PIRFO TRAINING FRAMEWORK

2016

Pacific Community
Communauté du Pacifique

FFA
PACIFIC ISLANDS
FORUM FISHERIES
AGENCY

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CONTENTS

ACRONYMS AND ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
CBT&A	Competency Based Training & Assessment
CMC	Certification Management Committee
CMM	Conservation & Management Measures
CPR	Cardio Pulmonary Resuscitation
DRABC	Danger, Response, Airway, Breathing, CPR emergency response
EAR	Expired Air Resuscitation
ECC	External Cardiac Compression
EPIRB	Emergency Position Indicating Radio Beacon
ETA	Estimated Time of Arrival
FFA	Forum Fisheries Agency
FFC	Forum Fisheries Committee
FLM	Frontline Management
GPS	Global Position System
HF	High Frequency
HIV	Human Immunodeficiency Virus infection
IMO	International Maritime Organisation
IMS	Information Management System
IUU	Illegal, Unregulated & Unreported
MARPOL	International Convention for Prevention of Pollution from Ships
MCS	Monitoring, Control & Surveillance
MSDS	Material Safety Data Sheet
OHS	Occupational Health & Safety
PIRFO	Pacific Islands Regional Fisheries Observer (programme)
PPE	Personal Protective Equipment
ROP	Regional Observer Programme
RPL	Recognition of Prior Learning
SART	Search & Rescue Transmitter
SPC	(Secretariat of the) Pacific Community
STCW	Standards for Training, Certification & Watchkeeping
UTC	Universal Time Coordinated
VHF	Very High Frequency
WCPFC	Western & Central Pacific Fisheries Commission
WCPO	Western & Central Pacific Ocean

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INTRODUCTION

Background

The Forum Fisheries Agency (FFA) and the Pacific Community (SPC) have for many years supported their members' capacity to monitor fisheries activities through targeted training under the Pacific Island Regional Fisheries Observer (PIRFO) banner to provide observers for their members' national and subregional fisheries observer programmes operating in the region.

To ensure that the quality of the training of observers met international expectations and could withstand scrutiny by third parties it was decided to embrace the competency based system of training and assessment now universally used for vocational training. Competency based training and assessment (CBT&A) is underpinned by standards, or units of competency that define the levels of competence expected in the workplace for each job role.

This led to the development of observer standards for the PIRFO training programme, which were soon followed by debriefer standards, observer training and assessing standards and more recently observer programme frontline management standards. These standards have subsequently been recognised and endorsed by the Pacific Island Forum Fisheries Committee (FFC67) and are recognised by the Western & Central Pacific Fisheries Commission (WCPFC) Regional Observer Programme (ROP) as appropriate to provide observers to the ROP.

Targeted standards to cover specific skill sets such as report electronically, interpret electronic monitoring operations and monitor and apply chain of custody processes and procedures have also been developed in recent years to provide endorsements for observers who may need those extra skills in undertaking their duties. It is expected that standards to cover specialised areas such as transhipping will also need to developed in the future.

Review

To ensure that standards remain relevant they need to be periodically reviewed and updated. A PIRFO review process was commissioned in 2016 and has resulted in this document, *PIRFO Training Framework 2016.* The aim of the document is to provide a quality framework for training and assessing people working in the regional observer programmes.

The framework outlines standards for Observers, Debriefers, Debriefer Mentors & Assessors, Training & Assessing and observer programme Frontline Managers. It also outlines PIRFO qualifications and skill sets, qualification packaging rules, requirements and standards for training institutes to be accredited to deliver PIRFO training, the Certification Management Committee (CMC) structure and relationship to the PIRFO framework, assessment policy and processes and employability skills.

The original observer standards have served the Western & Central Pacific Ocean (WCPO) tuna fishery well and provided an excellent quality framework for the training and performance of fisheries observers in the region, however like all standards they need to be fluid and change with the times to maintain relevance. The document has revamped observer standards and a mapping table showing how the new standards align with the old standards.

It would be expected that this framework will be continually updated on a needs basis and a more formal review should take place periodically (3-5 years) to ensure they remain current to the needs of the WCPO fishery as new situations and issues evolve.

CODES AND DEFINITIONS

Codes

There are certain codes used in the Training Framework to differentiate each qualification and each competency standard (or unit of competency).

PIR	Pacific Island Regional Fisheries Observer (PIRFO)
PIROBS	PIRFO Observer
PIRDEB	PIRFO Debriefer
PIRTAA	PIRFO Training & Assessing
PIRFLM	PIRFO Frontline Management
PIROBS316	PIRFO Observer, Certificate 3, from PIRFO Qualification Training Framework 2016
PIROBS3.03C	PIRFO Observer, qualification or level (3), competency number (.03), core/mandatory unit (C)
PIRDEB4.04E	PIRFO Debriefer, qualification or level (4), competency number (.04), elective or endorsement/non-mandatory unit (E)

Definitions

The following are definitions of the common components used in the PIRFO Training Framework.

Training Package

The PIRFO Training Framework is a set of regionally recognised competency standards (or units of competency), assessment guidelines, qualifications and skill sets used to accredit people working in the Pacific Island Regional Fisheries Observer programs.

Competency

Competency is the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. A competency standard (or unit of competency) outlines the level of competency expected for a range discrete tasks and duties.

Qualification

A qualification is a suite of competency standards (or units of competency) grouped together to form a recognised qualification aligned with particular job roles in the Pacific Island Regional Fisheries Observer programmes.

The rules around which units of competency can be combined to make up a qualification in the PIRFO Training Framework are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of regionally recognised qualifications issued.

Skill set

Skill sets are single units of competency, or combinations of units of competency from the PIRFO Training Framework, which are link to a defined skill in the observer programme. They enable a person to develop that skill without undertaking a full qualification and will often be an endorsement to a PIRFO qualification.

Components of Units of Competency

Unit Title

The unit title is a succinct statement of the outcome of each competency standard (or unit of competency. Each unit of competency title is unique within the PIRFO Training Framework.

Functional area

This outlines the job role in the PIRFO programme that the unit of competency applies including Observer, Debriefer, Trainer & Assessor and Frontline Manager.

Pre-requisite Units

If there are any units of competency, qualification or pre-course requirements that must be completed before training and assessment in the unit is undertaken, these will be listed.

Unit Descriptor

The unit descriptor describes the content of the unit of competency and the skill area it addresses.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. Knowledge identifies what a person needs to know to perform the work in an informed and effective manner. Skills describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Critical aspects of competence

Specify the fundamental overarching areas that a person must demonstrate competence in and are an amalgam of the essential skills and knowledge.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the training provider and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment;
- relationships with the assessment of any other units of competency;
- suitable methodologies for conducting assessment including the potential for workplace simulation;
- resource implications, for example access to particular equipment, infrastructure or situations; and
- the required underpinning knowledge and skills.

PIRFO QUALIFICATIONS

Certificate 3 in Observer Operations (PIRFO)

This qualification is a requirement to operate as an observer in the Western & Central Pacific Ocean and prepares candidates for emergencies that may occur at sea, to work safely and effectively, to perform basic navigation and communication and to undertake observation, monitoring and reporting duties required of an observer.

The qualification will specify which fishing methodology or methodologies (pole & line, purse seine, long line) the holder of the qualification is trained in to undertake observer duties.

There are a number of endorsements to the qualification that a holder of the qualification can complete including carrying out biological sampling of catch, reporting electronically, interpreting electronic monitoring operations, monitoring and applying chain of custody processes and procedures and transmitting and receiving information by marine radio or telephone.

Certificate 4 in Debriefer Operations (PIRFO)

This qualification is a requirement to operate as a debriefer in the Western & Central Pacific Ocean and prepares a candidate to complete a debriefing process with a fisheries observer. A person must hold a current PIRFO Fisheries Observer Certificate endorsed for one or more specific fishing methods, or have equivalent qualifications and experience as defined by the PIRFO Certification Management Committee and outlined in the PIRFO Debriefing Policy to undertake training as a debriefer. The qualification is specific to the fishing method(s) for which the Debriefer has qualified as an observer

A person qualified as a debriefer can also complete the unit *PIRDEB4.04E – Mentor and assess a trainee debriefer* and be endorsed to mentor and assess a trainee debriefer undertaking a Certificate 4 in Debriefer Operations (PIRFO).

Certificate 4 in Training & Assessing (PIRFO)

This qualification allows the holder to be a trainer and assessor in the PIRFO training programme and train and assess trainee observers and debriefers. It would be expected that a person undertaking this qualification would hold a current Certificate 4 in Debriefer Operations (PIRFO) however prerequisites are at the discretion of the PIRFO programme coordinators.

A recognised training and assessment qualification such as an Australian Certificate 4 in Training & Assessing issued by an accredited training provider can be accepted as meeting PIRFO training and assessing requirements in lieu of the PIRFO qualification.

A person may also complete the unit *PIRTAA4.04E – Participate in assessment validation* as an endorsement to the Certificate 4 in Training & Assessing (PIRFO).

Certificate 4 in Frontline Management (PIRFO)

This qualification prepares the holder to manage or coordinate a regional observer programme and includes a range of generic management and observer programme management specific units of competency.

While prerequisites are at the discretion of the PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

PIRFO SKILL SETS

Overview

Skill sets enable a person to undertake training and assessment in a specific skill area in the observer programme without completing a full qualification. An example in the PIRFO programme is the training undertaken to become a port sampler. Another example is where a person only completes training to be a PIRFO Trainer rather than complete the full Certificate 4 in Training & Assessing. Generally however, skill sets are completed in addition to the core or mandatory units of competency of a full qualification and provide an endorsement on an existing qualification that demonstrate the holder is trained to undertake those extra duties. A skill set can be a single unit of competency, or combinations of units of competency from the PIRFO Training Framework.

If a skill set is completed a Statement of Attainment should be issued and titled as a statement of attainment that represents the unit or group of units trained and assessed. The code/s and name of the competency or competencies completed should also be included. For example a qualified observer may also want to be endorsed to interpret electronic monitoring operations so completes training and assessment in the relevant unit from the PIRFO Qualification Training Framework. This then provides certified proof that the holder is endorsed to undertake these duites as an endorsement to their Certificate 3 in Observer Operations (PIRFO).

PIRFO Port Sampler Skill Set

Statement of Attainment in Port Sampling Operations
(Completion of Unit PIROBS2.01E – Perform port sampling operations)

PIRFO Observer Skill Sets

Statement of Attainment in Biological Sampling of Catch
(Completion of Unit PIROBS3.06E – Carry out biological sampling of catch)

Statement of Attainment in Reporting Electronically
(Completion of Unit PIROBS3.07E – Report electronically)

Statement of Attainment in Interpreting Electronic Monitoring Operations
(Completion of Unit PIROBS3.08E – Interpret electronic monitoring operations)

Statement of Attainment in Chain of Custody Processes and Procedures
(Completion of Unit PIROBS3.09E – Monitor and apply chain of custody processes and procedures)

Statement of Attainment in Marine Radio Telephony*
(Completion of Unit PIROBS3.10E – Transmit and receive information by marine radio or telephone)

* A successful candidate is likely to be issued a recognised certificate in marine radio operations from an accredited agency in lieu of a statement of attainment.

PIRFO Debriefer Skill Set

Statement of Attainment in Mentor and Assess a Trainee Debriefer
(Completion of Unit PIRDEB4.04E – Mentor and assess a trainee debriefer)

PIRFO Trainer & Assessor Skill Sets

Statement of Attainment in Training (PIRFO)
(Completion of units PIRTAA3.01C – Plan, organise and deliver group based learning, PIRTAA3.02C – Make a presentation, PIRTAA3.03C – Design and develop learning programmes)

Statement of Attainment in Assessment Validation
(Completion of Unit PIRTAA4.04E – Participate in assessment validation)

MAPPING NEW OBSERVER UNITS

Overview

A review of the existing standards by senior PIRFO personnel and advisers concluded that while the standards generally covered the elements and performance criteria and related skills and knowledge member countries still believed were necessary for observers to competently carry out their duties they could be consolidated and simplified. They could also be less specific so that changes to forms, documents and processes that inevitably happen over time didn't mean the standards were redundant. A new format in line with competency standard design now used in countries such as Australia and New Zealand had also been used for recent PIRFO units of competency development of observer endorsement units, training & assessing units and frontline management units and so the new observer units of competency should follow that format.

As a result of an exhaustive review and upgrade process during 2016 involving senior PIRFO programme managers, coordinators and trainers & assessors working with the long term external PIRFO programme consultant the original twenty five observer standards have been consolidated into five core (or mandatory) units with a further five observer endorsement units, which are completed according to individual need. The four port sampling units were consolidated into one new unit *PIROBS2.01E – Perform port sampling operations* and removed from the observer qualification. The port sampling unit is now offered as a separate skill set and a Statement of Attainment in Port Sampling Operations will be issued.

Mapping process

New observer core units	Alignment to old observer units
PIROBS3.01C Take emergency action on board a vessel	PIRFO 3-1.02
PIROBS3.02C Administer first aid	PIRFO 3-1.03
PIROBS3.03C Work effectively and safely as an observer	PIRFO 3-1.01; PIRFO 3-3.01; PIRFO-5.01; PIRFO 3-6.01; PIRFO 3-8.01
PIROBS3.04C Perform basic navigation and electronic communication	PIRFO 3-4.01; PIRFO 3-4.02
PIROBS3.05C Perform Observer Duties	PIRFO 3-6.02; PIRFO 3-6.03; PIRFO 3-6.04; PIRFO 3-6.05; PIRFO 3-6.06; PIRFO 3-6.07; PIRFO 3-6.08; PIRFO 3-6.09; PIRFO 3-6.10; PIRFO 3-7.01; PIRFO 3-7.02; PIRFO 3-7.03; PIRFO 3-8.01
New observer endorsement units	Alignment to old observer units
PIROBS3.06E Carry out biological sampling of catch	PIRFO 3-6.05 (new code, enhanced and parts incorporated in the new unit PIROBS3.05C)
PIROBS3.07E Report electronically	PIRFO 3-6.12 (new code, no change)
PIROBS3.08E Interpret electronic monitoring operations	PIRFO 3-6.13 (new code, no change)
PIROBS3.09E Monitor and apply chain of custody processes and procedures	PIRFO 3-6.11 (new code, no change)
PIROBS3.10E – Transmit and receive information by marine radio or telephone	PIRFO 3-4.02 (new code, enhanced and aligned with regulatory radio qualification)

PIRFO QUALIFICATION PACKAGING RULES

PIROBS316   Certificate 3 in Observer Operations (PIRFO)

Descriptor

This qualification provides the main entry point for individuals seeking a career as a fisheries observer in the fishing sector of the Western & Central Pacific Ocean and contains the competencies required for employment as an observer by regional and national fisheries agencies.

The person obtaining this qualification is entitled to work on a domestic or foreign fishing vessel. The vessel may use either pole & line, long line or purse seine fishing gear and the observer will be endorsed for some or all gear types depending on the training that was undertaken. It may also entitle the observer to work on other vessels related to fishing operations as authorised by local authorities.

Job roles

Individuals operating at this level undertake a broad range of observer duties independently aboard a commercial fishing vessel, which include:

- Observing, recording and reporting fishing operations for compliance purposes
- Estimating, measuring, collecting and recording catch for scientific purposes
- Surveillance and monitoring of other activities in this fishing area

Job title may include:
- Fisheries Observer
- Fisheries Officer

Pathway Information

Pathways into the Qualification

This qualification is an entry-level qualification, the trainee isn't required to have prior knowledge of fishing operations but must successfully complete PIRFO pre-course selection criteria.

Candidates may have already completed the Port Sampler skill set.

Pathways from the Qualification

A person completing this qualification may also complete a number of endorsements that will allow the observer to specific tasks. These endorsements may allow the observer to undertake other roles related to the fishing industry.

Pathways after this qualification, include:

Any of the skill sets included in this PIRFO Training Framework

Certificate 4 in Debriefer Operations (PIRFO)
Certificate 4 in Training & Assessing (PIRFO)
Certificate 4 in Frontline Management (PIRFO)

Recognition Information

The units in this qualification were recognised and endorsed by the Pacific Island Forum Fisheries Committee (FFC81) and managed by the PIRFO Certification Management Committee (CMC). Observer programmes and providers that require observers to complete the units and associated PIRFO qualification are recognised by Western & Central Pacific Fisheries Commission Regional Observer Programme (ROP) as appropriate to provide observers to the ROP.

Employability Skills

The employability skills outlined in this Training Package document general skills required by employers and should be determined in conjunction with the required skills and knowledge for each unit of competency in this qualification.

Packaging Rules

Prerequisite Qualifications/Competencies

There is no prerequisite qualification but must complete PIRFO pre-course selection criteria

Competency Rules

To be eligible to be awarded a **Certificate 3 in Observer Operations (PIRFO)** a person must complete all units from Group A Safety Units and Group B Observer Specific Units. A recognised Sea Safety certificate and First Aid certificate are aligned to units PIROBS3.01A and PIROBS3.02A and will meet the requirements of those units. Group C Endorsement Units are optional, usually undertaken by experienced observers and provide specialist endorsements to the Observer qualification.

GROUP A Safety Units	
PIROBS3.01C	Take emergency action on board a vessel
PIROBS3.02C	Administer first aid
GROUP B Observer Specific Units	
PIROBS3.03C	Work effectively and safely as an observer
PIROBS3.04C	Perform basic navigation and electronic communication
PIROBS3.05C	Perform Observer Duties
GROUP C Endorsement Units	
PIROBS3.06E	Carry out biological sampling of catch
PIROBS3.07E	Report electronically
PIROBS3.08E	Interpret electronic monitoring operations
PIROBS3.09E	Monitor and apply chain of custody processes and procedures
PIROBS3.10E	Transmit and receive information by marine radio or telephone

PIRDEB416   Certificate 4 in Debriefer Operations (PIRFO)

Descriptor

This qualification certifies that a person can act as a fisheries debriefer in the fishing sector of the Western & Central Pacific Ocean and contains the competencies required for employment as a debriefer by national and subregional regional fisheries agencies.

The person obtaining this qualification is entitled to debrief an observer at the end of a fishing trip to verify the accuracy of the observer's reporting and discuss incidents that may have occurred. The observer being debriefed may have completed a trip on a fishing vessel employing either purse seine, long line or pole & line fishing gear and the debriefer will be endorsed to carry out debriefing operations for some or all gear types depending on those for which he is accredited as an observer.

Job roles

Individuals operating at this level undertake a range of debriefer duties and skills, which include:

- Interviewing an observer returning from a trip at sea
- Knowledge of the application of the data and information obtained by the observer
- Completing a debriefing process and providing adequate feedback

A person qualified as a debriefer can also complete the unit *PIRDEB4.04E – Mentor and assess a trainee debriefer* and be endorsed to mentor and assess a trainee debriefer

Job title may include:
- Debriefer
- Debriefer Mentor & Assessor

Pathway Information

Pathways into the Qualification

To undertake this qualification a person must have completed a Certificate 3 in Observer Operations (PIRFO) and have worked as an observer in the Western & Central Pacific Ocean tuna fishery.

Pathways from the Qualification

A person completing this qualification may also complete a number of the endorsements from the Certificate 3 in Observer Operations (PIRFO) related to specific tasks. These endorsements may then allow the debriefer to undertake debriefing related to those endorsements where applicable. The person may also complete the unit *PIRDEB4.04E – Mentor and assess a trainee debriefer* and be endorsed to mentor and assess a trainee debriefer.

Pathways after this qualification, include:

Any of the skill sets included in this PIRFO Training Framework

Certificate 4 in Training & Assessing (PIRFO)
Certificate 4 in Frontline Management (PIRFO)

Recognition Information

The units in this qualification were recognised and endorsed by the Pacific Island Forum Fisheries Committee (FFC81) and managed by the PIRFO Certification Management Committee (CMC). Observer programmes that require debriefers to complete the units and associated PIRFO qualification are recognised by Western & Central Pacific Fisheries Commission Regional Observer Programme (ROP) as appropriate to provide debriefers to the ROP.

Employability Skills

The employability skills outlined in this Training Package document general skills required by employers and should be determined in conjunction with the required skills and knowledge for each unit of competency in this qualification.

Packaging Rules

Prerequisite Qualifications/Competencies

The prerequisite qualification is a Certificate 3 in Observer Operations (PIRFO).

Competency Rules

To be eligible to be awarded a **Certificate 4 in Debriefer Operations (PIRFO)** a person must have completed all the mandatory units from a Certificate 3 in Observer Operations (PIRFO) and all units from Group A Debriefer Specific Units below. The debriefer endorsement unit related to mentoring and assessing a trainee debriefer and the observer endorsement units in Group B Endorsement Units are optional and provide endorsements to the Debriefer qualification.

GROUP A Debriefer Specific Units	
PIRDEB4.01C	Apply communication and interview skills
PIRDEB4.02C	Apply knowledge of application of obtained data and information
PIRDEB4.03C	Complete a debriefing process with a fisheries observer
GROUP B Endorsement Units	
PIRDEB4.04E	Mentor and assess a trainee debriefer
PIROBS3.06E	Carry out biological sampling of catch
PIROBS3.07E	Report electronically
PIROBS3.08E	Interpret electronic monitoring operations
PIROBS3.09E	Monitor and apply chain of custody processes and procedures
PIROBS3.10E	Transmit and receive information by marine radio or telephone

PIRTAA416   Certificate 4 in Training & Assessing (PIRFO)

Descriptor

This qualification certifies that a person is competent to train and assess students undertaking PIRFO observer and debriefer courses. While there are no formal prerequisites it is expected that a person undertaking this qualification would hold a current Certificate 4 in Debriefer Operations (PIRFO). However prerequisites are at the discretion of the PIRFO programme coordinators.

The person obtaining this qualification is entitled to work as a trainer and assessor in PIRFO observer and debriefer courses delivered by regional training institutes. If a person only completes the three units of competency related to training they are not eligible to work as a trainer and assessor but will be issued a Statement of Attainment in Training (PIRFO) and can work as a PIRFO Trainer and assist with assessment under supervision.

Job roles

Individuals operating at this level undertake a range of training and assessing duties within the PIRFO programme, which include:

- Planning training and assessment activities
- Delivering training
- Preparing assessment tools
- Assessing competence

Job title may include:
- PIRFO Trainer & Assessor
- PIRFO Debriefer

Pathway Information

Pathways into the Qualification

It is expected a person undertaking this qualification would hold a current Certificate 4 in Debriefer Operations (PIRFO) and have operated as a PIRFO Debriefer.

Pathways from the Qualification

A person completing this qualification may also complete the unit *PIRTAA4.04E – Participate in assessment validation* and participate in moderation of assessment and/or any of observer endorsement units so they are able to deliver training relating to those specific skill sets.

Pathways after this qualification, include:

Any of the skill sets included in this PIRFO Training Framework

Certificate 4 in Frontline Management (PIRFO)

Recognition Information

The units in this qualification were recognised and endorsed by the Pacific Island Forum Fisheries Committee (FFC81) and managed by the PIRFO Certification Management Committee (CMC). PIRFO training programmes that require Trainers & Assessors to complete the units and associated PIRFO qualification are recognised by Western & Central Pacific Fisheries Commission Regional Observer Programme (ROP) as appropriate to provide PIRFO Trainers & Assessors for the ROP.

Employability Skills

The employability skills outlined in this Training Package document general skills required by employers and should be determined in conjunction with the required skills and knowledge for each unit of competency in this qualification.

Packaging Rules

Prerequisite Qualifications/Competencies

There are no formal prerequisite requirements but it would be expected that a person undertaking this qualification would hold a current Certificate 4 in Debriefer Operations (PIRFO) and have operated as a PIRFO Debriefer.

Competency Rules

To be eligible to be awarded a **Certificate 4 in Training & Assessing (PIRFO)** a person must complete all six units from Group A Training & Assessing Specific Units. If a person completes the three training units only (PIRTAA3.01C, PIRTAA3.02C, PIRTAA3.03C) they shall be awarded a Statement of Attainment in Training (PIRFO).

Group B Endorsement Units are optional and provide endorsements to participate in assessment validation or to train and assess people undertaking any of the observer endorsement units.

GROUP A Training & Assessing Specific Units	
PIRTAA3.01C	Plan, organise and deliver group based learning
PIRTAA3.02C	Make a presentation
PIRTAA3.03C	Design and develop learning programs
PIRTAA4.01C	Plan assessment activities and processes
PIRTAA4.02C	Assess competence
PIRTAA4.03C	Design and develop assessment tools
GROUP B Endorsement Units	
PIRTAA4.04E	Participate in assessment validation
PIROBS3.06E	Carry out biological sampling of catch
PIROBS3.07E	Report electronically
PIROBS3.08E	Interpret electronic monitoring operations
PIROBS3.09E	Monitor and apply chain of custody processes and procedures
PIROBS3.10E	Transmit and receive information by marine radio or telephone

PIRFLM416   Certificate 4 in Frontline Management (PIRFO)

Descriptor

This qualification provides the skills considered necessary to competently manage and coordinate an observer programme. The training programme is designed so that it combines attendance at workshops providing background training in the units as well as significant on the job training and assessment related to the units. It is expected that the person undertaking the training programme will be mentored in the workplace by a senior staff member as they undertake a range of assessment tasks and activities based on the performance requirements of the Frontline Management (FLM) standards.

The person obtaining this qualification is entitled to work as a manager or coordinator in a Regional Observer Programme (ROP), in Monitoring Control & Surveillance divisions or in any related fisheries area.

Job roles

Individuals operating at this level undertake a broad range of line management duties with fisheries departments and generally within observer programmes, which include:
- Demonstrating leadership skills
- Networking
- Risk management
- Planning and managing programme operations and personnel
- Basic financial management
- Administering information systems, writing reports and making presentations

Job title may include:
- Observer Programme Manager
- Observer Programme Coordinator
- MCS Manager/Coordinator

Pathway Information

Pathways into the Qualification

This qualification is likely to be undertaken by a person who has significant experience in Monitoring, Control & Surveillance roles, primarily as an observer and debriefer, or any other related role in fisheries that senior management consider appropriate.

Pathways from the Qualification

A person completing this qualification may also complete other fisheries and management related training that complement the skills gained from this qualification. The FLM qualification may allow the person to undertake other roles related to the fishing industry.

Pathways after this qualification may include:

More senior management roles within Fisheries Departments or other Government agencies

Recognition Information

The units in this qualification were recognised and endorsed by the Pacific Island Forum Fisheries Committee (FFC81) and managed by the PIRFO Certification Management Committee (CMC). Observer programmes that require managers or coordinators to complete the units and associated PIRFO qualification are recognised by Western & Central Pacific Fisheries Commission Regional Observer Programme (ROP) as appropriate to provide a manager or coordinator in the ROP.

Employability Skills

The employability skills outlined in this Training Package document general skills required by employers and should be determined in conjunction with the required skills and knowledge for each unit of competency in this qualification.

Packaging Rules

Prerequisite Qualifications/Competencies

While prerequisites are at the discretion of the SPC and FFA PIRFO programme coordinators and the management of the various national and subregional fisheries agencies it would be expected that people undertaking the programme would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities, management experience or a combination of these.

Competency Rules

To be eligible to be awarded a **Certificate 4 in Frontline Management (PIRFO)** a person must complete all twelve units from the Group A Frontline Management Specific Units.

GROUP A Frontline Management Specific Units	
PIRFLM4.01C	Meet workplace OHS requirements
PIRFLM4.02C	Show leadership and promote team effectiveness
PIRFLM4.04C	Establish networks
PIRFLM4.05C	Identify risk and apply risk management processes
PIRFLM4.06C	Plan and manage PIRFO programme operations
PIRFLM4.07C	Manage off-site PIRFO personnel
PIRFLM4.08C	Administer and report on financial activities
PIRFLM4.09C	Administer PIRFO information processes
PIRFLM4.10C	Write reports
PIRFLM4.11C	Make a presentation
PIRFLM4.12C	Apply knowledge of fisheries management to observer programme activities

PIRFO OBSERVER STANDARDS

PIROBS3.01C – Take emergency action on board a vessel

Functional area   **Observer operations**

Prerequisites   **None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to apply basic survival skills in the event of vessel abandonment and carry out fire minimisation procedures and fight a fire on board a vessel.

Certification comparable to the International Maritime Organisation (IMO) model courses STCW2010 Fire Prevention and Fire Fighting and STCW2010 Personal Survival Techniques is accepted as equivalent. Similarly, certification comparable to the Regional Maritime Programme model courses SPC 001 Survival Techniques and SPC 002 Fire Prevention and Control is also accepted as equivalent.

Refer to the syllabus of any other identified equivalent sea safety training course for the detailed evidence guides associated with each assessment criteria to determine if the course meets the requirement of this PIRFO unit of competency.

Elements	Performance criteria
1. Apply survival techniques	1.1 Employ individual survival actions that are appropriate to the prevailing circumstances and conditions of the emergency and minimise potential dangers and threats to other survivors
	1.2 Jump safely from a height into the water in accordance with established survival practice
	1.3 Swim while wearing a life-jacket and float without a life-jacket in accordance with established survival practice
	1.4 Follow correct initial actions when boarding the survival craft to enhance chance of survival
	1.5 Right an inverted liferaft in accordance with established survival practice
	1.6 Apply appropriate handling strategies to manoeuvre survival craft in rough weather and sea conditions
	1.7 Deploy sea anchors and drogues in accordance with accepted practice
	1.8 Administer first aid as necessary, identify signs of hypothermia and treat in accordance with accepted survival medical practice
	1.9 Ration food in accordance with accepted survival practice
2. Operate lifesaving and survival equipment	2.1 Establish location and accessibility of lifesaving and survival equipment
	2.2 Launch survival craft in a timely and effective manner
	2.3 Board survival craft appropriately and help others to board if necessary

2.4 Operate survival equipment in accordance with instructions and accepted survival practice

2.5 Operate survival radio equipment in accordance with manufacturer's instructions and regulatory protocols

2.6 Use life-jacket and other lifesaving clothing correctly in accordance with instructions

3. Participate in abandon vessel drills	3.1 Participate in abandon vessel musters and drills in accordance with regulatory requirements and vessel procedures
	3.2 Take action on identifying muster signals that is appropriate to the indicated emergency and complies with established procedures
	3.3 Obtain and correctly interpret information on the use of lifesaving equipment and procedures to be followed in the event of the order to abandon vessel
4. Carry out fire minimisation procedures	4.1 Identify fire hazards on board a vessel and take action to eliminate or minimise them
	4.2 Identify fire prevention equipment and systems as appropriate and take appropriate action to ensure that they are operational
	4.3 Maintain a state of readiness to respond to fire emergencies at all times
5. Respond to emergency situations involving fire	5.1 Identify emergency situations involving fire
	5.2 Follow established initial action practices and procedures on becoming aware of a fire emergency
	5.3 Take timely action that is appropriate for the seriousness of the fire emergency
	5.4 Take appropriate action on identifying muster signals for a fire emergency that complies with established procedures
	5.5 Implement appropriate precautions and procedures when responding to fires involving electricity
	5.6 Communicate clearly and concisely at all times and acknowledge instructions in a timely manner
6. Operate portable fire fighting equipment	6.1 Identify correctly classes of fires in accordance with accepted fire fighting practice
	6.2 Select correct portable fire fighting equipment to fight specific classes of fires
	6.3 Extinguish a fire correctly with a fire blanket in accordance with accepted fire fighting practice
	6.4 Apply correct techniques when using hose lines to extinguish fires on board a vessel
7. Carry out fire fighting operations	7.1 Follow correct procedures and techniques when fighting fires in simulated or real fire emergencies
	7.2 Select safety clothing, appliances and equipment that are appropriate to the nature of the fire fighting operations

7.3 Apply appropriate safety precautions and procedures when fighting fires in accordance with regulatory requirements, vessel's procedures and established fire fighting practice

7.4 Use fire fighting equipment and procedures as a member of a fire fighting team in accordance with accepted fire fighting practice

7.5 Use lifelines correctly during interior fire fighting operations

7.6 Follow correct procedures when operating fixed fire extinguishing systems in machinery spaces

7.7 Operate emergency fuels and ventilation shut-offs correctly

7.8 Follow boundary cooling techniques

7.9 Operate and test fixed fire extinguisher systems correctly

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Relevant maritime regulations concerning survival at sea following abandonment of vessel basic fire prevention and basic fire fighting on board a coastal vessel
- Emergency muster and abandon vessel signals
- Procedures for emergency response on board vessels, including abandoning vessel
- Initial actions for survival on abandonment of vessel
- Location of lifesaving appliances on a vessel
- Characteristics of various types of applicable survival craft
- Equipment found in survival craft, function and the procedures for its use
- Procedures for correctly operating and using lifesaving appliances, hydrostatic releases and personal safety equipment on board vessels and survival craft
- Ways of maximising detectability and location of survival craft using pyrotechnic distress signals, portable VHF radios, EPIRBs and SARTs
- IMO safety symbols
- Procedures for the rationing of food and water in survival craft
- Personal protective clothing and equipment - purpose and use
- Symptoms of hypothermia, its prevention and treatment
- The chemistry of fire and its relationship to materials typically carried on vessels
- Principles underlying the spread of fire and its extinguishment, including
  - ♦ the fire triangle
  - ♦ types and sources of ignition
  - ♦ flammable materials and fire hazards
  - ♦ factors that influence the spread of fire
- The different classes of fire, their characteristics and strategies and equipment needed for their extinguishment

- Fire fighting clothing, outfits and personal safety equipment used when fighting a fire on board a vessel
- Procedures to be followed in the event of an engine room fire

Required skills

The essential skills a person needs to perform work to the required standard include:
- Communicating effectively during simulated and real abandon vessel musters, emergencies and fire fighting
- Recognising and interpreting muster signals appropriately for the indicated emergency
- Donning a life-jacket and using a life-jacket light and whistle
- Launching a life raft
- Entering the water correctly and boarding a survival craft
- Adopting heat escape lessening positions while in the water
- Using hand-held pyrotechnics
- Righting an inverted liferaft
- Rationing food and water
- Identifying hypothermia and providing appropriate treatment
- Applying survival techniques when in a survival craft
- Operating survival radio equipment
- Recognising fire hazards on a vessel and taking appropriate action to report and minimise them
- Determining the type and extent of a fire and taking appropriate action
- Operating emergency shut-offs
- Using portable fire extinguishers
- Operating fixed installation extinguishing systems
- Operating fire hoses, branches, nozzles and fire pumps
- Conducting effective boundary cooling
- Using water spray as an effective fire fighting agent

Literacy skills used for:
- Reading and interpreting instructions on emergency procedures, the use of lifesaving and survival equipment and fire fighting equipment

Numeracy skills used for:
- Carrying out calculations involved in rationing food and water

Critical aspects of competence

Assessment must confirm the ability to:
- Operate and use the various types of survival equipment found on a vessel
- Participate in abandon vessel musters and drills
- Apply correct survival techniques in the event of vessel abandonment
- Participate in on-board fire fighting activities
- Operate the various types fire fighting equipment found on a vessel

Assessment must confirm knowledge of:
- Procedures for emergency response on board vessels
- Survival appliances and survival craft found on vessels
- Procedures for survival once the vessel is abandoned
- The chemistry of fire
- Principles underlying the spread of fire and its extinguishment

- Different classes of fire, their characteristics and strategies and equipment needed for their extinguishment

Context of assessment
Assessment should be conducted in a controlled, simulated environment.

Method of assessment
The following assessment methods are suggested:
- Practical exercises involving the observation of the candidate conducting a variety of simulated survival at sea and fire fighting exercises
- Written or oral short answer questions to assess underpinning knowledge

Interdependent assessment of units
This unit is likely to be assessed independently and will require access to a pool or enclosed area of water for survival assessment and a safe area to light and extinguish fires

Resources required for assessment
Resources may include:
- Life raft
- Life saving equipment (life jackets, flares, EPIRB etc)
- Fire fighting equipment (portable extinguishers, fire hoses, safety clothes etc)

PIROBS3.02C – Administer first aid

Functional area	**Observer operations**
Prerequisites	**None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance

Elements	Performance criteria
1. Perform immediate lifesaving first aid pending the arrival of medical assistance	1.1 The priorities of first aid care are correctly applied in a real or simulated first aid situation 1.2 The DRABC action plan is correctly used to identify and control danger, loss of consciousness, loss of airway, breathing and circulation 1.3 An unconscious casualty is correctly placed in stable side position and the steps in clearing the airways to promote breathing in accordance with established first aid procedures 1.4 The correct method of expired air resuscitation (EAR), external cardiac compression (ECC) and cardio pulmonary resuscitation (CPR) is applied in a real life resuscitation situation, or in a simulated exercise using a mannequin
2. Recognise the symptoms and signs of acute illness and/or injury and take appropriate action	2.1 The symptoms and signs of the most common causes of unconsciousness are correctly identified 2.2 A real or simulated unconscious casualty is cared for in accordance with established first aid procedures 2.3 Causes of respiratory failure and breathing difficulty are correctly identified and appropriate care is provided for a real or simulated casualty with obstructed breathing 2.4 The symptoms and signs of a casualty with angina pain, heart attack and heart failure are correctly identified 2.5 Symptoms and signs of acute abdominal and pelvic injury are correctly identified and appropriate immediate first aid treatment of these conditions is provided in a real or simulated situation 2.6 Facial, ear and eye injuries in a real or simulated first aid situation are correctly managed in accordance with established first aid procedures 2.7 The symptoms and signs of poisoning, bites and stings are correctly identified and appropriate immediate management of these conditions is provided in a real or simulated situation 2.8 A real or simulated conscious casualty with an acute illness and/or injury is cared for in accordance with established first aid procedures

3. Manage wounds and bleeding

3.1 Severe external bleeding is correctly controlled in a real or simulated situation

3.2 The symptoms and signs of severe internal bleeding are correctly identified and appropriate immediate management of these conditions is provided in a real or simulated situation

3.3 The symptoms and signs of shock as a result of severe injury are correctly identified and appropriate immediate management of shock is provided in a real or simulated situation

3.4 A real or simulated laceration, abrasion and a deep puncture wound are correctly managed in accordance with established procedures

3.5 The signs of wound infection are correctly identified and a real or simulated wound infection is correctly managed in accordance with established procedures

4. Manage burns

4.1 Immediate rescue procedures are correctly used in real or simulated first aid situations involving a burned casualty

4.2 The severity of a burn is correctly assessed in terms of depth, position and size in accordance with established first aid procedures

4.3 The correct method of treatment for burns and associated shock is correctly applied in real or simulated first aid situations involving a burned casualty

5. Manage bone, joint and muscle injuries

5.1 Symptoms and signs of fractures (simple and complicated), are correctly recognised in accordance with established first aid procedures

5.2 Problems and treatment associated with dislocated joints are correctly managed in accordance with established first aid procedures

5.3 First aid treatment of pelvic and chest injuries and fractures of limbs, including immobilisation techniques is correctly performed as per established procedures

5.4 A real or simulated casualty with suspected head, neck or back injuries is correctly cared for in accordance with established first aid procedures

5.5 The symptoms and signs of sprains and strains are correctly identified in accordance with established first aid procedures

5.6 The RICE method of treatment of sprains and strains is correctly used in real or simulated first aid situations involving sprains and strains

6. Adapt first aid procedures for remote situations	6.1 Safety precautions needed to prevent accidents, illness and injuries and infection in remote area situations are correctly applied in real or simulated situations
	6.2 Factors involved in the prevention of heat and cold exposure are identified.
	6.3 The symptoms and signs of a real or simulated casualty exposed to heat or cold are correctly identified, including hyperthermia and hypothermia and appropriate management of the casualty carried out in accordance with established first aid procedures
	6.4 A real or simulated ill or injured person in remote conditions is correctly cared for until help arrives, including the monitoring of airway, breathing and heart beat, the control of pain, hydration and the maintenance of body temperature.

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- First aid situations that may occur on board a vessel or at another maritime workplace and appropriate first aid action, treatments and solutions
- Priorities of first aid care
- First aid procedures for conducting an initial patient first aid assessment, managing injuries, carrying out resuscitation techniques and reporting on first aid situations and action taken
- Techniques for management and care of casualties in various first aid situations, including acute illness and/or injury, wounds and bleeding, burns and bone, joint and muscle injuries
- Causes of respiratory failure and breathing difficulty
- The DRABC action plan for the identification and control of danger, loss of consciousness, loss of airway, breathing and circulation
- Correct methods of expired air resuscitation (EAR), external cardiac compression (ECC) and cardio pulmonary resuscitation (CPR)
- The symptoms and signs of:
    - the most common causes of unconsciousness
    - poisoning, bites and stings
    - sprains and strains
    - fractures (simple, compound and complicated)
    - dislocated joints
    - head, neck and back injuries
    - severe internal bleeding
    - abdominal, pelvic and chest injuries
    - shock as a result of severe injury
    - angina pain, heart attack and heart failure
    - burns and associated shock

- The safety precautions needed to prevent accidents, illness and injuries and infection in remote area situations
- Knowledge of body structures and functions relevant to possible injury and illnesses that may be encountered on board a vessel or at another maritime workplace
- Communication techniques related to the provision of first aid

Required skills

The essential skills a person needs to perform work to the required standard include:
- Communicating effectively with an injured/ill person when administering elementary first aid
- Communicating effectively with medical staff and others in the event of an emergency requiring first aid
- Working with others when administering elementary first aid
- Recognising and interpret first aid problems and symptoms and taking appropriate action to report and/or address the problems or symptoms
- Recognising and correctly use first aid equipment and materials contained in a typical first aid box
- Applying resuscitation techniques
- Developing an appropriate plan of action when administering first aid as part of a medical emergency
- Interpreting and applying appropriate procedures for various identified symptoms
- Adapting first aid procedures to the context of a specific medical emergency, including first aid in a remote location

Literacy skills used for:
- Reading documentation outlining first aid procedures

Numeracy skills used for:
- Timing actions when applying first aid techniques such as expired air resuscitation (EAR), external cardiac compression (ECC) and cardio pulmonary resuscitation (CPR)

Technology skills used for:
- Operating radiotelephony equipment when communicating remotely with medical staff and others in the event of an emergency requiring first aid

Critical aspects of competence

Assessment must confirm the ability to:
- Perform lifesaving first aid
- Recognise the symptoms and signs of acute illness or injury and take appropriate action
- Manage wounds and bleeding
- Manage burns and bone, joint and muscle injuries
- Adapt first aid procedures for remote situations
- Communicate effectively with others during provision of first aid

Assessment must confirm knowledge of:
- First aid instructions and procedures

Context of assessment

Assessment should be undertaken in a simulated environment with qualified First Aid Trainers and Assessors

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate applying a range of first aid techniques
- Written or oral short answer questions to assess underpinning knowledge
- Practical exercises involving the observation of the candidate conducting simulated first aid

Interdependent assessment of units

This unit will generally be assessed independently of other units

Resources required for assessment

Resources may include:
- Resuscitation manikins and auxiliary resuscitation items
- Disposable gloves
- Slings, roller bandages, triangular bandages, splints (improvisable)
- Face shields, face masks
- Cleaning swabs, cleaning brush, cleaning solution
- Disposable lungs and airways
- Samples of non-adhesive dressings
- Pictures of venomous animals/insects or preserved specimens
- Blankets, pillows and towels
- First aid book for each trainee

PIROBS3.03C – Work effectively and safely as an observer

Functional area   **Observer operations**

Prerequisites   **None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to prepare for a trip as an observer; maintain professional standards while undertaking observer duties; work effectively, harmoniously and safely both personally and with the vessel's crew; and participate in the prevention of pollution.

Elements	Performance criteria
1. Prepare for an extended trip to sea	1.1 Make arrangements to ensure personal relationships and finances and the security of personal possessions and property are maintained while at sea 1.2 Ensure that personal health, recreation and comfort necessities and required quantities of observer duties related materials, tools and equipment necessary for the trip are available 1.4 Identify the correct observer placement procedures and develop a voyage work plan
2. Maintain professional and ethical standards	2.1 Follow the regional rights, roles and responsibilities of observers and applicable observer codes of conduct 2.2 Comply with the drugs and alcohol policies of observer codes of conduct and any specific vessel policies 2.3 Maintain professional integrity, impartiality and confidentiality when undertaking observer duties 2.4 Manage any situation that conflicts with a fisheries observer's professional and ethical responsibilities 2.5 Report any efforts to compromise the observer duties such as the offering of gifts or bribes, intimidation and any other conflicting situations
3. Maintain personal well being	3.1 Follow personal and work related hygiene practices 3.2 Manage the effects of tiredness, boredom, stress, lonliness and home sickness that may occur during extended trips to sea 3.3 Manage the causes, impacts and preventive measures related to HIV and AIDS and other common sexually transmitted infections
4. Maintain effective human relationships	4.1 Demonstrate an understanding of and tolerance for the different personalities and cultures that can exist amongst crew on a fishing vessel 4.2 Manage situations that may result in physical conflict
5. Participate in life aboard a fishing vessel	5.1 Engage in the day to day environment of a fishing vessel and a crew's role in the working day 5.2 Conform with the vessel hierarchy and chain of command that exists on a fishing vessel

6. Observe safe work practices	6.1 Follow safe work practices at all times
	6.2 Identify potential hazards associated with the vessel working environment and take all necessary action to eliminate or minimise those hazards
	6.3 Wear appropriate clothing and personal protective equipment when working
	6.4 Follow instructions outlined on material safety data sheets if exposed to dangerous goods
	6.5 Take all necessary precautions prior to entering any enclosed spaces on a vessel

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Materials, tools and equipment necessary for an observer trip
- Regional and national codes of conduct relevant to observer operations
- Drugs and alcohol policies from relevant observer codes of conduct and vessel policies and procedures
- Professional and ethical standards expected of an observer
- Causes, impacts and preventive measures related to HIV and AIDS and other common sexually transmitted infections
- Personal and work related hygiene practices, managing mental well being
- Risks, hazards and correct safe work practices associated with observer duties
- Protective clothing and personal protective equipment (PPE) for working on a fishing vessel
- Material Safety Data Sheets (MSDS) common on fishing vessels
- Safe work practices when entering enclosed spaces on a fishing vessel

Required skills

- The essential skills a person needs to perform work to the required standard include:
- Preparing personally and professionally for an extended trip to sea
- Maintaining professional and ethical standards and observing drugs and alcohol policies
- Maintaining professional integrity, impartiality and confidentiality when undertaking observer duties
- Managing conflicts of interest between expected standards and commercial sensitivity
- Following personal and work related hygiene practices
- Taking all precautions to prevent catching and spreading sexually transmitted diseases
- Maintaining good working relationships with all on board and respecting differing personalities and cultures
- Engaging effectively with the work environment and hierarchy of the vessel
- Identifying potential hazards, following safe work practices and wearing appropriate PPE

- Entering confined spaces safely and correctly
- Preventing pollution and monitoring and reporting any environmental issues that occur

Literacy skills used for:
- Reading observer codes of conduct and related policies and procedures
- Interpreting information on Material Safety Data Sheets

Critical aspects of competence

Assessment must confirm the ability to:
- Prepare for an extended trip to sea
- Act professionally and ethically as an observer
- Maintain safe health practices
- Maintain harmonious working relationships
- Perform safe work practices
- Prevent pollution

Assessment must confirm knowledge of:
- Observer placement procedures
- Professional and ethical standards expected of an observer
- Different personalities and cultures common on fishing vessels
- Common sexually transmitted diseases and prevention methods
- Day to day life aboard a fishing vessel
- Safe work practices
- MARPOL 73/78

Context of assessment

Assessment is likely to be conducted in a simulated workplace environment and every effort should be made to ensure the simulated assessment is as realistic as possible

Method of assessment
- The following assessment methods are suggested:
- Practical exercises involving the observation of the candidate undertaking activities related to the required skills
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to observer duties

Resources required for assessment

Resources may include:
- Observer trip work plan example
- Regional and national codes of conduct relevant to observer operations
- Common personal protective equipment (PPE)
- Material Safety Data Sheets
- Copy of the International Convention for the Prevention of Pollution from Ships

PIROBS3.04C – Perform basic navigation and electronic communication

Functional area	**Observer operations**
Prerequisites	**None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to use navigational aids to obtain a vessel's position, calculate a vessel's estimated time of arrival (ETA), record a vessel's navigational and other electronic equipment, provide a report electronically and activate a personal safety device.

Elements	Performance criteria
1. Obtain time and position and vessel heading from available navigation aids	1.1 Define latitude and longitude and how they relate to a vessel's position 1.2 Obtain UTC and ship's time and date using available navigational aids and record in appropriate format 1.3 Obtain a latitude and longitude position and a vessel's heading from available navigational equipment such as a GPS and a compass and correctly plot on a chart 1.4 Compare the latitude and longitude position plotted on the chart with licence conditions and fisheries management boundaries
2. Plot a future position and calculate estimated time of arrival (ETA) for the vessel from available navigation aids	2.1 Measure distance on a chart using the correct scale 2.2 Determine a predicted future position correctly using available navigational equipment and plot that position on a chart 2.3 Determine the estimated time of arrival at the predicted position using the formula related to speed, time and distance
3. Recognise common and emerging fishing and navigational aids and record their use on fishing and associated vessels	3.1 Identify and describe the functions and use of electronic fishing and navigational aids 3.2 Record appropriate information of electronic fishing and navigational aids and instances of use 3.3 Identify and describe the functions and use of any emerging electronic fishing and navigational aids
4. Provide a report electronically and activate personal safety devices	4.1 Report to the required agency using available electronic equipment according to communication protocols 4.2 Activate any personal safety and communication devices according to standard operating procedures

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Latitude and longitude and their relationship on a chart
- UTC and various time zones and correct time format
- Common navigational equipment used on fishing vessels to calculate a vessel's position
- Formulae used to calculate a vessel's estimated time of arrival at a predetermined position
- Licence conditions, fisheries management boundaries and other information relevant to the particular fishing operation
- Common electronic aids used on fishing vessels to assist in fishing operations
- Observer communication protocols relevant to the fishing operation

Required skills

The essential skills a person needs to perform work to the required standard include:
- Obtaining a vessel's position from available navigational equipment such as a GPS
- Calculate ship's time and date from UTC and vice versa
- Determining latitude and longitude and plotting a position on a chart
- Comparing a plotted position with relevant licence conditions and fisheries management boundaries
- Calculating a vessel's estimated time of arrival at a particular position
- Identifying make and model of common navigational and electronic aids and recording their use during fishing operations
- Reporting relevant information as required using available communication equipment
- Activating any personal safety and communication devices

Literacy skills used for:
- Identifying make and model of electronic equipment
- Reporting

Numeracy skills used for:
- Navigation calculations

Technology skills used for:
- Operating communication and personal safety equipment

Critical aspects of competence

Assessment must confirm the ability to:
- Use a GPS to obtain, plot and record a vessel's position, calculate UTC time
- Calculate a vessel's estimated time of arrival at a predetermined position
- Identify common navigational and electronic equipment used by fishing vessels
- Communicate electronically according to communication protocols
- Activate relevant personal safety and communication devices

Assessment must confirm knowledge of:
- Basic navigational terms and calculations
- Common navigational and other electronic equipment used on fishing vessels
- Licence conditions and fisheries management boundaries common in the WCPO fisheries
- Observer reporting and communication protocols commonly used in the WCPO fisheries

Context of assessment

While assessment would ideally be conducted on a vessel during observer operations it is likely to be undertaken in a simulated workplace environment. Every effort should be made to ensure the simulated assessment is as realistic as possible.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate calculating and plotting a range of positions and ETAs and comparing a vessel's position to relevant fisheries management boundaries
- Written or oral short answer questions to assess underpinning knowledge
- Examples of navigational calculations undertaken by the candidate
- Practical exercises involving the observation of the candidate operating communication equipment and activating personal safety devices
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to observer operations.

Resources required for assessment

Resources may include:
- GPS and other relevant electronic navigational equipment
- Navigational charts and basic navigational equipment such as parallel rules, dividers and pencils
- Electronic fish finding aids
- Common fishing licences and regional fisheries management conventions relevant to the WCPO fisheries
- Electronic reporting equipment and personal safety and communication devices that may be used by observers

PIROBS3.05C – Perform observer duties

Functional area   **Observer operations**

Prerequisites   **None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to observe, record and report a vessel's fishing operations and compliance with licensing conditions; obtain data and take samples from catch for fisheries managers and scientists to use in making sustainable management decisions; and report and record observations and monitoring activities.

Elements	Performance criteria
1. **Apply knowledge of fisheries monitoring and management within the Western & Central Pacific Ocean**	1.1 Understand to a level expected of an observer the main regional conventions and agreements relevant to fisheries in the Western & Central Pacific Ocean 1.2 Understand to a level expected of an observer the function of the major regional fisheries organisations administering fisheries observer programmes 1.3 Understand and apply knowledge of the role of an observer in fisheries management when undertaking observer duties
2. **Use and maintain equipment and recording tools used by a fisheries observer**	2.1 Calibrate where necessary equipment used to gather fishing related information and data 2.2 Conduct regular maintenance of equipment to ensure effective operation 2.3 Store equipment securely and safely 2.4 Check that all recording tools are the current versions
3. **Operate and maintain communication equipment**	3.1 Communicate effectively with the observer programme provider using a range of communication equipment 3.2 Maintain personal communication equipment
4. **Observe, monitor and document fishing activities**	4.1 Identify correctly fish and marine species using established species identification processes based on anatomical features 4.2 Verify and record catch by species composition, location, volumetrics and measurements in accordance with agreed protocols 4.3 Recognise and record species of special interest and any catch mitigation and handling methods of these species employed by the vessel 4.4 Identify and record vessel configuration, fishing gear, fish finding equipment, fishing operations and their use and change over time 4.5 Collect and document information pertaining to compliance with fishing regulations 4.6 Observe and document other vessel and aircraft sightings and activities

4.7 Observe and document all interactions between host vessel and any other vessel

4.8 Observe and document pollution and environmental issues

4.9 Sample catch in accordance with pre-determined biological sampling protocols

4.10 Record and report relevant details of the landing of any tagged species

5. Record and report observations and monitoring activities

5.1 Keep a daily record of relevant activities, events and information in an observer trip journal

5.2 Complete a Observer Trip Report

5.3 Complete a Vessel Trip Monitoring Summary of incidents and report critical incidents to relevant officers following recognised protocols

5.4 Participate in official debriefing and reporting of completed trips on fishing vessels

5.5 Participate in any investigative or legal proceedings as required

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Regional fisheries conventions and agreements in the Western & Central Pacific Ocean
- Major regional fisheries organisations in the Western & Central Pacific Ocean
- Information pertaining to compliance with fishing regulations
- WCPFC Conversation & Management Measures (CMM) relevant to observer duties
- Equipment and recording tools used by observers
- Fish and marine species common to the Western & Central Pacific Ocean
- Main species of special interest and catch mitigation and handling methods of these species
- Vessel configuration, fishing gear, fish finding equipment and fishing methods common to the Western & Central Pacific Ocean
- International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) and how it applies to the prevention of pollution and safety on a fishing vessel
- Protocols, procedures and purpose of regional port sampling programmes
- Biological sampling protocols
- Reporting protocols used by observers in the Western & Central Pacific Ocean

Required skills

The essential skills a person needs to perform work to the required standard include:
- Using and maintaining equipment and recording tools used by observers
- Identifying fish and marine species common to the Western & Central Pacific Ocean
- Estimating accurately weight of catch and species composition
- Using correct size measurement protocols for different species
- Recognising species of special interest and catch mitigation and handling methods of these species
- Identifying a vessel's configuration, fishing gear, fish finding equipment and fishing methodology
- Assessing pollution and environmental issues and lost and abandoned gear
- Collecting biological samples from selected species
- Recovering, recording and storing tags
- Documenting accurately all information, data and compliance pertaining to a vessel's fishing operations
- Maintaining a daily journal of activities and completing a vessel trip report and an observer trip report

Literacy skills used for:
- Interpreting species identification tools and relevant manuals and regulations
- Documenting fishing activities and completing trip reports
- Comprehending information that identifies a vessel's electronic equipment

Numeracy skills used for:
- Estimating volumetrics and measurements

Technology skills used for:
- Electronic collection, recording and reporting

Critical aspects of competence

Assessment must confirm the ability to:
- Use and maintain equipment and recording tools used by observers
- Observe, monitor and document fishing activities and licence compliance
- Collect catch data including estimating catch by species and size measurements using species and biological sampling techniques and protocols
- Record and report observations and monitoring activities

Assessment must confirm knowledge of:
- Fisheries monitoring and management practices in the Western & Central Pacific Ocean
- Equipment and recording tools used by a fisheries observer
- Observation, monitoring, documenting and reporting procedures required of observers

Context of assessment

Assessment it is likely to be undertaken in a simulated workplace environment but every effort should be made to ensure the simulated assessment is as realistic as possible

Method of assessment

The following assessment methods are suggested:
- Practical exercises involving the observation of the candidate undertaking observing, monitoring, collecting, documenting and reporting activities
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to observer duties

Resources required for assessment

Resources may include:
- Regional conventions and agreements documentation relevant to fisheries in the Western & Central Pacific Ocean
- Equipment and recording tools used by observers
- Fish and marine species identification tools
- Copies of blank forms, log books and trip report documentation used by observers
- Examples of completed forms and log books used by observers while at sea
- Examples of an observer's completed daily journal, observer trip report and vessel trip report
- Selected species for sampling activities

PIROBS2.01E – Perform port sampling operations

Functional area	**Observer operations**
Prerequisites	**None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to safely undertake the collection, recording and transfer of catch sampling information required by national and regional fisheries agencies that is gathered from landing sites and from fishing vessels in port, at anchor or during fish transfer operations.

Elements	Performance criteria
1. Apply safe work practices during port sampling operations	1.1 Identify hazards and potential emergency situations that may occur while performing port sampling operations 1.2 Work safely, taking into account identified hazards, during port sampling operations on wharves, berthed vessels, transferring to vessels moored in harbours or on the deck of fishing vessels during unloading 1.3 Wear appropriate safety equipment and clothing during port sampling operations 1.4 Follow accepted emergency response actions in the event of an emergency situation while port sampling
2. Follow established port sampling protocols and procedures	2.1 Understand the protocols of regional and national port sampling programmes and how the information is recorded and utilised 2.2 Identify species take appropriate size measurements and gather catch, landing and transhipment information following correct protocols when port sampling 2.3 Collate and file completed port sampling data forms correctly and ensure forms are properly prepared for data entry systems
3. Collect data from a fishing vessel using the correct sampling techniques	3.1 Determine suitable fish sampling method to gather data using vessel log sheets and interviewing vessel officers 3.2 Use random or non-random sampling techniques according to the particular situation 3.3 Communicate with vessel officers, unloading crew and the winch master when implementing the selected sampling strategy for the vessel 3.4 Gather and collate all the supporting information required when undertaken port sampling operations
4. Record data collected from a fishing vessel	4.1 Enter information and data gathered into the port sampling templates as prescribed by the responsible agency

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Risks, hazards and correct safe work practices associated with port sampling operations on wharves, berthed vessels, transferring to vessels moored in harbours or on the deck of fishing vessels during unloading
- Basic emergency procedures during emergency situations on wharves and vessels
- Correct safety equipment and clothing worn during port sampling operations
- Protocols and procedures of regional and national port sampling programmes
- Species and catch, landing and transhipment information that is gathered during a port sampling operation
- Random or non-random sampling techniques and when to apply each
- Chain of custody and traceability systems used in the region
- Procedures for the handling and management of port sampling data sheets on completion of port sampling

Required skills

The essential skills a person needs to perform work to the required standard include:
- Identifying risks and hazards during port sampling operations and applying safe work practices
- Following basic emergency procedures during an emergency situation
- Identifying species, taking correct size measurements and collecting and recording fishing information and data including all fishing operation and sampling details
- Applying a range of techniques to gather the information accurately
- Entering information into designated templates
- Estimate total catch unloaded or transferred
- Communicating effectively with fishing vessel crew to obtain required information

Literacy skills used for:
- Reading documentation relevant to port sampling operations
- Completing accurately and legibly data and information entered in port sampling records

Numeracy skills used for:
- Collecting and recording data required in port sampling operations
- Calculations

Technology skills used for:
- Electronic collection, recording and reporting

Critical aspects of competence

Assessment must confirm the ability to:
- Perform safe work practices
- Follow established port sampling protocols and procedures
- Identify species and gather, record and collate sampling information accurately
- Apply a range of techniques to accurately gather information and data

Assessment must confirm knowledge of:
- Safe work practices and emergency procedures
- Various port sampling protocols and procedures
- Selected species and information and data required for collection, recording and collating during port sampling operations and transhipment and the recording sheets and templates used

Context of assessment

While assessment would ideally be conducted on a wharf or on a vessel it is likely to be undertaken in a simulated workplace environment. Every effort should be made to ensure the simulated assessment is as realistic as possible.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate gathering and recording the required information
- Written or oral short answer questions to assess underpinning knowledge
- Examples of port sampling information and data collected and recorded by the candidate
- Practical exercises involving the observation of the candidate conducting simulated port sampling operations
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to observers observing, gathering and recording fisheries information and data

Resources required for assessment

Resources may include:
- Port sampling protocols and procedures documents
- Port sampling data forms and port sampling templates
- Port sampling tools
- Previous examples of port sampling information and data forms
- OHS risk management forms
- Emergency safety equipment
- Fish to gather relevant data from

PIROBS3.06E – Carry out biological sampling of catch

Functional area	**Observer and port sampling operations**
Prerequisites	**PIRFO Observer, Port Sampler or Fisheries Officer**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to identify anatomical parts of a fish, carry out biological sampling of catch, store and record collected samples, deploy tags and record and report relevant details of a tagged species.

Elements	Performance criteria
1. Demonstrate knowledge of catch sampling and tagging programmes	1.1 Understand the importance of biological sampling of catch, the types and use of information collected in catch sampling programmes and the role of a sampler in collecting samples 1.5 Understand the importance of regional tagging programmes, the ways that information from tagging is used and the recording and reporting information from tags 1.6 Understand the purpose and protocols of tag seeding
2. Identify key internal organs and fish body part commonly collected in sampling programs	2.4 Locate and identify the main internal organs and hard parts in selected species 2.5 Determine the sex of selected species using established sex identification methods
3. Collect biological samples from selected species	3.1 Use the correct tools to remove biological samples 3.2 Dissect selected species and remove organs and hard parts using techniques in accordance with pre-determined biological sampling protocols 3.3 Label collected samples, store and record in accordance with specified procedures
4. Deploy tags in selected species	4.1 Insert tags in accordance with specified protocols 4.2 Record, track and report the deployment of tags in accordance with specified protocols
5. Record and report the landing of a tagged species	5.1 Identify tagged species from landed catch and follow specified procedures to collect relevant information 5.2 Record and report relevant information pertaining to the tagged species in accordance with specified protocols

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Sampling and tagging programmes in the Western & Central Pacific Ocean fisheries
- Use and importance of information collected from sampling and tagging programmes
- Key internal organs and hard parts collected for sampling programmes
- Procedures for deploying tags in selected species
- Procedures for collecting, storing, recording and reporting biological samples and tagged species

Required skills

The essential skills a person needs to perform work to the required standard include:
- Locating and identifying the main internal organs and hard parts collected for biological sampling programmes
- Dissecting selected species and removing selected biological samples safely and correctly
- Deploying tags in selected species in accordance with agreed protocols
- Recording data, labelling and storing biological samples in accordance with agreed protocols
- Recording and reporting correctly the deployment and the landing of tagged species

Literacy skills used for:
- Interpreting information relating to sampling and tagging programmes in accordance with agreed protocols
- Collecting data and information
- Completion forms correctly

Numeracy skills used for:
- Recording data

Critical aspects of competence

Assessment must confirm the ability to:
- Identify the sex of a selected species
- Dissect the selected species, identify and remove key organs and label and store correctly
- Record information required for a biological sampling and tagging programme
- Record and report information gathered from selected species

Assessment must confirm knowledge of:
- Major sampling and tagging programmes in the Western & Central Pacific Ocean fisheries
- Procedures for collecting, storing, recording and reporting biological samples from selected species

Context of assessment

While assessment would ideally be conducted on a vessel during observer operations it is likely to be undertaken in a simulated workplace environment. Every effort should be made to ensure the simulated assessment is as realistic as possible.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate identifying the sex of selected species, dissecting selected species and removing, labelling and storing biological samples from selected species
- Practical exercises involving the candidate recording and reporting required information relating to biological samples and tagged selected species following agreed protocols
- Written or oral short answer questions or scenarios to assess underpinning knowledge
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to observer operations

Resources required for assessment

Resources may include:
- Selected species for dissecting and tagging
- Samples of removed organs and hard parts
- Equipment used to collect biological samples
- Equipment used to tag selected species
- Sample storing accessories
- Tags used in the Western & Central Pacific Ocean fisheries
- Protocols and manuals related to sampling and tagging programmes in the region
- Blank and completed current biological sampling and tagging forms

PIROBS3.07E – Report electronically

Functional area	**PIRFO Observer**
Prerequisites	**PIRFO Observer**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for an observer to use electronic reporting methodology to provide all the information of a fishing operation necessary under RFMO licensing requirements.

Elements	Performance criteria
1. Maintain the e-devices[1] used for electronic reporting device and associated transmitting	1.1 Ensure the e-device/s used for electronic reporting and associated transmitting are regularly charged, GPS error tested and functioning correctly ready for operation 1.2 Handle the e-devices with care at all times so as to maintain functionality and store in a safe, secure location when not being used 1.3 Maintain the integrity and security of the e-device/s when travelling 1.4 Confirm the operating instructions for e-devices are available and fully understood
2. Prepare the e-devices for reporting operations	2.1 Ensure that the correct personal identification number (PIN) and password for the e-device has been allocated and is obtained 2.2 Pair the e-devices (if necessary) to transmit recorded information, following appropriate procedures 2.3 Check that current software is available and loaded and download software updates as required
3. Record fishing operation information into the e-device	3.1 Set up and activate new trip information, which may include the vessel name and number, trip identification number and what type of activity is to be reported (eg. a fishing observation trip or an unloading/transhipping observation) 3.2 Enter all information of fishing and other activities as required, following appropriate electronic reporting software application operating instructions 3.3 Ensure all necessary data entries are completed and ready for transmission
4. Transmit key operational data	4.1 Confirm the e-device transmitter is operational and able to transmit data as required 4.2 Position the transmitting e-device in a location that ensures efficient data transmission 4.3 Follow transmission procedures and timelines as instructed and ensure all data is successfully sent

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[1] An e-device refers to an electronic reporting device and an electronic transmitting device used to record and transmit data and information required for fisheries information management systems. It may be one or more devices.

| 5. **Follow end of trip procedures** | 5.1 Transmit all electronically recorded trip data at the completion of the trip via appropriate connection according to end of trip information provision protocols |
| | 5.2 Ensure all electronically recorded trip data is successfully transmitted and all end of trip processes and procedures are followed |

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training programme. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- General understanding of the operation of e-devices used in the Western & Central Pacific Ocean (WCPO) tuna fisheries
- General understanding of software programmes used in the electronic recording operations
- PIRFO observer data collection forms and protocols
- Illegal, Unregulated & Unreported (IUU) activities that may occur in the WCPO tuna fisheries
- Relevant national and regional fisheries regulation and management measures
- Fishing methodologies used in the WCPO tuna fisheries including gear types, commercial species and by-catch caught, and bait (if any) that is used

Required skills

The essential skills a person needs to perform work to the required standard include:
- Operating e-devices used in WCPO observer operations
- Recording on an e-device all fishing operation activities reported by observers
- Identifying main commercial and by-catch species caught in the WCPO tuna fisheries
- Identifying IUU activities and non-compliance with relevant national and regional fisheries regulation and management measures
- Undertaking all required biological sampling procedures

Literacy skills used for:
- Reading documentation relevant to observer operations, including e-device instructions
- Accurate and legible completion of data and information required in observer operations

Numeracy skills used for:
- Validating data related to the electronic recording process
- Calculations

Critical aspects of competence

Assessment must confirm the ability to:
- Operate and maintain the e-devices following WCPO observer operational processes and procedures
- Identify all activities that are required to be reported by an observer and accurately record relevant data and information in the e-device
- Disseminate correctly and in a timely manner all information recorded according to WCPO observer reporting protocols

Assessment must confirm knowledge of:
- The operation of e-devices used by observers in the WCPO tuna fisheries
- PIRFO observer reporting requirements
- Fishing methodologies used in the WCPO tuna fisheries
- IUU activities and national and regional fisheries regulation and management measures relevant to the WCPO tuna fisheries

Context of assessment

Assessment should be conducted in the workplace or in a simulated work environment and is the final gathering of evidence demonstrating that the candidate can correctly record information electronically as required to be reported by observers in the WCPO tuna fisheries.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate operating and maintaining e-devices as required during observer operations
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate that demonstrate competence in the operation and maintenance of e-devices
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to observer operations

Resources required for assessment

Resources may include:
- e-devices used in observer operations in the WCPO tuna fisheries
- A variety of reported observer data and information case studies for recording electronically

PIROBS3.08E – Interpret electronic monitoring operations

Functional area	**Observer operations**
Prerequisites	**PIRFO Observer**

Descriptor

This unit covers the performance outcomes, skills and knowledge required by an observer or other authorised person to accurately interpret records of a fishing operation obtained through electronic monitoring of that operation.

Elements	Performance criteria
1. Set up the correct fishing operation to be interpreted	1.1 Ensure the relevant electronic record of the fishing operation or operations to be interpreted are available 1.2 Ensure other relevant records, such as pre-trip inspection record (if applicable), are available for inclusion with interpreted data 1.3 Turn on computer following correct procedures then open and load the correct application to run the recording 1.4 Identify and load the fishing operation to be interpreted 1.5 Identify the beginning and end of the fishing operation to be interpreted 1.6 Start, pause and stop electronic record of the fishing operation so that accurate interpretation can be undertaken
2. View and record standard effort and catch information from the fishing operation being interpreted	2.1 Correctly identify and record in the appropriate fields all required standard information on the fishing operation being interpreted 2.2 Correctly identify and record in the appropriate fields all required standard information on vessel catch 2.3 Verify interpretation of standard effort and catch information of the fishing operation from other sources, such as a vessel log or pre-trip inspection, if available
3. View and record information on non-standard activities during the fishing operation being interpreted	3.1 Recognise and appropriately record any difficulties that occur during the fishing operation 3.2 Identify, interpret and record any IUU activities that take place during the fishing operation 3.3 Identify, interpret and record all required information from encounters with species of special interest 3.4 Identify, interpret and record all other information specifically related to national and regional fisheries regulation and management measures 3.5 Verify interpretation of non-standard activities of the fishing operation from other sources, if available, such as a vessel log

4. **Complete interpretation process and deliver a summary report on outcomes of the interpretation procedure**	4.1 Ensure all recorded data is backed up according to prescribed protocols
	4.2 Prepare a brief report on interpretation outcomes including any identified IUU incidents in the required format and distribute according to prescribed protocols
	4.3 Distribute the completed data set and reports according to required protocols
	4.4 Make recommendations based on the interpretation process that will enhance the electronic monitoring operation and assist in the management of the fishery

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training programme. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- General understanding of computer operations
- General understanding of software programmes used in the electronic monitoring operation
- Illegal, Unregulated & Unreported (IUU) activities that may occur in the Western & Central Pacific Ocean (WCPO) tuna fisheries
- Relevant national and regional fisheries regulation and management measures
- Observer operations and associated forms used in observer operations
- Fishing methodologies used in the WCPO tuna fisheries including gear types, commercial species and by-catch caught, and bait (if any) that is used

Required skills

The essential skills a person needs to perform work to the required standard include:
- Operating a computer and related applications to the level required to interpret video and other electronic recordings
- Interpreting and analysing information provided in electronic recordings of a fishing operation
- Identifying fishing operations and complementary activities undertaken in the WCPO tuna fisheries
- Identifying IUU activities and non-compliance with relevant national and regional fisheries regulation and management measures that may be indicated in a video and other electronic recordings of a fishing operation in the WCPO tuna fisheries
- Recording interpreted details within the programme being used in the electronic monitoring process
- Preparing summary reports providing outcomes and general recommendations of the interpretation process

Literacy skills used for:
- Interpreting documentation relevant to the interpretation process
- Accurate and legible completion of data and information required in the interpretation process
- Preparing legible, succinct summary reports

Numeracy skills used for:
- Calculations

Critical aspects of competence

Assessment must confirm the ability to:
- Identify, interpret, analyse and record information provided in a video and other electronic records of a fishing operation
- Identify IUU activities and non-compliance with relevant national and regional fisheries regulation and management measures
- Prepare summary reports providing outcomes and general recommendations of the interpretation process

Assessment must confirm knowledge of:
- Computers and applications related to interpreting video an other electronic records of fishing operations
- Fishing methodologies used in the WCPO tuna fisheries
- IUU activities and national and regional fisheries regulation and management measures relevant to the WCPO tuna fisheries
- PIRFO observer reporting requirements

Context of assessment

Assessment should be conducted in the workplace where possible and include the candidate viewing, identifying, interpreting and recording all required information of a WCPO tuna fishing operation captured through an electronic monitoring process. It may under some circumstances be undertaken in a simulated workplace environment.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate while interpreting a minimum of two electronically monitored fishing operations
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate relating to the interpretation of electronically monitored fishing operations
- Practical exercises involving the observation of the candidate interpreting existing and previously analysed electronically monitored fishing operations
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit will generally be assessed as a stand alone competency to complement already attained PIRFO observer competencies

Resources required for assessment

Resources may include:
- Access to dedicated computers and complementary applications used to interpret electronically monitored fishing operations
- A variety of recorded electronically monitored fishing operations

PIROBS3.09E – Monitor and apply chain of custody processes and procedures

Functional area   **Observer operations**

Prerequisites   **None required**

Descriptor

This unit of competency requires the observer to assist in tracing the movement of fish caught by a vessel from initial capture to discharge so as to determine its eligibility to meet chain of custody processes specified by agencies to meet their certification requirements. The observer must monitor and make judgements that the chain of custody process undertaken by a vessel meets the relevant compliance criteria and record that process for the certifying agency.

Elements	Performance criteria
1. Confirm that all necessary preliminary procedures have been completed to meet any specific chain of custody requirements for a trip	1.1 Check that a vessel on a chain of custody trip is on the chain of custody certifying agency's list of vessels eligible to undertake the chain of custody trip 1.2 Ensure that the vessel has been issued a relevant identifying symbol, such as a trip number, by the chain of custody issuing agency to be eligible to undertake a chain of custody trip 1.3 Confirm that the vessel's captain and crew have undertaken any applicable necessary training required by a chain of custody certifying agency to undertake a chain of custody trip 1.4 Confirm that the observer has undertaken the necessary training to monitor a chain of custody trip
2. Identify and monitor the catch aboard a chain of custody eligible vessel that requires chain of custody monitoring	2.1 Confirm and record that the skipper has identified the relevant chain of custody catch 2.2 Verify that the catch meets all the requirements to be eligible as for chain of custody monitoring 2.3 Estimate the amounts by species in the catch that is eligible for chain of custody monitoring 2.4 Confirm that chain of custody catch is kept separate from non chain of custody catch according to the requirements of a particular chain of custody certifying agency 2.5 Count and/or estimate and record on the appropriate form or forms the amount of chain of custody monitored catch, where on board that it is stored and any information required to demonstrate that the storage area is eligible to take the chain of custody monitored fish, if appropriate
3. Monitor the storage of chain of custody fish on board the catching vessel	3.1 Confirm storage areas are either empty or contain only similar eligible chain of custody monitored fish and maintain accurate records of well eligibility to contain that chain of custody monitored fish 3.2 Check that the wells containing chain of custody monitored fish are closed and are labelled appropriately according to any certifying agency's protocols to indicate the wells contain only chain of custody monitored fish

	3.3 Ensure that any transfer of fish requiring chain of custody monitoring from one well to another well is supervised by the observer to guarantee that no mixing of chain of custody monitored fish and non chain of custody monitored fish takes place according to the certifying agency's requirements
	3.4 Record any transfer of chain of custody monitored fish from one well to another well and check and record that the wells involved in any transfer are reclosed and labelled correctly
4. Monitor the discharge of chain of custody monitored catch from the catching vessel	4.1 Confirm who the certifying agency has appointed as responsible for monitoring the discharge of the catch and if a port controller or agent has been appointed undertake a changeover according to the certifying agency's protocols, ensuring all relevant chain of custody records are transferred
	4.2 Check that the carrier vessel or shore facility accepting the fish is on the certifying agency's eligibility list to undertake a relevant chain of custody operation
	4.2 Ensure (if relevant) that the carrier vessel eligible to take the chain of custody monitored fish has been issued an identifying symbol such as a trip number by the certifying agency to be eligible to undertake a chain of custody transportation trip
	4.3 Confirm (if relevant) that the carrier vessel's captain and crew have undertaken the necessary training required by the certifying agency to undertake a chain of custody transportation trip
	4.4 Verify (if relevant) that wells on the carrier vessel that contain a mix of chain of custody monitored and non chain of custody monitored fish separate the two types of fish according to the certifying agency's protocols
	4.5 Verify (if relevant) that wells on the carrier vessel that contain chain of custody monitored fish from different catching vessels separate each vessel's fish according to the certifying agency's protocols
	4.6 Record all activities in the discharge of fish to ensure that chain of custody compliance requirements are met
5. Apply all procedures required at the completion of the chain of custody observer monitoring process	5.1 Verify (if relevant) that on acceptance at the cold store destination there is no mixing of chain of custody monitored fish and non chain of custody monitored fish, that eligible chain of custody monitored fish is graded, weighed and recorded and that other species are weighed and recorded according to the certifying agency's protocols
	5.2 Provide all documentation to the appropriate authority that determines if eligibility for issue of a document confirming that the chain of custody monitored fish meet the requirements of the certifying agency's chain of custody process

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose. They may need to be tailored to meet specific chain of custody certifying agency requirements.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- General knowledge of chain of custody principles
- Familiarity with PIRFO observer forms and duties used in the region
- Understanding of agencies that issue chain of custody compliance certificates in the region and the processes and procedures required to attain certification

Required skills

The essential skills a person needs to perform work to the required standard include:
- Confirming vessel's eligibility to undertake a chain of custody trip
- Verifying compliant chain of custody catch
- Estimating amount of catch and checking samples by size and species to confirm the fish are consistent with chain of custody requirements
- Verifying wells or other chain of custody monitored catch compliant storage contain chain of custody monitored catch according to certifying agency protocols and that the storage is appropriately identified and labelled
- Completing all documentation required to meet chain of custody compliance

Literacy skills used for:
- Interpreting documentation used to verify chain of custody processes
- Accurate and legible completion of data and information required in chain of custody documentation

Numeracy skills used for:
- Validating data relating to chain of custody
- Calculations

Critical aspects of competence

Assessment must confirm the ability to:
- Verify and confirm all aspects of a compliant chain of custody trip are met
- Accurately record all necessary information according to the certifying agency's chain of custody protocols

Assessment must confirm knowledge of:
- Chain of custody principles
- Chain of custody processes and procedures relevant to requirements of certifying agency's operating in the region

Context of assessment

Ideally, assessment would be undertaken in the workplace during a chain of custody trip but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the process an observer will be required to verify on board a vessel and include use of the documentation in the assessment that the observer will have to complete for the certifying agency.

If possible, further feedback from the certifying agency and observer coordinator and scrutiny of material produced on a chain of custody trip undertaken by the candidate after training and assessment should be analysed.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate while conducting a real or simulated chain of custody process
- Written or oral short answer questions to assess underpinning knowledge
- Practical exercises involving the observation of the candidate verifying simulated chain of custody processes
- Examples of records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer programme coordinators, observer programme trainers and personnel from the chain of custody certifying agency.

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to observer operations

Resources required for assessment

Resources may include:
- Videos of sets, loading and storage of captured fish aboard the vessel to assist the candidate in identifying compliant operations
- Documentation required by certifying agencies in the region to meet chain of custody compliance
- Observation checklists, oral and written questions with model answers feedback and evaluation templates

PIROBS3.10E – Transmit and receive information by marine radio or telephone

Functional area   **Observer operations**

Prerequisites   **None required**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to transmit and receive information by marine radio or telephone on board a commercial vessel**,** including using marine VHF and HF radiotelephone in accordance with regulations**,** carrying out user maintenance and fault finding procedures on radio equipment and power supplies**,** and operating an emergency position indicating radio beacon **(**EPIRB**)** and a search and rescue transponder **(**SART**).**

Elements	Performance criteria
1. Operate VHF and HF radio equipment to transmit and receive messages	1.5 Types of radiotelephony equipment are selected and operated within limits of specifications 1.6 Radio equipment is operated to transmit and receive various types of signal as per manufacturer's instructions, established radio operation procedures and regulatory requirements 1.7 Regulations and procedures applicable to vessel stations equipped with radiotelephony and digital selective calling (DSC) facilities are applied during radio communication 1.8 OH&S procedures and hazard control strategies are applied when operating radio equipment in accordance with vessel's ISM Code safety management system
2. Maintain and fault-find radio equipment	2.4 Routine maintenance checks are carried out on radiotelephony equipment in accordance with manufacturer's instructions and specifications and company procedures 2.5 Out-of-specification performance and faults in radio equipment are correctly identified and investigated using prescribed fault finding techniques as per established user maintenance procedures and manufacturer's instructions 2.6 Identified faults and defective radio equipment and component parts are rectified or replaced as per manufacturer's instructions and established maintenance procedures
3. Access search and rescue radio facilities	3.5 Application is made to the appropriate organisation for the provision of the required search and rescue services 3.6 Information required by any regional ship reporting system is supplied in the required format
4. Deploy and operate an EPIRB and a SART	4.1 Routine checks are carried out on emergency position indicating radio beacons (EPIRBs) and search and rescue transmitters (SARTs) to confirm their operational capability in accordance with manufacturer's instructions and specifications 4.2 Appropriate action is taken to rectify or replace EPIRBs or SARTs that are found to be malfunctioning or are inoperable in accordance with manufacturer's instructions and company procedures

4.3 Emergency position indicating radio beacons (EPIRBs) and search and rescue transmitters (SARTs) are deployed as required in accordance with manufacturer's instructions and established search and rescue procedures

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Sections of relevant regulations related to marine radio communication
- Different types of marine radio equipment, their features, applications, operating characteristics and operating procedures
- Basic principles and procedures for marine radio communication
- Purpose for and procedures for the monitoring of calling and working frequencies
- Radio calling, replying and relaying procedures
- Purpose of silence periods when operating radio equipment
- Limitations on the performance of different types of marine radio equipment
- Methods of communicating vessel position
- Hazards associated with radio transmission and the repair and maintenance of radio equipment and related hazard control measures and OH&S regulations.
- A basic understanding of the marine search and rescue systems
- Procedures for the transmitting and decoding of the phonetic alphabet excluding the figure code
- Operational checks, including checking of radio performance, testing fuses, measuring capacity of batteries and the specific gravity of the electrolyte and measuring on and off load voltage
- Typical radio equipment faults and defects and related fault finding techniques and remedial procedures
- Procedures for deploying and operating EPIRBs and SARTs
- Typical radio communication problems and appropriate action and solutions
- Procedures for keeping records of radio communication

Required skills

The essential skills a person needs to perform work to the required standard include:
- Communicate effectively with others during radio communication
- Read and interpret radio equipment instructions
- Read and interpret marine radio regulations, rules and instructions
- Use the phonetic alphabet
- Keep records of radio communication

- Work collaboratively with other shipboard personnel and passengers
- Recognise typical faults and problems with radio equipment and take appropriate action
- Adapt to changes in radio equipment and related procedures
- Operate radio equipment in accordance with manufacturer's instructions
- Conduct operational checks on radio equipment
- Apply OH&S procedures and precautions when using and checking radio equipment

Literacy skills used for:
- Reading regulations, manuals and other related instructional documentation
- Interpreting the phonetic alphabet
- Record keeping

Numeracy skills used for:
- Radio frequencies and
- Measuring capacity and voltage of batteries, specific gravity of the electrolyte

Technology skills used for:
- Operating radio equipment

Critical aspects of competence

Assessment must confirm the ability to:
- Operate VHF and HF radio equipment to transmit and receive messages
- Maintain and fault-find radio equipment
- Access search and rescue radio facilities
- Deploy and operate an EPIRB and a SART
- Maintain records of radio communication

Assessment must confirm knowledge of:
- VHF and HF radio equipment
- Search and rescue radio operations
- EPIRB and SART
- Radio communication record keeping protocols

Context of assessment

While practical assessment would ideally be conducted with operational radiotelephony equipment it may be undertaken with radio simulator equipment however the assessment should be as realistic as possible

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate operating VHF and HF radio equipment and transmitting emergency, safety and normal messages
- Observation of the candidate demonstrating the operation an EPIRB and a SART under controlled conditions
- Written or oral short answer questions to assess underpinning knowledge
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit is likely to be assessed independently

Resources required for assessment

Resources may include:
- VHF and HF radio equipment
- EPIRB and SART
- Radiotelephony Operator's Manual
- Battery, hydrometer, battery capacity tester, fuses

PIRFO DEBRIEFER STANDARDS

PIRDEB4.01C – Apply communication and interview skills

Functional area

Debriefer operations

Prerequisites

Hold a current PIRFO Fisheries Observer Certificate endorsed for one or more specific fishing methods, or have equivalent qualifications and experience as defined by the PIRFO Certification Management Committee and outlined in the PIRFO Debriefing Policy

Descriptor

This unit of competency requires a demonstrated ability by a debriefer to establish a positive and professional relationship as part of the debriefing process; to communicate effectively with a fisheries observer as part of an established debriefing process; and to provide effective direct feedback to the fisheries observer in order to enhance their performance and accuracy.

It also requires the use of effective interview techniques to determine if additional information can be gathered about the trip; if the quality of data has suffered through harassment of the observer; if data has been manufactured or compromised by negligence; and establish if special consideration is necessary for future observer placements on that or similar vessels.

Elements	Performance criteria
1. **Establish a positive and professional relationship during debriefing process**	1.1 Establishes a positive and supportive professional relationship with the fisheries observer during the debriefing process
2. **Communicate effectively with a fisheries observer during debriefing process**	2.1 Uses active listening techniques during the debriefing process to seek further explanation from the fisheries observer 2.2 Establishes rapport with the fisheries observer during the debriefing process through effective and communication skills
3. **Provide effective feedback during debriefing process to enhance observer performance and improve quality of data**	3.1 Provides constructive feed back during the debriefing process to reinforce positive aspects of the observer's performance verbal and written feed back 3.2 Provides constructive feedback to the observer on identified errors in order to help improve the quality of future data from the observer
4. **Apply effective interview techniques as part of the debriefing process**	4.1 Uses effective interview techniques to establish if further data relevant to the trip can be obtained 4.2 Uses effective interview techniques to determine if the quality of data has suffered as the result of harassment of the observer

	4.3	Alert to the possibility of manufactured data, or data that has been compromised through negligence on the part of the observer
	4.4	Uses effective interview techniques to decide if special consideration is recommended for future observer placements on that or similar vessels
5. Assess the over-all skill level of the observer by asking random general knowledge questions	5.1	Asks appropriate random general knowledge questions of the observer when undertaking a debriefing to verify the over-all competence of the observer
	5.2	Provides feedback to the observer on areas that the observer may be deficient and suggest strategies for the observer to improve their skills

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- A good general knowledge of the communication and interview techniques necessary to gain the cooperation of the observer during a debriefing
- An understanding of the forms that a fisheries observer needs to complete during a fishing trip at sea and how to apply the correct interview techniques to identify errors that can occur in completing those forms
- An understanding of the overall skills required to be an effective observer and questions that can be used to determine the required skill level

Required skills

The essential skills a person needs to perform work to the required standard include:

- Communicating effectively using an active listening, non threatening communication style
- Creating a relaxed, non threatening environment with appropriate body language
- Demonstrating an professional and impartial approach that is devoid of personal bias
- Presenting as confident and in control of the debriefing
- Using a variety of questioning techniques that effectively gather the required information
- Responding positively to answers provided by the observer
- Testing the observer with relevant random general knowledge questions to determine the observer's overall skill level
- Providing comprehensive feedback to the observer on their performance and where errors are identified explaining the correct procedures in a manner that the observer understands

Literacy skills used for:
- Interpretation of debriefing protocols
- Collection of data and information
- Accurate completion of templates

Numeracy skills used for:
- Validating observer data
- Calculations

Critical aspects of competence

Assessment must confirm the ability to:
- Create a professional debriefing environment that makes the observer feel comfortable and draws out the required information in relation to the observer trip
- Use a variety of questioning techniques that effectively gathers the required information
- Ask relevant random general knowledge questions to determine the observer's overall skill level

Assessment must confirm knowledge of:
- Common communication and interview techniques
- Pacific Island regional and national debriefing programs and protocols

Context of assessment

Assessment should be conducted at the workplace and is the final gathering of evidence arising from the candidate monitoring at least two observer debriefings, and completing three observer debriefings under supervision. It may under some circumstances be undertaken in a simulated workplace environment.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate while conducting three observer debriefings
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate
- Practical exercises involving the observation of the candidate conducting simulated debriefings
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to debriefing of fisheries observers returned from a fishing trip to sea

Resources required for assessment

Resources may include:
- Debriefing protocols
- Debriefing data templates
- Feedback and evaluation templates
- Observer data templates, journal, and Observer Trip Report

PIRDEB4.02C – Apply knowledge of application of obtained data and information

Functional area

Debriefer operations

Prerequisites

Hold a PIRFO Fisheries Observer Certificate endorsed for one or more specific fishing methods, or have equivalent qualifications and experience as defined by the PIRFO Certification Management Committee and outlined in the PIRFO Debriefing Policy.

Descriptor

This unit of competency requires a demonstrated awareness by a debriefer of the importance and application of the data obtained from observer debriefing including a clear understanding of scientific, compliance and surveillance uses by national and regional agencies.

Elements	Performance criteria
1. Demonstrate knowledge of the uses of observer data for scientific purposes by national and regional agencies	1.1 Describe the uses of the data obtained for scientific purposes by relevant national agencies 1.2 Describe the uses of the data obtained for scientific purposes by relevant regional agencies
2. Demonstrate knowledge of the uses of observer data for monitoring and compliance purposes by national and regional agencies	2.1 Describe the uses of the data for monitoring and compliance purposes by relevant national agencies 2.2 Describe the uses of the data for monitoring and compliance purposes by relevant regional agencies
3. Demonstrate knowledge of the uses of observer data for surveillance purposes by national and regional agencies	3.1 Describe the uses of the data for surveillance purposes by relevant national agencies 3.2 Describe the uses of the data for surveillance purposes by relevant regional agencies
4. Identify the common errors made by observers when collecting data and explain their impact on data quality	4.1 The candidate is able to detail the common errors made by observers when gathering and entering data 4.2 The candidate is able to recognise the wider impact on data quality of observer errors when recording or entering data

5. **Distinguish between incidents, critical incidents and infringements that may be discovered during the debriefing process and explain how to follow up**	5.1 The candidate is able to recognise incidents, critical incidents and infringements that may arise during an observer debriefing process
	5.2 The candidate is able to prioritise response to incidents, critical incidents and infringements that do arise during an observer debriefing process
	5.3 The candidate outlines the relevant processes to follow in the event of incidents, critical incidents and infringements as specified by the protocols established by the relevant national and regional agencies

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- A general knowledge of regional and national fisheries scientific agencies operating in the Pacific region and how the information collected by observers is used by those agencies
- A general knowledge of regional and national monitoring and compliance agencies operating in the Pacific region and how the information collected by observers is used by those agencies
- A general knowledge of regional and national surveillance agencies operating in the Pacific region and how the information collected by observers is used by those agencies
- A comprehensive understanding of common errors made by observers when gathering and entering data and how those errors can impact adversely on data quality
- A comprehensive understanding of the differences between incidents, critical incidents and infringements, how they are prioritised and the established processes to follow in each event

Required skills

The essential skills a person needs to perform work to the required standard include:

- Identifying the common errors made by observers when recording and entering data by checking the appropriate data fields checking
- Correcting incorrect and incomplete data where possible using established procedures
- Providing feedback to the observer when errors are identified and explaining the correct procedures in a manner that the observer understands
- Explaining clearly the impact that incorrect information has on data quality
- Asking the correct questions to identify whether an incident is critical or not
- Cross checking the critical incident with journal and reports to validate that it is a critical incident
- Following correct procedures in reporting the incident if there is a critical incident

Literacy skills used for:
- Interpretation of debriefing protocols
- Collection of data and information
- Accurate completion of templates

Numeracy skills used for:
- Validating observer data
- Calculation

Critical aspects of competence

Assessment must confirm the ability to:
- Identify common errors made fisheries observers when gathering or recording data and correctly remedying those errors
- Identify the differences between incidents, critical incidents and infringements and following correct procedures to act on those events

Assessment must confirm the knowledge of:
- Pacific Island regional and national scientific, monitoring, compliance and surveillance fisheries agencies and how data is used by those agencies

Context of assessment

Assessment should be conducted at the workplace and is the final gathering of evidence arising from the candidate monitoring at least two observer debriefings and completing three observer debriefings under supervisions.
It may under some circumstances be undertaken in a simulated workplace environment.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate while conducting three observer debriefings
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate
- Practical exercises involving the observation of the candidate conducting simulated debriefings
- Third-party reports, including reports from observer program coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to debriefing of fisheries observers returned from a fishing trip to sea

Resources required for assessment

Resources may include:
- Debriefing protocols
- Debriefing data templates
- Feedback and evaluation templates
- Observer data templates, journals and Observer Trip Reports

PIRDEB4.03C – Complete a debriefing process with a fisheries observer

Functional area

Debriefer operations

Prerequisites

Hold a PIRFO Fisheries Observer Certificate endorsed for one or more specific fishing methods, or have equivalent qualifications and experience as defined by the PIRFO Certification Management Committee and outlined in the PIRFO Debriefing Policy

Descriptor

This unit of competency requires a demonstrated ability to use the templates and protocols provided for the purpose by the Secretariat of the Pacific Community and Forum Fisheries Agency in order to complete a debriefing process with a fisheries observer who has returned from a trip to sea.

Note: This unit of competency is generic and intended to cover the debriefing of observers following trips on long line, purse seine, pole and line, and other types of fishing vessel. However, competence is specific to a particular fishing method. It is proposed that candidates need to complete the requirements of this module for each specific fishing method they wish to qualify for. It is proposed that their certificate as PIRFO Debriefer will be endorsed accordingly for each fishing method in which the observer is assessed as competent.

Elements	Performance criteria
1. Complete the preliminary check on observer data on their arrival in port	1.1 Checks the relevant Vessel Trip Monitoring Summary for indications of any incidents that may require further investigation 1.2 Responds appropriately to apparent vessel incident as necessary 1.3 Completes the preliminary information check using the pre-debriefing section of the appropriate template and establish that correct procedures have been followed by the observer 1.4 Provides feedback to the observer as necessary, and note any areas for questioning during the full debriefing process on the pre-debriefing section of the appropriate template
2. Complete the debriefing checks on observer data prior to using the full debriefing template	2.1 Verifies the observer Trip Reconciliation Form is present, complete and correct 2.2 Completes the Observer Report Receipt form to verify all documents are accounted for and filed in a labelled envelope 2.3 Candidate reads the Observer Trip Report and visually scans all data sheets submitted by the observer prior to interviewing them

3. Use the debriefing template provided to identify errors in the observer data, remedy those errors where possible, and provide comprehensive feed back to the observer	3.1 Methodically checks through the observer data using the appropriate debriefing template as a guide 3.2 Highlights problem areas on the observer data sheets using appropriate techniques 3.3 Attempts to retrieve information for data fields left blank by the observer 3.4 Corrects identified errors made by the observer where possible 3.5 Provides comprehensive verbal and written feedback to the observer on their performance regarding each of the data fields, and ensures that correct procedures are understood where errors are identified
4. Complete the debriefing template using appropriate codes and following established procedures and protocols	4.1 Uses the appropriate debriefing template to record progress through review of the observer data sheets 4.2 Uses the appropriate codes on that template to indicate whether observer data entries were correct, incomplete, in error, able to be retrieved, or not encountered 4.3 Tests the observer in five areas with Random General Knowledge Test questions to determine the overall skill level
5. Complete the observer data evaluation forms	5.1 Uses the completed debriefing form to transfer the data quality check codes directly onto the evaluation form 5.2 Processes the completed paperwork appropriately in line with national and regional procedures and protocols.

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- A good general knowledge of Pacific regional and national debriefing programs and protocols
- Understanding of the templates and protocols provided for the purpose by SPC and FFA in order to complete a debriefing process with a fisheries observer returned from a trip to sea
- Understanding of the forms that a fisheries observer needs to complete during a fishing trip at sea and the errors that can occur in completing those forms

Required skills

The essential skills a person needs to perform work to the required standard include:
- Checking the relevant observer form (GEN 3) for vessel incidents that may need further investigation
- Using the debriefing templates and protocols provided to complete a debriefing of a fisheries observer
- Identifying the common errors made by observers when recording and entering data and correcting those errors where possible using established procedures
- Providing comprehensive verbal and written feedback to the observer on their performance and where errors are identified explain the correct procedures in a manner that the observer understands
- Completing a debriefing form and transferring the data quality check codes onto the evaluation form for use by national observer coordinators and trainers in evaluating observer performance
- Processing the completed paperwork in line with national and regional procedures and protocols

Literacy skills used for:
- Interpretation of debriefing protocols
- Collection of data and information
- Accurate completion of templates

Numeracy skills used for:
- Validating observer data
- Calculations

Critical aspects of competence

Assessment must confirm the ability to:
- Use the templates and protocols provided for the purpose by the Secretariat of the Pacific Community and Forum Fisheries Agency in order to complete a fisheries observer debriefing
- Identify errors made by fisheries observers when gathering or recording data

Assessment must confirm knowledge of:
- Pacific Island regional and national debriefing programs and protocols

Context of assessment

Assessment should be conducted at the workplace and is the final gathering of evidence arising from the candidate monitoring at least two observer debriefings, and completing three observer debriefings under supervision.

It may under some circumstances be undertaken in a simulated workplace environment.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate while conducting three observer debriefings
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate
- Practical exercises involving the observation of the candidate conducting simulated debriefings
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to debriefing of fisheries observers returned from a fishing trip to sea

Resources required for assessment

Resources may include:
- Debriefing protocols
- Debriefing data templates
- Feedback and evaluation templates
- Observer data templates, journal and Observer Trip Report

PIRDEB4.04E – Mentor and assess a trainee debriefer

Functional area

PIRFO Debriefer

Prerequisites

Accredited PIRFO Debriefer

Descriptor

This unit covers the performance outcomes, skills and knowledge to mentor and assess a Trainee Debriefer towards accreditation as a PIRFO Debriefer

Elements	Performance criteria
1. Plan mentoring and assessment	1.1 Determine that the trainee debriefer has completed all the necessary prerequisites to undertake the trainee debriefer programme as outlined in the Debriefer Assessment Record 1.2 Discuss the introduction to debriefing workshop outcomes with the Trainee Debriefer and provide guidance as required 1.3 Plan the on the job training programme with the Trainee Debriefer according to the on the job experience instructions outlined in the Debriefer Assessment Record and detail a schedule for all components
2. Mentor trainee debriefer in preparation for final assessment	2.1 Ensure the Trainee Debriefer observes the required number of debriefing sessions conducted by a certified PIRFO Debriefer and provide guidance and instruction on debriefing methodology and process 2.2 Supervise the Trainee Debriefer undertaking as a minimum the required number of practice debriefing sessions outlined in the Debriefer Assessment Record and provide constructive feedback on performance 2.3 Discuss progress with the Trainee Debriefer and make a judgment on the Trainee Debriefers readiness for the final assessment sessions 2.4 Record results of the debriefing observation sessions and the debriefing under supervision sessions in the Trainee Debriefers Debriefer Assessment Record
3. Assess competence	3.1 Explain, discuss and agree details of the final assessment sessions with the Trainee Debriefer 3.2 Use agreed assessment methods and tools to gather, organise and document evidence as outlined in the Debriefer Assessment Record for determining competence 3.3 Apply the principles of assessment and rules of evidence in gathering quality evidence of the Trainee Debriefers competence

	3.4 Use judgment to conclude whether consistent competence during final assessment sessions has been demonstrated, based on the available evidence and according to PIRFO debriefing protocols
	3.5 Provide clear and constructive feedback to the trainee debriefer regarding the assessment decision and develop any follow-up action plan required
4. Record and review assessment process	4.1 Record assessment outcomes promptly and accurately in the Debriefer Assessment Record following outlined procedures
	4.2 Check that the Trainee Debriefer has completed the underpinning knowledge question section in the Debriefer Assessment Record
	4.3 Inform other relevant parties of the assessment decision according to confidentiality conventions
	4.4 Review the assessment process in consultation with relevant people to improve own future practice and overall assessment process

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- PIRFO debriefing system, including policies and procedures established by PIRFO
- PIRFO Debriefer Assessment Record and the debriefer assessment process
- Principles of assessment and rules of evidence and how they are applied to the assessment process
- Different assessment methods, various types of evidence and resource requirements
- Assessment tools and their purpose, different types of tools and relevance of different tools for specific evidence-gathering
- RPL policies and procedures established by PIRFO for Debriefers
- Cultural sensitivity and equity considerations
- OHS responsibilities associated with assessing competence

Required skills

The essential skills a person needs to perform work to the required standard include:
- Planning and contingency skills to develop an on the job mentoring and assessment programme for a Trainee Debriefer
- Observation and interpersonal skills to recognise when the Trainee Debriefer may need assistance during the mentoring and assessment processes
- Communication and interpersonal skills to:
  - ♦ explain the assessment
  - ♦ give clear and precise instructions
  - ♦ ask effective questions

- ♦ provide clarification
- ♦ give appropriate feedback
- ♦ discuss assessment outcome
- ♦ establish a working relationship with the trainee debriefer
- Cognitive skills to weigh up the evidence and make reasonable adjustments when required
- Decision-making skills to make a final judgment on a Trainee Debriefers competence
- Record keeping skills to record the Trainee Debriefers progress as required in the PIRFO Debriefer Assessment Record
- Evaluation skills to analyse the assessment process and suggest recommendations for improvements

Literacy skills used for:
- Reading and interpreting relevant information to conduct mentoring and assessment
- Preparing required documentation and records or reports of assessment outcomes

Critical aspects of competence

Assessment must confirm the ability to:
- Plan and organise the mentoring and assessment process
- Mentor and provide guidance to the trainee debriefer during the debriefing observation and debriefing under supervision components
- Assess competence of a trainee debriefer following the PIRFO assessment process outlined in the PIRFO Debriefer Assessment Record
- Record the Trainee Debriefers progress and results in the PIRFO Debriefer Assessment Record
- Review the on the job assessment process

Assessment must confirm knowledge of:
- PIRFO Debriefer Assessment Record and the debriefer assessment process
- Principles of assessment and rules of evidence

Context of assessment

Assessment should ideally be conducted in the workplace while the candidate is mentoring and assessing a trainee debriefer through the on the job component of the debriefer training and assessment program. It may under some circumstances be undertaken in a simulated workplace environment.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate conducting an assessment with a Trainee Debriefer
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the Debriefer Mentor/Assessor in relation to the debriefing assessment process
- Third-party reports, including reports from Observer Programme Coordinators and Observer Programme Trainers

Interdependent assessment of unit

This unit is likely to be assessed independently though may if appropriate be assessed in conjunction with the PIRFO Trainer & Assessor units or the PIRFO Debriefing units.

Resources required for assessment

Resources should include:

- PIRFO Debriefer Assessment Record
- Loose copies of the Observation Checklists to use when mentoring and observing the trainee debriefer prior to the assessment sessions
- Final assessment oral questions and model answers
- Access to copies of the PIRFO documents:
  - ◆ PIRFO Certification & Training Policy Manual
  - ◆ PIRFO Debriefing Policy
  - ◆ The Road to becoming a Certified Debriefer

PIRFO TRAINING AND ASSESSING STANDARDS

PIRTAA3.01C – Plan, organise and deliver group based learning

Functional area   **PIRFO Trainer and Trainer & Assessor**

Prerequisites   **None**

Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training to a group of trainees.

Elements	Performance criteria
1. **Interpret learning environment and delivery requirements**	1.1 Access, read and interpret documentation related to the learning programme to determine delivery requirements 1.2 Use available information and documentation to identify group and individual learner needs and learner characteristics 1.3 Identify and assess constraints and risks to delivery 1.4 Confirm personal role and responsibilities in planning and delivering training with relevant personnel
2. **Prepare session plans**	2.1 Refine existing learning objectives according to programme requirements and specific needs of individual learners 2.2 Develop session plans and document these for each segment of the learning program 2.3 Use knowledge of learning principles and theories to generate ideas for managing session delivery
3. **Prepare resources for delivery**	3.1 Contextualise existing learning materials to meet the needs of the specific learner group 3.2 Finalise learning materials and organise facility, technology and equipment needs in time for delivery of learning sessions 3.3 Confirm overall delivery arrangements with relevant personnel
4. **Deliver and facilitate training sessions**	4.1 Conduct each session according to session plan, modified where appropriate to meet learner needs 4.2 Use the diversity of the group as another resource to support learning 4.3 Employ a range of delivery methods as training aids to optimise learner experiences 4.4 Demonstrate effective facilitation skills to ensure effective participation and group management

5. Support and monitor learning	5.1 Monitor and document learner progress to ensure outcomes are being achieved and individual learner needs are being met
	5.2 Make adjustments to the delivery sessions to reflect specific needs and circumstances
	5.3 Manage inappropriate behaviour to ensure learning can take place
	5.4 Maintain and store learner records according to organisational requirements

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Basic knowledge of learning principles and learner styles
- PIRFO observer programme and subject matter of the delivery
- Learner group profile, including characteristics and needs of individual learners in the group
- Content and requirements of the learning programme and/or delivery plan
- Different delivery methods and techniques appropriate to face-to-face group delivery
- Techniques for the recognition and resolution of inappropriate behaviours
- Behaviours in learners that may indicate learner difficulties
- Organisational record-management systems and reporting requirements

Evaluation and revision techniques

Literacy skills used for:
- Reading and interpreting programme documents
- Preparing a lesson plan
- Record management and reports

Numeracy skills used for:
- Recording results

Critical aspects of competence

Assessment must confirm the ability plan, organise and deliver a training session to a group of PIRFO Observers or Debriefers

Assessment must confirm the ability to:
- Develop a lesson plan for a PIRFO training session
- Facilitate group-based learning when delivering PIRFO training sessions
- Identify and respond to diversity and individual needs
- Access and use documented resources and support personnel to guide inclusive practices.

Assessment must confirm knowledge of:
- Learning principles and learner styles
- Different training methods according to

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of delivery of a training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:
- Delivery of two training sessions (real or simulated) of at least 45 minutes duration each that follow a lesson plan developed by the candidate
- Written or oral short answer questions to assess underpinning knowledge
- Examples of lesson plans, reports and other documentation completed by the candidate
- Third-party reports, including reports from PIRFO programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training, especially the units PIRTAA3.02A and PIRTAA3.03A.

Resources required for assessment

Resources may include:
- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers
- Practical assessment resources (eg. multimedia projector, whiteboard, DVD player)

PIRTAA3.02C – Make a presentation

Functional area	**PIRFO Trainer & Assessor**
Prerequisites	**None**

Descriptor

This unit covers the performance outcomes, skills and knowledge to present a training session to participants in PIRFO training and assessment programs

Elements	Performance criteria
1. Prepare a presentation	1.1 Plan and document presentation approach and intended outcomes
	1.2 Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed
	1.3 Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas
	1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation
	1.5 Select techniques to evaluate presentation effectiveness
2. Deliver a presentation	2.1 Explain and discuss desired outcomes of the presentation with the target audience
	2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas
	2.3 Monitor non-verbal and verbal communication of participants to promote attainment of presentation outcomes
	2.4 Use persuasive communication techniques to secure audience interest
	2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences
	2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding
3. Review the presentation	3.1 Implement techniques to review the effectiveness of the presentation
	3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation
	3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to the central ideas presented

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Principles of effective communication
- Range of presentation aids and materials available to support presentations
- PIRFO program and subject matter of the presentation
- Data collection methods that will support review of presentations
- Key provisions of relevant legislation that may affect aspects of the presentation, such as:
  - ✓ anti-discrimination legislation;
  - ✓ ethical principles;
  - ✓ codes of practice;
  - ✓ privacy laws;
  - ✓ environmental issues; and
  - ✓ occupational health and safety.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Facilitation and presentation skills to communicate central ideas of a message in an informative and engaging manner, and to utilise verbal and non-verbal techniques to sustain participant engagement
- Using presentation aids and materials effectively to assist in the presentation
- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities

Literacy skills used for:
- Preparing presentation information
- Writing in a range of styles for different target audiences

Numeracy skills used for:
- Timing a presentation

Critical aspects of competence

Assessment must confirm the ability to make a presentation to a group of PIRFO Observers or Debriefers and include:
- Preparation, delivery and evaluation of the effectiveness of at least two presentations related to the PIRFO training programme
- Knowledge of the principles of effective communication

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of presentation at a training session would take place in the workplace

Method of assessment

The following assessment methods are suggested:
- Candidate making a presentation at two training sessions (real or simulated) of at least 45 minutes duration each that follow a presentation process developed by the candidate
- Written or oral short answer questions to assess underpinning knowledge
- Examples of presentations, reports and other documentation completed by the candidate
- Third-party reports, including reports from PIRFO program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training, especially the units PIRTAA3.01A and PIRTAA3.03A.

Resources required for assessment

Resources may include:
- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers
- Practical assessment resources (eg. multimedia projector, whiteboard, DVD player)

PIRTAA3.03C – Design and develop learning programmes

Functional area	**PIRFO Trainer & Assessor**
Prerequisites	**None**

Descriptor

This unit covers the performance outcomes, skills and knowledge to design and develop learning programs for delivery to participants in PIRFO training and assessment programs

Elements	Performance criteria
1. **Define parameters of the learning program**	1.1 Clarify purpose and type of learning program with key stakeholders 1.2 Access and confirm the PIRFO competency standards and other training specifications on which to base the learning program 1.3 Identify language, literacy and numeracy requirements of the program 1.4 Identify and consider characteristics of the target learner group
2. **Work within the PIRFO training policy framework**	2.1 Access relevant PIRFO training policies and frameworks, and apply to work practices 2.2 Identify changes to PIRFO courses and apply these to program development 2.3 Conduct work according to PIRFO quality assurance policies and procedures
3. **Develop program content**	3.1 Research, develop and document specific subject matter content according to agreed design options 3.2 Evaluate existing learning resources for content relevance and quality 3.3 Specify assessment requirements of the learning program
4. **Design structure of the learning program**	4.1 Break the learning content into manageable segments and document timeframe for each segment 4.2 Determine and confirm delivery strategies and required assessment methods and tools 4.3 Document complete learning program in line with PIRFO requirements 4.4 Review complete program with key stakeholders and adjust as required 4.5 Ensure a safe learning progression by analysing risks in the learning environment and including a risk control plan

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- PIRFO courses and relevant competency standards to be used as the basis of the learning program
- Other performance standards and criteria to be used as the basis of the learning program, where relevant
- Distinction and relationship between an accredited course, learning strategy and learning program
- Different purposes and focus of learning programs
- Knowledge of learning principles
- Instructional design principles relating to different design options for learning program design and structure
- Availability and types of different relevant learning resources, learning materials and pre-developed learning activities
- Methodology relating to developing and documenting new learning activities and related learning materials
- Different delivery modes and methods
- Relevant policies, legal requirements, codes of practice and national standards that may affect PIRFO training and assessment
- Relevant OHS knowledge relating to the work role, and OHS considerations that need to be included in the learning program

Required skills

The essential skills a person needs to perform work to the required standard include:
- Organisational skills to ensure resources are available and suitable
- Evaluation skills to determine the time required for each learning segment and the overall timelines of the learning program
- Cognitive skills to develop the learning program content and design its structure

Literacy skills used for:
- Reading and interpreting a range of documentation, including technical and subject matter documents, references and texts

Numeracy skills used for:
- Timing the learning programme

Critical aspects of competence

Assessment must confirm the ability to design and develop an PIRFO Observer or Debriefer training programme:
- Design, develop and review learning programmes within the PIRFO training context
- Prepare and develop a minimum of two PIRFO learning programs based on relevant competency standards

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of designing and developing a PIRFO training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:

- Observation of the candidate designing and developing a PIRFO Observer or Debriefer training programme
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate relevant related to designing and developing a PIRFO Observer or Debriefer training programme
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training, especially the units PIRTAA3.01A and PIRTAA3.02A.

Resources required for assessment

Resources may include:
- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers

PIRTAA4.01C – Plan assessment activities and processes

Functional area   **PIRFO Trainer & Assessor**

Prerequisites

Completion of the PIRFO Training competencies PIRTAA3.01A, PIRTAA3.02A and PIRTAA3.03A

Descriptor

This unit covers the performance outcomes, skills and knowledge to plan assessment activities and processes for participants in PIRFO training and assessment programs

Elements	Performance criteria
1. Determine assessment approach	1.1 Identify the candidate/s and confirm purposes and context of assessment/RPL with relevant people according to PIRFO requirements 1.2 Identify and access benchmarks for assessment/RPL and any specific assessment guidelines
2. Prepare the assessment plan	2.1 Determine evidence and types of evidence needed to demonstrate competence, according to the evidence criteria 2.2 Select assessment methods which will support the collection of defined evidence, taking into account the context in which the assessment will take place 2.3 Document all aspects of the assessment plan and confirm with relevant personnel
3. Develop assessment instruments	3.1 Develop simple assessment instruments to meet competency standard assessment criteria 3.2 Analyse available assessment instruments for their suitability for use and modify as required 3.3 Map assessment instruments against unit or course requirements 3.4 Write clear instructions for candidate/s about the use of the instruments 3.5 Trial draft assessment instruments to validate content and applicability

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Ethical and legal requirements of an assessor
- Competency-based assessment, including:
    - ✓ work-focused;
    - ✓ standards-based; and
    - ✓ evidence-based
- Different purposes of assessment and different assessment contexts
- How to read and interpret the identified competency standards as the benchmarks for assessment
- How to contextualise competency standards within relevant guidelines
- Four principles of assessment and how they guide the assessment process
- Purpose and features of evidence, and different types of evidence used in competency-based assessments
- Different types of assessment methods, including suitability for collecting various types of evidence
- Assessment tools and their purpose; different types of tools; relevance of different tools for specific evidence-gathering opportunities

Required skills

The essential skills a person needs to perform work to the required standard include:

- Cognitive interpretation skills to:
    - ✓ interpret competency standards and other assessment documentation;
    - ✓ identify opportunities for integrated competency assessment;
    - ✓ contextualise competency standards to the assessment environment; and
    - ✓ consider access and equity needs of diverse candidates
- Technology skills to use appropriate equipment and software to communicate effectively with others
- Research and evaluation skills to:
- Obtain competency standards, assessment tools and other relevant assessment resources
- Research candidate characteristics and any reasonable adjustment needs
- Evaluate feedback, and determine and implement improvements to processes
- Communication skills to discuss assessment processes with clients and other assessors
- Interpersonal skills to:
    - ✓ demonstrate sensitivity to access and equity considerations and candidate diversity; and
    - ✓ promote and implement equity, fairness, validity, reliability and flexibility in planning an assessment processes

Literacy skills used for:
- Reading and interpreting relevant information to design and facilitate assessment and recognition processes

Critical aspects of competence

Assessment must confirm the ability to:
- Plan and organise the assessment process on a minimum of two occasions
- Collect evidence that demonstrates:
    - ✓ documented assessment plans
    - ✓ having covered a range of assessment events
    - ✓ catering for a number of candidates
    - ✓ different competency standards or accredited curricula
    - ✓ contextualisation of competency standards and the selected assessment tools, where required
    - ✓ incorporation of reasonable adjustment strategies
    - ✓ development of simple assessment instruments for use in the process

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of presentation at a training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:

- Observation of the candidate's planning and assessment processes for a minimum of two different assessments
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate in relation to planning and assessment processes
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training and assessment, especially the units PIRTAA4.02A – Assess competence and PIRTAA4.03A – Design and develop assessment tools.

Resources required for assessment

Resources may include:
- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers

PIRTAA4.02C – Assess competence

Functional area   **PIRFO Trainer & Assessor**

Prerequisites

Completion of the PIRFO training competencies PIRTAA3.01A, PIRTAA3.02A and PIRTAA3.03A

Descriptor

This unit covers the performance outcomes, skills and knowledge to assess the competence of participants in PIRFO training and assessment programs

Elements	Performance criteria
1. Prepare for assessment	1.1 Interpret assessment plan and confirm PIRFO requirements for conducting assessment with relevant people
	1.2 Access and interpret relevant benchmarks for assessment and nominated assessment tools to confirm the requirements for evidence to be collected
	1.3 Arrange identified material and physical resource requirements according to PIRFO assessment system policies and procedures
	1.4 Organise specialist support required for assessment
	1.5 Explain, discuss and agree details of the assessment plan with candidate
2. Gather quality evidence	2.1 Use agreed assessment methods and tools to gather, organise and document evidence in a format suitable for determining competence
	2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence
	2.3 Determine opportunities for evidence gathering in actual or simulated activities through consultation with the candidate and relevant personnel
	2.4 Determine opportunities for integrated assessment activities and document any changes to assessment instruments where required
3. Support the candidate	3.1 Guide candidates in gathering their own evidence to support recognition of prior learning (RPL)
	3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to individual differences and enables two-way feedback
	3.3 Make decisions on reasonable adjustments with the candidate, based on candidate's needs and characteristics
	3.4 Access required specialist support in accordance with the assessment plan
	3.5 Address any OHS risk to person or equipment immediately

4. Make the assessment decision	4.1 Examine collected evidence and evaluate it to ensure that it reflects the evidence required to demonstrate competence
	4.2 Use judgment to infer whether competence has been demonstrated, based on the available evidence
	4.3 Make assessment decision in line with agreed assessment procedures and according to agreed assessment plan
	4.4 Provide clear and constructive feedback to candidate regarding the assessment decision and develop any follow-up action plan required
5. Record report the assessment decision	5.1 Record assessment outcomes promptly and accurately
	5.2 Complete and process an assessment report according to agreed assessment procedures
	5.3 Inform other relevant parties of the assessment decision according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in consultation with relevant people to improve own future practice
	6.2 Document and record the review according to relevant assessment system policies and procedures

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- competency-based assessment, including:
    - ✓ vocational education and training as a competency-based system;
    - ✓ PIRFO competency standards as the basis of qualifications;
    - ✓ structure and application of PIRFO competency standards;
    - ✓ Principles of assessment and how they are applied;
    - ✓ Rules of evidence and how they are applied;
    - ✓ Range of assessment purposes and assessment contexts;
    - ✓ Different assessment methods, various types of evidence, suitability for content of units, and resource requirements;
    - ✓ Types and forms of evidence, including assessment tools that are relevant to gathering different types of evidence used in competency-based assessment;
    - ✓ Potential barriers and processes relating to assessment tools and methods; and
    - ✓ Assessment system, including policies and procedures established by PIRFO
- RPL policies and procedures established by PIRFO
- Cultural sensitivity and equity consideration
- OHS responsibilities associated with assessing competence, such as:
    - ✓ requirements for reporting hazards and incidents;
    - ✓ emergency procedures;
    - ✓ procedures for use of relevant personal protective equipment; and

     ✓   safe use and maintenance of relevant equipment
- Sources of OHS information

Required skills

The essential skills a person needs to perform work to the required standard include:
- Analysis and interpretation skills to:
  - ✓ break down competency standards;
  - ✓ interpret assessment tools and other assessment information;
  - ✓ identify candidate needs; and
  - ✓ make judgments based on assessment of available evidence
- Observation skills to:
  - ✓ recognise candidate's prior learning;
  - ✓ determine candidate's performance; and
  - ✓ identify when candidate may need assistance during the assessment processes
- Research and evaluation skills to:
  - ✓ access required human and material resources for assessment;
  - ✓ access PIRFO assessment system policies and procedures;
  - ✓ evaluate evidence; and
  - ✓ evaluate assessment process
- Cognitive skills to:
  - ✓ weigh up the evidence and make a judgment; and
  - ✓ consider and make reasonable adjustments
- Decision-making skills to:
  - ✓ recognise a candidate's prior learning; and
  - ✓ make a decision on a candidate's competence
- Communication and interpersonal skills to:
  - ✓ explain the assessment
  - ✓ give clear and precise instructions
  - ✓ ask effective questions
  - ✓ provide clarification
  - ✓ discuss process with other relevant people
  - ✓ give appropriate feedback
  - ✓ discuss assessment outcome
  - ✓ use language appropriate to candidate and assessment environment
  - ✓ establish a working relationship with candidate

Literacy skills used for:
- Reading and interpreting relevant information to conduct assessment
- Preparing required documentation and records or reports of assessment outcomes in required format

Critical aspects of competence

Assessment must confirm the ability to:

- Assess competence of a number of candidates against different PIRFO units of competency or accredited curricula, following the relevant assessment plan
- Consider reasonable adjustment and the reasons for decisions in at least one assessment
- Cover an entire unit of competency and show:
  - ✓ the application of different assessment methods and tools involving a range of assessment activities and events;
  - ✓ two-way communication and feedback;
  - ✓ how judgment was exercised in making the assessment decision;
  - ✓ how and when assessment outcomes were recorded and reported;
  - ✓ assessment records and reports completed in accordance with assessment system and organisational, legal and ethical requirements; and
  - ✓ how the assessment process was reviewed.

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of presentation at a training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:

- Observation of the candidate while conducting three assessments
- Written or oral short answer questions to assess underpinning knowledge
- Examples of relevant assessment records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training and assessment, especially the units PIRTAA4.01A – Plan assessment activities and processes and PIRTAA4.03A – Design and develop assessment tools.

Resources required for assessment

Resources may include:

- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers

PIRTAA4.03C – Design and develop assessment tools

Functional area   **PIRFO Trainer & Assessor**

Prerequisites

Completion of the PIRFO training competencies PIRTAA3.01A, PIRTAA3.02A and PIRTAA3.03A

Descriptor

This unit covers the performance outcomes, skills and knowledge to design and develop assessment tools to assess participants in PIRFO training and assessment programs

Elements	Performance criteria
1. Determine focus of the assessment tool	1.1 Identify target group of candidates, purposes of assessment tool, and contexts in which the tool will be used
	1.2 Access relevant PIRFO benchmarks for assessment and interpret them to establish evidence required to demonstrate competence
	1.3 Identify, access and interpret PIRFO requirements and relevant contextualisation guidelines
	1.4 Identify other related documentation to inform assessment tool development
2. Design assessment tool	2.1 Select assessment methods that support the collection of defined evidence, taking into account the context in which the assessment will take place and meeting the principles of assessment
	2.2 Enable candidates to show or support their claim for recognition of current competency through selected assessment methods
	2.3 Consider different assessment instruments for the selected assessment methods to generate options for collection of evidence
	2.4 Consider how the assessment instruments will be administered

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Principles of assessment and how they are applied when developing assessment tools
- Different types of evidence
- Different assessment contexts and relationship to developing assessment tools

- Components of competency and dimensions of competency
- Contextualisation of competency standards
- Assessment Guidelines of PIRFO standards as relevant to developing assessment tools
- Different assessment methods, their purposes and uses
- Evaluation methodologies appropriate to the trial and review of assessment tools
- relevant workplace information, including:
    - ✓ PIRFO policies and procedures;
    - ✓ workplace tasks and activities;
    - ✓ standard operating procedures; and
    - ✓ procedures for use of relevant personal protective equipment

Required skills

The essential skills a person needs to perform work to the required standard include:
Analysis and interpretation skills to review and evaluate assessment tools
Critical thinking skills to translate the interpreted PIRFO competency standards and other relevant assessment information into meaningful assessment instruments
Design skills to develop different assessment tool designs
Research and evaluation skills to evaluate assessment tools on the basis of trials and feedback
Literacy skills used for:
- Reading and interpreting relevant information to design and develop assessment tools

Critical aspects of competence

Assessment must confirm the ability to:
- Develop assessment tools that support different assessment methods and address at least three relevant PIRFO units of competency
- Develop assessment tools that:
- ✓ include the instruments for collecting evidence, reflecting the principles of assessment, and the related instructions to assessor/s and candidates; and
- ✓ show how the contextual needs of different environments are addressed
- Report on the trial and review of the assessment tools, including proposed changes.

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of presentation at a training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:
- Observation of at three different PIRFO assessment tools prepared by the candidate
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training and assessment, especially the units PIRTAA4.01A – Plan assessment activities and processes and PIRTAA4.02A – Assess competence.

Resources required for assessment

Resources may include:
- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers

PIRTAA4.04E – Participate in assessment validation

Functional area   **PIRFO Trainer & Assessor**

Prerequisites

Completion of the PIRFO training and assessment competencies PIRTAA3.01A, PIRTAA3.02A, PIRTAA3.03A, PIRTAA4.01A, PIRTAA4.02A and PIRTAA4.03A.

Descriptor

This unit covers the performance outcomes, skills and knowledge to participate in assessment moderation of PIRFO training and assessment programs

Elements	Performance criteria
1. Prepare for the validation process	1.1 The purpose, focus and context of the validation process is confirmed and discussed with relevant PIRFO personnel
	1.2 The approach to validation is discussed and confirmed in accordance with the defined purpose/s, context and relevant PIRFO assessment system policies and procedures
	1.3 Relevant benchmarks for PIRFO assessment are analysed and the evidence needed to demonstrate that competency is met is collectively agreed with relevant PIRFO personnel
	1.4 Any related documentation relevant to the validation processes is identified and collectively agreed
	1.5 Material/s to be used in validation sessions are obtained, read and interpreted and validation activities collectively agreed
2. Contribute to the validation process	1.1 Active participation in validation sessions and activities is demonstrated using appropriate communications skills
	1.2 Participation in validation sessions and activities includes the review, comparison and evaluation of: ✓ the overall assessment process ✓ assessment plans ✓ interpretation of competency standards or other benchmarks for assessment ✓ selection and application of assessment methods ✓ selection and use of assessment tools ✓ the collected evidence ✓ assessment decisions including the exercise of judgement
	1.3 The review, comparison and evaluation is undertaken in accordance with the principles of assessment and rules of evidence
	1.4 All documents used in the validation process are checked for accuracy and version control

3.	**Contribute to the validation outcomes**	3.1 Validation findings are collectively discussed, analysed and agreed to support improvements in the quality of assessment
		3.2 Recommendations to improve assessment practice are discussed, agreed and recorded
		3.3 Changes to own assessment practice, arising from validation and appropriate to assessment role and responsibilities, are implemented

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Understanding of competency-based assessment including competency standards as the basis of qualifications, the principles of competency-based assessment and the structure and application of competency standards
- Interpreting competency standards and other related assessment information to determine the evidence needed to demonstrate competency
- Different assessment methods and which methods may be appropriate and relevant to different units/ different parts of individual units
- Different types of assessment tools, what tools work for what types of evidence, what are well constructed assessment tools and why
- Principles of assessment and how they guide assessment and validation processes
- Rules of evidence, why are they important, particularly in a validation context
- The various reasons for carrying out validation and the different approaches to validation that may be appropriate including before assessment, during assessment and after assessment
- The critical aspects of validation, including validation of assessment processes, methods and tools, the collected evidence leading to assessment decisions and assessment decisions

Required skills

The essential skills a person needs to perform work to the required standard include:
- Research skills to access and analyse relevant documents for validation
- Evaluation/revision skills to determine evidence requirements from competency standards, review assessment process, review assessment methods and tools and review collected evidence
- Observation skills to identify where improvements to the assessment process can be made
- Communication and interpersonal skills to effectively participate and contribute to validation activities, collaborate with colleagues, seek and receive feedback on assessment practice and provide advice and support to colleagues

- Planning skills to participate within agreed timeframes
- Problem solving skills to identify information that is inconsistent, ambiguous or contradictory and suggest/confirm recommendations for improvements in assessment

Literacy skills used for:
- Reading and understanding the documents relevant to validation

Critical aspects of competence

Assessment must confirm the ability to:
- Actively participate in validation sessions/meetings
- Collate all documentation relating to the validation process in a logical manner
- Communicate and liaise with relevant people
- Provide feedback and interpretation of documentation in validation sessions
- Record contribution to validation findings

Assessment must confirm knowledge of:
- Competency-based assessment process, methods, tools and principles
- The purposes of validation and the legal and ethical responsibilities of assessors

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of participation –in a validation session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate participating in at least two validation sessions/meetings
- Written or oral short answer questions to assess underpinning knowledge
- Examples of relevant validation records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit is best assessed independently though it may be assessed in conjunction with PIRFO assessment units where applicable.

Resources required for assessment

Resources may include:
- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers

PIRFO FRONTLINE MANAGEMENT STANDARDS

PIRFLM4.01C – Meet workplace OHS requirements

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit of competency requires a PIRFO Frontline Manager to follow defined occupational health and safety (OHS) policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

Elements	Performance criteria
1. Follow workplace procedures for hazard identification, risk assessment and risk control	1.1 OHS hazards in the workplace are identified, assessed, reported and controlled using the hierarchy of control model 1.2 Workplace procedures and work instructions for controlling risks are accurately followed 1.3 Safety checks are undertaken before operation of all machinery and vehicles 1.3 *M*anual handling jobs are performed using safe manual handling techniques 1.4 R*isks to workplace bystanders* are identified and action taken to reduce risk
2. Follow appropriate emergency procedures	2.1 Workplace procedures for dealing with accidents, injuries, fires, and other emergencies are followed 2.2 Emergency equipment is used, serviced and maintained according to manufacturer specifications 2.3 Appropriate authorities are notified of emergencies according to workplace policy
3. Participate in arrangements for maintaining health and safety of all people in the workplace	3.1 OH&S issues are raised with designated personnel according to workplace procedures 3.2 Contributions are made to workplace OHS participative arrangements and ongoing monitoring and reporting of all aspects of OHS 3.3 Hierarchy of control model is followed to the individual's level of responsibility 3.4 Assistance is provided in developing effective solutions to control the level of risk associated with tasks

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- OHS principles
- Workplace OHS policies and procedures relevant to the person's jurisdiction
- Designated personnel responsible for OHS within the agency
- Emergency services
- Preferred order of ways to control risks (i.e. hierarchy of control)
- Reasons for and purpose of workplace health and safety requirements
- Significant hazards in the workplace
- Relevant OHS Acts, regulations and codes of practice
- Ways in which OHS is managed in the workplace, and activities required under OHS legislation

Required skills

The essential skills a person needs to perform work to the required standard include:
- Applying the hierarchy of control model
- Communicating and contributing to OHS participative arrangements and reporting hazards and risks
- Undertaking workplace activities following accepted OHS practices
- Following workplace procedures for acting in an emergency
- Following workplace procedures for hazard identification and risk control

Literacy skills used for:
- Interpreting OHS symbols
- Reading labels, notices and relevant enterprise documentation and manufacturer specifications

Numeracy skills used for:
- Estimating weight of items to be lifted or moved.

Critical aspects of competence

Assessment must confirm the ability to:
- Act correctly in an emergency
- Follow workplace procedure for hazard identification and risk control when completing a range of workplace operations and circumstances

Assessment must confirm knowledge of:
- Emergency services
- Occupational health and safety risk management
- Relevant parts of OHS legislation, relevant regulations and codes of practice which apply in the person's jurisdiction
- Significant physical, environmental and chemical hazards in the workplace.

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the OHS activities that a PIRFO Frontline Manager or Coordinator undertakes in day to day operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when participating in OHS activities, as part of Frontline Management operations after training and assessment should be analysed.

Method of assessment

The following assessment methods are suggested:
- Observation of the candidate while participating in real or simulated OHS components of effective Frontline Management operations, as described in the performance criteria and skills and knowledge outlined in this unit of competency.
- Written or oral short answer questions to assess underpinning knowledge of OHS.
- Practical exercises involving the observation of the candidate verifying correct OHS procedures and processes during a simulated Frontline Management activity
- Third-party reports, including reports from the Observer Program Manager superior

Interdependent assessment of units

This unit should be assessed in conjunction with other units relating to Frontline Management operations to confirm that OHS procedures are followed during all Frontline Management activities.

Resources required for assessment

Resources may include:
- Relevant OHS policies and procedures
- Relevant OHS Acts, regulations and codes of practice

PIRFLM4.02C – Show leadership and promote team effectiveness

Functional area
PIRFO Frontline Management

Prerequisites
While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the national fisheries agencies it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor
This unit describes the performance outcomes, skills and knowledge required by a PIRFO Frontline Manager when working with teams and individuals, their standard of conduct and the initiative they take in influencing others. Observer program managers have an important leadership role in the development of efficient and effective PIRFO program teams. They play a prominent part in team planning, supervising the performance of the team and developing team cohesion. They provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

Elements	Performance criteria
1. **Maintain high standards of management performance and behaviour**	1.1 Ensure personal management performance and behaviour meets PIRFO requirements 1.2 Ensure personal management performance and behaviour serves as a positive role model for other PIRFO personnel 1.3 Develop and implement performance plans in accordance with PIRFO goals and objectives 1.4 Establish and use key performance indicators to meet PIRFO goals and objectives
2. **Enhance the PIRFO image**	2.1 Ensure performance of PIRFO personnel meets the standards and values expected of the PIRFO program 2.2 Maintain a commitment to governance and transparency in all PIRFO program related activities 2.3 Ensure all PIRFO personnel adhere to strong social principles
3. **Make informed decisions**	3.1 Gather and organise information relevant to the issue/s under consideration 3.2 Examine options and assess associated risks to determine preferred course/s of action 3.4 Ensure decisions are timely and communicate them clearly to individuals and teams 3.5 Prepare plans to implement decisions and ensure they are understood by relevant individuals and teams 3.6 Use feedback processes effectively to monitor the implementation and impact of decisions

4.	Participate in and facilitate work team	4.1 Facilitate individuals and teams active participation in decision making processes
		4.2 Give the team support to identify and resolve problems which impede performance
		4.3 Ensure personal contribution to work team serves as a role model for others and enhances the organisation's image within the work team, the organisation and with external stakeholders
5.	Develop team cohesion	5.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team
		5.2 Encourage and support team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities
		5.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions
		5.4 Recognise and address issues, concerns and problems identified by team members or refer to relevant persons as required
6.	Liaise with management	6.1 Maintain open communication with management at all times
		6.2 Communicate information from management to the team
		6.3 Communicate unresolved issues, concerns and problems raised by the team/team members to management and ensure follow-up action is taken
		6.4 Communicate unresolved issues, concerns and problems related to the team/team members raised by management to the team and ensure follow-up to action is taken

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Organisational and PIRFO goals, objectives and plans
- Leadership styles and concepts
- Basic theory of group behaviour
- Organisational structure and policy and procedures framework

Required skills

The essential skills a person needs to perform work to the required standard include:
- Communication and presentation skills to represent the organisation, to explain its work to others, to model professionalism and to effectively engage and facilitate a team
- Planning and organising skills
- Decision making skills to demonstrate good judgement and follow through.

Critical aspects of competence

Assessment must confirm the ability to:
- Articulate PIRFO values and expectations of behaviour
- Communicate information, deal with team conflict and resolve issues
- Plan, organise and make sound decisions

Assessment must confirm knowledge of:
- Leadership styles and concepts
- PIRFO and organisational goals, objectives and plans
- Planning, organising and decision making processes

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so that the candidate is able to demonstrate their leadership and management style in a simulated environment.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when undertaking the management of PIRFO program operations, should be analysed.

Method of assessment

The following assessment methods are suggested:
- Analysis of responses to case studies and scenarios
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- Observation of demonstrated techniques in working with team dynamics
- Observation of leadership performance in role plays
- Observation of presentations
- Oral or written questioning to assess knowledge of leadership styles, principles and techniques associated with group dynamics and processes
- Evaluation of opportunities provided for input of team members into planning, decision making and operational aspects of work team
- Review of feedback provided to team members
- Review of teamwork plan.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to appropriate documentation and resources normally used in the workplace

PIRFLM4.03C – Develop work priorities

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor, to obtain feedback on work performance and development and to take responsibility for one's own career planning and professional development.

Elements	Performance criteria
1. Plan and complete own work schedule	1.1. Prepare work plans which reflect consideration of resources, stakeholder needs and workgroup targets 1.2. Analyse and incorporate work objectives and priorities into personal schedules and responsibilities *1.3.* Identify factors affecting the achievement of work objectives and establish contingencies and incorporate them into work plans 1.4 Efficiently and effectively use business technology to manage and monitor planning completion and scheduling of tasks
2. Monitor own work performance	2.1. Identify and analysed personal performance through self-assessment and feedback from others on the achievement of work objectives 2.2. Seek and evaluate feedback on performance from colleagues and clients in the context of individual and group requirements 2.3 Routinely identify and report on variations in the quality of service and performance in accordance with organisational requirements
3. Coordinate professional development	3.1. Assess personal knowledge and skills against organisational benchmarks to determine development needs and priorities 3.2. Research and identify sources and plan for opportunities for improvement in consultation with colleagues 3.3. Use feedback to identify and develop ways to improve competence within available opportunities 3.4. Identify, access and complete professional development activities to assist career development 3.5 Store and maintain records and documents relating to achievements and assessments in accordance with organisational requirements

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Relevant business technology applications to schedule tasks and plan work
- Techniques to prepare personal plans and establish priorities
- Methods to identify and prioritise personal learning needs
- Understanding of a range of professional development options
- Understanding of methods to elicit, analyse and interpret feedback
- Understanding of methods to evaluate own performance

Required skills

The essential skills a person needs to perform work to the required standard include:

- Learning skills to recognise and develop new and necessary skills and knowledge
- Literacy skills to understand the organisation's policies, procedures and communications, to write personal work plans and professional development plans, and to request and receive feedback about performance
- Organising skills to prioritise, manage time and meet deadlines
- Problem solving skills to develop contingency plans

Critical aspects of competence

Assessment must confirm the ability to:

- Prepare and communicate own work plan
- Schedule work objectives and tasks to support the achievement of goals
- Seek and act on feedback from clients and colleagues
- Review own work performance against achievements through self-assessment
- Access learning opportunities to extend own personal work competencies
- Use business technology to monitor self-development.

Assessment must confirm knowledge of:

- Technology applications to schedule tasks and plan work and techniques to prepare personal plans and establish priorities
- Professional development options
- Feedback and performance evaluation techniques

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to confirm the development of work priorities that a PIRFO Frontline Manager or Coordinator undertakes in day-to-day operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate demonstrating a focus on developing work priorities in Frontline Management operations after training and assessment should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- Observation of performance in role plays
- Observation of presentations
- Review of work and professional development plan

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to appropriate documentation and resources normally used in the workplace

PIRFLM4.04C – Establish networks

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective stakeholder relationships and networks. It covers the relationship building and negotiation skills required by observer program managers.

Elements	Performance criteria
1. Develop and maintain networks	1.1. Use appropriate network strategies to establish and maintain relationships that promote the development of stakeholder relationships 1.2. Identify and pursue network opportunities to maximise a range of contacts 1.3. Communicate information regarding new networks to inform individuals, colleagues and stakeholders of potential benefits 1.4 Participate in professional networks and associations to obtain and maintain personal knowledge and skills
2. Establish and maintain relationships	2.1. Develop and maintain relationships to promote benefits consistent with organisational/stakeholder requirements 2.2. Gain and maintain trust and confidence of contacts through demonstration of high standards of business practices 2.3. Use a high level of negotiation skills to encourage positive outcomes 2.4. Identify difficult situations and negotiate solutions using collaborative problem-solving techniques 2.5 Seek specialist advice in the development of contacts where appropriate
3. Promote the relationship	3.1. Develop strategies to represent and promote the interests and requirements of the relationship 3.2. Use appropriate presentation skills to communicate the goals and objectives of the relationship 3.3. Effectively communicate issues, policies and practices of the relationship to a range of audiences, in writing and verbally 3.4 Obtain feedback to identify and develop ways to improve promotional activities within available opportunities

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- PIRFO stakeholder and own organisational policies, plans and procedures
- Related organisations, agencies and networks
- Trends and forecasts for Western & Central Pacific Ocean observer programs.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Communication skills to receive and report on feedback, to maintain effective relationships and to manage conflict
- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- Leadership skills to gain trust and confidence of stakeholders and colleagues
- Negotiation skills to achieve mutually acceptable outcomes
- Technology skills to support effective communication and presentation.

Critical aspects of competence

Assessment must confirm the ability to:
- Establish contacts and participate in networks
- Identify opportunities for networking
- Maintain records of relevant contacts.

Assessment must confirm knowledge of:
- Related organisations, agencies and networks

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the networking activities that a PIRFO Frontline Manager undertakes in day-to-day operations.If possible, further feedback from the office where the participant is, or will be employed and scrutiny of networking material prepared by the candidate when participating in Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- Observation of performance in networking role plays
- Observation of negotiation of solutions between groups and individuals
- Observation of networking presentations
- Review of documentation on communicating issues, policies and practices of the relationship to a range of stakeholders
- Evaluation of networking strategies

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Access to examples of networking strategies and documentation.

PIRFLM4.05C – Identify risk and apply risk management processes

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to an organisation's operations that are within the person's own work responsibilities and area of operation.

Elements	Performance criteria
1. Identify risks	1.1. Identify the context for risk management 1.2. Identify risks using appropriate risk management tools, ensuring all reasonable steps have been taken to identify all potential risks 1.3 Document identified risks in accordance with relevant policies, procedures and legislation
2. Analyse and evaluate risks	2.1. Analyse and document risks in consultation with relevant stakeholders 2.2. Undertake risk categorisation and determine level of risk 2.3 Document analysis processes and outcomes
3. Treat risks	3.1. Determine appropriate control measures for risks and assess for strengths and weaknesses 3.2. Identify control measures for all risks 3.3. Refer risks relevant to whole of organisation or having an impact beyond own work responsibilities and area of operation to others as per established policies and procedures 3.4. Choose and implement control measures for own area of operation and/or responsibilities 3.5 Prepare and implement risk mitigation plans
4. Monitor and review effectiveness of risk treatment/s	4.1. Regularly review implemented risk mitigation plans against measures of success 4.2. Use review results to improve the mitigation of risks 4.3. Provide assistance to auditing risk in own area of operation 4.4 Monitor and review management of risk in own area of operation

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Recognised standards for risk management
- Key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
  - ❖ anti-discrimination legislation
  - ❖ ethical principles
  - ❖ codes of practice
  - ❖ privacy laws
  - ❖ environmental issues
  - ❖ occupational health and safety
  - ❖ Organisational policies and procedures relating to risk management processes and strategies
  - ❖ Auditing requirements relating to risk management.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Research and data collection skills to monitor and evaluate risks
- Problem-solving skills to appropriately address identified risks.

Literacy skills used to:
- Read and understand a variety of texts
- Write, edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information

Critical aspects of competence

Assessment must confirm the ability to:
- Identify, analyse and evaluate risks
- Appropriately address identified risks

Assessment must confirm knowledge of:
- Risk management processes and procedures
- Personal role in relation to wider organisational or regional context

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible risks that a PIRFO Frontline Manager or Coordinator may encounter and need to manage in day-to-day operations.
If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when participating in risk management activities, as part of Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job risk management activities by the candidate
- Review of documentation outlining risk analysis processes and outcomes
- Role plays undertaking simulated risk management activities
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of accepted standards for risk management
- Review of implementation of risk mitigation plans

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to workplace documentation relating to risk management
- Access to risk management tools and frameworks.

PIRFLM4.06C – Plan and manage PIRFO programme operations

Functional area
PIRFO Frontline Management

Prerequisites
While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor
This unit describes the performance outcomes, skills and knowledge required to manage/coordinate a PIRFO programme according to the organisation's operational policies and procedures and within the person's own level of work responsibilities and area of operation.

Elements	Performance criteria
1. Develop annual PIRFO program work plan	1.1 Determine operational requirements 1.2 Allocate resources (personnel, equipment, logistics, finances, training) according to operational requirements 1.3 Identify factors effecting the successful implementation of the operational plan and find solutions 1.4 Develop an operational plan and seek endorsement from relevant stakeholders
2. Plan and manage individual PIRFO personnel work placements	2.1 Identify and align personnel and other resources with operational needs 2.2 Liaise with relevant stakeholders regarding work placements 2.3 Organise logistics (advances, travel, equipment) according to requirements 2.4 Facilitate post-trip PIRFO activities including debriefing, travel and payments
3. Manage data, samples and reports	3.1 Verify that necessary data, samples and reports have been completed and provided 3.2 Follow agreed data information and sample dissemination protocols 3.3 Keep appropriate records of data movements 3.4 Ensure that information systems are maintained
4. Report on operational activities	4.1 Ensure critical incidents identified by PIRFO personnel are reported through the appropriate channels in a timely manner 4.2 Access and provide relevant PIRFO programme information to the appropriate person for inclusion in reports as required 4.3 Provide operational reports as required according to organisational policy 4.4 Follow Information Management Systems (IMS) protocols with respect to confidentiality of reports

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- PIRFO policies and protocols
- Fisheries regulations in the WCPO and the treaties that underpin the fisheries in the region
- Fisheries IMS

Required skills

The essential skills a person needs to perform work to the required standard include:
- Developing work plans to meet the organisation's PIRFO obligations
- Allocating human resources and logistical support to meet those obligations
- Managing a group of observers, debriefers and support staff to ensure effective pre, at sea and post placement activities and ongoing professional development is undertaken
- Preparing and disseminating data, reports and other relevant information to relevant stakeholders
- Problem solving, risk management and critical incident identification skills

Literacy skills used for:
- Reading regulations, policies & procedures and protocols
- Preparing and evaluating reports

Numeracy skills used for:
- Financial management
- Fisheries IMS data

Critical aspects of competence

Assessment must confirm the ability to:
- Develop and successfully implement observer program work plans
- Manage people both in person and remotely
- Correctly follow PIRFO policies and protocols

Assessment must confirm knowledge of:
- The fisheries in the WCPO and the regulations, policies and protocols that underpin those fisheries
- PIRFO policies & protocols
- Work planning frameworks

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the tasks and activities that a PIRFO Frontline Manager or Coordinator may undertake in day-to-day operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when undertaking the management of PIRFO program operations, should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job operational management activities by the candidate
- Review of documentation such as work plans, reports and data gathering
- Role plays undertaking simulated management of PIRFO program operations
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of managing/coordinating PIRFO program operations
- Review of implementation of work plans

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Work plan pro-formas
- Relevant fisheries regulations
- PIRFO policy documents
- Relevant PIRFO program reports

PIRFLM4.07C – Manage off-site PIRFO personnel

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to supervise PIRFO personnel who perform duties away from the organisation's base, including at-sea and a range of different ports.

Elements	Performance criteria
1. **Facilitate and support at sea observer activities**	1.1 Monitor observer status through regular communications with observer according to prearranged protocols and procedures 1.2 Facilitate at-sea vessel transfers of the observer 1.3 Track movement of the observer's designated vessel using available tools 1.4 Ensure observers agreed personal on-shore arrangements are attended to
2. **Facilitate and support remotely located debriefers**	2.1 Ensure suitable facilities to undertake debriefing has been arranged 2.2 Ensure all necessary resources to conduct a debriefing have been made available 2.3 Communicate movements of observer to be debriefed 2.4 Facilitate linkages with relevant stakeholders involved in observer activities
3. **Manage off-site performance**	3.1 Plan and conduct regular meetings with PIRFO personnel to determine individual progress, identify needs, clarify and solve issues and provide network opportunities 3.2 Participate in relevant regional workshops and contribute to identifying and solving PIRFO program off-site issues 3.3 Evaluate PIRFO personnel off-site performance against recognised PIRFO protocols and procedures 3.4 Address problems in PIRFO personnel off-site work performance through constructive solutions identified with PIRFO personnel

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- PIRFO policies & protocols
- Relevant WCPO fishing vessel disembarkation/unloading points and available facilities
- Vessels using observers from the observer manager's program
- Performance management strategies relating to off-site work

Required skills

The essential skills a person needs to perform work to the required standard include:
- Monitoring observer status using a range of communication tools
- Communicating with vessel operators to monitor observer movements
- Using available tools to track vessel movements
- Facilitating resources and services in a range of disembarkation/unloading ports
- Managing observer/debriefer off-site work performance and professional development
- Participating in forums to address observer at-sea issues.
- Numeracy skills used to:
- Determine time differences and vessel schedules
- Fix vessel positions

Critical aspects of competence

Assessment must confirm the ability to:
- Manage and provide necessary support for observers/debriefers while at sea and at other off-site locations
- Facilitate resources and services away from the organisation's home base.

Assessment must confirm knowledge of:
- WCPO fishery strategies and vessel movements relevant to the manager's program
- Issues that observers and debriefers will encounter away from the home base.

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the tasks and activities that a PIRFO Frontline Manager or Coordinator may undertake when managing off-site PIRFO personnel. If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when undertaking the management of off-site PIRFO personnel, should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of the management of off-site personnel
- Review of documentation related to facilitating resources and services off-site
- Role plays undertaking simulated management of off-site PIRFO personnel
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of managing/coordinating PIRFO off-site personnel
- Review of implementation of strategies to manage PIRFO off-site personnel

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to tools used to track vessel movements
- Documentation relating to managing off-site personnel
- Performance management proformas

PIRFLM4.08C – Administer and report on financial activities

Functional area
PIRFO Frontline Management

Prerequisites
While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor
This unit describes the performance outcomes, skills and knowledge required to administer and report on financial activities for an observer program and to meet organisational and statutory requirements such as the completion of required financial reports.

Elements	Performance criteria
1. Maintain observer program financial records	1.1 Keep up to date records of all PIRFO program income and expenditure according to organisational requirements 1.2 Ensure all invoices and receipts related to PIRFO program income and expenditure are retained and filed securely 1.3 Keep up to date register of PIRFO program assets
2. Prepare observer program financial reports	2.1 Provide financial statements according to organisational requirements 2.2 Provide asset register information to the relevant financial personnel 2.3 Check and authorise relevant purchases and payments according to the organisational financial procedures 2.4 Ensure structure and format of reports are clear and conform to organisational and statutory requirements
3. Provide financial program recommendations	3.1 Prepare an annual PIRFO program budget according to organisational requirements 3.2 Provide timely advice on changes to annual budget 3.3 Ensure that discrepancies, lack of transparency or other financial issues are identified and resolved

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Organisational policies and procedures relating to maintaining financial records
- Definition of credits/creditors and debits/debtors
- Basic principles of bookkeeping and financial accounting
- Methods of presenting financial data.
- Options, methods and practices for deductions and benefits.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Preparing and maintaining observer program budgets, financial statements and asset registers according to organisational requirements
- Identifying financial errors or discrepancies and resolving according to organisational protocols
- Problem-solving skills to reconcile figures

Literacy skills used to:
- Identify financial information
- Read and understand the organisation's financial accounting methodology

Numeracy skills used to:
- Read and interpret financial data
- Prepare cash analysis sheets

Critical aspects of competence

Assessment must confirm the ability to:
- Identify and respond to discrepancies and errors in observer program financial activities
- Transfer and record observer program financial data accurately
- Reconcile observer program expenditures and revenue

Assessment must confirm knowledge of:
- Organisational policies and procedures relating to maintaining financial records
- Basic principles of bookkeeping and financial accounting

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible financial activities that a PIRFO Frontline Manager may undertake and need to manage in day-to-day operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when participating in financial management activities, as part of Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of financial management activities by the candidate
- Review of financial record documentation completed by the candidate
- Role plays undertaking observer program financial recording activities including budgets, financial statements and asset registers
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of accepted standards for financial administration and reporting.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Examples of source documents relating to financial record keeping.

PIRFLM4.09C – Administer PIRFO information processes

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

Observer program managers administer national and regional IMS to manage the observer program and interpret, evaluate and analyse information provided from the IMS. The manager will also be expected to provide guidance to observer program personnel on providing correct information, keep abreast of IMS changes and provide input into IMS improvement.

Elements	Performance criteria
1. **Administer input of data**	1.1 Administer the input of PIRFO program management data such as personal details, travel arrangements and payments into the organisation's Information Management System 1.2 Ensure data gathered by PIRFO personnel for fisheries management purposes is inputted into the appropriate IMS
2. **Administer data flow**	2.1 Verify that all required data is complete and submitted in a timely manner 2.2 Ensure information is disseminated according to PIRFO program protocols 2.3 Follow approved data quality control processes
3. **Interpret and analyse data**	3.1 Retrieve relevant data and summaries for PIRFO program management and reporting 3.2 Interpret relevant data and summaries to evaluate PIRFO program and personnel performance 3.3 Analyse information to identify and report relevant trends and developments
4. **Maintain currency**	4.1 Participate in PIRFO forums on information system processes, changes and issues 4.2 Prepare PIRFO personnel to work with new technology, processes and information system changes

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- National observer program IMS
- Regional observer program IMS
- PIRFO program protocols for information dissemination and quality control

Required skills

The essential skills a person needs to perform work to the required standard include:
- Technological skills to work with national and regional IMS
- Interpretation and evaluation skills of available information from IMS
- Analytical skills to identify and report trends and developments in the PIRFO program
- Capacity building skills to train staff to provide correct information for IMS
- Provisions of effective input into forums to improve/further develop IMS.

Literacy skills used to:
- Read, interpret and evaluate available information
- Present information in ways that are appropriate to the PIRFO team.

Critical aspects of competence

Assessment must confirm the ability to:
- Effectively use observer program national and regional IMS
- Interpret, evaluate and analyse available information
- Recognise IMS shortcomings and provide input into IMS improvements.

Assessment must confirm knowledge of:
- IMS used in the WCPO fisheries
- PIRFO protocols for using IMS

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted in a simulated environment so that the candidate is using IMS compatible with WCPO observer program operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when administering IMS in PIRFO program operations, should be analysed.

Method of assessment

The following assessment methods are suggested:
- Demonstration of techniques in working with observer program IMS including interpreting, evaluating and analysing data produced
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job IMS administration
- Oral or written questioning to assess knowledge of current information systems and future information system needs
- Review of documentation analysing information trends and developments
- Analysis of responses to case studies and scenarios
- Review of preparation undertaken for observers to work with new technology and information system changes.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Computer hardware and relevant observer program IMS software
- Other appropriate documentation and resources used in administrating observer program IMS

PIRFLM4.10C – Write reports

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan, draft, review and write a final report.

Elements	Performance criteria
1. Plan a report	1.1 Determine audience and purpose for the report 1.2 Determine format and structure 1.3 Establish key points for inclusion 1.4 Identify organisational reporting requirements 1.5 Establish method of reporting 1.6 Establish means of reporting
2. Prepare and review a draft report	2.1 Develop draft report to communicate key points 2.2 Obtain and include any required additional information 2.3 Check draft for suitability of tone for audience, purpose, format and communication style 2.4 Check draft for readability, grammar, spelling, and sentence and paragraph construction 2.5 Check draft for sequencing and structure 2.6 Check draft to ensure it meets organisational requirements 2.7 Ensure draft is proofread, where appropriate, by supervisor or colleague
3. Write a final report	3.1 Make and proofread necessary changes 3.2 Ensure report is sent to intended recipient 3.3 File copy of report in accordance with organisational policies and procedures

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- Basic grammar, spelling and punctuation
- Report protocols
- How audience, purpose and method of communication influence tone of report
- Organisational policies and procedures for reports
- Resources to assist in report production, such as dictionary, thesaurus, templates, style sheets.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Collating the required information to include in the report
- Preparing a report according to target audience, using appropriate report proforma
- Proofread and edit reports to ensure clarity of meaning and conformity to organisational requirements
- Problem-solving skills to determine report design and production processes

Literacy skills used to:
- Read and understand a variety of texts
- Write coherent reports that clearly articulate the purpose of the report.

Critical aspects of competence

Assessment must confirm the ability to:
- Produce a range of reports that accurately convey required information
- Use formatting suitable for intended audience
- Assessment must confirm knowledge of:
- Organisational policies and procedures for report production

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the reports that a PIRFO Frontline Manager or Coordinator may need to produce in the work place.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of reports prepared by the candidate, as part of Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:
- Direct questioning combined with review of portfolios of evidence and third party workplace feedback of on-the-job report writing by the candidate
- Review of draft reports
- Analysis of responses to case studies and scenarios
- Demonstration of report writing techniques
- Oral or written questioning to assess knowledge of reporting protocols
- Review of final reports.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to office equipment and resources
- Examples of PIRFO related reports.

PIRFLM4.11C – Make a presentation

Functional area
PIRFO Frontline Management

Prerequisites
While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor
This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

Elements	Performance criteria
1. Prepare a presentation	1.1 Plan and document presentation approach and intended outcomes
	1.2 Choose presentation strategies*,* format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed
	1.3 Select presentation aids*,* materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas
	1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation
	1.5 Select techniques to evaluate presentation effectiveness
2. Deliver a presentation	2.1 Explain and discuss desired outcomes of the presentation with the target audience
	2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas
	2.3 Monitor non-verbal and verbal communication of participants to promote understanding of presentation outcomes
	2.4 Use persuasive communication techniques to secure audience interest
	2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences
	2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding
3. Review the presentation	3.1 Implement techniques to review the effectiveness of the presentation
	3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation
	3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to make presentations to the required standard include:
- Principles of effective communication
- Range of presentation aids and materials available to support presentations
- PIRFO policies, protocols and operations
- Data collection methods that will support review of presentations.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- Facilitation and presentation skills to communicate central ideas of a message in an informative and engaging manner, and to utilise verbal and non-verbal techniques to sustain participant engagement
- Technical skills to use presentation aids such as computers, power point presentations and audio equipment.

Literacy skills used to:
- Prepare presentation information and to write in a range of styles for different target audiences.

Critical aspects of competence

Assessment must confirm the ability to:
- Prepare, deliver and evaluate the effectiveness of at least two presentations related to the PIRFO programme.

Assessment must confirm knowledge of:
- Principles of effective communication.

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted in a training environment so that the candidate makes a minimum of two presentations that a PIRFO Frontline Manager is likely to deliver as part of their job role.
If possible, further feedback from the office where the participant is, or will be employed and comments/judgements on presentations delivered by the candidate, as part of Frontline Management operations should be obtained.

Method of assessment

The following assessment methods are suggested:
- Demonstration of preparation, delivery and evaluation of a presentation
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job presentation performance by the candidate
- Observation of presentations
- Review of selected presentation aids, materials and techniques
- Review of briefing provided for others involved in the presentation
- Evaluation of techniques implemented to review the effectiveness of the presentation.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- Access to an actual workplace or simulated environment
- Access to office equipment, documentation and resources.

PIRFLM4.12C – Apply knowledge of fisheries management to observer programme activities

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO programme coordinators and the management of the various fisheries agencies it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply fisheries management principles to PIRFO program activities and ensure that observer activities adhere to relevant legislation, regulations and treaties so as to meet organisational and statutory requirements and support for the management of fish stocks through sampling and identifying IUU fishing is effectively carried out.

Elements	Performance criteria
1. **Understand general fisheries management principles used in the WCPO and establish the tools relevant to PIRFO operations**	1.1 Understand general fisheries management principles that apply to the WCPO 1.2 Apply appropriate fisheries management tools to PIRFO operations
2. **Maintain currency with relevant legislation, regulations, treaties and publications that relate to PIRFO operations**	2.1 Source, interpret and apply information about WCPO fisheries regulations to PIRFO operations 2.2 Understand the consequences of non-compliance with regulations within the scope of PIRFO operations 2.3 Track and interpret change to fisheries regulations to ensure efficient PIRFO operations 2.4 Implement change to PIRFO operations to meet changing regulations
3. **Ensure PIRFO activities achieve WCPO fisheries management goals**	3.1 Apply PIRFO collection protocols to facilitate provision of scientific data to serve WCPO fisheries management 3.2 Apply PIRFO collection protocols to facilitate provision of compliance related data for fisheries management 3.3 Apply quality-control and dissemination processes to ensure PIRFO data and other products meet WCPO fisheries management needs 3.4 Ensure PIRFO staff competency to implement standards is maintained

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:
- PIRFO processes and protocols
- Monitoring, control & surveillance (MCS) activities undertaken in the WCPO
- Relevant national, regional and international fisheries legislation, regulations and agreements pertaining to PIRFO activities in the WCPO
- Sampling methodology undertaken by observers for regional organisations such as SPC.

Required skills

The essential skills a person needs to perform work to the required standard include:
- Facilitating and assisting in delivering training for observers and debriefers
- Identifying non-compliant and IUU fishing activities in the WCPO
- Identifying and facilitating relevant sampling methods with regional scientific personnel
- Managing collection and correct dissemination of sampling undertaken by observers
- Communicating skills.

Literacy skills used for:
- Interpreting relevant national, regional and international fisheries legislation, regulations and agreements
- Reading and disseminating PIRFO processes and protocols

Numeracy skills used for:
- Sampling processes

Critical aspects of competence

Assessment must confirm the ability to:
- Apply knowledge of fisheries management when managing and coordinating PIRFO programs.

Assessment must confirm knowledge of:
- PIRFO processes & protocols
- Relevant national, regional and international fisheries legislation, regulations and agreements pertaining to PIRFO activities in the WCPO
- MCS activities in the WCPO fisheries
- Scientific sampling relevant to the WCPO fishery.

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to confirm that the candidate has a good knowledge of fisheries management relevant to an observer program in the WCPO fisheries and is able to apply that knowledge in managing or coordinating day-to-day observer program operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of fisheries management knowledge and application by the candidate when undertaking the management of PIRFO program operations should be analysed.

Method of assessment

The following assessment methods are suggested:

- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job management activities by the candidate
- Review of documentation such as work plans, reports and data gathering
- Role plays undertaking simulated management of PIRFO program operations
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of fisheries management relevant to the PIRFO program operations

Interdependent assessment of units

This unit will ideally be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:
- National, regional and international fisheries legislation, regulations and agreements
- PIRFO policies & procedures documentation
- SPC sampling protocol documentation.

PIRFO TRAINING & ASSESSING

General

The PIRFO Training Framework training and assessment processes follow the competency based training and assessment methodology and assessment criteria must be based on the competencies and associated skills and knowledge outlined in this Training Framework.

Assessment should be focused on practical demonstration wherever possible and should be a mix of on-going assessment on each component as training progresses so as to continually monitor a trainee's progress and holistic assessments at the end of the training course to determine overall competence. PIRFO Trainers & Assessors should be familiar with the PIRFO Certification and Training Policy Manual and follow the philosophies, strategies and procedures provided in that manual.

Competency-based assessment

The purpose of assessment is to gather and consider evidence that demonstrates that the trainee has met the specified competencies required. Assessment enables the trainee to receive formal recognition of competencies that lead to the award of regionally established qualifications for fisheries observers.

Competency based assessment is criterion based – where trainees are assessed against a standard specified in an evidence guide.

Competency based assessment is evidence based – where the evidence may be demonstrated or produced by the trainee or gathered by the assessor.

There are four key requirements of competency-based assessment:

Valid: assessments must cover the range of knowledge and skills needed to demonstrate competency and integrate these with their practical application.
Reliable: there has to be consistency in the interpretation of evidence from one assessment to the next.
Flexible: assessments should provide for the recognition of competencies in a range of situations and contexts.
Fair: assessment procedures and practices must be clear and not disadvantage any learner.

Assessors must also ensure that they apply the rules of evidence as outlined in the table below.

Rules of evidence	Explanation
Valid	The skills and knowledge demonstrated during assessment relate to the unit of competency or standard being assessed
Sufficient	Sufficient evidence is obtained when undertaking assessment to make a judgment about the competence of the trainee and that all the skills and knowledge requirements for the unit of competency are met
Current	Shows that the skills and knowledge are relevant to the current work environment that the trainee will be exposed
Authentic	It is the trainee's own work and that there are assessment procedures to ensure this are followed

The information that is collected during an assessment can be used in three main ways:

Diagnostic: to identify educational or training needs, which is usually in the form of a pre–course test.
Formative: to provide feedback on how a trainee is making progress towards achieving competency, which is usually in the form of self-assessment questions and exercises, such as those provided in the learning materials for fisheries observers.
Summative: to evaluate performance at the end of a period of learning or practice.

Trainees are considered to be competent when they are able to apply their knowledge and skills to successfully complete activities in a range of situations and environments, in accordance with the standard of performance expected of them in the workplace and prescribed in the PIRFO Training Framework.

Moderation

The CMC has the responsibility as the organisation that defines standards to ensure that the Accreditation and Moderation System accurately reflects current requirements, and is relevant to aspects of existing regional education and training audit requirements for quality assurance.

CMC encourages open communication with accredited training providers and recommends that they use the assessment resources CMC has developed. However, if an accredited training provider chooses to develop their own assessment materials, CMC will require them to submit self-developed assessment materials for pre-assessment moderation. In instances where this pre-assessment moderation will be required, please contact CMC well before the time of intended assessment to facilitate this process.

Accredited training providers are required to participate in external moderation of their assessment process annually by CMC. Training providers who meet moderation requirements consistently for 3 years may then be exempted from this annual cycle and engage in the regional external moderation process every 2 years.

The CMC will develop an annual plan and the accredited training provider will be advised in writing of the relevant dates and venue. Assessment evidence for moderation must be made available on request to the CMC.

Moderation processes may include regional workshops or external moderation visits to individual training institutes and is facilitated by the CMC. Training providers should also be encouraged to conduct ongoing internal moderation to ensure that assessment standards are maintained.

Moderation activities should include consideration of the design of assessment materials, sampling observed practical skills assessment, moderation of written assessment marking and random moderation or spot checks of assessment.

Further information on training and assessment processes and procedures is outlined in the *PIRFO Certification and Training Policy Manual,* which is available on the SPC website or by contacting the PIRFO Programme Coordinator at SPC.

EMPLOYABILITY SKILLS

When analysing a unit of competency for training and assessment purposes an instructor must also consider the context of the employability skills within the unit. To demonstrate competence in a particular unit the candidate must address the required technical skills and knowledge for the unit as well as the relevant employability skills. For example the unit "PIROBS3.05A – Perform observer duties" has specific observer technical skills (eg. estimating the weight of fish in a brail) but the observer may need to also apply a range of employability skills such communicating, problem solving and showing initiative and enterprise if a particular activity isn't going to plan. To develop these skills assessors should build employability skills into training and assessment.

Employability Skill	
Communication	• Confirming instructions • Estimating the duration of tasks • Oral reporting of work activities and problems to a supervisor • Reading and interpreting instructions and work procedures • Recording and reporting data
Teamwork	• Contributing to participative OHS arrangements • Respecting people from diverse backgrounds • Sharing information relevant to work with co-workers • Undertaking duties in a positive manner to promote cooperation
Problem solving	• Solving problems that may arise when undertaking duties • Recognising and resolving problems and conflicts that may arise in the workplace • Reporting problems
Initiative and enterprise	• Adapting to new situations • Identifying environmental, OHS and quality hazards
Planning and organising	• Collecting and checking equipment before beginning work activities • Following safe work practices • Planning to complete work within an allocated timeframe
Self-management	• Prioritising work • Seeking support to improve own performance
Learning	• Identifying own learning needs for future work requirements and career aspirations • Taking part in learning opportunities
Technology	• Using basic technology skills to record data • Using technology and related workplace equipment

PIRFO TRAINING INSTITUTE ACCREDITATION REQUIREMENTS

Overview

The PIRFO Training Institute Standards inform and guide the PIRFO accreditation and audit process conducted on behalf of the CMC and is based on standards used in Australia and New Zealand to accredit training institutes. The standards comprise:

- Three overarching standards, which focus on the quality outcomes expected from training institutes delivering PIRFO training and assessment
- Essential elements under each (14 in all), which are critical to attaining quality outcomes. Each institute must demonstrate its operations meet the requirements of each element and it is continuously improving its operations and outcomes.

The three standards relate to training and assessment, client services and management systems. While it is also common to also have a financial structures standard, the range of different laws and procedures in the various countries in the Pacific region make it difficult to develop a uniform standard. Not with standing that, an institute's financial competence, viability and transparency should be considered when make a judgement to accredit an institute.

Standard 1 – Training and assessing

The training institution applying for accreditation to deliver PIRFO training and assessment has strategies in place to provide quality training and assessment in the delivery of the Pacific Island Regional Fisheries Observer (PIRFO) programme

1.1 Training and assessment strategies to be used by the training institute in the delivery of the PIRFO programme meet the requirements of the relevant PIRFO standards and have been developed in consultation with the Certification Management Committee (CMC) of PIRFO and personnel from the Forum Fisheries Agency (FFA) and the Pacific Community (SPC) responsible for facilitating PIRFO training and assessment in the Pacific region.

1.2 Staff, facilities, equipment, and training and assessment materials to be used by the training institute are consistent with the requirements of the PIRFO programme and the institutes own training and assessment strategies.

1.3 The training institute has a defined strategy, procedures and measures to ensure training and assessment services are conducted by trainers and assessors who:
  - (a) Have the necessary training and assessment competencies outlined in the PIRFO standards
  - (b) Have the relevant PIRFO vocational competencies at least to the level being delivered or assessed
  - (c) Can demonstrate current industry skills directly relevant to the PIRFO training/assessment being undertaken
  - (d) Continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

1.4 The training institute has a defined continuous improvement strategy that includes:
    (a) Ongoing review of its PIRFO programme
    (b) Regular internal and external moderation of its PIRFO training and assessment processes
    (c) Regular communication and consultation regarding the PIRFO programme with the CMC of PIRFO and the FFA and SPC staff responsible for facilitating the regional observer programme.

1.5 The training institute has a defined strategy and accompanying procedures in place to ensure that assessment, including Recognition of Prior Learning (RPL):
    (a) Will meet the requirements of the relevant PIRFO standards
    (b) Will be conducted in accordance with the principles of assessment and the rules of evidence
    (c) Will meet PIRFO and the relevant local observer programme requirements
    (d) Is systematically validated.

Standard 2 – Client services

The training institution applying for accreditation has strategies in place to adhere to the principles of access and equity and to maximise outcomes for its students and other stakeholders.
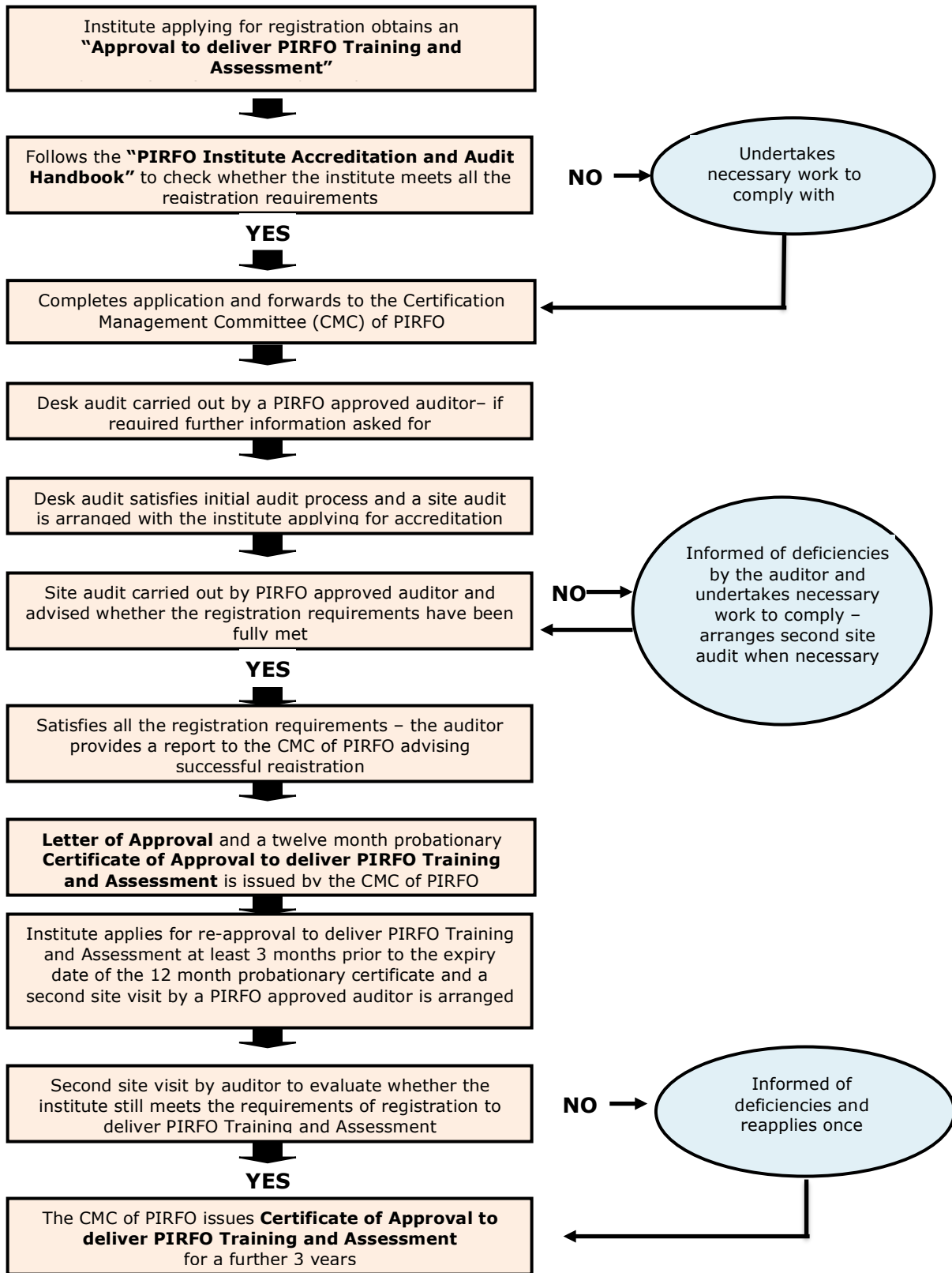
2.1 The training institute has in place a process and mechanism to provide all students and other stakeholders with information about the training, assessment and support services to be provided, and about their rights and obligations, prior to enrolment or entering into an agreement.

2.2 Where identified in the training and assessment strategy, the training institute has engaged or has a defined strategy in place to engage with employers or other parties who contribute to student's training and assessment on the development, delivery and monitoring of training and assessment.

2.3 The training institute has a defined process and mechanism in place to ensure that student's, where possible, receives training, assessment and support services that meet their individual needs.

2.4 The training institute has a defined process and mechanism in place to ensure students and relevant stakeholders have timely access to current and accurate records of their participation and certification.

2.5 The training institute has a defined complaints and appeals process that will ensure student's complaints and appeals are addressed effectively and efficiently.

2.6 The training institute has in place policies and procedures related to the PIRFO programme that is readily accessible to institute staff, is continuously reviewed and amended as appropriate and include, but are not limited to:
    (a) Course and programme quality management
    (b) Student selection, orientation and tracking systems
    (c) Student discipline, assessment, reassessment and appeals processes
    (d) Course development, evaluation and moderation processes
    (e) Record keeping and certification systems.

Standard 3 – Management systems

The training institution applying for accreditation has in place effective administration and records management systems that meet the needs of students, staff and stakeholders.

3.1 The training institute documents and implements procedures to ensure the integrity, accuracy and currency of student records relevant to the PIRFO programme that include, but are not limited to:

    (a) Secure storage, including backup, of student electronic records

    (b) Provision of PIRFO student records to the CMC of PIRFO and the FFA and SPC staff responsible for facilitating the regional observer programme

    (c) Retention, archiving, retrieval and transfer of other records that may be required by the CMC of PIRFO and the FFA and SPC staff responsible for facilitating the regional observer programme

    (d) Retention, archiving and retrieval of student results for a period of 10 years

    (e) Compliance with reporting regulations that may be required under the applicant's internal country vocational training system.

3.2 The training institute must maintain up-to-date records of:

    (a) The verified qualifications and experience of all staff and persons working for and on behalf of the training institute as trainers and assessors

    (b) Enrolments and participation

    (c) Fees paid and refunds given.

3.3 The training institute must develop and implement version control procedures for managing materials that relate to the PIRFO programme so that:

    (a) All persons required to perform any function for the training institute have ready access to all necessary current materials

    (b) Materials are reviewed for currency by authorised and competent staff prior to issue or re-issue

    (c) A list of materials with the respective issue and/or amendment status identified is maintained.

PIRFO accreditation and audit process

Institute applying for registration obtains an **"Approval to deliver PIRFO Training and Assessment"**

⬇

Follows the **"PIRFO Institute Accreditation and Audit Handbook"** to check whether the institute meets all the registration requirements
→ **NO** → Undertakes necessary work to comply with

YES ⬇

Completes application and forwards to the Certification Management Committee (CMC) of PIRFO

⬇

Desk audit carried out by a PIRFO approved auditor– if required further information asked for

⬇

Desk audit satisfies initial audit process and a site audit is arranged with the institute applying for accreditation

⬇

Site audit carried out by PIRFO approved auditor and advised whether the registration requirements have been fully met
→ **NO** → Informed of deficiencies by the auditor and undertakes necessary work to comply – arranges second site audit when necessary

YES ⬇

Satisfies all the registration requirements – the auditor provides a report to the CMC of PIRFO advising successful registration

⬇

Letter of Approval and a twelve month probationary **Certificate of Approval to deliver PIRFO Training and Assessment** is issued by the CMC of PIRFO

⬇

Institute applies for re-approval to deliver PIRFO Training and Assessment at least 3 months prior to the expiry date of the 12 month probationary certificate and a second site visit by a PIRFO approved auditor is arranged

⬇

Second site visit by auditor to evaluate whether the institute still meets the requirements of registration to deliver PIRFO Training and Assessment
→ **NO** → Informed of deficiencies and reapplies once

YES ⬇

The CMC of PIRFO issues **Certificate of Approval to deliver PIRFO Training and Assessment** for a further 3 years

CERTIFICATION MANAGEMENT COMMITTEE

Introduction

The Certification Management Committee (CMC) is the overarching body responsible for ensuring PIRFO standards are maintained. It manages recognition of PIRFO standards by member nations and facilitates accreditation of training providers to deliver PIRFO training. It ensures training institutes delivering PIRFO training and assessment have appropriate quality systems in place according to the requirements outlined the previous section "PIRFO Training Accreditation Requirements".

The PIRFO Certification Management Committee (CMC) is comprised of:
The Observer Programme Adviser of the Pacific Community (SPC)
The Observer Programme Manager of the Forum Fisheries Agency (FFA)
Representatives from Micronesian, Melanesian and Polynesian states – likely to be Fisheries Observer Programme Managers or PIRFO Trainers & Assessors
An invited advisory role for the Western and Central Pacific Fisheries Commission (WCPFC) Observer Program Coordinator
The CMC should be co-chaired by the FFA and SPC representatives. Representation and the chair of CMC should be reviewed every three years to ensure fresh perspectives and equitable regional representation is retained. CMC operates as a shared regional entity resourced and funded via SPC and FFA. It is tasked with facilitating the development of training programmes, formal certification, training institute accreditation and effective quality assurance processes with regard to the competencies and specific tasks of regional fisheries observers.

CMC involvement in accreditation process

The training institute accreditation process is outlined in the flow chart on the previous page. It consists of a desktop evaluation of documentation provided by the institute followed by a site visit and audit from a CMC representative to confirm training and assessment, moderation and quality assurance systems the training provider has in place meet requirements. CMC involvement in the accreditation process is usually free of charge. However, CMC reserves the right to charge a portion of its costs to applicant organisations if the accreditation application is particularly complex or time consuming.

Where, in the opinion of CMC, the applicant has established a credible background and history of providing training and assessment for fisheries observers and the quality systems operated by the applicant are known to CMC, the site visit requirement may be waived.

Generally a twelve-month probationary certificate to deliver PIRFO training is issued to a training institute that is new to PIRFO training and providing the CMC is confident that evidence of ongoing compliance has been provided a three-year certificate to deliver PIRFO training is issued at the end of the probationary period. The CMC is also responsible for monitoring the ongoing maintenance of standards by each training institute and acting on any defects in those standards that comes to the CMC's attention.