

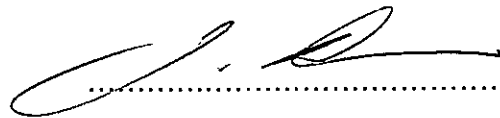
General Manager's Direction

Transport Operations (Marine Safety) Act 1994

Transport Operations (Marine Safety) Regulation 2004

Maritime Safety Agency of Queensland
Brisbane, 24 November 2008

I, **Captain John Richard Watkinson, General Manager, Maritime Safety Queensland**, pursuant to Section 103 of the *Transport Operations (Marine Safety) Regulation 2004* hereby direct BoatSafe Training Organisations to comply with requirements detailed in the BoatSafe Information Bulletin referenced hereunder. BoatSafe Training Organisation Authority holders are advised the BoatSafe Information Bulletin is to be read in conjunction with requirements of the BoatSafe Management Standard and now forms part of the BoatSafe Training Organisation Authority holder's conditions of approval.



CAPTAIN JOHN RICHARD WATKINSON
General Manager
Maritime Safety Queensland

BOATSAFE INFORMATION BULLETIN

No 0032008

Issue Date – 24 November 2008

Clarification of roles and responsibilities of trainee trainers and administrative staff

Background

The *Transport Operations (Marine Safety – Examining and Training Program Approvals (Recreational Ships and Personal Water Craft)) Standard 2005* and the BoatSafe Management Standard specify the minimum qualifications, knowledge and experience for BoatSafe training providers.

A number of BoatSafe Training Organisations (BTOs) and their BoatSafe Training Providers (BTPs) have sought clarification from Maritime Safety Queensland as to the extent, and nature of involvement of administrative staff that is permissible in the delivery of BoatSafe training and assessment services.

This General Manager's direction has been prepared in response to the requests for clarification of requirements.

Purpose

The purpose of this bulletin is to confirm the scope of training and assessment activities that trainee trainers and administrative staff may legitimately participate in under the BTO's conditions of approval.

BoatSafe 'Trainee' Trainers

Maritime Safety Queensland seeks to establish a network of BoatSafe Training Organisations and training providers with the capacity to service recreational vessel and personal water craft licence training and assessment needs on a whole of state basis. The development and maintenance of an effective network of BoatSafe training providers is essential to the achievement of this goal. As is the capacity of BTOs to recruit and develop competent trainers and assessors.

A BoatSafe 'trainee trainer' is a person who is not currently listed as an endorsed BoatSafe Training Provider on the "schedule" attached to the BTO's Authority but is undergoing training with the intent of becoming endorsed.

Notification of BoatSafe 'Trainee' Trainers to Maritime Safety Queensland

BTOs must inform Maritime Safety Queensland of the names, qualifications and experience of trainee trainers. This information must be communicated to Maritime Safety Queensland **in writing and prior to** the trainee trainer's participation in BoatSafe training and assessment activities.

Minimum Qualifications of Trainee Trainers

Maritime Safety Queensland will waive the requirement for a Certificate IV in Workplace Training and Assessment during the trainee trainers training and development phase. However completion of this qualification and provision of a copy of the qualification to Maritime Safety Queensland will be a prerequisite for listing as an endorsed trainer on the schedule that attaches to the BTO's BoatSafe Authority.

BTOs must ensure trainee trainers possess the following prior to participation in training and assessment activities.

- A Coxswain's commercial marine licence (minimum qualification);
- A Personal Watercraft Licence in addition to a commercial licence listed above where involvement in training and assessment for personal watercraft operations is proposed;
- A Positive Notice Blue Card.

BTOs must retain a copy of the above as a part of the record keeping requirements of the BoatSafe Management Standard.

Completion of BoatSafe Statements of Competency

BTOs are advised that only endorsed BTPs are able to sign the BoatSafe Statement of Competency Forms. Endorsed BTPs must fully understand that while a trainee trainer' may deliver a component/s of the BoatSafe Course, the endorsed BTP **at all times** remains accountable for the sufficiency of the training and assessment processes that lead to the issuing of a Statement of Competency. The delivery of BoatSafe training and assessment services by trainee trainers **must at all times** be under the 'direct supervision' of an endorsed training provider.

Direct Supervision

Direct supervision of trainee trainers engaged in training and assessment activities in the classroom environment means an endorsed training provider is in attendance **at all times**.

Direct supervision of trainee trainers involved in training and assessment activities on the water means:

- The endorsed BTP is also onboard the training and assessment vessel; **or**
- The trainee trainer is participating in training and assessment activities in accordance with s84(2)(c) of the *Transport Operations (Marine Safety) Regulation 2004*. That is, the trainee trainer is conducting training and assessment on an appropriately registered commercial vessel that accompanies the training and assessment vessel operated by the endorsed BTP and is under the constant supervision of the endorsed BTP. Constant supervision in this situation means in direct sight of and able to maintain communication with the endorsed BTP.

Duties of BoatSafe 'Trainee' Trainers

Classroom and on water training and assessment activities

BoatSafe trainee trainers may deliver and assess individual BoatSafe Course units. The number and complexity of the units delivered is at the discretion of the supervising endorsed BTP.

The endorsed BTP **at all times** remains accountable for the sufficiency of the training and assessment processes that lead to the issuing of a Statement of Competency.

Non administrative duties of Administration Staff for BoatSafe Courses

Administrative staff may mark theory (written) examinations **but only when model marking/answer sheets are used**.

Under no circumstance may administration staff train and assess students.

Administrative staff that hold a Recreational Marine Driver Licence or in addition a Personal Water Craft Licence may provide general information to licence candidates relative to the licence that they (the administrative officer) hold. BTOs who permit administrative staff to perform this function **must ensure** the following form part of their **documented** business management procedures:

- Clear instruction on the scope and nature of information that administrative staff are approved to provide to licence candidates;
- A signed record that confirms administrative staff understand the limitations of their responsibilities in this area and agree to comply with these instructions.

BTOs assume responsibility for the management of their business operations and as such Maritime Safety Queensland will hold them accountable for ensuring administrative staff comply with specified requirements.

Non compliance with specified requirements

As the BoatSafe Authority holder the BTO remains accountable for ensuring that its endorsed training providers, trainee trainers and administrative staff comply with these requirements.

Maritime Safety Queensland will not hesitate to initiate action to suspend or cancel a BTO's Authority where non compliance with these requirements is confirmed.

References

Transport Operations (Marine Safety) Regulation 2004
Transport Operations (Marine Safety–Examining and Training Program Approvals (Recreational Ships and Personal Watercraft))Standard 2005
BoatSafe Management Standard

Contact information

If you require further information about this BIB, please contact staff at your nearest Maritime Safety Queensland regional office.

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