

## Competence 3

**Demonstrates the ability to supervise a Team during all operational activities in a safe and reliable manner**

*This meets the requirements of IMCA C002/M/A13/B01 to B08*

|                              |  |       |  |
|------------------------------|--|-------|--|
| 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)                   | Can identify areas for their own development and the development of Team Members   |                  |
| b)                   | Can conduct and participate in pre-assessment meetings and feedback meetings as required by the Company Competence Management Programme  |                  |
| c)                   | Understands and actively supports the assessment process, agreeing time scales for assessments with Candidates   |                  |
| d)                   | Can co-ordinate, and chair where necessary, team briefs, risk assessments and tool box talks when required   |                  |
| e)                   | Communicates professionally and effectively with Colleagues and Clients  |                  |
| f)                   | Does not take unacceptable risks and acts on and seeks guidance/advice where necessary   |                  |
| g)                   | Can overcome problems in the workplace whilst maintaining good working relationships with Colleagues   |                  |
| h)                   | Demonstrates effective leadership techniques in the workplace  |                  |
| i)                   | Demonstrates a good standard of personal tidiness and hygiene in the workplace   |                  |
| j)                   | Can effectively supervise operational and maintenance requirements   |                  |
| k)                   | Demonstrates behaviour which is aligned to the company values, principles and culture  |                  |
| l)                   | Demonstrates the ability to make safe and effective decisions relating to the back deck activities as carried out during routine operations  |                  |
| m)                   | Demonstrates the ability to undertake appropriate administrative duties as required by the Company   |                  |
| n)                   | Undertakes shift hand-overs and shift briefings in a coherent and logical manner   |                  |
| o)                   | Assessor - I have discussed the above performance criteria with the candidate and confirm that they have the underpinning knowledge to support their performance in these criteria |                  |
| p)                   | Candidate - write a short report (250 words max) on how you achieved these criteria over the 3 assessed work activities  |                  |

|   |  |       |  |
|---|--|-------|--|
| Witness name:<br>(If applicable in assessment plan) |  | Date: |  |
| Assessor name:                                      |  | Date: |  |