



Australian Government

Australian Maritime Safety Authority

# **DIRECTIONS FOR REGISTERED TRAINING ORGANISATIONS APPROVED AS FINAL ASSESSORS**

*Marine Order 505 (Certificates of competency – national law) 2022*





# 1. Purpose

- 1.1 To outline the requirements that must be met by AMSA approved final assessors with respect to activities associated with the practical assessment of candidates for a certificate of competency relevant to the following MAR Maritime Training Package qualifications, and the requirements that must be met in respect to the issuing of interim certificates of competency:
- 1.1.1 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)
  - 1.1.2 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)
  - 1.1.3 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
  - 1.1.4 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)
  - 1.1.5 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
  - 1.1.6 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)
  - 1.1.7 Certificate III in Maritime Operations (Master Inland Waters)

## 2. Definitions

**Final assessor:** a person or organisation approved by the National Regulator to conduct assessments for the purposes of *Marine Order 505 (Certificates of competency — national law) 2022.*

**MAR Maritime Training Package:** the Maritime Training Package developed by the Transport and Logistics Industry Skills Council first published 2013 and as in force from time to time.

**Note 1:** See <http://training.gov.au/Training/Details/MAR>

## 3. Assessments

- 3.1 Approved final assessors shall ensure that:
- 3.1.1 the development of any assessment strategy takes into consideration the broad nature of the assessment process;
  - 3.1.2 each candidate is provided with the opportunity to review and understand the AMSA Mandated Practical Assessment (AMPA) for the relevant MAR Maritime Training Package qualification;
  - 3.1.3 each candidate is provided with the opportunity to discuss any issues regarding the assessment prior to it commencing;
  - 3.1.4 each candidate is fully aware of the assessment criteria and process;
  - 3.1.5 each assessment is carried out by an assessor named on the final assessor's letter of approval from AMSA; and who holds as a minimum:
    - a current certificate of competency issued under *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* at the same level as the qualification being assessed with at least 12 months' relevant sea service, or
    - a relevant seafarer certificate, as master, engineer or deck officer, issued under the *Navigation Act 2012*.
  - 3.1.6 each assessment is carried out in accordance with the requirements of the AMPA relevant to the MAR Maritime Training Package qualification;

- 3.1.7 each assessment is undertaken in the workplace and/or under realistic workplace conditions which typically reflect the use of the full-range of equipment; performing tasks or activities within the same timelines that are expected in the workplace, and performing in whatever the weather conditions are on the day, be they wet, dry, windy or calm;
  - 3.1.8 the on water components of the assessment are carried out on a vessel that meets the requirements outlined in Attachment 1 of this document;
  - 3.1.9 where candidates are assessed as part of a group exercise, the size of that group must be limited to five candidates and each candidate must be assessed on their own personal performance;
  - 3.1.10 each candidate is provided with an introduction to the vessel or place of assessment;
  - 3.1.11 when an assessor or candidate is confronted with a dangerous situation, or exposed to a risk of accident or injury, the assessment is terminated and rescheduled;
  - 3.1.12 each candidate that is assessed as not having successfully achieved an assessment task is provided with an opportunity to undergo re-assessment; and
  - 3.1.13 each candidate is aware that assessment files and associated documents may be made available to AMSA.
- 3.2 Approved final assessors shall be aware that:
- 3.2.1 where appropriate, parts of the assessment may take place in a workshop, simulated situation, commercial repair or hard stand area;
  - 3.2.2 the complete assessment may be carried out when the candidate has completed all parts of the training package or over a series of sessions or days spread throughout the training; and
  - 3.2.3 additional simulated exercises and oral questions may be used to provide further opportunity to clarify a point or for a candidate to demonstrate competence.
  - 3.2.4 The AMPA is valid for submission to AMSA for the relevant Certificate of Competency for 12 months from the date signed on the cover page.
  - 3.2.5 The AMPA must be completed and signed off within 12 months of the date of the first assessment. The candidate will need to be reassessed with a new AMPA form should it not be completed in that time.

## 4. Interim certificates of competency

- 4.1 A final assessor may issue a candidate with an AMSA approved interim certificate of competency (AMSA607), where the final assessor is provided with the following:
- 4.1.1 evidence of successful completion of the applicable MAR Maritime Training Package qualification;
  - 4.1.2 evidence of successful completion of the applicable AMPA; and
  - 4.1.3 a completed Certificate of competency application (AMSA426) including a declaration from the candidate that they have acquired the requisite amount of sea service for the issue of the certificate of competency and that they hold a current Certificate of Medical Fitness Domestic Seafarers (AMSA 1850) that also shows they meet the “medical fitness”, visual acuity and colour vision standards required for operating a domestic commercial vessel.

- 4.2 The final assessor must advise AMSA in writing of the details of each interim certificate of competency issued within 7 days of its issue. Such advice must include:
- 4.2.1 the certificate number;
  - 4.2.2 the grade of certificate;
  - 4.2.3 the name of the seafarer;
  - 4.2.4 the date of issue; and
  - 4.2.5 the name and number of the RTO.

## 5. Record keeping

- 5.1 The approved final assessor shall retain all completed assessment forms and associated documents for a period of at least 7 years.
- 5.2 The approved final assessor shall retain a copy of all interim certificates of competency for a period of at least 7 years.

## 6. AMSA contact details

Email address: [Nearcoastal.RTO@amsa.gov.au](mailto:Nearcoastal.RTO@amsa.gov.au)

Telephone: 02 6279 5000

Mailing address: Seafarer Certification Service  
Australian Maritime Safety Authority  
GPO Box 2181  
Canberra ACT 2601  
Australia

# Attachment 1

## Vessel and resource requirements

### **Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)**

The on water practical assessment for the above qualification must be carried out on board a commercial vessel  $\geq 5.0$  m in length that is fitted and equipped to a standard appropriate to allow the candidates to complete the practical assessment tasks.

### **Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)**

The on water practical assessment for the above qualification must be carried out on board a commercial vessel  $\geq 5.0$  m in length that is fitted and equipped to a standard appropriate to allow the candidate to complete the practical assessment tasks.

### **Certificate III in Maritime Operations (Master Inland Waters)**

The on water practical assessment for the above qualification must be carried out on board a commercial vessel  $\geq 7.5$  m in length that is fitted and equipped to a standard appropriate to allow the candidates to complete the practical assessment tasks.

### **Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)**

The on water practical assessment for the above qualification must be carried out on board a commercial vessel  $\geq 7.5$  m in length that is fitted and equipped to a standard appropriate to allow the candidates to complete the practical assessment tasks.

### **Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)**

The on water practical assessment for the above qualification must be carried out on board a commercial vessel with inboard diesel propulsion power of  $\geq 75$  kW that is fitted and equipped to a standard appropriate to allow the candidates to complete the practical assessment tasks.

For the following units of competency the practical assessment for the above qualification must be carried out on board a commercial vessel with inboard diesel propulsion power of  $\geq 150$  kW:

- Complete engine room tasks

- Maintain hull out of water

- Operate and maintain extra low and low voltage electrical systems and equipment

- Operate deck machinery

- Operate marine internal combustion engines, and propulsion and auxiliary systems

Alternatively, the practical assessment for the above qualification may be carried out using an appropriate engine, propulsion plant, auxiliary systems and deck machinery ashore.

### **Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)**

The on water practical assessment for the above qualification must be carried out on board a commercial vessel with inboard diesel propulsion power of  $\geq 150$  kW that is fitted and equipped to a standard appropriate to allow the candidates to complete the practical assessment tasks. Alternatively, the practical assessment for the above qualification may be carried out using an appropriate engine, propulsion plant, auxiliary systems and deck machinery ashore.



