

Competency Standards for Helmsman Assessment

Introduction

This Section 2 of the Assessor's Manual in conjunction with the Helmsman's Task Book sets the competency standards expected of a helmsman working on BW workboats.

The tasks and standards set out in this Schedule and the Helmsman's Task Book are based on the "HELMSMAN'S LICENCE COMPETENCIES" as contained in Appendix 8 of '*BW Safety Standard Workboats - Part 2, Operation and Maintenance, No. S6.2.2*'.

As the helmsman of a workboat will normally be the person in charge, knowledge, experience and appropriate training ensures that he/she is competent and capable, to operate the boat in the various situations encountered on inland waterways. Therefore, the assessors by assessing an individual's experience and knowledge will provide a basis to identify further training and information, if needed.

Any shortfalls in knowledge or skills required to achieve appropriate helmsman's status can subsequently be acquired through information and instruction, attained either on a training course or under the supervision of a certificated helmsman, or other appropriate competent person/s.

A helmsman's competency skills should be reviewed periodically taking into account the experience achieved, also to ensure he/she is aware of any changes in the requirements and is still competent to undertake the tasks.

Assessment Manual Layout

This manual consists of a sequence of questions which relate to the competency tasks set down in the *Helmsman's Task Book, Section 2*.

It requires the assessor to ascertain through explanation and demonstration that the employee has reached the competency standards of the tasks he/she is being assessed on.

Assessments

When an employee is confident that he/she is capable of undertaking some or all of the tasks set out in Section 2 of the Task Book, he/she will contact their supervisor or manager to be assessed on those skills. The manager will then arrange for a competent assessor to undertake the assessments. You as the assessor will then make suitable arrangements with the local manager/supervisor that the candidate and his/her workboat are readily available at the agreed time and place.

To assist in achieving these competencies the candidate should have undertaken other formal safety and vocational training in the last five years, as set out in the '*BW National Training Manual*'.

Approved assessors will undertake their assessment of the candidate using this Helmsman Assessor's Manual as the guide, incorporating practical demonstration by the candidate, where appropriate. Once the assessor is satisfied the candidate is competent in the appropriate task, he/she will sign it off with the date. When all the tasks have been completed the assessor will inform the candidate's manager. The manager will then issue a '*BW Helmsman's Certificate of Achievement*', as to the appropriate category, to that employee, keeping a copy for reference, also ensuring details are entered through the Unipersonnel system.

The BW Helmsman categories are:

- 1) **BW Category 'A' Licence** - narrow rivers and canals where the depth of water is generally less than 1.5 metres.
- 2) **BW Category 'B' Licence** - wider rivers and canals where the depth of water is generally more than 1.5 metres and where significant wave height could not be expected to exceed 0.6 metres at anytime.

3) BW Category 'C' Licence - tidal rivers and estuaries and large, deep lakes and lochs where significant wave height could not be expected to exceed 1.2 metres at anytime.

Note: See Appendix 'B' for waterway categories for which the corresponding BW Helmsman's Licence will be required.

If the assessor identifies any shortfalls in the skills and knowledge of the candidate, in discussion with the employee and his manager, he will make recommendations on how to overcome these by e.g. further training/information or experience.

Please collect the Task Book from the candidate before commencing the assessment.