

International Jack Up Barge Operators Association Ltd



IJUBOA Guidance for Assessors on SwiftTrack – Signing off an Experienced Barge Master

IJUBOA-GUID-TEM-001

Rev1

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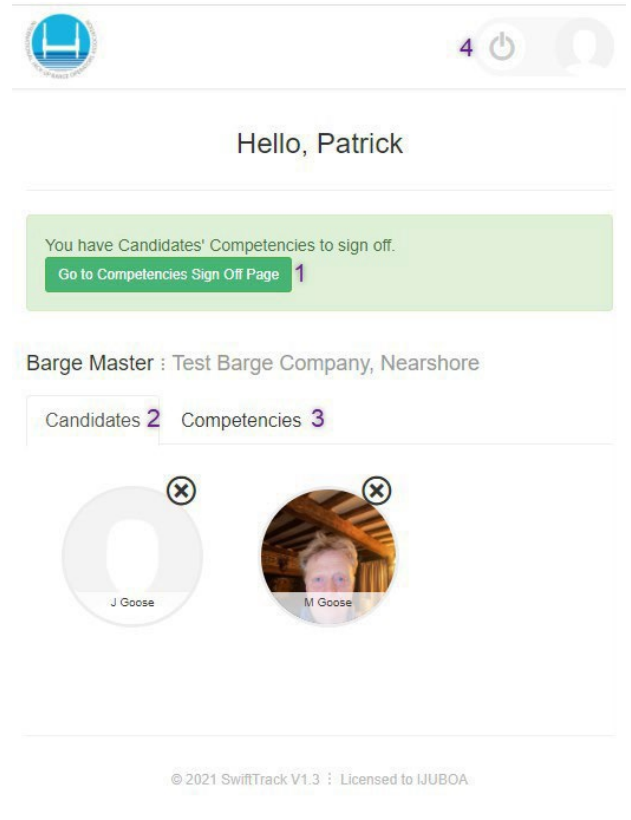
1. About your Dashboard

The image shows the 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.

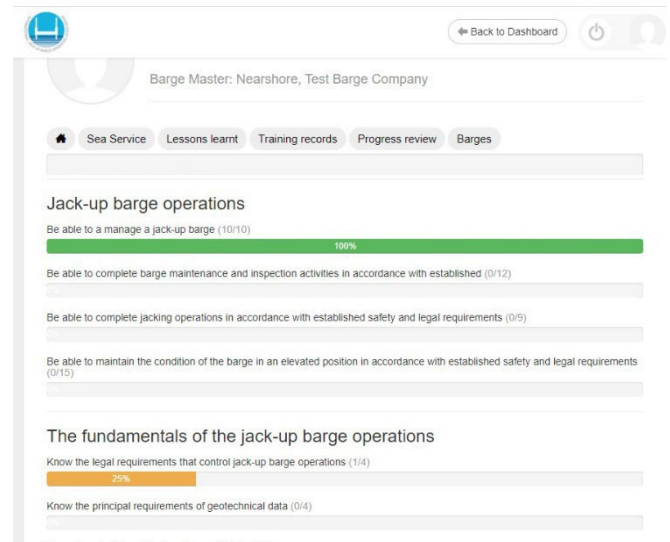
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2. Candidate Progress Reports

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 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 recorded at least 5 years of experience.

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 about their work.

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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.

Know the legal requirements that control jack-up barge operations (1/4)

Knowledge and understanding

Explain the role of the organisations that control the safety of barge operations

Answer: "The MCA control all aspects of safety on floating vessels. The HSE control all aspects of safety when the barge is in an elevated position." —jackgoose

"Well done Jack, a good description of the various organisations." —patrickr7

"I have included a report which explains the role of the MCA." —jackgoose

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Marked as **Satisfactory** on Thu, 05th Aug 2021 at 16:06 by Patrick McDaniel (Mentor)
Marked as **Evidenced** on Thu, 05th Aug 2021 at 15:39 by Jack Goose (Candidate)

Explain the role of International Maritime Conventions

Unanswered Marked as **Progressing** on Thu, 05th Aug 2021 at 16:06 by Patrick McDaniel (Mentor)

Explain why Maritime Law and Local Law both play a part in controlling barge operations

Unanswered Marked as **Evidenced** on Thu, 05th Aug 2021 at 16:06 by Patrick McDaniel (Mentor)

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 an 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 has recorded at least 5 years' worth of sea-service
- 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.

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Hello, Patrick

You have Candidates' Competencies to sign off.
Go to Competencies Sign Off Page 1

Barge Master : Test Barge Company, Nearshore

Candidates Competencies

Jack-up barge safety
2 Be able to establish and maintain safe systems of work on a jack-up barge according to established legal requirements

Jack-up barge moving
> Be able to complete jack-up barge moves in accordance with established safety and legal requirements

Assessment Module: Know the legal requirements that control jack-up barge operations

Jack Goose Evidenced Progressing Satisfactory

Knowledge and understanding

1) Explain the role of the organisations that control the safety of barge operations ✓ ✓ ✓ 2
Tap to add evidence 1 or notes or to answer the question

2) Explain the role of International Maritime Conventions ✓ ✓ ✓
Tap to add evidence or notes or to answer the question Not Answered

3) Explain why Maritime Law and Local Law both play a part in controlling barge operations ✓ ✓ ✓
Tap to add evidence or notes or to

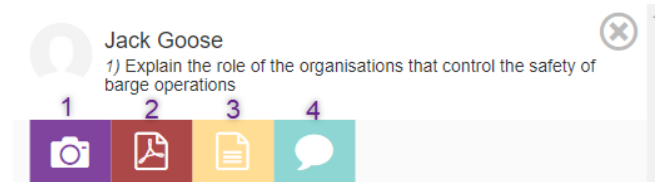
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The candidate will have provided evidence against each of the competencies but it is your role as an assessor to verify this and add your own comments.

4.2 Adding evidence

When tapping to add evidence the following screen will open.

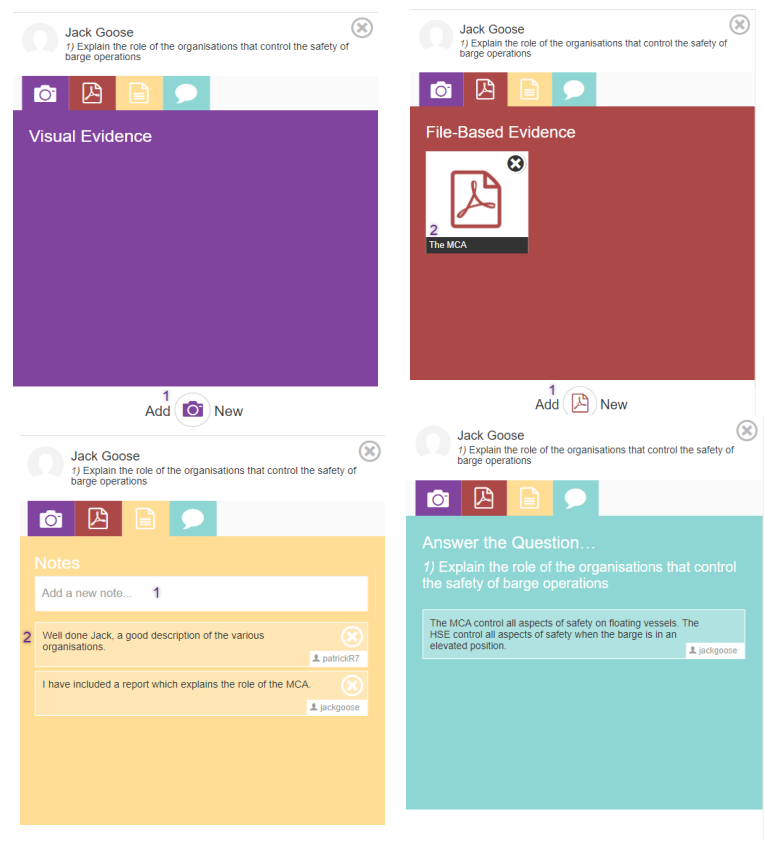


The purple tab allows you to view any evidence the candidate has uploaded in an image or video format.

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.



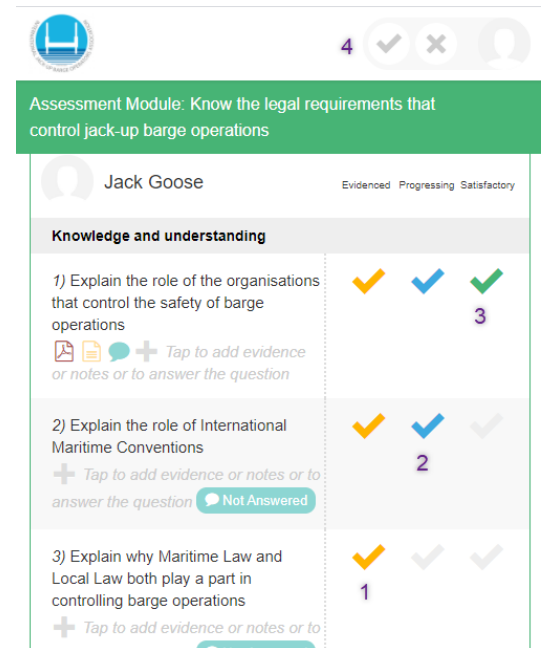
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4.3 Competency sign-off

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.

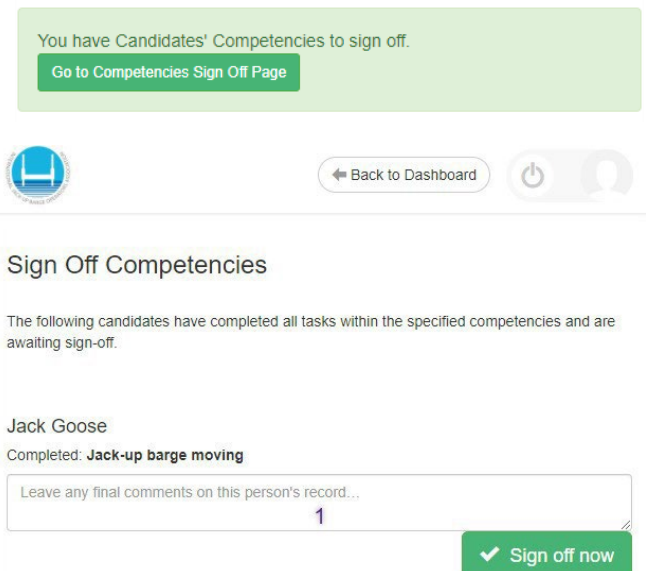
1. The basic (evidenced) sign-off will be completed by the candidates when they are happy they have provided the required evidence.
2. The progressing sign off is completed by the mentor. This is not applicable for Experienced Barge Masters.
3. An assessor will sign off that the 'Satisfactory' level.
4. The final tick is used to close the app and save the decisions made.



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**.



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4.0 Final Steps

5. Checklist for Assessors:

- Has the individual recorded at least 5 years of sea-service and have you verified this through various means (checking with colleagues/supervisors, reading daily progress reports, etc)?
- Have all the competency criteria been suitably met and have you provided verification comments?
- Are all mandatory certificates uploaded?

Once all of the above steps have been completed and the individual's profile has been verified by you (the 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.