

2021/22 Training Plan for Boat Crew

The procedures and timing of training will be flexible to take into account different abilities and needs.

Training Objectives

To produce competent skippers who can demonstrate:

- Understanding of aims and objectives of BMK Waterway Trust
- Good helming skills
- Knowledge of route/trips
- Good communication skills with volunteers, guests and the public
- Good working knowledge of Electra and her systems
- Ability to run a friendly, smooth and timely trip
- Ability to handle emergency situations

To produce competent cabin hosts who can demonstrate:

- Understanding and objectives of BMK Waterway Trust
- Ability to use all the galley equipment and systems, including EPOS, IT and serving alcohol
- Ability to provide catering options
- To communicate with guests in a clear, friendly and respectful manner
- Knowledge of route and trip details
- Good working knowledge of Electra and her systems
- Basic helming skills
- Ability to handle emergency situations, including First Aid

Initial Meetings for all

- Applications and 1st interview with volunteer lead; if suitable passed on to DT
- 2nd interview over Zoom by DT with completion of Skills Profile. Medical form sent out; to be completed and returned
- Informal evening meeting, on Electra in groups of 4 with cruise to Linford Wharf. Opportunity provided to helm under supervision. Final decision to join training programme by candidate, DT & CT
- Inform Volunteer, Skipper and Cabin Host leads

Crew Training

COVID training (for all)

- COVID safety (self-study PDF) sent out; questionnaire completed and returned

Skippers

A) Certificate in Community Boat Management training (CCBM)

- ½ day familiarisation on New Moon at Nether Heyford, in groups of 4. Volunteers to demonstrate current skills/knowledge and ability to learn new skills. To cover mooring up and casting off, making way, winding and emergency stop
- 1 hour Zoom session covering introduction to the organisation and the CCBM scheme
- 6 theory sessions of typically 1 ½ hours each delivered over Zoom; with coursework and a formative assessment, to cover the following CCBM units
 - Preparation and taking over a boat
 - Health and safety and environment management
 - Group arrangements
 - Boat handling theory
- Helming practice on volunteer's narrowboats and Electra, until fairly competent. Individual guidance will be provided and the hours will be logged
- 1 day (or 2 days if necessary) of practical training and assessment on NB New Moon. To cover units 5 and 6 of the CCBM scheme (Practical Boat Handling) and demonstrate knowledge gained in earlier units. The day finishes with a summative theory test and completion of CCBM documentation

B) Electra Training

- 1 day practical on Electra in groups of 2. To cover:
 - Opening up and closing down procedures, including cables, use of lift and ramp and manifest
 - Emergency safety procedures
 - Boat handling, to include mooring in layby and the marina berth
 - Effective communication
- Zoom alcohol training for 1 hour followed by a questionnaire
- Extra sessions for those who need more practice on Electra

Cabin Hosts

- 2 theory sessions of typically 1 ½ hours each, delivered over Zoom. To cover:
 - Introduction to the organisation, boat operations and safety procedures
 - Alcohol training and guest management
- 1 day practical First Aid training delivered by external provider
- Level 2 Food Safety and Hygiene for catering; delivered online to suit own pace of learning, typically a total of 3 hours
- 1 day practical on Electra in groups of 4 to include:
 - Opening up and closing down procedures, including cables, use of lift and ramp and manifest
 - Emergency safety procedures
 - Galley services, to include food preparation equipment, IT and EPOS
 - Simple helming skills
 - Communications and guest management

Mandatory Annual Refresher Training:

This needs to be completed by all crew before they can be rostered

To be delivered prior to the beginning of a new cruising season.

To cover:

- 1 Zoom session to cover any updates or changes in operational procedures and the cruising calendar for the coming year
- 1 Zoom session to cover alcohol training for skippers and refresher for cabin hosts
- ½ day practical training on Electra in groups of 4, to cover emergency procedures (MOB and emergency evacuation). Skippers to also touch base with boat manoeuvres (mooring in layby and marina). Cabin Hosts to also touch base with galley skills (to include EPOS).

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