

PWC Consistent Assessment Process

September 2016

Creative Commons information

© State of Queensland (Department of Transport and Main Roads) 2015



<http://creativecommons.org/licenses/by/4.0/>

This work is licensed under a Creative Commons Attribution 4.0 Licence. You are free to copy, communicate and adapt the work, as long as you attribute the authors.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if its recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Transport and Main Roads on 13 74 68.

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Contents

| | |
|---|----------|
| Introduction | 1 |
| 1. Purpose | 1 |
| 2. Using the PWC CAP Assessment Record | 1 |
| 3. Record keeping | 1 |
| PWC CAP Assessment Record | 2 |
| UNIT 1- Equipment and preparing for activity | 3 |
| UNIT 2 - Legislative requirements | 3 |
| UNIT 3 - Manoeuvring (Practical) | 4 |
| UNIT 3 (continued) | 5 |

Introduction

The BoatSafe scheme is a framework for recreational marine driver licence (RMDL) and personal watercraft licence (PWCL) training and assessment in Queensland. The training and assessment is provided by BoatSafe Training Organisations (BTOs).

To provide BoatSafe training and assessment, a BTO must employ a BoatSafe Training Provider (BTP) who will provide the training and assessment on their behalf. The BTO must notify the Department of Transport and Main Roads (the department) when they nominate BTPs to carry out the training and assessment on their behalf. The BTPs must also be endorsed by the department before they can commence delivery of the BoatSafe training and assessment.

BoatSafe Competency Standards are designed to ensure that learners continue their training until they can demonstrate their competency against the standards. When deemed competent the learner is issued with a BoatSafe statement of competency.

1. Purpose

The Consistent Assessment Process (CAP) provides BTPs with the parameters for the delivery of training and assessment to ensure learners are consistently assessed.

BTPs must explain the CAP to the learner prior to commencing training and assessment to ensure learners have a clear understanding of what they are required to achieve, in order to be deemed competent.

2. Using the PWC CAP Assessment Record

The licence candidate must be under direct supervision of the BTP at all times. The BTP must conduct training and assessment in accordance with the requirements of the *BoatSafe Manual*.

The BTP must complete the PWC CAP Assessment Record in full. Additional information to support the assessment may need to be included in the record such as:

- making a notation, in any of the specifics of the Elements of Competency, that were not undertaken due to:
 - weather conditions; or
 - the learner's physical incapacity.
- If recognition of prior learning (RPL) has been used in determining the licence candidate's competency, adequate evidence must be retained along with the completed CAP. The RPL decision by the BTP, must also be recorded in the comments table on page 1 of the PWC CAP Assessment Record.
- The licence candidate for RPL must complete Part A and Part B of the PWC Common Assessment Tool (CAT).

3. Record keeping

A completed PWC CAP Assessment Record must be kept for every licence candidate and must be produced on request to TMR. A BTO's printable electronic version of the PWC CAP Assessment Record, is acceptable.

A BTO can choose to use other relevant course documents to meet the requirements of the PWC CAP Assessment Record. These documents must be able to be produced to the department on request.

The completed PWC CAP Assessment Record will provide a validated record of the learner's attainment of competency, as required in the *Boatsafe PWCL Competency Standard*.

PWC CAP Assessment Record

| | | | | |
|--|--|-----------------------------------|--|--|
| Learner's Name | (Print) | | | |
| Was the PWC course conducted in conjunction with a RMDL course: Yes / No (circle one) | | | | |
| Location of BoatSafe training area | | | | Date of assessment: _____ |
| (C = Competent / NYC = Not Yet Competent) | | | | |
| Unit 1 – Equipment and preparing for activity | (Verified by demonstration or observation) | <input type="checkbox"/> C | <input type="checkbox"/> NYC (Tick one box) | |
| Unit 2 – Legislative requirements | (Verified by demonstration or observation) | <input type="checkbox"/> C | <input type="checkbox"/> NYC (Tick one box) | |
| Unit 3 – Manoeuvring (Practical) | (Verified by demonstration or observation) | <input type="checkbox"/> C | <input type="checkbox"/> NYC (Tick one box) | |
| BTP Comments (If applicable for example, RPL) | | | | |
| Re-Assessments (If required) Unit No. _____ <input type="checkbox"/> C <input type="checkbox"/> NYC | (Only complete if re-assessment undertaken) BTP's Name: Date:..... (Print) BTP's Signature:..... BTP Number:..... | | | |
| Time taken for assessment | Theory (Classroom) Time | On Line Training | On-Water Practical assessment Time | Common Assessment Tool (CAT) result |
| | _____ time | Yes / No (circle one) | _____ mins | PWC only ____/20 RMDL & PWC ____/40 |
| BoatSafe Trainer Provider's (BTP) Signature:..... Date:..... | | | | |
| Print name:..... BTP Number:..... | | | | |
| By signing this assessment record, I confirm that the licence candidate has been assessed as competent / not competent (circle as required) under the <i>BoatSafe PWCL Competency Standard</i> . | | | | |
| Learner's agreement with result | Learner's Name:..... Learner's Signature: Date:..... (Print) | | | |

UNIT 1- Equipment and preparing for activity

Assessment parameters: The learner will be required to demonstrate that they understand the important aspects of safety equipment to be worn/carried in accordance with legislation; be able to test equipment for correct operation; perform pre-launch checks to ensure the PWC is seaworthy and suitably equipped for a trip; state local area requirements and know where to display the registration numbers in accordance with the regulations. The licence candidate must be able to demonstrate they are competent.

| | | | | | |
|--|---|--|---|---|---|
| 1. Understands the safety equipment to be worn/carried in accordance with legislation. | Verified by demonstration or observation | 2. Test equipment for correct operation and ensure the PWC is seaworthy (Pre-launch check) and suitably equipped for its intended operation. | Verified by demonstration or observation | 3. Understands the requirements for displaying the registration number and label and where it should be placed on the PWC, as per legislation. | Verified by demonstration or observation |
| The learner is able to demonstrate that they can, identify the type of lifejacket to be worn based on the types of water areas, understands why the lifejacket level 100 cannot be worn and state the safety equipment for smooth, partially smooth and open waters. | Complete Box Below. Either competent ✓ or not competent x | The learner can demonstrate that they, know how to inspect the PWC for seaworthiness, list the tools, spares and equipment required for the PWC for its intended operation, know the main components of the PWC. | Complete Box Below. Either competent ✓ or not competent x | The learner is able to demonstrate that they can, identify where the label should be displayed and why, where the rego number and label should be placed on the PWC, an understanding of the licencing requirements to operate a PWC. | Complete Box Below. Either competent ✓ or not competent x |

UNIT 2 - Legislative requirements

Assessment parameters: The learner will be required to demonstrate that they are able to apply International Association of Lighthouse Authorities (IALA) buoyage system "A"; identify and apply collision and water traffic regulations relevant to the activity area; understand the obligations of operating a PWC responsibly and the rules regarding alcohol and drug use. The licence candidate must be able to demonstrate they are competent.

| | | | | | |
|---|---|--|---|---|---|
| 1. Apply the COLREGS to ensure safe navigation when operating a PWC and the regulatory use limitations that apply. | Verified by demonstration or observation | 2. Understand the IALA buoyage system 'A' which is used to assist safe navigation and the requirement for reporting marine incidents. | Verified by demonstration or observation | 3. Understand the obligations of operating a PWC responsibly and know the legal requirements in regards to the use of alcohol and drugs. | Verified by demonstration or observation |
| The learner is able to demonstrate knowledge of the main COLREGS and apply the COLREGS, when navigating a PWC and understands the regulatory restrictions on PWC use. | Complete Box Below. Either competent ✓ or not competent x | The learner is able to demonstrate knowledge of the buoys, markers and beacons and how they are applied to safe navigation of a PWC. The learner is able to demonstrate a knowledge of the procedures for reporting a marine incident. | Complete Box Below. Either competent ✓ or not competent x | The learner is able to demonstrate that they can recall the rules for speed, distance, drugs and alcohol and how to operate a PWC safely. | Complete Box Below. Either competent ✓ or not competent x |

UNIT 3 - Manoeuvring (Practical)

Assessment parameters: The learner in the practical assessment will be required to start a PWC correctly; operate the PWC in favourable and adverse conditions; exercise seamanship and apply emergency procedures when operating the PWC. All manoeuvring and emergency procedures being assessed, must be first explained or demonstrated by the BTP, in accordance with the requirements of the *BoatSafe Manual*. The licence candidate must then perform all manoeuvring and emergency procedures twice without assessor intervention, before being deemed competent.

PWC Registration No: _____ **Time of assessment:** _____ **am/pm Environment:** fine/drizzle/rain, windy/light breeze/still, smooth/partially smooth/rough waters (Please circle appropriate conditions above. More than one will apply)

| | | | |
|--|---|--|---|
| 1. Start the PWC in accordance with the manufacturer's instructions. | Verified by demonstration or observation | 2. Operate the PWC in favourable conditions. | Verified by demonstration or observation |
| The learner can demonstrate an ability to, start the PWC correctly, understands the controls of the PWC, plans for the current conditions, ensures there is sufficient depth of water and the cutoff switch is working. | Complete Box Below. Either competent ✓ or not competent x | The learner can demonstrate an ability to conduct a smooth departure, manoeuvre the PWC, can bring the PWC alongside a floating and fixed object, can effectively judge speed and distance and maintains situational awareness. | Complete Box Below. Either competent ✓ or not competent x |
| The learner can demonstrate a knowledge and understanding of the controls of the PWC and understands what the display instruments are telling them. | | The learner can demonstrate an effective smooth departure and maintain control of the PWC, while demonstrating collision avoidance requirements. | |
| The learner is able to mount the PWC successfully before starting the PWC. | | The learner can demonstrate control of the PWC at various speeds, while conducting turns to port and starboard and by completing a figure 8 manoeuvre. | |
| The learner is able to assess and interpret the relevant conditions by observing their environment before starting the PWC. | | The learner can demonstrate a knowledge of the different handling properties of the PWC. | |
| The learner ensures that there is sufficient depth to operate the PWC before starting, by observing the depth of the water. | | The learner can demonstrate an ability to bring the PWC alongside a floating object (man overboard manoeuvre) and alongside a fixed platform such as a jetty. | |
| The learner is able to attach the cut-off switch and is able to check to see that it works. | | The learner while operating the PWC, is able to demonstrate an ability to determine a distance of 30m/60m and adequately estimate a speed of 6 and 10 knots. | |
| The learner is able to start and stop the PWC in accordance with the manufacturer's instructions. | | The learner demonstrates situational awareness, safe speed and look out, while monitoring the water depth. | |
| | | While on the water, the learner is able to describe the procedure to swap seating positions. | Explanation only required) |

UNIT 3 (continued)

| 3. Operate the PWC in adverse conditions. (conditions may need to be simulated) | Verified by demonstration or observation | 4. Exercise seamanship. (conditions may need to be simulated) | Verified by demonstration or observation | 5. Apply emergency procedures. | Verified by demonstration or observation |
|---|---|---|---|--|---|
| The learner can demonstrate an ability that they can effectively operate the PWC in adverse and confined areas while maintaining passenger safety. | Complete Box Below. Either competent ✓ or not competent x | The learner is able to demonstrate an ability that they can operate the PWC responsibly allowing for noise, weather conditions, speed and fuel are monitored and allowance is made for water traffic conditions. | Complete Box Below. Either competent ✓ or not competent x | The learner can demonstrate an ability that they can identify potential hazards and apply emergency procedures as required. | Complete Box Below. Either competent ✓ or not competent x |
| The learner can demonstrate operation of the PWC in confined waters while using collision avoidance techniques. | | The learner can demonstrate that they can operate the PWC within the manufacturer's limitations. | | The learner can identify a potential hazard and demonstrate hazard avoidance or emergency action. | |
| The learner is able to operate the PWC through the wash of another vessel or PWC, while still maintaining control and situational awareness. | | The learner can demonstrate that they are aware of noise limitation requirements. | | The learner understands how to correctly right a capsized PWC. | (Explanation only required) |
| The learner can demonstrate that they are aware of passenger safety at all times when operating the PWC in adverse conditions. | | The learner makes allowance for the traffic conditions and observes right of way procedures while operating the PWC. | | The learner understands how to remount a PWC from the water. | (Explanation only required) |
| The learner is able to demonstrate an ability to recognise what adverse conditions are and how to act accordingly. | | The learner is observed maintaining a proper lookout during the manoeuvres, while fuel and speed are monitored. | | The learner understands the importance of keeping the jet pump intake clear of obstructions. | |
| The learner is able to Identify factors determining the operating limits of the PWC. | | The learner demonstrates and maintains situational awareness at all times. | | The learner can demonstrate an ability to avoid a potential collision. | |
| | | The learner is able to demonstrate that they can anticipate situations occurring and contingency actions are pre-planned. | | The learner recognises their obligation to render assistance in an emergency. | |
| | | The learner maintains the passenger's safety at all times. | | The learner is able to stop and dismount the PWC successfully at the end of the assessment. | |