



Micro credential- Dive Coordinator Version July 2022

1.1 Introduction

This course allows the student to develop knowledge and skills to properly undertake the role of dive coordinator. It will discuss the roles and responsibilities of the dive coordinator, including the preparation of dive proposals and safety plans, dive planning and recording, the resourcing of divers and surface support, onsite hazard assessment, pre-dive briefings.

Note: A dive coordinator must be authorised by their DCB, and will only be able to coordinate activities at or below their own level of experience.

1.2 Who may Teach

An institutions DSO or authorized instructor.

1.3 Student to Instructor Ratio

1.3.1 Academic

Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter.

1.3.2 Confined Water

A maximum of 6 students per active instructor

1.3.3 Open Water

If open water scenarios are utilised, a maximum of 4 students per instructor; it is the instructor's discretion to reduce this number as conditions dictate.

The total number of students an instructor may have in the water is 8 with the assistance of 2 active assistant instructors or divemasters.

1.4 Student Prerequisites

Scientific Diver certification and current valid medical clearance. Minimum 20 hours scientific diving experience.

1.5 Course Structure and Duration

1.5.1 Academic Execution

Theory and classroom work



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1.5.2 Open water execution

Coordinate two open water dives.

1.6 Administrative Requirements

Ensure that the students have the required equipment. Medical clearance, and complete the necessary performance requirements. Communicate the schedule to the students.

1.7 Training Material and Equipment

As required to complete the theory and practical requirements

1.8 Course Content

As required to complete the theory and practical requirements.

1.9 Elements of Competency and Performance Criteria

1.9.1 Theory and Knowledge Review

Element of Competency	Performance criteria
Describe the role and responsibilities of the dive coordinator	<ul style="list-style-type: none"> a) Explain the fundamental difference between the role of the dive coordinator and that of the dive team members b) List the primary responsibilities of the dive coordinator c) Identify common problems and outline possible solutions in making the transition from being a dive team member to a newly-certified dive coordinator
Describe the regulatory frameworks for occupational diving within Australia and New Zealand	<ul style="list-style-type: none"> a) List the authorities and regulators relevant to diving b) Describe the relationship between the various authorities and regulators that are directly applicable to diving
Abide by legal requirements in all activities associated with working as a scientific dive coordinator	<ul style="list-style-type: none"> a) Demonstrate awareness of relevant legal obligations in all dealings with people both internal and external to the diving organization b) Follow organizational policies and procedures and demonstrate an awareness of employment issues in relation to selection of dive team members, disciplinary procedures and handling grievances c) Ensure all members of the team involved in a dive operation strictly adhere to legal requirements
Responding to diving emergencies	<ul style="list-style-type: none"> a) Be able to recognize and manage diving incidents, illnesses and medical emergencies



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Understanding of risk assessment, including hazard identification, controls and mitigation	<ul style="list-style-type: none"> a) Understanding the institutional requirements for the documentation related to dive planning. e.g. Dive Plan, Risk Assessment and mitigation, Dive records b) Requirements for reporting of incidents to institutions and regulatory authorities
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1.9.2 Practical Evaluation

Element of Competency	Performance criteria
Dive Planning	a) Produce the required documentation for a scientific diving operation e.g. dive plan, risk assessment, post dive records as required by the DCB
Dive Coordination	b) Coordinate a scientific diving operation, including briefings (pre and post), on-site risk assessment, dive records. (At least 2)
Emergency Management	c) Initiate and manage the response for a simulated diving incident

1.9 Dive Coordinator Diver Authorisation

Once a diver has completed all the requirements in Section 1.9 they may be authorised by their institution to act as dive coordinator for a period of 12 months, approved by the DCB through the DSO. Submission of documents and participation in aptitude examinations does not automatically result in authorization. To be authorized, the applicant must demonstrate to the DCB, through the DSO, that they are sufficiently skilled and proficient in the diving tasks being undertaken and possess the necessary judgement for their safety and/or that of the dive team. Dive Coordinator Authorisation is only active when required certifications are in place and current.

2.0 Maintenance of Currency

Initial authorisation to act as a Dive Coordinator is for a period of 12 months. After every subsequent 12 months, the diver must demonstrate on-going understanding of the Elements of Competency as listed in 1.9.1. The DCB must determine a suitable method of assessing this knowledge. In most cases, this will be done with a written test.



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