Training Policy

Policy Ref

PN46

Purpose

The purpose of this policy is to outline the commitment of AMOSC to providing high quality training services by using approaches to training and assessment that are of best practice standard to the petroleum industry.

AMOSC's aim and commitment is to provide courses designed to give companies and participants confidence in their ability to perform the tasks and duties required during a response to a marine oil spill.

Scope

This policy applies to all training provided by AMOSC to participants enrolled in one or more of our International Maritime Organisation (IMO) accredited courses, or our "Additional Qualification" courses.

Policy

AMOSC Training

AMOSC provides competency based training (CBT) and assessment in IMO accredited courses.

The training philosophy held by AMOSC is that students learn best by *doing* and gaining practical experience where possible. Our training practices reflect and incorporate experiences and learning from participants, trainers and assessors, as well as the workplace environment that students can expect within a response during an industry marine oil spill.

AMOSC training is provided through a variety of delivery methods including;

Reading materials, classroom presentations, discussions, group activities, workbook assessments, case studies, facilitated table top scenarios and workshops. Additionally, field based preparation and deployment of oil spill response equipment.

AMOSC will ensure that all training services provided are of the highest quality standard possible and are reflective of current industry trends and company expectations. This is achieved by ensuring that:

Training is delivered by appropriately qualified trainers who have extensive industry experience.

All training products used and/or developed meet the requirements of the appropriate IMO accredited course or "Additional Qualification" course.

All training products used and/or developed are reviewed before use by the AMOSC's staff for quality, accuracy and currency.

All courses are developed in consultation with subject matter experts and industry representatives,

All courses are developed in line with the AMOSC's Course Development Policy.

Feedback is collected about all training products and services and the feedback is systematically collated, analysed and used to improve the quality of training and education services provided.

The individual learning and support needs of all students are identified upon entry into a course.

All trainers/assessors regularly participate in moderation and validation of the units and courses of which they deliver. Outcomes are used to improve training services and products.

All AMOSC accredited courses are delivered according to the relevant Course Director's Manual. Each manual contains course specific information including –aims/objectives, delivery schedule, lessons plans and supporting materials. This document is reviewed by the Course Director prior to the delivery of each scheduled course and distributed to all AMOSC staff and assessors.

Qualifications of trainers and assessors

AMOSC ensures that all trainers and assessors hold the required qualifications and experience to deliver the courses with which they are involved.

AMOSC Trainers must:

hold the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package as a minimum qualification or be able to demonstrate equivalence of competencies; and

be able to demonstrate vocational competencies at least to the level being delivered and assessed; and

be able to demonstrate how they are continuing to develop their industry currency and trainer/ assessor competence.

Hold a current First Aid Certification

Hold a Maritime Security Identification Card (MSIC)

AMOSC Persons delivering training under the supervision of a trainer must:

work under the supervision of a trainer with the TAE40110 Certificate IV in Training and Assessment or of a person who has demonstrated equivalence of competencies; and

hold either the TAESS00007 Enterprise Trainer – Presenting Skill Set or be able to demonstrate equivalence of competencies, or the TAESS00008 Enterprise Trainer – Mentoring Skill Set or be able to demonstrate equivalence of competencies within two years of commencing to deliver training while under supervision; and

be able to demonstrate vocational competencies at least to the level being delivered and assessed as well as maintaining their industry currency.

Important Notes:

a) Evidence used to demonstrate equivalence of competencies may include consideration of relevant past training, including consideration of superseded and pre-existing teaching qualifications, experience, and professional development.

b) Supervision is the provision of regular and ongoing guidance, direction and leadership from a person holding the TAE40110 Certificate IV in Training and Assessment or from a person who has demonstrated equivalence of competencies. The supervising person monitors and is accountable for the training delivery.

AMOSC Assessors Must:

a) hold the _TAESS00001 Assessor Skill Set_ or be able to demonstrate equivalence of competencies; and

b) be able to demonstrate vocational competencies at least to the level being assessed; and

c) be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Note: If a person does not have all the assessment competencies as defined in (i) ,(ii) and (iii) then one or more persons with the combined expertise in (i), (ii) and (iii) may work together to conduct the assessment

Student welfare

In order to protect the welfare of participants and to ensure a positive training experience, AMOSC:

Does not permit or require participants to attend scheduled classes (including time allocated for self-paced or online studies) for more than eight (8) hours in any one day, unless there is a reasonable course-related reason to do so. Participants will be notified where exemptions have been provided.

Does not permit or require participants to attend schedules classes prior to 8.00am and/or after 10.00pm (including time allocated for self-paced studies), unless there is a reasonable course-related reason to do so. Participants will be notified and asked to sign an agreement to this arrangement in writing.

Feedback

AMOSC collects formal and informal feedback from course participants and other stakeholders about the training processes used throughout its courses. The feedback collected will be used to bring about improvements to the course delivery methods, assessment tools, and processes used by AMOSC.

This document is controlled

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