

## Programme Guidance for Education Organisations



New Zealand Certificate in Port Operations (Level 3) with strands in Port Administration, Cargo Handling, and Heavy Machine Operation [Ref 2814-2]			
<b>Level</b>	3	<b>Credits</b>	75
<b>Assessment standards aligned with qualification outcomes</b>			
<b>Outcome</b>		<b>Assessment standards</b>	
Outcome 1 Comply with legislative requirements and organisational policies and procedures in order to work safely and efficiently in port operations. (Credits 10)		29123 - Demonstrate knowledge of legislative requirements and safe operating procedures in a port operations environment (Level 3, credits 10)	
Outcome 2 Show broad understanding of the characteristics of a port operation and the machinery that operates within it. (Credits 15)		30223 - Demonstrate knowledge of the characteristics of, and operations in a port environment (Level 3, credits 10) 30222 - Demonstrate knowledge of factors that impact the performance of workers in a port operations environment (Level 3, credits 5)	
Outcome 3 Work safely and communicate within a team in a port operations environment to complete common tasks. (Credits 10)		17593 - Apply safe work practices in the workplace (Level 2, credits 4) 9681 - Contribute within a team or group which has an objective (Level 3, credits 3) 9680 - Communicate within a specified organisational context (Level 2, credits 3)	
<b>Port Administration strand</b>			



<p>Outcome 4</p> <p>Provide port operations customer, supplier, and quality control services to complete common port administration tasks.</p> <p>(Credits 30)</p>	<p><b>A minimum of 30 credits is required from the following:</b></p> <p>1277 - Communicate information in a specified workplace (Level 2, credits 3)</p> <p>3491 - Write a report (Level 3, credits 4)</p> <p>3492 - Write a short report (Level 2, credits 3)</p> <p>11508 - Receive and deliver cargo (Level 3, credits 5)</p> <p>28901 - Administer port cargo information (Level 3, credits 20)</p>
<p>Outcome 5</p> <p>Communicate with stakeholders to receive and deliver cargo.</p> <p>(Credits 10)</p>	<p><b>A minimum of 10 credits is required from the following:</b></p> <p>31096 - Demonstrate customer and supplier service to support continuous improvement objectives in a port environment (Level 3, credits 10)</p> <p>376 - Employ customer service techniques to accommodate customer behavioural styles in a workplace (Level 3, credits 2)</p> <p>7123 - Apply a problem-solving method (Level 2, credits 3)</p>
<p><b>Cargo Handling strand</b></p>	
<p>Outcome 6</p> <p>Safely conduct lifting, movement and stowage of cargo.</p> <p>(Credits 40)</p>	<p><b>A minimum of 40 credits is required from the following:</b></p> <p>30072 - Demonstrate and apply knowledge of slinging regular loads safely (Level 3, credits 14)</p> <p>3491 - Write a report (Level 3, credits 4)</p> <p>3492 - Write a short report (Level 2, credits 3)</p> <p>6957 - Scale logs using a domestic scaling method (Level 4, credits 10)</p> <p>6958 - Scale export logs using an export scaling method (Level 4, credits 10)</p> <p>3789 - Sling varied regular loads and safely direct a crane during crane operations (Level 3, credits 15)</p>



	<p>10851 - Operate a powered industrial lift truck (forklift) (Level 3, credits 7)</p> <p>10852 - Operate a powered industrial lift truck (forklift) fitted with attachments (Level 3, credits 3)</p> <p>23966 - Describe types of elevating work platforms (EWPs), and legislative requirements for their use (Level 3, credits 2)</p> <p>15757 - Use, install and disestablish temporary proprietary height safety systems when working at height (Level 3, credits 4)</p> <p>23229 - Use safety harness system when working at height (Level 3, credits 4)</p> <p>25099 - Carry out yard operations in a port environment (Level 3, credits 4)</p> <p>11505 - Unpack and pack an ISO type container (Level 3, credits 5)</p> <p>11506 - Carry out cargo handling on and off a vessel (Level 3, credits 12)</p> <p>11508 - Receive and deliver cargo (Level 3, credits 5)</p> <p>20164 - Demonstrate knowledge of and use a data transfer system for cargo movements (Level 2, credits 3)</p> <p>20165 - Carry out reefer monitor duties (Level 3, credits 15)</p> <p>25102 - Demonstrate knowledge of reefer cargo (Level 2, credits 5)</p> <p>31094 - Apply environmental regulatory requirements to cleaning in a port environment (Level 3, credits 4)</p> <p>31098 - Demonstrate and apply knowledge of safe working practices for working at heights on a vessel (Level 3, credits 15)</p> <p>31095 - Use a radio communication device in a port environment (Level 3, credits 6)</p> <p>31097 - Undertake wharfside port mooring operations (Level 3, credits 20)</p> <p>18954 - Drive a motor vehicle within a port environment (Level 3, credits 3)</p> <p>11517 - Operate ship's gear (Level 3, credits 15)</p>
--	---



	<p>20054 - Carry out hatchperson duties for cargo operations (Level 3, credits 4)</p> <p>31093 - Demonstrate and apply knowledge of cargo lifting equipment to cargo operations in a port environment (Level 3, credits 8)</p> <p>31175 - Operate an excavator to stow cargo on board a vessel in a port environment (Level 3, credits 15)</p> <p>20166 - Clean cargo or ISO containers to MPI requirements in a port environment (Level 3, credits 4)</p> <p>31491 - Demonstrate knowledge of, and carry out surveying of ISO containers in a port environment (Level 3, credits 12)</p> <p>31492 - Demonstrate knowledge of and carry out repairs to ISO containers in a port environment (Level 3, credits 8)</p>
<p><b>Heavy Machine Operation strand</b></p>	
<p>Outcome 7</p> <p>Safely operate port cargo lifting and shifting machinery over 10 tonne.</p> <p>(Credits 40)</p>	<p>28902 - Demonstrate knowledge of faults and the preparation required to operate heavy port machinery (Level 4, credits 5)</p> <p>28903 - Demonstrate knowledge of the safe operation of heavy port machinery (Level 4, credits 5)</p> <p>28904 - Operate heavy port machinery (Level 4, credits 30)</p>