

Marine Information Bulletin

Workplace Based Task Books

Purpose of the Workplace Based Task Book

The Workplace Based Task Book (WBT Book) is an integral part of maritime training programs towards commercial licences conducted by registered training organisations (RTOs). The WBT Book is designed to assist candidates by providing records of appropriate tasks performed on board ship while accumulating sea service towards a licence. These tasks form part of an approved training programme and are designed to satisfy the requirements of RTOs and Maritime Safety Queensland (MSQ).

The WBT Book enables candidates to provide a history of work experience relevant to the licence application. The WBT Book must be completed through an RTO, to ensure that all tasks relevant to the licence are completed.

Candidates are also required to record their qualifying sea service in a Record of Sea Service (ROS) book which is available from MSQ regional offices, or provide a statutory declaration listing details of sea service performed. This must include the name and registration details of vessels, the dates of sea service on board and the capacity in which the candidate served.

Note – WBT Books apply to the following commercial licences: Coxswain, Master Class 5, Master Class 4 and Marine Engine Driver grades 1, 2 and 3

When to start working on a task book

A candidate can start working on a WBT Book at any point during sea-service leading to a commercial deck or engineering qualification.

WBT Books can be obtained from any MSQ authorised registered training organisation.

Note

- Tasks cannot be signed off retrospectively.
- Should a candidate be eligible for recognition of prior learning (RPL), it must be discussed with the RTO at time of enrolment.

Signing off the task book

Tasks recorded in the WBT Book must be observed and signed off by a qualified person acting in a supervisory role and connected with the vessels operation. The qualified person must possess the following minimum qualifications and experience for the qualification being supervised:

- A commercial licence at level or above.
- A restricted commercial licence equal to or above.

- A directly related trade qualification (e.g. marine mechanic or diesel fitter can supervise engineering tasks).

Persons signing off tasks are required to provide contact details with a sample signature and initials in the 'supervisor's details' section of the WBT Book.

The candidate must also record information that can be verified, such as details of vessel registration, the date, time and location of tasks completed, and observation of the candidate's performance by the person responsible for signing off tasks performed.

Qualified person/supervisor's signature and initial

In signing off a task the supervisor acknowledges that the task has been completed to industry standards. However, the signature does not imply a candidate's competency for a particular task. Assessment of competence is the role of the RTO.

In circumstances where a vessel is operated by a small organisation, for example the master is operating in a dual role as master and engineer (or operating with a singler crew member), the master/engineer must liaise with the RTO for information concerning the process of how tasks can be verified as being satisfactorily completed and signed off.

RTO review of the task book

On completion of the WBT Book the RTO must check the entries for accuracy. The RTO or State Maritime Authority may also seek to validate any information contained in the WBT Book and have the right to contact signatories to verify accuracy.

Note: It is an offence to knowingly provide false or misleading information when applying for a Certificate of Competency.

RTO use of the task book

Because the RTO needs to collect evidence of competence, candidates are required to complete the WBT Book while accumulating sea service for a commercial licence.

- The RTO will at the time of issuing the WBT Book:
 - record the candidate's details and WBT Book number
 - attach a current photograph of the candidate and sign, or company stamp and initial over the corner of the photograph

- explain to the candidate correct use of the WPT Book
- If a candidate receives RPL or a credit transfer, the RTO must record this information in the relevant part of the WBT Book
- The assessor, approved by the RTO, must ensure that all applicable sections of the WBT Book are satisfactorily completed and also initial each unit and sign the front inside cover in the space provided
- The WBT Book must then be returned to the candidate
- The RTO must maintain records concerning the completion of tasks in the WBT book.

Marine authority use of the task book

The MSQ regional examiner will review the WBT Book to ensure the range and details of recorded tasks have been satisfactorily completed. The examiner will also verify that tasks have been completed over a period of time that reflects MSQ's expectation of competency based training.

- WBT Books are reviewed for both restricted and unrestricted licence applications as proof of competency
- On submission of a WBT Book to MSQ:
 - a stamp and initial is placed over the number on the front cover
 - tasks are reviewed and where applicable, a reduction in qualifying sea service is applied
 - the WBT Book number is recorded on the sea service assessment application form
- WBT Books are accepted for a period of five years from the date of being verified as complete by the RTO.

Sea service remission

On satisfactory completion, with an approved RTO, the task book becomes an integral part of training towards a commercial licence. The WBT Book, when completed, can be used towards a remission of sea service up to 50% for unrestricted, or open licences.

Note: Tasks recorded in the WBT Book do not lead to any reduction in sea service for restricted licences. This is because sea service for restricted licences has already been reduced.

Record of Practical Experience and Sea Service (ROPES) Book

In Queensland ROPES books are only appropriate for candidates:

- holding a commercial marine licence and who have not completed a WBT Book as part of their training
- applying to remove a restriction on their commercial marine licence in order to obtain an unrestricted commercial marine licence
- applying for a remission in sea service towards obtaining an open commercial marine licence and

- who have completed a WPT Book book more than 5 years ago
- with interstate qualifications

Candidates who submit a ROPES book with an application for sea service assessment and who have not yet completed a recognised training course will be required to meet all WBT Book requirements to be eligible for a commercial marine licence.

The ROPES book will be considered for partial recognition by the RTO. However, it is not a complete substitute because of the increased requirements of a WBT Book.

Note: ROPES books apply only to Coxswain, Master Class 5 and Marine Engine Drivers Grade 2 & 3 licences

The transition period

Candidates employed in the maritime industry working towards commercial marine licences, and who have fulfilled all sea service requirements prior to January 2009, are not required to complete a WBT Book. However, this transition period ends on 31 December 2011.

From 1 January 2012 sea service will need to be supported by a WBT Book, or candidates will be required to provide significant and appropriate RPL evidence through an RTO in addition to, and in support of an assessment of sea service provided.

Information

Information on Queensland registered RTO's locations and Marine Information Bulletins covering various topics relating to marine licensing can be obtained from Maritime Safety Queensland's website at www.msg.qld.gov.au and from the following Maritime Safety Queensland regional offices:

Airlie Beach	(07) 4946 2200
Bundaberg	(07) 4131 8500
Cairns	(07) 4052 7400
Gladstone	(07) 4973 1200
Hervey Bay	(07) 4194 9600
Mackay	(07) 4944 3700
Mooloolaba	(07) 5477 8425
Pinkenba	(07) 3860 3500
Southport	(07) 5539 7300
Townsville	(07) 4726 3400

Note: If there is an inconsistency between this document and previously issued documents in relation to the subject matter, this document supersedes advice conveyed in previous documents dealing with these matters. Previous documents found to be in conflict with this document (or parts thereof) will be updated or withdrawn at the earliest convenient opportunity.