures
- Anchoring and operating anchoring equipment
- Operating Derricks and Lifting Equipment
- Fire Minimisation and Fire Response
- Survival at Sea

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any maritime vessels, location or facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the maritime industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the maritime industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

General employment documents

- brief CV or work history
- 1st Aid Certificate
- Record of Service Book
- ROPES Book
- Pay slips
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisors

Workplace documents

- any licences
- brief CV or work history
- Ships Log Book copies
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- tickets held eg forklift, crane, etc
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer maritime industry related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

APPLICATION – Self Assessment Questionnaire
Certificate 1 in Transport & Distribution (Maritime Operations)

Candidate Name: _____ **Date Completed:** _____

Please identify your level of experience in each competency.

| Unit Code | Unit Title | I have performed these tasks | | |
|-----------------------|---|------------------------------|-----------|-------|
| | | Frequently | Sometimes | Never |
| CORE UNITS | | | | |
| TDMMF1007B | Provide Elementary 1 st Aid | | | |
| TDMMF1107B | Survive at Sea in the Event of vessel Abandonment | | | |
| TDMMF5707A | Assist in safe operations and emergency procedures on a coastal vessel | | | |
| TDMMR6007A | Assist in routine deck operations within the limits of responsibility of a General Purpose Hand | | | |
| TDMME1107A | Contribute to effective communications and teamwork on a coastal vessel | | | |
| | | | | |
| ELECTIVE UNITS | | | | |
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| | | | | |

Candidate Signature: _____ **Date:** _____

RPL APPLICATION FORM

Applicant Details:

| | | |
|---|---|-------|
| 1. Occupation you are seeking recognition in | | |
| 2 Personal Details | | |
| Surname | | |
| Preferred Title (Mr, Mrs, Ms, Miss) | | |
| First Name/s | | |
| Any other name used | | |
| Home Address | | |
| Postal address if different from above | | |
| Telephone Numbers | Home: | Work: |
| | Mobile: | Fax: |
| Date of Birth | / / | |
| Gender | MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/> | |
| Age | | |
| Are you a permanent Resident of Australia | YES <input type="checkbox"/> / NO <input type="checkbox"/> | |
| 3 Current Employment | | |
| Are you currently employed? | YES <input type="checkbox"/> / NO <input type="checkbox"/> | |
| If Yes, in which occupation are you currently employed? | | |
| Who is your current employer? | | |
| 4. Armed Forces details (If Applicable) | | |
| Branch of Service | | |
| Trade classification on discharge | | |

| | |
|--|--|
| 5. Further Training | |
| Have you undertaken any training courses related to the occupation applied for? | YES <input type="checkbox"/> / NO <input type="checkbox"/> |
| If Yes | |
| What occupation were you trained in? | |
| Training completion Date (month, year) | |
| Country where you trained | |
| Name of course and institution (if applicable) | |
| 6. Is there any further information you wish to give in support of your application | |
| 7. Professional Referees (relevant to work situation) | |
| Name | |
| Position | |
| Organisation | |
| Phone Number | |
| Mobile Number | |
| Email Address | |
| Name | |
| Position | |
| Organisation | |
| Phone Number | |
| Mobile Number | |
| Email Address | |

APPLICANT EMPLOYMENT HISTORY FORM

| Name, Address and Phone number of Employers | Period of Employment (DD/MM/YYYY) | | Position Held | Full Time Part-time Casual | Description of Major Duties |
|---|-----------------------------------|----|---------------|----------------------------------|-----------------------------|
| | From | To | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

| Document Description (e.g. resume, photos, awards etc) | Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation |
|---|--|
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Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: _____ **Date** _____