

LEARNER PORTFOLIO • PSM-28**Submission record and reflective log**

Use one row for each lecture. The LMS may reproduce these fields electronically. The record should show active completion, not merely access to reading content.

No.	Output filename / link	Submitted	Feedback / action	Done
1		Date: _____		☐
2		Date: _____		☐
3		Date: _____		☐
4		Date: _____		☐
5		Date: _____		☐
6		Date: _____		☐
7		Date: _____		☐
8		Date: _____		☐
9		Date: _____		☐
10		Date: _____		☐
11		Date: _____		☐
12		Date: _____		☐
13		Date: _____		☐

No.	Output filename / link	Submitted	Feedback / action	Done
14		Date: _____		☐

Final reflective prompts

1. Which three pieces of evidence best demonstrate your development across the course, and why?
2. Which assumption or practice changed most after completing the research activities?
3. Where do you still need specialist knowledge, supervised practice or further reading?
4. What one action will you take within 30 days, and what evidence will show that it was completed?

PORTFOLIO COMPLETION • PSM-28**Final learner evidence check**

Complete this check before making the final course submission. Retain the final versions and supporting evidence in your learning portfolio.

- ☐ All 14 lecture activities are complete and clearly named.
- ☐ Each submission addresses the stated brief and required format.
- ☐ Claims are supported by authoritative, current and traceable sources.
- ☐ All quotations, paraphrases, figures and external ideas are acknowledged.
- ☐ Tutor feedback and any required corrections or resubmissions are recorded.
- ☐ Filenames, learner identification and submission dates are complete.
- ☐ No restricted security information, personal data or live vulnerabilities are disclosed.
- ☐ The final reflection identifies progress, remaining development needs and a practical next action.

Learner declaration. I confirm that the submitted work is my own, all sources and permitted assistance have been acknowledged, and no sensitive operational or personal information has been disclosed.

Learner name: _____ Date: _____

Signature / electronic confirmation: _____

DELIVERY AND ASSURANCE • PSM-28

Tutor and LMS implementation checklist

This checklist supports a visible learner experience for internal quality assurance and external accreditation review.

Before release

- ☐ Map every activity to the approved course learning outcomes and total qualification time or learning-hour statement.
- ☐ Upload the lecture, this guide, activity brief, source links, templates and marking or feedback criteria.
- ☐ Set completion rules, due dates, accessibility arrangements and an alternative activity where a source is inaccessible.
- ☐ Check that scenarios are fictional or sanitised and do not expose restricted security information.

During delivery

- ☐ Require active evidence: upload, quiz, discussion contribution, observed practice or reflective response.
- ☐ Provide tutor contact, research support and clear expectations for citation and academic integrity.
- ☐ Monitor non-participation, repeated weak evidence and accessibility barriers; intervene and record support.
- ☐ Use feedback to require correction or resubmission where an outcome has not been demonstrated.

At completion

- ☐ Confirm all required outputs, knowledge checks and assessments have been completed to the approved standard.
- ☐ Retain submission, feedback and completion records according to the college retention schedule.
- ☐ Sample portfolios through internal quality assurance and record standardisation decisions.
- ☐ Review learner feedback, source currency, completion time and task performance before the next cohort.

Minimum evidence visible to an accreditation reviewer

- ☐ The complete learner pathway from enrolment and orientation to lecture study, independent research, practice, assessment and completion.

- ☐ A sample learner view showing instructions, time guidance, source access, upload requirements and feedback.
- ☐ A demonstration or test account containing representative completed activities and results.
- ☐ The course-hour map showing how active learning, independent study, practical work and assessment contribute to the stated hours.
- ☐ Quality-assurance evidence: tutor guidance, assessment criteria, sampling, learner support, complaints and reasonable-adjustment arrangements.

SOURCE DIRECTORY • PSM-28**Authoritative source directory**

These sources support the independent-learning activities. Source titles are descriptive links. Learners should check update notices and use the version current on the date of study. Accessed 3 September 2026.

[IMO: SOLAS Chapter XI-2 and the ISPS Code](#)

[UK Government: Maritime security guidance](#)

[The Port Security Regulations 2009 \(SI 2009/2048\)](#)

[Port Security Regulations 2009, regulation 25: searches and access](#)

[UK National Strategy for Maritime Security](#)

[UK Ports and Marine Facilities Safety Code \(2025\)](#)

[UK Guide to Good Practice on Port and Marine Facilities \(2025\)](#)

[United Nations Convention on the Law of the Sea, Part II](#)

[IMO: Whole-of-Government Approach to Maritime Security](#)

[HSE: Dangerous Goods in Harbour Areas Regulations 2016 guidance \(L155\)](#)

[Dangerous Goods in Harbour Areas Regulations 2016](#)

[NPSA: Ongoing Personnel Security and Insider Risk Guidance](#)

[NPSA: Security Culture Tool](#)

[NPSA: Hostile Vehicle Mitigation guidance](#)

[ICO: Employment practices and monitoring workers](#)

[ICO: Biometric recognition guidance](#)

[NCSC: 10 Steps to Cyber Security](#)

[IMO: Maritime cyber risk](#)

[JESIP: Principles for Joint Working](#)

[Civil Contingencies Act 2004](#)

[UK Government: Freeports security and illicit activity guidance](#)

Course source

London Gateway College. Port Security Management (PSM-28), Lectures 1–14. Supplied course material.

Scope note. This educational guide supports independent learning and formative evidence. It does not replace legislation, approved security plans, competent-authority directions, local procedures, specialist legal advice or professional judgement.