

1. INTRODUCTION

- 1.1. This document provides candidates with information, guidance and rules for the process of application, submission, assessment and re-validation for the Harbour Master Certificate.
- 1.2. The certification process has been produced by the UK Harbour Masters' Association (UKHMA) and Port Skills & safety (PSS) with the final certificate being approved by both the UKHMA and PSS with a further endorsement from the Maritime & Coastguard Agency (MCA).
- 1.3. The Harbour Masters Certificate will be overseen by the Harbour Masters Certificate Management Group which will consist of:
 - President of the UKHMA
 - One UKHMA Council Member
 - HM Certificate Co-ordinator
 - PSS
 - Open invitation to the MCA
- 1.4. The certificate process is available to all Full Members of the UKHMA, Appointed Harbour Masters (not members of the UKHMA) and other suitable candidates (who may or may not be members of the UKHMA) nominated by a serving Harbour Master.
- 1.5. All applications to partake in the Harbour Master Certificate are subject to the approval Of the Harbour Master Certificate Management Group.
- 1.6. The certification process, rules and procedures are maintained jointly by UKHMA and PSS and are subject to amendment The process will be reviewed annually by the Management Group and submitted to the UKHMA Council for formal approval.

2. APPLICATION

- 2.1. Applicants wishing to be considered for assessment for the Harbour Master certificate should initially complete the prescribed application form and submit the form to the HM Certificate Co-ordinator, UKHMA at: cpd@ukhma.org
- 2.2. Only a limited number of applicants will be permitted to commence the assessment process each year. Applicants will be accepted on a first come first served basis. Applications cannot be submitted until the application date published by UKHMA and PSS.
- 2.3. Applicants selected for assessment will be notified at which point the full assessment fee will be due. Details of fees and payment details are available on the UKHMA and PSS websites.
- 2.4. Applicants not selected for assessment will remain on the waiting list and will be selected for assessment in date order of receipt of application. Applicant's position on the waiting list will be available, on request, from the UKHMA Secretary.

- 2.5. On receipt of the non-refundable fee, the programme will be deemed to have started and candidates will be issued with Unit 1. The fee for UKHMA members is £950 and for non-UKHMA members £1,200.
- 2.6. After successfully completing Unit 1 all the remaining units will be issued.

3. REQUIRED UNITS

- 3.1. The candidate must successfully complete up to 17 Units (fig.1) to meet the requirements of the certificate. Three of the 17 Units are ‘optional’ (green) depending on the duties of the applicant and the nature of their harbour. Unit 2 (orange) does not require an individual Unit submission by the candidate, because it is cross referenced with the evidence provided for their other units. Assessors will use the standards set out in Unit 2 when assessing the other Units

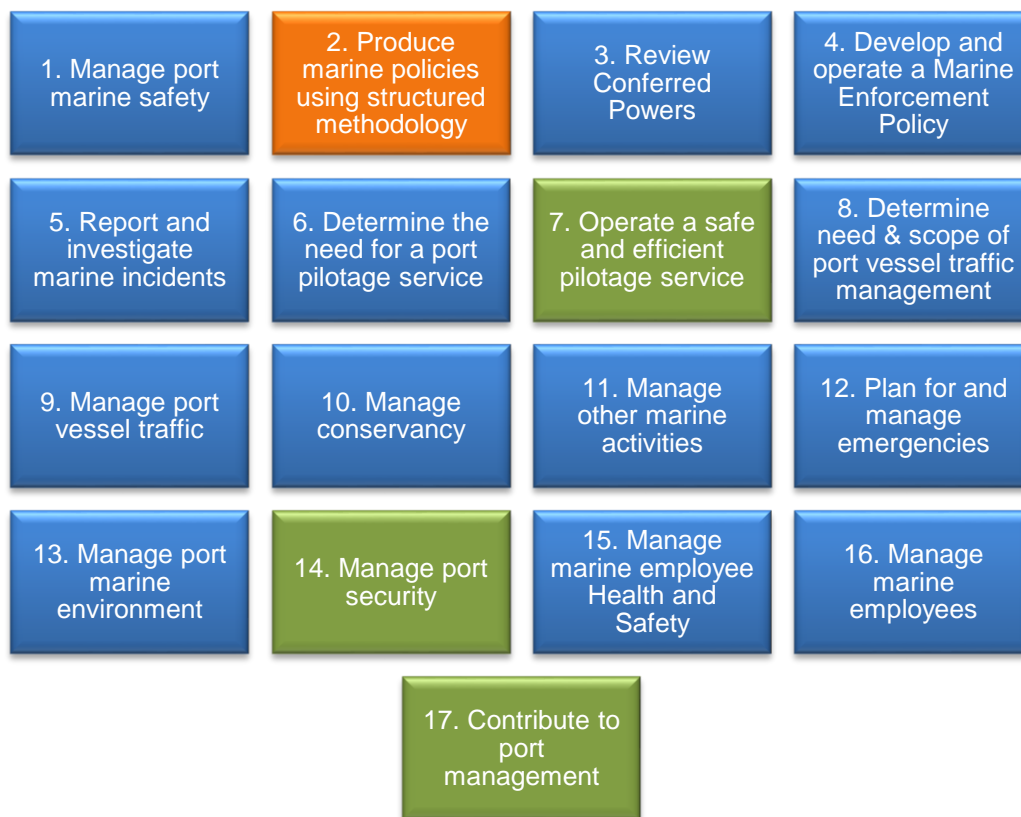


Figure 1 - Harbour Master Certificate Units

- 3.2. Candidates may also complete Optional Units, even if they do not form part of their current role, for example at a port which does not operate its own ‘safe and efficient pilotage service’. This can be done by providing additional written submissions to provide suitable and sufficient demonstration that the candidate fully understands the underpinning knowledge and requirements of the unit.
- 3.3. Applicants will be required to declare the Units that they intend to complete, on their initial application. The Harbour Master Certificate that is issued to successful candidates will be endorsed with only the units that have been completed.

- 3.4. Candidates who choose not to initially complete an Optional Unit may at a later date request to be assessed for the omitted Optional Unit. The Harbour Master Certificate Management Group may levy an additional charge for assessment of Optional Units that were not completed by the candidate at the time the certificate was originally issued.

4. MENTORS

- 4.1. Candidates may request a UKHMA Mentor whilst undertaking the certificate. A mentor will be allocated at the discretion of the Harbour Master Certificate Management Group. Mentors and candidates will normally be paired for the duration of the Certificate. They are not required to meet face to face, but may choose to do so by agreement.

5. ASSESSMENT

- 5.1. The complete assessment process should take a maximum of 12 months.
- 5.2. Candidates who do not complete the assessment within 12 months will have their application reviewed by the Harbour Master Certificate Management Group. The UKHMA and PSS reserve the right to either remove the candidate from the assessment programme or request a further application fee. A candidate removed from the programme wishing to re-apply will be required to join the end of any applicant waiting list.
- 5.3. Upon receipt of Unit 1 the candidate should commence compiling evidence for submission.
- 5.4. Evidence should be submitted in the format indicated in the guidance notes prepared by PSS "Harbour Master Certificate How to submit evidence" which is provided with Unit 1, candidates should note the requirement to manage the file sizes of their submitted evidence.
- 5.5. Candidates should complete and submit units at evenly spread periods throughout the 12 months. Should a candidate fail to manage this and to avoid unreasonable time pressure on the assessors, the Harbour Master Certificate Management Group reserve the right to remove the candidate from the process.
- 5.6. Once Unit 1 has been completed the candidate should submit the compiled evidence to PSS: info@portskillsandsafety.co.uk. PSS will record receipt and nominate two Remote Assessors. The names of the remote assessors will not normally be revealed to the candidate.
- 5.7. PSS will then forward the evidence along with the initial application form and a review form to the first nominated Remote Assessor for comment.
- 5.8. The first Remote Assessor after completing his/her review and review form will then submit the documents to a second Remote Assessor.
- 5.9. The second Remote Assessor following his/her review will return the documents and completed review form to PSS.
- 5.10. Remote Assessors will aim to complete their assessment within 1 to 2 weeks of receipt of the Unit.
- 5.11. PSS will provide feedback to the applicant and if the submitted evidence meets the required criteria further blocks of units will be issued to the candidate.

- 5.12. The completion of units, submission, review and feedback will continue for all relevant units until they are all completed.
- 5.13. Once all the units have been completed and assessed with the required criteria being met the candidate will be eligible to apply for final assessment interview.
- 5.14. On satisfactory completion of all units a face-to-face assessment meeting will be held with two assessors who will not be the same assessors who carried out the remote assessment.
- 5.15. Face to Face assessments will normally be conducted up to 3 times a year, at the UKHMA Spring Seminar, UKHMA Summer AGM and UKHMA Autumn Seminar. However consideration will be given to conducting assessments on alternative dates in exceptional circumstances.
- 5.16. On successful completion of the final assessment and subject to the approval of the MCA, the applicant will be awarded the Harbour Master Certificate.

6. RE-VALIDATION

- 6.1. The Harbour Master Certificate will be valid for a period of 5 years.
- 6.2. Re-validation can be achieved by the holder submitting continuing professional development (CPD) evidence for the previous 5 years to the Harbour Master Certificate Management Group. The Group will assess the continued development record and identify if it meets the requirements for re-certification.
- 6.3. Upon the Harbour Master Certificate Group's approval of the required CPD evidence the Harbour Masters Certificate will be endorsed for a further 5 years by the Secretary to the UKHMA.

7. GENERAL

- 7.1. Assessors will be appointed by the Harbour Master Certificate Management Group. All assessors will either be existing Harbour Masters with at least 2 years' experience as a Harbour Master or a retired Harbour Master who has been retired for a maximum of 2 years.
- 7.2. The cost of assessors and other administration will be covered by the certificate fee.
- 7.3. Prior learning or the holding of other relevant certificates will not earn exemption from any part of this process. However, such certificates and prior learning are likely to provide valuable evidence that can be submitted by the candidate to demonstrate that they meet particular performance, skills and knowledge requirements.
- 7.4. Applicants from ports who are not members of PSS will be required to pay a further administration fee.
- 7.5. Applicants who repeatedly fail to meet the required criteria will have their progress reviewed by the Harbour Master Certificate Management Group and may be removed from the programme or required to pay a further application fee.
- 7.6. A candidate who does not meet the required standard at the final assessment meeting may apply for re-assessment after a period of 1 month and upon a further payment of a final assessment fee.

- 7.7. Should a candidate at any time through the completion of the units require assistance he/she should notify PSS at: info@portskillsandsafety.co.uk.
- 7.8. An appeal process is available for all applicants. Applicants wishing to appeal any part of their application or assessment should submit their appeal in writing to PSS within 3 months stating clearly the reason for appeal. The appeal will be reviewed by the Harbour Master Certificate Management Group and their decision will be final.
- 7.9. The MCA will oversee the process and will be asked to endorse each individual certificate. They will have full access to all of the material that candidates supply and may elect to sit in during the face to face evaluation sessions at their discretion. The MCA may withdraw their endorsement if they believe that these rules and procedures have not been followed.
- 7.10. All documentation supplied by the candidate will be handled confidentially. The documentation will however be shared between PSS, Assessors, Mentors, the Harbour Master Certificate Management Group, the MCA and others as is reasonably required to operate the process. It is the candidate's responsibility to ensure that any evidence/documentation that they supply is done so in accordance with data protection regulation and good practice.
- 7.11. Candidates should note that Unit 14 Manage Port Security may be particularly sensitive. Candidates **must not** supply confidential information.
- 7.12. PSS will maintain records and documents relating to individual candidates, however the evidence submitted by each candidate will be deleted from PSS records 6 months after the candidate has successfully achieved the certificate. Assessor will delete evidence submitted to them for assessment immediately upon the candidate successfully achieving the certificate.