# Background for PDP

Since the 1970's the ILO has been engaged in a technical co-operation programme for the port industry guided by the provisions contained in Dock Work Convention, 1973 (No.137) and Dock Work Recommendation,1973 (No.145) as well as in Occupational Safety and Health (Dock Work) Convention, 1979 (No. 152) and Occupational Safety and Health (Dock Work) Recommendation, 1979 (No. 160). The first two instruments provide for vocational training and retraining of portworkers as a response to developments in cargo handling technology and the later require the provision of the information, training and supervision necessary to ensure the protection of portworkers against risks of accident or injury to health arising out of or in the course of their employment.

An ILO publication "*New Cargo-Handling Techniques and Their Implications for Employment and Skills*" (Couper 1985) and a subsequent study published by the ILO in 1987; "*An ILO Strategy for Portworker Training*" caused the ILO to devise and implement a global training programme which became known as the Portworker Development Programme (PDP).

A pilot project, financed by the Royal Government of the Kingdom of the Netherlands, involved the preparation, testing and evaluation of 30 PDP Units pertaining to container handling and operations.

The success of the PDP can be judged from the increasing number of countries and ports which have purchased the PDP training materials and implemented training programmes. The growing wide-spread use of the PDP is a testament to its quality and value. PDP has been implemented in more than 50 countries and has or is in the process of being translated into several languages!

# PDP Objectives

The PDP consists of centrally prepared training materials for personnel in container terminals and other container handling facilities, for presentation by a team of specially



trained instructors working within an organisational framework, extending from national to the port or terminal level. The objective of the PDP is to enable governments and port management to establish effective and systematic portworker training schemes using the PDP materials that are designed to improve:

- cargo handling performance,
- working conditions and practices,
- safety,the status and welfare of portworkers.

## The PDP Philosophy

The training materials were developed:

- as an open-ended series of self-contained but inter- related "Units' of instruction", and
- for classroom-based, instructor-led but highly interactive teaching of small groups of learners (between 8 and 12 at a time).

Classroom sessions are fully supported by both indoor and outdoor practical exercises and include suggestions for organized visits to operational and other port facilities.

It was 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.



Unit materials are based on best international practice; this is ensured by the employment of acknowledged subject matter experts to assist in developing materials, and matching these with the ILO's standards and guidelines on the health, safety and welfare of portworkers. The intention of the Programme 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". Further, the aim is to create the right motivation to adopt best practices through understanding, leading to benefits in organisational efficiency and personal safety.

A full list of the Unit titles can be found at the end of this page. In keeping pace with the requirements of changing technology within the industry, Units are revised to suit and reflect advances in practices. Development of Units to cover other aspects of the work carried out by portworkers is planned.

## The PDP Materials

The PDP materials are seen as more than a training package - they represent free consultancy and advice since the materials constitute a comprehensive manual on how to manage and supervise container terminal operations.



### The PDP Units

The basic component of the PDP system is the instructional Unit, which is presented in the form of a ring-binder (hard copy) and in electronic format on a CD. Each Unit comprises:

- instructor's text,
- overhead projector transparencies (OHP transparencies),

- a set of master sheets - worksheets for class exercises and test sheets for a post Unit test and
- Feedback Questionnaires

In addition, the PDP materials include the Glossary of Technical Terms and the Instructor's Guide.

Currently there is in excess of 900 hours of training contained in the 30 training Units.

The above PDP materials are presently available by the ILO in English, Spanish and Russian. Copyright agreements have been signed between the ILO and other parties for the translation and publication of the PDP into other languages.

Moreover, in order to facilitate the training of PDP Instructors a PDP Chief Instructors Manual has been developed and validated within the framework of an international tripartite workshop that took place in Turin, Italy in 2004 and subsequently published in electronic format (CD-ROM).

### The Instructors Text

Each text has two distinct parts:

- An introduction with general instructions on the aims and objectives of the Unit, and how the instructor should prepare for running it.
- A lesson plan, which sets out the course of the lesson, step-by-step, with all the relevant information and complete suggestions on how the information may be presented.

### The Overhead Projector Transparencies

Each Unit contains a set of about 50 coloured overhead projector transparencies. Instructors are expected to show their own specially prepared transparencies to supplement the set provided, so that trainees can see versions of local documents or procedures. The electronic version of PDP training material allows instructors to use the OHP's as prepared or to manipulate the data to include local source material. In addition, the CD version of the training materials provides instructors with the flexibility (Adobe Acrobat / MS PowerPoint) to show the material using a computer projection facility. Documents may obviously be generated directly instead of photocopying hard copies of worksheets or test papers.

### Worksheets

Each Unit also contains a set of "worksheets" for use in exercises. The exercises built into each Unit are an extremely important element of the learning experience.

### Test Sheets

Tests are an integral part of the learning process. Achievement of each behavioural objective is assessed by means of a set of dichotomous or multiple choice questions contained in a test paper for each Unit.

### Feedback questionnaires

The PDP has been designed to include feedback that would facilitate the elimination of any shortcomings in the delivery of PDP training and possible improvements.

**Glossary of technical terms**

The Lesson Plans of the PDP Units are supported by a "Glossary of Technical Terms" (comprising about 100 pages) that provide definitions to the technical terms that are included in text of these Lesson Plans.
Every term printed in bold in the Units (see sample of a Lesson Plan) and listed in the tables of "Terms defined in this Unit", is included. The conventions used in the definitions are as follows: n = noun; v = verb; a = adjective; references in [square brackets] give the identities of the Units (e.g. C.1.2) and Lesson Plan steps (e.g. #3.6) where definitions or explanations of the defined terms appear.

**Instructor's Guide**

A handbook is available to 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.

**PDP Chief Instructors Manual**

This manual is written for use by Chief Instructors who are to train the Instructors who will deliver training courses based on the materials developed by the International Labour Organization's (ILO's) Portworker Development Programme (PDP).

The instructor training course is designed for a recommended duration of 10 working days but can be adapted for delivery over shorter durations if this is considered more appropriate or convenient. Participants who complete the course and meet the required standard of performance will be recognised as qualified PDP Instructors. The ILO recommends that after a minimum of two years experience in delivering PDP courses, suitably qualified and skilled instructors who have the necessary aptitude should be considered eligible for promotion to Chief Instructor and to then be able to deliver this course.

The instructor training material has been developed and tested to support the implementation of the PDP and is presented as a manual complete with lesson plans, exercises and visual materials ready to be applied in the context of the instructor training requirements of an organization. The instructor training course involves some practice in delivering PDP training units, some practice in delivering related forms of training, and the specific development of skills for the evaluation of trainee instructors.