

# Becoming a Certified Debriefer

## Overview

To become a certified PIRFO Debriefer a candidate must first have served as a certified PIRFO Observer who has met the minimum observer standards required by the PIRFO Certification Management Committee (CMC).

The observer then provides evidence to the PIRFO CMC that they meet the prerequisites outlined below, including nomination by a national or regional observer program manager or coordinator to undertake the PIRFO Debriefer Certification process. The observer will then commence a three part competency based training (CBT) program as a Trainee Debriefer, combining workshop training and on the job experience.

Once the Trainee Debriefer has successfully completed all the steps outlined they will be certified as a PIRFO Debriefer by the PIRFO CMC and can undertake debriefings of observers, as approved under the PIRFO framework.

## Prerequisites

To apply to undertake the debriefer certification training program in a particular gear type an observer will need to have the following prerequisites:

1. Be a fully certified PIRFO observer in one or more of the following gear types:

- purse seine
- long line
- pole and line

2. Have minimum sea-time experience with that gear type:

Gear type	(required sea-days)		
	1 <sup>st</sup> certification		2 <sup>nd</sup> and subsequent certifications <sup>1</sup>
	as fully functional observer only	as fully functional observer plus other <sup>2</sup>	as fully functional observer
Purse seine	150 days	100 + 100 days	50 days
Longline	75 days	40 + 100 days	30 days
Pole-and-line	40 days	25 + 100 days	20 days

3. Have undertaken a minimum number of observer trips with that gear type from which near perfect data (under current PIRFO guidelines) has been completed:

All gear types	(required near perfect trips)	
	1 <sup>st</sup> certification	2 <sup>nd</sup> and subsequent certifications
	3 trips on different vessels	1 trip

<sup>1</sup> Observers may only be certified as PIRFO debriefers in the particular gear type on which they have had experience, however there are different experience requirements with 2<sup>nd</sup> and subsequent gear types to obtain PIRFO debriefer certification on those gear types once an initial PIRFO debriefer certification has been obtained

<sup>2</sup> "other" refers to other types of sea-time, most likely as vessel crew member

4. Provide a written recommendation from an Observer Coordinator or an Observer Manager, for which the observer has completed at least three trips on any gear type, that the observer has good communication skills, has the motivation to provide good and honest advice to colleagues, and is likely to continue with observer-related work.
5. Be able to provide at least one other referee that will confirm that the applicant is of good character and has the communication skills and motivation to provide good and honest advice to their colleagues. This other referee could be an Observer manager or Coordinator from another programme (perhaps regional programme) with which the observer has worked, an observer trainer, some other senior fisheries staff member with which the observer has worked, or similar person.

## **Debriefing certification training program**

Once an observer has met the prerequisites and has been nominated by a national or regional observer program manager or coordinator to undertake the PIRFO Debriefing Certification process they will commence a three part competency based training (CBT) program, combining workshop training and on the job experience. Once the Trainer Debriefing has successfully completed all the steps (PARTs A, B and C) outlined they will be certified as a PIRFO Debriefing by the CMC of PIRFO.

### **PART A – Introduction to Debriefing Workshop**

Successful applicants to the PIRFO Debriefing Certification program must first satisfactorily complete an Introduction to Debriefing workshop. The workshop will provide an overview of the PIRFO Debriefing Certification process and the skills required to be a debriefing and will include:

- overview of the debriefing policy
- the steps required to successfully gain PIRFO Debriefing certification
- pre-debriefing and debriefing
- preparation for the debriefing process
- identifying and prioritising incidents, critical incidents and infringements
- interview techniques and interpersonal communication skills
- verification of data and tricks of the trade
- recognising common errors made by observers
- completing the relevant Debriefing form and Evaluation form
- an understanding of how data is used by compliance and scientific personnel
- data management and reporting

### **PART B – On the job experience**

On successful completion of the Introduction to Debriefing workshop the candidate will be issued with a Debriefing Assessment Record and will return to their workplace to undertake on the job training for a minimum of three months under the guidance and supervision of a certified PIRFO Debriefing approved by the PIRFO Certification Management Committee (CMC).

The candidate must:

- observe a minimum of two (2) **full** debriefings conducted by a certified PIRFO Debriefing \*
- conduct a minimum of three (3) **full** debriefings supervised by a certified PIRFO Debriefing
- complete all the tasks contained in the observation checklist in the PIRFO Debriefing Assessment Record and have them verified and signed as competency achieved (CA) by a certified PIRFO Debriefing. The candidate is allowed a maximum of three assessments.
- complete the three written questions in the PIRFO Debriefing Assessment Record return the completed PIRFO Debriefing Assessment Record to the SPC/FFA PIRFO program section for verification and filing

*\*If possible debriefings observed by trainee Debriefings should be conducted by at least two different certified PIRFO Debriefings*

## **PART C – Final Assessment experience**

On notification of verification of the completed PIRFO Debriefing Assessment Record by the SPC/FFA PIRFO CMC the candidate is then eligible to attend a Final Assessment Workshop. The workshop will include:

- revision of the skills learnt in the Introduction to Debriefing workshop
- group discussion on the lessons learnt during the PART B on the job training component
- a written knowledge test with a combination of multiple choice and short answer questions

If a candidate fails to achieve the 80% pass mark required for the written knowledge test they can request a re-sit of the test. The timing of the re-sit will be determined by the Facilitator of the Final Assessment workshop.

The re-sit may take place before the candidate departs for their home port if the convenor believes a successful re-sit is likely or undertaken at a later date at a venue approved by the PIRFO facilitator.

In the event the re-sit is undertaken at a later date it must be conducted under the strict supervision of an approved invigilator such as an assessor at a local Vocational Training Provider or under supervision at an approved secure venue such as the local SPC office or a police station.

## **Final Certification**

On successful completion of PARTS A, B and C the candidate will be issued a Certificate of Competency as a PIRFO Debriefing by the CMC of PIRFO certifying that the holder is able to conduct debriefings of observers under the PIRFO framework.

Under circumstances where observers with some debriefing experience are undertaking a PIRFO approved Recognition of Prior Learning (RPL) process, PARTS A, B and C may be combined as a single RPL workshop. As part of RPL process the candidate must complete a simulated debriefing at the workshop under the observation of an experienced Debriefing and/or Trainer and be signed off as competent by that person if they successfully complete the skills in the observation checklist used as evidence in PART B. The candidate must also complete the written knowledge test and obtain a pass mark of 80%.

On successful completion of the simulated debriefing and the written knowledge test the candidate undertaking the RPL workshop is deemed to have met the requirements of the PIRFO Debriefing Assessment Record and can be issued a PIRFO Debriefing Certificate of Competency by the CMC of PIRFO.

The PIRFO Debriefing Certificate of Competency will include the endorsement or endorsements that the Debriefing has been approved as experienced and competent in to conduct debriefings. These endorsements may include purse seine, longline or pole & line endorsements or a combination of any and certify that the holder of the PIRFO Debriefing Certificate of Competency is approved to conduct debriefings on completed fishing trips using the endorsed method or methods of fishing.

The PIRFO Debriefing should carry the PIRFO Debriefing Certificate of Competency at all times when undertaking a debriefing and provide details of their certification to the observer being debriefed, relevant ship's officers and any official person requiring verification of the PIRFO Debriefing's validity.

The PIRFO program secretariat will keep a database of all certified Debriefings and keep completed activity books, assessments and a copy of the Debriefing Certificate of Competency on file.

