

Competence 2

The ability to manage communication between the Onshore Management Team and the Offshore Project Team

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Establishes and maintains effective communication links with the Onshore and Offshore Project Teams	
b)	Ensures all significant communication that takes place between onshore personnel, offshore personnel, third parties, and client is recorded in accordance with company procedures	
c)	Complies with the correct protocol for all communication between offshore, shore based management, and client personnel	
d)	Provides appropriate documented information to teams and individuals regarding work instructions and schedules	
e)	Maintains daily communications with the Offshore Project Manager	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	