

This document has been created to help outline the “pathway to Crew rating” for new or provisional members. All times are approximated. Here is what is required:

Marine Rescue Information Night**(1 hour)**

- Outlines requirements and time commitments.
- If applicable, complete an application form and submit.
- Information night is organised by the *Membership Officer*

Marine Rescue + Base Induction**(1 hour)**

- Usually performed at the base but can be done via remote zoom session.
- Induction includes a [self-assessment checklist](#).
- Once completed, induction paperwork is uploaded into Otter.
- When paperwork is uploaded into Otter, **members can apply for courses**.
- Marine Rescue Induction is organized by the *Training Officer*.

Air Berth Induction**(30 mins)**

- Usually performed by a subject matter expert on same day/night as vessel Induction
- Induction video is available [here](#)
- Complete [webform](#) at completion of induction

Vessel Inductions**(1 hour)**

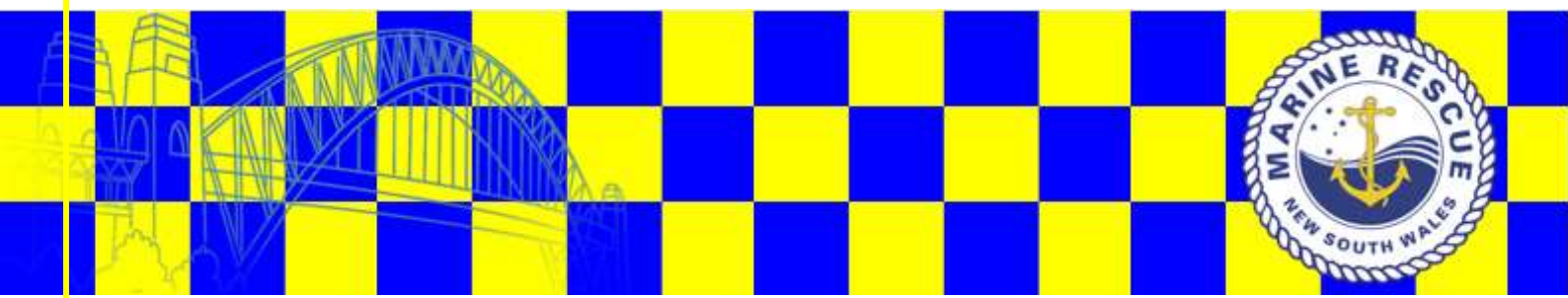
- Induction on rescue vessels outlining area of operation and differences.
- Only a small number of select subject matter experts can run an induction.
- Once completed, induction paperwork is uploaded into Otter.

Crime Check Clearance**(2 weeks)**

- Performed by MRNSW HQ, this is actioned within 2 weeks of application.

Car Parking at Birkenhead Point**(immediate)**

- Registration and then complete webform – [instructions here](#)



Uniform Order

(After induction)

- Complete uniform order **MR793** to obtain polo shirt, hat, and name tag. (available immediately). Email to reception@marinerescuensw.com.au
- Complete uniform order **MR790 AFTER** you are a regular member to receive full uniform – email to Unit Commander uc.portjackson@marinerescuensw.com.au

Team enrolment

(after inductions/crim-check)

- Be assigned to a team and start performing regular duty as a trainee.
- Review the process of accepting a shift, declining a shift.
- Know how to apply for extra shifts and limits.
- All information is available in the [rostering LOP](#).

Paperwork (learner resources)

(at your pace)

- Obtain a '**Sea-time Logbook**' and complete entry on each shift.
 - o To have one sent to you, complete the [webform](#)
- Obtain and complete a '**Learner Activity Workbook**' (LAW)
 - o To have a printed version sent to you, complete the [webform](#)
 - o To access a PDF version: [download](#)
 - o Download the '**Learner Manual**' as the source document
 - o Completed workbook checked by Subject Matter Expert and upload to Otter

Section Six – Seamanship

When completing the activities below, please refer to the following resources.

References for this section:

- Crew Learner Manual - from page 20
- RMS Boating Handbook

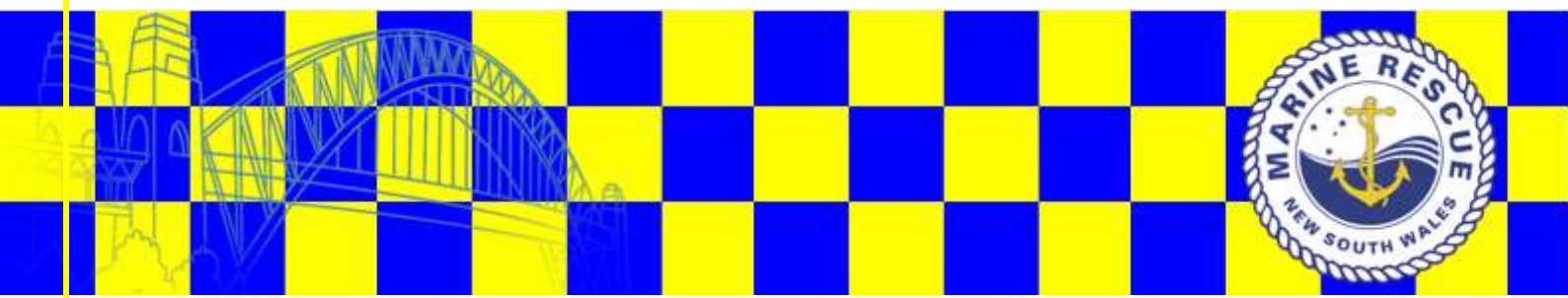
Activity One

With the assistance of your trainer / supervisor, for a previous exercise or incident, practice completing the Incident Report (located in Appendix D).

Question One

Identify the following knots and state where these would be used on your vessels.

Knot	Name and use
	
	
	Name and use_Row_2
	
	
	
	



- Obtain a crew **'Skill Log'**
 - o [Download](#) and print
 - o Complete log with date of task.
 - o Most tasks need to be completed three (3) times.
 - o Final sign off means you know the task and can successfully complete unassisted.



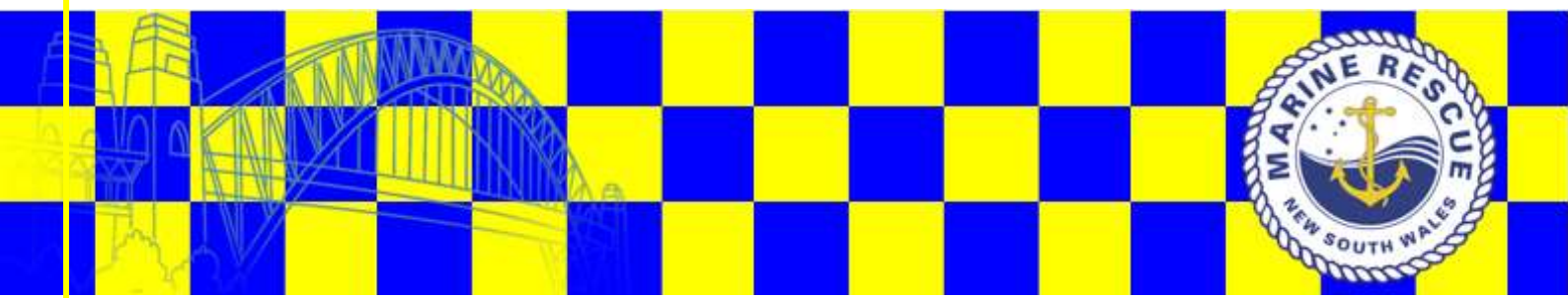
Marine Rescue NSW Crew Skills Log

Member Name:	Member No:	Trainer Officer's Name:	Issue Date:
Instructions for Use: This Skills Log is a mandatory requirement for members undertaking the MR Crew Rating training program. It records completion of tasks relevant to the Crew role and responsibilities during vessel operations. Each task will be signed off when completed confidently to MRNSW standards by the Vessel Master. The Vessel Master is appointed by the Training Officer and is a Subject Matter Expert for Vessel Operations. Provision is made for tasks to be demonstrated to a number of Masters and Vessels. Some tasks are required to be completed at Night or only a certain number of times when competence is demonstrated.			

TASKS		Date 1	Master's Signature	Date 2	Master's Signature	Date 3	Master's Signature
Shipboard Safety							
Safety Management System							
1.	Locate and follow vessel operational and emergency procedures as instructed						
2.	Locate the Vessel Log						
3.	Locate the Communications Log						
Safety Equipment							
4.	Use correct nautical terminology on vessel						
5.	Wear and stow Personal Protective Equipment (PPE) correctly						
6.	Locate all safety, first aid and fire equipment on board. Check for correct stowage, serviceability and compliance. Report any damaged or missing items						
7.	Correctly secure safety equipment in accordance with MRNSW procedures and regulatory requirements						

Drills

- **Complete a drill at intervals of one year.**
 - o Port Jackson drills can be performed on one vessel only as both vessels are considered the same category for the purposes of drills.
 - o There **MUST** be a CPR component to the drills.
 - o There is no need to complete the annual 50m swim component.



Courses

(Completed within 6 months of inductions)

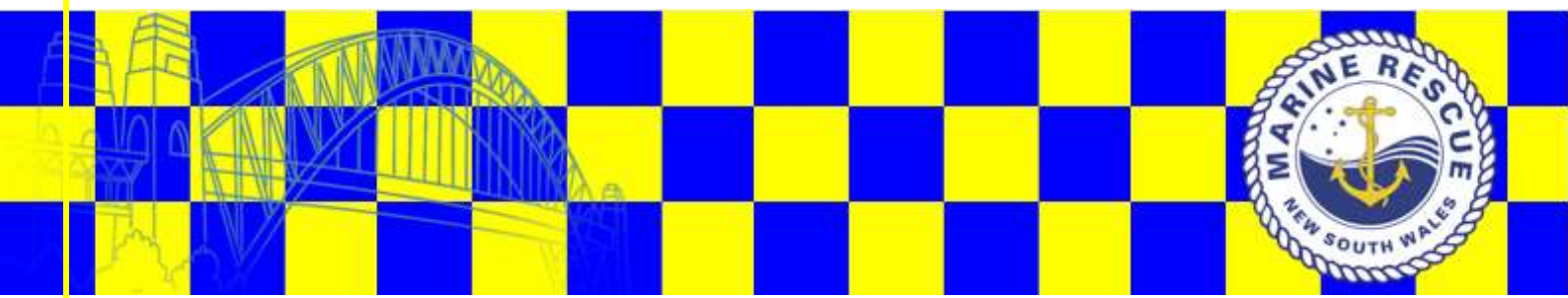
- **Radio License (SROCP)** (1 day)
 - AMSA fees apply but are paid by Marine Rescue Port Jackson unit.
 - Currency for life – no need to re-apply or pay annual fees.
 - Usually one day course plus one night for exam.
 - Enroll on the [e-calendar](#).
 - Useful pre-learning [available here](#) and material and video on [MRPJ Website](#)

- **First Aid and Advanced Resuscitation course** (1.5 days)
 - Free for Marine Rescue volunteers.
 - Currency for 3 years – expiry date on course certificate
 - Enroll on the [e-calendar](#).
 - Pre-learning required [available here](#)

- **Sea Survival and Fight Fires** (1.5 days)
 - Free for Marine Rescue volunteers.
 - One theory session at night via zoom and one practical day
 - Enroll on the [e-calendar](#).
 - Pre-learning required, complete sections 7 and 8 in LAW.
 - Useful learning material and video on [MRPJ Website](#) including:
 - [Sound and emergency signals](#), [Flares](#), [EPIRBs](#)

- **General Boat Licence** knowledge test.
 - Learners do NOT require a paid licence from Service NSW but do require the knowledge required to successfully obtain the licence.
 - Complete knowledge test via [LMS portal](#)
 - Useful learner information available on the [Port Jackson website](#)

- Lodge items in **Learner Management System**.
 - This is an admin process to ensure you have completed each required section. Each section is '**Lodged**' by the learner as '**Ready for Assessment**'
 - [Login in](#) and LODGE each item (there are two sections).
 - This is usually done with a subject matter expert as the base as the system is difficult to navigate without instruction.



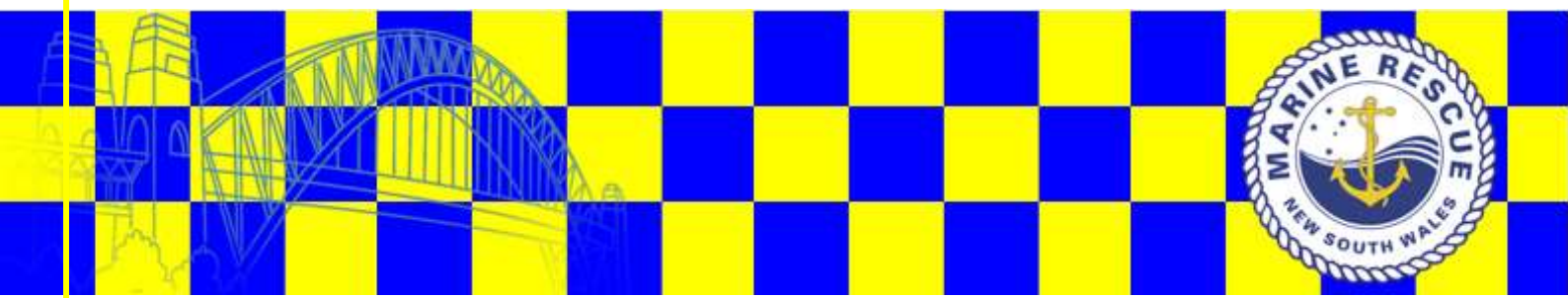
Assessment

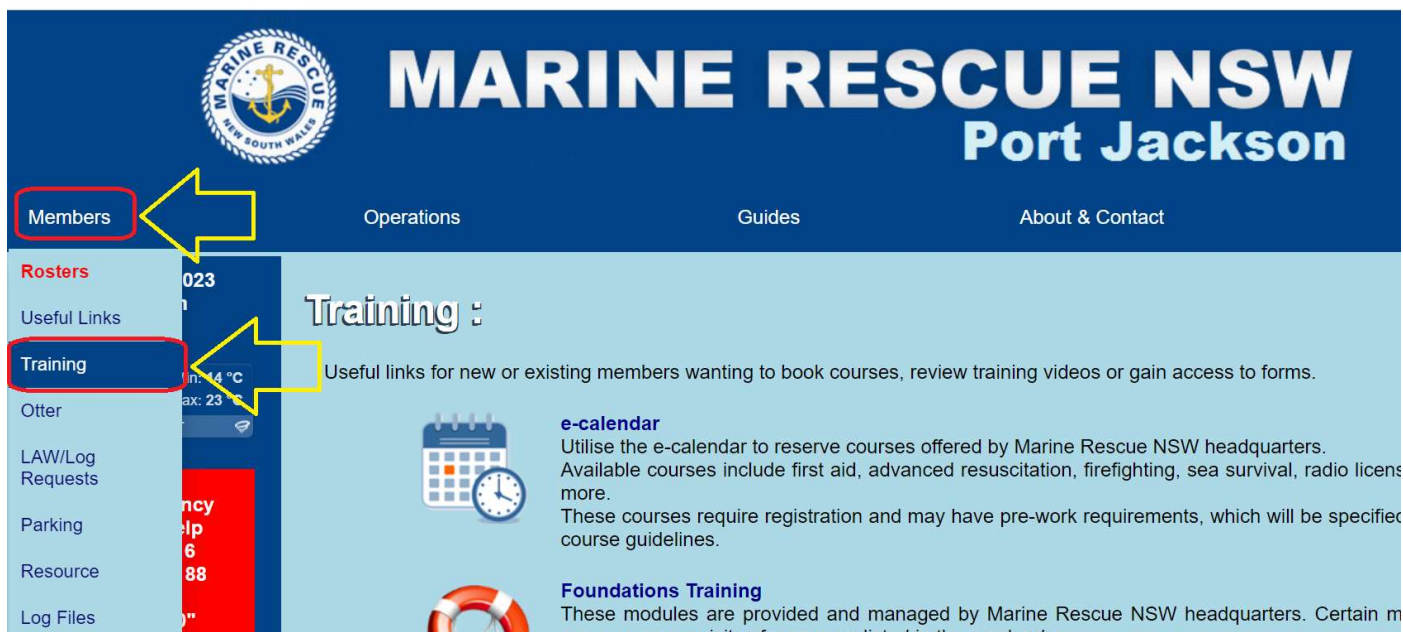
(Usually within one year)

- **Pre assessment checklist**
 - Check all the following are completed and uploaded in Otter.
 - General Boat License Test (knowledge test in LMS).
 - Radio License (SROCP).
 - First Aid and Adv. Resuscitation (current).
 - LAW completed and checked.
 - Completed skills log.
 - Cert of completion of Sea Survival and Fight Fires.
 - Boat Logbook page(s) with minimum 12 hours entered.
 - Competency Checklist performed by skipper
- **Review your progress with a skipper.**
- **Complete practice run of assessment – may be done over a few shifts.**
- **Review the [assessment paperwork](#).**
- **Book in an assessment date**
 - Marine Rescue Assessment is organized by the *Training Officer*.

Marine Rescue Port Jackson Website *a great resource!*

- Our website has lots of information for Crew, Leading Crew & Coxswain candidates
 - Great videos produced by our unit are available on [Youtube](#) and can also be accessed by the Training Link on our [website \(see first below screen shots\)](#)
 - Check the Safe Boating link [here \(see second below screen shots\)](#)





MARINE RESCUE NSW
Port Jackson

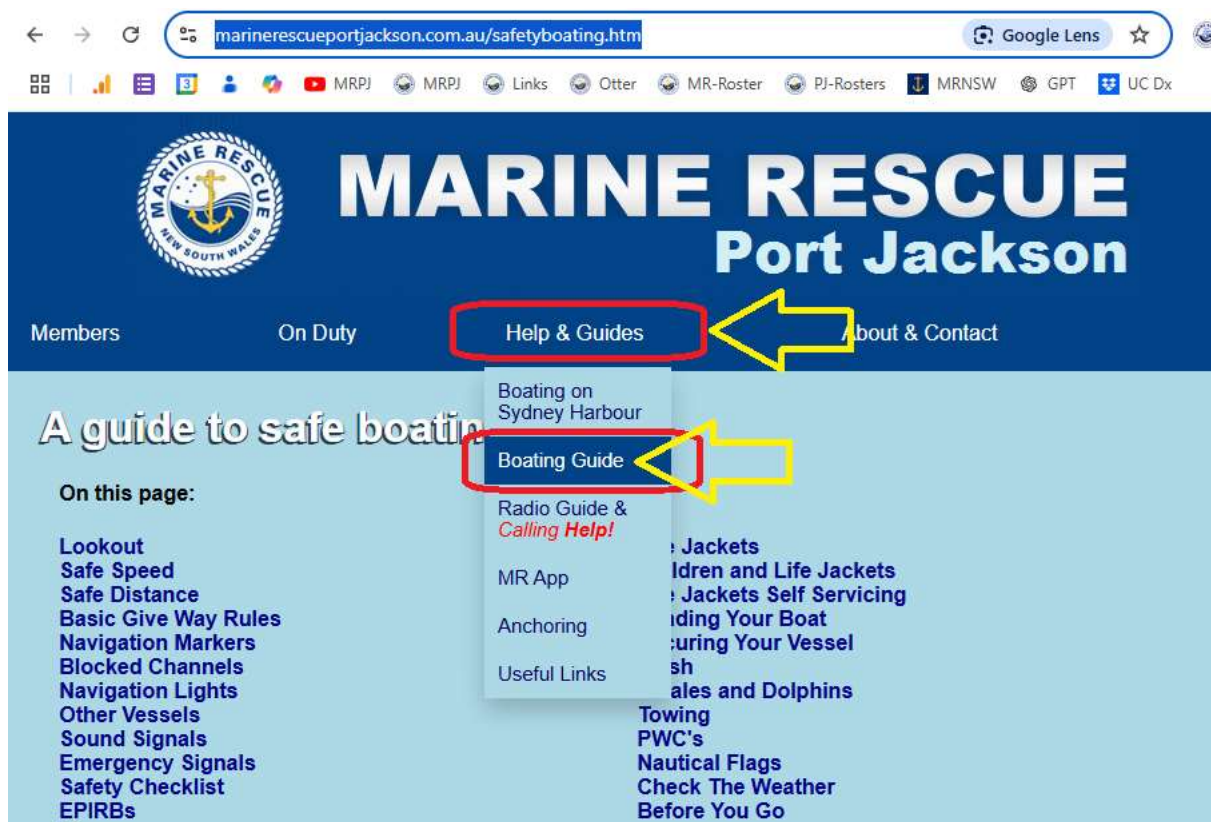
Members Operations Guides About & Contact

Training :
Useful links for new or existing members wanting to book courses, review training videos or gain access to forms.

e-calendar
Utilise the e-calendar to reserve courses offered by Marine Rescue NSW headquarters. Available courses include first aid, advanced resuscitation, firefighting, sea survival, radio licenses more. These courses require registration and may have pre-work requirements, which will be specified in course guidelines.

Foundations Training
These modules are provided and managed by Marine Rescue NSW headquarters. Certain modules serve as prerequisites for courses listed in the e-calendar.

Training link on MRPJ site gives access to videos / forms / resources directory etc



MARINE RESCUE
Port Jackson

Members On Duty Help & Guides About & Contact

A guide to safe boating

On this page:

- Lookout
- Safe Speed
- Safe Distance
- Basic Give Way Rules
- Navigation Markers
- Blocked Channels
- Navigation Lights
- Other Vessels
- Sound Signals
- Emergency Signals
- Safety Checklist
- EPIRBs

Boating Guide

- Boating on Sydney Harbour
- Radio Guide & Calling Help!
- MR App
- Anchoring
- Useful Links
- Life Jackets
- Children and Life Jackets
- Life Jackets Self Servicing
- Securing Your Boat
- Securing Your Vessel
- Sharks
- Whales and Dolphins
- Towing
- PWC's
- Nautical Flags
- Check The Weather Before You Go

link – click on 'Help & Guides' and 'Boating Guide'

Note: most answers to Crew Learner LAW are here

