

PUAOPE001A
Supervise response
THEORY ASSIGNMENT

PASS MARK = 30
TOTAL MARKS AVAILABLE = 50

UNDER CONSTRUCTION

Supervise Response Teams Assignment Name:

1: DEVELOP A TEAM

Question 1 (5 Marks)

1.1 A response team is required to board and assist a yacht broken down offshore with an injured crew. What are the personnel skills of the team members you need, and how would you confirm that they had them?

Question 2 (2 Marks)

1.2 What is a “think tank” and why is it important for group cohesion and commitment?

Question 3 (5 Marks)

1.3 List and explain at least six methods that can be used to identify training needs of your response team.

Question 4 (2 Marks)

1.4 Your trainer will provide you with a scenario which indicates, from the de-brief, that further training was required when conditions were poor and that the safety of the team would be weakened in similar conditions

Your Exercise is to develop an action plan to remedy the shortcomings of that type of procedure.

Trainees may involve members of a RV Crew to stimulate active discussion on the procedure.

2 COMMUNICATE OBJECTIVES AND REQUIRED

Question 5 (2 Marks)

2.1 List the performance standards for the performance outcome (criteria) for 1.4 in the previous element.

Question 6 (2 Marks)

2.2 Describe for your Trainer how you allocate duties and areas of responsibility on you Squad RV for a mission expected to last a minimum of 3 hours.

Question 7 (3 Marks)

2.3 Tell you Trainer how the allocations made in Quick Check 2.2 are within the Squad Standing Orders or the various SOPs that will have to be met on such an operation.

Question 8 (4 Marks)

At the time of assessing the Rescue Scene, what do the following words mean?

Task _____

Acknowledge_____

Action _____

Report_____

Question 9 (5 Marks)

Trainee Skippers should take 7 days to find, read and understand the above policies. List what could be termed the “danger signs”. Convene and take part in a serious group discussion on this subject.

3 ALLOCATE RESPONSIBILITIES

Question 10 (2 Marks)

3.1 Refer to the section “terminology” and write an essay on the requirements of the dot points above. This is known as “underpinning knowledge and skills.”

Question 11 (2 Marks)

3.2.1 Draw up a list of skills and knowledge you consider is necessary for a member to be allocation to a roster for:

Boat Crew

Communications Room

Question 12 (3 Marks)

Describe the actions indicated while conducting a rescue by the words:

Execute _____

Sitrep _____

Follow OH&S procedures _____

Question 13 (2 Marks)

3.2.2 Draw up a list of basic skills and knowledge and some important principles that would ensure that our members who undertake

Administration works are chosen for their ability and integrity when being allocated to the Support portion for a response team.

Question 14 (2 Marks)

3.2.3 If you were asked to allocate members to a roster using knowledge of their skills, explain to your Trainer how you would achieve this task.

Question 15 (2 Marks)

3.3 Your Trainer will ask you to investigate a selected 2 members of your response team. Look into personal commitments and workplace (employment) arrangements and reach a working agreement to allow all team members to participate in Rescue Operations and Training, without a total disruption to their normal lives. Write a report on your findings.

Question 16 (2 Marks)

3.4 Your trainer will provide a scenario for a simulated operation where you will be required to allocate tasks and provide support for your Team.

Complete your application of simulated tasks and note the support that would be required to assist that team member to satisfactorily complete the allocated task.

4 PROVIDE LEADERSHIP, DIRECTION & GUIDANCE TO THE GROUP.

Question 17 (5 Marks)

4.1 Your Trainer will provide a scenario where you, the Trainee would be required to provide leadership to the response crew. List the possible methods you could use to achieve this .

Question 18 (2 Marks)

4.2 Write a short essay of about 150 words to demonstrated you know methods of identifying and resolving conflict within a workgroup such as the crew of the Rescue Vessel.

Question 19 (2 Marks)

4.3 Review the requirements of “Safety Induction” as set out in the Range of Variables in CG 001A. Tell your trainer in a short essay how such induction requirements can keep your response team in peak condition and continuing to work safely at all times.

Question 20 (5 Marks)

4.4A Make the above review and copy out for your Trainer the pages on what is covered in an Operational Plan. Use the copy to complete this performance standard. When your Trainer is satisfied, ask to have your Score Sheet updated.

This performance standard is about how to use this incident management tool to improve your supervision of a response team.

Question 21 (2 Marks)

4.4B Your Trainer will provide you with all the essential information about an incident as a Table Top Exercise. You may have to draw more information by asking questions in your thirst for all of the information. Complete an Operational Plan, from the Initial Call to the dissemination of reports from the de-brief.

Question 22 (2 Marks)

4.6 Revisit your training Shipboard Safety Principles and list the responsibilities of the employer's representative (you) and those of the employee's (your team / crew) and the items which must be taken in as "reasonable care"

Question 23 (5 Marks)

4.8 Your Trainer will provide a Table Top Exercise in line with the contents of the last performance criteria. You will be required to work through the operation (scenario) and ensure that you cover the subject of how new information is treated when it is received on board en-route to the incident scene.

5: PROVIDE FEEDBACK ON PERFORMANCE

Question 24 (2 Marks)

5.1 Enter in your Trainee's Log the items you have identified about the performance of 2 of your team, about the feedback you have provided, and the assistance that you can provide to improve performance.

Question 25 (2 Marks)

5.2 Go to your Squad records of debriefs and select 2 operations that have identified inadequate performance within the crew structure. Follow up on these reports to establish how the crew was provided with assistance to improve their performance.

6 MAINTAIN TEAM PERFORMANCE

Question 26 (5 Marks)

6.1 Name at least 6 items / conditions that can contribute to loss of performance in a Team Member. Provide a short description of the effect of each of these identified items.

Question 27 (5 Marks)

6.3 Using the value of hindsight, write a short essay of about 100 words about a recent operation where performance could be improved in one of the ways shown above.

Question 28 (5 Marks)

6.4 Take a few days and research your last Marine Incident. Prepare, within your Crew a full report as would be available using items 1 through to 7.

7 REPRESENT TEAM CONCERNS

Question 29 (5 Marks)

7.1 Your Trainer will provide a scenario about a relative concern that may arise in your team. Outline the main points that you have learnt in this performance criteria.

Question 30 (5 Marks)

7.2 What are the three process items you would be involved in to help the appropriate persons and the team resolve the identified concerns ?

Question 31 (5 Marks)

7.3 Your trainer will provide two simulated concerns to you as the Team Leader. Use your current shipmates (RV Crew) as the team, and encouraged them to develop solutions to these concerns. You should sit in , if requested, and help them with matters of procedures, legislation, and Organisation Policies. Write a submission, as the result of the teams workings and present it to your Trainer, as you would if that were the appropriate Executive or Board.

8 MANAGE POST RESPONSE ACTIVITIES

Question 32 (5 Marks)

8.1 list the items and information that should be available at the debrief.

Question 33 (5 Marks)

8.2 Your Trainer will provide details of a Squad Operation and the subsequent de-brief, or a broad simulation of something similar. Prepare the reports from the de-brief.

Question 34 (5 Marks)

8.3 Research your Squad Standing Orders and file a report to your Trainer with the details of the Orders to deal with Operational Stress.
