

Overview

This standard covers the competence required for using organisational resources. It is about ensuring that personnel effectively use resources to undertake their role. It includes the use of IT equipment. This standard also covers the competence required to operate communications equipment. It includes operating radio equipment whilst working on board such craft as harbour patrol vessels, pilot boats or survey launches. A license is required to use Very High Frequency (VHF) radio equipment.

Target Group

This standard applies to port workers
There are 4 elements to this standard:

- Manage own Resources (Performance Criteria 1-9)
- Use IT Systems (Performance Criteria 10-18)
- Operate radio equipment (Performance Criteria 19-27)
- Maintain environmental good practice within ports (Performance Criteria 28-31)

Performance criteria

You must be able to:

1. identify and agree the requirements of own work-role with line manager
2. discuss and agree personal work objectives with line manager and agree how progress will be measured
3. identify any gaps between the requirements of own work-role and current knowledge, understanding and skills
4. discuss and agree with line manager, a development plan to address any identified gaps in own current knowledge, understanding and skills
5. undertake the activities identified in own development plan and discuss, with line manager, how they have contributed to own performance
6. obtain regular and useful feedback on performance from those who are in a position to evaluate it
7. discuss and agree, with line manager, any changes to own personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes
8. check, on a regular basis, how own time at work is being used and identify possible improvements
9. ensure that own performance consistently meets or goes beyond agreed requirements
10. turn on and use IT hardware
11. ensure that peripheral hardware is working as required
12. address any difficulties in setting up hardware and/or use sources of support
13. access data files, using a password
14. input and extract data
15. use only licensed and authorised software programmes
16. back up data in line with organisation policy
17. maintain security and confidentiality of data in line with company policy
18. use hardware in line with organisation policy and procedure
19. operate radio equipment in line with organisation's procedures
20. recognise environments where radio performance may be impaired
21. establish communication with intended recipient
22. use agreed local radio communication phrases, where

- appropriate
23. use the phonetic alphabet in communications
 24. use channels and frequency according to organisation procedures
 25. comply with regulations and organisational procedures when transmitting and receiving radio communications
 26. report any difficulties in transmitting information to the relevant person
 27. maintain up to date, complete and accurate records of transmitted and received communications
 28. undertake work in a manner which minimises environmental damage
 29. conduct work in line with relevant legislation, guidance and organisational procedures which relate to environmental impact
 30. recognise any incidental damage to the environment and take action to minimise or rectify the damage
 31. dispose of waste materials

Use organisational resources in ports

Knowledge and understanding

You need to know and understand:

1. why managing own resources (particularly knowledge, understanding, skills and time) is important
2. how to identify the requirements of a work-role
3. how to measure progress against work objectives
4. how to identify development needs to address any identified gaps between the requirements of own work-role and own current knowledge, understanding and skills and any activities which can be undertaken to address these
5. what an effective development plan should contain
6. how to identify whether and how development activities have contributed to own performance
7. how to obtain and make effective use of feedback on own performance
8. how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes
9. how to record the use of own time and identify possible improvements
10. own organisation's requirements for the development or maintenance of knowledge, understanding and skills
11. the requirements of own work-role including the limits of own responsibilities
12. agreed personal work objectives
13. the reporting lines in the organisation
14. own current knowledge, understanding and skills
15. own personal development plan
16. the organisation's policy and procedures in terms of personal development
17. the available development opportunities and resources in the organisation
18. health, safety and security issues relating to the use of computer and information technology hardware and precautions to address these
19. own organisation's procedures for normal and emergency situations
20. how different weather conditions and locations can affect the transmission and reception of radio signals

21. the phonetic alphabet, its use and the appropriate standard communication phrases
22. how to operate radio equipment used within own organisation
23. organisational requirements for reporting difficulties in transmitting information using radio equipment
24. organisational requirements for recording and retaining records of radio communications
25. methods for minimising environmental damage during work
26. the most suitable choice of materials and equipment, given the nature and location of the work activity and its potential impact on the environment
27. types of environmental damage that might occur from the organisation's operations, the impact these can have on the environment and the corrective actions to be taken
28. the ways in which tools and materials should be used in order to minimise environmental damage
29. approved methods of waste disposal which will minimise the risk to the environment
30. how and why environmental good practice should be maintained
31. the impact of own activities upon the port environment and how to assess and prioritise activities having the greatest impact
32. the organisation's environmental policy, associated management policies and own role within these
33. methods for reducing impact upon the port environment, such as those dealing with energy efficiency, oil recycling, and waste reduction
34. the organisation's, and legislative requirements, in terms of minimising environmental damage within the port
35. to whom environmental incidents should be reported, including the appropriate environment bodies, and the method for making contact with such authorities
36. that any incidents of incorrect disposal of waste material must be alerted to the relevant person
37. how to report and record all environmental incidents to the appropriate persons and/or agencies
38. how to encourage third parties to maintain environmental good practice in line with organisational procedures and standards

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