The Maritime Leadership and Development Course

Introduction

A maritime team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working for The Bristol Port Company, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

As part of the course you will have monthly contact with the personal tutor comprising of face to face observations, target setting, training, professional discussions, reviews and guidance, and remote assessing using technology.

Entry requirements

People applying for this role will be in a job role that has responsibility for people and projects but without the necessary experience to undertake the role straight away. You will typically have already achieved English and maths at GCSE grade C or equivalent and should hold a Level 2 business related qualification, or have at least two years' experience in a business environment.

Functional skills

It is anticipated that functional skills will not be required due to the entry criteria but should this need to be undertaken Functional Skills Level 2 in English and maths will need to be achieved during the course. Development of further English and maths skills will continue for the whole of the course even if the functional skills are achieved before the end of the course.

Duration

This course is expected to last up to 18 months but can be less depending on ability and previous skills and knowledge.

On programme learning

This training programme will deliver the following skills, knowledge and behaviours; understanding the organisation, meeting regulations and legislation, systems and resources, product and service knowledge, influencing skills, personal organisation, dealing with customer conflict and challenge, developing self, being open to feedback and team working.

End point assessment

To achieve this standard, The Bristol Port Company, Weston College and the candidate will agree when the they are ready and competent to undertake the independent end point assessment, which will test their skills knowledge and behaviours required for this role.

Qualifications included in this programme

Included in the standard is the ILM Level 3 Diploma for Managers.

Progression

On completion, staff may choose to register as associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression. Progression on to higher level courses are available in Associate Project Management at Level 4 and Operational/Departmental Manager at Level 5.

Timeline

Pre sign up

- Review workplace duties and management responsibilities
- Initial assessment and diagnostic tests
- Induction and sign-up paperwork completed
- Discuss taught sessions and identify most appropriate ones relevant to job role

Month 1

- Self-management
- Self-develop tools and techniques
- Explore different time management techniques
- Create an effective personal development plan

Month 2

- Management development session
- Self-awareness
- Understand learning styles
- The importance of reflection

Month 3

- Effective communication
- Challenging conversations
- Giving effective feedback

Month 4

- Effective problem solving and decision making
- Presentation skills
- Analysing data

Month 5

- Management development session
- Identifying stakeholders
- Negotiation techniques and influencing skills
- Effective customer management
- Building Relationships

Month 6

- Monitoring budgets
- Organisational governance and compliance
- Revisit development plan

Month 7

- Leading and managing people
- Team dynamics and motivation techniques
- Organisation strategy and team purpose
- Effective coaching and mentoring

Month 8

- Management development session
- Leading people
- Explore different leadership styles
- Delivery of organisational plans
- Managing change effectively

Month 9

- Project management and project management techniques
- Risk management
- Revisit problem solving

Month 10

- Appraisals
- Conducting appraisals and reviewing performance
- Identify and initiate project
- Revisit Finance

Month 11

- Management development session
- Operational management
- Managing data
- Creating reports
- Organisational strategy

Month 12

- Revisit development plan
- Revisit operational management
- Reflection on conducting appraisals

Month 13

- Incident reporting
- Completion of any outstanding actions and portfolio building. Complete CPD log
- Revisit project management
- Emotional intelligence
- Mock tests

Month 14

- Management development session
- Completion of actions including portfolio building and CPD log
- Revisit operational management
- Revisit development plan
- Mock tests

Month 15

- Completion of actions including portfolio building and CPD log
- Competency-based interviews
- Chairing meetings

Month 16

- Group session practice competency-based interviews
- Reflect on session and complete CPD log
- Professional discussion - part 1

Month 17

- Management development session
- 1 to 1 session practice professional discussion
- Reflect on session and complete CPD log
- Professional discussion - part 2
- Gateway discussion with employer and student

Month 18

- 1 to 1 session review EPA work and identify any final actions
- Complete any final actions
- Portfolio consolidation

END POINT ASSESSMENT

BEGIN. BELIEVE. BECOME.

Knowledge and understanding (Know it)

Leading people - understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.

Managing people - understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.

Building relationships - understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict. Know how to facilitate cross team working to support delivery of organisational objectives.

Communication - understand different forms of communication and their application. Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.

Operational management - management Understand how organisational strategy is developed. Know how to implement operational/team plans and manage resources and approaches to managing change within the team. Understand data management, and the use of different technologies in business.

Project management - understand the project lifecycle and roles. Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.

Finance - understand organisational governance and compliance, and how to deliver Value for Money. Know how to monitor budgets to ensure efficiencies and that costs do not overrun.

Awareness of self - know how to be self-aware and understand unconscious bias and inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence.

Management of self - understand time management techniques and tools, and how to prioritise activities and approaches to planning.

Decision making - understand problem solving and decision making techniques, and how to analyse data to support decision making.

Skills (Show it)

Leading people - able to communicate organisation strategy and team purpose, and adapt style to suit the audience. Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.

Managing people - able to build a high-performing team by supporting and developing individuals, and motivating them to achieve. Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback.

Building relationships - building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts. Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams. Building relationships with customers and managing these effectively.

Communication - able to communicate effectively (verbal, written, digital), chair meetings and present to team and management. Use of active listening and provision of constructive feedback.

Operational management - able to communicate organisational strategy and deliver against operational plans, translating goals into deliverable actions for the team, and monitoring outcomes. Able to adapt to change, identifying challenges and solutions. Ability to organise, prioritise and allocate work, and effectively use resources. Able to collate and analyse data, and create reports.

Project management - able to organise, manage resources and risk, and monitor progress to deliver against the project plan. Ability to use relevant project management tools, and take corrective action to ensure successful project delivery.

Finance - applying organisational governance and compliance requirements to ensure effective budget controls

Self-awareness - able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.

Management of self - able to create an effective personal development plan, and use time management techniques to manage workload and pressure.

Decision making - use of effective problem solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required.

Behaviours (Live it)

Takes responsibility - drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations.

Inclusive - open, approachable, authentic, and able to build trust with others. Seeks views of others.

Agile - flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responds well to feedback and need for change.

Professionalism - sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values

Leadership
Development
Workshops

(Know it)

ILM Group
Study Sessions
(Know it)

Assessment and
competence award

(Show it)

Your Maritime
Leadership and
Development Course

Personal
Reflection &
Continued Professional
Development (CPD)

(Live it)

Workplace
Practice and
Development
From Knowedege
Sessions

(Live it)

BEGIN. BELIEVE. BECOME.

On Programme Phase

- Completing ILM assignments
- Development of management skills, knowledge and behaviours
- Practising and embedding the skills knowledge and behaviours into your working practices
- Producing evdience towards your portfolio
- End point assessment presentation including mock exams

Gateway

- Portfolio Completed
- ILM evidence submitted
- Discussion between you, your manager and your tutor to agree progress to end point assessment

End Point Assessment

- Presentation of your portfolio of evidence (Showcase)
- Knowledge test
- Competency based interviews
- Professional discussion

Qualified Manager Status

- Award of Leadership Development Programme
- Award of ILM Diploma For Managers Level 3 Qualification

End point assessment (EPA)

Readiness for the independant end assessment

Staff will be ready for EPA on development of a portfolio demonstrating learning and development activities with their application in the workplace and evidence of 360-degree feedback within the ongoing development portfolio.

End point assessment

Marks will be allocated across the areas being assessed, with a maximum possible mark of 100.
The grades will be awarding on the following marks:

Distinction   70+
Merit   60+
Pass   50+
Fail   Less than 50

Functional skills

Functional skills at Level 2 will have to be achieved before the End Point Assessment can be undertaken

Assignments

A portfolio of evidence will be reviewed and assessed by the independent assessor, who makes a judgement on the quality of the work. It will comprise a collection of evidence of workplace activity and assignments (preferably in an online portfolio with written, audio and video evidence)

On demand test

A knowledge test using a structured series of questions to assess your knowledge to ensure all aspects are given coverage.

Interview

A competency based interview related to leading people, managing people, building relationships, communication, operational management, project management, finance

Professional discussion

A professional discussion relating to continued professional development (CPD) activity