Program Strategy

58759

National Certificate: Ports and Harbours

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A.   Key Elements and Outline

Key Elements and Outline of the Qualification 58759 "National Certificate: Ports and Harbours" as an NQF Aligned Learning Programme:

Name of Programme	National Certificate: Ports and Harbours
Purpose of Programme	Shipping is a global business of great importance to international trade. The utilization of modern management principles, concepts for improving efficiency and sound management practices are increasingly required in the shipping industry. Many of the middle and upper level executives in shipping have a background in functional or technical areas and have limited management training. This qualification will offer re-skilling and up-skilling of such people operating in a port environment. Learners will acquire the necessary knowledge and skills to manage the operations of ports or sea terminals to international standards. The qualifying learner will be able to: Establish and maintain sound working relations with all relevant role-players in the marine transport industry. • Apply local and international law, conventions and policies related to maritime operations and ports. • Apply knowledge of maritime and port economics to oversee the organisational activities in a port or harbour. • Apply financial and administrative management in a port or harbour environment
Rationale	This National Certificate at NQF level 5 resulted from an identified industry and employer need and represents a step in the established sub-field learning pathway. It will contribute to sustainable and professional management of ports and terminals to ensure South Africa's economic growth and prosperity. This qualification has been generated to ensure South Africa's compliance with international competitive trends in the ports and harbours industry. A new port training strategy was the subject of a United Nations Conference on Trade and Development (UNCTAD) held in Porto during May 2002. Three South African delegates were in attendance. A plan of action for the implementation of the new Port Management Programme (PMP) was established at the conference for three represented linguistic groups, being French, Portuguese and English. This qualification provides for implementation of that programme in South Africa. To date all training of managers for South African ports was outsourced to Belgium and the Netherlands. Furthermore, there is a need for an NQF compliant qualification that will provide the South African authorities with the opportunity to present this education and training locally. The typical learners for this qualification will include: • Terminal operators • Supervisors • Middle Manager

	• Stevedore operators • Ships' agents • Clearing and forwarding agents • Deck officers • Master Mariners • Port managers • Harbour masters
Programme Duration	<mark>12-18 months (???)</mark>
NQF Level	NQF 5
Exit Level Outcomes	1. Communicate with internal and external role-players to ensure optimal participation and performance required to oversee port operations. 2. Apply legal, regulatory and statutory requirements within the port and harbour environment. 3. Explain maritime economics and international trade in relation to the role and function of ports and harbours in the South African context. 4. Explain port economics in relation to the nature and characteristics of port operations in the South African context. 5. Apply management principles, concepts and methods to oversee port operations. 6. Oversee the financial and administrative requirements of a section/division/organisation in the ports and harbours environment.
Related assessment criteria	•
Critical Cross Field Outcomes	•
Articulation options	•
Learning assumed to be in place	•

Recognition of Prior Learning	

Learning Materials	The programme pack consists out of the following documents: 1. Learner Guides 2. Facilitator Guides 3. Assessment Guides 4. Formative Assessment 5. Summative 6. Moderator Guide

Credit Value	A minimum of 137 credits is required to complete the Qualification. In this Qualification the credits are allocated as follows: ➢ Fundamental: 25 credits. ➢ Core: 100 credits. ➢ Electives: 12 credits under specialisation.

Skills Programme 1: Communication

ELO	US Type	NLRD	US Title	Level	Credits
	Fundamental	12433	Use communication techniques effectively	5	8
	Fundamental	244471	Understand the maritime transport industry	5	8
	Fundamental	120304	Analyse, interpret and communicate information	5	9
			Total Credits		**27**

Skills Programme 2: Operations and Administration

ELO	US Type	NLRD	US Title	Level	Credits
			Total Credits		

Skills Programme 3: Budgets, Financial control and Documentation

ELO	US Type	NLRD	US Title	Level	Credits
			Total Credits		

Skills Programme 4: Specialisation Field

ELO	US Type	NLRD	US Title	Level	Credits
			Total Credits		

B.   Notional Hours Matrix

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

Skills Programmes	Credits	Notional Hours	Days	Contact Session 30% (Hours)		Experiential Learning 70% (Hours)		FSA Days (6 hours p'day)	TOTAL Notional Hours
				Theory	Practical	WPE	Ass Prep		
1	27	310	39	33	68	136	68	1	270
2									
3									
4									
TOTALS	*137*	*1370*							*1370*

C.   Curriculum Outline

Module 1: Communication
Unit Standard No: 12433
Unit Standard Name: Use communication techniques effectively

S/O No	Specific Outcome	Learning Outcomes
1	**Discuss and explain a range of written and oral communication techniques used in the workplace and applicable communication theory**	An understanding of a range of written and oral communication techniques used in the workplace and applicable communication theory is demonstrated
		Discussions are led and meetings chaired in an effective manner according to standard meeting procedures
		A variety of generated workplace reports and presentations are available for scrutiny
		Presentations are effectively delivered and meet the needs of the target audience
2	**Lead discussions and chair meetings**	An understanding of a range of written and oral communication techniques used in the workplace and applicable communication theory is demonstrated
		Discussions are led and meetings chaired in an effective manner according to standard meeting procedures
		A variety of generated workplace reports and presentations are available for scrutiny
		Presentations are effectively delivered and meet the needs of the target audience
3	**Generate a variety of workplace reports using various data gathering techniques**	An understanding of a range of written and oral communication techniques used in the workplace and applicable communication theory is demonstrated
		Discussions are led and meetings chaired in an effective manner according to standard meeting procedures
		A variety of generated workplace reports and presentations are available for scrutiny
		Presentations are effectively delivered and meet the needs of the target audience
4	**Deliver presentations**	An understanding of a range of written and oral communication techniques used in the workplace and applicable communication theory is demonstrated
		Discussions are led and meetings chaired in an effective manner according to standard meeting procedures
		A variety of generated workplace reports and presentations are available for scrutiny
		Presentations are effectively delivered and meet the needs of the target audience

Module 2: Operations and Administration
Unit Standard No:
Unit Standard Name:

S/O No	Specific Outcome	Learning Outcomes
1		
2		
3		
4		

Module 3: Budgets, Financial control and Documentation
Unit Standard No:
Unit Standard Name: Apply the principles of knowledge management

S/O No	Specific Outcome	Learning Outcomes
1	Demonstrate knowledge and understanding of the concepts and components of knowledge management	The driving forces of the knowledge economy are explained with examples
		The components of a system for institutionalising knowledge management are described according to accepted knowledge management theory and practice
		The importance of knowledge management in managing the knowledge assets for achieving competitive advantage is explained in relation to an entity
		The results of managing knowledge are explained in relation to an entity
2	Analyse a unit according the entity's knowledge management policies and procedures	Analyse the current practices in a unit in relation to the knowledge management policies and procedures of an entity
		Compare the knowledge management practices of a unit to those of other units in an entity
		Interpret the findings of the analysis to identify strengths and weaknesses
		Consolidate the findings in a report with recommendations on improvements within a unit and an entity
3	Develop a knowledge management implementation plan for a unit	The role of the unit manager in implementing the knowledge management plan is described in relation to other role players in the entity
		An operational plan is developed for managing knowledge in a unit in relation to the policies and procedures of an entity
		The operational plan is promoted within a unit and an entity in order to encourage commitment
		The implementation of the plan is described in accordance generally accepted knowledge management theory and practice

Module 4: Specialisation Field
Unit Standard No: 252020
Unit Standard Name: Create and manage an environment that promotes innovation

S/O No	Specific Outcome	Learning Outcomes
1	**Analyse own unit in terms of opportunities for innovation**	Identify features of an environment that promotes innovation
		Analyse own unit in relation to the features of an environment conducive to innovation
		The findings of the analysis are interpreted to determine whether the current environment promotes innovation
		Areas for improvement are identified on the basis of the analysis conducted
2	**Demonstrate understanding of the techniques for promoting creativity**	Creativity and innovation techniques are identified in terms of generally accepted theory and practice
		Three techniques for promoting creativity are explained with practical examples
3	**Develop a plan for creating an environment conducive to innovation**	The role of the unit manager in creating an environment conducive to innovation is described with reference to continuous improvement and innovation of the unit
		The processes, actions and approaches necessary to create an environment conducive to innovation are recorded in the plan
		The implementation of the plan is described with reference to the environment and availability of resources
		The plan is promoted within the unit in order to encourage commitment
4	**Lead a team through a creative thinking process**	Techniques for promoting innovation and creativity are applied to generate ideas for a new or improved process, project or product
		A number of alternative solutions are generated in relation to the process, project or product
		The best alternative is selected from the solutions generated on the basis of evaluation criteria
		A concept is developed for implementation in accordance with the entity's policies and procedures
		The concept is recorded and communicated for implementation

D. Delivery Strategy

Module 1: Communication

S/O No	Specific Outcome	Credits	Notional Hours	Days Contact Sessions (T & P)	Days Experiential Learning (WPE & Ass Prep)	FSA (Days)	Learning Strategy
Unit Standard No: 12433 - Unit Standard Name: Use communication techniques effectively						
1	Discuss/explain a range of written and oral communication techniques used in the workplace and applicable communication theory	5	50	2	4	1	Attending Classes Self-study, Research Practical work PoE Assignments Workbook Activities
2	Lead discussions and chair meetings						
3	Generate a variety of workplace reports using various data gathering techniques						
4	Deliver presentations						

Module 2: Operations and Administration

S/O No	Specific Outcome	Credits	Notional Hours	Days Contact Sessions (T & P)	Days Experiential Learning (WPE & Ass Prep)	FSA (Days)	Learning Strategy
Unit Standard No: 252026 - Unit Standard Name: Apply a systems approach to decision making							

Module 3: Budgets, Financial control and Documentation

S/O No	Specific Outcome	Credits	Notional Hours	Days Contact Sessions (T & P)	Days Experiential Learning (WPE & Ass Prep)	FSA (Days)	Learning Strategy
Unit Standard No: 252035 - Unit Standard Name: Select and coach first line managers
1	Select first line manager for a specific position						Attending Classes
2	Plan the coaching process of a first line manager	8	80	2	5	1	Self-study, Research
3	Coach selected first line manager						Practical work
4	Monitor and measure the results of coaching sessions						PoE Assignments
							Workbook Activities

Module 4: Specialisation Field

S/O No	Specific Outcome	Credits	Notional Hours	Days Contact Sessions (T & P)	Days Experiential Learning (WPE & Ass Prep)	FSA (Days)	Learning Strategy
1							
2							
3							
4							
5							
1							
2							
3							
4							
5							
1							
2							
3							
4							

Evaluation Strategy

Learner End of Course Evaluation sheet.

End of Course Evaluation

Date:.................................   Venue:.........................……

Please give honest feedback to assist us in future planning.

Question	Happy ?	Undecided ?	Unhappy ?
Were the objectives of the workshop clearly explained to you?			
Was there enough theory?			
Were there enough practical activities?			
Was the language used clear and accessible?			
Was the facilitator well prepared?			
How do you feel about the training methods			
Do you think the training will help you to become an entrepreneur?			
Do you think the training will make any difference to your life / attitude?			
How do you feel about the facilitator/s?			
Did you learn anything from the other participants during the course?			
Did the course meet your expectations?			

REMARKS (Any changes?)
Name (Optional)

Trainers Report

Course Name	
Client	
Venue	
Facilitator	
Training Dates	
No of registered learners	
No of learners present	
U/S Covered	

NB Kindly attach the following documents to this report:
1. Signed learner attendance register for the period of training being reported
   (**Register must also be signed by the facilitator**)
2. Assignment hand in register

Summary of work covered from day 1 to day 5

Day 1

Day 2

Day 3

Day 4

Day 5

Use a separate sheet if necessary

<div align="center">**Learners**</div>

Briefly outline how learners are coping with the programme. Comment on learner's attendance, participation and understanding of material.

Attendance

Participation

Understanding of material

Issues raised by learners that need attention of Training Provider

Overview of training provision process

Identify challenges of the training

Identify successes of the training

Recommendations for improving the material/training

Signature of Facilitator: _____

Date: _____