

Registered Training Organisation Staff (marine) Suitability Application

PLEASE COMPLETE ALL SECTIONS OF THIS FORM WHERE APPLICABLE

1. Personal details

Full name: _____

Residential Address: _____

Place of birth: _____ Date of Birth: _____

Telephone: _____ Email address: _____

2. Registered Training Organisation (RTO) details

Name: _____

Person responsible at RTO for Marine Training: _____

Telephone: _____ Fax: _____

Email address: _____

3. Application is for the following:

Trainer Assessor Other (Please specify) _____
(Please tick appropriate box/es)

Curriculum Vitae supplied (Please attach a copy of your CV)

3. Units of competency for which you require Maritime Safety Queensland (MSQ) acceptance (Please tick appropriate box/es)

- All MSQ approved units for Elements of Shipboard Safety
- All MSQ approved units for Coxswain
- All MSQ approved units for Master Class 5
- All MSQ approved units for Master Class 4
- All MSQ approved units for Master Class 3

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- All MSQ approved units for Marine Engine Driver 3
- All MSQ approved units for Marine Engine Driver 2
- All MSQ approved units for Marine Engine Driver 1
- All MSQ approved units for Engineer Class 3
- Individual units (Please specify) _____

5. Formal qualifications and experience

5.1 Professional, occupational and academic qualifications
(Attach verified copies)

Qualification Title	Award Issue Date	Institution	Course Major/s

Note:

Maritime Safety Queensland's additional determination of the AQTF Standards with regard to the relevant vocational competency requirements, in accordance with "The National Marine Guidance Manual: Guidelines for auditing Registered Training Organisations" is that **all trainers and assessors must hold one of the following:**

- (a) An open valid USL Certificate of Competency one level above the certificate level being delivered or assessed; or
- (b) An open valid USL Certificate of Competency at the level being delivered or assessed together with experience in the industry that is approved by Maritime Safety Queensland; or
- (c) Units of competency that are relevant to and above the unit of competency being delivered or assessed and have experience in the industry that is approved by Maritime Safety Queensland.

AQTF standards allow more than one person to conduct assessments if one person does not have all of the competencies. **Maritime Safety Queensland has also determined that this is not acceptable to this agency. Each assessor must hold the units of competency as specified in the AQTF Standard and the relevant vocational competencies as specified above.** (Section 7(c) *Transport operations (Marine Safety – Examining and Training Programs Approvals (Commercial and Fishing Ships)) Standard 2007*)

5.2 Industry experience

Industry experience since qualification obtained e.g. completion of apprenticeship/s
(Identify in order of most recent experience)

Position	Employer	Period From – To (Month Year – Month Year)	Full-Time / Part Time	Main Activity/ Responsibility

Years of industry experience: Full -Time _____ Years
Part – Time _____ Approx. hours per month.

Note:

When determining whether a trainer/assessor's industry experience is acceptable if **delivering/assessing at level**, MSQ will consider the applicant's sea service as follows:

- (a) Open deck certificates of competency –
- A minimum of 12 months recent and relevant command or watchkeeping sea service on voyages of at least 24 hours. This must be appropriate to the level being taught or assessed and have been accumulated after the certificate of competency was obtained.
- (b) Open engineering certificates of competency -
- A minimum of 12 months operational engineering sea service on vessels with a kW rating appropriate to the level being taught or assessed since gaining the certificate of competency.

If you are applying for a Letter of Suitability to deliver and assess at level, please complete the declaration of sea service below. A failure to do so will cause unnecessary delay in processing, or return of the application, as further information is sought.

Other experience and credentials may be given consideration when assessing each individual application. For example, an applicant for a Letter of Suitability to deliver and assess in engineering may have relevant trade qualifications.

Specialists in specific areas (for example, hand power tools, electrical etc) may be accepted to deliver and/or assess areas within their own specialisation. In these cases, MSQ will limit the scope of the RTO staff member's suitability accordingly.

The General Manager, Maritime Safety Queensland has directed that its employees are prohibited from working for an RTO because of the possibility of a conflict of interest with their employment with Maritime Safety Queensland.

5.3 Teaching qualifications ONLY

(Attach verified copies e.g. Certificate IV in Training and Assessment (TAA40104))

Qualification Title	Award Issue Date	Institution	Course Major/s

5.4 Teaching experience

(Identify in order of most recent experience)

Institution	Period From – To (Month Year – Month Year)	Full Time / Part Time	Syllabus / Modules Taught	Levels

Years of teaching:

Full-Time _____ Years

Part – Time _____ Approx. hours per month.

6. Current academic / industry studies or courses

Course Title	Approximate Completion Date

7. Professional affiliations

Organisation Name	Period	Membership Status	Abbreviation

8. Other relevant information
(Including how currency is maintained)

Other Work	Duration / Length	Period	Activity Type	Category (L/R/O)

L = Industry liaison R = Industry release O = All other miscellaneous

9. Professional development

Year	Description of Activity	Organisation	Duration

Notes:

Professional development involves the training and development of staff in order to effectively utilise and maintain or update their skills, experience and qualifications in meeting maritime industry, government, organisational and individual needs.

- Training may comprise activities that are designed to improve job performance through staff gaining specific skills. For example, undertaking training which is relevant to the area for which a staff member is currently employed.
- Development is aimed at preparing employees for future job responsibilities in line with career expectations through participation in a variety of activities. For example, undertaking training which is required in order for a staff member to obtain a higher or different qualification.

MSQ normally determines an application on the basis of the written documentation submitted. In cases where a determination cannot reasonably be made on the documentary evidence provided, MSQ may request more information to assist in finalising the application. Further information may be obtained from a number of sources. This may include interviewing the RTO staff member or granting provisional suitability to conduct one or more courses during which time a MSQ officer will monitor the skill and knowledge of the RTO staff member. The issue of the final letter of suitability is subject to satisfactory performance during this evaluation period.

10. Applicant's declaration

I declare that: (Please tick as appropriate)

- (a) I have not received or paid an infringement notice penalty for an offence against the *Transport Operations (Marine Safety) Act 1994* in the last 2 years

OR

- I have paid infringement notice penalties for the listed offences against the *Transport Operations (Marine Safety) Act 1994* during the last 2 years

(If insufficient space, please attach list)

- (b) I have not been convicted of any offence against the *Transport Operations (Marine Safety) Act 1994* during the past 5 years

OR

- I have been convicted of the listed offence/s against the *Transport Operations (Marine Safety) Act 1994* during the past 5 years

(If insufficient space, please attach list)

- (c) I have not had a licence to operate a ship suspended or cancelled during the past 5 years

OR

- I have had a licence to operate a ship suspended or cancelled during the past 5 years as listed
-

Consent to conduct enquiries

I, _____
(insert full name of applicant)

in making this application, agree to Maritime Safety Queensland carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for endorsement as a suitable Marine Trainer / Assessor.

I give my consent for Maritime Safety Queensland, its employees and agents, to conduct such enquiries as considered necessary to assess my application, including, but not necessarily limited to:

- A national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service;
- A driving history check in all states and territories of Australia;
- Such further enquiries with the courts, police, prosecuting authorities or such other relevant bodies or entities to enable Maritime Safety Queensland to make a full and informed assessment of my suitability application as a Marine Trainer / Assessor.

Consent to release of information

I authorise the release of that information by the Queensland Police Service and the Australian Police Services to Maritime Safety Queensland, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation.

Responsibilities as a Marine Trainer / Assessor

I understand my responsibilities as a provider of training and assessment under the *Transport Operations (Marine Safety – Examining and Training Program Approvals (Commercial Ships and Fishing Ships)) Standard 2007* and the *Transport Operations (Marine Safety) Regulation 2004*.

I state that I have read the above statement and the information provided in this application is complete, true and correct in every detail.

(NOTE: A criminal history checking fee is required for this application. Please contact MSQ to find out the current fee and method of payment)

Applicant's signature: _____ Date: ____ / ____ / _____

Please note:

An applicant shall in this application not:

- Wilfully make or authorise the making of a statement that is misleading; or
- Wilfully make or authorise the omission of any matter or thing without which the application is misleading in a material respect.

Under the *Transport Operations (Marine Safety) Act 1994* a maximum penalty of 200 penalty units may be imposed on a person for knowingly providing false, misleading or incomplete information.

Office use only: Crimtrac Fee paid

Receiving Officer: _____ Office: _____

Date: ____ / ____ / _____ Amount : \$ _____ Receipt number: _____