



Cooperating Assistant Supervisor SC

Practical workbook
Participant

Practical workbook Cooperating Assistant Supervisor SC – participant version

Introduction

You use this practical workbook at the company to work on your practical experience. An important part of the training for the profession Cooperating Assistant Supervisor Ship Maintenance and Conservation (SC).

The entire training consists of the following parts:

- Obtaining the mandatory certificates
- Obtaining the recommended certificates
- **Carrying out the practical assignments and gaining practical experience**
- Completing the module with a final assessment

In the overview you can see all the requirements that belong to Cooperating Assistant Supervisor SC. The indicated certificates have been adopted by the Orsima branch as standard. In individual cases, it is possible for companies to deviate from this in a substantiated manner.

You will also see what career opportunities there are within the Ship Maintenance and Conservation sector.

Cooperating Assistant Supervisor SC
Core tasks
1. Coordinating the preparation of the work 2. Coordinating the execution of the work 3. Functional leadership
Legal professional requirements
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Industrial requirements (mandatory)
VOL VCA Cursus Begeleiden (Orsima) Werken met kleine blusmiddelen
Industrial requirements (recommended)
BHV Hoge Druk Operator (HDO) Werken met een hoogwerker Cursus Verfspuiten (Orsima)
Language requirements Dutch or native language
'Listening' level 3 'Conversations' level 3 'Reading' level 3 'Writing' level 2
Language requirements English
'Listening' level 2 'Conversations' level 2 'Reading' level 2 'Writing' level 2
Growth opportunities
(Assistant) Supervisor SC (Assistant) Site Manager

**Description of the language levels:*

- 1. Is able to understand and use simple messages.*
- 2. Is able to understand frequently used expressions. Can communicate on everyday issues.*
- 3. Is able to understand key points from clear standard texts on familiar topics. Can express himself orally in most common situations. Can describe experiences, events and opinions.*
- 4. Is able to understand the main idea of a complex text. Can express himself fluently and carry on a conversation without difficulty. Can write texts, can give an opinion and can argue.*
- 5. Is able to understand long and difficult texts and can express himself fluently and spontaneously. Can use the language flexibly and effectively and can produce detailed texts.*

Get started with practice

This workbook contains practical assignments with which you can practice your skills. You carry out these assignments at your workplace.

During the training you will have the support of your practical supervisor. He will help you to make progress and you can consult him if you have any questions.

You can expect the practical supervisor to:

- Support you at all times
- Help you with making a study plan
- Answer your questions and consult with you
- Provide instruction on how to carry out practical assignments
- Assess assignments and indicate points for improvement
- Indicate when you are ready to take the final test

Each assignment you have completed must be signed off by your practical supervisor. You start with the introductory assignment.

Introductory assignment

What does the profession of Cooperating Assistant Supervisor SC look like?

In this chapter the profession of the Cooperating Assistant Supervisor SC is described.

1. Read the text about the profession carefully.

What does the Cooperating Assistant Supervisor SC do?

The Cooperating Assistant Supervisor SC is a professional who works at shipyards, but also at other locations. He works in groups on long-term projects.

The Cooperating Assistant Supervisor SC is responsible for the continuity and delivery of projects that he manages. When carrying out the projects, he ensures that this is done in accordance with the specifications, safety and work instructions of the employer and client. The Cooperating Assistant Supervisor SC can act as an applicant for work permits.

The Cooperating Assistant Supervisor SC leads a (small) group at the location of the client or employer. He has a coordinating, harmonizing and directing task and participates in the

(technical) implementation. He is responsible for the preparation, implementation and completion of the work.

The Cooperating Assistant Supervisor SC ensures the supply of sufficient material and equipment to carry out the work. He ensures that all equipment is used safely and that it is in good condition.

The Cooperating Assistant Supervisor SC understands the connection between the various parts of the work and can therefore monitor the process properly and adjust it in time if necessary. He solves problems that may arise during the execution of the work and always puts safety first.

The Cooperating Assistant Supervisor SC instructs colleagues from the own company and hired employees in the performance of the work and acts as a supervisor for young/new colleagues. He consults with the client to ensure that the safety of his employees is guaranteed.

What do you need to do the job well?

To do your job well, it is important that you:

- are able to understand and speak Dutch and English.
- have spatial insight and can calculate with weights, areas and volumes.
- obtained the 'VOL-VCA' certificate.
- have completed the 'Cursus Begeleiden' by Orsima.
- obtained the 'Werken met kleine blusmiddelen' certificate.
- are at least 18 years old.
- can bear responsibility for the activities as a work permit holder.
- can apply for a work permit.

The industry also advises you to complete the following training:

- Certificaat Bedrijfshulpverlening (BHV)
- Hoge Druk Operator (HDO)
- Werken met een Hoogwerker
- Cursus Verfspuiten (Orsima)
- Computervaardigheid

In the profession of Cooperating Assistant Supervisor SC you perform cleaning work. You also have to deal with:

- coordinating the preparation of the work
- coordinating the execution of the work
- functional leadership

When performing the work:

- always check whether all employees can work safely.
- always consider the guidelines, procedures, and safety regulations.
- you are continuously vigilant for unexpected interruptions and disturbances, and you decide when to consult with colleagues and/or supervisor and client.

Collect contact information *

2. Fill in the contact details.

Personal information

First name:

Last name:

Date of birth:

Company data

Company name:

Name of practical supervisor:

Phone number / Email address:

** This information is only used to support the execution of the module and to be able to issue a certificate as proof of passing this module.*

Create a step-by-step plan

To become an experienced Cooperating Assistant Supervisor SC you have to perform the work a number of times. This way you gain more and more work experience, and you know increasingly well what to do at what time.

Before you start work you will receive an instruction from the practical supervisor. When you have performed the work, the practical supervisor will give you feedback. This way, you will learn step by step to perform the work independently and well.

The step-by-step plan helps to consciously take learning steps. The mentor or company draws up the step-by-step plan. The practical supervisor will help you with the implementation of the step-by-step plan. You perform each practical assignment at least three times. The practical supervisor will indicate when it is sufficient.

There are a total of 7 different assignments.

Assignment 1. Inventory and order

Assignment 2. Execution plan

Assignment 3. Applying for a work permit

Assignment 4. Carry out workplace inspection

Assignment 5. Holding toolbox meeting

Assignment 6. Managing activities

Assignment 7. Communicating with employees

3. Complete the step-by-step plan part 1 together with the practical supervisor.

- Determine a week in which you will start.
- Think about how many assignments you will do in one week.
- Agree with the practical supervisor when he assesses and gives feedback

Step-by-step plan part 1 – Name:

Schedule Date/week	Assignment	Done yes/no	Assessed yes/no	Sufficient yes/no
	First time 1. Inventory and order			
	First time 2. Execution Plan			
	First time 3. Applying for a work permit			
	First time 4. Carry out workplace inspection			
	First time 5. Holding a toolbox meeting			
	First time 6. Managing activities			
	First time 7. Communicate with employees			
	Feedback/assessment moment			
Schedule Date/week	Assignment	Done yes/no	Assessed yes/no	Sufficient yes/no
	Second time 1. Inventory and order			
	First time 2. Execution plan			
	Second time 3. Applying for a work permit			
	Second time 4. Carry out workplace inspection			
	Second time 5. Hold a toolbox meeting			
	Second time 6. Managing activities			
	Second time 7. Communicate with employees			
	Feedback/assessment moment			
Schedule Date/week	Assignment	Done yes/no	Assessed yes/no	Sufficient yes/no

	Third time 1. Inventory and order			
	Third time 2. Execution plan			
	Third time 3. Applying for a work permit			
	Third time 4. Carry out workplace inspection			
	Third time 5. Hold a toolbox meeting			
	Third time 6. Managing activities			
	Third time 7. Communicate with employees			
	Feedback/assessment moment			

Also make a step-by-step plan for the mandatory certificates.

- How long does the training take?
- When can you start the training?
- How much time do you need to prepare for the exam?
- When can you take the exam?

4. Complete the step-by-step plan part 2.

Step-by-step plan part 2 – Name:			
Schedule Date/week	VOL VCA	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		
Schedule Date/week	Cursus Begeleiden (Orsima)	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		
Schedule Date/week	Werken met kleine blusmiddelen	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		

And of course you can also include one or more recommended certificates in the step-by-step plan.

- How long does the training take?
- When can you start the training?
- How much time do you need to prepare for the exam?
- When can you take the exam?

5. Complete the step-by-step plan part 3.

Step-by-step plan part 3 – Name:			
Schedule Date/week	Certificaat Bedrijfs hulpverlening (BHV)	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		
Schedule Date/week	Hoge Druk Operator (HDO)	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		
Schedule Date/week	Werken met een Hoogwerker	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		
Schedule Date/week	Cursus Verfspuiten (Orsima)	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		
Schedule Date/week	Computervaardigheid	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		

Assignment 1. Inventory and order

Description

You are assigned a project and you start working on it. You assess the work and determine the working method. You make an inventory of what material and equipment is needed. You double check the certifications of the material. You also check whether the PPE that must be

used are in order to be able to carry out the work safely. You order the right materials and tools in the right quantity according to the procedure applicable within the company and you look for alternatives if things are not available. You base your choices about materials and equipment on the information from the product information sheets or SDS Sheets or the work instruction card for hazardous substances.

Preparation

You examine the characteristics of the project to be carried out. You get the product information from the product information sheets or SDS Sheets or the Work Instruction Card for hazardous substances.

1. You determine the working method.

Check:

- √ Working method chosen
- √ Determine required resources

2. You make an inventory of the necessary materials and equipment.

Check:

- √ Available resources inventoried
- √ Determination of required additions of materials
- √ Equipment inventoried
- √ Determination required additions to equipment

Performance

You check the purchasing or ordering procedure.

1. You assess the purchasing or ordering procedure.

Check:

- √ Purchasing or ordering procedure of the company is known
- √ Data collected for order

2. You order the necessary materials.

Check:

- √ Order placed
- √ Order confirmation received
- √ Delivery time known

Completion

You receive the ordered materials and check whether the order has been executed properly.

1. You check the delivered order.

Check:

- √ Materials delivered on time
- √ Correct numbers delivered
- √ Correct products delivered

2. You process any details.

Check:

- √ Details of order registered
- √ Possible alternatives determined in case of incorrect or incomplete delivery

Assignment 2. Plan of execution

Description

You determine the working method for a project that must be carried out. You make an inventory of which people you need for the implementation. You know which materials, equipment and PPE are required for the implementation. You base your choices about the materials and equipment on the information from the product information sheets or SDS Sheets or the work instruction card for hazardous substances or on the work permit/TRA. You explain to the employees what needs to be done and which tools they can use. You also instruct the employees in the use of materials and equipment. You point out to the employees how to use the right PPE in the right way. You answer questions and check whether the employees have understood the instruction correctly.

Preparation

You prepare the project. You get the product information from the product information sheets or SDS Sheets or the Work Instruction Card for hazardous substances or from the work permit/TRA.

1. You check whether the right equipment and materials are available.

Check:

- √ Working method aligned with product data sheets or SDS Sheets
- √ PPE aligned to Product Data Sheets or SDS Sheets
- √ Tools and Materials
- √ Resources to be used have been announced to the client
- √ Personal protective equipment

2. You check whether the employees to be deployed have the right qualifications and whether there is sufficient manpower.

- √ Communication with the planning department
- √ Right manpower available
- √ Sufficient manpower available

3. You check whether the location where the project is being carried out is safe.

Check:

- √ LMRA performed
- √ Own safety
- √ Other people's safety
- √ Safety with hazardous substances (when working with hazardous substances)

Performance

You transfer the performance of the cleaning work to the employees.

1. You instruct the employees in a work start meeting.

Check:

- √ Instruction work method
- √ Equipment use instruction
- √ PPE instruction

Completion

The employees are ready to go to work.

1. You check whether the employees have understood the instruction.

Check:

- √ Every employee knows what is expected
- √ Questions from employees have been answered

Assignment 3. Applying for a work permit

Description

A work permit is required to avoid a conflict with other parties (think of hot work in combination with painting). Most clients require a work permit. If your client does not have a permit system, you do follow your client's procedures.

Preparation

You will receive a request to carry out work in a specific area/space. You look at the area/room to determine what you need in terms of (extra) PPE and/or equipment.

1. You check whether you have the correct PPE and/or equipment.

Check:

- √ Order missing PPE
- √ Rent missing equipment

2. You make the work permit.

Check:

- √ Work to be performed described
- √ Location of work indicated
- √ Safe performance of work described
- √ Stakeholders informed about work
- √ Work permit submitted to client (for approval)

Performance

You give an explanation (toolbox meeting) to the employees what the activities are and what they need for it. Later you check whether the employees execute the work as described on the work permit.

1. When changes occur, you act.

Check:

- √ You stop work
- √ You adjust the work permit if necessary
- √ You discuss with your client that changes have occurred and how to proceed

2. You check and sign the work permit with every shift.

Check:

- √ Every shift you check whether any changes have occurred
- √ You sign the work permit for each shift
- √ At the end of the shift, you sign the work permit and hand it in

Completion

You handle the completion of the work neatly.

1. You sign the work permit

Check:

- √ You check whether the work has been carried out as described
- √ You sign the work permit and report to your client that the work has been completed

2. Discuss the report with the practice supervisor

Check:

- √ Worked according to procedure
- √ Details communicated

Assignment 4. Carry out workplace inspection

Description

You carry out a workplace inspection. With a checklist you look at safety in the workplace. You check all aspects of the execution of the work. You look at the workplace and the type of work that is performed. You check order and cleanliness, first aid, means of transport and the environment. You also look at fire safety and activities that can cause additional danger. You pay attention to general safety, PPE, tools and working in confined spaces. Based on the inspection carried out, you indicate which improvements are possible and whether work can be done safely.

Preparation

You prepare the workplace inspection.

1. You request the work inspection form that is used during the inspection.

Check:

- √ Check work permit/TRA and work order

Performance

You carry out the workplace inspection and record your findings.

1. You control the room.

Check:

- √ Inspection stickers present
- √ First aid kits
- √ Fire extinguishers and escape routes
- √ Stairs and ladders

2. You inspect the workplace.

Check:

- √ Order and tidiness
- √ Lifting and transport equipment
- √ Environment
- √ Procedures known
- √ Tools
- √ General safety
- √ PPE in good condition
- √ Properly used PPE
- √ Details recorded

3. You determine which improvements are possible.

Check:

- √ Location improvements
- √ Material use improvements
- √ Equipment use improvements

Completion

You discuss the workplace inspection based on the results.

1. You communicate the results of the workplace inspection.

Check:

- √ Findings discussed
- √ Improvements discussed
- √ Connecting at employee level
- √ Check if message got through

Assignment 5. Holding a toolbox meeting

Description

A toolbox meeting is a short informal meeting with safety as the subject. You organize a toolbox meeting for the people with whom you carry out the cleaning work. You apply the principle of the 5 x V (Prepare, Simplify, Personalize, Show and Prescribe). You record the outcome of the toolbox meeting in a short report. You pay attention to what has been discussed and what agreements have been made. You also record which employees

attended the toolbox . The most important thing is that the message gets across and that it contributes to safer and healthier working conditions. You check whether everyone has understood and you are open to questions.

Preparation

You prepare the toolbox meeting.

1. You choose the safety topic that you will discuss in the toolbox meeting.

Check:

- √ Subject relates to safety
- √ Subject is relevant to the target group
- √ Employees involved in the choice of subject
- √ 5 x V - Preparation

2. You schedule the meeting

Check:

- √ Choose subject and create summary
- √ Time and place known
- √ Invite people

Performance

You hold the toolbox meeting (maximum 10 minutes including questions and comments from employees)

1. You discuss the subject according to the 5 x V principle.

Check:

- √ Simplification
- √ Personalization
- √ Show
- √ Prescribe

2. You communicate clearly.

- √ Connecting at employee level
- √ Check if message got through

Completion

Make sure employees can ask questions.

1. You offer employees space to ask questions.

Check:

- √ Questions asked by employees
- √ Questions answered

Assignment 6. Managing activities

Description

As a Cooperating Assistant Supervisor, you manage the work carried out by the team. You also participate in the execution. The activities may consist of cleaning and other tasks. You instruct the team on the work to be performed. Points of attention are always safety, proper completion and cleaning up of all waste. You give the instruction based on your knowledge of quality and you match the knowledge and skill level of the employees in the team. You check whether the work is being carried out according to instructions and make adjustments where necessary.

Preparation

You prepare the instruction tailored to the work to be performed.

1. You make an instruction for the team.

Check:

- √ Work safety
- √ Equipment and material used
- √ Points of attention in the implementation (requested quality)
- √ Instruction is in line with the knowledge level of employees

Performance

You put the team to work and check whether the work is done properly and in the right way.

1. You give the instruction.

Check:

- √ Communication is clear and specific
- √ You give an opportunity to comment
- √ You check whether the message has been understood

2. You monitor the implementation and make adjustments where necessary.

Check:

- √ Execution safely, properly and at the right pace
- √ Report quality deviations
- √ Adjusting in case of quality deviations in progress

Completion

You evaluate the work performed and discuss with the team what went well and what could be improved.

1. You evaluate the work with the team.

Check:

- √ Points of attention identified
- √ Employee response
- √ Agreements from evaluation recorded

Assignment 7. Communicating with employees

Description

As Cooperating Assistant Supervisor, you pay extra attention to setting an example when dealing with employees. You know how to deal well with diverse people to get the best out of the team. You motivate employees if necessary and support them in the performance of the work. The better you shape the way you interact with employees, the better they will perform.

Preparation

You prepare conversations with various employees.

1. You think about who you have in front of you and what you want to achieve and adjust your message accordingly.

Check:

- √ Who are you going to talk to?
- √ What do you want to achieve?
- √ How are you going to deliver the message?

Performance

You have the conversation with the employee to motivate and support him in his work.

1. You have the conversation with the employee.

Check:

- √ Communication is clear and specific
- √ You give an opportunity to comment
- √ You check whether the message has been understood

2. You are an example to the team.

Check:

- √ You show good manners
- √ You communicate in a professional manner
- √ You show understanding for the employee's point of view

Completion

You reflect on the conversation that has taken place.

1. You reflect on the conversation.

Check:

- √ How did the message get across?
- √ Did you reach the goal?
- √ How is the employee doing?

Final assessment Cooperating Assistant Supervisor SC

The last step to complete the practical skills is taking the final test.

In this test you show that you are capable of working in practice as a Cooperating Assistant Supervisor SC.

You will discuss with your practical supervisor when you can take the final test.

On the day of the final test you will receive an assignment from the practical supervisor that you will carry out.

The practical supervisor and sometimes another assessor look at how you do this. They will assess your work on the following points:

Core task 1: Coordinating the preparation of the work			
1.1 Inventory, plan and determine the technical approach	I	G	N
Ensures the supply of the correct resources and calculates the correct quantity of the material, tools and equipment. <ul style="list-style-type: none"> Knows the possible uses of materials and resources Determines the resources and people required for implementation Sets clear goals and priorities 			
Coordinates planning with the team <ul style="list-style-type: none"> Makes work appointments with colleagues Gets the message across briefly and clearly Contributes to a positive work atmosphere 			
1.2 Preparing installation equipment and connecting tools	I	G	N
Ensures the availability of the necessary equipment <ul style="list-style-type: none"> Works according to safety procedures regulations and work instructions Handles materials and resources efficiently Works accurately 			
Checks the security of the location <ul style="list-style-type: none"> Identifies and reports an unsafe situation Clearly indicates what is possible and what is not possible Holds colleagues accountable 			
Core task 2: Coordinating the execution of the work			
2.1 Guiding the work to be performed	I	G	N
Lets the work be done optimally <ul style="list-style-type: none"> Limits nuisance as a result of the work to a minimum Checks the progress and results of the work process Ensures correct use of the correct PPE 			
Ensures that sufficient materials and equipment are available during the work <ul style="list-style-type: none"> Interprets the information correctly Works cost-consciously Gathers the right materials, tools and resources 			
2.2 Disposal of (hazardous) substances	I	G	N
Ensures that the residues are disposed of, in accordance with regulations <ul style="list-style-type: none"> Disposes of waste/residual material in accordance with regulations 			

<ul style="list-style-type: none"> Addresses others about unsafe and/or non-environmentally conscious behaviour Makes suggestions for non-environmentally conscious actions 			
2.3 Completion of work	I	G	N
<p>Ensures that the materials and tools used are cleaned up</p> <ul style="list-style-type: none"> Checks the work of others during and after the performance Focuses on the team's results Takes into account differences between people and their way of working 			
2.4 Minor maintenance and remedying (minor) faults	I	G	N
<p>Provides instructions for rectifying minor faults</p> <ul style="list-style-type: none"> Signals deviations in equipment Consults the manual Initiates ad hoc maintenance 			
<p>Reports malfunctions and necessary technical maintenance</p> <ul style="list-style-type: none"> Checks the safety devices on the equipment Plans easy minor maintenance Considers the consequences actions may have on others outside the team 			
Core task 3: Functional leadership			
3.1 Provides instruction and guidance	I	G	N
<p>Instructs employees about the work to be performed</p> <ul style="list-style-type: none"> Defines assignments for employees Involves employees in the organization of the work process Transfers professional expertise in an understandable manner 			
<p>Supports employees at work</p> <ul style="list-style-type: none"> Clearly states what is expected of employees Takes into account the qualities of employees when distributing the work Creates working conditions with optimally functioning employees 			
3.2 Checks and resolves issues	I	G	N
<p>Checks the work of employees</p> <ul style="list-style-type: none"> Monitors the progress of the work and sets priorities Holds employees accountable for their responsibility Takes differences between employees into account when dealing with them 			
<p>Provides feedback on the outcome of checks</p> <ul style="list-style-type: none"> Gives colleagues the space to ask questions and checks whether colleagues understand the explanation. Discusses problems and looks for solutions Shows motivation 			
<p>I: Insufficient G: Good N: Not observed</p>			
Total assessment final test: Pass / Fail*			

