



Annex F - DQSC Training Centre Briefing Formats

Event	To Attend	Remarks
Principal/Chief Instructor Brief/Senior Instructor	All Instructors, & Assistant Instructors	<ul style="list-style-type: none"> ➤ Weather Forecast for the day, ➤ Tide Times including the time the flood and ebb tide will reach 3 metres, ➤ Area of operations to be used during the session, ➤ The sessions to be delivered and by whom, ➤ Type of craft to be used, ➤ Any specific risks in association to water quality, ➤ Details of any programmed activities taking place in the area of operations, ➤ Any notice to mariners in force in the area of operations, ➤ Any specific risks associated with individual clients.
Start of Course Brief Delivered by Principal/Chief Instructor/Senior Instructor	All Instructors All course participants	<ul style="list-style-type: none"> ➤ Overview of the course including expected course outcomes, ➤ A summary of the programme including core modules and timing, ➤ How these aspects of the course will build towards meeting overall objectives and outcomes, ➤ The weather forecast and tide times for the period of training. ➤ Action to be taken in the event of an abandonment of training (signalled by repeated short blasts on a whistle).
End of Day Participant Debrief delivered by Principal/Chief	All course participants	<ul style="list-style-type: none"> ➤ Overview of the day's activity, ➤ Summaries key learning points, ➤ Signpost following day's activities,



Instructor/Senior Instructor		<ul style="list-style-type: none">➤ Identify any overnight study (if any),➤ Remind participants of the importance of hand hygiene,➤ Signpost following days weather forecast,➤ Highlight any specific risks anticipated on the following day,➤ Course Instructors to ensure that students needing to improve further if they are to pass the course are to take the student a side and make them aware of their shortcomings and given advice on actions/standards required to pass the course.
Principal/Chief Instructor/Senior Instructor De-brief	All Instructors, & Assistant Instructors	<ul style="list-style-type: none">➤ Discuss any areas of concern and changes to be made to the following day's programme.➤ The progress made during the day against course objectives.➤ Highlight any maintenance issues emerging.➤ Highlight any clients who are not progressing at the expected rate and discuss remedial action.