

MTCS Grade Assessment Process: Assessor Guidance

Introduction

This guidance outlines the steps for MTCS Assessors to plan, execute, and document a competence assessment.

Scope

This Guide is for use by suitably qualified Assessors undertaking Assessment of candidates enrolled onto an MTCS Competence Scheme.

1. Planning and Initiation

- **Initial Consultation:** Meet with the candidate to discuss the Grade Assessment (GA) process and align on expectations.
- **Assessment Planning:** Develop a formal Assessment Plan that identifies upcoming work opportunities on the current project or offshore trip.
- **Resource Allocation:** Download required templates and performance criteria from the MTCS Online Guidance Docs section.

2. Practical Assessment Execution

- **Activity Selection:** Schedule 3 separate work activities for each unit of competence. These must collectively cover all performance criteria, though individual criteria do not need to be repeated across all 3 activities.
- **Holistic Assessment:** Where possible, assess multiple units simultaneously (e.g., technical tasks alongside Teamwork, Safety, or Emergency Response).
- **Methodology Balance:** Ensure a minimum of 70% of the assessment is based on direct observation or work product review. The remaining 30% can use supplementary methods like simulations or oral/written questioning.

3. Knowledge Verification

- **Questioning:** Conduct specific oral or written questioning to verify underpinning knowledge related to the tasks performed.
- **Standard Alignment:** Ensure questioning is specific to the work being undertaken and mapped to industry standards.

4. Feedback and Reporting

- **Post-Assessment Meeting:** Provide the candidate with immediate performance feedback.

- **Decision Making:** Formally state if the candidate is "Competent" or "Not Yet Competent." If the latter, document the specific remedial actions required for improvement.
- **Documentation:** Complete and sign the Assessment Plan / Decision & Feedback form and the Performance Criteria observation report.

5. Evidence Management

- **Evidence Collection:** Direct the candidate to gather and upload all required evidence to their Private Files area on MTCS Online prior to uploading and submitting. Emphasise that uploading evidence, once collated, is the candidate's responsibility
- **Mandatory Items:**
 - Named and dated observation and knowledge assessment reports.
 - Completed Assessment plans, feedback forms, performance criteria records & underpinning knowledge assessments.
 - Supporting evidence (dive logs, maintenance records, photos) dated, with Assessor signatures.
 - Medical and survival certificates.
 - Logbook pages verifying offshore workdays and activities.
- **Final Verification:** Ensure the Signature Sheet is scanned as a high-quality electronic file, as this is the only document requiring an original signature for final MTCS verification.