



**Core Skills Signposting  
for  
SVQ Supervision of Port Operations Level 3**

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## **Introduction**

To compliment the Supervision of Port Operations suite of National Occupational Standards, the following guidance on how the units can be used by candidates to demonstrate their competence against core skills has been developed.

In analysing both the performance criteria and knowledge and understanding requirements that are needed by candidates to achieve the specific units, perceived opportunities for the development of core skill competencies have been identified. This is particularly relevant to those working towards the SVQ units.

This process of signposting has been based on the concept of a 'standard' or 'typical' portfolio, because of this it is not possible to say that this signposting will provide an exact match for all candidates. Candidates would not be expected to achieve the sign-posted core skill through the identified opportunities alone.

The process employed to complete this document involved looking at each of the units to identify a base line of evidence requirements, in both terms of performance and product evidence. With this base line established, each of the core skills were then matched against these evidence requirements to identify potential coverage and level.

From the process of analysis it has been possible to identify a range of potential coverage of the core skills. This analysis also identifies the levels at which the core skills can be achieved. The achievable level is perceived as being dependent upon the level of the candidate's responsibility and the complexity of the evidence provided.

Where a unit is common across more than one level of the actual SVQ, opportunities have been identified up to the highest perceived level.

The findings are summarised in a matrix format for each of the units, identifying which core skill applies and at which level.

## SVQ Level 3 in Supervision of Port Operations

Learners must complete 10 units for the qualification, including all 3 Mandatory units. They must complete at least 2 and no more than 3 units from Group A, at least 1 unit and no more than 3 from Group B and at least 1 unit and no more than 4 from Group C

### Mandatory Units – all 3 units must be completed

PSSSPO107.1	Take action to reduce risks to health, safety and security in ports
PSSSPO107.3	Promote health, safety and security in ports
PSSSPO101.1	Provide leadership for your team

### Group A - learners must complete at least 2 units but no more than 3 units from this group

PSSSPO107.6	Undertake port health, safety and security inspections
PSSSPO107.5	Monitor procedures to control risks to health, safety and security in ports
PSSSPO107.4	Develop procedures to control risks to health, safety and security in ports
PSSSPO107.2	Conduct an assessment of risks in the workplace
PSSSPO108.5	Ensure your team's actions aim to protect the port environment
PSSSPO108.1	Make initial investigations into incidents in ports
PSSSPO108.2	Manage port users in an emergency
PSSSPO108.3	Respond to an incident within a port environment
PSSSPO108.4	Administer first aid

### Group B - learners must complete at least 1 unit but no more than 3 units from this group

PSSSPO101.2	Encourage innovation in your team
PSSSPO101.3	Plan change
PSSSPO101.4	Implement change
PSSSPO101.5	Promote equality of opportunity and diversity in own area of responsibility
PSSSPO111.2	Develop productive working relationships with colleagues

PSSSPO111.3	Liaise and develop professional working relationships with third parties
PSSSPO110.1	Provide learning opportunities for colleagues
PSSSPO110.2	Enable individual learning through coaching
PSSSPO110.3	Assess candidates using a range of methods
PSSSPO111.1	Manage own resources and professional development
<b>Group C - learners must complete at least 1 unit but no more than 4 units from this group</b>	
PSSSPO102.1	Control and monitor loading and discharge operations within a port
PSSSPO102.2	Control load storage operations within a port
PSSSPO106.1	Control and navigate port craft
PSSSPO103.1	Coordinate and control lock and lock and gate operations
PSSSPO103.2	Coordinate and control bridge operations
PSSSPO106.3	Coordinate and control vessel berthing operations
PSSSPO103.3	Coordinate and control the use of weighbridges
PSSSPO104.1	Ensure the operational readiness of the port terminal
PSSSPO104.2	Manage the movement of passengers within a port terminal
PSSSPO104.3	Manage the movement of passengers' baggage between vessels and terminals
PSSSPO105.1	Plan and implement a lifting plan
PSSSPO105.2	Plan vessel loading and discharge within a port environment
PSSSPO105.3	Plan load storage within a port environment
PSSSPO106.2	Contribute to the provision and control of moorings
PSSSPO106.4	Provide information to assist with the planning of vessel movements within the port area
PSSSPO106.5	Assist the planning of vessel movements within the port area
PSSSPO103.4	Plan and coordinate routine maintenance of port plant and equipment

PSSSPO109.1	Organise, deliver and maintain reliable customer service
PSSSPO109.2	Improve the customer relationship
PSSSPO109.3	Work with others to improve customer service
PSSSPO109.4	Monitor and solve customer service problems

<b>Communication</b>	
<b>Reading and Understanding</b>	
SCQF Level 3	Read and understand a simple document related to your work
SCQF Level 4	Read, understand and evaluate a straightforward document related to your work.
SCQF Level 5	Read, understand and evaluate a document related to your work which either presents and analyses factual content, or presents a sustained point of view or central argument.
SCQF Level 6	Read, understand and evaluate a complex document related to your work which either: contains a set of facts and an analysis of them, or a sustained argument. It will be a substantial and detailed text with complex sentences, specialist words, and concepts that may be unfamiliar to you. It is likely to have more than one purpose.
<b>Writing</b>	
SCQF Level 3	Produce a document, or related documents totalling 80 words or more which conveys several pieces of information, opinions or ideas.
SCQF Level 4	Produce a document, or related documents, totalling 300 words or more, which conveys several items of information, opinions or ideas.
SCQF Level 5	Produce a document, or related documents, totalling 500 words or more, which conveys several items of information, opinions, ideas or aspects of a subject.
SCQF Level 6	Produce a well-structured document, or a collection of related documents, totalling 700 words or more, which conveys several items of complex information, opinions or ideas.
<b>Speaking and Listening</b>	
SCQF Level 3	Take part in a simple discussion with at least one other person, or give a short presentation to one or more people, lasting a minimum of two minutes including time for questions.
SCQF Level 4	Take part in a straightforward discussion with at least one other person, or give a short presentation to one or more people, lasting a minimum of three minutes including time for questions.
SCQF Level 5	Make a substantial contribution to a discussion with at least one other person, or make a presentation to others lasting a minimum of four minutes including time for questions.
SCQF Level 6	Make a substantial contribution to a discussion on a complex topic with at least one other person, or make a presentation to others on a complex topic lasting a minimum of five minutes, including time for questions.

<b>Numeracy</b>	
<b>Using Number</b>	
SCQF Level 3	Carry out a variety of simple number tasks related to your work which involve calculations requiring one or two steps.
SCQF Level 4	Carry out a variety of straightforward number tasks related to your work which involve calculations requiring a minimum of two steps.
SCQF Level 5	Apply a wide range of numerical skills to solve work related problems.
SCQF Level 6	Apply a wide range of numerical and statistical skills to solve complex work related problems.
<b>Measuring</b>	
SCQF Level 3	Read and use a simple scale on a graph or a familiar measuring instrument, for example a ruler or thermometer.
SCQF Level 4	Read and use a straightforward scale either on an instrument such as a ruler or on a graph.
SCQF Level 5	Not required at this level.
SCQF Level 6	Not required at this level.
<b>Use the graphical format to find out information</b>	
SCQF Level 3	Extract information from at least one of the following: a table, chart, graph, diagram.
SCQF Level 4	Extract and interpret information from at least one of the following: a table, chart, graph, diagram.
SCQF Level 5	Interpret information from a series of straightforward related graphical forms such as tables, graphs, charts or diagrams.
SCQF Level 6	Extract, analyse and interpret information from complex graphical forms such as qualitative graphs, or graphs where part of the axis has been omitted, histograms, graphs showing relationships or complex variables, graphs requiring interpolation and extrapolation.
<b>Use graphical format to communicate information</b>	
SCQF Level 3	Communicate information by completing at least one of the following: table; chart; graph; diagram.
SCQF Level 4	Select an appropriate graphical form and use it to communicate information through at least one of the following: table; chart; graph; diagram.
SCQF Level 5	Select an appropriate graphical form and use it to communicate information through at least one of the following: table, chart, graph, diagram.
SCQF Level 6	Select an appropriate graphical form and use it to communicate information such as a table, line graph, bar chart, pie chart, histogram, diagram, qualitative form.



<b>Information and Communication Technology</b>	
<b>Performing ICT Operations</b>	
SCQF Level 3	Carry out ICT activities related to your work which involve simple operations
SCQF Level 4	Carry out ICT activities related to your work which involve straightforward operations
SCQF Level 5	Carry out ICT activities related to your work including using hardware responsibly and presenting information in an appropriate mode.
SCQF Level 6	Carry out a range ICT activities related to your work including resolving common hardware and software problems and presenting information in an appropriate mode.
<b>Processing Information</b>	
SCQF Level 3	Carry out simple ICT activities related to your work which involve using menu/list-based applications software.
SCQF Level 4	Carry out a range of straightforward ICT activities related to your work which involve application software.
SCQF Level 5	Carry out a range of non-routine ICT activities related to your work which involve application software.
SCQF Level 6	Carry out a range of complex ICT activities related to your work which involve application software, selecting and launching application software, entering, processing and output of data.
<b>Accessing Information</b>	
SCQF Level 3	Use ICT to locate information relevant to your work, using local or remote data sources, and locating information which matches one keyword and is an appropriate format.
SCQF Level 4	Use ICT to locate information relevant to your work, locating information in different formats from a range of local or remote data sources, using appropriate search techniques, and selecting relevant information which matches criteria..
SCQF Level 5	Use ICT to locate information relevant to your work locating information in different formats from a range of local or remote data sources, applying a search strategy, evaluating information found against given criteria and evaluating search strategy.
SCQF Level 6	Use ICT to locate information relevant to your work, locating information in different formats from a range of local or remote data sources, applying a complex search strategy, evaluating information found against chosen criteria and evaluating search strategy.
<b>Keeping information safe</b>	
SCQF Level 3	Demonstrate safe practice in using ICT to handle information by keeping information safe by observing common ICT security measures.
SCQF Level 4	Demonstrate safe practice in using ICT to handle information by recognising security risks and acting accordingly.
SCQF Level 5	Demonstrate safe practice in using ICT to handle information by keeping data secure.
SCQF Level 6	Demonstrate safe practice in using ICT to handle information by keeping data secure, using passwords, using virus protection software, backing up data and maintain a personal file area.

<b>Problem Solving</b>	
<b>Critical Thinking</b>	
SCQF Level 3	Investigate reasons why a simple problem related to your work has arisen.
SCQF Level 4	Investigate reasons why a straightforward problem related to your work has arisen. The problem will occur in a familiar situation. A number of steps will need to be taken to deal with the problem.
SCQF Level 5	Investigate and analyse why a non-routine problem in your workplace has arisen. The problem is likely to involve either a situation which is unfamiliar to you, or a familiar situation where you need to clarify the relationships between the contributing factors.
SCQF Level 6	Investigate and analyse a complex problem related to your work. The problem is likely to involve a situation which is unfamiliar to you and the analysis of complex or unfamiliar variables.
<b>Planning And Organising</b>	
SCQF Level 3	Plan, organise and carry out a simple activity to deal with a problem, recognising the main reasons for the problem and suggesting a way to deal with the problem.
SCQF Level 4	Plan, organise and carry out a straightforward activity to deal with the problem, working out an action plan, choosing and obtaining the resources you will need and carrying out your action plan.
SCQF Level 5	Plan, organise and carry out an activity to deal with the problem, working out an action plan, choosing and obtaining the resources you will need, and carrying out your action plan.
SCQF Level 6	Plan, organise and carry out your suggested approach, working out an action plan, choosing and obtaining resources and carrying out your action plan.
<b>Reviewing And Evaluating</b>	
SCQF Level 3	Check how well your approach to the problem solving activity worked in practice, asking your assessor's advice on how to identify the strengths and weaknesses of your problem solving activity.
SCQF Level 4	Check how well your approach to the problem solving activity worked in practice, identifying the strengths and weaknesses of your problem solving activity, suggesting ways of solving similar problems in the future based on this experience.
SCQF Level 5	Check how well the problem solving activity worked in practice, working out how you will decide whether each stage of your problem solving activity has been successful, gathering evidence to help you decide how well your problem solving activity worked, deciding how effective each stage has been and devising ways of solving similar problems in future.
SCQF Level 6	Check how well the problem solving activity worked in practice, identifying the criteria you will use to decide how effective every aspect of your problem solving activity has been, gathering evidence relevant to chosen criteria, recommending ways of solving similar problems in future.

<b>Working with Others</b>	
<b>Work co-operatively with others</b>	
SCQF Level 3	Work co-operatively with at least one other person to identify your role and how it relates to the roles of others. Carry out your role, adapting your actions and behaviour, asking for and providing information and support.
SCQF Level 4	Work co-operatively with at least one other person to identify the main roles within the activity, what your role is, what tasks you will do and how they relate to others. Carry out your role, adapting your actions and behaviour, asking for and providing information and support.
SCQF Level 5	Work co-operatively with at least one other person to identify the main roles within the activity, what your role is, what tasks you will do and how these relate to others. Organise and carry out your role, pro-actively seek and offer support to and from others.
SCQF Level 6	Work co-operatively with at least one other person to analyse and organise the requirements of your own role and the roles of others. Negotiate working methods, modify your behaviour, and motivate yourself and others to progress towards a common goal.
<b>Reviewing co-operative contribution</b>	
SCQF Level 3	Check how well you contributed by deciding on measures you can use to judge how well you co-operated, asking for feedback on your contribution, making a judgement on how well you co-operated and setting personal objectives for how you could improve your own co-operative working skills in the future.
SCQF Level 4	Check how well you and others contributed by deciding on measures you can use to judge how well you co-operated with others, asking for feedback on your contribution making a decision on how well you co-operated with others, and how well the co-operative working arrangements operated overall, setting objectives for how you could improve your own co-operative working skills and future co-operative working arrangements.
SCQF Level 5	Check how well you and others involved contributed to the co-operative working activity, developing criteria to evaluate your own and others contribution, asking for feedback, using your chosen criteria to decide how well you co-operated with others, and how well the co-operative working arrangements operated overall, justifying your decision with supporting evidence, setting objectives for improving your own co-operative working skills and future co-operative working arrangements.
SCQF Level 6	Check how well you and others involved contributed to the co-operative working activity, developing criteria to evaluate your own and others contribution, seeking and considering feedback and advice, using your chosen criteria and feedback to evaluate how well you co-operated and co-operative working arrangements worked overall, using conclusions and reflection to set objectives for improving own co-operative working skills and make recommendations on any future co-operative working arrangements.

## Supervision of Port Operations Core Skills Signposting

Communication									
	Reading And Understanding			Writing			Speaking and Listening		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
<b>Mandatory Units</b>									
PSSSPO107.1			X			X		X	
PSSSPO107.3			X			X			X
PSSSPO101.1									
<b>Group A - Optional units</b>									
PSSSPO107.6			X			X			X
PSSSPO107.5			X			X			X
PSSSPO107.4			X			X			X
PSSSPO107.2			X			X			
PSSSPO108.5			X			X			X
PSSSPO108.1			X			X			X
PSSSPO108.2									X
PSSSPO108.3									X
PSSSPO108.4									X
<b>Group B - Optional Units</b>									
PSSSPO101.2			X						X
PSSSPO101.3			X			X			X
PSSSPO101.4			X			X			X
PSSSPO101.5			X						X
PSSSPO111.2		X			X				X
PSSSPO111.3			X			X			X
PSSSPO110.1			X			X			X
PSSSPO110.2									X
PSSSPO110.3			X						X

PSSSPO111.1		X			X				X
<b>Group C – Optional Units</b>									
PSSSPO102.1		X			X				X
PSSSPO102.2		X			X				X
PSSSPO106.1		X			X				X
PSSSPO103.1			X						X
PSSSPO103.2			X						X
PSSSPO106.3		X			X			X	
PSSSPO103.3			X					X	
PSSSPO104.1		X			X				X
PSSSPO104.2		X							X
PSSSPO104.3			X						X
PSSSPO105.1			X						X
PSSSPO105.2			X		X				X
PSSSPO105.3			X		X				X
PSSSPO106.2			X			X			
PSSSPO106.4			X						X
PSSSPO106.5			X		X				X
PSSSPO103.4			X						X
PSSSPO109.1		X							X
PSSSPO109.2									X
PSSSPO109.3									X
PSSSPO109.4		X			X				X

Numeracy										
	Using Number Skills			Measuring	Use the graphical format to find out information			Use graphical format to communicate information		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
<b>Mandatory Units</b>										
PSSSPO107.1		X		X						
PSSSPO107.3										
PSSSPO101.1										
<b>Group A - Optional units</b>										
PSSSPO107.6										
PSSSPO107.5										
PSSSPO107.4										
PSSSPO107.2								X	X	
PSSSPO108.5										
PSSSPO108.1										
PSSSPO108.2										
PSSSPO108.3										
PSSSPO108.4										
<b>Group B - Optional Units</b>										
PSSSPO101.2										
PSSSPO101.3										
PSSSPO101.4										
PSSSPO101.5										
PSSSPO111.2										
PSSSPO111.3										
PSSSPO110.1										
PSSSPO110.2										
PSSSPO110.3										
PSSSPO111.1										

<b>Group C – Optional Units</b>										
PSSSPO102.1			X							
PSSSPO102.2			X				X			X
PSSSPO106.1			X				X			X
PSSSPO103.1			X				X			X
PSSSPO103.2			X				X			X
PSSSPO106.3			X				X			X
PSSSPO103.3			X				X			
PSSSPO104.1			X				X			X
PSSSPO104.2			X				X			X
PSSSPO104.3			X				X			
PSSSPO105.1			X				X			X
PSSSPO105.2			X				X			X
PSSSPO105.3			X				X			X
PSSSPO106.2			X				X			X
PSSSPO106.4			X				X			X
PSSSPO106.5			X				X			X
PSSSPO103.4										
PSSSPO109.1										
PSSSPO109.2										
PSSSPO109.3										
PSSSPO109.4										

## Information and Communication Technology

	Performing ICT Operations			Processing Information			Accessing Information			Keeping Information Safe		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
<b>Mandatory Units</b>												
PSSSPO107.1		X		X								
PSSSPO107.3												
PSSSPO101.1												
<b>Group A - Optional units</b>												
PSSSPO107.6	X						X			X		
PSSSPO107.5	X						X			X		
PSSSPO107.4	X						X			X		
PSSSPO107.2	X			X			X			X		
PSSSPO108.5												
PSSSPO108.1												
PSSSPO108.2							X			X	X	
PSSSPO108.3												
PSSSPO108.4												
<b>Group B - Optional Units</b>												
PSSSPO101.2												
PSSSPO101.3		X			X			X			X	
PSSSPO101.4		X			X			X			X	
PSSSPO101.5												
PSSSPO111.2												
PSSSPO111.3												
PSSSPO110.1												
PSSSPO110.2		X			X			X			X	
PSSSPO111.1												
PSSSPO110.3		X			X			X				



<b>Group C – Optional Units</b>												
PSSSPO102.1												
PSSSPO102.2												
PSSSPO106.1			X			X			X			X
PSSSPO103.1		X			X			X			X	
PSSSPO103.2		X			X			X			X	
PSSSPO106.3												
PSSSPO103.3		X			X			X			X	
PSSSPO104.1												
PSSSPO104.2												
PSSSPO104.3												
PSSSPO105.1		X			X			X			X	
PSSSPO105.2		X			X			X			X	
PSSSPO105.3		X			X			X			X	
PSSSPO106.2						X			X		X	
PSSSPO106.4		X			X			X			X	
PSSSPO106.5		X			X			X			X	
PSSSPO103.4		X			X			X			X	
PSSSPO109.1												
PSSSPO109.2												
PSSSPO109.3												
PSSSPO109.4												

Problem Solving									
	Critical Thinking			Planning and Organising			Reviewing and Evaluating		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
<b>Mandatory Units</b>									
PSSSPO107.1		X			X			X	
PSSSPO107.3		X		X			X		
PSSSPO101.1									
<b>Group A – Optional units</b>									
PSSSPO107.6			X			X			X
PSSSPO107.5						X			X
PSSSPO107.4						X			X
PSSSPO107.2		X			X			X	
PSSSPO108.5									
PSSSPO108.1			X			X			X
PSSSPO108.2			X			X			
PSSSPO108.3			X		X				
PSSSPO108.4			X			X			
<b>Group B - Optional Units</b>									
PSSSPO101.2									
PSSSPO101.3		X			X				
PSSSPO101.4		X			X			X	
PSSSPO101.5									
PSSSPO111.2		X			X			X	
PSSSPO111.3		X			X			X	
PSSSPO110.1									
PSSSPO110.2									
PSSSPO111.1									
PSSSPO110.3									

<b>Group C – Optional Units</b>									
PSSSPO102.1		X			X				
PSSSPO102.2		X			X			X	
PSSSPO106.1		X				X		X	
PSSSPO103.1		X			X			X	
PSSSPO103.2									
PSSSPO106.3		X			X				
PSSSPO103.3	X			X			X		
PSSSPO104.1	X				X			X	
PSSSPO104.2									
PSSSPO104.3	X			X					
PSSSPO105.1			X			X			X
PSSSPO105.2		X			X				
PSSSPO105.3		X			X				
PSSSPO106.2		X			X				
PSSSPO106.4									
PSSSPO106.5		X			X				
PSSSPO103.4	X			X			X		
PSSSPO109.1									
PSSSPO109.2					X			X	
PSSSPO109.3						X			X
PSSSPO109.4		X				X			X

<b>Working with Others</b>						
	<b>Work co-operatively with others</b>			<b>Reviewing co-operative contribution</b>		
	<b>SCQF Level 4</b>	<b>SCQF Level 5</b>	<b>SCQF Level 6</b>	<b>SCQF Level 4</b>	<b>SCQF Level 5</b>	<b>SCQF Level 6</b>
<b>Mandatory Units</b>						
PSSSPO107.1		X				
PSSSPO107.3		X				
PSSSPO101.1			X			X
<b>Group A – Optional units</b>						
PSSSPO107.6		X				
PSSSPO107.5		X			X	
PSSSPO107.4		X			X	
PSSSPO107.2	X					
PSSSPO108.5			X			X
PSSSPO108.1		X			X	
PSSSPO108.2		X				
PSSSPO108.3	X					
PSSSPO108.4		X				
<b>Group B - Optional Units</b>						
PSSSPO101.2			X			X
PSSSPO101.3		X				
PSSSPO101.4		X			X	
PSSSPO101.5			X		X	
PSSSPO111.2			X			X
PSSSPO111.3			X			X
PSSSPO110.1		X				X
PSSSPO110.2			X		X	
PSSSPO111.1			X			X
PSSSPO110.3			X			

<b>Group C – Optional Units</b>						
PSSSPO102.1			X			X
PSSSPO102.2			X			X
PSSSPO106.1			X			
PSSSPO103.1		X				
PSSSPO103.2	X					
PSSSPO106.3						
PSSSPO103.3	X					
PSSSPO104.1			X			X
PSSSPO104.2		X				
PSSSPO104.3			X		X	
PSSSPO105.1			X		X	
PSSSPO105.2		X				
PSSSPO105.3		X				
PSSSPO106.2			X			
PSSSPO106.4	X					
PSSSPO106.5		X			X	
PSSSPO103.4		X		X		
PSSSPO109.1		X				
PSSSPO109.2		X		X		
PSSSPO109.3		X			X	
PSSSPO109.4			X			X