



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

**HT-400-3:2013
SCUBA DIVE OPERATION
LEVEL 3**



JPK

**JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA, MALAYSIA**

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STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)

FOR;

SCUBA DIVE OPERATION LEVEL 3

1. INTRODUCTION

SCUBA Dive operation is a function and roles of responsibility for the business services in diving activities of tourism and hospitality industry. This is the review NOSS for SCUBA diving under recreational and diving of Tourism & Hospitality. The competencies of this job area will enhancing the candidate perform the areas of expositions and also individual/enhancement in managing, strategizing, planning and monitoring the service of diving activities.

Scuba diving simply means going through a session of underwater swimming and diving deep under the waters using scuba set.

Scuba dive operation is the recreational diving business to implement and continuously improve the control measures necessary for the safe conduct of their undertaking. The dive operation specifically address the personnel, procedural requirements, associated activities and managing of the environmental risk and threats procedures for best client's interest for all aspects of diving operations, dive systems and associated dive centre, ensuring adherence and compliance to relevant legislation and guidelines at all times.

This NOSS document shows the structured career path of Scuba dive operation (Level 3) personnel. It provides a set of activities that enables a person who aspires to achieve competency in this particular occupation, ultimately enhancing him/her on a career in the recreational SCUBA dive operation industry.

Standard practice and standard content are part of this NOSS documentation. The job areas are based on the Occupational Area Analysis (OAA). This document covers the competency standard of scuba dive operation Level 3 that is currently gaining priority in a highly competitive employment environment where individuals are constantly required to project a positive professional and guiding personal impression.

In support of the government initiatives for a more sophisticated, ethical and credible personnel in line with the government's requirement model of "*Fascinating World*" (the ultimate individual who possesses the ideal characteristics and traits needed to cultivate and contribute to a competent workforce in underwater excursion) towards making Malaysia a society of impeccable values and substance.

Nature of Work

The work of the scuba dive operation personnel L3 revolves around field of scuba diving. This training occupation includes the integration of knowledge and skills, which involves logistic maintenance, diver reception handling, safety briefing, scuba dive excursion and post diving activities.

Pre-requisite

The minimum entry qualifications are those with interest to work in the area as mentioned above. The candidate must be able to read, write and possess analytical skill and desirous to advance in the field of scuba diving. Besides, the candidate also must:

- Certified as a Advanced open water diver and rescue diver
- 18 years old
- 40 Logged dives
- Completed EFR Training within 24 months
- Medically evaluated and cleared for diving by a physician within 12 months

Certification requirements

Dive master must meet course performance requirements and:-

- Complete knowledge development segments
- Knowledge reviews in dive master manual and the dive master final exam
- Create an emergency assistance plan for a designated dive site
- Complete stamina and water skills exercises
- Complete a diver rescue assessment
- Complete the dive skills
- Complete practical application skills
- Complete an internship or practical assessment

At time of certification, verified diver has:

- Logged at least 60 scuba dive including experience in night diving, deep diving and underwater navigation
- Completed EFR training within 24 months
- Read and agreed to membership and license agreement

2. EXISTING OCCUPATIONAL STRUCTURE

Sector	Hospitality & Tourism <i>(Hospitaliti & Pelancongan)</i>	
Sub-sector	Recreation <i>(Rekreasi)</i>	
Area	Recreational Scuba Diving <i>(Penyelaman Skuba Rekreasi)</i>	
	Skill Services <i>(Perkhidmatan Kemahiran)</i>	Skill Development <i>(Pembangunan Kemahiran)</i>
L5	U-010-5 Recreational SCUBA Dive Operations Manager <i>(Pengurus Operasi Selam Skuba Rekreasi)</i> (22-04-99)	U-020-5 Recreational SCUBA Diving Instructor Trainer <i>(Pengajar Jurulatih Selam Skuba Rekreasi)</i> (22-04-99)
L4	U-010-4 Recreational SCUBA Dive Operations Executive <i>(Eksekutif Operasi Selam Skuba Rekreasi)</i> (22-04-99)	U-020-4 Recreational SCUBA Diving Instructor <i>(Jurulatih Selam Skuba Rekreasi)</i> (22-04-99)
L3	HT-400-3 Recreational SCUBA Dive Guide <i>(Pemandu Selam Skuba Rekreasi)</i> (22-04-99)	U-020-3 Recreational SCUBA Dive Master <i>(Ketua Selam Skuba Rekreasi)</i> (22-04-99)
L2	No Level <i>(Tiada Tahap)</i>	
L1	No Level <i>(Tiada Tahap)</i>	

Figure 1.1 Existing Occupational Framework Matrix for Recreation – Sub-sector of Hospitality & Tourism in Malaysia

PROPOSED OCCUPATIONAL STRUCTURE (OAA)

Sector	Hospitality & Tourism <i>(Hospitaliti & Pelancongan)</i>	
Sub-sector	Recreation <i>(Rekreasi)</i>	
Area	Recreational Scuba Diving <i>(Penyelaman Skuba Rekreasi)</i>	
	Skill Services <i>(Perkhidmatan Kemahiran)</i>	Skill Development <i>(Pembangunan Kemahiran)</i>
L5	SCUBA DIVE OPERATION MANAGEMENT	
L4	SCUBA DIVE OPERATION MANAGEMENT	
L3	SCUBA DIVE OPERATION	
L2	No Level <i>(Tiada Tahap)</i>	
L1	No Level <i>(Tiada Tahap)</i>	

Figure 1.2 Proposed Occupational Framework Matrix for Recreation – Sub-sector of Hospitality & Tourism in Malaysia

3. DEFINATION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is the ISA guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate: Level 1	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate: Level 2	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and require individual responsibility and autonomy.
Malaysia Skills Certificate: Level 3	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma: Level 4	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma: Level 5	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates, after being assessed and verified as having fulfilled the Malaysian Skills Certification requirements, shall be awarded with *Sijil Kemahiran Malaysia* (SKM) for Level 3.

This NOSS outlines competency unit and competency profile in the Scuba Dive Operation working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the competency unit and competency profile outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of competency unit and competency profile must be conducted. The training & assessment of a hairdressing practitioner must be deployed in accordance with *JPK* policy and in adherence to the Code of Recreational Scuba Dive Operation in tourism and hospitality in rigorous process and standard.

5. JOB COMPETENCIES

The Scuba Dive Operation (L3) is competent in performing the following core competencies:-

- Scuba Dive Logistic Maintenance
- Diver Reception Handling
- Scuba Dive Safety Briefing
- Scuba Dive Excursion
- Post Diving Activities
- Diving Activity Support

Optionally, the Scuba Dive Operation (Level 3) personnel are competent in performing the following elective competency:-

- Emergency First Response Instructor Training
- Discover Scuba Diving Leadership

6. WORKING CONDITIONS

Generally, scuba dive operation L3 trained under this training program is eligible to be employed in the hospitality and tourism sector. The work environment of scuba dive operation level 3 requires good skills of knowledge development, water skills and practical application.

7. EMPLOYMENT PROSPECTS

The increased awareness of the need to manage dive operation to have a better personal, professional and social life, the demand of scuba dive operation is increasing. Individuals can have the following benefits by creating a positive profession.

As Malaysia had identified in the Tenth Malaysian Plan, the existence of dive operation profession will increase employment prospect and also an involvement in the Malaysian Tourism industry will be an important enabler for Malaysia to position itself at the international level. Employment growth in the dive operation is significant and is in current demand. The recreational scuba dive operation industry is growing rapidly in Malaysia and there is an acute shortage of well-trained personnel in this area.

- The Diving Contractor must appoint, in writing, a fully competent diving supervisor for every diving operation'
- Every diving operation must be risk assessed for the form of diving to be undertaken, for the environmental conditions and for the task to be undertaken
- Every diver employed in a diving operation must be competent to undertake the tasks and must comply with the conditions of diving at work
- Decompression must be planned in accordance with an accepted decompression table
- Divers must have a valid certificate of medical fitness issued by necessary levels of experience and competency of scuba divers and scuba instructors
- Safety practices and requirements for recreational scuba diving service providers appropriate to the different diving levels
- Plan and execute emergency procedures appropriate for the diving environment and activities
- Planning and implementation of safe diving practices by identifying hazards, limitations and responsibilities of each member of the dive team through to administrative levels of management for all aspects of diving.

Other related occupation with respect to employment opportunities are:

- Commercial dive guide
- Professional dive guide
- Recreational park administrator

Other related industries with respect to employment opportunities are:

- Education
- Training Centres
- Facilitators
- Tourism

8. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, QUALIFICATIONS AND ADVANCEMENTS

As for career advancement, most competent Scuba Dive Operation L3 learns their competency on the job. They usually begin as qualified divers and gradually learn their new skills as they gain experience for career advancement.

9. SOURCES OF ADDITIONAL INFORMATION

- Professional Association of Diving Instructor (PADI)
PADI Asia Pacific
Unit 3, 4 Skyline PI,
French Forest NSW 2086,
Sydney Australia
Tel: +612-9454 2888
Fax: +612-9454 2999
Website : www.padi.com
- National Association of Underwater Instructors (NAUI)
PO.BOX 89789
Tampa, FL 33689-0413
USA
Tel : 813-628-6284 / 800-553-6284
Fax : 813-628-8253
Website: www.naui.org
- Malaysia Scuba Diving Association (MSDA)
No.43-1, Jalan 2A/27A
Wangsa Maju, Seksyen 1
53300 Kuala Lumpur
Tel : 603-4149 2828
Fax : 603-4149 9036
Website: www.msda.my

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

This standard has been checked by the Standard Technical Evaluation Committee (STEC). Panel members of STEC are listed below:

- En Shamsul Azman Bin Sulaiman – Flora Bay Divers
- En Diki Zulkarnain Bin Md. Sahrom – Aqua Trade Sdn Bhd

**11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP),
COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND
CURRICULUM OF COMPETENCY UNIT (CoCU)**

SCUBA DIVE OPERATION LEVEL 3

PANEL EXPERTS		
1.	En. Khairuzley Bin Abd Samad	Scuba Instructor Blue Bubbles Scuba
2.	En Hafiz Haekal Bin Mohd	Scuba Master Instructor Bernoe Global Sipadan Backpackers & Dive Center
3.	En. Muhammad Faizal Bin Dewan	Scuba Dive Master Blue Bubbles Scuba
4.	En. Mohd Azhar Bin Mohd Sari	Master Scuba Diver Trainer Sipadan Borneo.Com
5.	En. Zolkefli Bin Jamaludin	Dive Operator Discovery Arcade Sdn Bhd Selangor (Operation Center-Tenggol Island Dungun Terengganu)
6.	En. Leslie Attenborough	Director Ocean Diving System Subang Jaya Selangor
7.	En. Nor Xyman Bakri	Dive Operator Azmi Dive Centre Pulau Tioman Pahang
8.	En Suhaimi Bin Ibrahim	Dive Operator Fauna Reef Diver Pulau Perhentian Terengganu
FACILITATORS		
1.	Pn. Eliza Binti Ramly	
2.	En. Basharudin bin Mohamed	
3.	Pn. Noor Hashimah Binti Khalid	

COMPETENCY PROFILE CHART (CPC)

SECTOR	HOSPITALITY & TOURISM		
SUB-SECTOR	RECREATION		
JOB AREA	SCUBA DIVING OPERATION		
JOB LEVEL	THREE (3)	JOB AREA CODE	HT-400-3:2013



COMPETENCY PROFILE (CP)

Sub-Sector	RECREATION			
Job Area	SCUBA DIVE OPERATION			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Scuba Dive Logistic Maintenance	HT-400-3:2013-C01	<p>The CU title describes the competency in scuba dive logistic maintenance.</p> <p>He or she is the person who is involved in maintaining and servicing scuba dive equipment. He or she is also the person to ensure proper record in equipment movement.</p> <p>The person who is competent in this CU shall be able to identify scuba dive logistic maintenance requirement, prepare scuba dive equipment maintenance schedule, maintain scuba dive equipment, carry out dive centre housekeeping, prepare boat for diving and report scuba dive logistic maintenance to superior.</p> <p>The outcome of this competency is to ensure that all scuba dive equipment and dive centre area is well maintained.</p>	1. Identify scuba dive logistic maintenance requirement	<p>1.1 Scuba dive logistic maintenance scope of works determined according to company requirement</p> <p>1.2 Scuba dive equipment standard determined according to industrial standards</p> <p>1.3 Scuba dive equipment safety requirement determined according to industrial standards</p> <p>1.4 Scuba dive equipment maintenance period determined according to manufacturer and industrial standards</p> <p>1.5 Regulatory bodies rules and regulation related to scuba dive logistic maintenance determined</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.6 Regulator functioning checked according to manufacturer specification 3.7 Dive computer functioning checked according to manufacturer specification 3.8 Fin condition checked according to manufacturer specification 3.9 Wet suit condition checked according to manufacturer specification 3.10 Snorkel condition checked according to manufacturer specification 3.11 Scuba tank condition checked according to manufacturer specification 3.12 Scuba tank refilled according to manufacturer specification 3.13 Scuba regulator serviced according to manufacturer specification 3.14 Breathing air compressor serviced according to manufacturer specification 3.15 Scuba tank servicing arranged according to manufacturer specification

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out dive centre housekeeping</p> <p>5. Prepare boat for diving</p>	<p>4.1 Dive centre area determined</p> <p>4.2 Dive centre area cleaning tools, equipment and materials selected according to cleaning requirement</p> <p>4.3 Proper housekeeping for dive centre area maintained according to SOP</p> <p>5.1 Dive boat tidiness confirmed according to SOP</p> <p>5.2 Dive boat safety equipment conditions checked according to SOP</p> <p>5.3 Dive boat light conditions checked according to SOP</p> <p>5.4 Dive boat compass checked according to SOP</p> <p>5.5 First aid kits condition checked according to SOP</p> <p>5.6 Dive boat communication functioning checked according to SOP</p> <p>5.7 Emergency oxygen resuscitator tank checked according to SOP</p> <p>5.8 Dive boat fire extinguisher checked according to SOP</p> <p>5.9 Regulatory bodies rules and regulation related to dive boat complied</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Report scuba dive logistic maintenance to superior	6.1 Scuba dive logistic maintenance reporting format determined 6.2 Scuba dive logistic maintenance reporting contents determined 6.3 Scuba dive logistic maintenance report prepared
2 Diver Reception Handling	HT-400-3:2013-C2	<p>The CU title describes the competency in diver reception handling.</p> <p>He or she is the person who is providing broad planning that applies to the overall logistic, emergency planning and preparation for diver.</p> <p>The person who is competent in this CU shall be able to determine diver reception handling requirement, carry out diver registration, prepare diving activity schedule, collate diver safety standard forms, carry out diver equipment fitting and report diver reception handling activity to superior.</p> <p>The outcome of this competency is to ensure that all divers are satisfied with excellence services provided in accordance with company standard</p>	<p>1. Determine diver reception handling requirement</p> <p>2. Carry out diver registration</p> <p>3. Prepare diving activity schedule</p>	<p>1.1 Diver reception handling scope of work identified according to SOP</p> <p>1.2 Diver reception handling standard identified according to SOP</p> <p>1.3 Diver reception handling period identified according to standard safe diving practise</p> <p>2.1 Greeting protocol applied</p> <p>2.2 Diver health condition identified</p> <p>2.3 Diver certification diving identified</p> <p>2.4 Diver dive log identified</p> <p>2.5 Diving plan proposed</p> <p>3.1 Weather condition evaluated</p> <p>3.2 Water movement evaluated</p> <p>3.3 Diver information and feedback assessed</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>operating procedure. The personnel who will be competent in this competency must in prior have the following competencies:</p> <ul style="list-style-type: none"> i. Not applicable 	<ul style="list-style-type: none"> 4. Collate diver safety standard forms 5. Carry out diver equipment fitting 6. Report diver reception handling activity to superior 	<ul style="list-style-type: none"> 3.4 Schedule format and contents confirmed 3.5 Diving activities schedule presented 4.1 Types of diver safety standard forms identified 4.2 Completeness of diver safety standard forms checked 4.3 Diver safety standard forms filed 5.1 Types of diver equipment identified 5.2 Diver equipment functionality checked 5.3 Equipment for discover scuba diver fitted 5.4 Suitability of diver equipment monitored 5.5 Diver equipment verified using equipment checklist 6.1 Diver reception handling reporting format determined 6.2 Diver reception handling reporting content determined 6.3 Diver reception handling report prepared

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Scuba Dive Safety Briefing	HT-400-3:2013-C03	<p>The CU title describes the competency in scuba dive safety briefing.</p> <p>He or she is the person who responsible in conducting and preparing scuba dive safety briefing.</p> <p>The person who is competent in this CU shall be able to identify scuba dive safety briefing requirement, brief diver before diving, conduct safety briefing, conduct emergency plan briefing and report scuba dive safety briefing to superior.</p> <p>The outcome of this competency is to ensure that all divers are understood on safety and emergency procedure & technique before every dive. Also to ensure all divers responsible for their own actions.</p> <p>The personnel who are to be competent in this competency must in prior have the following competencies:</p> <p>i. Not applicable</p>	<p>1. Identify scuba dive safety briefing requirement</p> <p>2. Brief diver before diving</p> <p>3. Conduct safety briefing</p>	<p>1.1 Scuba dive objective determined</p> <p>1.2 Scuba dive safety briefing perimeter determined</p> <p>1.3 Scuba dive safety briefing standard determined</p> <p>2.1 Greeting protocol applied according to company SOP</p> <p>2.2 Dive site condition explained according to standard dive practice</p> <p>2.3 Checkout dive for dive site familiarity conducted according to diver level and record</p> <p>3.1 Safe diving practices and procedures reviewed</p> <p>3.2 Dive site location confirmed</p> <p>3.3 Role of divemaster reviewed</p> <p>3.4 Entry and exit techniques reviewed</p> <p>3.5 Hand signals reviewed</p> <p>3.6 Buddy team assigned</p> <p>3.7 Underwater environmental awareness disseminated</p> <p>3.8 Bottom time and depth limit applied</p> <p>3.9 Scuba review for diver who not dive more than 1 year conducted</p> <p>3.10 Buddy check conducted</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Conduct emergency plan briefing</p> <p>5. Report scuba dive safety briefing to superior</p>	<p>4.1 Common underwater emergency situation in diving reviewed</p> <p>4.2 Emergency oxygen resuscitator located</p> <p>4.3 Emergency first aid kits located</p> <p>4.4 Underwater emergency recall procedure reviewed</p> <p>5.1 Scuba dive safety briefing reporting format determined</p> <p>5.2 Scuba dive safety briefing reporting content determined</p> <p>5.3 Scuba dive safety briefing report prepared</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4 Scuba Dive Excursion	HT-400-3:2013-C04	<p>The CU title describes the competency in scuba dive excursion.</p> <p>He or she is the person who is leading the underwater excursion.</p> <p>The person who is competent in this CU shall be able to determine scuba dive excursion requirement, arrange diver to boat and dive location, arrange diver to water entry, lead scuba dive excursion, supervise safety stop at the end of dive, arrange diver enter the boat and report scuba dive excursion to superior.</p> <p>The outcome of this competency is to ensure the diver would experience and enjoy the wonderful underwater excursion.</p> <p>The personnel who are to be competent in this competency must in prior have the following competencies:</p> <p>i. Not applicable</p>	<ol style="list-style-type: none"> 1. Determine scuba dive excursion requirement 2. Arrange diver to boat and dive location 3. Arrange diver to water entry 4. Lead scuba dive excursion 	<ol style="list-style-type: none"> 1.1 Dive sites, hazard, point of interest and dive site condition identified 1.2 Depth / bottom time identified according to safe diving practices 1.3 Water entry / exit technique identified according to safe diving practices 2.1 Number of diver confirmed 2.2 Equipment completeness checked 2.3 Procedure of boat boarding identified 2.4 Diver boarding coordinated 2.5 Dive location confirmed 3.1 Diver prepared for water entry 3.2 Diver coordinated to enter the water 3.3 Diver safety at water surface checked 3.4 Diver signalled to descent 3.5 Every diver descent confirmed 4.1 Diver head count in-water conducted 4.2 Underwater excursion conducted 4.3 Hand signal applied 4.4 Depth gauge and air pressure monitored

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Supervise safety stop at the end of dive</p> <p>6. Arrange diver enter the boat</p> <p>7. Report scuba dive excursion to superior</p>	<p>5.1 3 minute safety stop at 5 meter signalled</p> <p>5.2 Diver at 5 meter depth from the surface confirmed</p> <p>5.3 3 minute safety stop conducted</p> <p>5.4 Diver to ascent signalled</p> <p>6.1 Technique of entering the boat identified</p> <p>6.2 Diver coordinated to enter the boat</p> <p>6.3 Diver head count in the boat checked</p> <p>6.4 Boat departure confirmed</p> <p>7.1 Scuba dive excursion reporting format determined</p> <p>7.2 Scuba dive excursion reporting content determined</p> <p>7.3 Scuba dive excursion report prepared</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Post Diving Activities	HT-400-3:2013-C05	<p>The CU title describes the competency in post diving activities.</p> <p>He or She is the person responsible in activities after diving.</p> <p>The person who is competent in this CU shall be able to conduct scuba diving equipment disassemble, conduct surface interval activities and report post diving activities to superior.</p> <p>The outcome of this competency is to ensure that the divers are brought back safely; equipment is washed and cleaned accordingly / properly as well as the goal of surface interval is fulfilled.</p> <p>The personnel who are to be competent in this competency must in prior have the following competencies:-</p> <p>i. Not applicable</p>	<p>1. Conduct scuba diving equipment disassemble</p> <p>2. Conduct surface interval activities</p> <p>3. Report post diving activities to superior</p>	<p>1.1 Boat captain informed for the subsequent dive according to diving schedule</p> <p>1.2 Equipment transfer to dive centre coordinated according to SOP</p> <p>1.3 Equipment disassembly coordinated and monitored according to SOP</p> <p>1.4 Equipment cleaning monitored according to company and manufacturer standard</p> <p>2.1 PR activities conducted</p> <p>2.2 Debriefing conducted according to company SOP</p> <p>2.3 Dive log documented</p> <p>2.4 Diver feedback gathered according to company SOP</p> <p>2.5 Latest diving product promoted according to company SOP</p> <p>3.1 Post diving activities reporting format determined</p> <p>3.2 Post diving activities reporting content determined</p> <p>3.3 Post diving activities report prepared</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Diving activity support	HT-400-3:2013-C06	<p>The CU title describes the competency in diving activity support.</p> <p>He or She is the person who conducting additional activity in diving.</p> <p>The person who is competent in this CU shall be able to identify diving activity support requirement, guide snorkelling activities, guide skin diving, assist instructor during training and report diving activity support activities to superior.</p> <p>The outcome of this competency is to provide competence, responsible dive practices and experience dive master.</p> <p>The personnel who are to be competent in this competency must in prior have the following competencies:-</p> <p>i. Not applicable</p>	<p>1. Identify diving activity support requirement</p> <p>2. Guide snorkelling activity</p> <p>3. Guide skin diving</p>	<p>1.1 Diving activity support perimeter determined</p> <p>1.2 Diving activity support regulatory bodies guidelines determined</p> <p>1.3 Diving activity support location determined</p> <p>2.1 Snorkelling area determined</p> <p>2.2 Snorkelling equipment determined</p> <p>2.3 Snorkelling equipment functionality explained and demonstrated</p> <p>2.4 Snorkelling skill technique demonstrated</p> <p>2.5 Snorkelling activity monitored</p> <p>3.1 Skin diving area determined</p> <p>3.2 Skin diving equipment determined</p> <p>3.3 Skin diving equipment functionality explained and demonstrated</p> <p>3.4 Breathing technique explained and demonstrated</p> <p>3.5 Skin diving skill technique demonstrated</p> <p>3.6 Skin diving activity monitored</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Report EFRI Instructor training to superior	3.1 EFRI activities reporting format determined 3.2 EFRI activities reporting content determined 3.3 EFRI activities report prepared
8. Discover Scuba Diving (DSD) leadership	HT-400-3:2013-E2	<p>The CU title describes the competency in DSD leadership.</p> <p>He or She is the person to conduct discovers scuba diving leadership for non certified divers.</p> <p>The person who is competent in this CU shall be able to identify discover scuba diving leadership requirement, collate DSD standard forms, conduct DSD briefing, carry out equipment setup, conduct DSD activities, report DSD leadership activities to superior.</p> <p>The outcome of this competency is to ensure all participants have under water experience before sign up for diving course.</p> <p>The personnel who are to be competent in this competency must in prior have the following competencies:-</p> <p>i. Successfully completed the Discover Scuba Diving (DSD)</p>	<p>1. Identify DSD leadership requirement</p> <p>2. Collate DSD standard forms</p> <p>3. Conduct DSD briefing</p>	<p>1.1 DSD standard and procedure determined</p> <p>1.2 DSD leadership perimeter determined</p> <p>1.3 Participant profile gathered</p> <p>2.1 Types of DSD standard forms identified</p> <p>2.2 Completeness of DSD standard forms checked</p> <p>2.3 DSD standard forms filed</p> <p>3.1 Greeting protocol applied according to company SOP</p> <p>3.2 Participant and DSD leader roles explained</p> <p>3.3 DSD briefing guideline reviewed</p> <p>3.4 Equipment usage and function explained according to safety standard</p> <p>3.5 Underwater environmental awareness explained</p> <p>3.6 DSD technique explained</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		leadership training conducted by instructor.	<p>4. Carry out equipment setup</p> <p>5. Conduct DSD activities</p> <p>6. Report DSD leadership activities to superior</p>	<p>5.4 Equipment for participant assembled</p> <p>5.5 Scuba diving equipment functionality checked</p> <p>5.1 Dive site condition (pool or confined water environment) determined</p> <p>5.2 Equipment usage at surface in shallow water demonstrated</p> <p>5.3 Basic diving skills as per DSD requirement demonstrated</p> <p>5.4 Participant skill practice supervised</p> <p>5.5 Close position for problem solving maintained</p> <p>5.6 Participant problems effectively handled(if any)</p> <p>5.7 All confined water activities organised and controlled</p> <p>6.1 DSD leadership reporting format determined</p> <p>6.2 DSD leadership reporting content determined</p> <p>6.3 DSD leadership activities report prepared</p>

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector		RECREATION						
Job Area		SCUBA DIVE OPERATION						
Competency Unit Title		SCUBA DIVE LOGISTIC MAINTENANCE						
Learning Outcome		<p>The person who is competent in this CU shall be able to ensure all scuba dive equipment and dive center area is well maintained. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Identify scuba dive logistic maintenance requirement • Prepare scuba dive equipment maintenance schedule • Maintain scuba dive equipment • Carry out dive centre housekeeping • Prepare boat for diving • Report scuba dive logistic maintenance to superior 						
Competency Unit ID		HT-400-3:2013-C01	Level	3	Training Duration	180 Hours	Credit Hours	18
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify scuba dive logistic maintenance requirement	i. Company requirement on scuba dive logistic maintenance scope of works ii. Industrial standards on scuba dive equipment iii. Industrial standards on scuba dive equipment safety requirement iv. Scuba dive equipment maintenance period v. Regulatory bodies rules and regulation related to scuba dive logistic and equipment maintenance such as:				5	Lecture	i. Scuba dive logistic maintenance scope of works determined ii. Scuba dive equipment standard determined iii. Scuba dive equipment safety requirement determined iv. Scuba dive equipment	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • DOSH • BOMBA • <i>Jabatan Laut</i> 	<ul style="list-style-type: none"> i. Determine scuba dive logistic maintenance scope of works ii. Determine scuba dive equipment standard iii. Determine scuba dive equipment safety requirement iv. Determine scuba dive equipment maintenance period v. Determine regulatory bodies rules and regulation related to scuba dive logistic maintenance 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Knowledgeable in identifying scuba dive logistic maintenance requirement 	13	Demonstration & Observation	<p>maintenance period determined</p> <ul style="list-style-type: none"> v. Regulatory bodies rules and regulation determined related to scuba dive logistic maintenance

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare scuba dive equipment maintenance schedule	i. Types and function of scuba dive equipment such as: <ul style="list-style-type: none"> • Buoyancy Control Device (BCD) • Regulator set • Scuba tank • Mask • Fin • Wet suit • Dry suit • Snorkel • Dive computer • Compass • Breathing air compressor • Surface marker/ buoy • Weight system • Whistle • Torch light • Mapping tool • Teaching slate • Dive knife ii. Types of equipment for scheduled maintenance such as: <ul style="list-style-type: none"> • Scuba tank • Regulator set • Dive computer • Breathing air compressor iii. Scuba dive equipment maintenance schedule			5	Lecture	i. Types and function of scuba dive equipment identified ii. Types of equipment for scheduled maintenance determined iii. Scuba dive equipment maintenance schedule format determined iv. Scuba dive equipment maintenance schedule produced

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	format iv. Preparation of scuba dive equipment maintenance schedule	i. Identify types and function of scuba dive equipment ii. Determine types of equipment for scheduled maintenance iii. Determine scuba dive equipment maintenance schedule format iv. Produce scuba dive equipment maintenance schedule	<u>Attitude:</u> i. Detail in preparing scuba dive equipment maintenance schedule	13	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Maintain scuba dive equipment	i. The importance of scuba diving equipment maintenance ii. Checking of standard diver equipment such as: <ul style="list-style-type: none"> • Diving mask condition • BCD for leak • Inflator and deflator mechanism • Releases functioning • Safety dump valve functioning • Regulator functioning • Dive computer functioning • Fin condition • Wet suit condition • Snorkel condition • Scuba tank condition iii. Procedure of refilling scuba tank iv. Servicing of scuba regulator v. Servicing of breathing air compressor vi. Arrangement of scuba tank servicing			22	Lecture	i. Diving mask condition checked ii. BCD for leak checked iii. Inflator and deflator mechanism functioning checked iv. Releases functioning checked v. Safety dump valve functioning checked vi. Regulator functioning checked vii. Dive computer functioning checked viii. Fin condition checked ix. Wet suit condition checked x. Snorkel condition checked xi. Scuba tank condition checked xii. Scuba tank

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Check diving mask condition ii. Check BCD for leak iii. Check inflator and deflator mechanism functioning iv. Check releases functioning v. Check safety dump valve functioning vi. Check regulator functioning vii. Check dive computer functioning viii. Check fin condition ix. Check wet suit condition x. Check snorkel condition xi. Check scuba tank condition xii. Refill scuba tank xiii. Service scuba regulator xiv. Service breathing air compressor xv. Arrange scuba tank servicing 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Proactive and patient in maintaining scuba dive equipment 	50	Demonstration & Observation	<ul style="list-style-type: none"> refilled xiii. Scuba regulator serviced xiv. Breathing air compressor serviced xv. Scuba tank servicing arranged

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Follow equipment maintenance schedule <u>Safety:</u> i. Adhere to safety and precaution procedures			
4. Carry out dive centre housekeeping	i. Dive centre area such as: <ul style="list-style-type: none"> • Equipment store • Compressor area • Equipment cleaning area • Pool area • Shower area ii. Selection of dive centre area cleaning tools, equipment and materials such as: <ul style="list-style-type: none"> • Broom • Brush • Fresh water • Detergent • Pipe hose iii. Housekeeping of dive centre area			5	Lecture	i. Dive centre area determined ii. Dive centre area cleaning tools, equipment and materials selected iii. Proper housekeeping for dive centre area maintained
		i. Determine dive centre area ii. Select dive centre area cleaning tools, equipment and		13	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		materials iii. Maintain proper housekeeping for dive centre area	<u>Attitude:</u> i. Meticulous in maintaining proper housekeeping for dive centre area <u>Safety:</u> i. Adhere to safety and precaution procedures			
5. Prepare boat for diving	i. The importance of checking boat for diving ii. Tidiness of dive boat iii. Checking boat for diving such as: <ul style="list-style-type: none"> • Dive boat safety equipment conditions • Dive boat light conditions • Dive boat compass • First aid kits condition • Dive boat communication tools functioning • Dive boat resuscitator oxygen 			11	Lecture	i. Dive boat tidiness confirmed ii. Dive boat safety equipment conditions checked iii. Dive boat light conditions checked iv. Dive boat compass checked v. First aid kits condition checked vi. Dive boat communication

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Dive boat fire extinguisher 	<ul style="list-style-type: none"> i. Confirm dive boat tidiness ii. Check dive boat safety equipment conditions iii. Check dive boat light conditions iv. Check dive boat compass v. Check first aid kits condition vi. Check dive boat communication tools functioning vii. Check dive boat emergency oxygen resuscitator tank viii. Check dive boat fire extinguisher ix. Comply to regulatory bodies rules and regulation related to dive boat 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible and detail in checking boat for diving <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedures 	25	Demonstration & Observation	<ul style="list-style-type: none"> tools functioning checked vii. Emergency oxygen resuscitator tank checked viii. Dive boat fire extinguisher checked ix. Regulatory bodies rules and regulation related to dive boat complied

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Report scuba dive logistic maintenance to superior	<ul style="list-style-type: none"> i. Scuba dive logistic maintenance reporting format ii. Scuba dive logistic maintenance reporting contents iii. Preparation of scuba dive logistic maintenance report 			5	Lecture	<ul style="list-style-type: none"> i. Scuba dive logistic maintenance reporting format determined ii. Scuba dive logistic maintenance reporting contents determined
		<ul style="list-style-type: none"> i. Determine scuba dive logistic maintenance reporting format ii. Determine scuba dive logistic maintenance reporting contents iii. Prepare scuba dive logistic maintenance report 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing scuba dive logistic maintenance report ii. Adhere to report submission dateline 	13	Demonstration & Observation	<ul style="list-style-type: none"> iii. Scuba dive logistic maintenance report prepared

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Hand tool sets	1:1
3. Buoyancy Control Device (BCD)	1:2
4. Regulator set	1:2
5. Tank	1:5
6. Mask	1:1
7. Fin	1:1
8. Wet suit	1:1
9. Dry suit	1:25
10. Snorkel	1:1
11. Dive computer	1:2
12. Compass	1:1
13. Surface marker	1:5
14. Weight system	1:1
15. Whistle	1:1
16. Torch light	1:1
17. Mapping tool	1:1
18. Teaching slate	1:1
19. Dive knife	1:1
20. Broom	1:1
21. Brush	As required
22. Fresh water	As required
23. Detergent	1:1
24. Pipe hose	1:1
25. First aid kits	1:5
26. Dive boat	1:25
27. Compressor	1:25
28. Oxygen resuscitator	1:10
29. Boat ladder	As required
30. Report format	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	DIVER RECEPTION HANDLING						
Learning Outcome	<p>The person who is competent in this CU shall be able to ensure all divers are satisfied with excellence services provided in accordance with company standard operating procedure. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Determine diver reception handling requirement • Carry out diver registration • Prepare diving activity schedule • Collate diver safety standard forms • Carry out diver equipment fitting • Report diver reception handling activity to superior 						
Competency Unit ID	HT-400-3:2013-C02	Level	3	Training Duration	120 Hours	Credit Hours	12
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Determine diver reception handling requirement	i. Company requirement on diver reception handling scope of works ii. Industrial standards on diver reception handling			5	Lecture	i. Diver reception handling scope of work identified ii. Diver reception handling standard identified	
		i. Identify diver reception handling scope of work ii. Identify diver reception handling standard iii. Identify diver reception handling period		13	Demonstration & Observation	iii. Diver reception handling period identified	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable in determining diver reception handling requirement			
2. Carry out diver registration	i. Types of diver which are: <ul style="list-style-type: none"> • Non certified diver /discover scuba diver • Certified diver ii. Greeting protocol iii. Diver health condition iv. Diver certification level v. Diver dive log vi. Dive planning			5		i. Greeting protocol applied ii. Diver health condition identified iii. Diver certification level identified iv. Diver dive log identified v. Diving plan proposed
		i. Apply greeting protocol ii. Identify diver health condition iii. Identify diver certification level iv. Identify diver dive log v. Propose diving plan	<u>Attitude:</u> i. Hospitable in greeting divers	13		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Prepare diving activity schedule	i. Weather condition ii. Water movement iii. Diver information and feedback such as: <ul style="list-style-type: none"> • Number of diver • Level of certification iv. Diving schedule format and contents v. Preparation of diving activities schedule			5	Lecture	i. Weather condition evaluated ii. Water movement evaluated iii. Diver information and feedback assessed iv. Schedule format and contents confirmed v. Diving schedule presented
		i. Evaluate weather condition ii. Evaluate water movement iii. Asses diver information and feedback iv. Confirm schedule format and contents v. Present diving schedule	<u>Attitude:</u> i. Knowledgeable and responsible in preparing diving activity schedule	13	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Collate diver safety standard forms	i. Types of diver safety standard forms such as: <ul style="list-style-type: none"> • Liability release form • Safe diving practice • Medical statement form • Supporting documents ii. Checking of completeness of diver safety standard forms iii. Filling of diver safety standard forms			5		i. Types of diver safety standard forms identified ii. Completeness of diver safety standard forms checked iii. Diver safety standard forms filed
		i. Identify types of diver safety standard forms ii. Check completeness of diver safety standard forms iii. File diver safety standard forms	<u>Attitude:</u> i. Responsible and detail in preparing diver safety standard forms	13		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Carry out diver equipment fitting	i. Types of dive equipment such as: <ul style="list-style-type: none"> • Buoyancy Control Device (BCD) • Regulator set • Tank • Mask • Fin • Wet suit • Dry suit • Snorkel • Dive computer • Compass • Surface marker • Weight system • Whistle ii. The importance of checking dive equipment functionality iii. Monitoring of dive equipment suitability iv. Verification of dive equipment checklist			9		i. Types of diver equipment identified ii. Diver equipment functionality checked iii. Equipment for discover scuba diver fitted iv. Suitability of diver equipment monitored v. Diver equipment using equipment checklist verified
		i. Identify types of dive equipment ii. Check dive equipment functionality iii. Monitor suitability of dive equipment iv. Verify dive equipment using equipment checklist		21		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Responsible and professional in carried out diver equipment fitting <u>Safety:</u> i. Adhere to safety and precaution procedures			
6. Report diver reception handling activity to superior	i. Diver reception handling activity reporting format ii. Diver reception handling activity reporting content iii. Preparation of diver reception handling activity report			5	Lecture	i. Diver reception handling activity reporting format determined ii. Diver reception handling activity reporting content determined
		i. Determine diver reception handling activity reporting format ii. Determine diver reception handling activity reporting content iii. Prepare diver reception handling activity report	<u>Attitude:</u> i. Meticulous in writing diver reception handling activity report	13	Demonstration & Observation	iii. Diver reception handling activity report prepared

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Adhere to report submission dateline			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	1. As required
2. Diving activities schedule	2. 1:1
3. Liability release form	3. 1:1
4. Safe diving practice form	4. 1:1
5. Medical statement form	5. 1:1
6. Buoyancy control device (BCD)	6. 1:2
7. Regulator set	7. 1:2
8. Tank	8. 1:5
9. Mask	9. 1:1
10. Fin	10. 1:1
11. Wet suit	11. 1:1
12. Snorkel	12. 1:1
13. Dive computer	13. 1:2
14. Compass	14. 1:1
15. Surface marker	15. 1:5
16. Weight system	16. 1:1
17. Whistle	17. 1:1
18. Diver equipment checklist	18. 1:1
19. Diver reception handling activity report	19. 1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	SCUBA DIVE SAFETY BRIEFING						
Learning Outcome	<p>The person who is competent in this CU shall be able to ensure all divers are understood on safety and emergency procedure & technique before every dive. Also to ensure all divers responsible for their own actions. Upon completion of this competency unit, trainees will be able to :-</p> <ul style="list-style-type: none"> • Identify scuba dive safety briefing requirement • Brief diver before diving • Conduct safety briefing • Conduct emergency plan briefing • Report scuba dive safety briefing to superior 						
Competency Unit ID	HT-400-3:2013-C03	Level	3	Training Duration	240 Hours	Credit Hours	24
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify scuba dive safety briefing requirement	i. Scuba dive objective ii. Scuba dive safety briefing perimeter iii. Scuba dive safety briefing standard			5	Lecture	i. Scuba dive objective determined ii. Scuba dive safety briefing perimeter determined	
		i. Determine scuba dive objective ii. Determine scuba dive safety briefing perimeter iii. Determine scuba dive safety briefing standard		12	Demonstration & Observation	iii. Scuba dive safety briefing standard determined	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable in identifying scuba dive safety briefing requirement			
2. Brief diver before diving	i. Dive site condition for certified diver such as: <ul style="list-style-type: none"> • Water movement <ul style="list-style-type: none"> ▪ Tides • Water temperature • Visibility • Depth • Aquatic life • Weather condition • Entry/exit point ii. Factor that contribute to dive limit such as <ul style="list-style-type: none"> • Depth • Breathing technique • Movement iii. Purpose of checkout dive			18	Lecture	i. Greeting protocol applied ii. Dive site condition explained iii. Checkout dive for dive site familiarity conducted according to diver level and record
		i. Apply greeting protocol ii. Explain dive site condition according to standard dive practice iii. Conduct checkout dive for dive site familiarity		<u>Attitude:</u> i. Responsible and detail in briefing discover scuba candidate	22	Demonstration & Observation

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Conduct safety briefing	i. Safe diving practices and procedures ii. Dive site description such as : <ul style="list-style-type: none"> • Site topography • Points of interest • Depth • Bottom composition • Currents/ water movement <ul style="list-style-type: none"> - Surface - Down - Up - Rip • Expected temperature iii. Role of divemaster iv. Entry and exit techniques v. Hand signals vi. Purpose of buddy system vii. Factor that should be considered in assigning buddy team such as: <ul style="list-style-type: none"> • Experience • Physical limit • Diver interest viii. Underwater environmental awareness ix. Bottom time and decompression limit x. Technique to determine bottom time and			26		i. Safe diving practices and procedures reviewed ii. Dive site location confirmed iii. Role of divemaster reviewed iv. Entry and exit techniques reviewed v. Hand signals reviewed vi. Buddy team assigned vii. Underwater environmental awareness disseminated viii. Bottom time and depth limit applied ix. Scuba review for diver who not dive more than 1 year conducted x. Buddy check conducted

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	decompression limit such as: <ul style="list-style-type: none"> • Dive table • Bottom timer • Dive computer xi. Purpose of scuba review xii. Purpose of conducting buddy checking					
		i. Review safe diving practices and procedures ii. Relate dive site description iii. Review role of divemaster iv. Review entry and exit techniques v. Review hand signals vi. Assign buddy teams vii. Explain underwater environmental awareness viii. Relate bottom time and depth limit ix. Conduct scuba review for diver who not dive more than 1 year x. Conduct buddy check	<u>Attitude:</u> i. Responsible and detail in conducting safety briefing	60		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Conduct emergency plan briefing	i. Common underwater emergency situation in diving such as: <ul style="list-style-type: none"> • Buddy separation • Out of air • Marine injuries ii. Location of emergency oxygen resuscitator iii. Location of emergency first aid kits iv. Underwater emergency recall procedure			20		i. Common underwater emergency situation in diving reviewed ii. Emergency oxygen resuscitator located iii. Emergency first aid kits located iv. Underwater emergency recall procedure reviewed
		i. Review common underwater emergency situation ii. Point out location of emergency oxygen resuscitator iii. Point out location of emergency first aid kits iv. Review underwater emergency recall procedure	<u>Attitude:</u> i. Responsible and detail in conducting emergency plan briefing	60		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Report scuba dive safety briefing to superior	<ul style="list-style-type: none"> i. Scuba dive safety briefing reporting format ii. Scuba dive safety briefing reporting content iii. Preparation of scuba dive safety briefing report 			5	Lecture	<ul style="list-style-type: none"> i. Scuba dive safety briefing reporting format determined ii. Scuba dive safety briefing reporting content determined
		<ul style="list-style-type: none"> i. Determine scuba dive safety briefing reporting format ii. Determine scuba dive safety briefing reporting content iii. Prepare scuba dive safety briefing report 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing scuba dive safety briefing report ii. Adhere to report submission dateline 	12	Demonstration & Observation	<ul style="list-style-type: none"> iii. Scuba dive safety briefing report prepared

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Dive table	1:1
3. Bottom timer	1:1
4. Dive computer	1:1
5. Dive map	1:1
6. First aid kits	1:5
7. Emergency oxygen resuscitator	1:10
8. Boat	1:25
9. Scuba dive safety briefing Report format	1:1

References

REFERENCES

1. Drew Richardson, Ed.D., PADI (2010), Dive Master Manual, ISBN: 978-1-878663-07-8
2. Dennis K Graver, Scuba Diving, ISBN-10:0-7360-1727
3. John Bantin, Publication August 17 (2007), The Scuba Diving Handbook ISBN-10-1554072808
4. Tim Rock, (1999), Diving & Snorkling Guide, ISBN: 0864427441
5. Paul Lees, Mc Grew Hill (1997) Diving & Snorkling Guide To Thailand, ISBN: 084428495

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	SCUBA DIVE EXCURSION						
Learning Outcome	<p>The person who is competent in this CU shall be able to ensure the diver would experience and enjoy the wonderful underwater excursion. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Determine scuba dive excursion requirement • Arrange diver to boat and dive location • Arrange diver to water entry • Lead scuba dive excursion • Supervise safety stop at the end of dive • Arrange diver enter the boat • Report scuba dive excursion to superior 						
Competency Unit ID	HT-400-3:2013-C04	Level	3	Training Duration	300 Hours	Credit Hours	30
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Determine scuba dive excursion requirement	i. Underwater features such as: <ul style="list-style-type: none"> • Topographical • Composition • Hazard • Aquatic life • Wreck ii. Factor that contribute to dive limit such as: <ul style="list-style-type: none"> • Depth • Diver air consumption • Training and experience • Point of interest 			5	Lecture	i. Dive site, hazard, point of interest and dive site condition identified ii. Depth / bottom time identified iii. Water entry/exit technique identified	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify dive sites, hazard, point of interest and dive site condition ii. Identify depth / bottom time iii. Identify water entry / exit technique	<u>Attitude:</u> i. Knowledgeable in determining scuba dive excursion requirement	13	Demonstration & Observation	
2. Arrange diver to boat and dive location	i. Purpose of confirming number of diver ii. The importance of checking equipment completeness iii. Procedure of boat boarding iv. Purpose of confirming dive location v. Coordination of diver boarding			14		i. Number of diver confirmed ii. Equipment completeness checked iii. Procedure of boat boarding identified iv. Diver entering the boat instructed v. Dive location confirmed
		i. Confirm number of diver ii. Check equipment completeness iii. Identify procedure of boat boarding iv. Coordinate diver boarding v. Confirm dive location		32		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Responsible and detail in checking equipment completeness <u>Safety:</u> i. Adhere to safety and precaution procedures			
3. Arrange diver to water entry	i. Procedure of water entry iii. Technique of water entry such as: <ul style="list-style-type: none"> • Back roll entry • Giant stride • Shore entry ii. Purpose of checking diver safety at water surface iii. Standard diving hand signal iv. Purpose of confirming every diver descent			14	Lecture	i. Diver for water entry prepared ii. Diver coordinated to enter the water iii. Diver safety at water surface checked iv. Diver to descent signalled v. Every diver descent confirmed
		i. Prepare diver for water entry ii. Coordinate diver to enter the water iii. Check diver safety at water surface iv. Signal diver to descent v. Confirm every diver descent		32	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable in conducting standard diving hand signal ii. Responsible in arranging diver to water entry <u>Safety:</u> i. Adhere to safety and precaution procedures			
4. Lead scuba dive excursion	i. Purpose for conducting dive head count in-water ii. Underwater excursion iii. Purpose of monitoring depth gauge and air pressure			23	Lecture	i. Dive head count in-water conducted ii. Underwater excursion conducted iii. Hand signal applied
		i. Conduct dive head count in-water ii. Conduct underwater excursion iii. Apply hand signal iv. Monitor depth gauge and air pressure		50	Demonstration & Observation	iv. Depth gauge and air pressure monitored

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Dive carefully to protect fragile aquatic ecosystem ii. Knowledgeable and responsible in leading scuba dive excursion <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedures ii. Caution about avoiding things that can scrape, puncture, sting or bite <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Minimise disturbing or damaging the environment ii. Don't handle, feed or ride on aquatic organism iii. Respect underwater life and underwater cultural heritage iv. Aware of local protected species 			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Supervise safety stop at the end of dive	i. Purpose of safety stop such as: <ul style="list-style-type: none"> • Release access nitrogen • Reduce the risk of decompression sickness ii. Gauge monitoring such as: <ul style="list-style-type: none"> • Depth • Time • Air pressure 			21	Lecture	i. Make 3 minutes safety stop at 5 meter signalled ii. Diver at 5 meter depth from the surface confirmed iii. Conduct 3 minute safety stop conducted iv. Diver to ascent signalled
		i. Signal to make 3 minutes safety stop at 5 meter ii. Confirm diver at 5 meter depth from the surface iii. Conduct 3 minute safety stop iv. Signal diver to ascent	<u>Attitude:</u> i. Responsible in carrying out three minute safety stop <u>Safety:</u> i. Adhere to safety and precaution procedures	48	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Arrange diver enter the boat	<ul style="list-style-type: none"> i. Procedure of entering the boat ii. Purpose of checking diver head count in the boat 			9	Lecture	<ul style="list-style-type: none"> i. Technique of entering the boat identified ii. Diver enter the boat coordinated
		<ul style="list-style-type: none"> i. Identify technique of entering the boat ii. Coordinate diver to enter the boat iii. Check diver head count in the boat iv. Confirm boat departure 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in arranging diver enter the boat <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedures 	21	Demonstration & Observation	<ul style="list-style-type: none"> iii. Diver head count in the boat checked iv. Boat departure confirmed
7. Report scuba dive excursion to superior	<ul style="list-style-type: none"> i. Scuba dive excursion reporting format ii. Scuba dive excursion reporting content iii. Preparation of scuba dive excursion report 			5	Lecture	<ul style="list-style-type: none"> i. Scuba dive excursion reporting format determined ii. Scuba dive excursion reporting content determined

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine scuba dive excursion reporting format ii. Determine scuba dive excursion reporting content iii. Prepare scuba dive excursion report 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing scuba dive excursion report ii. Adhere to report submission dateline 	13	Demonstration & Observation	iii. Scuba dive excursion report prepared

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	1:1
2. Buoyancy Control Device (BCD)	1:1
3. Regulator set	1:1
4. Scuba tank	1:1
5. Mask	1:5
6. Fin	1:1
7. Wet suit	1:1
8. Snorkel	1:1
9. Dive computer	1:5
10. Compass	1:5
11. Surface marker	1:1
12. Weight system	1:1
13. Whistle	1:1
14. Touch light	1:1
15. Mapping tool	1:1
16. Teaching slate	1:1
17. Dive knife	1:1
18. Dive boat	1:25
19. Compressor	1:25
20. Oxygen resuscitator	1: 5
21. Boat ladder	1:25
22. Glove	1:1
23. Buddy call tools	1:1
24. Scuba dive excursion report	1:1

References

REFERENCES

1. Drew Richardson, Ed.D., PADI (2010), Dive Master Manual, ISBN: 978-1-878663-07-8
2. Dennis K Graver, Scuba Diving, ISBN-10:0-7360-1727
3. John Bantin, Publication August 17 (2007), The Scuba Diving Handbook ISBN-10-1554072808
4. Tim Rock, (1999), Diving & Snorkling Guide, ISBN: 0864427441
5. Paul Lees, Mc Grew Hill (1997) Diving & Snorkling Guide To Thailand, ISBN: 084428495

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	POST DIVING ACTIVITIES						
Learning Outcome	<p>The person who is competent in this CU shall be able to ensure that the divers are brought back safely; equipment is washed and cleaned accordingly / properly as well as the goal of surface interval is fulfilled. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Conduct scuba diving equipment disassembly • Conduct surface interval activities • Report post diving activities to superior 						
Competency Unit ID	HT-400-3:2013-C05	Level	3	Training Duration	120 Hours	Credit Hours	12
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Conduct scuba diving equipment disassembly	i. Diving schedule ii. Safely dive equipment handling iii. Technique of equipment disassembly iv. Technique of cleaning equipment v. Purpose of monitoring cleaning activities			14	Lecture	i. Boat captain of subsequent dive informed ii. Equipment transfer to dive centre coordinated iii. Equipment disassembly coordinated and monitored	
		i. Inform boat captain of subsequent dive ii. Coordinate equipment transfer to dive centre iii. Coordinate and monitor equipment disassembly iv. Monitor equipment cleaning		34	Demonstration & Observation	iv. Equipment cleaning monitored	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable and responsible in conducting scuba diving equipment disassemble <u>Safety:</u> i. Adhere to safety and precaution procedures			
2. Conduct surface interval activities	i. Communication skills ii. Purpose and content of debriefing iii. Dive logging iv. Diver feedback v. Promotion of latest diving product such as : <ul style="list-style-type: none"> • Continuing education program • Dive travel • Dive equipment 			16		i. PR activities conducted ii. Debriefing conducted iii. The dive logged iv. Diver feedback gathered v. Latest diving product promoted
		i. Conduct PR activities ii. Conduct debriefing iii. Log the dive iv. Gather diver feedback v. Promote latest diving product		38		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Hospitable and creative in conducting PR activities ii. Knowledgeable and responsible in conducting surface interval activities			
3. Report post diving activities to superior	i. Post diving activities reporting format ii. Post diving activities reporting content iii. Preparation of post diving activities report			5	Lecture	i. Post diving activities reporting format determined ii. Post diving activities reporting content determined
		i. Determine post diving activities reporting format ii. Determine post diving activities reporting content iii. Prepare post diving activities report	<u>Attitude:</u> i. Meticulous in writing post diving activities report ii. Adhere to report submission dateline	13	Demonstration & Observation	iii. Post diving activities report prepared

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Buoyancy Control Device (BCD)	1:1
2. Regulator set	1:1
3. Scuba tank	1:1
4. Mask	1:1
5. Fin	1:1
6. Wet suit	1:1
7. Snorkel	1:1
8. Dive computer	1:1
9. Compass	1:1
10. Surface marker	1:1
11. Weight system	1:1
12. Whistle	1:1
13. Touch light	1:1
14. Mapping tool	1:1
15. Teaching slate	1:1
16. Dive knife	1:1
17. Fresh water	1:1
18. Stationery	1:1
19. Diving schedule	1:1
20. Diver log book	1:1
21. Diver feedback form	1:1
22. Post diving activities report	1:1

References

REFERENCES

1. Drew Richardson, Ed.D., PADI (2010), Dive Master Manual, ISBN: 978-1-878663-07-8
2. Dennis K Graver, Scuba Diving, ISBN-10:0-7360-1727
3. John Bantin, Publication August 17 (2007), The Scuba Diving Handbook ISBN-10-1554072808
4. Tim Rock, (1999), Diving & Snorkling Guide, ISBN: 0864427441
5. Paul Lees, Mc Grew Hill (1997) Diving & Snorkling Guide To Thailand, ISBN: 084428495

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	DIVING ACTIVITY SUPPORT						
Learning Outcome	<p>The person who is competent in this CU shall be able to provide competence, responsible dive practices and experience dive master. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Identify diving activity support requirement • Guide snorkelling activity • Guide skin diving • Assist instructor during training • Report diving activity support activities to superior 						
Competency Unit ID	HT-400-3:2013-C06	Level	3	Training Duration	240 Hours	Credit Hours	24
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify diving activity support requirement	i. Diving activity support perimeter ii. Diving activity support regulatory bodies guidelines iii. Diving activity support location			5	Lecture	i. Diving activity support perimeter determined ii. Diving activity support regulatory bodies guidelines determined	
		i. Determine diving activity support perimeter ii. Determine diving activity support regulatory bodies guidelines iii. Determine diving activity support location		13	Demonstration & Observation	iii. Diving activity support location determined	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable in identifying diving activity support requirement			
2. Guide snorkelling activities	i. Snorkelling area such as: <ul style="list-style-type: none"> • Marine park • Shore area • Reef ii. Sea condition such as: <ul style="list-style-type: none"> • Wave • Current • Visibility • Hazard iii. Types and function of snorkelling equipment such as: <ul style="list-style-type: none"> • Fin • Mask • Life jacket • Snorkel • Buoy iv. Snorkelling technique v. Purpose of monitoring snorkelling activity			14	Lecture	i. Snorkelling area determined ii. Snorkelling equipment determined iii. Snorkelling equipment explained and demonstrated iv. Snorkelling technique demonstrated v. Snorkelling activity monitored
		i. Determine snorkelling area ii. Determine snorkelling equipment iii. Explain and demonstrate		30	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		snorkelling equipment iv. Demonstrate snorkelling technique v. Monitor snorkelling activity	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Carefully to protect fragile aquatic ecosystem ii. Knowledgeable and creative in guiding snorkelling activity <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedures ii. Caution about avoiding things that can scrape, puncture, sting or bite <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Minimise disturbing or damaging the environment ii. Don't handle, feed or ride on aquatic organism 			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iii. Respect underwater life and underwater cultural heritage iv. Aware of local protected species			
3. Guide skin diving	i. Skin diving area such as: <ul style="list-style-type: none"> • Deep water • Sandy bottom • Reef ii. Types and function of skin diving equipment such as: <ul style="list-style-type: none"> • Fin • Mask • Snorkel • Buoy • Weight system • Wet suit iii. Breathing technique iv. Skin diving technique v. Purpose of monitoring skin diving activity			20	Lecture	i. Skin diving area determined ii. Skin diving equipment determined iii. Skin diving equipment explained and demonstrated iv. Breathing technique explained and demonstrated v. Skin diving technique demonstrated vi. Skin diving activity monitored
		i. Determine skin diving area ii. Determine skin diving equipment iii. Explain and demonstrate skin diving equipment iv. Explain and demonstrate breathing		48	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		technique v. Demonstrate skin diving technique vi. Monitor skin diving activity	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Dive carefully to protect fragile aquatic ecosystem ii. Knowledgeable and creative in guiding skin diving activities <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedures ii. Caution about avoiding things that can scrape, puncture, sting or bite <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Minimise disturbing or damaging the environment ii. Don't handle, feed or ride on aquatic organism iii. Respect underwater life 			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and underwater cultural heritage iv. Aware of local protected species			
4. Assist instructor during training	i. Types of training equipment such as: <ul style="list-style-type: none"> • Training manual • Audio video aid (AVA) • Buoyancy Control Device (BCD) • Regulator set • Scuba tank • Mask • Fin • Wet suit • Snorkel • Dive computer • Compass • Surface marker • Weight system • Whistle • Touch light • Mapping tool • Teaching slate • Dive knife • Glove • Buddy call tools ii. Student divers flow iii. Supervising of student divers not receiving immediate instructor attention			28		i. Training equipment organised ii. Student divers flow coordinated iii. Student divers not receiving immediate instructor attention supervised iv. Buddy teams entering/leaving the water accounted v. Student divers with leaning difficulty assisted vi. Diver problems responded/prevented vii. Skill for student divers demonstrated viii. Environmental assessment conducted

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Definition of indirect supervision v. Functions of buddy during entering/leaving the water vi. Assisting of student divers with leaning difficulty vii. Common problem during training such as: <ul style="list-style-type: none"> • Panic • Low confident level • Anxiety • Equipment discomfort • Cramp • Confuse viii. Technique of responding to student diver problem ix. Demonstration of skill for student divers x. Environmental assessment xi. Student divers underwater tour guiding xii. Purpose of conducting pre dive briefing					ix. Student divers underwater tour guided x. Appropriate pre dive briefing conducted xi. Continuing education student divers escorted
		i. Organise training equipment ii. Coordinate student divers flow iii. Supervise student divers not receiving		64		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		immediate instructor attention iv. Account buddy teams entering/leaving the water v. Assist student divers with leaning difficulty vi. Respond /prevent diver problems vii. Demonstrate skill for student divers viii. Conduct environmental assessment ix. Guide student divers underwater tour x. Conduct appropriate pre dive briefing xi. Escort continuing education student divers	<p><u>Attitude:</u></p> i. Knowledgeable and responsible in assisting instructor for training			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Report diving activity support to superior	<ul style="list-style-type: none"> i. Diving activity support reporting format ii. Diving activity support reporting content iii. Preparation diving activity support report 			5	Lecture	<ul style="list-style-type: none"> i. Diving activity support reporting format determined ii. Diving activity support reporting content determined
		<ul style="list-style-type: none"> i. Determine diving activity support reporting format ii. Determine diving activity support reporting content iii. Prepare diving activity support report 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing diving activity support report ii. Adhere to report submission dateline 	13	Demonstration & Observation	<ul style="list-style-type: none"> iii. Diving activity support report prepared

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Training manual	1:1
3. Audio video aid (AVA)	1:25
4. Buoyancy Control Device (BCD)	1:1
5. Regulator set	1:1
6. Scuba tank	1:1
7. Mask	1:1
8. Fin	1:1
9. Wet suit	1:1
10. Snorkel	1:1
11. Life jacket	1:1
12. Dive computer	1:1
13. Compass	1:1
14. Surface marker	1:1
15. Weight system	1:1
16. Whistle	1:1
17. Torch light	1:1
18. Mapping tool	1:1
19. Teaching slate	1:1
20. Dive knife	1:1
21. Glove	1:1
22. Buddy call tools	1:1
23. Diving activity support report	1:1

References

REFERENCES

1. Drew Richardson, Ed.D., PADI (2010), Dive Master Manual, ISBN: 978-1-878663-07-8
2. Dennis K Graver, Scuba Diving, ISBN-10:0-7360-1727
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5. Paul Lees, Mc Grew Hill (1997) Diving & Snorkling Guide To Thailand, ISBN: 084428495

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	EMERGENCY FIRST RESPONSE INSTRUCTOR (EFRI) TRAINING						
Learning Outcome	<p>The person who is competent in this CU shall be able to ensure the criteria in responding to an emergency are carried out in proper and safe manner. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Identify EFRI training requirement • Conduct EFRI training • Report EFRI training activities to superior 						
Competency Unit ID	HT-400-3:2013-E01	Level	3	Training Duration	96 Hours	Credit Hours	10
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify EFRI training requirement	i. EFRI training scope of work ii. EFR standard guidelines iii. EFR regulatory bodies guidelines iv. Types of care which are: <ul style="list-style-type: none"> • Primary • Secondary v. Participant profile vi. Training materials and tools vii. Course scheduling			6	Lecture	i. EFRI training scope of work determined ii. EFR standard determined iii. EFR regulatory bodies guidelines determined iv. Primary and secondary types of care with determined v. Participant profile gathered vi. Training materials and	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine EFRI training scope of work ii. Determine EFR standard iii. Determine EFR regulatory bodies guidelines iv. Determine types of care with are primary and secondary v. Gather participant profile vi. Organise training materials and tools vii. Prepare EFRI training schedule	<u>Attitude:</u> i. Knowledgeable in identifying EFRI training requirement	13	Demonstration & Observation	tools organised vii. EFR training schedule prepared
2. Conduct EFRI training	i. EFRI material and their usage such as: <ul style="list-style-type: none"> • EFR manual • First aid kits • Mannequin • Oxygen resuscitator • Glove • Pocket mask • Automated external defibrillator • Floor mat ii. EFR video iii. EFR knowledge review			17	Lecture	i. EFRI material usage identified ii. EFR video previewed iii. EFR knowledge review conducted iv. EFR skill practices demonstrated v. Student EFR

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	i. Demonstration of EFR skill practices iv. Evaluation of student EFR skill practices v. Types of emergency scenario such as: <ul style="list-style-type: none"> • Accident • Chocking • Bleeding • Spinal injuries • Cardiopulmonary Resuscitation (CPR) vi. Purpose of observing participant EFR practice vii. Participant final exam viii. Checking of participant final exam ix. Reviewing missed question from final exam x. Filing of participant record					skill practices evaluated vi. Emergency scenario practices observed and evaluated vii. Participant final exam administered viii. Participant final exam checked ix. Missed question from final exam reviewed x. Participant record filed
		i. Identify EFRI material usage ii. Preview EFR video iii. Conduct EFR knowledge review iv. Demonstrate EFR skill practices v. Evaluate student EFR skill practices vi. Observe and evaluate emergency scenario practices vii. Administer participant		40	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		final exam viii. Check participant final exam ix. Review missed question from final exam x. File participant record	<u>Attitude:</u> i. Knowledgeable and responsible in performing EFRI training			
3. Report EFRI training activities to superior	i. EFRI raining activities reporting format ii. EFRI training activities reporting content iii. Preparation of EFRI training activities report			6	Lecture	i. EFRI training activities reporting format determined ii. EFRI training activities reporting content determined
		i. Determine EFRI training activities reporting format ii. Determine EFRI training activities reporting content iii. Prepare EFRI training activities report	<u>Attitude:</u> i. Meticulous in writing EFRI training report ii. Adhere to report submission dateline	13	Demonstration & Observation	iii. EFRI training activities report prepared

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. AVA	1:25
3. EFR manual	1:1
4. First aid kits	1:5
5. Mannequin	1:5
6. Oxygen resuscitator	1:5
7. Glove	1:1
8. Pocket mask	1:1
9. Automated external defibrillator	1:5
10. Floor mat	1:5
11. EFRI training activities report	1:1

References

REFERENCES

1. Drew Richardson, Ed.D., PADI (2010), Dive Master Manual, ISBN: 978-1-878663-07-8
2. Dennis K Graver, Scuba Diving, ISBN-10:0-7360-1727
3. John Bantin, Publication August 17 (2007), The Scuba Diving Handbook ISBN-10-1554072808
4. Tim Rock, (1999), Diving & Snorkling Guide, ISBN: 0864427441
5. Paul Lees, Mc Grew Hill (1997) Diving & Snorkling Guide To Thailand, ISBN: 084428495

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub-Sector	RECREATION						
Job Area	SCUBA DIVE OPERATION						
Competency Unit Title	DISCOVER SCUBA DIVING (DSD) LEADERSHIP						
Learning Outcome	<p>The person who is competent in this CU shall be able to ensure all participants have under water experience before sign up for diving course. Upon completion of this competency unit, trainees will be able to: -</p> <ul style="list-style-type: none"> • Identify discover scuba diving leadership requirement • Collate DSD standard forms • Conduct DSD briefing • Carry out equipment setup • Conduct DSD activities • Report DSD leadership activities to superior 						
Competency Unit ID	HT-400-3:2013-E02	Level	3	Training Duration	240 Hours	Credit Hours	24
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify DSD leadership requirement	i. DSD Standard and procedure ii. DSD leadership perimeter iii. DSD Participant profile			6	Lecture	i. DSD Standard and procedure determined ii. DSD leadership perimeter determined	
		i. Determine DSD Standard and procedure ii. Determine DSD leadership perimeter determined iii. Gather participant profile		13	Demonstration & Observation	iii. Participant profile gathered	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable in identifying DSD leadership requirement			
2. Collate DSD standard forms	i. DSD standard forms such as <ul style="list-style-type: none"> • Liability release form • Safe diving practice • Medical statement form • Supporting documents ii. Purpose of checking DSD standard forms completeness iii. Filing of DSD standard forms			7	Lecture	i. Types of DSD standard forms identified ii. Completeness of DSD standard forms checked iii. DSD standard forms filed
		i. Identify types of DSD standard forms ii. Checked completeness of DSD standard forms iii. File DSD standard forms	<u>Attitude:</u> i. Meticulous and responsible in collating DSD standard forms	17	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Conduct DSD briefing	<ul style="list-style-type: none"> i. Greeting protocol ii. participant and DSD leader roles iii. DSD briefing guideline iv. Equipment usage and function v. Underwater environmental awareness vi. DSD technique 			18	Lecture	<ul style="list-style-type: none"> i. Greeting protocol applied ii. Participant and DSD leader roles explained iii. DSD briefing guideline reviewed iv. Equipment usage and function explained v. Underwater environmental awareness explained vi. DSD technique explained
		<ul style="list-style-type: none"> i. Apply greeting protocol ii. Explain participant and DSD leader roles iii. Review DSD briefing guideline iv. Explain equipment usage and function v. Explain underwater environmental awareness vi. Explain DSD technique 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in conducting DSD briefing <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedure 	46	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out equipment setup	<ul style="list-style-type: none"> i. Assembly of equipment for participant ii. Purpose of checking scuba diving equipment 			14	Lecture	<ul style="list-style-type: none"> i. Equipment for participant assembled ii. Scuba diving equipment checked
		<ul style="list-style-type: none"> i. Assembly equipment for participant ii. Check scuba diving equipment 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in carrying out equipment setup <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedure 	36	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Conduct DSD activities	i. Dive site condition which are: <ul style="list-style-type: none"> • Pool • Confined water ii. Demonstration of diving equipment and skills performance which are: <ul style="list-style-type: none"> • Breathing underwater • Regulator clearing • Regulator recovery • Mask clearing • Equalisation technique • Inflate and deflate a BCD at the surface iii. DSD leader underwater positioning iv. DSD problem solving v. Monitoring of participant comfort and air consumption			19	Lecture	i. Dive site condition determined ii. Equipment usage at surface in shallow water demonstrated iii. Basic diving skills as per DSD requirement demonstrated iv. Participant skill practice supervised v. Close position for problem solving maintained vi. Participant problems handled effectively
		i. Determine dive site condition ii. Demonstrate equipment usage at surface in shallow water iii. Demonstrate basic diving skills as per DSD requirement iv. Supervise participant skill practice		45	Demonstration & Observation	vii. Confined water activities organised and controlled

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> v. Maintain close position for problem solving vi. Handle participant problems effectively vii. Organise and control all confined water activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Dive carefully to protect fragile aquatic ecosystem ii. Knowledgeable and responsible in conducting discover scuba diving activities iii. Provide a positive, fun experience for participant <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and precaution procedures ii. Caution about avoiding things that can scrape, puncture, sting or bite 			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Environmental:</u> i. Minimise disturbing or damaging the environment ii. Don't handle, feed or ride on aquatic organism iii. Respect underwater life and underwater cultural heritage iv. Aware of local protected species			
6. Report DSD leadership activities to superior	i. DSD leadership reporting format ii. DSD leadership reporting content iii. Preparation of DSD leadership activities report			6	Lecture	i. DSD leadership activities reporting format determined ii. DSD leadership activities reporting content determined
		i. Determine DSD leadership activities reporting format ii. Determine DSD leadership activities reporting content iii. Prepare DSD leadership activities report		13	Demonstration & Observation	iii. DSD leadership activities report prepared

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in writing DSD leadership activities report ii. Adhere to report submission dateline			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 03.08 Develop and maintain cooperation within work group. 04.01 Organise own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organise and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritising 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	1:1
2. Buoyancy Control Device (BCD)	1:1
3. Regulator set	1:1
4. Scuba tank	1:1
5. Mask	1:5
6. Fin	1:1
7. Wet suit	1:1
8. Snorkel	1:1
9. Dive computer	1:5
10. Compass	1:5
11. Surface marker	1:1
12. Weight system	1:1
13. Whistle	1:1
14. Touch light	1:1
15. Mapping tool	1:1
16. Teaching slate	1:1
17. Dive knife	1:1
18. Dive boat	1:25
19. Compressor	1:25
20. Oxygen resuscitator	1: 5
21. Boat ladder	1:25
22. Glove	1:1
23. Buddy call tools	1:1
24. Discover scuba diving leadership activities report	1:1

References

REFERENCES

1. Drew Richardson, Ed.D., PADI (2010), Dive Master Manual, ISBN: 978-1-878663-07-8
2. Dennis K Graver, Scuba Diving, ISBN-10:0-7360-1727
3. John Bantin, Publication August 17 (2007), The Scuba Diving Handbook ISBN-10-1554072808
4. Tim Rock, (1999), Diving & Snorkling Guide, ISBN: 0864427441
5. Paul Lees, Mc Grew Hill (1997) Diving & Snorkling Guide To Thailand, ISBN: 084428495

Table 8: Training Hour Summary

SECTOR	: HOSPITALITY & TOURISM	
SUB SECTOR	: RECREATION	
JOB AREA	: SCUBA DIVING OPERATION	
JOB LEVEL	: THREE (3)	
CU ID	Competency Unit	Training Hour
CORE	SCUBA DIVE LOGISTIC MAINTENANCE	180
CORE	DIVER RECEPTION HANDLING	120
CORE	SCUBA DIVE SAFETY BRIEFING	240
CORE	SCUBA DIVE EXCURSION	300
CORE	POST DIVING ACTIVITIES	120
CORE	DIVING ACTIVITY SUPPORT	240
ELECTIVE	EMERGENCY FIRST RESPONSE	96
ELECTIVE	DISCOVER SCUBA DIVING LEADERSHIP	240
	Total Training Programme Hours	1200

SUMMARY OF TRAINING DURATION FOR SCUBA DIVING OPERATION (LEVEL 3)

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
HT-400-3:2013-C01	SCUBA DIVE LOGISTIC MAINTENANCE	Identify scuba dive logistic maintenance requirement	5	13	18	180
		Prepare scuba dive equipment maintenance schedule	5	13	18	
		Maintain scuba dive equipment	22	50	72	
		Carry out dive centre housekeeping	5	13	18	
		Prepare boat for diving	11	25	36	
		Report scuba dive logistic maintenance to superior	5	13	18	
HT-400-3:2013-C02	DIVER RECEPTION HANDLING	Determine diver reception handling requirement	5	13	18	120
		Carry out diver registration	5	13	18	
		Prepare diving activity schedule	5	13	18	
		Collate diver safety standard forms	5	13	18	
		Carry out diver equipment fitting	9	21	30	
		Report diver reception handling activity to superior	5	13	18	
HT-400-3:2013-C03	SCUBA DIVE SAFETY BRIEFING	Identify scuba dive safety briefing requirement	5	12	17	240
		Brief diver before diving	18	22	40	
		Conduct safety briefing	26	60	86	
		Conduct emergency plan briefing	20	60	80	
		Report scuba dive safety briefing to superior	5	12	17	
HT-400-3:2013-C04	SCUBA DIVE EXCURSION	Determine scuba dive excursion requirement	5	13	18	300
		Arrange diver to boat and dive location	14	32	46	
		Arrange diver to water entry	14	32	46	
		Lead scuba dive excursion	23	50	73	
		Supervise safety stop at the end of dive	21	48	69	
		Arrange diver enter the boat	9	21	30	
		Report scuba dive excursion to superior	5	13	18	
HT-400-3:2013-C05	POST DIVING ACTIVITIES	Conduct scuba diving equipment disassemble	14	34	48	120
		Conduct surface interval activities	16	38	54	
		Report post diving activities to superior	5	13	18	
HT-400-3:2013-C06	DIVING ACTIVITY SUPPORT	Identify diving activity support requirement	5	13	18	240
		Guide snorkelling activity	14	30	44	
		Guide skin diving	20	48	68	
		Assist instructor during training	28	64	92	
		Report specialty diving activities to superior	5	13	18	
TOTAL HOURS (Core Competencies)			359	841	1200	1200

HT-400-3:2013-E01	EMERGENCY FIRST RESPONSE	Identify EFRI requirement	6	13	19	96
		Perform EFRI training	18	40	58	
		Report EFRI Instructor training to superior	6	13	19	
HT-400-3:2013-E02	DISCOVER SCUBA DIVING LEADERSHIP	Identify DSD leadership requirement	6	13	19	240
		Collate DSD standard forms	7	17	24	
		Conduct DSD briefing	18	46	64	
		Carry out equipment setup	14	36	50	
		Conduct DSD activities	19	45	64	
		Report DSD leadership activities to superior	6	13	19	
TOTAL HOURS (+ Elective Competency)			459	1077	1536	1536