

PIRFO



Pacific Island Regional Fisheries Observer



Debrief Assessment Record



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Pacific Island Regional Fisheries Observer



Debrief Assessment Record



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This Debriefing Assessment Record was issued
by the Management Certification Committee of the Pacific
Island Regional Fisheries Observer (PIRFO) program

Trainee Debriefing contact details:

Photo of Trainee Debriefing

Name:

Address:

Email:

Phone:

This Debriefing Assessment Record is valuable.
If you find it, please return it to the above address.

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“This Debriefing Assessment Record is the latest tool to be designed for use in delivering the Pacific Island Regional Fisheries Observer (PIRFO) Competency-Based-Training Standards. These standards have been developed to ensure that consistent high-quality training is delivered to the Fisheries Observers and Observer Debriefers that operate out of Pacific Island countries or their supporting regional bodies, the Oceanic Fisheries Programme (OFP) of the Secretariat of the Pacific Community (SPC), the Pacific Island Forum Fisheries Authority (FFA) and the Parties to the Nauru Agreement (PNA). They are designed to assist these programmes as they strive to stay ahead of their own monitoring requirements and those imposed through membership of the Western and Central Fisheries Commission (WCPFC).

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The Debriefing Assessment Record was conceived by Grant Carnie and produced by SPC Observer Support and Development Coordinator, Peter Sharples, as part of a larger campaign to empower PIRFO programmes with the data quality control capacity that Observer Debriefers bring to Observer Programmes. The technical design was a team effort with the help of participants at the PIRFO Debriefing Workshop held in Noumea in March 2011.”

About the Debriefer Assessment Record

The PIRFO Debriefer Assessment Record is a very valuable document that verifies and records a Trainee Debriefer's pathway to gaining certification as a PIRFO Debriefer and receiving the PIRFO Debriefer Certificate of Competency.

The document contains all the necessary information and accompanying tools necessary to becoming a certified Debriefer including:

- Prerequisites necessary to enter the PIRFO Debriefer Certification Training Program
- An overview of the PIRFO Debriefer Certification Training Program
- The steps in PARTs A, B and C that are the critical requirements to gain certification
- Forms to be signed verifying completion of steps along the path to certification
- Tools such as the on the job observation checklist that is completed by an experienced PIRFO Debriefer Assessor as verification of your debriefing competence
- The three standards or Units of Competency that the Trainee Debriefer need to be assessed and signed off as competent to apply for certification as a PIRFO Debriefer

The PIRFO Debriefer Certification Training Program is a competency based training and assessment approach, which recognises that on the job training in the workplace is vitally important because the Trainee Debriefer can gain rapid, first-hand experience of real work as a Debriefer under close supervision.

This PIRFO Debriefer Assessment Record provides a simple record of this training and assessment and the on the job training approach utilises experienced PIRFO Debriefers to guide, supervise and assess you. They are in a good position to provide advice and judge when you have demonstrated the on the job level of competence necessary to be certified as a Debriefer.

As a Trainee Debriefer you are responsible for ensuring your PIRFO Debriefer Assessment Record is up to date and that all sections are completed and signed by the relevant people. Failure to maintain it accurately and fully could result in insufficient evidence to be certified as a PIRFO Debriefer.

The PIRFO Debriefer Assessment Record must be returned to the Facilitator of the Final Assessment workshop that you will attend as the final stage in your journey to becoming a certified PIRFO Debriefer. It will be kept on file as the critical evidence that you have met all the requirements necessary to be certified.

Congratulations!
You are now embarking on the exciting journey to
gaining certification as a Debriefer

Becoming a certified debriefer

Overview

To become a certified PIRFO Debriefer a candidate must first have served as a certified PIRFO Observer or met as a minimum the observer standards required by the Certification Management Committee (CMC) of PIRFO to be an observer.

The observer then provides evidence to the CMC of PIRFO 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 Certification Management Committee of PIRFO and can undertake debriefings of observers approved under the PIRFO framework.

Prerequisites

To apply to undertake the debriefer certification training program in particular gear type observers 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)		
	1st certification		2nd and subsequent certifications
	as fully functional observer only	as fully functional observer plus other	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)	
	1st certification	2nd and subsequent certifications
	3 trips on different vessels	1 trip

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 debriefer 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 workshop

On notification of verification of the completed PIRFO Debriefing Assessment Record by the SPC/FFA PIRFO program section the candidate is 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 resit 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 there-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 data base of all certified Debriefings and keep completed activity books, assessments and a copy of the Debriefing Certificate of Competency on file.

Record of pre-requisites

Prior to being accepted to undertake the PIRFO Debriefing Certification program and commence training as a Trainee Debriefing a candidate must first have met the minimum prerequisites as set down in the PIRFO Debriefing Policy and outlined in the previous section.

The candidate's prerequisites must be verified as meeting the requirements laid out in the PIRFO Debriefing Policy by the Facilitator of the Introduction to Debriefing workshop or other PIRFO approved person then documented and signed in the boxes below.

1. Fully certified PIRFO observer

Candidate's name					
PIRFO Observer Certificate of Competency and number					
Fishing method endorsement	Purse seine		Longline		Pole & Line
Name of person verifying					
Position of person verifying					
Signature of person verifying				Date	

2. Near perfect data

Candidate's name					
Required near data trips verified	Yes	No	<i>(circle yes or no)</i>		
Fishing method endorsement	Purse seine		Longline		Pole & Line
Name of person verifying					
Position of person verifying					
Signature of person verifying				Date	

3. Recommendation letter and referee

Candidate's name			
Recommendation letter provided <i>(circle yes or no)</i>	Yes No	Referee name provided <i>(circle yes or no)</i>	Yes No
Name of person verifying			
Position of person verifying			
Signature of person verifying			Date

PART A - Introduction to Debriefing Workshop

Successful applicants, who have met the prerequisite requirements to train as a Debriefer, are eligible to join the PIRFO Debriefing Certification program and attend an Introduction to Debriefing workshop. The workshop will provide an overview of the PIRFO Debriefing Certification process and the skills required to be a debriefer 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

Once you have attended the Introduction to Debriefing workshop and successfully completed all the requirements of the workshop you will be ready to go back to your work place and commence the most important component of your training - on the job work experience.

On the job training in the workplace is vitally important because as a Trainee Debriefing you will gain rapid, first-hand experience of real work as a Debriefing under the close supervision and guidance of an experienced PIRFO Debriefing.

You will be issued with your own personal PIRFO Debriefing Assessment Record at the end of the Introduction to Debriefing workshop. This record is a very important document that outlines and records all the tasks you need to complete to gain certification as a PIRFO Debriefing. It is your responsibility to maintain the record book and ensure it is correctly filled out.

Your first task is to ensure the Facilitator of the Introduction to Debriefing workshop correctly fills out, dates and signs the attendance box below as verification of your attendance and successful completion at a PIRFO Introduction to Debriefing workshop.

The Trainee Debriefing (insert name) attended and successfully completed all the requirements of the PIRFO Introduction to Debriefing workshop held in (insert venue) between the dates of (insert start and finish dates)	
Workshop Facilitator's name:	Date:
Workshop Facilitator's signature:	

Congratulations! You are now ready to go back to the workplace and start on the job training as a Trainee Debriefing

PART B - On the job experience

Information for the Trainee Debriefers

You will be issued the PIRFO Debriefers Assessment Record when you attend the Introduction to Debriefing workshop and it is your responsibility to ensure that all relevant sections in PARTs A, B and C are filled in correctly and signed by the trainers, debriefers and any other person approved by the CMC of PIRFO to do so.

For you to successfully complete the PIRFO Debriefers Training Program and be issued a PIRFO Debriefers Certificate of Competency the PIRFO Debriefers Assessment Record must be fully completed and given to a person approved by the CMC of PIRFO for verification of the information.

In particular you will be responsible for ensuring that the on the job experience is recorded correctly and signed by the debriefer or debriefers who have been approved and agreed to be part of the PIRFO Debriefers Certification program and assess your on the job competence.

You are required to demonstrate and have verified the on the job observation checklist skills in this section of the PIRFO Debriefers Assessment Record. This is important evidence in the process to demonstrate your competence and be issued a PIRFO Debriefers Certificate of Competency.

The Debriefers or Debriefers who observe you undertaking a debriefing and successfully completing the requirements of the observation checklist must correctly fill in and sign the observation checklist and subsequent checklists for reassessments.

They must also correctly record and sign the section that verifies you have undertaken the minimum number of two (2) full observations of an experienced debriefer conducting a debriefing and have completed the minimum number of three (3) full debriefings while being observed under supervision and finally assessed. Again it is your responsibility to ensure the Debriefers / Assessor accurately completes all relevant sections.

When you are confident that you can demonstrate all the tasks listed in the observation checklist, you can ask to be assessed. You cannot be assessed prior to the third debriefing you undertake under supervision and you are entitled to a maximum of three (3) assessments to attempt to achieve competence. A new observation checklist must be completed and signed for every assessment attempted, regardless of whether the assessment is successful or not.

There are also three (3) questions relating to underpinning knowledge you need to have to be a certified Debriefers. These questions need to be answered as part of the PART C assessment process. You need to ensure that you have completed this section before

you hand in your PIRFO Activity Record Book to the relevant person at the PIRFO Final Assessment Workshop.

Your PIRFO Debriefing Assessment Record is a valuable document. You should keep it clean, presentable and in a safe place. It is your responsibility to take care of it.

*Remember! It is your responsibility to ensure the
Debriefing Assessment Record is correctly filled .*

*Failure to do so could result
in insufficient evidence to be certified as a Debriefing*

Information for the Debriefing Assessor

Thank you for agreeing to be part of the PIRFO Debriefing Certification program and to assess the on the job competence of the Trainee Debriefing who has been issued this PIRFO Debriefing Assessment Record.

The Trainee Debriefing has completed the Introduction to Debriefing workshop and has returned to their workplace to undertake on the job training under the guidance and supervision of certified PIRFO Debriefers such as you.

On the job training in the workplace is vitally important because the Trainee Debriefing can gain rapid, first-hand experience of real work as a Debriefing under close supervision. This PIRFO Assessment Record provides a simple record of this training and assessment. As an experienced Debriefing, you are in a good position to judge when a Trainee Debriefing can demonstrate they have achieved the on the job level of competence necessary to be certified as a Debriefing.

The Trainee Debriefing must observe a **minimum** of two (2) debriefings conducted by a certified PIRFO Debriefing and conduct a **minimum** of three (3) debriefings under the supervision of a certified PIRFO Debriefing. If possible the observation of debriefings should be conducted by at least two different Debriefers.

The PIRFO Debriefing Assessment Record has three observation checklists in this section (PART C) that lists the skills that are required to be a competent Debriefing. The first assessment of the Trainee Debriefing cannot take place prior to the third debriefing under the supervision of a certified PIRFO Debriefing. The Debriefing under Supervision Assessment 1 observation checklist should be used for the first assessment and the other two observation checklists only need to be used if the Trainee Debriefing is unsuccessful and needs to be reassessed.

When the Debriefing is sure that the trainee can **consistently demonstrate** the tasks listed in the observation checklist, tick the relevant CA (competency achieved) box alongside the task assessed as competent.

The sign off box at the end of the observation checklist must be completed by the Debriefing who supervised and assessed the Trainee Debriefing against the skills in the checklist. If all the tasks were successfully completed and every CA (competency achieved) box has been ticked the Result of Assessment section in the sign off box will be ticked "competent". If the Trainee Debriefing hasn't successfully completed all the tasks in the checklist the section in the sign off box will be ticked "not yet competent". The sign off box must be completed and signed regardless of whether the candidate is "competent" or "not yet competent".

The Trainee Debriefers are allowed a maximum of three attempts to successfully complete all the tasks in the Observation checklist. A new Observation checklist must be used at each subsequent assessment of a debriefing under supervision and completed and signed.

The Trainee Observer is also required to answer three questions relating to the underpinning knowledge needed to be a certified Debriefers. These questions have to be completed as part of the PART C assessment process and before the Trainee Debriefers hands in the PIRFO Activity Record Book to the relevant person at the PIRFO Debriefers Final Assessment Workshop. You should check that the Trainee Debriefers has completed these questions and provide advice if they are unsure of the answers.

*Thank you for taking the time to guide,
supervise and assess the Trainee Debriefers.*

*You are playing an essential role in the
development of competent Debriefers in the Pacific region.*

Record of a Trainee Debriefing observing debriefings

A record of the Trainee Debriefing observing debriefings by a PIRFO certified Debriefing must be documented in the boxes below. A minimum number of two (2) full observations must take place and be documented. Any further observations can be recorded in the Subsequent Observations of a Debriefing box but it is not mandatory to record them. However two observations must be recorded.

1ST OBSERVATION OF A DEBRIEFING

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

2ND OBSERVATION OF A DEBRIEFING

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

ANY SUBSEQUENT OBSERVATIONS OF A DEBRIEFING

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	
Date and venue of debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	
Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

Record of a Trainee Debriefing conducting debriefings under supervision

A record of the Trainee Debriefing conducting debriefings under supervision must be documented in the boxes below. A minimum number of three (3) full debriefings under supervision must take place and be documented. The conducting of a debriefing under supervision that is assessed and occurs after the third debriefing under supervision must be recorded in the subsequent debriefing under supervision section.

1ST DEBRIEFING UNDER SUPERVISION

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

2ND DEBRIEFING UNDER SUPERVISION

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

3RD DEBRIEFING UNDER SUPERVISION

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

ANY SUBSEQUENT DEBRIEFING UNDER SUPERVISION

Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	
Date and venue of full debriefing:	
Observer Trip ID No. relating to debriefing:	
Name of Debriefing:	
Signature of Debriefing:	

DEBRIEFING ASSESSMENT 1

Please use the observation checklist to determine if the Trainee Debriefing is competent in the skills listed. Once you are sure the trainee can demonstrate the tasks listed, tick the relevant CA (competency achieved) box in the space provided.

OBSERVATION CHECKLIST FOR DEMONSTRATION OF REQUIRED SKILLS

During the demonstration of skills, did the Trainee Debriefing:

CA

1.01 Establish a positive professional relationship as part of the debriefing process

Introduce himself /herself and explain how the debriefing process will be undertaken	
Appear confident and in control of the debriefing process	
Create a relaxed, non threatening environment and put the observer at ease	
Demonstrate an impartial approach to the debriefing process and avoid any personal bias	

1.02 Complete the preliminary check on observer data

Check the GEN 3 form and any compliance issues	
Identify incidents that might need further investigation	
Check that the observer has all the necessary data forms required	
Check that the trip ID number is correct	
Check on the observer's welfare (eg is medical attention required)	
Check that observer has settled or arranged to settle any financial obligations with vessel	
Check header information (including page numbers) and data fields to evaluate if all seem complete	
Check with the observer on further commitments and travel arrangements	
Arrange a time and place for the full debriefing	
Check for any special project samples are handled correctly	

1.03 Distinguish between incidents, critical incidents and infringements

Ask the correct questions to identify whether an incident is critical or not	
Cross check critical incident with journal and reports to validate that it is a critical incident	
If there is a critical incident does the trainee debriefer follow correct procedures in reporting the incident	

COMMENTS

During the demonstration of skills, did the Trainee Debriefing: CA	
1.04 Complete the debriefing checks on observer data	
Check all necessary forms are in order including the observer trip journal and are legible	
Check that all basic errors are identified and corrections are entered with the correct colour pencil	
Check that all data fields are complete	
Verify the appropriate observer reconciliation / trip itinerary form/s are complete and correct	
Note any questions for follow up on the debriefing template	
Make copies of any other documentation required	
Identify any unusual (or X factor) entries that need to be clarified and verified	
1.05 Complete the debriefing form using appropriate codes	
Able to explain what the various codes represent	
Use the correct codes when necessary	
Record appropriate comments in the debriefing form	
1.06 Identify the common errors made by observers when collecting data and explain their impact on data quality and remedy where possible	
Identify common errors made by observers and check the appropriate data fields	
Take the right approach to remedy incorrect and incomplete data	
Explain the impact that incorrect information has on data quality	
1.07 Complete the observer data evaluation forms	
Explain the purpose of the observer evaluation form	
Ensure the effective transfer of information from the debriefing form to the evaluation form	
Ensure all the header information is filled in correctly	
Record appropriate comments in the evaluation form and complete the grading system if applicable	
1.08 Communicate effectively with the fisheries observer during the debriefing process	
Use an active listening approach	
Use a non threatening communication style	
Responsive to answers from the observer	

COMMENTS

During the demonstration of skills, did the Trainee Debriefer:		CA
1.09 Use effective interview techniques as part of the debriefing process		
Use a variety of questioning techniques		
Use illustrations and photos etc to assist observer evaluation		
Ask random general knowledge questions to test the overall skill of the observer		
Use appropriate body language when interviewing		
Use an interview method that demonstrates interest and enthusiasm in the debriefing process		
1.10 Provide effective feedback to enhance performance and improve quality of data		
Provide adequate and appropriate feedback throughout the debriefing process		

The Debriefing Assessor who conducted assessment of the Trainee Debriefing Assessor must complete the sign off box below. If the Trainee Debriefing Assessor has successfully completed **all** the tasks in the observation checklist and been entered as CA (competency achieved) against every task by the Debriefing Assessor assessing they can be resulted below in the Result of Assessment as competent and the appropriate box ticked.

If the Trainee Debriefing Assessor does not successfully completed **all** the tasks in the observation checklist they are resulted below in the Result of Assessment as not yet competent and the appropriate box ticked.

If the Trainee Debriefing Assessor hasn't been signed off as competent in the box below by the Debriefing Assessor they must undertake another full debriefing under supervision and complete **all** tasks again.

A Trainee Debriefing Assessor is allowed three attempts to successfully complete a debriefing under supervision. The candidate can attempt to gain certification again as a PIRFO Debriefing Assessor at a later date at the discretion of the CMC of PIRFO but not before they have completed a minimum of three trips as an observer following the unsuccessful attempt to gain certification.

DEBRIEFING ASSESSMENT 1 - RESULT			
Date and venue of full debriefing			
Name of Trainee Debriefing Assessor			
Observer Trip ID No. relating to debriefing			
Result of Assessment	Competent	<input type="checkbox"/>	Not yet competent
Name of Debriefing Assessor			
Signature of Debriefing Assessor:			

COMMENTS

DEBRIEFING ASSESSMENT 2

Please use the observation checklist to determine if the Trainee Debriefing is competent in the skills listed. Once you are sure the trainee can demonstrate the tasks listed, tick the relevant CA (competency achieved) box in the space provided.

OBSERVATION CHECKLIST FOR DEMONSTRATION OF REQUIRED SKILLS

During the demonstration of skills, did the Trainee Debriefing: CA

2.01 Establish a positive professional relationship as part of the debriefing process

Introduce himself /herself and explain how the debriefing process will be undertaken	
Appear confident and in control of the debriefing process	
Create a relaxed, non threatening environment and put the observer at ease	
Demonstrate an impartial approach to the debriefing process and avoid any personal bias	

2.02 Complete the preliminary check on observer data

Check the GEN 3 form and any compliance issues	
Identify incidents that might need further investigation	
Check that the observer has all the necessary data forms required	
Check that the trip ID number is correct	
Check on the observer's welfare (eg is medical attention required)	
Check that observer has settled or arranged to settle any financial obligations with vessel	
Check header information (including page numbers) and data fields to evaluate if it all appears complete	
Check with the observer on further commitments and travel arrangements	
Arrange a time and place for the full debriefing	
Check for any special project samples are handled correctly	

2.03 Distinguish between incidents, critical incidents and infringements

Ask the correct questions to identify whether an incident is critical or not	
Cross check critical incident with journal and reports to validate that it is a critical incident	
If there is a critical incident does the trainee debriefer follow correct procedures in reporting the incident	

COMMENTS

During the demonstration of skills, did the Trainee Debriefing:	CA
2.04 Complete the debriefing checks on observer data	
Check all necessary forms are in order including the observer trip journal and are legible	
Check that all basic errors are identified and corrections are entered with the correct colour pencil	
Check that all data fields are complete	
Verify the appropriate observer reconciliation / trip itinerary form/s are complete and correct	
Note any questions for follow up on the debriefing template	
Make copies of any other documentation required	
Identify any unusual (or X factor) entries that need to be clarified and verified	
2.05 Complete the debriefing form using appropriate codes	
Able to explain what the various codes represent	
Use the correct codes when necessary	
Record appropriate comments in the debriefing form	
2.06 Identify the common errors made by observers when collecting data and explain their impact on data quality and remedy where possible	
Identify common errors made by observers and check the appropriate data fields	
Take the right approach to remedy incorrect and incomplete data	
Explain the impact that incorrect information has on data quality	
2.07 Complete the observer data evaluation forms	
Explain the purpose of the observer evaluation form	
Ensure the effective transfer of information from the debriefing form to the evaluation form	
Ensure all the header information is filled in correctly	
Record appropriate comments in the evaluation form and complete the grading system if applicable	
2.08 Communicate effectively with the fisheries observer during the debriefing process	
Use an active listening approach	
Use a non threatening communication style	
Responsive to answers from the observer	

COMMENTS

During the demonstration of skills, did the Trainee Debriefing:		CA
2.09 Use effective interview techniques as part of the debriefing process		
Use a variety of questioning techniques		
Use illustrations and photos etc to assist observer evaluation		
Ask random general knowledge questions to test the overall skill of the observer		
Use appropriate body language when interviewing		
Use an interview method that demonstrates interest and enthusiasm in the debriefing process		
2.10 Provide effective feedback to enhance performance and improve quality of data		
Provide adequate and appropriate feedback throughout the debriefing process		

The Debriefing who conducted assessment of the Trainee Debriefing must complete the sign off box below. If the Trainee Debriefing has successfully completed **all** the tasks in the observation checklist and been entered as CA (competency achieved) against every task by the Debriefing assessing they can be resulted below in the Result of Assessment as competent and the appropriate box ticked and. ????

If the Trainee Debriefing does not successfully completed **all** the tasks in the observation checklist they are resulted below in the Result of Assessment as Not yet competent and the appropriate box ticked.

If the Trainee Debriefing hasn't been signed of as competent in the box below by the Debriefing Assessor they must undertake another full debriefing under supervision and complete **all** tasks again.

A Trainee Debriefing is allowed three attempts to successfully complete a debriefing under supervision. The candidate can attempt to gain certification again as a PIRFO Debriefing at a later date at the discretion of the CMC of PIRFO but not before they have completed a minimum three trips as an observer following the unsuccessful attempt to gain certification.

DEBRIEFING ASSESSMENT 2 - RESULT				
Date and venue of full debriefing				
Name of Trainee Debriefing				
Observer Trip ID No. relating to debriefing				
Result of Assessment	Competent		Not yet competent	
Name of Debriefing Assessor				
Signature of Debriefing Assessor:				

COMMENTS

DEBRIEFING ASSESSMENT 3

Please use the observation checklist to determine if the Trainee Debriefing is competent in the skills listed. Once you are sure the trainee can demonstrate the tasks listed, tick the relevant CA (competency achieved) box in the space provided.

OBSERVATION CHECKLIST FOR DEMONSTRATION OF REQUIRED SKILLS

During the demonstration of skills, did the Trainee Debriefing:

CA

3.01 Establish a positive professional relationship as part of the debriefing process

Introduce himself/herself and explain how the debriefing process will be undertaken	
Appear confident and in control of the debriefing process	
Create a relaxed, non threatening environment and put the observer at ease	
Demonstrate an impartial approach to the debriefing process and avoid any personal bias	

3.02 Complete the preliminary check on observer data

Check the GEN 3 form and any compliance issues	
Identify incidents that might need further investigation	
Check that the observer has all the necessary data forms required	
Check that the trip ID number is correct	
Check on the observer's welfare (eg is medical attention required)	
Check that observer has settled or arranged to settle any financial obligations with the vessel	
Check header information (including page numbers) and data fields to evaluate if it all appears complete	
Check with the observer on further commitments and travel arrangements	
Arrange a time and place for the full debriefing	
Check for any special project samples are handled correctly	

3.03 Distinguish between incidents, critical incidents and infringements

Ask the correct questions to identify whether an incident is critical or not	
Cross check the critical incident with journal and reports to validate that it is a critical incident	
If there is a critical incident does the trainee debriefer follow correct procedures in reporting the incident	

COMMENTS

During the demonstration of skills, did the Trainee Debriefeer:		CA
3.04 Complete the debriefing checks on observer data		
Check all necessary forms are in order including the observer trip journal and are legible		
Check that all basic errors are identified and corrections are entered with the correct colour pencil		
Check that all data fields are complete		
Verify the appropriate observer reconciliation / trip itinerary form/s are complete and correct		
Note any questions for follow up on the debriefing template		
Make copies of any other documentation required		
Identify any unusual (or X factor) entries that need to be clarified and verified		
3.05 Complete the debriefing form using appropriate codes		
Able to explain what the various codes represent		
Use the correct codes when necessary		
Record appropriate comments in the debriefing form		
3.06 Identify the common errors made by observers when collecting data and explain their impact on data quality and remedy where possible		
Identify common errors made by observers and check the appropriate data fields		
Take the right approach to remedy incorrect and incomplete data		
Explain the impact that incorrect information has on data quality		
3.07 Complete the observer data evaluation forms		
Explain the purpose of the observer evaluation form		
Ensure the effective transfer of information from the debriefing form to the evaluation form		
Ensure all the header information is filled in correctly		
Record appropriate comments in the evaluation form and complete the grading system if applicable		
3.08 Communicate effectively with the fisheries observer during the debriefing process		
Use an active listening approach		
Use a non threatening communication style		
Responsive to answers from the observer		

COMMENTS

During the demonstration of skills, did the Trainee Debriefer:		CA
3.09 Use effective interview techniques as part of the debriefing process		
Use a variety of questioning techniques		
Use illustrations and photos etc to assist observer evaluation		
Ask random general knowledge questions to test the overall skill of the observer		
Use appropriate body language when interviewing		
Use an interview method that demonstrates interest and enthusiasm in the debriefing process		
3.10 Provide effective feedback to enhance performance and improve quality of data		
Provide adequate and appropriate feedback throughout the debriefing process		

The Debriefing Assessor who conducted assessment of the Trainee Debriefing Assessor must complete the sign off box below. If the Trainee Debriefing Assessor has successfully completed **all** the tasks in the observation checklist and been entered as CA (competency achieved) against every task by the Debriefing Assessor assessing they can be resulted below in the Result of Assessment as competent and the appropriate box ticked and.

If the Trainee Debriefing Assessor does not successfully completed **all** the tasks in the observation checklist they are resulted below in the Result of Assessment as Not yet competent and the appropriate box ticked.

If the Trainee Debriefing Assessor hasn't been signed of as competent in the box below by the Debriefing Assessor they must undertake another full debriefing under supervision and complete **all** tasks again.

A Trainee Debriefing Assessor is allowed three attempts to successfully complete a debriefing under supervision. The candidate can attempt to gain certification again as a PIRFO Debriefing Assessor at a later date at the discretion of the CMC of PIRFO but not before they have completed a minimum of three trips as an observer following the unsuccessful attempt to gain certification.

DEBRIEFING ASSESSMENT 3 - RESULT				
Date and venue of full debriefing				
Name of Trainee Debriefing Assessor				
Observer Trip ID No. relating to debriefing				
Result of Assessment	Competent		Not yet competent	
Name of Debriefing Assessor				
Signature of Debriefing Assessor:				

COMMENTS

UNDERPINNING KNOWLEDGE WRITTEN QUESTIONS

All three questions must be answered before you hand in the PIRFO Activity Record Book to the relevant person at the PIRFO Debriefing Final Assessment Workshop. The answers don't need to be long but must demonstrate your knowledge of the subject areas.

If you are unsure of the answers discuss with an experienced debriefer before you attempt to answer the question. The answers must be in your handwriting and you will need to sign the box at the bottom of the page verifying that you have answered the questions yourself.

The Final Workshop convenor or other PIRFO approved assessor must sign and date in the appropriate place at the bottom of the page to verify you have successfully completed this section.

1. Describe how observer data is used for scientific purposes by national and regional agencies

2. Describe how observer data is used for monitoring and compliance purposes by national and regional agencies

3. Describe how observer data is used for surveillance purposes by national and regional agencies

I verify that, while I may have sought advice on the questions, the final answers above are my own work.		
Trainee Debriefers name:		Date:
Trainee Debriefers signature:		

Assessors name:		Date:
Assessors signature:		

PART C - Final Assessment workshop

The final Assessment workshop will be the culmination of the PIRFO Debriefing Certification program and will verify whether the Trainee Debriefers in attendance have successfully completed all the requirements of the program and are eligible to be certified as a PIRFO approved Debriefing.

The length of the Final Assessment workshop will be at the discretion of the Convenor of the workshop but it is anticipated that it will be relatively short and certainly no longer than a week, and most likely less. 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 (pass mark 80%) and the result signed off in the box below.

Candidate's name				
Written knowledge test mark	%	Passed	Yes	No
Assessor name				
Assessor signature			Date	

Before signing off the units of Competency the person undertaking that task should use the checklist below to determine whether the Trainee Debriefing has completed all the requirements of the PIRFO Debriefing Certification program.

Has the Trainee Debriefing completed all the requirements of the PIRFO Debriefing Certification process?	YES
1. Met all the prerequisite requirements?	
2. Attended an Introduction to Debriefing workshop?	
3. Observed and had signed off a minimum of three (3) full debriefings conducted by a certified PIRFO Debriefing?	
4. Conducted and had signed off a minimum of three (3) full debriefings supervised by a certified PIRFO Debriefing?	
5. Completed all the tasks contained in the observation checklist and had them verified and signed as competency achieved (CA) by a certified PIRFO Debriefing?	
6. Completed the three written questions and had them verified and signed off by an assessor approved by PIRFO?	
7. Attended a PIRFO Final Assessment workshop?	
8. Completed the written knowledge test and achieved the pass mark of 85%?	
9. Returned the completed PIRFO Debriefing Assessment Record?	

The three Units of Competency leading to certification as a PIRFO Debriefing can now be signed off?

Sign off for certification

Once the Trainee Debriefing has successfully completed all the requirements of PARTs A, B and C they are ready to be signed off as competent in the three standards (Units of Competency) necessary to become a certified Debriefing.

The Final Workshop convenor or other PIRFO approved assessor must first ensure each Element of Competency has a tick in the CA (competency achieved) box and is initialled. The person signing off the Units of Competency must ensure all requirements of PARTs A, B and C have been completed and verified.

Once that is completed for each Unit of Competency the sign off box at the end of each Unit of Competency is signed and dated, signalling that the Trainee Debriefing has achieved the necessary competence in that unit.

Once all three units of Competency are signed and dated, the Trainee Debriefing can be issued with a Debriefing Certificate of Competency by the Certification Management Committee of PIRFO.

PIRFO 4 - 1.01 Demonstrate the communications and interview skills required to debrief a fisheries observer after a trip at sea in accordance with established national and regional protocols and procedures

Prerequisites

The candidate must hold a PIRFO 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 module requires a demonstrated ability to establish a positive 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 the data has suffered through the harassment of the observer; if the data has been manufactured or compromised by negligence; and establish if special consideration is necessary for future observer placements on that or similar vessels.

Assessor's name:		Date:
Assessor's signature:		

Element of Competency	Performance Criteria	CA	Initials
1. Establish a positive professional relationship as part of the debriefing process for a fisheries observer following a trip at sea	1.1 The candidate is able to establish a positive and supportive professional relationship with the fisheries observer during the debriefing process	<input type="checkbox"/>	
2. Communicate effectively with a fisheries observer during the debriefing process for a fisheries observer following a trip at sea	2.1 The candidate uses active listening techniques during the debriefing process to seek further explanation from the fisheries observer	<input type="checkbox"/>	
	2.2 The candidate is able to establish rapport with the fisheries observer during the debriefing process through effective communication skills	<input type="checkbox"/>	
3. Provide effective feedback to enhance performance and improve quality of data during the debriefing process for a fisheries observer following a trip at sea	3.1 The candidate provides constructive feedback during the debriefing process to reinforce positive aspects of the observer's performance verbal and written feedback	<input type="checkbox"/>	
	3.2 The candidate provides constructive feedback to the observer on identified errors in order to help improve the quality of future data from the observer	<input type="checkbox"/>	
4. Use effective interview techniques as part of the debriefing process for a fisheries observer following a trip at sea	4.1 The candidate uses effective interview techniques to establish if further data relevant to the trip can be obtained	<input type="checkbox"/>	
	4.2 The candidate uses effective interview techniques to determine if the quality of data has suffered as the result of harassment of the observer	<input type="checkbox"/>	
	4.3 The candidate is alert to the possibility of manufactured data, or data that has been compromised through negligence on the part of the observer	<input type="checkbox"/>	
	4.4 The candidate uses effective techniques to decide if special consideration is recommended for future observer placements on that or similar vessels	<input type="checkbox"/>	

Prerequisites

The candidate must hold a PIRFO 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 module requires a demonstrated awareness 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.

Assessor 's name:		Date:
Assessor 's signature:		

Element of Competency	Performance Criteria	CA	Initials
Demonstrate knowledge of the uses of observer data for scientific purposes by national and regional agencies	1.1 The candidate is able to describe the use of the data obtained for scientific purposes by relevant national agencies	<input type="checkbox"/>	
	1.2 The candidate is able to describe the use of the data obtained for scientific purposes by relevant regional agencies	<input type="checkbox"/>	
Demonstrate knowledge of the uses of observer data for monitoring and compliance purposes by national and regional agencies	2.1 The candidate describes uses of the data for monitoring and compliance purposes by relevant national agencies	<input type="checkbox"/>	
	2.2 The candidate describes uses of the data for monitoring and compliance purposes by relevant regional agencies	<input type="checkbox"/>	
Demonstrate knowledge of the uses of observer data for surveillance purposes by national and regional agencies	3.1 The candidate describes uses of the data for surveillance purposes by relevant national agencies	<input type="checkbox"/>	
	3.2 The candidate describes uses of the data for surveillance purposes by relevant national agencies	<input type="checkbox"/>	
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	<input type="checkbox"/>	
	4.2 The candidate is able to recognise the wider impact on data quality of observer errors when recording or entering data	<input type="checkbox"/>	
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	<input type="checkbox"/>	
	5.2 The candidate is able to prioritise response to incidents, critical incidents and infringements that do arise during an observer debriefing process	<input type="checkbox"/>	
	5.3 The candidate outlines the relevant processes to follow in the event of incidents, critical	<input type="checkbox"/>	

Prerequisites

The candidate must hold a PIRFO 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 module 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 returned from a trip to sea.

Assessor's name:		Date:
Assessor's signature:		

Element of Competency	Performance Criteria	CA	Initials
1. Complete the preliminary check on observer data on their arrival in port	1.1 Checks the relevant observer template (GEN 3) for indications of any incidents that may require further investigation	<input type="checkbox"/>	
	1.2 Responds appropriately to apparent vessel incident as necessary	<input type="checkbox"/>	
	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	<input type="checkbox"/>	
	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	<input type="checkbox"/>	
2. Complete the debriefing checks on observer data prior to using the full debriefing template	2.1 Verifies the observer Trip Itinerary Form is present, complete and correct	<input type="checkbox"/>	
	2.2 Completes the Observer Report Receipt form	<input type="checkbox"/>	
	2.3 Candidate reads the Observer Trip Report and visually scans all data sheets submitted by the observer prior to interviewing them	<input type="checkbox"/>	
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 observer data using appropriate debriefing template as a guide	<input type="checkbox"/>	
	3.2 Highlights problem areas on the observer data sheets using appropriate techniques	<input type="checkbox"/>	
	3.3 Attempts to retrieve information for data fields left blank by the observer	<input type="checkbox"/>	
	3.4 Corrects identified errors made by the observer where possible	<input type="checkbox"/>	
	3.5 Provides comprehensive verbal and written feedback to the observer on their performance regarding each data field, ensures correct procedures are understood where errors are identified	<input type="checkbox"/>	
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	<input type="checkbox"/>	
	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	<input type="checkbox"/>	
	4.3 Tests the observer in five areas with Random General Knowledge Test questions to determine the overall skill level	<input type="checkbox"/>	
5. Complete the observer data evaluation forms	5.1 Uses the completed debriefing form the to transfers the data quality check codes directly onto the evaluation form	<input type="checkbox"/>	
	5.2 Processes the completed paperwork appropriately in line with national and regional procedures and protocols.	<input type="checkbox"/>	

