

MTCS Grade Assessment Process: Candidate Guide & Checklist

Welcome to your assessment program. This guide outlines the requirements for demonstrating your skills and knowledge to meet the required standards of competence.

A Checklist is included to use to track your progress, along with a sample table to help visualise how your 3 chosen work activities will satisfy the full list of Performance Criteria (PC) for a specific unit.

1. Planning & Assessment Structure

Your journey begins with a consultation with your assessor. Together, you will establish an **Assessment Plan**.

- **Evidence Requirements:** You must complete **3 assessed work activities** for each unit of competence.
- **Coverage:** These activities must collectively cover all performance criteria within that unit (you do not need to repeat every criterion 3 times).
- **Integrated Assessment:** Assessments are often "bundled." While performing a technical task, your assessor may simultaneously evaluate your teamwork, safety, and emergency response skills.

2. How You Will Be Assessed

The assessment is split between practical demonstration and supplementary methods to ensure a well-rounded evaluation of your abilities.

Assessment Type	Weighting	Examples
Direct Evidence	Min. 70%	On-site observation by your assessor or evaluation of your actual work products.
Indirect Evidence	Max. 30%	Simulations, written reports on procedures, or oral/written questioning.

Note: Your assessor is required to test both your **physical skill** and your **underpinning knowledge**. Expect specific questions regarding the tasks you are performing.

3. Feedback & Results

After each assessment, your assessor will meet with you to provide formal feedback. They will clearly state:

- Whether you have been deemed **Competent**.
- If not yet competent, the specific steps or improvements required to reach the standard.

4. Evidence Compilation & Filing

You are responsible for gathering all evidence. All evidence must be in an electronic format, uploaded and submitted through your course.

Ensure the following documents are organised for submission to MTCS. We highly recommend that you label (clearly mark which activity & competence each refers to) and date all evidence as this will expedite the verification process.

- **Mandatory Forms:**
 - Assessment Plan / Decision & Feedback Form (Named and dated).
 - Performance Criteria Observation Report (Including assessor details).
 - Knowledge Assessment Evidence (Including assessor details).
 - **The Signature Sheet:** This **must** be scanned to show original signatures.
- **Supplementary Evidence:**
 - Must be relevant to you and include your name/signature and date.
 - Witness Statement, completed, signed with all details legible.
 - Dive/video logs and pre/post-dive checks.
 - Records of maintenance, fault diagnosis, or repairs.
 - Photographic evidence of you performing work.
 - Medical and Survival certificates.
 - Logbook pages verifying offshore days and activities.

Checklist

This checklist is designed to help you track your progress through the MTCS Grade Assessment (GA) process. Use it to ensure all activities are planned, documented, and ready for submission to MTCS Online.

Phase 1: Planning & Initiation

- **Download Grade Assessment Pack:** Obtain the Specific Competency Standards and forms for your target role.
- **Meet with Assessor:** Discuss the process and verify your assessor's credentials.
- **Complete Assessment Plan:** Map out your 3 required work activities to ensure all performance criteria are covered.

Phase 2: Execution & Evidence Collection

- **Activity 1 Completion:**
 - Observation or work product assessed (counts towards the 70% direct evidence requirement).
 - Knowledge assessment completed (oral/written questioning).
 - Feedback received and Decision & Feedback form signed by the assessor.
- **Activity 2 Completion:** (As above).
- **Activity 3 Completion:** (As above).
- **Supplementary Assessment (if needed):** Complete simulations or reports to fulfil the remaining 30% of evidence requirements.

Phase 3: Documentary Evidence (Mandatory)

- **Assessment Plan / Decision & Feedback Form:** Ensure it is named, dated, and signed.
- **Observation Reports:** Confirm these include full assessor details for each activity.
- **Signature Sheet:** Scan this document as it is the only one requiring an original ink signature.
- **Offshore Certificates:** Valid Medical Fitness and Offshore Survival (plus MIST/iMIST if applicable).
- **Logbook Pages:** Copies showing total Offshore Days and specific work activities.

Phase 4: Supporting Evidence (Task-Specific)

- **Operational Logs:** Copies of dive or video logs.
- **Checklists:** Completed pre-dive and post-dive checks.
- **Technical Records:** Documentation of maintenance, fault diagnosis, or repairs.
- **Visual Proof:** Labelled and dated photographs of you performing the assessed tasks.

Phase 5: Submission

- **Review All Files:** Check that your name and signature are on all supplementary documents. Label (clearly mark which activity & competence each refers to) and date all evidence.
- **Upload to MTCS Online:** Navigate to the Evidence Upload Area in your account.
- **Final Submission:** Confirm all red/blue status bars turn green upon Verifier Approval.

This sample table is designed to help you and your assessor visualise how your 3 chosen work activities will satisfy the full list of **Performance Criteria (PC)** for a specific unit.

Competence Assessment Mapping Plan

Candidate Name: _____ Assessor Name: _____

Unit of Competence: (e.g., *ROV Operational Maintenance*)

Performance Criteria (PC)	Activity 1: [e.g., Pre-Dive Systems Check]	Activity 2: [e.g., Thruster Replacement]	Activity 3: [e.g., Post-Dive Inspection]
PC 1.1: Follows safety procedures	X	X	X
PC 1.2: Uses correct tools/PPE	X	X	
PC 1.3: Identifies system faults		X	
PC 1.4: Completes technical logs	X		X
PC 1.5: Demonstrates teamwork		X	
PC 1.6: [Insert specific criteria]			X
Method of Assessment	<i>Observation</i>	<i>Work Product</i>	<i>Observation</i>

How to use this table:

1. **List the Criteria:** In the left-hand column, list the specific Performance Criteria (PC) found in your MTCS competence pack.
2. **Define the Activities:** Across the top, name the 3 real-world tasks you will be performing.
3. **Map the Coverage:** Place an 'X' in the box where an activity meets a specific criterion.

- *Note: Not every activity needs to cover every PC, but by the end of Activity 3, every row must have at least one 'X'.*
4. **Identify the Method:** Note at the bottom whether the assessor will be watching you live (Observation) or reviewing the results of your work later (Work Product).
 5. **Review with Assessor:** Ensure your assessor agrees that these 3 activities provide enough "breadth" to prove you are competent across the whole unit.