# Regulated Qualifications Unit and Assessment Specification

| Unit title | Implement Change in a Port Environment |
|---|---|
| Ofqual unit code | R/507/1710 |
| SQA unit code | H9G3 57 |
| SSC ref | PSSSPO101.4 |

# 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 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# Regulated qualifications unit specification

| Title | Implement Change in a Port Environment |
|---|---|
| **Level** | 3 |
| **Credit value** | 4 |

| Learning outcomes<br><br>**The learner will:** | Assessment criteria<br><br>**The learner can:** |
|---|---|
| 1    Understand how to manage the implementation of change. | 1.1    Explain the importance of effective leadership when implementing change.<br><br>1.2    Explain the reasons for change, the risks and expected benefits.<br><br>1.3    Explain the roles and responsibilities of a change management team.<br><br>1.4    Explain the importance of briefing team members on their roles and responsibilities during the change.<br><br>1.5    Explain how to identify and provide support to team members and other stakeholders.<br><br>1.6    Describe how to manage expectations during change and the organisation's reward systems.<br><br>1.7    Identify own organisation's business critical activities and interdependencies.<br><br>1.8    State the importance of maintaining communication during change implementation. |

| Learning outcomes | Assessment criteria |
|---|---|
| **The learner will:** | **The learner can:** |
| 2     Know how to monitor and evaluate the implementation of change. | 2.1     Describe the monitoring techniques, their advantages and disadvantages.<br><br>2.2     Explain the need for contingency planning and assessing risks when implementing change.<br><br>2.3     Explain the organisations escalation processes for reporting problems during the implementation of change.<br><br>2.4     Explain the reasons for and how to evaluate change management projects. |
| 3     Be able to implement change in a port environment. | 3.1     Develop plans to implement change strategies or plans in line with the available resources and timescales.<br><br>3.2     Design new work processes, procedures, systems, structures and roles to achieve the vision behind the change.<br><br>3.3     Brief team members on their roles and responsibilities and objectives of the change.<br><br>3.4     Manage problems and barriers to change in accordance with the contingency plans.<br><br>3.5     Recognise the achievements of individuals or teams who achieve results.<br><br>3.6     Provide support to team members and others according to identified needs.<br><br>3.7     Present information clearly, concisely, accurately and in ways that promote understanding. |

| Learning outcomes | Assessment criteria |
|---|---|
| **The learner will:** | **The learner can:** |
| 4     Be able to monitor and evaluate the effectiveness of the implementation of change plans. | 4.1     Monitor, document and communicate progress of the implementation plan to all involved.<br><br>4.2     Evaluate the change to ensure it meets the objectives of the organisation.<br><br>4.3     Communicate lessons learned with those who may benefit. |

| **Additional information about the unit** |
| --- |
| **Unit purpose and aim(s)** |
| This unit provides the skills and knowledge needed to implement change. It covers implementing the strategy and associated plans for a specific change or programme of change. This involves putting in place the necessary resources and supporting systems, including monitoring and communications, to turn the 'vision' into a practical reality.<br><br>The assessment route is recommended for supervisors and other first line managers. |
| **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 PSSSPO 101 Lead teams 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 Implement 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.