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]			
Level	3	**Credits**	75

Assessment standards aligned with qualification outcomes

Outcome	Assessment standards
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)
Port Administration strand	
Outcome 4 Provide port operations customer, supplier, and quality control services to complete common port administration tasks. (Credits 30)	**A minimum of 30 credits is required from the following:** 1277 - Communicate information in a specified workplace (Level 2, credits 3) 3491 - Write a report (Level 3, credits 4) 3492 - Write a short report (Level 2, credits 3) 11508 - Receive and deliver cargo (Level 3, credits 5) 28901 - Administer port cargo information (Level 3, credits 20)
Outcome 5 Communicate with stakeholders to receive and deliver cargo.	**A minimum of 10 credits is required from the following:** 31096 - Demonstrate customer and supplier service to support continuous improvement objectives in a port environment (Level 3, credits 10)

(Credits 10)	376 - Employ customer service techniques to accommodate customer behavioural styles in a workplace (Level 3, credits 2)
	7123 - Apply a problem-solving method (Level 2, credits 3)
Cargo Handling strand	
Outcome 6 Safely conduct lifting, movement and stowage of cargo. (Credits 40)	**A minimum of 40 credits is required from the following:**
	30072 - Demonstrate and apply knowledge of slinging regular loads safely (Level 3, credits 14)
	3491 - Write a report (Level 3, credits 4)
	3492 - Write a short report (Level 2, credits 3)
	6957 - Scale logs using a domestic scaling method (Level 4, credits 10)
	6958 - Scale export logs using an export scaling method (Level 4, credits 10)
	3789 - Sling varied regular loads and safely direct a crane during crane operations (Level 3, credits 15)
	10851 - Operate a powered industrial lift truck (forklift) (Level 3, credits 7)
	10852 - Operate a powered industrial lift truck (forklift) fitted with attachments (Level 3, credits 3)
	23966 - Describe types of elevating work platforms (EWPs), and legislative requirements for their use (Level 3, credits 2)
	15757 - Use, install and disestablish temporary proprietary height safety systems when working at height (Level 3, credits 4)
	23229 - Use safety harness system when working at height (Level 3, credits 4)
	25099 - Carry out yard operations in a port environment (Level 3, credits 4)
	11505 - Unpack and pack an ISO type container (Level 3, credits 5)
	11506 - Carry out cargo handling on and off a vessel (Level 3, credits 12)
	11508 - Receive and deliver cargo (Level 3, credits 5)
	20164 - Demonstrate knowledge of and use a data transfer system for cargo movements (Level 2, credits 3)
	20165 - Carry out reefer monitor duties (Level 3, credits 15)
	25102 - Demonstrate knowledge of reefer cargo (Level 2, credits 5)
	31094 - Apply environmental regulatory requirements to cleaning in a port environment (Level 3, credits 4)
	31098 - Demonstrate and apply knowledge of safe working

	practices for working at heights on a vessel (Level 3, credits 15)
	31095 - Use a radio communication device in a port environment (Level 3, credits 6)
	31097 - Undertake wharfside port mooring operations (Level 3, credits 20)
	18954 - Drive a motor vehicle within a port environment (Level 3, credits 3)
	11517 - Operate ship's gear (Level 3, credits 15)
	20054 - Carry out hatchperson duties for cargo operations (Level 3, credits 4)
	31093 - Demonstrate and apply knowledge of cargo lifting equipment to cargo operations in a port environment (Level 3, credits 8)
	31175 - Operate an excavator to stow cargo on board a vessel in a port environment (Level 3, credits 15)
	20166 - Clean cargo or ISO containers to MPI requirements in a port environment (Level 3, credits 4)
	31491 - Demonstrate knowledge of, and carry out surveying of ISO containers in a port environment (Level 3, credits 12)
	31492 - Demonstrate knowledge of and carry out repairs to ISO containers in a port environment (Level 3, credits 8)
Heavy Machine Operation strand	
Outcome 7 Safely operate port cargo lifting and shifting machinery over 10 tonne. (Credits 40)	28902 - Demonstrate knowledge of faults and the preparation required to operate heavy port machinery (Level 4, credits 5) 28903 - Demonstrate knowledge of the safe operation of heavy port machinery (Level 4, credits 5) 28904 - Operate heavy port machinery (Level 4, credits 30)

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HANGA-ARO-RAU
Manufacturing, Engineering and Logistics
Workforce Development Council

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