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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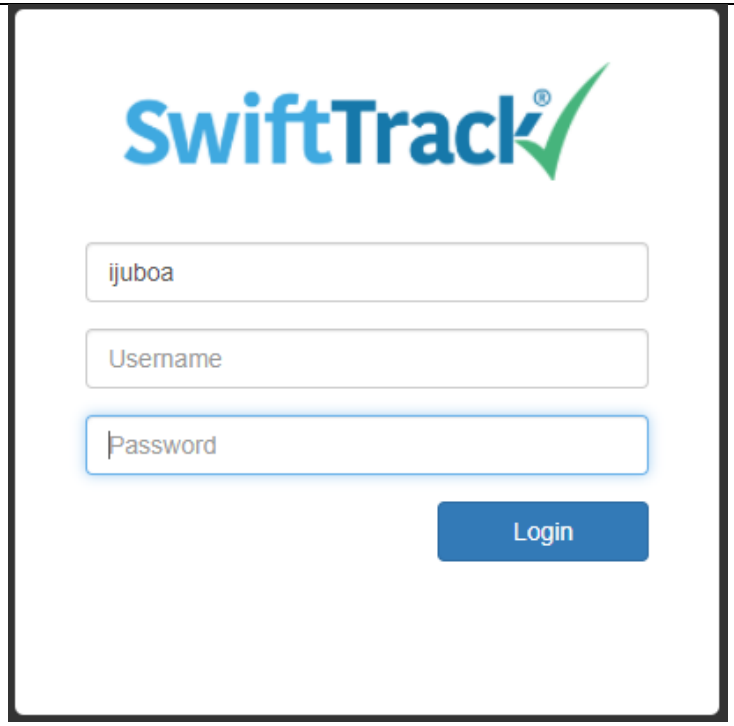
1. **Log in**

Open the following URL to view the screen shown. SwiftTrack 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.	

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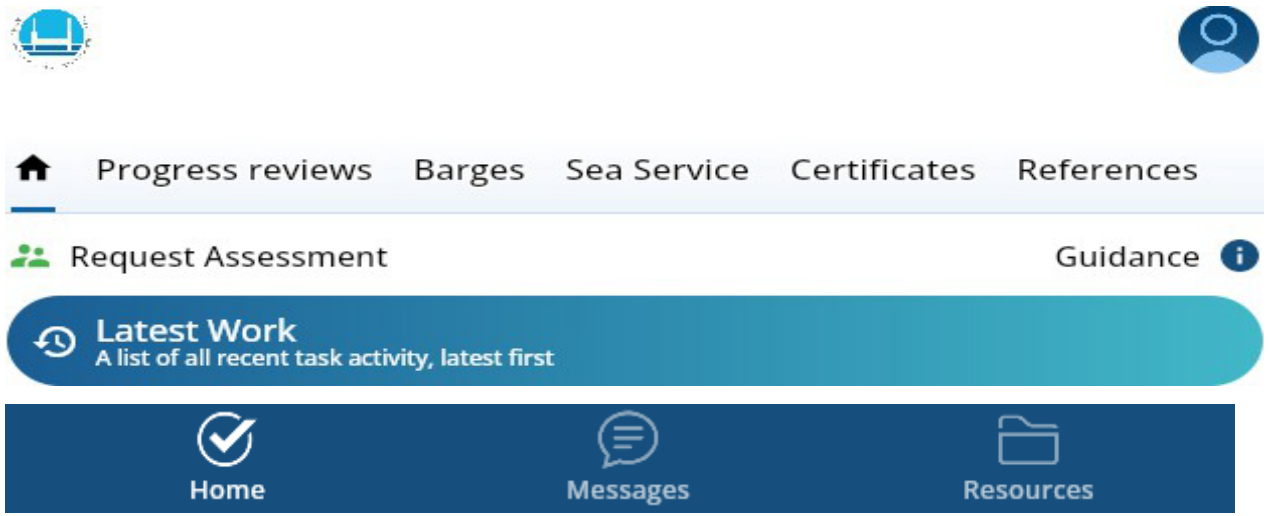
2. Dashboard

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.



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.
Barges – This is where you add the barges you work on.
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.
Certificates – 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.
Messages– this allows you to view messages sent to you from your mentor and assessor and also for you to send messages.
Resources – this provides access to guidance about your development.

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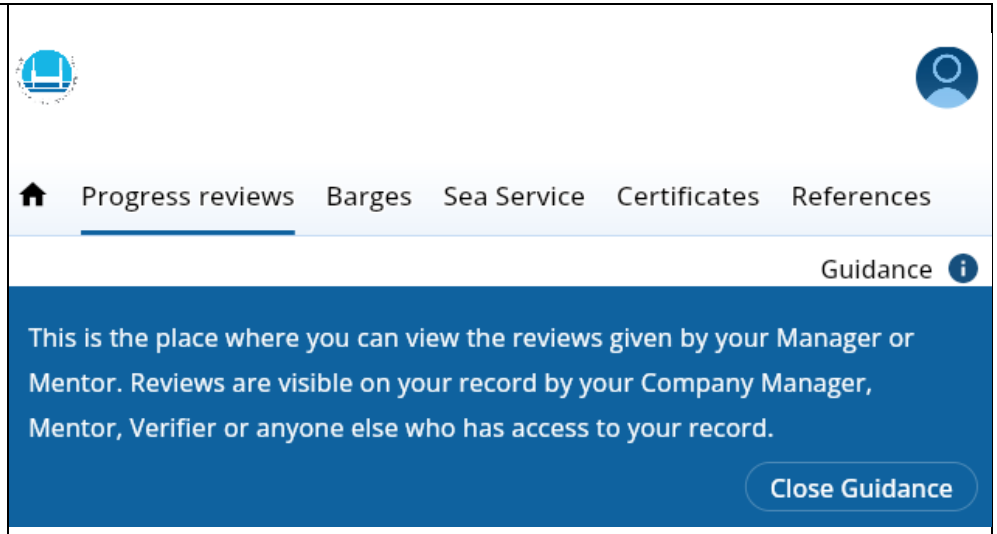
3. Progress Reviews

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.	

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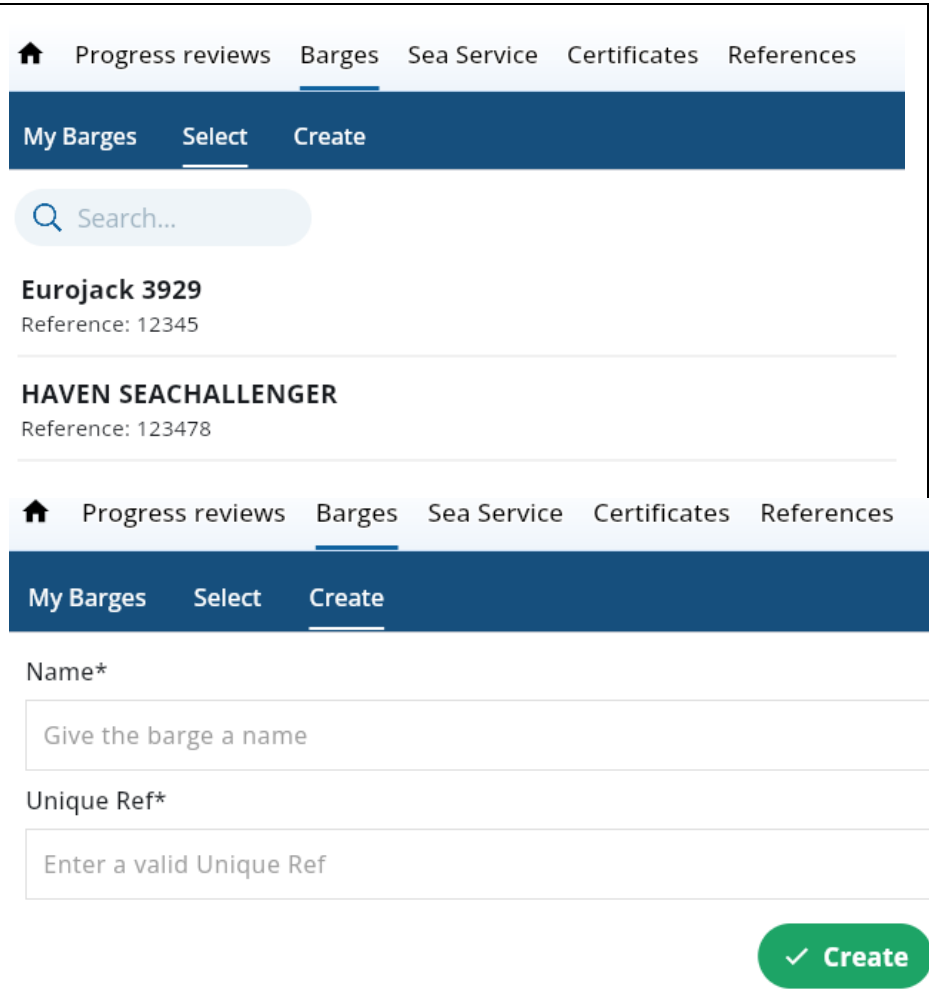
4. Add Barges

When you click ‘Barges’ there will either be a list under the select heading 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 under the create heading.



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5. 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.

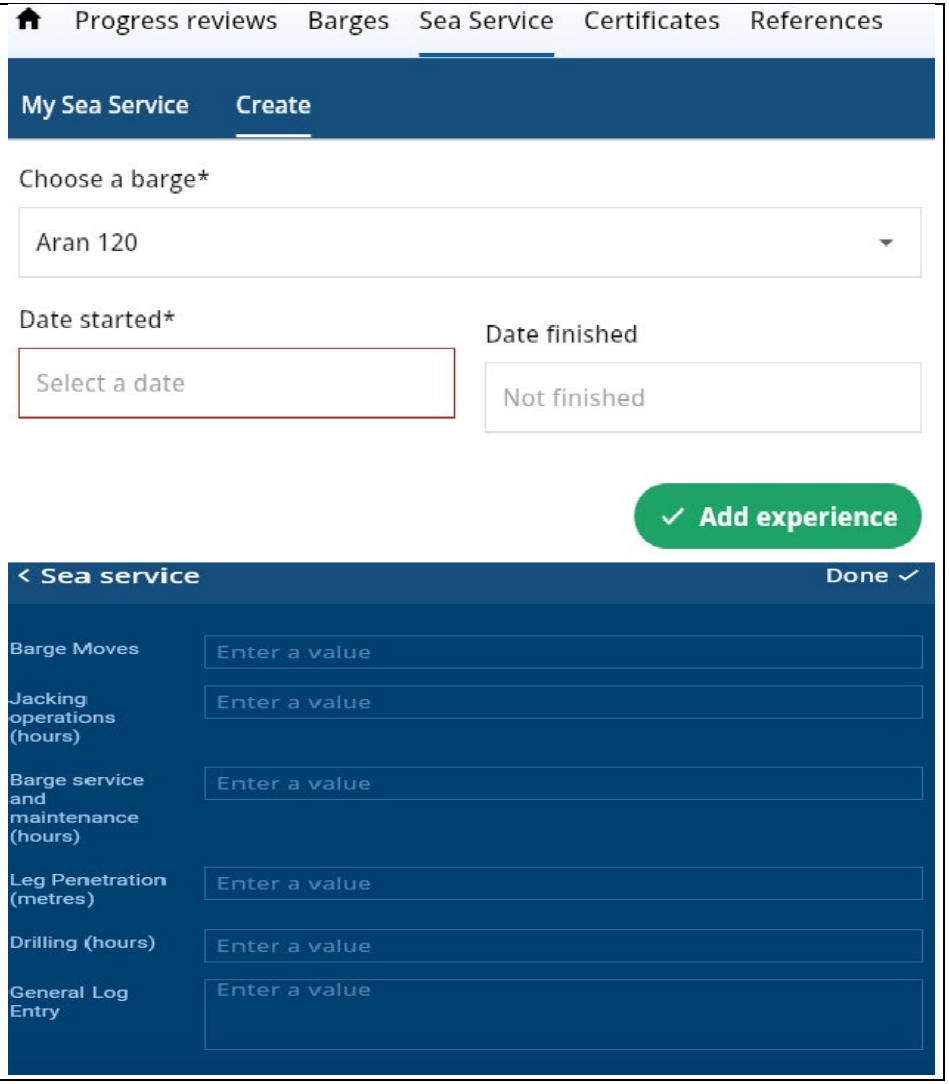
Once you have added the detail click add experience and your trip will be saved.

Once you have added a record you will see the screen that allows you to add details of the activities you have completed by clicking on the green add symbol. You can then add details of the barge moves, jacking operations (hours), Barge service and maintenance (hours), leg penetration(metres), Drilling (hours)and a general log entry, you received on-site.

In the general log entry 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 done activity button to save the changes.



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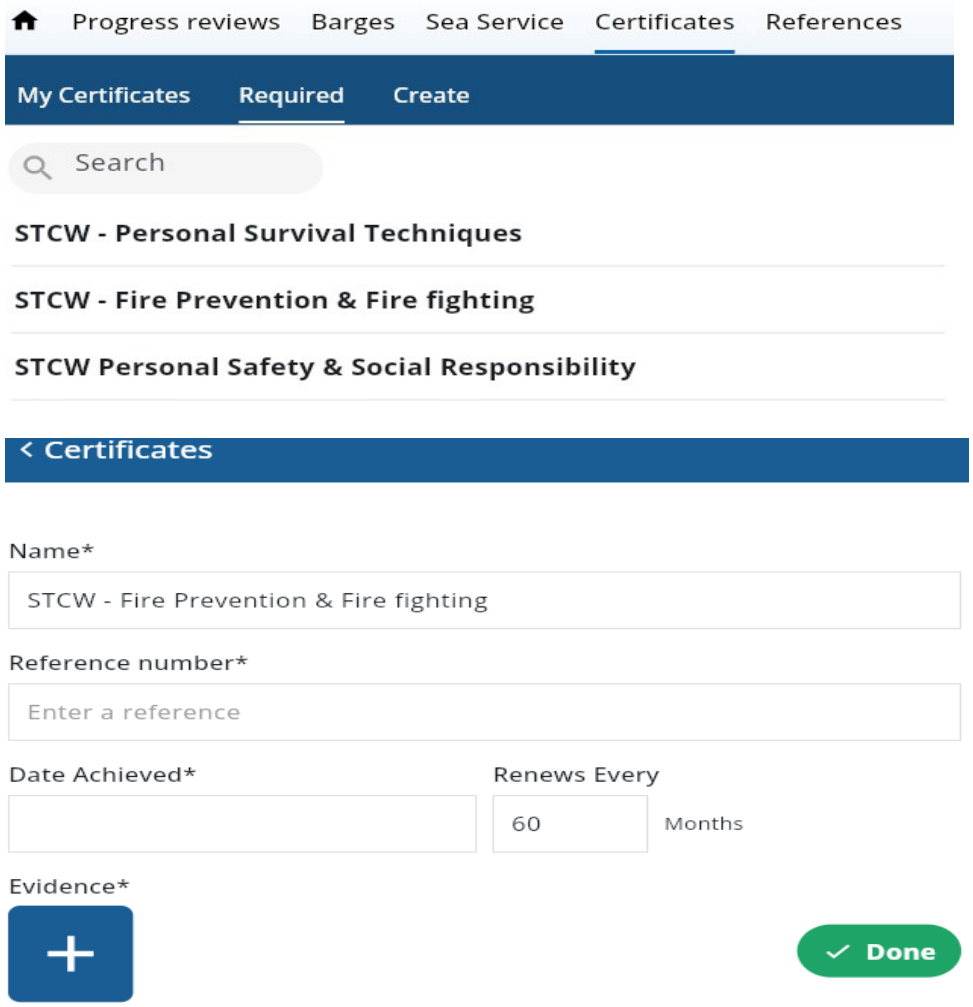
6. Certificates

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 under required which you will need to provide evidence of.

Once you have selected the certificate you can then enter the reference number and date achieved and then by clicking the + Evidence button you will be able to add a photograph of your certificates and you can then click the done 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 or the relevant certificates for the country they are in if they have been approved by the IJUBOA committee.

The create 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.



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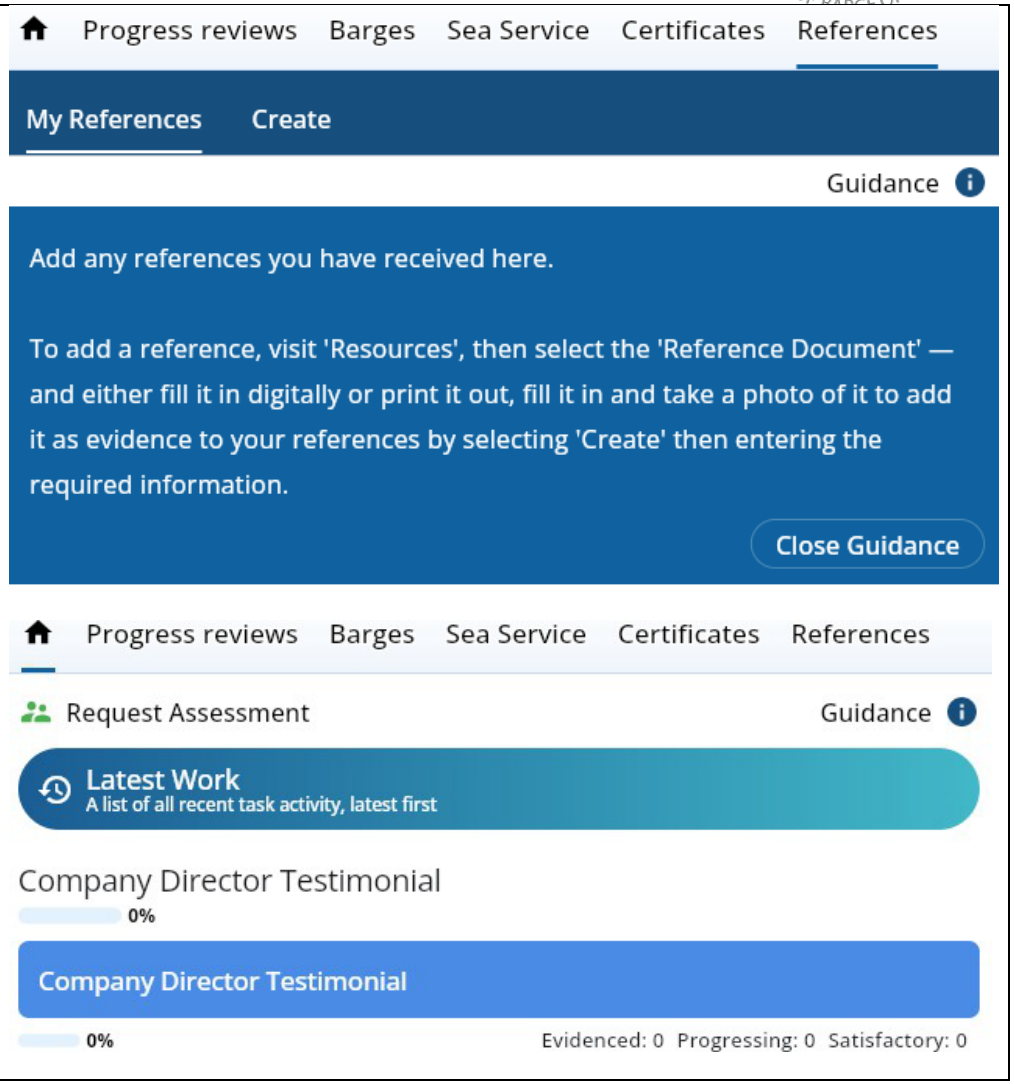
7. References

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

To add a reference, visit 'Resources' at the bottom of the home screen, then select the 'reference Document@ - and either fill it in digitally or print it out, fill it in and take a photo of it to add it as evidence to your references by selecting 'Create' then entering the required information.
Once saved it will appear in the list of references.

You must upload a testimonial letter signed by your employers Operations Director (template available via the app) in the home screen under company director testimonial.



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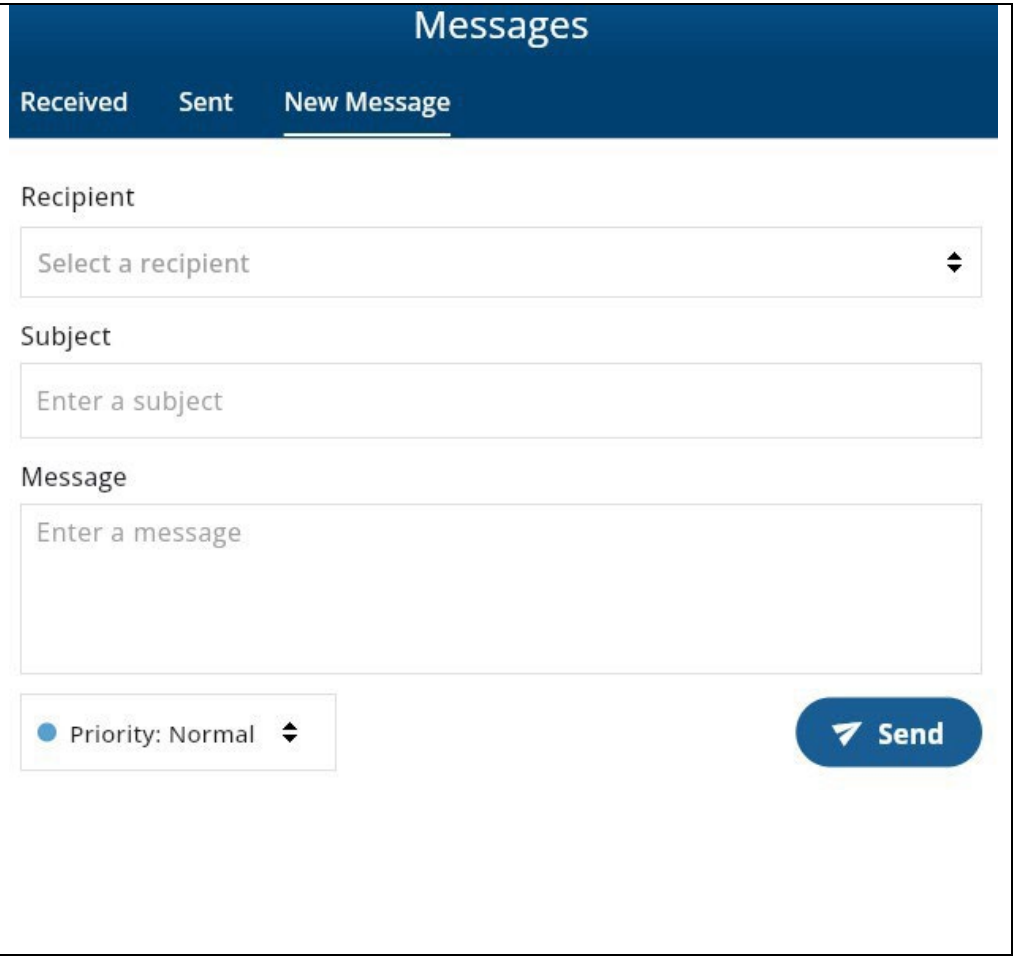
8. Messages

The **Messages** tab is where you can send and receive messages to your mentor or assessor. You can select New Message to create a new message.

It is a useful tab for you to communicate easily with your mentor or assessor.



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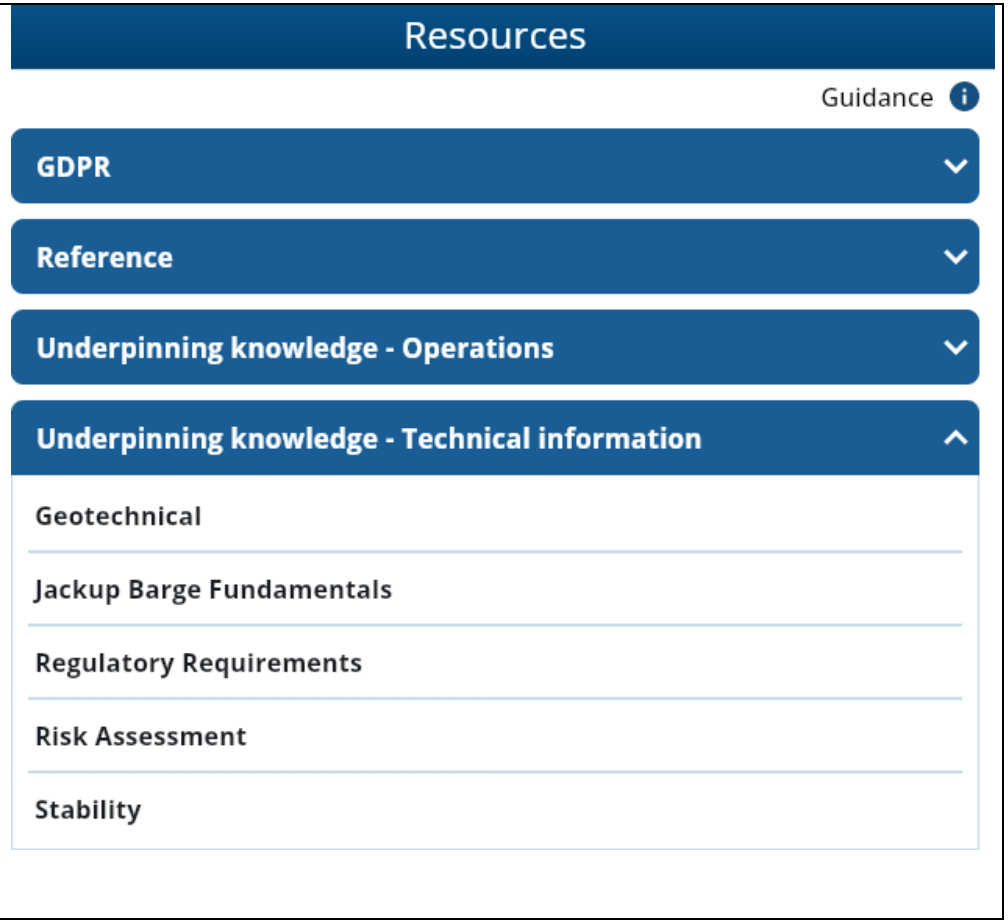
9.Resources

The **Resources** function provides access to help files and other background information including the IJUBOA training modules.

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



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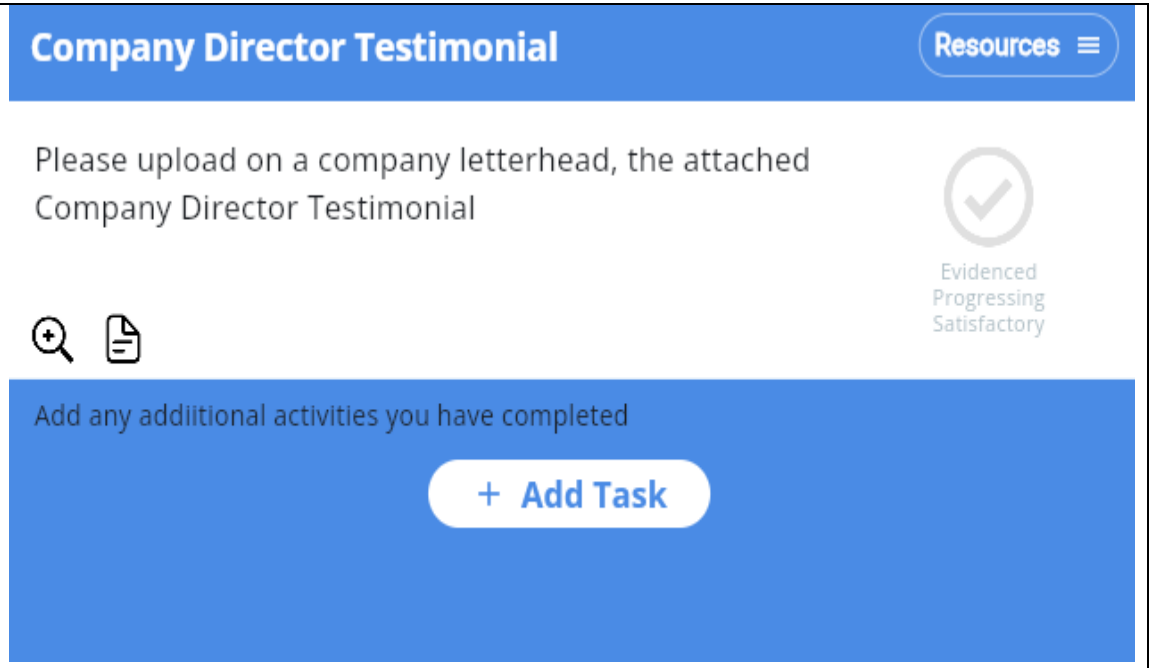
10. Evidence/Sign Off

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 log on, check through the sea service and certificates you have added and sign you off to the 'satisfactory' level.

Once you are happy that all of the information above has been met, you will need to add a company director testimonial confirming they are happy you have completed everything. Then please contact IJUBOA for the committee to review your records and once agreed you have completed everything, your details will be passed onto the Nautical institute for them to arrange your exam.