



ONLINE

TRAINING OF TRAINERS

TRAINING OF TRAINERS FOR THE ILO PORTWORKER DEVELOPMENT PROGRAMME (PDP 2)

27 JUNE – 29 JULY 2022

 5 WEEKS, 100 HOURS

Information Note



International
Labour
Organization



International Training Centre

BACKGROUND

The ILO, through the Sectoral Policies Department (SECTOR), promotes decent work by addressing social and labour issues in specific economic sectors, both at international and national levels. In 1994, SECTOR developed the Portworker Development Programme (PDP), a training package for the training of portworkers and their supervisors on safe working conditions and procedures, mainly covering containers operations. It comprises 30 training units (offering around 1000 hours of training) and supportive materials properly tested and validated, that are based on best international practice. These PDP materials should be delivered by specially trained instructors. SECTOR also developed a ILO PDP Chief Instructors' Manual with the purpose of training PDP instructors.

In 2018, the ILO developed additional PDP Units covering the Transport, Handling and Storage of Bulk Cargoes and Bulk Terminals (covering iron ore, coal, bulk fertilizer, grain, bauxite and alumina). The Units are collectively known as the PDP 2 Units. The ILO PDP Chief Instructors' Manual has also been subsequently revised to provide the pedagogical and professional knowledge to instructors teaching these PDP 2 Units.

The PDP 2 and the revised Chief Instructors' Manual incorporates a more user-friendly electronic format and layout based on recent IT advancement that provides additional advantages to PDP users/PDP instructors. This Training of Trainers (TOT) Course on PDP 2 has been designed in a way that it will not only meet the requirements of new PDP users, but it will also benefit existing PDP licensees. It is therefore highly recommended that existing PDP licensees participate in this Course with at least one of their PDP Instructors, who will then be able to update their fellow PDP instructors and effectively introduce the new PDP 2 materials in their respective organizations. The TOT Course on PDP 2 will enable instructors to deliver port-related training using the new PDP 2 materials. New or potential PDP licensees will be able to train suitable candidates as PDP Instructors.

This TOT Course in PDP 2 aims therefore at familiarizing participants in PDP 2 Units and qualifying participants as ILO PDP Instructors. Successful participants in the TOT Course are deemed qualified to teach PDP Units and overtime, and may be qualified by the appropriate National / Organization / Institutional Authority to become Chief Instructor to design and develop further PDP Units and to conduct the TOT Course.

ITCILO and SECTOR, thanks to the financial and technical contribution of the Republic of Korea, have decided that the TOT Course be held through appropriate online learning platform as there remains a pressing need for the continuous education of portworkers for the enhancement of their professional knowledge, skills and attitude.

COURSE OBJECTIVES

The **general objective** of this course is to strengthen the capacity of the participating countries and institutions to train portworkers on safe working conditions and procedures in the bulk cargo operations by the enhancement of the competences of instructors for the delivery of the PDP 2.

Upon completion of this workshop, participants will be able to:

- Identify and refer to the ILO port-related standards and guidelines;
- Analyse the advisable institutional and organizational arrangements for the implementation of the PDP in a port or country;
- Evaluate the philosophy, nature, form and structure of the PDP materials;
- Plan, schedule, prepare, present, assess and evaluate PDP instructional sessions;
- Adapt the contents and select the PDP units into an appropriate scheme of training for particular groups of trainees;
- Deliver port-related training using the PDP materials; and,
- Train other instructors using the revised PDP Chief Instructors Manual (2018 edition) and the new PDP 2 materials (2018 edition).

LANGUAGE

The course will be conducted in English and therefore participants are expected to have a good command of the English language.

PARTICIPANTS' PROFILE AND REQUIREMENTS

The course is aimed at:

- Existing PDP Instructors or Chief Instructors who wish to refresh and upgrade their knowledge and skills using the PDP 2 and revised PDP TOT materials;
- PDP Chief instructor candidates from new or potential PDP licensees; and/or,
- Personnel with managerial and/or instructional functions in the training of portworkers, belonging to relevant government departments or agencies, port authorities, training institutions, trade unions and private enterprises involved in port management and operations.

The following requirements are therefore essential for admission to this programme:

- A working knowledge of spoken and written English;
- The ability to use and access a computer with Internet.

CONTENTS

Participants will be provided with all the E Copies of the training materials of the of PDP 2 Units and the TOT Course. These include:

PORTWORKER DEVELOPMENT PROGRAMME 2

- **Unit D1.1:** Dry Bulk Terminal Operations;
- **Unit D1.2:** Transport, Handling and Storage of Iron Ore;
- **Unit D1.3:** Transport, Handling and Storage of Coal;
- **Unit D1.4:** Transport, Handling and Storage of Bulk Fertilizer;
- **Unit D1.5:** Transport, Handling and Storage of Grain;
- **Unit D1.6:** Transport, Handling and Storage of Bauxite and Alumina;
- **Unit D4.1:** Safe Working in Dry Bulk Terminals;
- **Unit D4.2:** Safe Working on Dry Bulk Ships;
- **Unit D5.1:** Operations of Quayside Gantry Cranes and Equipment; and,
- **Unit S1.5:** Supervision of Dry Bulk Operations.

RESOURCES OF THE TOT COURSE

- ILO Chief Instructors' Manual and
- Instructor's Guide.

METHODOLOGY

The course will be conducted in two phases:

PHASE 1: STUDY OF PDP 2 UNITS

During this Self-learning phase, participants will use an Internet-based learning platform where they should proceed with the readings of the modules and perform a series of online test and exercises for the PDP 2 Units upon the completion of this learning phase. This 1st part is a preparatory part to ensure that all participants have a level of knowledge of the subject that allows them a greater benefit for the 2nd phase of online training sessions.

The duration of the PDP 2 Units self-learning phase is three (3) weeks, from 27 June to 15 July 2022.

PHASE 2 : TRAINING OF TRAINERS

This is an Online lecturer-led course based on the ILO Chief Instructors' Manual and the Instructor's Guide. The training pedagogy includes lectures, discussions and Microteaching* sessions, whereby participants are required to demonstrate competency in delivering of

* *Microteaching is a teacher training technique whereby the teacher delivers a teaching session, in order to get constructive feedback from peers about what has worked and what improvements can be made to their teaching technique.*

assigned PDP 2 training materials, followed by constructive critique (self-critique, peer critique and instructor's critique). The participants will conduct research, detailed preparation and online lectures; dealing with questions and answers and learning to evaluate and critique teaching performances. The course will provide an excellent opportunity for participants to exchange views and experiences on training schemes and courses using the PDP 2 materials and to undergo instructor's training under the guidance of ILO senior port specialists and experienced PDP instructors. It will also provide an opportunity for participants to receive first-hand briefing by ILO Officials on other ILO port-related initiatives. Successful participants are qualified as ILO PDP Instructors.

The duration of this Phase is two (2) weeks, from 18 to 29 July 2022 (40 hours of training).

A permanent monitoring of the learning process will be conducted throughout the training by the course co-ordinator. At the end of the course, an individual end-of-course evaluation questionnaire will be used to allow participants to express their view about the training.

CERTIFICATES

Successful participants will be issued with Certificate of Achievement endorsed by ITCILO.

APPLICATIONS

The cost of participation is **1,680 Euros** per participant. This covers tuition fees, access to the virtual platform, the use of training facilities and support services, and training materials.

Thanks to the financial collaboration of the Republic of Korea, ILO can finance a number of full fellowships for participants from institutions and organizations from developing countries who fulfil the required participants' profile and requirements specified above. Fellowships would be assigned on a competitive basis among the candidates applying for them.

Applications to the fellowships for participating in the course should be done on-line on the following webpage: <https://oarf2.itcilo.org/SHF/A9715163/en> no later than **31 May 2022**.

The filled-in application form should be accompanied by a signed nomination letter from the organization of the participant, indicating the support of the candidate to participate in the course.

After the date for the deadline for applications, the selected candidates will be confirmed and the instructions for the participation will be provided.

The ILO promotes equality of opportunities and strongly encourages women's applications.

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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