



Regulated Qualifications Unit and Assessment Specification

Unit title	Plan Change in a Port Environment
Ofqual unit code	D/507/1709
SQA unit code	H9G2 57
SSC ref	PSSSPO101.3

History of changes

Publication date: July 2015

Version: 02 (December 2017)

Version number	Date	Description	Authorised by
02	December 2017	Unit specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Plan Change in a Port Environment	
Level	3	
Credit value	4	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Understand the factors which influence change in an organisation.	1.1 Identify the forces that require own organisation to change by conducting simple political, economic, social, technological, legal and environmental (PESTLE) or strengths, weaknesses, opportunities and threats (SWOT) analysis.	1.2 Summarise the political, bureaucratic and resource barriers to change and how to address these.
	1.3 Identify stakeholder expectations on own organisation and how they influence the change process.	1.4 Identify own organisation's business critical activities and interdependencies.
2 Understand the theories and organisational requirements for planning change.	2.1 Describe the models and methods for managing change outlining their strengths and weaknesses.	2.2 Explain the use of planning techniques used in developing a change plan.
	2.3 Explain the importance of effective leadership when planning change.	2.4 Explain how to assess the risks and benefits associated with change.
	2.5 Explain the importance of contingency planning and how to do this effectively.	

Learning outcomes The learner will:	Assessment criteria The learner can:
	2.6 Explain own organisation's communication channels and the importance of maintaining communication throughout the change process.
3 Be able to plan change in a port environment.	3.1 Assess the gap between the current and future requirements of the organisation to identify areas for change. 3.2 Identify and assess barriers to change for own organisation. 3.3 Develop strategies and plans that set out a way forward to include short-term 'wins' as well as longer-term deliverables. 3.4 Assess the risks and benefits associated with the strategies and plans and develop contingency arrangements. 3.5 Identify and plan training and support to implement the change. 3.6 Develop systems for monitoring and assessing progress against the change plan.
4 Communicate plans for change.	4.1 Develop a communication strategy for the change process that allows people to give feedback. 4.2 Present information clearly, concisely, accurately and in ways that promotes understanding. 4.3 Provide opportunities for those affected by the plan to give feedback and respond appropriately.

Additional information about the unit
Unit purpose and aim(s)
<p>This unit provides the skills and knowledge required to plan change. It concerns the planning that is needed to make a specific change or put into practice a programme of change. It involves developing a strategy to make the change, taking note of barriers, risks and the need to put appropriate monitoring and communication systems in place.</p> <p>The assessment route is recommended for supervisors and other first line managers.</p>
Unit start date
1 July 2015
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
This unit is based on NOS unit 101 Lead teams in ports developed by Port Skills and Safety.
Details of the relationship between the unit and other standards or curricula (if appropriate)
Not applicable
Assessment requirements specified by a sector or regulatory body (if appropriate)
Unit to be assessed in accordance with the Port Skills Safety (PPS) Assessment Strategy 'Port Operations and Supervision of Port and Maritime Operations'.
Endorsement of the unit by a sector or other appropriate body (if required)
Not applicable
Location of the unit within the subject/sector classification system
4.3 Transportation Operations and Maintenance
Name of the organisation submitting the unit
Port Skills and Safety
Guided learning hours
20

Regulated qualifications assessment specification

Assessment (evidence) requirements

Simulation is not allowed for this unit.

Assessment should be in the workplace as much as possible.

Your responsibilities will require you to comply with organisational policy and procedures and to report any problems with the activities that you cannot personally resolve, or are outside your permitted authority, to the relevant people.

You will be expected to work with supervision and/or as a member of a team. You will take personal responsibility for your own actions and for the quality and accuracy of the work that you carry out. Where team working is involved, you must demonstrate a significant personal contribution during the team activities in order to satisfy the requirements of the standard and competence in all the areas required by the standard which must be demonstrated.

Your underpinning knowledge will be sufficient to provide a sound basis for your work and will provide an informed approach to applying the appropriate operational techniques and procedures. You will have an understanding of the basic knowledge behind the equipment being used and its application and in adequate depth to provide a sound basis for carrying out the activities to the required specification.

You will understand the safety precautions required when carrying out the activities. You will be required to demonstrate safe working practices throughout and will understand your responsibility for taking the necessary safeguards to protect yourself and others in the workplace.

The following evidence is required to demonstrate that learners have the appropriate level of knowledge to undertake Plan Change in a Port Environment. All learning outcomes and assessment criteria must be achieved.

Written and/or recorded oral evidence produced either on or off-the-job is required for the following:

Learning Outcomes 1 and 2

Performance evidence in the workplace is required for the following:

Learning Outcomes 3 and 4

This could be achieved through the observation of learners undertaking practical exercises.

Guidance on assessment

Performance evidence can be generated using practical exercises.

Short answer written questions and/or oral interview could be used for the other learning outcomes and assessment criteria.