

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

Functional area

Debriefing 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 Debriefing 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

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| <p>3. Use the debriefing template provided to identify errors in the observer data, remedy those errors where possible, and provide comprehensive feedback to the observer</p> | <p>3.1 Methodically checks through the observer data using the appropriate debriefing template as a guide</p> <p>3.2 Highlights problem areas on the observer data sheets using appropriate techniques</p> <p>3.3 Attempts to retrieve information for data fields left blank by the observer</p> <p>3.4 Corrects identified errors made by the observer where possible</p> <p>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</p> |
| <p>4. Complete the debriefing template using appropriate codes and following established procedures and protocols</p> | <p>4.1 Uses the appropriate debriefing template to record progress through review of the observer data sheets</p> <p>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</p> <p>4.3 Tests the observer in five areas with Random General Knowledge Test questions to determine the overall skill level</p> |
| <p>5. Complete the observer data evaluation forms</p> | <p>5.1 Uses the completed debriefing form to transfer the data quality check codes directly onto the evaluation form</p> <p>5.2 Processes the completed paperwork appropriately in line with national and regional procedures and protocols.</p> |

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
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- 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