



# PIRFO TRAINING FRAMEWORK



Pacific  
Community  
Communauté  
du Pacifique



**FFA**  
PACIFIC ISLANDS  
FORUM FISHERIES  
AGENCY

Prepared by Grant Carnie

With contribution from Siosifa Fukofuka (SPC), Philip Lens (FFA) and Tim Park (SPC)

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## 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
EQAP	Educational Quality and Assessment Programme
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
T&A	Training & Assessment
UTC	Universal Time Coordinated
VHF	Very High Frequency
WCPFC	Western & Central Pacific Fisheries Commission
WCPO	Western & Central Pacific Ocean

## MODIFICATION HISTORY

### Version Modification History

Version	Release Date	Comments
3.2	May 2020	Minor upgrade, new logo applied authors amended and IP updated.
3.1	February 2020	Minor upgrade to meet EQAP accreditation requirement for Certificate IV in Debriefing Operations (PIRFO). Learning outcomes revised.
3.0	January 2020	Major upgrade with Certificate 4 in Training & Assessing (PIRFO) and Certificate 4 in Frontline Management (PIRFO) removed, changes to some units and revised requirements for some qualifications
2.2	August 2019	Minor upgrade to meet EQAP accreditation requirements for the Certificate 4 in Debriefing Operations (PIRFO) and six micro-qualifications related to endorsement units
2.1	March 2019	Minor upgrade resulting from PIRFO Trainer's Workshop held in Honiara, Solomon Islands October 2018 and to meet EQAP accreditation requirements
2.0	December 2016	Primary release

## 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. Training and assessing standards and frontline management standards were also developed but have since been made redundant. The 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 transshipping will also need to be developed in the future.

### Review

To ensure that standards remain relevant they need to be periodically reviewed and updated. A major PIRFO review process was commissioned in 2016 and resulted in the *PIRFO Training Framework 2016*. This particular document is the most recent, updated version of the original *PIRFO Training Framework 2016*. The aim of the Training Framework 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 and Debriefer Mentors. It also outlines PIRFO qualifications and micro-qualifications, qualification packaging rules, requirements and standards for training institutes to be accredited to deliver PIRFO training, the Certification Management Committee (CMC) charter 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 the original 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
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.

Qualifications accredited under a quality assurance scheme (such as EQAP) are assigned a level that defines the level of complexity of learning in terms of the knowledge, skills and application acquired by the learner at that level. <sup>[L]</sup><sub>SEP</sub>

#### Micro-qualification

A micro-qualification is made up of 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, Debriefing, 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.

### ***Level and credits***

Levels define the complexity of learning and credits quantify learning outcomes that are achievable in notional learning hours at a given level. One credit is approximately equivalent to 10 notional hours of learning activity.

### ***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 endorsement units that a holder of the qualification can complete and be awarded a micro-qualification in that unit including perform port sampling operations, carrying out biological sampling of catch, reporting electronically, interpreting electronic monitoring operations, and monitoring and applying chain of custody processes and procedures.

### **Certificate 4 in Debriefing 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 Debriefing. The qualification is specific to the fishing method(s) for which the Debriefing has qualified as an observer

A person qualified as a Debriefing can also complete the unit *PIRDEB4.04E – Mentor and assess a trainee debriefer* and be awarded a micro-qualification, allowing them to mentor and assess a trainee debriefer undertaking a Certificate 4 in Debriefing Operations (PIRFO).

## PIRFO MICRO-QUALIFICATIONS AND SKILL SETS

### Overview

A micro-qualification enables 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. Generally, however, micro-qualifications 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 micro-qualification can be a single unit of competency, or combinations of units of competency from the PIRFO Training Framework.

If a micro-qualification is completed a micro-qualification should be issued as well 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 duties as an endorsement to their Certificate 3 in Observer Operations (PIRFO).

### PIRFO Port Sampler Micro-qualification

Micro-qualification in Port Sampling Operations

*(Completion of Unit PIROBS2.01E – Perform port sampling operations)*

### PIRFO Observer Micro-qualifications

Micro-qualification in Biological Sampling of Catch

*(Completion of Unit PIROBS3.06E – Carry out biological sampling of catch)*

Micro-qualification in Reporting Electronically

*(Completion of Unit PIROBS3.07E – Report electronically)*

Micro-qualification in Interpreting Electronic Monitoring Operations

*(Completion of Unit PIROBS3.08E – Interpret electronic monitoring operations)*

Micro-qualification 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 Debriefing Micro-qualification

Micro-qualification in Mentor and Assess a Trainee Debriefing

*(Completion of Unit PIRDEB4.04E – Mentor and assess a trainee debriefer)*

## 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

<p><b>PIROBS316 Certificate 3 in Observer Operations (PIRFO)</b></p>
<p><b>Credit profile</b></p> <p>This is a level 3 qualification and a person completing the mandatory GROUP A and GROUP B level 3 units required to attain the qualification will be awarded 43 credits. Credits that apply to each of the GROUP C level 3 endorsement units are available in the relevant unit in this PIRFO Training Framework document.</p>
<p><b>Descriptor</b></p> <p>This qualification provides the main entry point for individuals seeking a career as a fisheries observer in the fishing sector of the Western &amp; Central Pacific Ocean and contains the competencies required for employment as an observer by regional and national fisheries agencies.</p> <p>The person obtaining this qualification is entitled to work on a domestic or foreign fishing vessel. The vessel may use either pole &amp; 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.</p>
<p><b>Job roles</b></p> <p>Individuals operating at this level undertake a broad range of observer duties independently aboard a commercial fishing vessel, which include:</p> <ul style="list-style-type: none"> <li>• Observing, recording and reporting fishing operations for compliance purposes</li> <li>• Estimating, measuring, collecting and recording catch for scientific purposes</li> <li>• Surveillance and monitoring of other activities in this fishing area</li> </ul> <p>Job title may include:</p> <ul style="list-style-type: none"> <li>• Fisheries Observer</li> <li>• Fisheries Officer</li> </ul>
<p><b>Pathway Information</b></p> <p><b><i>Pathways into the Qualification</i></b></p> <p>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.</p> <p><b><i>Pathways from the Qualification</i></b></p> <p>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.</p> <p>Pathways after this qualification, include:</p> <ul style="list-style-type: none"> <li>• Any of the micro-qualifications included in this PIRFO Training Framework</li> <li>• Certificate 4 in Debriefing Operations (PIRFO)</li> <li>• PIRFO Trainer &amp; Assessor</li> </ul>

## 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.

<b>GROUP A Safety Units</b>	
PIROBS3.01C	Take emergency action on board a vessel
PIROBS3.02C	Administer first aid
<b>GROUP B Observer Specific Units</b>	
PIROBS3.03C	Work effectively and safely as an observer
PIROBS3.04C	Perform basic navigation, other than watchkeeping, and electronic communication
PIROBS3.05C	Perform Observer Duties
<b>GROUP C Endorsement Units</b>	
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

<p><b>PIRDEB416 Certificate 4 in Debriefing Operations (PIRFO)</b></p>
<p><b>Credit profile</b></p> <p>This is a level 4 qualification and a person completing the mandatory GROUP A required to attain the qualification will be awarded 43 credits. Credits that apply to each of the GROUP B endorsement units are available in the relevant unit in this PIRFO Training Framework document.</p>
<p><b>Descriptor</b></p> <p>This qualification certifies that a person can act as a fisheries Debriefing in the fishing sector of the Western &amp; Central Pacific Ocean and contains the competencies required for employment as a debriefer by national and subregional regional fisheries agencies.</p> <p>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 &amp; line fishing gear and the Debriefing 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.</p>
<p><b>Job roles</b></p> <p>Individuals operating at this level undertake a range of Debriefing duties and skills, which include:</p> <ul style="list-style-type: none"> <li>• Interviewing an observer returning from a trip at sea</li> <li>• Knowledge of the application of the data and information obtained by the observer</li> <li>• Completing a debriefing process and providing adequate feedback</li> </ul> <p>A person qualified as a Debriefing can also complete the unit <i>PIRDEB4.04E – Mentor and assess a trainee debriefer</i> and be endorsed to mentor and assess a trainee debriefer</p> <p>Job title may include:</p> <ul style="list-style-type: none"> <li>• Debriefing</li> <li>• Debriefing Mentor &amp; Assessor</li> </ul>
<p><b>Pathway Information</b></p> <p><b><i>Pathways into the Qualification</i></b></p> <p>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 &amp; Central Pacific Ocean tuna fishery.</p> <p><b><i>Pathways from the Qualification</i></b></p> <p>A person completing this qualification may also complete a number of the micro-qualification endorsements from the Certificate 3 in Observer Operations (PIRFO) related to specific tasks. These endorsements may then allow the Debriefing to undertake debriefing related to those endorsements where applicable. The person may also complete the unit <i>PIRDEB4.04E – Mentor and assess a trainee debriefer</i> and receive a micro-qualification that endorses the person to mentor and assess a trainee debriefer.</p>



Pathways after this qualification, include:

- Any of the micro-qualifications included in this PIRFO Training Framework
- PIRFO Trainer & Assessor
- Observer Programme Manager/Coordinator

### 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 Debriefing 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 Debriefing Specific Units below. The Debriefing endorsement unit related to mentoring and assessing a trainee Debriefing and the observer endorsement units in Group B Endorsement Units are optional and provide endorsements to the Debriefing qualification.

<b>GROUP A Debriefing Specific Units</b>	
PIRDEB4.01C	Apply communication and interview skills to effectively debrief a PIRFO Observer
PIRDEB4.02C	Demonstrate the application of data obtained from Observer reports to identify errors and respond to reported incidents
PIRDEB4.03C	Complete a debriefing process with a PIRFO fisheries observer
<b>GROUP B Endorsement Units</b>	
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



## PIRFO OBSERVER STANDARDS

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

**Functional area**                      **Observer operations**

**Prerequisites**                      **None required**

**Level and credits**                **Level 3, 11 credits**

**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**

**1. Apply survival techniques**

**Performance criteria**

- 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

<b>2. Operate lifesaving and survival equipment</b>	<ul style="list-style-type: none"> <li>2.1 Establish location and accessibility of lifesaving and survival equipment</li> <li>2.2 Launch survival craft in a timely and effective manner</li> <li>2.3 Board survival craft appropriately and help others to board if necessary</li> <li>2.4 Operate survival equipment in accordance with instructions and accepted survival practice</li> <li>2.5 Operate survival radio equipment in accordance with manufacturer's instructions and regulatory protocols</li> <li>2.6 Use life-jacket and other lifesaving clothing correctly in accordance with instructions</li> </ul>
<b>3. Participate in abandon vessel drills</b>	<ul style="list-style-type: none"> <li>3.1 Participate in abandon vessel musters and drills in accordance with regulatory requirements and vessel procedures</li> <li>3.2 Take action on identifying muster signals that is appropriate to the indicated emergency and complies with established procedures</li> <li>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</li> </ul>
<b>4. Carry out fire minimisation procedures</b>	<ul style="list-style-type: none"> <li>4.1 Identify fire hazards on board a vessel and take action to eliminate or minimise them</li> <li>4.2 Identify fire prevention equipment and systems as appropriate and take appropriate action to ensure that they are operational</li> <li>4.3 Maintain a state of readiness to respond to fire emergencies at all times</li> </ul>
<b>5. Respond to emergency situations involving fire</b>	<ul style="list-style-type: none"> <li>5.1 Identify emergency situations involving fire</li> <li>5.2 Follow established initial action practices and procedures on becoming aware of a fire emergency</li> <li>5.3 Take timely action that is appropriate for the seriousness of the fire emergency</li> <li>5.4 Take appropriate action on identifying muster signals for a fire emergency that complies with established procedures</li> <li>5.5 Implement appropriate precautions and procedures when responding to fires involving electricity</li> <li>5.6 Communicate clearly and concisely at all times and acknowledge instructions in a timely manner</li> </ul>
<b>6. Operate portable firefighting equipment</b>	<ul style="list-style-type: none"> <li>6.1 Identify correctly classes of fires in accordance with accepted firefighting practice</li> <li>6.2 Select correct portable firefighting equipment to fight specific classes of fires</li> <li>6.3 Extinguish a fire correctly with a fire blanket in accordance with accepted firefighting practice</li> <li>6.4 Apply correct techniques when using hose lines to extinguish fires on board a vessel</li> </ul>

## **7. Carry out firefighting 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 firefighting operations
- 7.3 Apply appropriate safety precautions and procedures when fighting fires in accordance with regulatory requirements, vessel's procedures and established firefighting practice
- 7.4 Use firefighting equipment and procedures as a member of a fire fighting team in accordance with accepted firefighting practice
- 7.5 Use lifelines correctly during interior firefighting 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 firefighting 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
- Firefighting 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 firefighting agent

Literacy skills used for:

- Reading and interpreting instructions on emergency procedures, the use of lifesaving and survival equipment and firefighting 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 firefighting activities
- Operate the various types firefighting 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 firefighting 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
- Lifesaving equipment (life jackets, flares, EPIRB etc)
- Firefighting equipment (portable extinguishers, fire hoses, safety clothes etc)

## PIROBS3.02C – Administer first aid

**Functional area**                      **Observer operations**

**Prerequisites**                      **None required**

**Level and credits**                      **Level 3, 2 credits**

### **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 heartbeat, 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

<b>PIROBS3.03C – Work effectively and safely as an observer</b>
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<b>Functional area</b>	<b>Observer operations</b>
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<b>Prerequisites</b>	<b>None required</b>
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<b>Level and credits</b>	<b>Level 3, 5 credits</b>
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**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
- 1.3 Identify the correct observer placement procedures

**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, loneliness 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 acceptance 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 practice
- 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

<b>PIROBS3.04C – Perform basic navigation, other than watchkeeping, and electronic communication</b>
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**Functional area**                      **Observer operations**

**Prerequisites**                      **None required**

**Level and credits**                      **Level 3, 11 credits**

**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**

- |   |   |
|---|---|
| <p><b>1. Obtain time and position and vessel heading from available navigation aids</b></p>   | <p>1.1 Define latitude and longitude and how they relate to a vessel's position</p> <p>1.2 Obtain UTC and ship's time and date using available navigational aids and record in appropriate format</p> <p>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</p> <p>1.4 Compare the latitude and longitude position plotted on the chart with licence conditions and fisheries management boundaries</p> <p>1.5 Identify critical symbols and abbreviations used on paper charts to determine topography, hydrography and depth of fishing area</p> |
| <p><b>2. Plot a future position and calculate estimated time of arrival (ETA) for the vessel from available navigation aids</b></p> | <p>2.1 Measure distance on a chart using the correct scale</p> <p>2.2 Determine a predicted future position correctly using available navigational equipment and plot that position on a chart</p> <p>2.3 Determine the estimated time of arrival at the predicted position using the formula related to speed, time and distance</p>   |
| <p><b>3. Recognise common and emerging fishing and navigational aids and record their use on fishing and associated vessels</b></p> | <p>3.1 Identify and describe the functions and use of electronic fishing and navigational aids</p> <p>3.2 Record appropriate information of electronic fishing and navigational aids and instances of use</p> <p>3.3 Identify and describe the functions and use of any emerging electronic fishing and navigational aids</p>   |
| <p><b>4. Provide a report electronically and activate personal safety devices</b></p>   | <p>4.1 Report to the required agency using available electronic equipment according to communication protocols</p> <p>4.2 Activate any personal safety and communication devices according to standard operating procedures</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:

- Latitude and longitude and their relationship on a chart, including chart symbols of topography, hydrography and depth
- 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
- Chart 5011 – Symbols
- 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

**Level and credits** Level 3, 14 credits

### 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

**1. Apply knowledge of fisheries monitoring and management within the Western & Central Pacific Ocean**

### Performance criteria

1.1 Identify to a level expected of an observer the main regional conventions and agreements relevant to fisheries in the Western & Central Pacific Ocean

1.2 Identify to a level expected of an observer the function of the major regional fisheries organisations administering fisheries observer programmes

1.3 Identify 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

## **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 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

**Level and credits** Level 2, 4 credits

### 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

- |  |   |
|--|---|
| <b>1. Apply safe work practices during port sampling operations</b>                | <ul style="list-style-type: none"><li>1.1 Identify hazards and potential emergency situations that may occur while performing port sampling operations</li><li>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</li><li>1.3 Wear appropriate safety equipment and clothing during port sampling operations</li><li>1.4 Follow accepted emergency response actions in the event of an emergency situation while port sampling</li></ul> |
| <b>2. Follow established port sampling protocols and procedures</b>                | <ul style="list-style-type: none"><li>2.1 Interpret and apply the protocols of regional and national port sampling programmes and how the information is recorded and utilised</li><li>2.2 Identify species take appropriate size measurements and gather catch, landing and transshipment information following correct protocols when port sampling</li><li>2.3 Collate and file completed port sampling data forms correctly and ensure forms are properly prepared for data entry systems</li></ul>   |
| <b>3. Collect data from a fishing vessel using the correct sampling techniques</b> | <ul style="list-style-type: none"><li>3.1 Determine suitable fish sampling method to gather data using vessel log sheets and interviewing vessel officers</li><li>3.2 Use random or non-random sampling techniques according to the particular situation</li><li>3.3 Communicate with vessel officers, unloading crew and the winch master when implementing the selected sampling strategy for the vessel</li><li>3.4 Gather and collate all the supporting information required when undertaken port sampling operations</li></ul>  |
| <b>4. Record data collected from a fishing vessel</b>                              | <ul style="list-style-type: none"><li>4.1 Enter information and data gathered into the port sampling templates as prescribed by the responsible agency</li></ul>  |

## **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 transshipment 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 transshipment 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



<b>PIROBS3.06E – Carry out biological sampling of catch</b>
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<b>Functional area</b>	<b>Observer and port sampling operations</b>
<b>Prerequisites</b>	<b>PIRFO Observer, Port Sampler or Fisheries Officer</b>
<b>Level and credits</b>	<b>Level 3, 4 credits</b>

**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**

- |   |  |
|---|--|
| <b>1. Demonstrate knowledge of catch sampling and tagging programmes</b>                          | 1.1 Explain 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<br>1.2 Explain the importance of regional tagging programmes, the ways that information from tagging is used and the recording and reporting information from tags<br>1.3 Explain the purpose and protocols of tag seeding |
| <b>2. Identify key internal organs and fish body part commonly collected in sampling programs</b> | 2.1 Locate and identify the main internal organs and hard parts in selected species<br>2.2 Determine the sex of selected species using established sex identification methods  |
| <b>3. Collect biological samples from selected species</b>  | 3.1 Use the correct tools to remove biological samples<br>3.2 Dissect selected species and remove organs and hard parts using techniques in accordance with pre-determined biological sampling protocols<br>3.3 Label collected samples, store and record in accordance with specified procedures  |
| <b>4. Deploy tags in selected species</b>   | 4.1 Insert tags in accordance with specified protocols<br>4.2 Record, track and report the deployment of tags in accordance with specified protocols   |
| <b>5. Record and report the landing of a tagged species</b>                                       | 5.1 Identify tagged species from landed catch and follow specified procedures to collect relevant information<br>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

**Level and credits** Level 3, 4 credits

### 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

- |  |  |
|--|--|
| <b>1. Maintain the e-devices<sup>1</sup> used for electronic reporting and associated transmitting</b> | <ul style="list-style-type: none"><li>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</li><li>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</li><li>1.3 Maintain the integrity and security of the e-device/s when travelling</li><li>1.4 Confirm the operating instructions for e-devices are available and fully understood</li></ul> |
| <b>2. Prepare the e-devices for reporting operations</b>   | <ul style="list-style-type: none"><li>2.1 Ensure that the correct personal identification number (PIN) and password for the e-device has been allocated and is obtained</li><li>2.2 Pair the e-devices (if necessary) to transmit recorded information, following appropriate procedures</li><li>2.3 Check that current software is available and loaded and download software updates as required</li></ul>   |
| <b>3. Record fishing operation information into the e-device</b>                                       | <ul style="list-style-type: none"><li>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/transshipping observation)</li><li>3.2 Enter all information of fishing and other activities as required, following appropriate electronic reporting software application operating instructions</li><li>3.3 Ensure all necessary data entries are completed and ready for transmission</li></ul>   |
| <b>4. Transmit key operational data</b>  | <ul style="list-style-type: none"><li>4.1 Confirm the e-device transmitter is operational and able to transmit data as required</li><li>4.2 Position the transmitting e-device in a location that ensures efficient data transmission</li><li>4.3 Follow transmission procedures and timelines as instructed and ensure all data is successfully sent</li></ul>  |

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<sup>1</sup> 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

**Level and credits** Level 3, 4 credits

### **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 Identify correctly and record in the appropriate fields all required standard information on the fishing operation being interpreted
- 2.2 Identify correctly 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

- |  |   |
|--|---|
| <b>4. Complete interpretation process and deliver a summary report on outcomes of the interpretation procedure</b> | <ul style="list-style-type: none"><li>4.1 Ensure all recorded data is backed up according to prescribed protocols</li><li>4.2 Prepare a brief report on interpretation outcomes including any identified IUU incidents in the required format and distribute according to prescribed protocols</li><li>4.3 Distribute the completed data set and reports according to required protocols</li><li>4.4 Make recommendations based on the interpretation process that will enhance the electronic monitoring operation and assist in the management of the fishery</li></ul> |
|--|---|

## **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 recording 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 record 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 and 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

<b>PIROBS3.09E – Monitor and apply chain of custody processes and procedures</b>
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**Functional area**                      **Observer operations**

**Prerequisites**                      **None required**

**Level and credits**                      **Level 3, 3 credits**

**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**

- |  |   |
|--|---|
| <p><b>1. Confirm that all necessary preliminary procedures have been completed to meet any specific chain of custody requirements for a trip</b></p> | <p>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</p> <p>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</p> <p>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</p> <p>1.4 Confirm that the observer has undertaken the necessary training to monitor a chain of custody trip</p>   |
| <p><b>2. Identify and monitor the catch aboard a chain of custody eligible vessel that requires chain of custody monitoring</b></p>                  | <p>2.1 Confirm and record that the skipper has identified the relevant chain of custody catch</p> <p>2.2 Verify that the catch meets all the requirements to be eligible as for chain of custody monitoring</p> <p>2.3 Estimate the amounts by species in the catch that is eligible for chain of custody monitoring</p> <p>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</p> <p>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</p> |
| <p><b>3. Monitor the storage of chain of custody fish on board the catching vessel</b></p>   | <p>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</p> <p>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</p>   |

- 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 need 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

**Level and credits** Level 3, 2 credits

### 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

- |   |   |
|---|---|
| <b>1. Operate VHF and HF radio equipment to transmit and receive messages</b> | <ul style="list-style-type: none"><li>1.1 Types of radiotelephony equipment are selected and operated within limits of specifications</li><li>1.2 Radio equipment is operated to transmit and receive various types of signal as per manufacturer's instructions, established radio operation procedures and regulatory requirements</li><li>1.3 Regulations and procedures applicable to vessel stations equipped with radiotelephony and digital selective calling (DSC) facilities are applied during radio communication</li><li>1.4 OH&amp;S procedures and hazard control strategies are applied when operating radio equipment in accordance with vessel's ISM Code safety management system</li></ul> |
| <b>2. Maintain and fault-find radio equipment</b>                             | <ul style="list-style-type: none"><li>2.1 Routine maintenance checks are carried out on radiotelephony equipment in accordance with manufacturer's instructions and specifications and company procedures</li><li>2.2 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</li><li>2.3 Identified faults and defective radio equipment and component parts are rectified or replaced as per manufacturer's instructions and established maintenance procedures</li></ul>   |
| <b>3. Access search and rescue radio facilities</b>                           | <ul style="list-style-type: none"><li>3.1 Application is made to the appropriate organisation for the provision of the required search and rescue services</li><li>3.2 Information required by any regional ship reporting system is supplied in the required format</li></ul>  |
| <b>4. Deploy and operate an EPIRB and a SART</b>                              | <ul style="list-style-type: none"><li>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</li><li>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</li></ul>   |

- 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

<b>PIRDEB4.01C – Apply communication and interview skills to effectively debrief a PIRFO Observer</b>
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**Functional area**                      Debriefing operations

**Prerequisites**                      Certificate 3 in Observer Operations (PIRFO), is currently accredited as a PIRFO Observer and meets the PIRFO Debriefing Policy guidelines

**Level and credits**                  Level 4, 17 credits

### Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to communicate effectively with a fisheries observer and use effective interview techniques as part of an established debriefing process and then provide effective feedback to the fisheries observer in order to improve their future performance.

### Elements

### Performance criteria

- |  |   |
|--|---|
| <b>1. Establish a positive and professional relationship during a debriefing process</b> | 1.1 Establish a positive and supportive professional relationship with the fisheries observer during the debriefing process   |
| <b>2. Communicate effectively with a fisheries observer during a debriefing process</b>  | 2.1 Use active listening techniques during the debriefing process to seek further explanation relevant to the trip from the fisheries observer<br>2.2 Establish a positive rapport with the fisheries observer during the debriefing process through effective communication skills   |
| <b>3. Apply effective interview techniques as part of the debriefing process</b>         | 3.1 Use effective interview techniques to establish if further data relevant to the trip can be obtained<br>3.2 Use effective interview techniques to determine if the quality of data may have been compromised due to harassment of the observer<br>3.3 Determine whether there is the possibility of manufactured data, or data that has been compromised through negligence on the part of the observer<br>3.4 Decide if special consideration is recommended for future observer placements on that or similar vessels |

**4. Provide effective feedback during the debriefing process to enhance observer performance and improve quality of data**

- 4.1 Provide constructive feedback to the observer on identified errors in order to improve the quality of future data from the observer
- 4.2 Provide constructive verbal and written feedback to the observer to reinforce positive aspects of the observer's performance

**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 a 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

<b>PIRDEB4.02C – Demonstrate the application of data obtained from Observer reports to identify errors and respond to reported incidents</b>
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**Functional area** Debriefing operations

**Prerequisites** Certificate 3 in Observer Operations (PIRFO), is currently accredited as a PIRFO Observer and meets the PIRFO Debriefing Policy guidelines

**Level and credits** Level 4, 7 credits

**Descriptor**

This unit covers the performance outcomes, skills and knowledge necessary for a person to be aware of the importance and application of the data obtained from an observer during a debriefing including a clear understanding of scientific, compliance and surveillance uses by national and regional agencies.

**Elements**

**Performance criteria**

- |  |  |
|--|--|
| <b>1. Identify the uses of observer data for scientific, monitoring, compliance and surveillance purposes</b>            | 1.1 Describe the uses of observer data for scientific purposes by relevant national agencies<br>1.2 Describe the uses of observer data for scientific purposes by relevant regional agencies<br>1.3 Describe the uses of observer data for monitoring and compliance purposes by relevant national agencies<br>1.4 Describe the uses of observer data for monitoring and compliance purposes by relevant regional agencies<br>1.5 Describe the uses of the observer data for surveillance purposes by relevant national agencies |
| <b>2. Identify common errors made by observers when collecting data and explain their impact on data quality</b>         | 2.1 Outline the common errors made by observers when gathering and entering data<br>2.2 Recognise the wider impact of observer errors on data quality when recording or entering data  |
| <b>3. Differentiate between incidents, critical incidents and infringements identified during the debriefing process</b> | 3.1 Recognise incidents, critical incidents and infringements that may arise during an observer debriefing process<br>3.2 Prioritise responses to incidents, critical incidents and infringements that may arise during an observer debriefing process<br>3.3 Apply the correct procedures in the event of incidents, critical incidents and infringements following 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 – Conduct a debriefing with a PIRFO fisheries observer

**Functional area** Debriefing operations

**Prerequisites** Certificate 3 in Observer Operations (PIRFO), is currently accredited as a PIRFO Observer and meets the PIRFO Debriefing Policy guidelines

**Level and credits** Level 4, 19 credits

### Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for a person to use the templates and protocols provided by the Pacific Community (SPC) and the Forum Fisheries Agency (FFA) when undertaking a debriefing process with a fisheries observer who has returned from a trip to sea.

### Elements

### Performance criteria

- |  |   |
|--|---|
| <b>1. Conclude a preliminary check on observer data following agreed timelines</b> | <ul style="list-style-type: none"><li>1.1 Check the relevant Vessel Trip Monitoring Summary for indications of any incidents that may require further investigation</li><li>1.2 Respond appropriately to any vessel incident identified by the observer</li><li>1.3 Complete the preliminary information check using the pre-debriefing section of the appropriate template and establish that correct procedures have been followed by the observer</li><li>1.4 Provide 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</li></ul> |
| <b>2. Prepare for debriefing an observer</b>                                       | <ul style="list-style-type: none"><li>2.1 Confirm all forms are available and complete</li><li>2.2 Reconcile support forms including receipts and advances</li><li>2.3 Review the Observer Work Book, Trip Report and journal and identify errors</li><li>2.3 Prepare all material required to complete a debriefing and advise the observer of time and place for the debriefing</li></ul>   |
| <b>3. Conduct a debriefing of an observer</b>                                      | <ul style="list-style-type: none"><li>3.1 Apply established procedures and protocols when conducting a debriefing</li><li>3.2 Verify data with the observer using the appropriate debriefing template as a guide</li><li>3.3 Obtain missing information for blank data fields</li><li>3.4 Identify and discuss data collection protocols</li><li>3.5 Identify and correct errors in data provided by the observer</li><li>3.6 Test the observer's underpinning knowledge with Random General Knowledge questions</li><li>3.7 Provide verbal and written feedback to the observer on specific data fields</li></ul>  |



- 4. Complete the observer data evaluation forms**
- 4.1 Transfer the debriefer's assessment of the observer's performance to the debriefing evaluation form
  - 4.2 Provide verbal and written feedback to the observer on their overall performance
  - 4.3 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 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

<b>Functional area</b>	PIRFO Debriefer
<b>Prerequisites</b>	Currently accredited as a PIRFO Debriefer
<b>Level and credits</b>	Level 4, 16 credits

### 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
<b>1. Plan mentoring and assessment</b>	<ul style="list-style-type: none"><li>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</li><li>1.2 Discuss the introduction to debriefing workshop outcomes with the Trainee Debriefer and provide guidance as required</li><li>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</li></ul>
<b>2. Mentor trainee Debriefer in preparation for final assessment</b>	<ul style="list-style-type: none"><li>2.1 Confirm 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</li><li>2.2 Supervise the Trainee Debriefer undertaking the minimum number of practice debriefing sessions outlined in the Debriefer Assessment Record and provide constructive feedback on performance</li><li>2.3 Discuss progress with the Trainee Debriefer and make a judgment on the Trainee Debriefers readiness for the final assessment sessions</li><li>2.4 Record results of the debriefing observation sessions and the debriefing under supervision sessions in the Trainee Debriefers Debriefer Assessment Record</li></ul>
<b>3. Assess competence</b>	<ul style="list-style-type: none"><li>3.1 Explain, discuss and agree details of the final assessment sessions with the Trainee Debriefer</li><li>3.2 Use agreed assessment methods and tools to gather, organise and document evidence as outlined in the Debriefer Assessment Record for determining competence</li><li>3.3 Apply the principles of assessment and rules of evidence in gathering quality evidence of the Trainee Debriefers competence</li><li>3.4 Assess whether consistent competence during final assessment sessions has been demonstrated, based on the available evidence and according to PIRFO debriefing protocols</li></ul>

#### **4. Record and review assessment process**

- 3.5 Provide clear and constructive feedback to the trainee Debriefers regarding the assessment decision and develop any follow-up action plan required
- 4.1 Record assessment outcomes promptly and accurately in the Debriefers Assessment Record following outlined procedures
- 4.2 Check that the Trainee Debriefers has completed the underpinning knowledge question section in the Debriefers 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 Debriefers Assessment Record and the Debriefers 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 Debriefers
- Observation and interpersonal skills to recognise when the Trainee Debriefers 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 Debriefers

- 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 Debriefers 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 Debriefers during the debriefing observation and debriefing under supervision components
- Assess competence of a trainee Debriefers following the PIRFO assessment process outlined in the PIRFO Debriefers Assessment Record
- Record the Trainee Debriefers progress and results in the PIRFO Debriefers Assessment Record
- Review the on the job assessment process

Assessment must confirm knowledge of:

- PIRFO Debriefers Assessment Record and the Debriefers 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 Debriefers through the on the job component of the Debriefers 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 Debriefers
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the Debriefers 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 Debriefing Assessment Record
- Loose copies of the Observation Checklists to use when mentoring and observing the trainee Debriefing 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 Debriefing

## PIRFO TRAINERS AND OBSERVER PROGRAMME COORDINATORS

### General

There are no specific PIRFO qualifications for either PIRFO Trainers and Assessors or for PIRFO Observer Programme Coordinators. However, people undertaking those roles will have to develop the specialist skills that provide them with the expertise to undertake those roles effectively and to the standard required to operate under the PIRFO banner. The following sections provide guidelines as to the skills training expected for each role.

### PIRFO Trainers & Assessors

To be a PIRFO Trainer & Assessor it is highly desirable that a person would hold a current Certificate 4 in Debriefing Operations (PIRFO) however prerequisites are at the discretion of the SPC/FFA PIRFO Training Programme Facilitators. Prospective PIRFO Trainers should contact the SPC/FFA PIRFO Training Programme Facilitators to discuss individual prerequisite requirements.

A PIRFO Trainer & Assessor must also complete a recognised Training & Assessment (T&A) qualification from an accredited training institute. This is likely to be a Certificate IV in Training & Assessment issued by a private or public tertiary institute in Australia or New Zealand or by the University of South Pacific (USP). There may be other training and assessment qualifications that are recognised by PIRFO and will meet these needs. Prospective PIRFO Trainers should contact the SPC/FFA PIRFO Training Programme Facilitators to confirm eligibility of any other T&A certificate they may have or are contemplating doing.

It is expected that new trainers will conduct training and assessment under the guidance of an experienced PIRFO Trainer & Assessor before they are deemed eligible to conduct PIRFO training and assessment without supervision. They should also attend any short course offered by PIRFO that is specific to training observers. Once a person has been evaluated by the SPC/FFA PIRFO Training Programme Facilitators as meeting the standards to be a PIRFO Trainer & Assessor their name will be added to a list of approved PIRFO Trainers & Assessors that is endorsed by the PIRFO CMC.

### Observer Programme Coordinators

Regional observer programme managers or coordinators are expected to have undertaken relevant management training so that they have the necessary management skills to administer an observer programme. This may be a leadership and management qualification or a frontline management qualification through an approved training institute or short, targeted courses that prepare a person to be an effective observer programme coordinator.

It is also desirable that an Observer Programme Coordinator has a good understanding of fisheries management as it relates to the Western & Central Pacific Ocean tuna fishery. This may include completing the fisheries management unit from a relevant fisheries qualification such as the Certificate IV in Fisheries Enforcement and Compliance or training related to the fisheries management unit that was a component of the redundant Certificate IV in Frontline Management (PIRFO).



## GUIDELINES FOR 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. <sup>[L]</sup><sub>[SEP]</sub>

Reliable: there has to be consistency in the interpretation of evidence from one assessment to the next. <sup>[L]</sup><sub>[SEP]</sub>

Flexible: assessments should provide for the recognition of competencies in a range of situations and contexts. <sup>[L]</sup><sub>[SEP]</sub>

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: <sup>[L]</sup><sub>[SEP]</sub>

Diagnostic: to identify educational or training needs, which is usually in the form of a pre-course test. <sup>[L]</sup><sub>[SEP]</sub>

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. <sup>[L]</sup><sub>[SEP]</sub>

Summative: to evaluate performance at the end of a period of learning or practice. <sup>[L]</sup><sub>[SEP]</sub>

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.

<b>Employability Skill</b>	
Communication	<ul style="list-style-type: none"> <li>• Confirming instructions</li> <li>• Estimating the duration of tasks</li> <li>• Oral reporting of work activities and problems to a supervisor</li> <li>• Reading and interpreting instructions and work procedures</li> <li>• Recording and reporting data</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Contributing to participative OHS arrangements</li> <li>• Respecting people from diverse backgrounds</li> <li>• Sharing information relevant to work with co-workers</li> <li>• Undertaking duties in a positive manner to promote cooperation</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Solving problems that may arise when undertaking duties</li> <li>• Recognising and resolving problems and conflicts that may arise in the workplace</li> <li>• Reporting problems</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Adapting to new situations</li> <li>• Identifying environmental, OHS and quality hazards</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Collecting and checking equipment before beginning work activities</li> <li>• Following safe work practices</li> <li>• Planning to complete work within an allocated timeframe</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Prioritising work</li> <li>• Seeking support to improve own performance</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Identifying own learning needs for future work requirements and career aspirations</li> <li>• Taking part in learning opportunities</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Using basic technology skills to record data</li> <li>• Using technology and related workplace equipment</li> </ul>

# PIRFO ACCREDITATION STANDARDS FOR TRAINING INSTITUTES

## Overview

The PIRFO Accreditation Standards for Training Institutes 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 [SEP]
- 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. [SEP]

The three standards relate to training and assessment, client services [SEP] 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.**

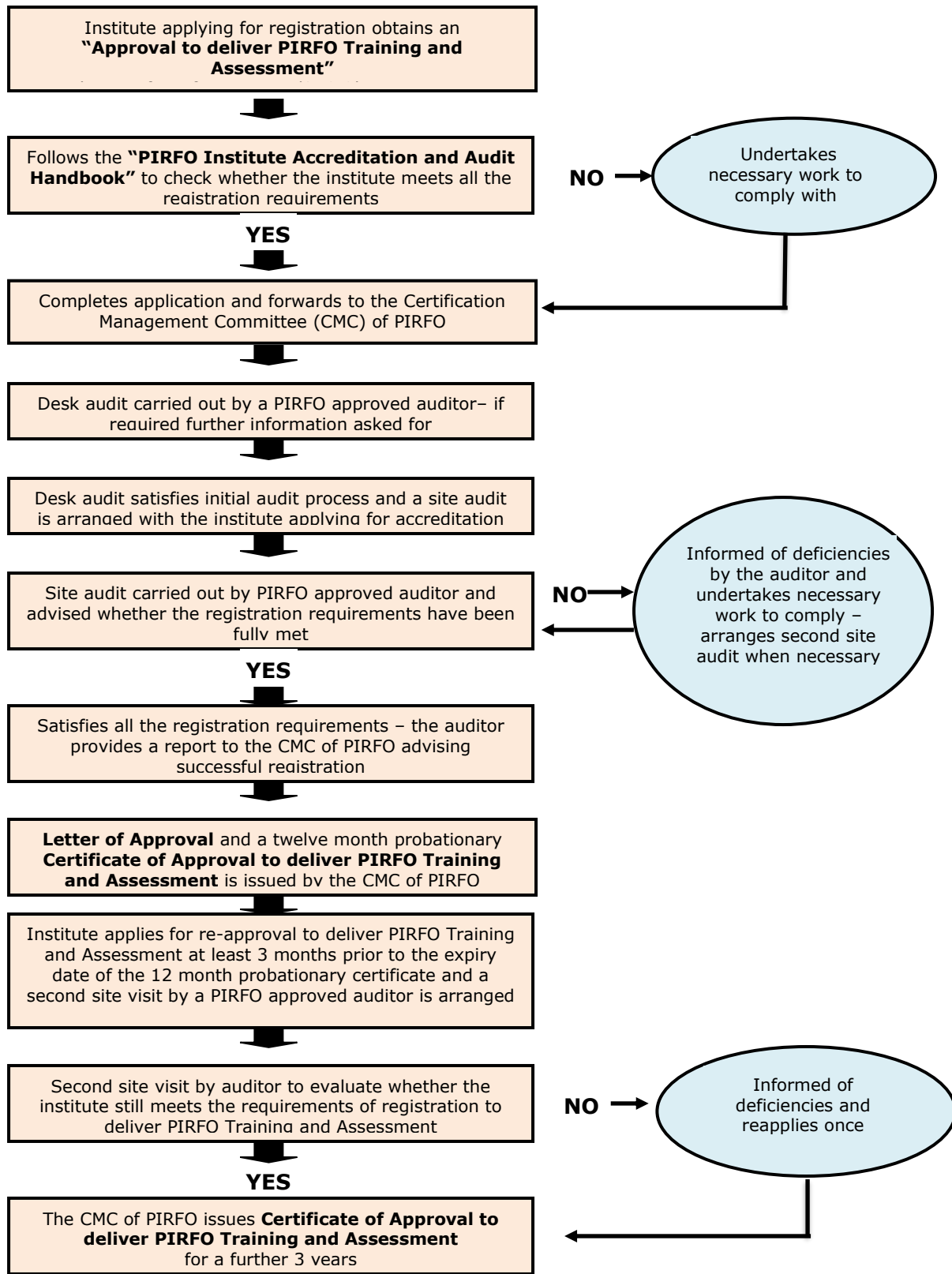
- 2.1 The training institute has in place a process and mechanism to provide all students and other stakeholders with information about the training, assessment and support services to be provided, and about their rights and obligations, prior to enrolment or entering into an agreement.
- 2.2 Where identified 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



# PIRFO CERTIFICATION MANAGEMENT COMMITTEE (CMC) CHARTER

## PURPOSE

“To ensure PIRFO observers, debriefers, trainers and frontline managers are competent to carry out the duties required.” *(1<sup>st</sup> PIRFO CMC)*

The CMC was endorsed by the Forum Fisheries Committee in FFC93/96 in May/July 2015. The purpose of the Committee is to:

1. Ensure the standards of the PIRFO training is enforced
2. Validate and certify PIRFO course assessments
3. Maintain the integrity of the PIRFO trademark

## ROLE

“The PIRFO Certification Management Committee is committed to overseeing the development, accreditation and maintenance of standards for certification and training of Pacific Island Regional Fisheries Observers at all operational levels.” *(1<sup>st</sup> PIRFO CMC)*

## MEMBERSHIP

The Committee operates as a shared regional entity, reporting to the Forum Fisheries Committee, resourced and funded via SPC and FFA. The membership shall consist of:

- PNA representative
- Non-PNA representative
- Chair of the ROCW
- FFA representative
- SPC representative
- WCPFC representative

*(1<sup>st</sup> PIRFO CMC)*

The Chair of the Committee shall be a representative of the Pacific Community (SPC).

*(1<sup>st</sup> PIRFO CMC)*

## ROLES AND RESPONSIBILITY OF MEMBERSHIP

**PIRFO Standards** – The Committee will oversee the delivery of training courses in accredited institutions. The Committee shall review applications from education institutions, SPC Education Quality Assessment Program (EQAP) and other national qualification bodies seeking to deliver the PIRFO courses. The Committee shall ensure the PIRFO standard of course delivery is maintained. The Committee will regularly review the PIRFO standards to ensure relevance and quality and recommend to FFA and SPC any necessary amendments for further work.

**PIRFO Certification** – The Committee will oversee the issuing of all PIRFO qualifications. The Committee will review all student assessments prior to the issuance of qualification certificates.



**PIRFO Trademark** – The Committee will undertake the management of the PIRFO trademark. The Chair will report to the Committee, as soon as practical, any infringements upon the registered trademark. The Committee will determine and recommend, to the Director General of the FFA and the Director General of SPC, any necessary action to be taken. The Committee does not have the authority to spend any funds, or take any action, in defence of the trademark.

**Charter** – Annually, the Committee will review and reassess the relevance of this Charter and recommend any changes to the FFC.

### **MEETING DATES AND TIMES**

The Committee shall meet at least once a year. Throughout the year correspondence, actions to take and decisions made may be done on email or by other electronic means available.

### **RECORD KEEPING**

Committee documents will be posted in a centralised location for members to access. This folder will have read-only access for all, other than the Chair and the Administrative Assistant who supports the committee.

### **AUTHORITY**

The Committee has the authority to refuse or approve the certification of a student based on their review of the student's assessment results. The Committee has the authority to refuse or approve any request to deliver PIRFO training. Any refusal must provide feedback to the requesting party. All applications to deliver PIRFO training will be reviewed and measured against the PIRFO standard for course delivery. The Committee does not have the power to commit any funds. The Committee will make recommendations to FFA and SPC for any necessary expenditure on items such as PIRFO brand management and training requirements or other suggested actions related to PIRFO.

***Approved by the CMC, August 2019***