

RECOGNITION OF PRIOR LEARNING INFORMATION AND CHECKLIST

The Skills Assessment or Recognition of Prior Learning process is designed to save you from having to undertake formal classroom training to learn things you already know or can already do. It is a process of collating evidence that demonstrates your current competence in the standards required by industry for a particular qualification. If you have qualifications in the maritime industry it is likely that you will be able to apply for recognition or credit for some or all of the units in the qualification.

A skills assessment means that you, the applicant, provide current, quality evidence of your competency against the relevant units in a qualification and an assessor judges whether the evidence provided sufficiently proves your competence. The assessor decides whether or not any formal gap training is required for you to achieve your qualification.

The units from the International Diploma are listed below with a broad evidence strategy.

Unit of competency	Assessment Strategy
Prepare and present professional marine survey reports Understand basic vessel stability and stability information Survey hull and superstructure of a vessel Survey vessel operational systems Carry out a statutory survey in accordance with the National Law Identify and implement WHS for marine survey tasks Assess vessel lifesaving appliances, fire and safety management system requirements Carry out pre-purchase and insurance surveys for vessels under 25 metres	These units are marine survey specific and will require demonstration of your knowledge and skills in a marine surveying environment. Your evidence can include third party reports, prior qualifications, job descriptions and past experience in the maritime industry as a marine surveyor, Master in any class, or as a marine engineer or engine driver You may also have gained experience in these units as a shipwright or boat builder
Assess vessel compliance with marine environment protection requirements Identify factors that affect a commercial vessels fitness for purpose	In addition to the above you may have gained experience in these units either in the maritime industry or a closely related field such as bio-security or marine science.
Prepare to establish a small business in marine surveying	This unit is not specific to marine surveying and evidence can include <ul style="list-style-type: none"> • Evidence of small business ownership • ABN Number • Website information

SAMPLES OF EVIDENCE THAT YOU CAN USE

Evidence Type	Explanation	Examples
Work experience	Details of work history and past and current job experience	Resume or Curriculum Vitae
Job duties	Details work responsibilities and the standard of performance of job tasks	Current and/or recent previous Job Descriptions or Duty Statements. These should include any type of ship inspections, maintenance, work with surveyors or any other relevant information
Performance Management	Details standard and competence in the performance of job tasks	PPI, Performance Appraisals Reports, Performance Management Agreements
Work history	Documents that demonstrate completion of relevant workplace training and the capacity to apply the skills in the workplace	CV, current and/or previous Job Descriptions, membership of relevant professional associations, references from previous employers/supervisors, industry awards.
Work product	Samples of work verified as authentic	Copies of survey reports, copies of any relevant reports relating to the maintenance and servicing of hull and superstructure or operational systems, expert witness reports and copies of audit reports or incident reports and business plans
Third party reports	Report from a competent supervisor or colleague that confirms your level of knowledge and ability to apply the required skills in the workplace.	Third party reports can be completed by anyone who has worked with you, preferably a supervisor or manager, who can provide confirmation of your work performance.
Accredited training program	A qualification or statement of attainment including a transcript of units of competency awarded	Statement of Attainment, Trade Certificates – and or Certificates or Diplomas relevant to the maritime industry and or marine surveying Note: These must be Certified true copies of the originals
Other training programs	Documents that confirm your attendance at training program	Non-accredited courses, seminars, conferences and organisational training – such as safety inductions or, actual surveyor related training that you have undertaken. The objectives of the training will need to be included in your evidence
Workplace documents	Workplace documents that have been produced by you that are relevant to your claim	Written communications such as survey reports, audit reports, emails and letters to clients, OHS reports, diaries, etc.
Professional organisation memberships	Evidence of networks and continuous improvement and professional development	Membership of relevant professional associations

Use this check list to determine what units you can apply for credit transfer or recognition of prior learning for;

Unit of competency	My competency in this unit can be demonstrated by (please tick)		
	Current or past qualifications in the maritime industry	Current or past relevant work experience	I cannot provide evidence for this unit
Prepare and present professional marine survey reports			
Identify and implement WHS requirements for marine survey tasks			
Understand basic vessel stability and stability documentation			
Assess vessel lifesaving appliances fire and safety management system requirements			
Carry out a statutory survey in accordance with the National Law and Regulations			
Survey the hull and superstructure of a vessel			
Survey vessel operational systems			
Assess vessel compliance with marine environment protection regulations			
Identify factors that affect a commercial vessel's fitness for purpose			
Carry out pre-purchase and insurance surveys for vessels under 25 mtrs			
Prepare to establish a small business in marine surveying			