



## Higher National Unit specification

### General information

**Unit title:** Marine Legislation and Leadership (SCQF level 7)

**Unit code:** HJ44 34

**Superclass:** ZS

**Publication date:** March 2017

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit introduces learners to the management of shipboard operations, personnel and resources. It examines management practices necessary to monitor and control compliance with current legislation and additional leadership and managerial skills.

It meets the requirements relevant to the engine-room resource management and application of leadership and team working skills as defined in Regulations II and III of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) and gives exemption for the HELM operational requirement for the MCA Class 4 Officer of the Watch Certificate of Competency. It is primarily aimed at learners who intend to seek sea-going employment as a Merchant Navy Engineering Officer. It may also be studied by someone with an interest in the subject area.

On successful completion of the Unit the learner will be able to:

### Outcomes

- 1 Explain the relationship between shipboard and shore management structures.
- 2 Discuss Marine Legislation and its effects on the management of shipboard operations.
- 3 Analyse leadership and management techniques applied to the marine industry.

### Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

## Higher National Unit Specification: General information (cont.)

**Unit title:** Marine Legislation and Leadership (SCQF level 7)

### Recommended entry to the Unit

Entry to this Unit is at the discretion of the centre, however as this course contains the requirements relevant to the engine-room resource management and application of leadership and team working skills as defined in Regulations II and III of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Human Element Leadership Management (HELM) operations, learners would benefit most from this Unit after completing first sea phase.

### Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

The Assessment Support Pack (ASP) for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

### Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## Higher National Unit specification: Statement of standards

**Unit title:** Marine Legislation and Leadership (SCQF level 7)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Learners should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Explain the relationship between shipboard and shore management structures.

#### Knowledge and/or skills

- ◆ Shipboard management structures
- ◆ Shore management structures
- ◆ Responsibilities of individuals

### Outcome 2

Discuss Marine Legislation and its effect on the management of shipboard operations.

#### Knowledge and/or Skills

- ◆ Safety management system (SMS) on ships
- ◆ International Safety Management (ISM) Code
- ◆ SOLAS (Safety of Life at Sea)
- ◆ MARPOL (Prevention of Pollution from ships)
- ◆ MLC (Maritime Labour Convention)
- ◆ STCW (Standards of Training, Certification and Watchkeeping for Seafarers)

### Outcome 3

Analyse leadership and management techniques applied to the marine industry

#### Knowledge and/or Skills

- ◆ Management styles
- ◆ Authority and assertiveness
- ◆ Situational awareness
- ◆ Communication
- ◆ Effects of fatigue and stress
- ◆ Judgement and decision making
- ◆ Teamwork
- ◆ Leadership in emergencies
- ◆ Cultural factors within multi-national crews

## Higher National Unit specification: Statement of standards (cont)

**Unit title:** Marine Legislation and Leadership (SCQF level 7)

### Evidence Requirements for this Unit

Written and/or oral evidence is required for Outcomes 1–3. Outcome 1 and 2 should be assessed together using a holistic closed-book assessment under supervised conditions. Outcome 3 should be an open-book unsupervised assessment and learners may have access to a computer or library for information retrieval.

#### Outcome 1

The learner is required to complete all of the Knowledge and/or Skills items in this Outcome.

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ describe shipboard management structures.
- ◆ describe shore management structures.
- ◆ explain the responsibilities of individuals with the management structure onboard and ashore, including specific legislated roles (designated person ashore, shipboard safety officer, etc).

#### Outcome 2

The assessment will sample three out of four Knowledge and/or Skills items. Learners will not have prior knowledge of which items are being assessed. The item which is not sampled must be covered in the alternative (re-sit) assessment.

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ discuss SOLAS and explain its impact on ship management.
- ◆ state MARPOL regulations and explain how they are implemented.
- ◆ discuss MLC and explain its impact on seafarers.
- ◆ explain the STCW code and its importance in improving the professionalism of seafarers.

#### Outcome 3

The learner is required to complete all of the Knowledge and/or Skills items in this Outcome.

Learners will need to provide evidence to demonstrate their Knowledge and/or skills by showing that they can:

- ◆ explain different management styles.
- ◆ discuss authority and assertiveness.
- ◆ analyse the importance of situational awareness.
- ◆ explain the importance of good communication and discuss factors which hinder this.

## Higher National Unit specification: Statement of standards (cont)

### Unit title: Marine Legislation and Leadership (SCQF level 7)

- ◆ explain the effects of stress on judgement and decision making.
- ◆ explain the effects emergency situations have on leadership and how this can be countered.
- ◆ analyse how stress effects the structure and ability of a team.
- ◆ analyse the effect of cultural factors on shipboard life and techniques for managing different cultures.
- ◆ discuss the effects of fatigue and stress and the factors that influence them.
- ◆ describe basic counselling procedure.



## Higher National Unit Support Notes

**Unit title:** Marine Legislation and Leadership (SCQF level 7)

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### Guidance on the content and context for this Unit

The content of this Unit forms part of the underpinning knowledge for the level 3 *Basic Vessel Operations* and reflects the content of the International Maritime Organisation's *Standards of Training Certification and Watchkeeping (STCW)*. The unit meets the HELM Operational level requirements for the MNTB.

### Guidance on approaches to delivery of this Unit

This unit should be delivered by a combination of active and open-ended learning activities such as research, case studies, presentations, discussions and informed debates.

As this Unit provides important marine management legislation and principles, it is recommended that the Unit be delivered towards the start of the award.

### Guidance on approaches to assessment of this Unit

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Written and/or oral evidence is required for the Knowledge and/or Skills items in Outcomes 1–3. Outcomes 1 and 2 should be assessed together using an holistic closed-book assessment under supervised conditions. It is recommended that the assessment be completed within 90 minutes.

Written and/or oral evidence for the Knowledge and/or Skills items in Outcome 3 may be provided in the form of a report under open-book unsupervised assessment to be completed during independent study.

## Higher National Unit Support Notes (cont)

**Unit title:** Marine Legislation and Leadership (SCQF level 7)

The assessment for Outcome 3 can take the form of a written assignment or critical report identifying theories, concepts and strategies in relation to leadership and management techniques. The report will analyse how best to manage particular workplace and staff requirements. The report should also outline management styles, authority and assertiveness, situational awareness and communication which may influence staff and workplace management. The brief for the assignment or report must be clearly defined, should be fully referenced and should have a word count of approximately 2,000 words. A checklist can define what is to be covered and the standards to be achieved. This will help to ensure that the assessment is valid and reliable, and the requirements of the situation defined in the brief are met.

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

There are opportunities to develop the following Core Skills:

*Communication:* Dialogue can be developed within the context of group work and role play where learners will be encouraged to express opinions and present rational arguments for and against a position.

*Communication:* Reading will be developed by learners having to comprehend complex legislation regarding management of shipboard operations and safety procedures.

*Communication:* Written can be developed within the assessment regime as learners will have to produce a well written assignment in which they clearly present information.

*Problem Solving:* Critical Thinking can be developed by having learners analyse situations that may arise in the workplace and then evaluate the necessary approaches required to resolve the situation.

*Problem Solving:* Planning and Organising can be developed by allowing learners to plan and organise their own time and research requirements for completing the assignment for Outcome 2.

*Working with Others* can be developed during group work and role playing.

## History of changes to Unit

Version	Description of change	Date

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## General information for learners

### Unit title: Marine Legislation and Leadership (SCQF level 7)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

The Unit is designed to introduce you to the Human Element and Legislation required for seafarers onboard ships.

On completion of the Unit you should be able to:

- 1 Explain the relationship between shipboard and shore management structures.
- 2 Discuss Marine Legislation and its effect on the management of shipboard operations.
- 3 Analyse leadership and management techniques applied to the marine industry.

The assessment of the Unit requires that Knowledge and/or Skills may be assessed in the following way:

#### Outcomes 1 and 2

May be assessed together using an holistic closed-book assessment under supervised conditions. The assessment will use a sampling approach to the Knowledge and/or Skills as detailed below. It is recommended that the assessment be completed within 90 minutes.

#### Outcome 3

Evidence for the Knowledge and/or Skills items in Outcome 3 may be provided in the form of a report and/or an open-book unsupervised assessment to be completed during independent study.

This unit meets the requirements relevant to the engine-room resource management and application of leadership and team working skills as set in Regulations II and III of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) and gives exemption for the HELM operational requirement for the MCA Class 4 Certificate of Competency.

You will be introduced to the management of shipboard operations, personnel and resources. By examining onboard management practices, you will gain an understanding of how to monitor and control compliance with current legislation and the leadership and managerial skills required to operate safely and effectively.

In addition, you will have the opportunity to develop a component of the Core Skill of *Communication* at SCQF level 6.