

International Jack Up Barge Operators Association Ltd



IJUBOA Guidance for Experienced Barge Masters using SwiftTrack

Rev1



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1. Using the SwiftTrack App

The following information is designed to help you get the most out of your eTRB and effectively evidence your work place experience. The guidance takes you through the App and introduces the functionality that you have available to demonstrate your competence. It also includes advice to help your assessors complete the role in signing off your evidence.



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1. Log in

Open the following URL to view the screen shown.

<https://mobile.swiftrack.co.uk/form/>

Simply add **IJUBOA** as the organisation and the **username** and **password** that you have been provided with to open the App.

SwiftTrack

ijuboa

Username

Password

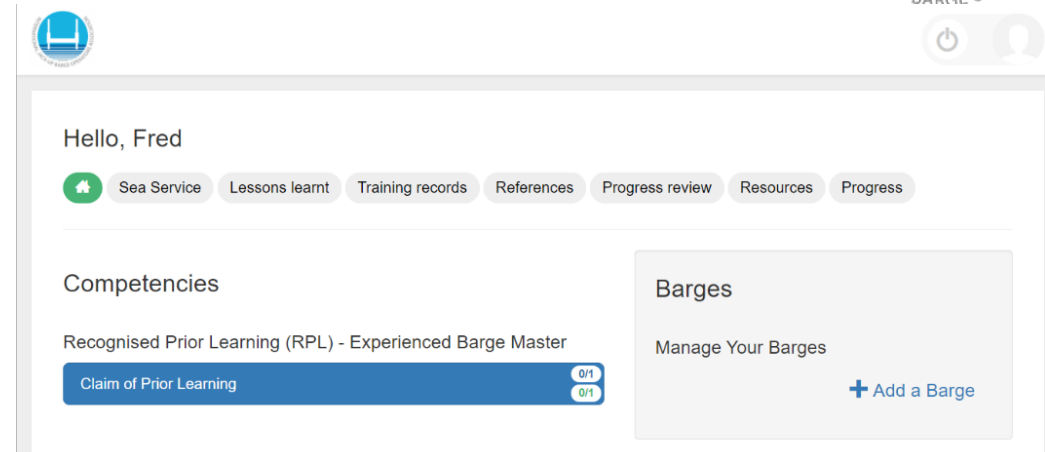
Login

2. Dashboard

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Your dashboard is your personal home page within the app. It provides you with access to all the functions. These are summarised below. Each function is explained further as guidance on the following pages.



Sea service record – used to record the time spent at sea on barges. Please use this feature to add as much experience as possible.

This information will be reviewed by an Assessor (previous employer) and our Barge Master Review Committee so that we can verify your Barge Master status and experience.

Lessons learnt– used to describe lessons learnt scenarios during the time recorded in your sea service record. Use this section to look back on what could have been done differently.

Training records – used to add and store copies of your certificates. It is beneficial to upload as many certificates as you can as again, this will work in your favour in verifying your status.

References – used to add testimonials you receive from people at work or clients on board. You can add these by typing the physical text or uploading a video of someone giving you a verbal testimonial.

Progress reviews – used to view feedback from your assessors. An assessor may add a comment if a piece of evidence is missing, they will use this function to request you to upload this to the system.

Progress– this allows you to view all the evidence and review your progress.

Resources – this provides access to guidance about your development.

Barges – This is where you add the barges you work on.



Competencies - this is where you can upload evidence of your recognised prior learning. Please follow the details below.



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3. Add Barges

When you click 'Create a Barge' there will either be a list on the left-hand side if you are working for an IJUBOA Member company. Please select the barge(s) you have worked on. You can also add additional barges if they have not appeared here.

← Back to Dashboard 

All Registered Barges

Below is a list of all registered Barges. Select one and select 'Add It'.

- Eurojack 3929 (12345)
- Shirine (8767769)

Create a Barge

In order to create a new barge please fill in all of the information below

Name

Reference

Summary

Details

Create Barge



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4. Sea Service Record

This function is designed to help you maintain a record of your sea service. To certify your Barge Master Status, we expect you to backdate at least five years of prior experience.

To add the experience, simply click on the 'Choose a barge' dropdown and select the barge you were working on at the time of the experience you are adding. Then add details of when you started and finished on the vessel.

Once you have added the detail click add record and your trip will be saved.

Once you have added a record you will see the screen that allows you to add details of the activities you have completed. You can add a description in the text box and from the category add details of the barge moves and the leg penetration you received on-site.

There will also be a drop down for Jacking Operation Days and Barge Maintenance/Service days. For example, if you have worked on a project that lasted one year however you were working two weeks on, two weeks off, you can input the number of working days using the dropdowns.

In the description box, add information including:

- Client – client representative details
- Location
- Type of work undertaken – e.g. piling, horizontal directional drilling
- Your role on board
- Details and characteristics of the site
- Any challenges

Click the add activity button to save the changes.

Sea Service

Home **Sea Service** Lessons learnt Training records References Progress review Resources Progress

Choose a Barge Period from Period to Add Record

None Selected
None Selected
test1
Eurojack 3929 (12345)
Service total: 0 months, 0 days

05 Jul 2021 07 Jul 2021

Service Total: **0 months, 5 days**

Eurojack 3929 (12345)
Area of operation: Monohull Self Elevating Platform

Additional Activities
Important: Please include the following details
Client, Project Name, Location and your Role Onboard

Enter a description...

Category
Choose one...
Choose one...
Barge Moves
Leg Penetration

Cancel Add Activity

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5. Lessons learnt

This function is designed as an on-going log of your experiences at sea and as a way of recording the lessons you have learnt.

You should use this feature to record any experience you have had that has helped you develop. You should type into the box a description of the work you completed and what you have learnt. You can again use the drop down to add details of the barge moves and the leg penetration.

On completion, you may be asked if you are happy to share these accounts with IJUBOA for industry training purposes. Accounts would be anonymised.

Lessons learnt

Sea Service Lessons learnt Training records References Progress review Resources Progress

Tuesday, 13th July 2021

Write something...

Barge Moves Enter a value... move(s) Barge Moves Add Entry

Barge Moves Total: 0 move(s)
Leg Penetration Total: 0 m

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6. Training records

This function allows you to add details of all the certificates that you have gained as part of your development. The mandatory training linked to the role of Barge Master will appear in the list which you will need to provide evidence of.

By clicking the + Evidence button you will be able to add a photograph of your certificates and you can then click the tick to show that you have provided the evidence required.

For entrants in this scheme, we expect individuals to hold either full STCW or GWO qualifications.

The add new training record function allows you to add your own certificates in addition to the specified ones. These can be any certificate that you have achieved that you feel may be of value to your role as a Barge Master.

Training records

[Home](#) [Sea Service](#) [Lessons learnt](#) [Training records](#) [References](#) [Progress review](#) [Resources](#) [Progress](#)

Add New Training record

Add a description for your training record...

Add number...

Add date...



+ Evidence

Add Training record

Training records

STCW - First Aid



+ Evidence



Add Number...

Add Date...

STCW - Personal Survival Techniques



+ Evidence



Add Number...

Add Date...

STCW - Fire fighting



+ Evidence



Add Number...

Add Date...

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7. References

This function allows you to add any testimonials that have been provided. These may from your employer, work supervisor or even a client.

Simply add the testimonial by clicking the **+ Evidence** button and add a description to explain what it is. Click the 'Add Testimonial' link to save the testimonial. Once saved it will appear in the list of testimonials.

You must upload a testimonial letter signed by your employers Operations Director (template available via the app).

The screenshot displays the 'Testimonials' page within the app. At the top right, there is a 'Back to Dashboard' button and a power icon. Below the navigation bar, the 'References' tab is active. The main content area includes the text 'Below is a list of testimonials' and a section titled 'Add New Testimonial'. This section features a text input field with the placeholder 'Add a description for your testimonial...', a '+ Evidence' button with a document icon, and an 'Add Testimonial' button. Below this, there is a 'Testimonials' section which is currently empty, indicated by a grey bar.

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8. Reviews

The **review** function is completed by your assessor/supervisor. It is used to provide you with feedback on your performance and the evidence you have provided. You can do nothing other than read them.

Any reviews will be visible to you on this screen.

Test user: Progress review

Sea Service Lessons learnt Training records References **Progress review** Resources Progress

Below is a list of your reviews.

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9. Task Summary

The **task summary** is a report that allows you to review your progress against the different requirements. It is a summary page that allows you to access all the evidence that you have added and the comments added by your assessor in a single place.

It is a useful summary that you can provide your employer or any prospective employer with access to, so they can view easily your background and experience.

The screenshot shows a user interface for a progress dashboard. At the top, there is a navigation bar with a 'Back to Dashboard' button and a user profile icon. Below the navigation bar, the main content area is titled 'Progress' and contains a series of tabs: 'Sea Service', 'Lessons learnt', 'Training records', 'References', 'Progress review', 'Resources', and 'Progress' (which is highlighted in green). Under the 'Progress' tab, there is a user profile section for 'Test user' with the role 'Barge Master offshore: Offshore, Test Barge Company'. Below this, there is a section for 'Overall Progress (13/59)' showing a progress bar at 22%. A table of statistics follows: Time Under Training: 26 days to date; References: 0; Progress review: 0; Sea Service: 0 months, 8 days; Task Progress: Evidenced: 0%, Progressing: 0%, Satisfactory: 22%. Below the statistics, there is a section for 'Jack-up barge moving' with a sub-heading 'Be able to manage jack-up barge towing in accordance with established safety and legal requirements (13/13)' and a progress bar at 100%. The final section is 'Jack-up barge operations'.

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10. Resources

The **Resources** function provides access to help files and other background information.

Click on the link and the resources available will appear in the blue blocks as shown.

The screenshot displays the 'Resources' section of the IJUBOA learning platform. At the top right, there is a 'Back to Dashboard' button and a user profile icon. Below the navigation menu, the 'Resources' tab is highlighted. The main content area shows a list of resources under the heading 'IJUBOA learning resources'. One resource, 'Completing your Training Record Book', is expanded to show two blue buttons: 'About your training record' and 'Evidence requirements - Principles of a jack-up barge'.

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11. Competencies

On the dashboard there is a section called competencies.

When you click into the competency 'Claim of Prior Learning' this screen will open.

To add your evidence clicking the (+) button.

Add evidence to each question demonstrating your competency, this will need to be approved by an Assessor.

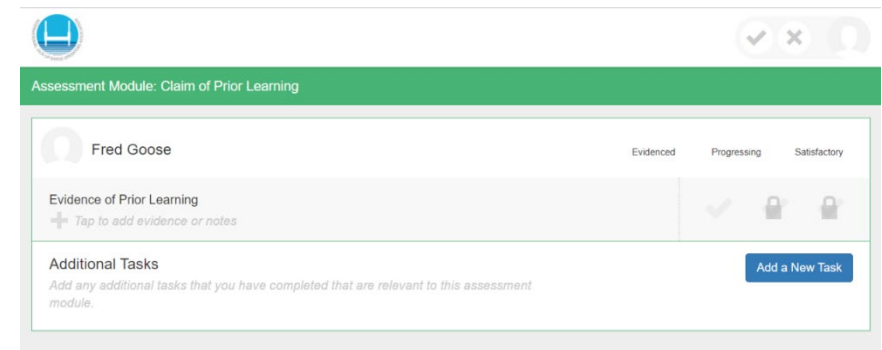
Once complete, you can click the tick in the top right to save your evidence and return to your dashboard.

It is at this point that what you have added is ready for assessment. Your evidence will be reviewed by an approved IJUBOA assessor.

Once the Assessor has signed your profile off, please contact IJUBOA.

IJUBOA will organise a review of your profile through its IJUBOA Barge Master Review Committee, before The Nautical Institute provide a third-party check on the information you have provided.

Once your profile has been verified by all parties, you will be invited to sit the Barge Master exam and achieve Barge Master status.





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12. Additional tasks

Adding additional tasks

It is important to note that the additional tasks function can be used to add additional evidence that further illustrates your competence as a Barge Master.

Click the link and the pop-up box will appear and you can add a description for your own task. The new task will appear and evidence can be added to further illustrate your competence.

