

Marine Pilot - Level 5

Apprenticeship End Point Assessment Plan

March 2018

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1. Marine Pilot (Level 5) – End Point Assessment

As an island nation over 95% of trade by volume goes by vessel through over 100 ports around the United Kingdom. Approximately 750 Marine Pilots are employed to safely navigate these vessels from sea to berth or berth to sea within the ports jurisdiction. A Marine Pilot has responsibility for the safe navigational conduct of a vessel throughout its passage from sea to berth or berth to sea. They also have a statutory duty to report any defects or deficiencies on the piloted vessel. A Marine Pilot will work closely with the Captain and other members of the crew, who may be of any nationality. They must also be able to use the vessels navigational and communications equipment, liaising with other vessels and the harbour marine control centre. Before boarding a vessel, a Marine Pilot is required to prepare a passage plan for the voyage from sea to berth or berth to sea. This will take into account the size, draft and operating characteristics of the vessel as well as tides, the marine environment and the weather and give consideration to any need for tugs to assist the manoeuvring.

The Marine Pilot must be able to respond to emergency situations. They must know and adhere to safe navigational, vessel handling and environmental working practices and international regulations without endangering themselves, the vessel, its crew or the marine environment. A Marine Pilot must be able to climb/descend a vertical rope ladder from/to a launch holding position alongside a moving vessel, often in rough weather. They must be able to use survival techniques in water.

A Marine Pilot typically works shifts to ensure they take regulated rest hours. They must have local knowledge of the waters, navigation and environment in which they will carry out acts of pilotage.

The purpose of this document is to inform those involved in delivery and end point assessment of the apprenticeship:

- **What** will be assessed
- **How** the apprentice will be assessed
- **Who** will carry out the assessment
- **Quality Assurance** arrangements to ensure that assessment of Marine Pilot Apprenticeship standard is reliable and consistent across different locations, employers, training and assessment organisations.

2. Summary of Assessment

The objective of the Marine Pilot End Point Assessment is to provide a high quality, cost effective means of measuring the apprentice's competence in the final three months of their apprenticeship.

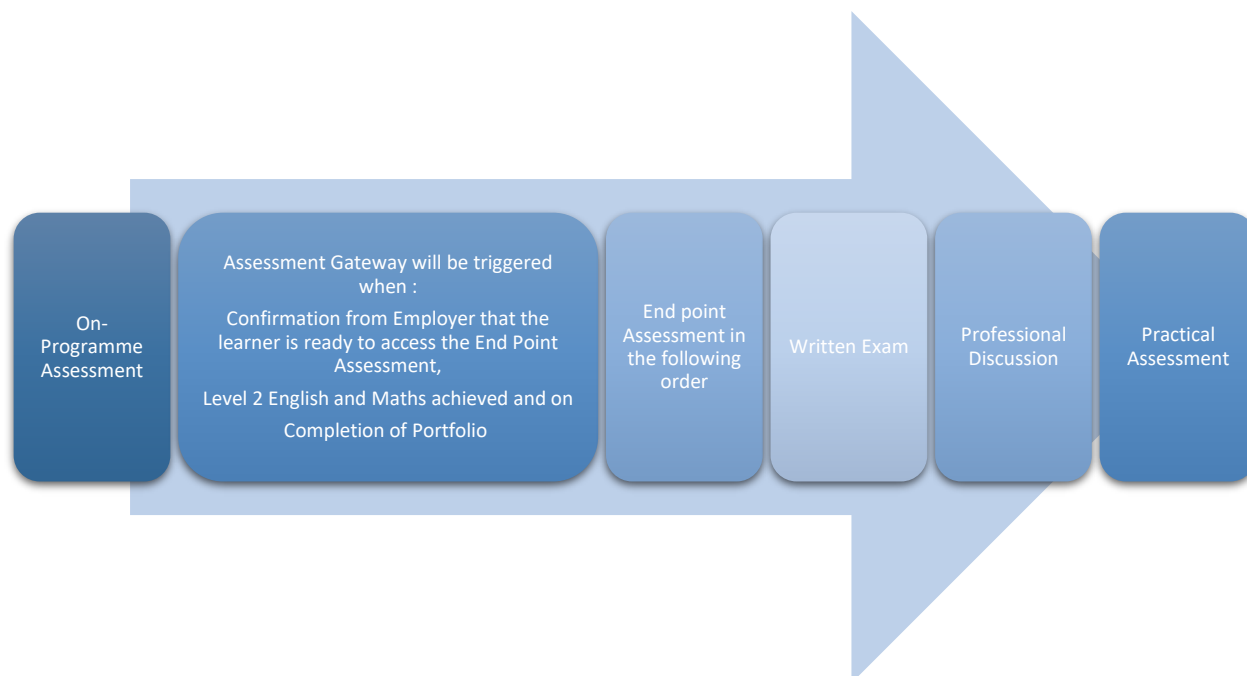
The assessment plan design is driven by the following principles:

- The apprentice demonstrating competence through workplace performance
- The apprentice's ability to meet specified employer standards of performance
- The apprentice's ability to demonstrate the requisite knowledge skills and behaviours that support workplace performance

The Marine Pilot End Point Assessment will consist of three parts:

- Written Examination
- Professional discussion
- Practical Assessment
- The practical Assessment will be last and can only be completed after passing the first two assessments.

The following diagram provides a summary of the assessment process.



3. On-programme Assessment

It will be for the employer to decide how to deliver the on-programme training and consolidation needed for each individual apprentice to reach full competence and how to ensure the apprentice stays on track. The employer and training provider will agree their roles in achieving this. However we recommend (but do not mandate) the following as a form of best practice:

- Line Manager uses a formal Performance Management process and regular 1:1s to discuss progress in the apprenticeship, provide feedback and guide development.
- Training Provider can support this (if required); by ensuring that the requirements of the apprenticeship are reflected in the Performance Management process and filling any gaps through their work with the apprentice.
- Training Provider will support the apprentice on understanding the learning journey, providing advice and guidance on learning strategies, and tools that will support the apprentice's preferred learning style and improve their learning agility.
- Training Provider will also be required to support and prepare the apprentices for their end point assessment.
- Regular checkpoints between the Line Manager and Training Provider (aligned with the Performance Management process) to ensure that the apprentice is on track and agree how any issues will be addressed.

4. Assessment Gateway

The assessment gateway allows the apprentice to access the End Point Assessment. The typical apprenticeship duration is 30 – 36 months and the end point will be accessed in the final 3 months. All apprentices must complete a minimum 12 month on-programme before entering end-point assessment

Gateway requirements:

- Confirmation from Employer that the learner is ready to access the End Point Assessment.
- Level 2 English and Maths achieved
- Completion of Portfolio

The employer will decide if the learner has demonstrated the necessary knowledge, skills and behaviours during the on-programme learning so that they are ready to access the End Point Assessment.

Portfolio of Evidence

This is a gateway requirement and in preparation for the professional discussion the Apprentice will complete a Portfolio of Evidence as one of the gateway triggers to access the assessment process, and this must be submitted to the End-Point Assessment Organisation (EPAO) at least one month before the professional discussion.

The Portfolio of Evidence is mandatory but will not be graded. Instead it will be the basis of the professional discussion. The Portfolio of Evidence will contain examples of the apprentice's competency across all of the learning outcomes required for the professional discussion as set out in section 8 End Point Assessment Professional discussion.

The apprentice may use examples from any point across their apprenticeship but the employer must be satisfied by the time of the gateway the apprentice's portfolio meets the minimum requirement – Between 20 and 25 pieces of evidence covering all learning outcomes.

The Portfolio contains work-based evidence that has been built up progressively through the apprenticeship and will illustrate the application of the knowledge, skills and behaviours within the Standard synoptically. The requirements of individual portfolios must be tailored to cover the Skills, Knowledge and Behaviours as set out in section 8 End Point Assessment Professional discussion.

The typical elements of the portfolio are:

- Apprentices reflection on their development and experiences over the apprenticeship, reviewing the impact of their activities and behaviours
- Job related certificates
- Observation report undertaken by a third party (e.g. an independent assessor)
- Completed observational checklist and related action plans
- Witness testimony
- Worksheets ,assignment projects and reports
- Record of any formal discussions (e.g. professional discussion, performance review)
- Record of oral and written questioning
- Apprentice and peer reports

The Portfolio will initially be reviewed at the gateway by the employer. When the employer is satisfied that the apprentice has met or is clearly on track to meet the pass criteria for the Standard, the Portfolio will be sent to the End-Point Assessment Organisation at least one month ahead of the Professional Discussion.

5. End point Assessment – Overview

The apprentice will be assessed on their ability to demonstrate the skills, knowledge and behaviours detailed in the Marine Pilot Apprenticeship Standard through a three part assessment:

Written Exam

- Synoptic knowledge and skills assessment, delivered as an examination
- Administered in an examination venue which the End-Point Assessment Organisation (EPAO) is satisfied meets its prescribed requirements
- Designed, maintained and marked by End-Point Assessment Organisation

Professional Discussion

- Oral examination based on a portfolio of evidence
- Administered in a suitable venue selected by the EPAO.
- Will be conducted in a “controlled environment” i.e. a quiet room. This could be on the employer’s premises, provided the apprentice is not distracted by their day to day role.
- Designed, maintained and marked by End-Point Assessment Organisation

Practical Assessment

- Practical Assessment of an act of pilotage in line with National Occupational Standards for Marine Pilotage - <https://www.portskillsandsafety.co.uk/resources/marine-pilotage-national-occupational-standards-nos>
- Administered practically on board a vessel where the apprentice has gained their local knowledge and experience.
- Designed, maintained and marked by EPAO

How and Who

Assessments must be accessed in order given. The apprentice must pass each part before moving onto the next assessment. The practical assessment is last because safety is paramount when navigating a vessel and passing the first two methods will provide additional assurance the apprentice is ready to complete the practical element.

- 1) Written examination
- 2) Professional discussion
- 3) Practical Assessment

The assessment sequence should be initiated and completed within three months, with typically no more than a month between each assessment. The Written examination and professional discussion assessments may be conducted in a single day. Provided the day is organised in such a way so as to ensure the Independent Assessor can grade the apprentice's written examination prior to the professional discussion

The result of each assessment method will be received within three weeks of the assessment.

The apprentice must achieve a minimum of a pass against all parts of the End Point Assessment to receive an overall pass.

The End-Point Assessment Organisation (EPAO) must be on the Register of end-point Assessment Organisations. It has overall responsibility for coordinating the End Point Assessment, administering the assessment methods, for grading the apprentice and for the final sign off and certification of the apprenticeship as having been satisfactorily completed

6. End point Assessment – Method, Grading and Weighting

End point Assessment			
Assessment	Written Exam	Professional Discussion	Practical Assessment
Assessment Method	Written responses to exam questions	Oral responses to oral questions from an independent assessor	Observation and dialogue
Area assessed	Underpinning and applied knowledge	Performance – application of skills, behaviours & knowledge	Underpinning and applied knowledge. Performance – application of skills, behaviours & knowledge
Assessed by	End-Point Assessment Organisation (EPAO)	Independent Assessor on behalf of End-Point Assessment Organisation (EPAO)	End-Point Assessment Organisation (EPAO)
Grading	Pass / Distinction/ Fail	Pass / Distinction/ Fail	Pass / Fail

7. End point Assessment – Written Examination

End point Assessment

Written Exam

Duration: 120 minutes

This exam will use written questions to assess skills, knowledge and behaviours in the areas listed below. The underpinning questions will cover the “how” and “why” elements of the content. The knowledge and skills will be tested, set and marked by the End-Point Assessment Organisation (EPAO). Written examination must be conducted in person ie not remote and the apprentices identity must be verified. The exam should be undertaken in a quiet room free from distractions and influence. The examination venue must have been approved by the End-Point Assessment Organisation (EPAO) prior to the examination taking place. The examination venue must have access to appropriate resources to conduct the assessment and must have appropriately trained invigilation staff. The assessment will cover specific topics from the Apprenticeship standard. It will comprise 6 questions, each question will be in case study format and will consist two sections as per case study on page 12, the question are to be completed over 120 minutes. There is no word limit per question response the only constraint is the time limit 120 minutes. This is a closed book exam. The EPAO will grade the written exam holistically, taking the apprentices written responses to each of the 6 questions in the round to establish that the Apprentice has demonstrated competency in each of the knowledge, skills and behaviours.

EPAOs must develop ‘test banks’ of sufficient size to mitigate predictability and review /refresh them regularly to ensure they are fit for purpose

End point Assessment**Written Exam****Duration: 120 minutes**

Marine Pilot apprentices are required to demonstrate the skills, knowledge and behaviours identified below:

SKILL

1. Plan an Act of Pilotage

KNOWLEDGE

2. Navigation (International regulations for the prevention of collisions at sea), bridge equipment and navigational aids
3. Local, national and international legislation, codes of practice and guidance; for example knowing how and when to report deficiencies of the pilotage vessel.
4. Vessels systems, including stability, strength, and construction
5. Health, Safety and survival techniques
6. Marine environmental protection including responsibility to the vessel and port jurisdiction.

BEHAVIOURS

7. Take responsibility for own and others health, safety and security at all times

End point Assessment**Written Exam****Duration: 120 minutes****Example Case study Question**

1 Read the short extract below, then answer the following questions:

1a) In considering requirements of planning of an act of pilotage, taking into account the information provided below discuss what the pilot should have taken into account before executing an act of pilotage?

This answer will cover in part learning outcomes: 1, 2 & 3

1b) Considering the Bridge Resource Management and the Master /Pilot exchange what should have occurred before the vessel approached the 5m bathymetric line?

This answer will cover in part learning outcomes: 1, 2,3,4 and 7

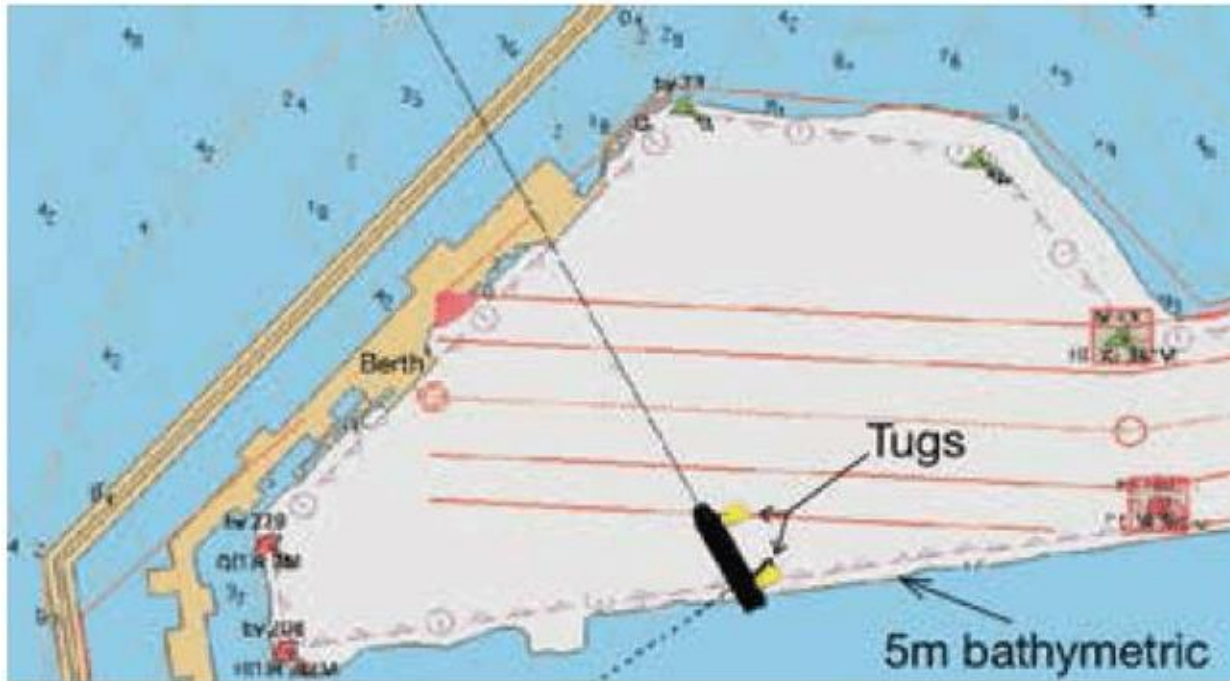
Case study extract.

Once near the berth, the vessel was pivoted to starboard so as to come port side to. Forward speed was now near zero and both tugs were helping execute the manoeuvre. Due to the moderate north east wind the vessel began to drift astern during the turn. The vessel was drawing 5.3m aft and as the stern came close to the 5m bathymetric line the Master informed the pilot. The pilot did not appear to take any specific avoiding action and the Master did not challenge the pilot further. The pivoting manoeuvre was continued, as seen in the diagram, and although the stern swung through water shallower than the aft draft, no impact or vibrations were felt. Within a few minutes the vessel was secured alongside the berth. Unknown to the Master, pilot and crew, the port side rudder had made contact with the bottom during the pivoting manoeuvre, causing the rudder stock to turn within the steering gear actuator by almost 25 degrees from its midship position. However, the rudder indicators were showing that the rudder was still amidships. This situation was only discovered upon departure when the steering was found to be unreliable and inexplicably unresponsive. The vessel quickly went to anchor and divers soon confirmed that the rudder was misaligned, although the rudder itself was physically undamaged.

End point Assessment

Written Exam

Duration: 120 minutes



Ref - This case study question has been taken from- <https://www.marineinsight.com/case-studies/real-life-incident-lpg-carrier-bottom-contact-goes-unnoticed/>

Grading criteria for the Written Exam

Fail	Pass grade	Distinction grade
<p>The apprentice has:</p> <p>Failed to demonstrate knowledge, skills and behaviours relating to any safety aspects above</p>	<p>The apprentice has:</p> <p>Provided evidence that they understand and consistently use behaviours in the Standard.</p>	<p>Building on Pass criteria the apprentice has consistently:</p> <ul style="list-style-type: none"> • Provided reasoned answers to questions, and evidence that they can apply their knowledge effectively in the

End point Assessment

Written Exam

Duration: 120 minutes

<p>OR</p> <p>Failed to successfully answer some questions</p> <p>OR</p> <p>Not answered questions with sufficient detail or relevant examples to demonstrate they have met the criteria for skills, knowledge and behaviours in the Standard.</p>	<p>Demonstrated core knowledge and skills in the Standard.</p> <p>Answered all questions competently, using relevant examples to demonstrate their understanding of the subject at the appropriate level.</p>	<p>workplace. For example proactively illustrating their reasons or referring to the wider context or theories.</p> <ul style="list-style-type: none"> • Used examples that demonstrate an understanding that goes beyond their role demonstrates a wider understanding of the challenges and issues facing the sector and how those impact on their work. • Demonstrated that they regularly go beyond expectations – and deliver more than expected. <p>Provided evidence that they exceed criteria for behaviours in the Standard.</p>
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Grading for this assessment will be as follows: Pass / Distinction/ Fail. If the apprentice has to re-sit this assessment they will only be able to achieve Pass/Fail grading.

Apprentices will be able to access distinction grades by being able to reach a particular grade boundary which is determined below:

8. End point Assessment – Professional Discussion

End point Assessment

Professional Discussion

Duration: 90-105 minutes

The Portfolio of Evidence must address the knowledge, skills and behaviours listed below however the portfolio is not graded. It must be submitted to the End-Point Assessment Organisation (EPAO) at least one month prior to the Professional Discussion. Having reviewed the Portfolio of Evidence submitted in advance, EPAOs must develop 'test banks' of sufficient size to mitigate predictability and review /refresh them regularly to ensure they are fit for purpose. The apprentice must demonstrate competence in response to all the interview questions in the Professional Discussion to achieve a pass. Professional discussion provides a holistic approach to assessing knowledge and understanding and is useful in determining not only what and how an apprentice is performing, but also their analytical and decision-making abilities. As an assessment method, it can be one of the best ways of testing the validity and reliability of an apprentices evidence.

Marine Pilot apprentices are required to demonstrate the skills, knowledge and behaviours identified below:

SKILLS

- Respond to problems and emergency situations
- Manage personal & professional conduct & development

KNOWLEDGE

- Weather, and the effects of wind and current on the vessel
- Vessel handling and hydrodynamics including towage where required
- Emergency response and personal safety
- Local, national and international legislation, codes of practice and guidance; for example knowing how and when to report deficiencies of the pilotage vessel.
- Different types and designs of vessel
- Constraints and limitations of other craft on the water

End point Assessment

Professional Discussion

Duration: 90-105 minutes

- Continuing Professional Development
- Health, Safety and survival techniques
- Planning an act of pilotage from boarding to disembarkation, including but not limited to;
 - Weather conditions
 - Vessel draft
 - Proposed use of tug
 - Proposed use of mooring boats and
 - Time the berth is available.

BEHAVIOURS

- Take responsibility for own and others health, safety and security at all times
- Demonstrate integrity, credibility, honesty and personal drive; embody the organisations values, a belief in the services it offers and an interest in the industry
- Take ownership for own performance and training

This assessment will be administered in a suitable venue and conducted in a “controlled environment” i.e. a quiet room. This could be on the employer’s premises, provided the apprentice is not distracted by their day to day role. The venue must have access to appropriate resources to conduct the assessment. The assessment will be synoptic of the specified topics covered in the Apprenticeship standard.

The questions will be designed, maintained and marked by End-Point Assessment Organisation (EPAO)

Grading criteria for the Professional Discussion (overleaf)

End point Assessment

Professional Discussion

Duration: 90-105 minutes

Fail	Pass grade	Distinction grade
<p>The apprentice has:</p> <p>Failed to demonstrate knowledge, skills and behaviours relating to any safety aspects above</p> <p>OR</p> <p>Failed to successfully answer some questions</p> <p>OR</p> <p>Not answered questions with sufficient detail or relevant examples to demonstrate they have met the criteria for skills, knowledge and behaviours in the Standard.</p>	<p>The apprentice has:</p> <p>Provided evidence that they understand and consistently use behaviours in the Standard.</p> <p>Demonstrated core knowledge and skills in the Standard.</p> <p>Answered all questions competently, using relevant examples to demonstrate their understanding of the subject at the appropriate level.</p> <p>When questioned, is clear on the detail of their portfolio of evidence and the reasons for the decisions/actions they took in relation to the learning solution delivered.</p>	<p>Building on Pass criteria the apprentice has consistently:</p> <ul style="list-style-type: none"> • Provided reasoned answers to questions, and evidence that they can apply their knowledge effectively in the workplace. For example proactively illustrating their reasons or referring to the wider context or theories. • Used examples that demonstrate an understanding during the discussion that goes beyond their role, proactively discusses and demonstrates a wider understanding of the challenges and issues facing the sector and how those impact on their work. • Demonstrated that they regularly go beyond expectations – and deliver more than expected. <p>Provided evidence that they exceed criteria for behaviours in the Standard.</p>

9. End point Assessment – Practical Assessment

End point Assessment

Practical Assessment

Duration: 2 to 4 hours +/- 10%

The skills, knowledge and behaviours will be examined in the normal workplace. The End-Point Assessment Organisation (EPAO) must liaise with the port authority to ensure that they are able to arrange a suitable act of pilotage.

This assessment will be a practical assessment consisting of observations and oral questions of the apprentice conducting an act of pilotage on an inbound vessel to a suitable berth and used to assess applied knowledge and skills with respect to the apprentice's judgement and decision making.

The normal act of Pilotage must include

- Passage planning for an inbound vessel - A pilot apprentice will be expected to take on board the vessel a previously prepared Port Pilotage Plan (PPP). Each port will have its own basic PPP, to which must be added other relevant data. The pilot apprentice will therefore need to acquire up-to-date and relevant information before joining the vessel. On boarding the vessel, he/she may be made aware of additional factors, such as the vessel's handling characteristics. These may require the PPP to be amended.
- Embarkation
- Assessing standards of piloted vessels
- Cooperating with the bridge team (including Master pilot exchange) and functioning within it
- Liaising and communicating within the port
- Transiting the pilotage district
- Manoeuvring vessel in harbours and their approaches
- Managing personal and professional conduct and development

End point Assessment

Practical Assessment

Duration: 2 to 4 hours +/- 10%

- Safely berth the vessel
- Disembarkation

Marine Pilots would normally board a moving vessel in order to assume responsibility for navigating the vessel safely in and out of the harbour. The pilot works very closely with the captain and other members of the crew, and needs to take account of many factors such as changing tides, weather, and the size, weight and operational characteristics of the vessel, in the course of their duties. Given therefore the nature of the occupation the practical may not be simulated as it is critical that the apprentice is observed in a real life environment. If for any reason that act of pilotage cannot be completed due to unforeseen circumstances, the assessment will not be graded and must be re-started from the beginning. This does not impact on the two previous assessment methods.

Marine Pilot apprentices are required to demonstrate the skills, knowledge and behaviours identified below:

SKILLS

- Plan an Act of Pilotage
- Embark and Disembark a vessel whilst underway and whilst alongside
- Assess standards on the piloted vessel
- Work effectively with the bridge team
- Liaise and communicate within the port jurisdiction, including correct use of the vessels communication and navigational equipment.
- Safely transit the pilotage district
- Manoeuvre vessels in harbours and their approaches
- Manage personal & professional conduct & development

End point Assessment**Practical Assessment****Duration: 2 to 4 hours +/- 10%**KNOWLEDGE

- Correct communications (e.g. vessel to vessel, vessel to shore) using standard marine vocabulary in relation to completing an act of pilotage safely.
- Bridge resource management
- Health, Safety and survival techniques

BEHAVIOURS

- Strive to achieve the best results in all they do; maintain a positive attitude and approach to their work even when priorities and working patterns change
- Demonstrate integrity, credibility, honesty and personal drive; embody the organisations values, a belief in the services it offers and an interest in the industry
- Take responsibility for own and others health, safety and security at all times

This assessment will be administered as a practical Assessment of an act of pilotage in line with National Occupational Standards for Marine Pilotage, practically on board a vessel where the apprentice has gained their local knowledge and experience. The assessment will be synoptic of the specified topics covered in the Apprenticeship standard.

The assessment will be designed, maintained and marked by End-Point Assessment Organisation (EPAO)

The apprentice must demonstrate a complete, safe act of pilotage on an in-bound vessel onto a berth to achieve a pass. If the apprentice has to re-sit this assessment due to a fail they will only be able to achieve Pass/Fail grading on the overall apprenticeship.

The employer must allow the Independent Assessor access within the port jurisdiction in order to conduct the observation. They must liaise over this and agree the date and time and specification of the observation at least two weeks in advance. Because safety in Ports is paramount, and environments are highly regulated, the tasks will either be delivered to required standards or not. Therefore, the observation will not be graded at distinction level and will instead be limited to either fail or pass

End point Assessment

Practical Assessment

Duration: 2 to 4 hours +/- 10%

- The EPAO will liaise with the employer in advance and must be satisfied the vessel selected for the assessment must be typical to the Port where the apprentice normally works and at least 90 metres in length
- Apprentices must be observed by an independent assessor completing all of the above skills, knowledge and behaviours describe above. Due to the safety critical role of a Marine Pilot Apprenticeship the independent assessor will remain passive during the observation. The IAO assessor will be responsible for ensuring there are measures in place to stop the observation, if the apprentice is deemed to be acting unsafely
- It will be for the IAO to determine if part of the observation has broken down for reasons beyond the apprentice's control. For instance, but not limited to, bad weather then the full assessment will be retaken at a suitable time to be determined by the Port and IAO.
- After the completion of the act of pilotage within the practical observation the independent assessor must ask 6 set open questions required to verify understanding of the knowledge, skill and behaviours that are being tested. They may ask follow up questions where clarification is required. Questioning must be completed within the total time allowed for the observation.
- Knowledge, Skills and Behaviours observed and answers to questions must be documented by the independent assessor.
- Practical assessment time period will vary from port to port but where ever possible the assessment must be carried out over a maximum total assessment time period of 2 to 4 hours +/-10%. The time scale variance is necessary due to the wide variety of vessel and ports sizes. This time period does not included any time notice period for the apprentice to arrive at the Ports Pilot Lobby/Muster Station)

Grading for this assessment will be as follows: Pass / Fail. The Practical Assessment can only be found as 'Competent' or 'Not Competent' due to the safety requirements of the industry

Not Competent / Fail	Competent / Pass
<p>The apprentice has:</p> <p>Failed to demonstrate knowledge, skills and behaviours relating to any safety aspects above</p>	<p>The apprentice has demonstrated a clear understanding, application and appreciation of all safety aspects:</p>

<p>OR</p> <p>Failed to successfully answer some questions</p> <p>OR</p> <p>Not answered questions with sufficient detail or relevant examples to demonstrate they have met the criteria for skills, knowledge and behaviours in the Standard.</p>	<p>Provided evidence that they understand and consistently use behaviours in the Standard.</p> <p>Demonstrated core knowledge and skills in the Standard.</p> <p>Answered all questions competently, using relevant examples to demonstrate their understanding of the subject at the appropriate level.</p> <p>When questioned, is clear on the detail of their portfolio of evidence and the reasons for the decisions/actions they took in relation to the learning solution delivered.</p>
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10. End-Point Assessment Organisation (EPAO)

Independent Assessors will be recruited, trained, standardised and contracted by the End-Point Assessment Organisation (EPAO).

The End-Point Assessment Organisation (EPAO), advised by the Independent Assessor, makes the judgement on whether the apprentice has passed the End Point Assessment or not. The End-Point Assessment Organisation (EPAO) will also provide the overall apprenticeship grading based on the apprentices combined results from the End Point Assessment examinations.

Minimum requirements for Independent Assessors and training provider assessors

Independent Assessors and training provider assessors must be occupationally competent within the industry and competent to assess. The requirements for these are as follows:

- Occupational competence
 - Minimum of 5 years relevant industry experience plus current CPD activity that shows that they are up to date with current developments in the ports sector.
 - Familiarity with the role covered by the apprenticeship
- No current relationship with the apprentice involved in the apprenticeship The EPAO including the Independent Assessor will be independent from the employer and training provider
- Competence to assess – must be working towards or have achieved a relevant recognised assessor qualification such as a Level 3 Certificate in Assessing Vocational Achievement and continue to practice to that standard. Assessors who hold earlier qualifications (D32 or D33 or A1 or TQFE/TQSE) should have CPD evidence to the most current standards

End Point – final judgement

The Independent Assessor will report on the grading outcome from the Written Examination, Professional Discussion and Practical Assessment to the End-Point Assessment Organisation (EPAO) who will issue the result to the apprentice, their employer and training provider. Where the Written Exam and Professional Discussion (for instance) are taken on the same day the IAO with the permissions of the EPAO can give the results verbally.

End Point - Grading

The End-Point Assessment Organisation (EPAO) is responsible for allocating the overall apprenticeship grading and making the final decision on apprenticeship completion.

The apprentice must pass all of the End Point Assessment components; Written Exam, Professional Discussion and Practical Assessment before the apprenticeship can be achieved.

The overall apprenticeship grade will be derived from the grading of the three graded end assessments. For instance an apprentice passes the practical and receives a pass, in the Professional Discussion receives a pass and in the Practical receives a distinction this would equate to $2 + 1 + 1.5 = 4.5$ points which equal an overall distinction.

Graded Assessment	Points	
	Pass	Distinction
Written Exam	1	1.5
Professional Discussion	1	1.5
Practical Assessment	2	N/A

Points	Overall Apprenticeship Grade
0 to 3	Fail
4	Pass
5	Distinction

Re-sits and Re-takes.

The maximum grade (and hence point allocation) for any component re-sit is normally a Pass. For this reason it is important that apprentices are not entered for the end assessment until the employer feels the apprentice is ready for the End Point Assessment. Apprentices that fail any part of the end point assessment will fail the apprenticeship overall.

Re-sits/re-takes are not to be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.

Apprentices will have the opportunity to re-sit/re-take where the apprentices fail any method. It will be for employers to decide how many re-sits/retakes are appropriate.

The maximum grade for any component that is resit or retaken is normally a pass. However, a distinction may still be awarded for both the professional discussion and multiple choice test (and the overall grade) in exceptional circumstances. This is for the IAO to decide and in line with the EPAO 's policy and may be, for instance, where the assessment was halted due to the apprentice's sudden ill health.

Independence

Independence is provided to the Marine Pilot apprenticeship by:

- the End Point Assessment being centrally set, maintained and marked by the End-Point Assessment Organisation (EPAO)
- the End Point Assessment being co-ordinated by the End-Point Assessment Organisation (EPAO)
- the End-Point Assessment Organisation (EPAO) being responsible for the overall decision on apprenticeship completion
- the End-Point Assessment Organisation (EPAO) being responsible for the grading of the apprenticeship. The EPAO and IAO needs to be independent from the employer, training

11. End Point Assessment Summary of roles and responsibilities

Apprentices Employer

- Contributes to the assessment gateway by observing and authenticating the workplace evidence to substantiate that it is authentic and meets industry standards
- Decides on the timing of and makes arrangements for the on programme and End Point Assessment, with the support of the training provider as required
- Ensures the apprentice has the necessary documentation for End Point Assessment
- Works with the training provider to agree remedial action required by the apprentice before re-sitting any unsuccessful component/s

Training Provider

- Provides and manages on program assessors who are occupationally competent and qualified to assess
- Manages the administration, preparation, operation and invigilation of the on-programme assessment
- Training provider supports the employer in deciding the timing and arrangement of the End Point Assessment
- Provides the apprentice with training on the End Point Assessment process
- Supports the employer in agreeing remedial action required by the apprentice before re-sitting any unsuccessful component/s

Independent Assessors

- Bring an independent view as they as they have not been previously involved with the apprentice
- Undertake marking, scoring and grading of the End Point Assessment
- Advise the End-Point Assessment Organisation (EPAO) upon completion of the apprenticeship and submit grade given for the End Point Assessment
- Participate in annual standardisation events which will be arranged by the Independent Assessment Organisation

End-Point Assessment Organisation (EPAO)

- Confirms apprentice's competence and grading of apprenticeship.
- Approves and maintains a network of End Point Assessment centres
- Provides independent assessment of knowledge by centrally setting, maintaining and marking End Point Assessment examinations

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- Provides and manages Independent Assessors to mark and score End Point Assessment examinations
- Provides documentation, training and support for independent verifiers and Independent Assessors to ensure rigour and consistency
Contributes to maintenance and implementation of the Port Marine Operations Officer Assessment Plans

Quality Assurance – Internal

Quality assurance of End Point Assessment is provided by the End-Point Assessment Organisation (EPAO) who will:

- Enforce criteria for approved assessment centres by defining the staff, resources, processes and procedures required to undertake the written examination
- Provide and manage a network of Independent Assessors to undertake marking and scoring of the End Point Assessment examinations. Trains and certifies all individual assessors to be able to assess consistently against the Standard
- Appoint only Independent Assessors that meet the requirements as detailed in this plan.
- Written examinations will be formulated, reviewed and moderated by the EPAO to meet a common assessment specification
- EPAO's will develop the assessment content detail, to meet the apprenticeship standard.
- The EPAO Organisations will provide documentation, training and support for Independent Assessors to ensure rigour and consistency
- Independent Assessors will attend at least two meetings per year, arranged and managed by the EPAO. The purpose of these meetings will be to improve consistency and rigour in the approach and execution of their quality assurance responsibilities, and to ensure that where any technical or assessment variation (or scope for variation) is identified, a standard interpretation is established and applied.
- Provide induction training for independent assessors in terms of good assessment practice, operating the assessment tools and grading.
- Operate moderation of assessment activity and decisions, through examination of documentation and/or observation of activity, with a minimum of 10% percent of each independent assessors' assessments moderated
- Applies robust quality assurance and verification processes to the assessments e.g. use of standard formats, moderation and standardisation of scoring, oversight of assessment
- Runs the initial appeal process for any appeals that arise from grading decisions
- The End Point Assessment Organisation will create and then maintain the Assessment Tools to ensure continuing robustness (independent, consistent, valid), working with the Employers as appropriate.

The assessment methods described previously are designed to produce assessment outcomes that are consistent and reliable, allowing fair and proper comparison between apprentices

employed in different types and sizes of organisations. At the core of this will be the set of Assessment Tools that are used by all assessors and will be a part of the training that assessors receive. The End Point Assessment Organisation will create and hold the tools and materials to be used in assessment based on this Plan.

Quality Assurance - external

External quality assurance of the end point assessment for this apprenticeship standard will be managed by the Institute for Apprenticeships

Implementation

The percentage proportion of End Point Assessment against the overall cost of the apprenticeship is up to 20%. This is based on the cost of 1 to 1 assessment and the need for the assessor to be on board the vessel to completed the assessment. Apprenticeships are new concept for the marine pilot industry and thus expect low volumes within the first 12 months and therefore add to the EPAO cost.

Manageability/Feasibility

It is anticipated in the first 3 years approximately 10 apprentices will enrol. It is expected Apprentices will typically be assessed one to one. There are well over 100 Ports in the UK and these vary in size tremendously. It is likely therefore that Apprentice volumes will vary by Coastal regions, with most likely to come from the largest Ports such as Southampton, Bristol and the Humber. This geographical variance presents challenges however the Ports Industry is very well established and well equipped to manage. Using Employer premises where possible, rather than assessment centres, reduces cost. Because of the nature of the role, and that it is new to Apprenticeships, it is important that Assessment is conducted in person. We are satisfied there are sufficient assessors and moderators to manage expected volumes in the early years of this Apprenticeship. Critical to the success of this model is Employers allowing Independent Assessors into the Port Jurisdiction in order to conduct the Practical. The percentage proportion of End Point Assessment against the overall cost of the apprenticeship is up to 20% of the funding band allocated. Costs may reduce in future years, once this Apprenticeship is more embedded within the Maritime sector and volumes have grown.