

Application Form for Level 1 ~ Marine Field Operations Certification Enrolment

Details

Application Deadline	15 March 2010
Notification of Acceptance	29 March 2010
Language	English (some Afrikaans)
Assessment Location	Tsitsikamma NP, South Africa
Dates of Assessment Event	7 - 13 May 2010

Application Process

1. Review Level 1 Competences (at the back of this package) to confirm you have the necessary experience and evidence in all areas. Refer to the Programme Handbook available online for additional details.
2. Fully complete this application, including all necessary signatures.
 - a. To download this application form in MS WORD format, go to www.wio-compas.org or www.wiomsa.org/wio-compas
 - b. Call Peter Chadwick at WWF S.A. – 082 373 4190 or 028 4251000
3. This application is to be accompanied by:
 - a. A full *Curriculum Vitae* (CV)
 - b. * Copies of all relevant education and training qualifications (only to be shown at Assessment Event for confirmation)
4. Completed application, together with the accompanying CV can be sent via mail **or** email to the logistics coordinator:
 - a. Registered post or courier to:
WWF S.A., Attention - Peter Chadwick
P.O.Box 565
Bredasdorp, 7280, South Africa
 - b. Email of scanned electronic copies (with signatures) of all materials to: pchadwick@wwf.org.za

Certifying Bodies



with support by



PERSONAL DETAILS																																								
Name	Surname: Given Names: Title (Mr, Ms, Dr etc.): Date of Birth:																																							
Nationality																																								
Contact details	Tel.(home): Tel.(work): Tel.(mobile): Fax: E-mail: Postal Address: Which of the above is most reliable for us to contact you?																																							
Education	Highest Educational Qualification: Year Achieved: Academic Institution:																																							
Language Competence Indicate your main languages and check the box that indicates your level of ability	<table border="1"> <thead> <tr> <th>Language</th> <th></th> <th>poor</th> <th>fair</th> <th>good</th> <th>excellent</th> </tr> </thead> <tbody> <tr> <td rowspan="2"></td> <td>Spoken</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Written</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2"></td> <td>Spoken</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Written</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2"></td> <td>Spoken</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Written</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language		poor	fair	good	excellent		Spoken					Written						Spoken					Written						Spoken					Written				
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Training Please list training courses related to the Level 1 Competence Areas that you have attended in the past five years. Examples of Outcomes include: letter of completion, certificate, diploma, assignment assessment summary.	1. Date: Duration: Course title: Institution: Outcome/Achievement: 2. Date: Duration: Course title: Institution: Outcome/Achievement: 3. Date: Duration: Course title: Institution: Outcome/Achievement:																																							

MPA RELATED EMPLOYMENT	
Current employment situation	Current Position: Date appointed to this position: Workplace (i.e. name of protected area): Full Name of Employer Organisation: Type of Organisation (Govt, NGO, parastatal etc.): Do you supervise staff? If so how many?
Supervisor at MPA	Name and title: Position: Telephone: Email address: Postal address:
Previous employments	1) Name of workplace/position held/years employed/dates: 2) Name of workplace/position held/years employed/dates:
Total Years of Relevant Experience	
EXPERIENCE RELATED TO COMPETENCES	
<p>It is EXTREMELY IMPORTANT that you provide brief information on your experience related to the Seven Core Competence Areas of Level 1 ~ Marine Field Operations. Assessors use this to determine your eligibility for entrance into the Certification Programme.</p>	
<p>Refer to the full list of Competences and Standards for Level 1 Certification located at the back of this application form.</p> <p>Try to address most of the competences within each of the seven competence areas.</p> <p>Simple bullets of experience are sufficient</p>	1., Policy, Legislation and Compliance

2. MPA Concepts and Establishment

Refer to the full list of Competences and Standards for Level 1 Certification located at the back of this application form.

Try to address most of the competences within each of the seven competence areas.

Simple bullets of experience are sufficient

3. Communication and Stakeholder Engagement

4. Financial Management and Fundraising

SIGNATURES	
Applicant and Supervisor Understand and Agree to Applicant's Commitment	<p>I hereby commit to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submitting a Core Activities Document at least 2 weeks before the Assessment Event <input type="checkbox"/> Getting the full support from my supervisor and MPA Manager <input type="checkbox"/> Completing a portfolio of work experience (signed by supervisor), and preparing a presentation on my Core Activities before arriving at the Assessment Event <input type="checkbox"/> Attending the entire Assessment Event as scheduled <input type="checkbox"/> Presenting on my experience and new knowledge to colleagues at my MPA upon returning from the Assessment Event
Signed by Applicant	<p>Signature:</p> <p>Date:</p>
<p>Endorsed by Supervisor</p> <p>(the supervisor will need to submit a recommendation if applicant's application passes the screening process)</p>	<p>As the applicant's supervisor, I recognize the time and travel commitments should this person be accepted into the offering. I will also write a letter of recommendation if requested by the Secretariat.</p> <p>Name in print:</p> <p>Signature:</p> <p>Date:</p>
COMPLETE THIS NEXT SECTION ONLY IF YOU DO NOT WORK FOR AN MPA	
<p>**Complete this section only if the applicant is not an MPA employee (i.e. NGO who works with an MPA)</p> <p>For <u>NON</u>-MPA employees applying for certification, a senior MPA manager must sign your application</p>	<p>MPA Manager's name in print:</p> <p>MPA site name:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Signature:</p> <p>Date:</p> <p><input type="checkbox"/> As the MPA Manager, I confirm that this applicant has a formal working arrangement with this MPA.</p>

IMPORTANT: See below for the Level 1 Certification Competences

Supervisors signing the application should ensure that their staff's skills and experience match these competences. Applicants must have a passing grade for all seven competence areas.



LEVEL 1 ~ MARINE FIELD OPERATIONS COMPETENCES, STANDARDS and RANGE STATEMENTS

v1.0 January 14, 2010

Competence Areas (and sub-areas)	COMPETENCES and their STANDARDS	Points Weighting	Pass	RANGE STATEMENTS
1. Policy, Legislation and Compliance	CA1 SUBTOTAL	18	10.8	
	Sound Understanding			
	1.1.1	Of regulations and bylaws related the MPA	4	Demonstrate strong understanding of key national regulations and bylaws as it relates to operations within the MPA. This should cover biodiversity and resource conservation, environmental protection and management, and employment. Can refer to and describe at least 2 pieces of national legislation.
	Basic Understanding			
	1.1.2	Of the key species or habitat protected by international conventions	2	Can name at least 2 key international conventions/agreements of direct relevance to the operation of their MPA, with an indication of the implications of these for marine conservation.
	1.1.3	Of national legislation for sectors related to marine areas	2	Demonstrate basic understanding of key national legislation for sectors related to marine areas such as fisheries and tourism. Can refer to and describe at least 2 pieces of national legislation.
	Ability			
	1.1.4	To follow correct legal processes associated with enforcement activities	4	Provides at least 4 pieces of evidence to show how they have followed correct procedures from patrolling, engagement with and apprehension of miscreants, collecting and storing evidence, to following prosecution processes and presenting evidence in court cases.
	1.1.5	To introduce ideas for improving compliance and enforcement	2	Provides at least 3 pieces of evidence to demonstrate activities they have introduced to strengthen compliance and enforcement activities on the MPA.
	1.1.6	To conduct surveillance patrols and record detailed observations	4	Provide at least 3 different examples of reporting based on patrolling, monitoring and engaging with resource users or visitors. Able to lead surveillance patrols with oversight of the process and staff. Enter observations in appropriate forms.
2. MPA Concept and	CA2 SUBTOTAL	14	8.4	
	Sound Understanding			
	2.1.1	Of their organisation's structure, mandate and function, and own roles and responsibilities within the MPA	4	Describes the organization's effectiveness in management of the MPA with emphasis on own roles and responsibilities in the MPA. Develops organogram relating to own function within the organisation.
	2.1.2	Of the MPAs history, objectives and current priority issues	4	Describes the primary reasons for establishing the MPA, its official objectives, how resource uses have changed since establishment and the details behind the current priority issues.

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Competence Areas (and sub-areas)		COMPETENCES and their STANDARDS	Points Weighting	Pass	RANGE STATEMENTS
		Basic Understanding			
	2.1.3	Of the benefits and challenges of MPAs as a management tool	4		Identify four key benefits and challenges of MPAs.
	2.1.4	Of different institutional models for MPA management	2		Demonstrates basic understanding of different spatial and temporal management options for MPA. Is able to describe at least 2 different models and give indications of the potential strengths and weaknesses of each.
3.Communication and Stakeholder Engagement		CA3 SUBTOTAL	20	12	
3.1 Communication		Sound Understanding			
	3.1.1	Different means of communicating within the context of MPAs	2		Demonstrates strong understanding of the use and roles of different tools and techniques for communication based on appropriateness for stakeholders and nature of issues at hand. Provides at least 2 examples of different tools and techniques for different contexts.
		Ability			
	3.1.2	To communicate effectively with various audiences	4		Provides direct evidence of effective communication in formal, semi-formal and informal contexts including ability to respond to complex questions concerning the MPA and its management.
	3.1.3	To use electronic communication media and information technology	2		Provides at least 3 types of evidence of use of electronic communication media and information technology for communication with range of audiences.
3.2 Engaging Stakeholders		Sound Understanding			
	3.2.1	Of how local stakeholders use and perceive resources	4		Demonstrates strong understanding of the various resource users activities, techniques, gear and needs as well as how they perceive the resources, management and other user groups.
		Ability			
	3.2.2	To engage stakeholders in a socially and culturally appropriate manner	4		Able to identify culturally appropriate approaches in their own MPA context. Provides clear evidence of at least two culturally appropriate approaches in their own work
	3.2.3	To engage stakeholders to address minor conflicts in an effective manner	4		Able to identify emerging or current conflicts and take appropriate action. Shows ability to identify potential conflicts, causes of conflicts and differentiate between root causes and symptoms of conflict. Provides evidence of engaging stakeholders positively in addressing at least 2 conflicts around the MPA.

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4. Financial Management and Fundraising	CA4 SUBTOTAL	12	7.2		
	Sound Understanding				
	4.1.1	Of the MPA's operating costs and financial system for their area of operations	4		Demonstrates understanding of the financial and budgeting procedures operated by their own area of the organisation. Provides evidence of adherence to at least 3 aspects of these procedures.
	Ability				
	4.1.2	To follow the MPA's financial management processes within their area of operations	4		Able to following budgeting processes, collecting revenue and determine the operational costs for their areas
	4.1.3	To develop a simple budget for their own activities	2		Able to develop and manage simple task or section budgets for day-to-day management of the MPA. Provides evidence of consistent budget management over period of at least 2 years.
4.1.4	To identify and recommend potential sources of revenue generation	2		Able to identify potential alternative income sources for their MPA. Provides at least 1 example of new funding sources either secured or recommended for the MPA.	
5. Management Operations	CA5 SUBTOTAL	38	22.8		
5.1 Planning and Reporting	Basic Understanding				
	5.1.1	Of logistical, infrastructure and Human resources requirements for management of the MPA	4		Demonstrates basic understanding of the requirements for own MPA. Provides examples of range of requirements including staffing, equipment and materials, infrastructure, external support.
	5.1.2	Of how their role/position contributes to meeting the MPA's objectives	4		Demonstrates basic understanding of their MPA's goals when established any changes since then and the strategies to achieve the goals, specifically what their role is in relation to the objectives and strategies.
	Ability				
	5.1.3	To develop one's own workplan	4		Able to independently develop a workplan through getting guidance from supervisor and assessing the available resources and context.
	5.1.4	To implement one's work plans	4		Able to independently assess and implement one's work plans taking into consideration time allocation, sequencing of tasks, resource needs and supervising staff and/or volunteers. Provides at least 4 examples of such plans.
	5.1.5	To ensure proper maintenance of the MPA's infrastructure and equipment	4		Able to ensure effective maintenance of MPA infrastructure and equipment. Provides examples of at least 4 maintenace procedures regularly conducted on the MPA.

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	5.1.6	To follow general health and safety procedures	4		Able to follow and assess safety procedures for operations within the MPA while conducting patrols and other tasks on and off the water.
	5.1.7	To physically perform on the water	4		Able to participate in safety and rescue operations, conduct in water monitoring procedures and other tasks requiring related skills.
5.2 Monitoring, Evaluation and Research		Basic Understanding			
	5.2.1	Of the purpose and outputs of monitoring, evaluation and research	2		Shows basic understanding of what types of information are valuable for MPA management, how information is used to evaluate performance. critical types of information to inform Focus of information should be related to indicators of management effectiveness (6 key indicators) and current gaps in understanding around the MPA issues.
		Ability			
	5.2.2	To conduct basic monitoring protocols in the field (bio and social)	4		Able to participate field monitoring by collecting, recording data and entering into a database. Skills to collect both biological and socio-economic indicators.
5.3 Human Resources		Ability			
	5.3.1	To supervise volunteers, researchers and contractors, and mentor junior personnel	4		Able to follow policies and procedures for supervising staff, researchers and volunteers by allocating necessary resources, briefing them on safety rules and conservation policies.
6. Biophysical and Sociocultural Environment		CA6 SUBTOTAL	22	13.2	
6.1 Marine and Coastal Ecology		Basic Understanding			
	6.1.1	Of the ecosystems and species within the MPA and the interactions between them	4		Shows reasonable understanding of key ecosystems that make up their MPA, and at least 3 of the most important species associated with each. Can describe the nature of the interactions between at least 4 key species within the MPA.
	6.1.2	Of the key threats to the ecological processes and species in the MPA's area and the implications for management	4		Shows good understanding of the main local threats to the ecosystem and basic understanding of the regional and global threats that could potentially impact the MPA. Describes in detail at least 5 key threats to the ecology of the MPA
	6.1.3	Of the oceanography influencing the MPA	2		Shows good understanding of the physical ocean processes affecting the MPA and influencing the ecology. Describes at least 2 of the critical processes and their influence.

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Competence Areas (and sub-areas)		COMPETENCES and their STANDARDS	Points Weighting	Pass	RANGE STATEMENTS
6.2 Fisheries		Basic Understanding			
	6.2.1	Of the local fishing sector in and around the MPA	4		Shows a good understanding of the local fishing industry including key species, the types of vessels, gears, fishing methods, common bycatch, levels of pressure on the species etc. Describes in detail at least 2 main fishery operations.
6.3 Tourism		Basic Understanding			
	6.3.1	Of the local Tourism sector	2		Shows a good understanding of the dynamics and impact of the local tourism industry. Describes at least 2 main tourism activities associated with the MPA and their current and potential impact (positive and negative).
6.4 Socio-economic and Cultural context		Sound Understanding			
	6.4.1	Of the role and contribution of the MPA to the livelihoods of local communities	4		Shows a good understanding of the place of the MPAS in the lives of local communities. Can describe at least 2 ways in which the MPA can contribute to their livelihoods.
		Basic Understanding			
	6.4.2	Of the historical, cultural and spiritual values of the MPA (where relevant)	2		Shows understanding of and sensitivity towards the cultural values of the MPA. Can provide at least 2 examples of cultural values/sites.
7. Leadership and Ethics		CA7 SUBTOTAL	31	18.6	
	7	Ability to identify real issues and opportunities - then to select and apply appropriate approaches, tools and interventions to achieve positive results through exhibiting personal leadership qualities of self-motivation, pro-activeness, innovation and adaptability underpinned by ethical principles	31		
GRAND TOTAL	38		155	108.5	70% OVERALL TO PASS, 60% in Each Competence Area

* A competence is an ability or knowledge of some skill, a standard is how well (basic, sound, thorough) one can do that competence or skill.

Each competence is given a weighting of 2 or 4 maximum points to signify degree of importance