

International Jack Up Barge Operators Association Ltd



IJUBOA Guidance for Mentors and Assessors on SwiftTrack – Signing off a Trainee Barge Master

IJUBOA-GUID-TEM-001

Rev1

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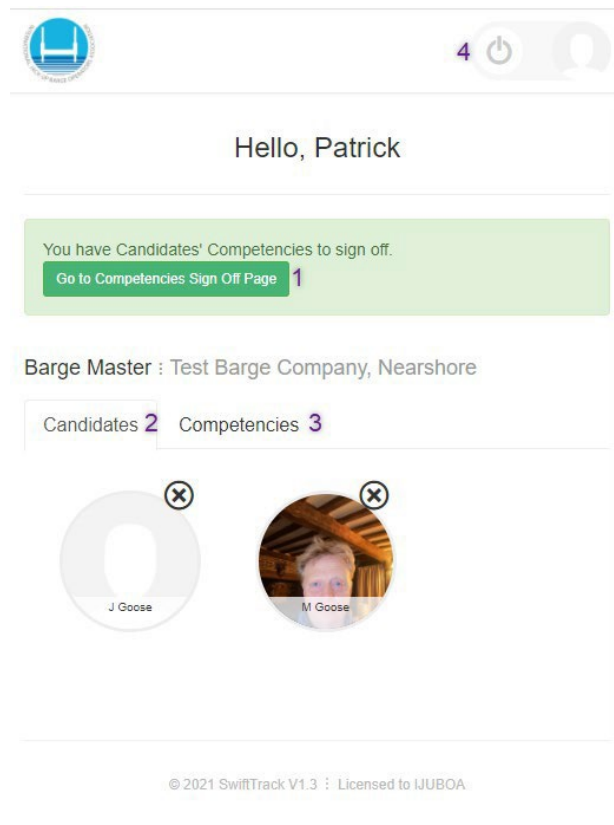
1. About your Dashboard

The image shows the mentor/assessor dashboard. Here it will list all of the candidates you are allocated to assess.

The Tabs

The purple numbers 1 to 4 show the tabs that will be available to you as an mentor/assessor.

- 1.1 Sign-off** - This tab appears when a candidate is ready to be signed off against a set of competencies.
- 1.2 Candidates** - Clicking this tab reveals the candidates that you need to assess. Here you can see the two candidates that Patrick has to assess.
- 1.3 Competencies** - Clicking this tab will reveal the competencies that you need to assess for your candidates.
- 1.4 Exit** - The final tab at the top of the page is how you exit the App.



You can login to your platform at any point to check the progress of candidates and ensure they are uploading evidence to the platform; however you will only need to sign them off once they sign themselves off to the 'evidenced' level.

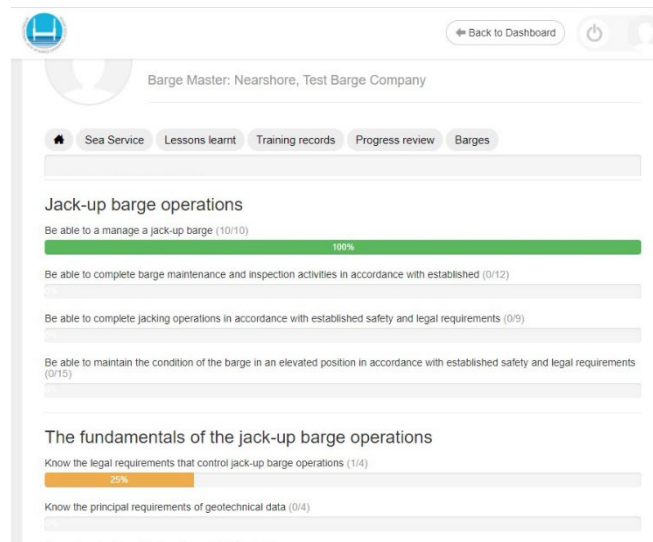
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2. Candidate Progress Reports

On your dashboard the candidates tab opens to show a list of all your candidates. The named icons on the screen can be used to access their progress reports. You can use the tabs provided to see all the evidence that has been added by the candidate.

2.1 Sea service will allow you to see the full sea service of the candidate, detailing time on board a barge and the hours spent undertaking a range of different activities. It is your role as their mentor/assessor to ensure this evidence is true and accurate.



You may have seen them on the particular project, or speak to colleagues, their mentor, clients and anyone on board to ensure the account is correct.

IJUBOA requires those seeking the Barge Master Certificate of Competency to have at least 250 operating hours of barge moves/jacking operations (or a minimum of 50 barge moves, not on the same project)* recorded online on SwiftTrack.

****These hours must only include the actual number of hours the individual was completing the barge move, not the total hours for the shift. For example, as an average we would expect a barge move to take roughly 4-5 hours.***

Although we expect to see 250 operating hours as a default, we understand that there may be individual cases where this criterion has not been met, however the mentor and assessor are confident in your competence. In this case, please contact IJUBOA and we will consider your application.

2.2 Lessons learnt - contains details of any specific lessons that the candidate has learnt while on board.

2.3 Training records - contains details of all the certificates held by the candidate, ensure that all mandatory certificates for their role are uploaded here.

2.4 Progress review - you can use this tab to give feedback to the candidate

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about their work.

2.5 Barges - you can click on this tab and see details of all the barges the candidate has worked on.

2.6 Overall progress - this provides a summary of the candidate's overall progress.

2.7 Module progress

Scrolling down the report will allow you to view the progress of candidates against the different competencies. The progress automatically updates as assessment criteria are signed off.

2.8 Evidence summary

Scrolling down further into the document allows you to review the evidence presented by the candidates.

All the evidence that links to individual criteria can be viewed so in this example the purple numbers 1 to 4 indicate the following.

1. The answers provided to the questions and details of all the notes that have been added.
2. A link to any evidence that has been added to the system
3. Criteria sign offs that are signed off by workplace mentors and progressing
4. Criteria that have been signed off by the candidates as evidenced

3. What to Look for on the Candidate Progress Report

As a mentor/assessor, it is your responsibility to sign-off the evidence provided by the candidate on their profile.

Within the progress report you will need to ensure:

- The individual recorded at least 250 operating hours of barge moves/jacking operations (or a minimum of 50 barge moves)
- That all mandatory certificates have been uploaded – full STCW or GWO

The next step will be signing off the candidate's competencies.

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4. Competencies

The image shows the screen that appears when you open click on the competencies tab.

The purple numbers 1 and 2 show the options you have for the assessment process.

1. Sign off - The top box appears when all the assessment criteria have been signed off in a competency area and it is ready for final sign off. The process of final sign off will be introduced later in this guidance.

2. Competencies - All the competencies that comprise the Barge master qualification are listed here. We only show two here. You will need to scroll down to see more. To complete an assessment, you need to click on the competency.

4.1 Assessing Competency

The image shows the screen that opens when you click the competency. The screen will open to show the list of assessment criteria that need to be assessed.

The purple numbers 1 and 2 show the two functions that are used to complete the assessment process.

1. Tapping this area will open a screen that allows evidence to be added to the system
2. Clicking the ticks will change their colour and show progress in respect to the criteria.

The next pages will explain these processes further.

The screenshot displays the mobile application interface for the International Jack-Up Barge Operators Association Ltd. The top screen shows a user profile for 'Patrick' and a notification: 'You have Candidates' Competencies to sign off.' with a button 'Go to Competencies Sign Off Page' and a purple number '1'. Below this, the 'Competencies' tab is selected, showing two items: 'Jack-up barge safety' (with a purple number '2') and 'Jack-up barge moving'. The bottom screen shows the 'Assessment Module: Know the legal requirements that control jack-up barge operations' for user 'Jack Goose'. It displays a table of assessment criteria with progress indicators (ticks) and a purple number '2'.

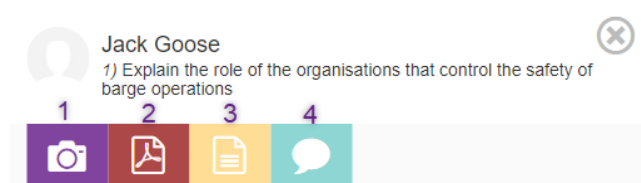
Assessment Criteria	Evidenced	Progressing	Satisfactory
1) Explain the role of the organisations that control the safety of barge operations	✓	✓	✓
2) Explain the role of International Maritime Conventions	✓	✓	✓
3) Explain why Maritime Law and Local Law both play a part in controlling barge operations	✓	✓	✓

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4.2 Adding evidence

When tapping to add evidence the following screen will open.

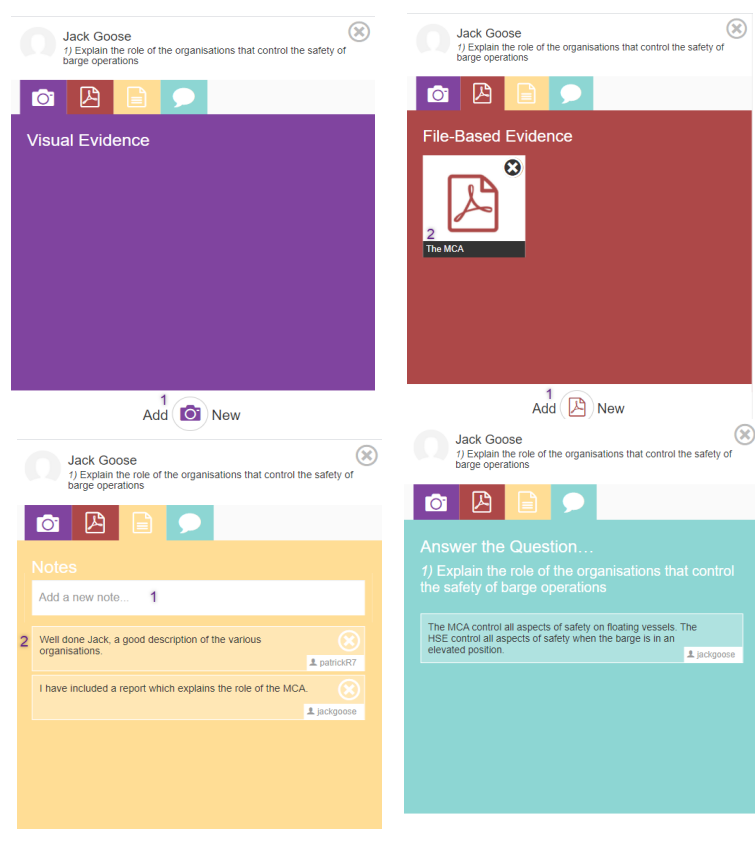


The purple tab allows you to view any evidence the candidate has uploaded in an image or video format.

Click the red tab and the screen will change to red and you can then view the PDF documents the candidate may have uploaded to support their answer.

Clicking on the yellow page tab will turn the page yellow and open the notes page. You can view any notes the candidate has added.

Questions that require an answer from the candidates appear on a green screen. The candidate will type their answer into a box and once saved it will appear as shown. The name of the candidate who answered the question appears next to the answer.



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4.3 Competency sign-off

There are different levels of sign off in the SwiftTrack system. The four levels of sign off identified by the purple numbers are explained below.

1. The basic (evidenced) sign-off will be completed by the candidates when they are happy they have provided the required evidence.
2. The progressing sign off is completed by the mentor. This indicates that the mentor agrees that the candidate has provided evidence of competence.
3. An assessor will sign this off that you feel the evidence is satisfactory and meets the requirements of the assessment criteria.
4. The final tick is used to close the app and save the decisions made.

On approval as a mentor/assessor, you will receive a resource document which will provide you with the criteria we would expect the answers to contain.

4.4 Final sign-off

When one of your candidates has been fully assessed against all assessment criteria then a message will appear on your dashboard like the one shown.

Clicking this link will open a window which will allow you to finally sign off the competence for the candidate. Add a summary explaining your decision in the box (1) and then click the 'Sign off' now button to conclude the assessment. Note that once this sign off box has been clicked the competence is **locked down and cannot be amended**.

Question	Evidenced	Progressing	Satisfactory	Score
1) Explain the role of the organisations that control the safety of barge operations	✓	✓	✓	3
2) Explain the role of International Maritime Conventions	✓	✓	✗	2
3) Explain why Maritime Law and Local Law both play a part in controlling barge operations	✓	✗	✗	1

You have Candidates' Competencies to sign off.

[Go to Competencies Sign Off Page](#)

[← Back to Dashboard](#)

Sign Off Competencies

The following candidates have completed all tasks within the specified competencies and are awaiting sign-off.

Jack Goose

Completed: **Jack-up barge moving**

Leave any final comments on this person's record...

1

✓ Sign off now

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4.0 Final Steps

5. Checklist for Mentors and Assessors:

- Has the individual recorded at least 250 operating hours of barge moves/jacking operations (or a minimum of 50 barge moves)?
- Have all the competency criteria been suitably met (in line with the resource provided) and signed off by the mentor and assessor?
- Are all mandatory certificates uploaded?

Once all of the above steps have been completed and the individual's profile has been verified by an internal mentor and assessor, the individual can apply to IJUBOA to sit the Barge Master Exam.

Their information and the evidence you have signed off will be verified by IJUBOA's Barge Master Review Committee and The Nautical Institute for Quality Assurance and you may be contacted to clarify your decisions in signing the individual off.