

PIRFO Draft Competency Standards

PIRFO 3 - 6.08	Participate as a fisheries observer in official debriefing and reporting of completed trips on fishing vessels
<p>Prerequisites:</p> <p>Descriptor</p> <p>This module requires candidates to demonstrate an understanding of the need to keep effective records of events, activities and information and to participate in an official debriefing on completion of a trip as a fisheries observer.</p> <p>Note: Candidates are not judged competent in this module until such time their Observer Certificate of Competency has been endorsed accordingly by the relevant National Observer Coordinator or approved delegated authority.</p>	
Learning Outcome	Assessment Criteria
1. Understand the purpose and importance of effective debriefing meetings	The purpose and importance of effective recording, post trip reporting and debriefing meetings is explained
2. Prepare information and documentation required for debriefing meetings	<p>2.1 All data forms collected during the trip are checked and filed in sequential daily order ready for a pre-debriefing meeting</p> <p>2.2 A comprehensive Observer Trip Report is completed and ready for review and discussion in the debriefing meetings</p>
3. Issues relevant to debriefing process are identified, documented and prioritized prior to the meeting	<p>3.1 Information pertaining to relevant events, incidents, unusual events, operational problems, and new or unusual technologies are highlighted, along with and queries from the observer regarding correct reporting formats</p> <p>3.2 Any incident or information relating to breach of fisheries management or licensing conditions is highlighted for future discussion.</p>
4. Communicate effectively during the debriefing process	<p>4.1 The observer is able to communicate an effective verbal summary of the trip based on information contained in the journal and Observer Trip Report</p> <p>4.2 The observer is able to respond to queries raised in relation to the completed data templates that are returned.</p>
5. Demonstrate knowledge of the appropriate procedures and requirements relating to monitoring and compliance issues that may arise during an observer trip	5.1 Outline the steps taken to prepare and submit a statutory declaration or statement of evidence in support of documenting a compliance or other relevant event arising from an observer trip

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PIRFO 3 – 6.08 Evidence and Assessment Guide

<p>Context and Method of assessment</p> <p>Assessment is to be based on an actual debriefing event once the observer has returned from his/her first at sea assignment. The debriefing process must be managed by a certified debriefer using the actual data, journal and reports prepared by the observer.</p> <p>Element five is to be assessed during the training course as an assignment (singly or in small groups) based on a historical scenario provided.</p>
<p>Underpinning knowledge</p> <p>Candidates need to be aware of the significance of the debriefing process in monitoring events of interest and assuring the quality of data This module requires candidates to successfully complete an observer trip and ensure relevant information is documented in the appropriate way.</p>

Learning Outcome	Evidence Guide
1. Understand the purpose and importance of effective debriefing meetings	The debriefer and observer must arrange an initial meeting as soon as possible following completion of the observer trip. This meeting should include the immediate reporting of any compliance related events and the hand over of the compiled data forms for the trip (see 2 below). A commitment must be made by both parties to schedule a full debriefing meeting as soon as possible.
2. Prepare information and documentation required for debriefing meetings	The observer must ensure that all the trip data forms and log sheets are completed and collated and handed over to the debriefer at the pre-debriefing meeting. This should include the the provision of all data and log sheets in the prescribed manner, the observer's daily journal, and the Observer Trip Report.
3. Issues relevant to debriefing process are identified, documented and prioritized prior to the meeting	The observer is expected to highlight any matters of interest or significant events recorded during the trip. Attention should be given to the nature of the event or incident and the manner in which the Observer responded. The observer is expected to be able to give a full verbal and written account of any compliance related issues or observations deriving from the trip. It is expected that any serious noncompliance matters would be raised by the observer at the meeting prior to debriefing
4. Communicate effectively during the debriefing process	The observer is expected to be able to provide a full verbal review of the trip and respond verbally to any questions or queries as raised by the debriefer.
5. Demonstrate knowledge of the appropriate procedures and requirements relating to monitoring and compliance issues that may arise during an observer trip	The observer is expected to complete a statutory declaration form in the prescribed manner as a simulated exercise to describe a particular event or situation. He/she should be familiar with the process requirements for documentary certification.

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Practical skills

This module requires the Observer to make use of all the practical skills required of a fisheries observer during an observer trip.

Literacy skills used for:

- Completing reports
- Debriefing meeting communications

Numeracy skills used for:

- Checking data and trip form entries.

Critical aspects of evidence

The essential requirement is that the observer fully and effectively participates in the debriefing process. Where errors are revealed in the way data or information has been collected or documented, the observer must be made aware of mistakes and understand how to correct them in subsequent trips. The observer must ensure that the Observer Trip Report is comprehensively completed.