

**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 COXSWAIN

OR

WHAT DOES IT MEAN TO BE RECOGNISED IN CERTIFICATE 11 IN TRANSPORT & DISTRIBUTION (COASTAL MARITIME OPERATIONS - COXSWAIN)

An unrestricted Coxswain Certificate of Competency issued by NSW Maritime will allow an individual to be in command of a commercial vessel up to 12 metres in length operating up to 15 nautical miles to sea.

A Coxswain Certificate of Competency that is issued after completion of Coxswain Course and the final 'oral' examination by the NSW Maritime Examiner will identify that the candidate has been deemed competent in the following areas:

- Vessel Handling and Manoeuvring
- Emergency and Safety Procedures
- Meteorology
- Practical Seamanship
- Navigation and Local Knowledge
- Collision Regulations and Port Operations and
- Engineering including knowledge of:
 - Identification of components of a marine engine
 - 2 and 4 stroke engines
 - Petrol and Diesel
 - Inboard and Outboard
 - Steering systems
 - Fuel, Cooling, Fire and Bilge systems
 - Low voltage and 240v electrical systems
 - Refuelling
 - Shore power hazard awareness
 - Monitoring machinery
 - Troubleshooting

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				
TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres			
TDMMC707C	Apply seamanship skills and techniques when operating a small vessel within the limits of responsibility of a Coxswain			
TDMMC907C	Manoeuvre a vessel within the limits of responsibility of a Coxswain			
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel			
TDMME1007A	Transmit and receive information by Marine VHF Radio or telephone			
TDMMF1007B	Provide Elementary 1 st Aid			
TDMMF1107B	Survive at Sea in the Event of vessel Abandonment			
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel			
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel			
TDMMF5507A	Fight and extinguish fire on board a coastal vessel			
TDMMH1207B	Plan and navigate a short voyage within inshore limits			
TDMMR3007B	Operate and carry out basic service checks on small marine propulsion systems			
TDMMR3107B	Operate and carry out basic servicing on auxiliary systems			
TDMMR3207B	Operate and carry out basic routine servicing of marine extra low and low voltage electrical system			
TDMMR5407B	Carry out refueling and fuel transfer operations			
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel			
ELECTIVE UNITS				

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never

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

Declaration

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

Candidate Signature: _____ **Date** _____