

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Fleet Management					
TSC	Crew Management					
TSC Description	Manage crew staffing for ships by hiring, training, assigning duties to the crew members and evaluating their performance.					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			STP-FMT-3001-1.1	STP-FMT-4001-1.2	STP-FMT-5001-1.2	
			Coordinate and evaluate the performance of crew members' duties.	Manage the selection and training of ship crews.	Conduct performance appraisals of crew to improve individual and organisational performance	
Knowledge			<ul style="list-style-type: none"> Competency requirements for shipboard operations Methods of assigning duties to crew Methods of assessing crew competencies Methods to monitor crew performance Organisation standards for crew performance Health Safety, Security, Environment and Quality (HSSEQ)-legislation and procedures 	<ul style="list-style-type: none"> Competency requirements for shipboard operations Types of work-related training Techniques for setting performance standards for evaluating shipboard personnel Methods for evaluating shipboard training, drills, and competency assessment Regulatory requirements for shipboard drills Health, Safety, Security, Environment and Quality (HSSEQ) legislation and procedures 	<ul style="list-style-type: none"> Appraisal, assessment and benchmarking processes Process of conducting appraisal interviews Performance monitoring and evaluation processes Benchmarks for performance management Standards of performance in the industry/sector Grievance and disciplinary procedures Indicators of organisational performance Standards of behaviour and performance expected in the organisation Industry best practices on conducting shipboard competency evaluations 	
Abilities			<ul style="list-style-type: none"> Identify and clarify work requirements and crew competencies required for shipboard duties Assign duties to crew according to assessments 	<ul style="list-style-type: none"> Assess aptitudes of potential crew members for hiring decisions Identify workplace trainer and assessor requirements for crew training 	<ul style="list-style-type: none"> Collaborate with senior business stakeholders to translate global practices into local organisational context Devise action plans to integrate global practices 	

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			<p>of their competencies and capabilities</p> <ul style="list-style-type: none"> • Advise crew of rostered duties and performance standards • Monitor performance of crew in accordance to established standards 	<ul style="list-style-type: none"> • Organise work-related training opportunities for crew • Organise shipboard drills in accordance to organisation and maritime standards • Assess competencies of crew members after training • Make improvements to work-related crew training 	<p>with current crew management practices</p> <ul style="list-style-type: none"> • Assess performance against criteria and objectives • Identify factors affecting staff's performance • Provide feedback on performance • Incorporate results of assessments in personal development plans and other organisational procedures for dealing with performance issues • Comply with legal requirements, industry regulations, organisational policies and professional codes Set achievable objectives for staff 	
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