

Maritime activities – procedures

Curriculum, assessment, reporting and certification: early childhood to year 12 policy statement

The Northern Territory Board of Studies (NTBOS) approved policy sets out the legislative foundation for the provision of school education in the Northern Territory (NT) relating to curricula, assessment, reporting and certification.

The Department of Education's (the department) Curriculum, assessment, reporting and certification policy: early years to year 12 (CARC policy) informs department staff, that is school, regional and corporate staff about the actions they must undertake to be compliant with legislation, the NTBOS policy and the department's strategic direction.

Policy

These procedures are for schools participating in maritime programs to ensure they adhere to legislative requirements. Maritime programs include non-accredited and nationally accredited training programs.

Roles and responsibilities

Teaching and Learning Services (TLS) as the policy owner is responsible for:

- the communication and review of this procedure
- the allocation and use of the department's vessels
- overseeing vessel compliance with national legislative requirements to ensure the vessel has a Safety Management System (SMS), a Certificate of Survey and a Certificate of Operation prior to allocating to a school.

The school principal as the instructional leader of the school is responsible for:

- the implementation of this procedure
- monitoring the vessel's operations to ensure the vessel, and all associated equipment is used appropriately for training and educational purposes only
- the implementation and approval of the SMS.

The school's maritime coordinator is responsible for:

- the safety and wellbeing of all students
- the vessel, its equipment and operations, ensuring the vessel has the required compliance documentation
- complying with, reviewing, maintaining and updating the SMS.

The maritime coordinator cannot delegate their responsibilities. If a professional organisation is involved in vessel activities, for example a registered training organisation (RTO), the maritime coordinator must ensure the safety of the activity and equipment, and the expertise of the staff running the activity.

Procedures

When	Person responsible	Task
Start of program	Principal	Ensures Maritime coordinator holds appropriate qualifications prior to vessel activities: <ul style="list-style-type: none"> • appropriate and current maritime qualifications – minimum of Coxswain Grade 2 with passenger endorsement • understanding of local and surrounding waterways – minimum 12 months experience • current First Aid Certificate – HLTAID011 Apply First Aid or equivalent • current working with children clearance – Ochre Card.
	Principal	Provides a signed Vessel User Agreement to TLS at the beginning of each year.
	Maritime coordinator	Ensures vessel has SMS, Certificate of Survey and Certificate of Operation – hard copies on vessel.
	Maritime coordinator	Plans program and vessel activities: <ul style="list-style-type: none"> • designates boating areas – identifies Categories of waters and minimum safety equipment requirements for each activity • vessel activities to not exceed 15 nautical miles from the coastline, unless: <ul style="list-style-type: none"> – Certificate of Survey permits – increase of crew requirements – skipper holds a current Master 5 Certificate of Competence – approval from the principal has been granted.
Prior to activity	Maritime coordinator	Ensures students hold or can satisfactorily perform the following competencies, prior to participating in vessel activities: <ul style="list-style-type: none"> • Active Award 4 Water Wise, Royal Life Saving Australia Swim and Survive program or <ul style="list-style-type: none"> • Surf Safe Level 2 of the Surf Life Saving Australia Surf and Survive program.
	Maritime coordinator	Obtains parent permission through one of the following forms: <ul style="list-style-type: none"> • Permission for student to attend excursion – parent consent form – non-accredited training activities • RTO enrolment form – accredited training activities.
	Maritime coordinator	Ensures vessel will not exceed number of passengers for which it is surveyed.
	Maritime coordinator	Completes pre-activity inspection checklist in SMS.
	Maritime coordinator	Provides pre-populated vessel logbook to the principal – details names of people travelling on vessel, destinations, departing and returning times, contact details.
During activity	Maritime coordinator	Adheres and refers to the SMS.
	Maritime coordinator	Completes vessel logbook and provides to the principal and TLS.
After activity	Maritime coordinator	Reviews and updates the SMS, if required.

Acronyms	Full form
CARC	Curriculum, assessment, reporting and certification
NT	Northern Territory
NTG	Northern Territory Government
NTBOS	Northern Territory Board of Studies
RTO	Registered training organisation
SMS	Safety Management System
TLS	Teaching and Learning Services

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Version	Date	Author	Changes made
1	21 February 2022	Operational Policy	TRM 50:D22:7074
2	November 2022	Quality Standards and Regulation – Operational Policy	Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting