



DCV-A-014

- Date:** 26 July 2017
- Topic:** Training requirements for *Marine Safety (Low complexity duties) Exemption 2017* (Exemption 38)
- Issue:** This advisory contains information on the requirements for an AMSA approved course provider and trainer assessor of Exemption 38.
- Note:** Exemption 38 will expire on the implementation date of the revised Marine Order 505, or 30 June 2018, whichever is the earlier date.
- Advice:** It is the obligation of the AMSA approved course provider and trainer assessor to know, and advise participants of, the operational limits of Exemption 38. (Please refer to Advisory Note DCV-A-008 for the requirements of an operator under Exemption 38 and the limitations and conditions attached.)

A person operating under Exemption 38 must hold both:

- a statement of attainment from a registered training organisation for each of the following units from the MAR Maritime Training Package (MTP):
 - a. MARI001 Comply with regulations to ensure safe operation of a vessel up to 12 metres;
 - b. MARK001 Handle a vessel up to 12 metres;
 - c. MARN002 Apply seamanship skills aboard a vessel up to 12 metres; and
- an AMSA 536 Final Practical Assessment Record completed by a trainer assessor determined by AMSA.

Alternatively

- a person may complete a course provided by any [Exemption 38 approved course provider](#); and
- hold an AMSA 536 Final Practical Assessment Record completed by a trainer assessor determined by AMSA.

Exemption 38 was amended in November 2016 to include the following competency option for persons operating a vessel up to 12 metres only in a marina or mooring area:

- the competency option outlined above; or
- hold a recreational boating licence and a Marine Card issued by the Boating Industry Association Ltd (BIA).

Persons that were operating under the previous iterations of Exemption 38 can continue to do so under the current Exemption 38 provided they continue to meet the eligibility criteria in Schedule 2 and perform only the duties in Schedule 1 of Exemption 38.

Am I eligible to apply to be an AMSA approved trainer assessor?

To be an AMSA approved trainer assessor, you should:

- work for a registered training organisation delivering MAR Maritime Training Package qualifications and/or units of competency;

OR



- work for an existing [approved course provider](#); and
- hold the current Certificate IV in Training and Assessment; and
- hold at least an unrestricted Coxswains Grade 1 NC Certificate of Competency, or an equivalent approved by AMSA; and
- provide a statement of qualifications and/or experience in workplace training and assessment; and
- provide details of a professional referee;

AND

- be a fit and proper person; and
- submit a signed Application for Approved Trainer Assessor (AMSA735).

How to apply to be an AMSA approved trainer assessor

1. Complete the AMSA735 Application for Approved Trainer Assessor
2. Submit documentation to:

Australian Maritime Safety Authority
SEAFARER CERTIFICATION SERVICE
GPO BOX 2181, Canberra ACT 2601
SCSAdmin@amsa.gov.au

Conditions of an approved trainer assessor

- Deliver training and assessment in accordance with the Training and Assessment Criteria: Final Practical Assessment (AMSA508), and use it in conjunction with the Final Practical Assessment Record (AMSA536).
- Ensure holders of Exemption 38 (Low complexity duties) are fully aware of the operational limits.
- Provide details of successful participants on the template supplied by AMSA every 30 days, or at completion of assessment, by email to: SCSAdmin@amsa.gov.au

How to apply to be an AMSA approved course provider

1. Apply in writing using miscellaneous form (AMSA758) to:

Australian Maritime Safety Authority
SEAFARER CERTIFICATION SERVICE
GPO BOX 2181, Canberra ACT 2601
SCSAdmin@amsa.gov.au

2. Be a registered training organisation.
2. Provide the following information:
 - a. a course outline;
 - b. duration and location of course delivery;
 - c. a document that shows how the course covers the additional skills and knowledge (above that required by the MAR Training Package units of competency) required in the AMSA508 Training and Assessment Criteria: Final Practical Assessment;
 - d. an example of the issuing document that will be used to demonstrate the participant's completion of the course.

Conditions on an approved course provider

Approved course providers are responsible for ensuring:

- only AMSA approved trainer assessors deliver the final practical assessment using AMSA508 and AMSA536;
- that the course continues to cover the criteria in the MAR Maritime Training Package units of competency and in AMSA508 and AMSA536; and
- they cooperate by allowing ongoing review of the course by providing feedback and facilitating audit by AMSA; and by addressing any improvements required by AMSA.

AMSA may audit an approved course provider and trainer assessor at any time, and suspend or revoke approval as it sees fit. Registered training organisations are subject to audit by the Australian Skills Quality Authority (ASQA), the Training and Accreditation Council (TAC) Western Australia or the Victorian Registration and Qualifications Authority (VRQA).

Advice for trainer assessors and approved course providers

The list of skills and knowledge required in AMSA508 should be utilised when developing questions and tasks that will be used during the training and assessment to gauge the participant's knowledge and understanding:

- The minimum time required for the participant to be at the helm should be calculated on the amount of tasks that are to be performed, and ensure that participants are given enough time to feel confident and be competent at the helm.
- It is the role of the trainer assessor to make a holistic and professional judgement of the participant's knowledge, skill, understanding and overall competency.
- Trainer assessors should tailor the training to each relevant industry sector, such as passenger carrying, tourism, fishing, aquaculture, working boats.
- Trainer assessors should develop a training culture that is committed to safety, and advise participants of the importance of adherence to Safety Management Systems and their obligations in regards to safety and risk assessment under National Law and NSCV Part E.
- Trainer assessors should ensure participants fully understand that the requirements for induction and on the job training specific to a vessel and vessel operations are for all persons working on board.

Note: If there is an inconsistency between this document and previously issued documents about the subject matter, this document supersedes information found in previous documents dealing with these matters.

Previous documents found to be in conflict with this document (or parts thereof) will be updated or withdrawn at the earliest opportunity.

Privacy

Statement: The collection of information requested in this form is required or authorised by Schedule 1 of the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the Act). It will be used for purposes related to the Act and may be provided to Commonwealth or State/Territory government agencies, or for more information on how to access or correct your personal information, how to make a privacy complaint, or how your information may be used or disclosed for purposes beyond those described in this statement, visit <http://www.amsa.gov.au/privacy>.

Contact: For more information please contact AMSA Connect on (02) 6279 5000 or AMSACconnect@amsa.gov.au.