

Competence 4

The ability to implement effective management techniques in the workplace

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates the ability to motivate personnel through effective communications and involving team members in decisions, and by delegation of work as appropriate	
b)	Demonstrates the ability to adapt management styles taking into account the tasks, as well as team and individual member needs	
c)	Demonstrates effective decision making for safety critical, technical and operational issues	
d)	Can recognise stress within the team and act to minimise the effects	
e)	Can recognise and manage conflict within the team	
f)	Monitors and evaluates activities to ensure resources are used effectively	
g)	Understands and appreciates different cultures in the workplace and appreciates how they can affect performance	
h)	Builds and maintains relationship with Captains/Offshore Installation Manager/Offshore Project Manager and Client	
i)	Demonstrates a full understanding of the data management and QC systems, procedures and practices in use	
j)	Demonstrates the ability to define system data quality requirements against provided specifications	
k)	Demonstrates the ability to administer the data management and QC system on an ongoing basis, including supervision/training of junior colleagues in its use	
l)	Ensures that online data is recorded inline with Client agreed scope requirement	
m)	Data is backed-up, archived and secured in compliance with Company Management procedure	
n)	Offline processes are being followed and adhered to	
o)	Create and maintain an organised system for the collection and maintenance of inspection data	
p)	Data recorded is within the correct format and in compliance with project procedures	
q)	Ensure the work scope is executed in accordance to Company and Client approved work scope	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	