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pdp

portworker development programme

ILO

Instructor's Guide

INTERNATIONAL LABOUR OFFICE

The Sectoral Activities Department

PORTWORKER DEVELOPMENT PROGRAMME

UNIT A.0.1
INSTRUCTOR'S GUIDE

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1. INTRODUCTION: THE *PORTWORKER DEVELOPMENT PROGRAMME*

1.1 Background to the Programme

The *Portworker Development Programme* (*PDP*) is a project of the International Labour Office (ILO) of the United Nations Organization. Its underlying philosophy is the provision of centrally prepared training materials, properly tested and validated, to be presented by a corps of specially trained instructors working within a carefully established organizational framework, extending from national to port level. *PDP* has the development objective: 'to enable the governments and port authorities of developing countries to establish effective and systematic portworker training schemes, designed to improve cargo-handling performance, working conditions and practices, safety, and the status and welfare of portworkers'. 'Portworker' in this context is defined as a port or terminal employee of supervisory grade or below, and covers foremen, chargehands, drivers, operators, stevedores and other operations personnel of similar grades, as well as office and workshop employees of equivalent status.

1.2 The *PDP* Philosophy

The training materials are being developed as an open-ended series of self-contained but interrelated 'Units' of instruction, designed for classroom-based, instructor-led but highly interactive teaching of small groups of learners (between eight and fifteen at a time). The classroom sessions are fully supported by practical exercises, both indoors and out, and by organized visits to operational and other port facilities. It is not intended that the Units should comprise a 'course' in the conventional sense, but that instructors should select and combine groups of individual Units (and possibly sections of Units) to form appropriate training schemes for groups of employees (or, indeed, individuals) as their needs and those of their employers dictate. The expanding library of materials provides a teaching resource from which instructors can, in consultation with port managers, construct training programmes appropriate for all categories of portworkers. To that end, the initial and future Units cover a wide variety of topics, some suitable for all or most port/terminal employees (introductory, general descriptions of ports and terminals, and Units on safe access and working, for example) while others are targetted much more specifically (eg towards supervisors of a container terminal CFS).

The Unit materials are based on best international practice; this is ensured by the employment of acknowledged subject experts in the teams developing the materials, and by grounding the *PDP* approach on the ILO's regulations and guidelines on the health, safety and welfare of portworkers (see Section 15). Throughout the Programme, the underlying philosophy is to provide not just a series of 'how to do it' checklists but simple explanations and descriptions of the reasons for processes, procedures and practices the 'why do it'! The aim is to create the required motivation to adopt best practices through understanding, so that portworkers acquire a positive attitude to their work, with benefits to organizational efficiency and personal safety.

1.3 The Instructor's Guide

This document given the series code A.0.1 to indicate its status as the gateway to the Programme is intended as a handbook for *PDP* instructors, explaining the nature, form and structure of the *PDP* materials, and suggesting how to plan, schedule, prepare, present, assess and evaluate *PDP* instructional sessions. It is hoped that you, the *PDP* instructor, will use it not only as an initial, preparatory and explanatory text but also as a reference handbook, to be consulted regularly as a source of advice and assistance.

2. THE *PDP* SYSTEM

2.1 System Outline

From the earliest stage of formulation of the Programme, the ILO recognized that the long-term effectiveness and usage of distributed, prepared training materials depend to a very large extent on their application within a firm, supportive institutional framework. To that end, *PDP* has been designed to consist of an expanding library of materials for instructor use the instructional Units and a standardized organizational structure to provide assistance, training and encouragement to the port-, terminal- or training-centre-based instructors. In this section of the Guide, we shall briefly describe the nature of the two components of the *PDP* system, so that you can see how you, as an instructor, fit into that system.