

International Jack Up Barge Operators Association Ltd



IJUBOA Guidance for Trainee Barge Masters using SwiftTrack

Rev1

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Using the SwiftTrack App

The following information is designed to help you get the most out of the SwiftTrack platform 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.

1. Log in

Open the following URL to view the screen shown.
<https://mobile.swifttrack.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 can be used on web browsers or alternatively downloaded on your phone from the app store.

The screenshot shows the SwiftTrack login interface. At the top is the SwiftTrack logo, which consists of the word 'SwiftTrack' in blue with a green checkmark to its right. Below the logo are three input fields. The first field contains the text 'ijuboa'. The second field is labeled 'Username'. The third field is labeled 'Password'. Below these fields is a blue button with the text 'Login' in white.

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2. Dashboard

When you login, your dashboard will appear.

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 pages below.

Sea service record – used to record the time spent at sea on barges.

Please use this feature to add as much experience as possible. Add information including:

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

We have also added a function where you can add the number of barge moves completed and the leg penetration.

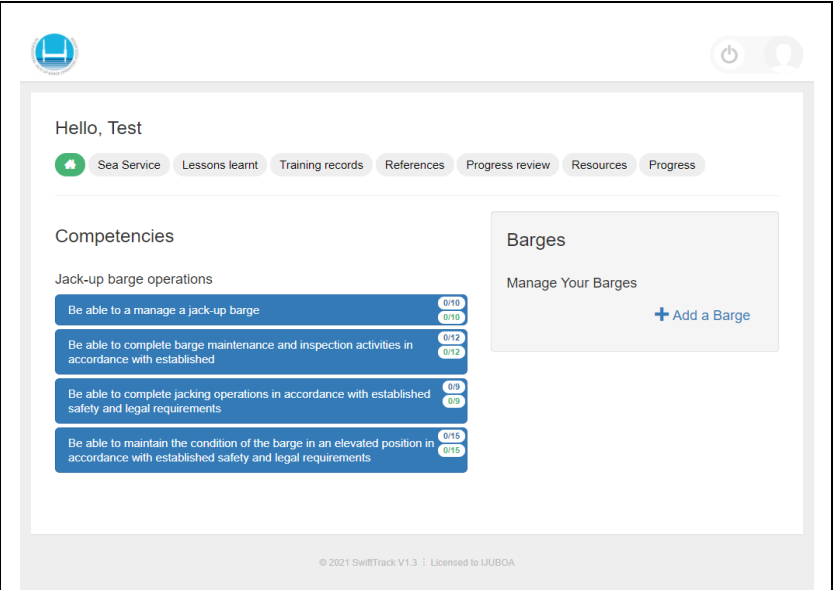
Lessons learnt– used to describe lessons learnt scenarios during the time recorded in your sea service record. Use this section to look back on what could have been done differently.

Training records – used to add and store copies of your certificates.

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.

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



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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 access the competencies that have been assigned to you.

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.

The screenshot shows a web interface for adding a barge. On the left, under 'All Registered Barges', there is a list of two barges: 'Eurojack 3929 (12345)' and 'Shime (8767769)'. On the right, under 'Create a Barge', there is a form with the following fields: 'Name' (with a placeholder 'Enter the Name of the Barge'), 'Reference' (with a placeholder 'Enter the Reference'), 'Summary' (with a placeholder 'Enter a Summary'), and 'Details' (with a placeholder 'Any Additional Details'). A green 'Create Barge' button is at the bottom right. At the top right of the interface, there is a 'Back to Dashboard' button and a user profile icon.

4. Sea Service Record

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This function is designed to help you maintain a record of your sea service.

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.

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.

Under 'Category' you can add details of the number of barge moves completed and the leg penetration you received on-site.

Record (and have verified by an internal mentor and assessor) at least 250 operating hours of barge moves/jacking operations (or a minimum of 50 barge moves, not on the same project)* recorded online using the online logbook system. ****These hours must only include the actual number of hours you were completing the barge move, not the total hours for your 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 criteria has not been met,

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however your mentor and assessor are confident in your competence. In this case, please contact IJUBOA and we will consider your application.

It is important that you continue to update this section of the SwiftTrack app throughout your career as a Barge Master. This is where you can store and record all of your experience.

5. Lessons learnt

This function is designed for you to keep an ongoing log of your experiences at sea and the lessons you have learnt.

You should use this feature on a regular basis. You should type into the box a description of the work you have completed both on and off the job. From the drop down you can add details of the barge moves and the leg penetration.

← Back to Dashboard

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.

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.

Your employer and training provider will advise you in respect to how you can gain the required certificates.

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.

Training records







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	
<input type="text" value="Add Number..."/>	<input type="text" value="Add Date..."/>	
STCW - Personal Survival Techniques	 + Evidence	
<input type="text" value="Add Number..."/>	<input type="text" value="Add Date..."/>	
STCW - Fire fighting	 + Evidence	
<input type="text" value="Add Number..."/>	<input type="text" value="Add Date..."/>	

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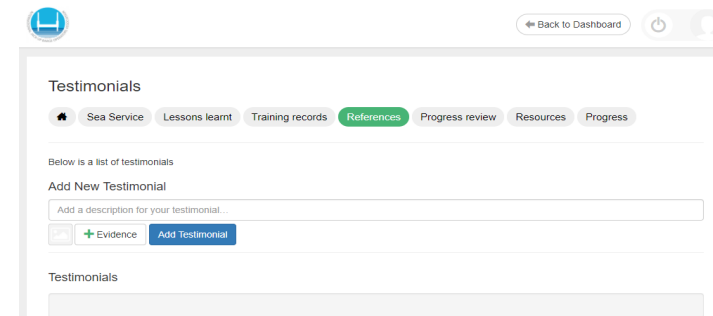
7. References

This function allows you to add any testimonials that have been provided.

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).



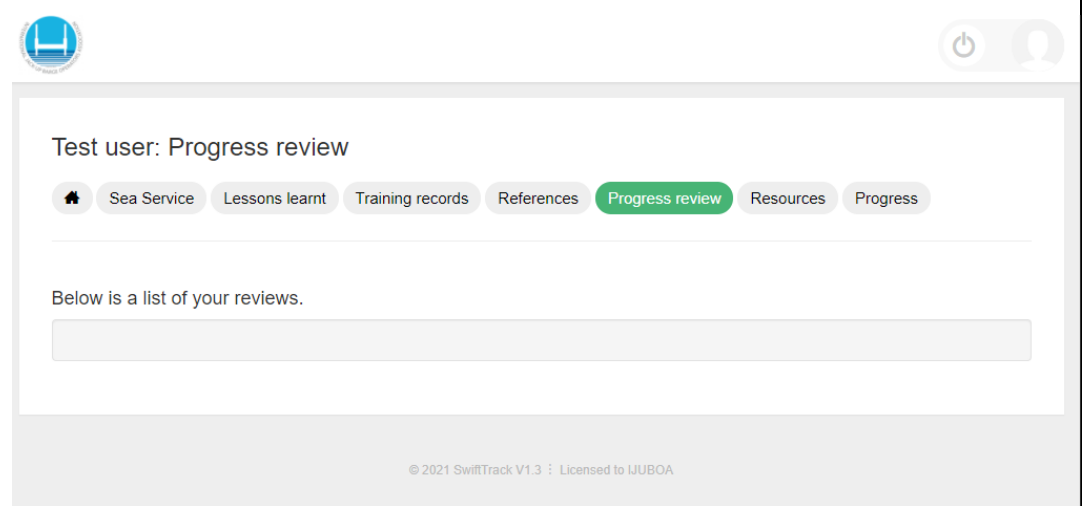
8. Reviews

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The **review** function is completed by your mentor/assessor. It is used to provide you with feedback on your performance and the evidence you have provided.

Any reviews will be visible to you on this screen.



9. Progress

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The **progress tab** is a report that allows you to review your progress against the different requirements. It also allows you to access all the evidence that you have added, and the comments added by your assessor.

Progress

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

Test user
Barge Master offshore: Offshore, Test Barge Company

Overall Progress (13/59)
22%

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%

Jack-up barge moving
Be able to manage jack-up barge towing in accordance with established safety and legal requirements (13/13)
100%

Jack-up barge operations

9. Resources

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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.

Once you begin completing the competencies section, there will also be resources you need to access to answer the questions. These will be found here.

Resources

← Back to Dashboard

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

IJUBOA learning resources

Completing your Training Record Book

About your training record Evidence requirements - Principles of a jack-up barge

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10. Competencies

From the dashboard, when you click on the various competencies a screen will open as shown.

This screen has two primary functions. You can click to add evidence (see below) and answer questions. You can also click the tick to tell your assessor that you have completed the task and are ready for it to be signed off.

In order to be passed out as a certified Barge Master – you must provide evidence against all of these competencies. This can be written evidence or physical, for example an image or video of you doing the task described.

If at any point you need further guidance as to what your answers should include, please refer to the resource ‘Competency Guidance’ under ‘Assessment Resources’.

Within the performance criteria competencies, you may need to refer to sample documents that will be stored in the resources section of the SwiftTrack platform.

For example, within Assessment Module: Know the principles of jack-up barge stability, performance criteria 8) Interpret a project stability calculation. You will find an example stability calculation within the resources.

Assessment Module: Be able to a manage a jack-up barge	
Test user	
Evidenced Progressing Satisfactory	
Knowledge and understanding	
1) Describe the certification requirements that should be in date and on board the barge + Tap to add evidence or notes or to answer the question Not Answered	✓ [Evidence Icon] [Satisfactory Icon]
2) Describe the records and reporting requirements that support barge operations + Tap to add evidence or notes or to answer the question Not Answered	✓ [Evidence Icon] [Satisfactory Icon]
3) Describe the resource requirements of the barge + Tap to add evidence or notes or to answer the question Not Answered	✓ [Evidence Icon] [Satisfactory Icon]
4) Describe the housekeeping requirements for the barge + Tap to add evidence or notes or to answer the question Not Answered	✓ [Evidence Icon] [Satisfactory Icon]
5) Explain the importance of effective communication to safety + Tap to add evidence or notes or to answer the question Not Answered	✓ [Evidence Icon] [Satisfactory Icon]
Performance	
6) Maintain specified levels of onboard resources + Tap to add evidence or notes	✓ [Evidence Icon] [Satisfactory Icon]
7) Maintain crew welfare + Tap to add evidence or notes	✓ [Evidence Icon] [Satisfactory Icon]

11. Adding evidence

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When you click the add evidence button this screen will appear. You then have the ability to select how you add evidence. Click the red tab and you can up-load and add .pdf file-based evidence.

When you click the purple tab you can add image file-based evidence.

It is also possible to add notes as evidence or answer questions directly onto the system.

Test user
1) Describe the certification requirements that should be in date and on board the barge

File-Based Evidence

To add file based evidence it must be saved as a .pdf. Click add new and you will be able to select from your computer and up-load.

Add New

Test user
1) Describe the certification requirements that should be in date and on board the barge

Visual Evidence

To add photographic or video based evidence simply click add new and you will be able to add images stored on your computer or direct from your camera.

Add New

Test user
1) Describe the certification requirements that should be in date and on board the barge

Notes

Notes can be added using the notes link and then adding them to this box.

Add a new note...

Test user
1) Describe the certification requirements that should be in date and on board the barge

Answer the Question...

To answer the question, simply click in this box and then type your answer.

1) Describe the certification requirements that should be in date and on board the barge

Your answer...

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Once you are happy with the evidence you have provided, click the first tick in the column labelled 'evidenced.'

Your on-board mentor will then log on. They will be required to check your sea-service log and competencies and tick them off to 'progressing' once they are happy.

Your assessor will then logon, check through the evidence and sign you off to the 'satisfactory' level.

Once you are happy that all of the information above has been met, please contact IJUBOA to receive an application form to achieve Barge Master Pass-Out.

