

## Maritime Safety Queensland

# BoatSafe Information Bulletin - 013

## Requirements surrounding lesson plans

### Purpose

This BoatSafe Information Bulletin outlines the requirements surrounding lesson plans, and the expectations on their structure and content.

### Requirements

The BoatSafe Business Rules, Section 3 provides the requirement for the BTO authority holder to have an approved lesson plan for Recreational Marine Driver Licence, and for Personal Watercraft Licence.

Lesson plans shall provide the detail supporting how the training will be delivered and engaged with the students. These are prescriptive in detail on how the engagement with the student will deliver the required training outcome, how it will be explained and/or demonstrated, and what will be covered during theory and practical training, ensuring each element of the relevant Competency Standards is addressed. Lesson plans shall also detail what the BTP authority holder should see from the student in order to demonstrate their competence.

When developing or revising lesson plans, the BTO authority holder is to access the relevant Competency Standards to determine the elements which must be addressed during theory and practical training, in addition to the training resources and materials which are mandated.

The BTO authority holder should break the learning content into manageable segments and document the detail on what is to be covered during each segment. It is suggested that a timeframe should also be documented against each segment.

Lesson plans should also identify the availability and type of training resources and materials that are to be utilised during theory and practical training.

The BoatSafe Business Rules require any changes to lesson plans be approved prior to implementation. Any feedback from BTP authority holders shall be provided to the relevant BTO authority holder for their ongoing continuous improvement practices.

### Historical records

Previous versions of approved lesson plans have not been retained by Maritime Safety Queensland or Department of Transport and Main Roads.

### Further Information

For further information contact the BoatSafe Team – [boatsafe@msq.qld.gov.au](mailto:boatsafe@msq.qld.gov.au)