

# Port Marine Operations Officer, Level 4

## End Point Assessment Plan

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## 1. Port Marine Operations Officer (Level 4) – End Point Assessment

The Port Marine operations team assists in ensuring the safe transit and handling of vessels in to, and out of the port. A Port Marine Operations Officer may work as a leader or member of a port/harbour marine operations team and may be involved in: berthing of vessels, port control and marine services, operation of harbours and marinas, conservancy, environmental protection, statutory compliance and operation of harbour marine craft within the Harbour Authority area of jurisdiction. This is a highly responsible position with a key contribution to the safe and efficient operation of the harbour. The role may involve shift working and working in many different types of environments.

The purpose of this document is to inform those involved in delivery and 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 the Port Marine Operations Officer standard is reliable and consistent across different locations, employers, training and assessment organisations.

## 2. Summary of Assessment

The objective of the Port Marine Operations Officer 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.

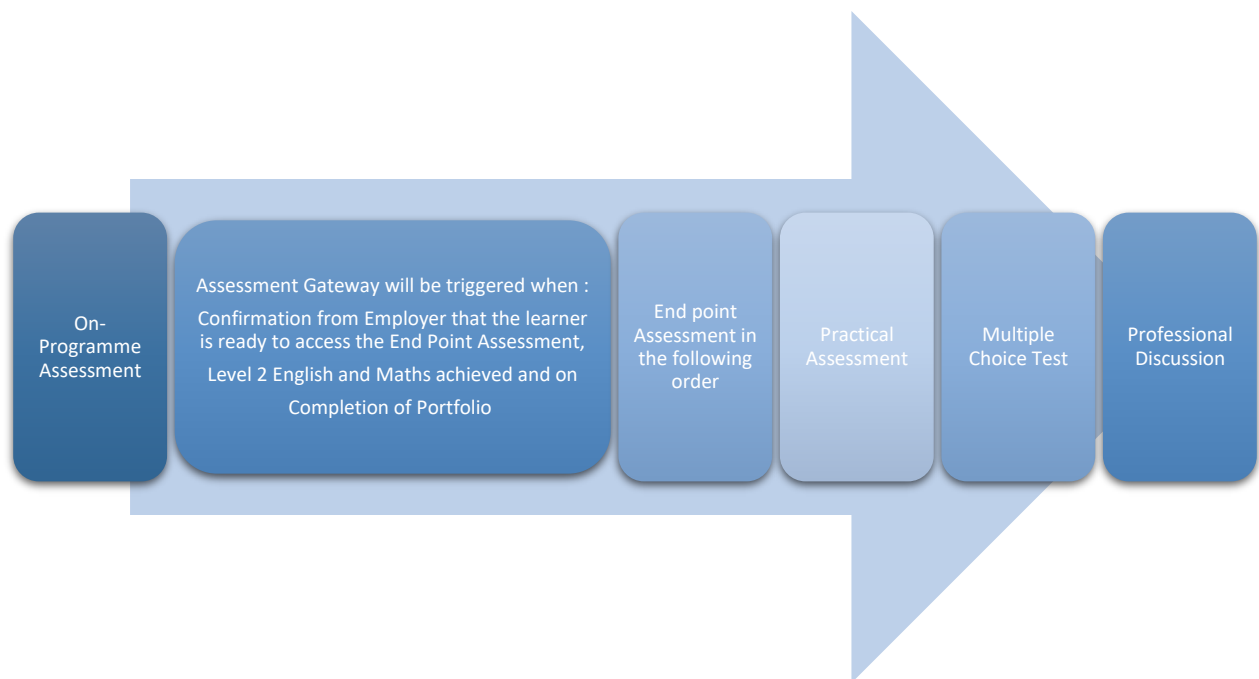
The assessment plan design is driven by the following principles:

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

The Port Marine Operations Officer End Point Assessment will consist of three parts:

- Practical Assessment
- Multiple Choice Test
- Professional discussion

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 24 to 30 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 that 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 9: End Point Assessment Professional discussion.

The typical elements of the portfolio are:

- Apprentice's 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 observation 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 knowledge, skills and behaviours detailed in the Port Marine Operations Officer Apprenticeship Standard through a three part assessment:

### Practical Assessment

- A practical assessment of knowledge and skills that are core to the role
- Administered in a working Port environment and normally the employers premises. The apprentice however should not be distracted by their day-to-day role
- Designed, maintained and graded by End-Point Assessment Organisation (EPAO)

### Multiple Choice Test

- Knowledge and skills assessment, delivered as a Test
- Administered online or in a test venue which is recognised by the End-Point Assessment Organisation (EPAO)
- Designed, maintained and marked by End-Point Assessment Organisation (EPAO)

### Professional Discussion

- Oral face-to-face synoptic (behaviours, knowledge and skills) discussion, based on a portfolio of evidence
- Administered in a suitable venue
- 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 (EPAO)

### How and Who

Assessments must be accessed in order given. The apprentice must pass each part before moving onto the next assessment.

- 1) Practical Assessment
- 2) Multiple Choice Test
- 3) Professional discussion

The assessment sequence should be initiated and completed within three months, with typically no more than a month between each assessment. The multiple choice and professional discussion assessments may be conducted in a single day but only if this is practicable. The result of each assessment method will be received within three weeks of that assessment method. 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 registered on the Register of End Point Assessment Organisations (RoEPAO), managed by the Education and Skills Funding Agency. The EPAO has overall responsibility for coordinating the End Point Assessment, administering the assessment methods, for grading the apprentice (pass/fail/distinction) and for the final sign-off and certification of the apprenticeship as having been satisfactorily completed (pass/distinction).



## 6. End point Assessment – Method and Grading

End point Assessment			
<b>Assessment</b>	Practical Assessment	Multiple Choice Test	Professional Discussion
<b>Assessment Method</b>	Observation and oral questioning of real work activity	Multiple Written responses to multiple choice questions test	Oral responses to oral questions from an independent assessor
<b>Area assessed</b>	Performance – application of skills, & knowledge	Underpinning knowledge, applied knowledge and skills	Performance – application of skills, behaviours & knowledge
<b>Assessed by</b>	End-Point Assessment Organisation (EPAO)	End-Point Assessment Organisation (EPAO)	End-Point Assessment Organisation (EPAO)
<b>Grading</b>	Pass / Fail	Pass / Distinction/ Fail	Pass / Distinction/ Fail

## 7. End point Assessment – Practical Assessment

End point Assessment Practical Assessment Duration: 3 hours
<p>This assessment will be a practical assessment consisting of observation and oral questions conducted in the working Port environment and normally the employer’s premises and used to assess applied knowledge and skills with respect to the apprentice’s judgement and decision making.</p> <p>Port Marine Operations Officer apprentices are required to demonstrate the knowledge and skills areas identified below.</p> <ul style="list-style-type: none"> <li>• KNOWLEDGE: Safe management of vessel operations within harbours</li> <li>• KNOWLEDGE: Chart work and tides and buoyage</li> </ul>

**End point Assessment**

**Practical Assessment**

**Duration: 3 hours**

- KNOWLEDGE: Marine meteorology and how to produce and interpret a weather forecast
- KNOWLEDGE: Practice of marine pilotage
- KNOWLEDGE: Principles of Marine Pilotage
- KNOWLEDGE: Port specific Information Technology systems, such as vessel booking, traffic management, security systems
- SKILL: Safely moor and unmoor vessels of a range of type and size
- SKILL: Communicate clearly and use communications equipment including VHF radio

**End point Assessment****Practical Assessment****Duration: 3 hours**

The Practical Assessment tests some of the key functions of the role of Port Marine Operations Officer. To ensure competence it must be of real work activity and will not be simulated. It is broken down into two core tasks, both of which must be completed and will be graded as one:

- a) Mooring plan - Completing a plan to manage a vessel arrival into port safely, including: collecting vessel information from third parties, identifying appropriate pilotage and passage requirements, preparing a vessel mooring plan, communicating requirements to port and external agencies and logging the plan into port information systems
- b) Berthing a vessel (tying the vessel with ropes to the shore) including: correctly using appropriate means of communication, following procedures within the mooring plan and demonstrating safe working practices

The employer must allow the Independent Assessor (IA) access within the port jurisdiction in order to conduct the two part Practical Assessment, which will normally happen on one day. They must liaise over this and agree the date, time, and specification of the Practical Assessment 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 Practical Assessment will not be graded at distinction level and will instead be limited to either fail or pass:

- 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 20 metres in length (there is no maximum length as the knowledge and skills needed will be unaffected)
- Apprentices must be observed by an IA completing part a) and b) above. Due to the safety critical role of a Port Marine Operations Officer the IA will remain passive during the Practical Assessment. The IA will be responsible for ensuring there are measures in place to stop the Practical Assessment, if the apprentice is deemed to be acting unsafely.
- Because a plan to manage a vessel arrival is typically completed well in advance, the vessel that is observed being berthed is unlikely to be (but can still be) the one to which the mooring plan relates. The apprentice will not be told which vessel they will be completing a mooring plan for prior to the Practical Assessment.

**End point Assessment****Practical Assessment****Duration: 3 hours**

- The two tasks may be completed in any order but will normally be on the same day with a short break, typically 15 minutes, in-between.
- It will be for the IA to determine if either part of the Practical Assessment has broken down for reasons beyond the apprentice's control. For instance, but not limited to, bad weather. If either one of the two parts a) or b) of the Practical Assessment have already been completed then the apprentice will not need to complete that element again and the re-sit will be limited to the part that broke down or did not happen.
- During or after the completion of the two tasks a) and b) within the Practical Assessment the IA must ask 6 set open questions for each of parts a) and b) to assess related underpinning knowledge. Even where skills have been ably demonstrated, questioning will always be required to verify understanding. They may ask follow-up questions where clarification is required. Questioning must be completed within the total time allowed for the Practical Assessment.
- Knowledge, Skills and Behaviours observed and answers to questions must be documented by the independent assessor.
- Apprentices must be provided with both written and verbal instructions on the tasks they must complete including timescales.
- Practical Assessments must be carried out over a maximum total assessment time period of 3 hours +/-10%. This will typically be divided equally between the two tasks. There may be breaks during the Practical Assessment to allow the apprentice to move from one location to another.
- Practical Assessments must be conducted in a realistic work situation under normal conditions. It is anticipated that assessment organisations will use the apprentice's normal work environment to carry out the Practical Assessment parts a) and b). In our experience, it will be very rare for the tasks not to naturally occur in a Port during the window of assessment. In exceptional circumstances, the IA can agree to arranging the Practical Assessment away from the normal place of work but must be satisfied the apprentice is not dis-advantaged in any way.
- EPAOs must develop 'test banks' of sufficient size to mitigate predictability and review /refresh them regularly (at least annually) to ensure they are fit for purpose

End point Assessment Practical Assessment Duration: 3 hours	
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 (page 10)</p> <p>OR</p> <p>Failed to successfully answer any safety critical question</p> <p>OR</p> <p>Not answered questions with sufficient detail or relevant examples to demonstrate they have met the criteria for the tested skills, knowledge and behaviours in the Standard as set out on page 10.</p>	<p>The apprentice has demonstrated a clear understanding, application and appreciation of all safety aspects tested as per the knowledge and skills set out on page 10:</p> <p>Provided evidence that they understand and consistently use behaviours in the Standard.</p> <p>Demonstrated all of the core knowledge and skills in the Standard set out in page 10.</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 reasons for the decisions/actions they took in relation to the learning solution delivered in the Practical Assessment parts a and b.</p>

## 8. End point Assessment – Multiple Choice Test

### End point Assessment

### Multiple Choice Test

Duration: 90 minutes

This Test will use multiple choice questions to assess underpinning knowledge and skills in these areas. The underpinning questions will cover the “how” and “why” elements of the content. EPAOs must develop ‘test banks’ of sufficient size to mitigate predictability and review /refresh them regularly (at least annually) to ensure they are fit for purpose.

Port Marine Operations Officer apprentices are required to demonstrate the knowledge and skills areas identified below:

- KNOWLEDGE: Vessel and Shore based electronic navigation systems – such as global navigation systems
- KNOWLEDGE: Conservancy (including: buoyage, aids to navigation etc. – (Depths of channels – Applicable codes of practice/standards to be sought out)
- KNOWLEDGE: Hydrographic survey
- KNOWLEDGE: Marine propulsion and manoeuvring systems such as propellers, rudders, thrusters, anchors, etc.
- KNOWLEDGE: Marine meteorology
- KNOWLEDGE: Marine navigation (including the International Regulations for Preventing Collisions at Sea)
- KNOWLEDGE: Maritime law including roles and responsibilities of the port authority such as: byelaws, general directions for navigation, local notices to mariners, etc.
- KNOWLEDGE: The basic principles of different types of vessel construction found in ports and of safe vessel stability
- KNOWLEDGE: Relevant health, safety and security legislation such as: Health and Safety at Work Act 1974, International Ship and Port Facility Security Code, etc.

**End point Assessment****Multiple Choice Test****Duration: 90 minutes**

- SKILL: Respond to fire and emergencies including on board vessels and use emergency equipment including oil spill response
- SKILL: Administer basic first aid at work
- SKILL: Safely handle loads manually and mechanically, including mooring lines, cargo, stores, etc.

The knowledge and skills will be tested, set and marked by the EPAO. The Multiple Choice Test can be conducted online or on paper. The identity of the apprentice must be confirmed by the EPAO. The Test should be undertaken in a quiet room free from distractions and influence. If conducted online, the employer is responsible for providing a suitable environment agreed by the independent assessor. If completed in person, then the Test venue must have been approved by the End-Point Assessment Organisation (EPAO) prior to the Test taking place. The Test 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 45 questions to be completed over 90 minutes. Each question will have 5 options to choose between with only one option being correct. 1 mark will be awarded for every correctly answered question.

Grading for this assessment will be as follows: Pass / Distinction/ Fail.

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

Grade	Total marks attained (out of 45 )in the Multiple Choice Test
Fail	28 or less
Pass	29 to 37
Distinction	38 and above

## 9. End point Assessment – Professional Discussion

### End point Assessment

### Professional Discussion

Duration: 90-105 minutes

The portfolio of evidence underpins the professional discussion and is not graded. The Portfolio of Evidence must address the knowledge, skills and behaviours listed below. It must be submitted to the End-Point Assessment Organisation (EPAO) at least one month prior to the Professional Discussion. The EPAO needs to give guidance to the independent assessor to ensure appropriate coverage and that there is consistency across all assessment experiences. Having reviewed the Portfolio of Evidence submitted in advance, the independent assessor (IA) will build a set of at least 20 interview questions sufficient to be able to reach an overall decision on competence. 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 a apprentice's evidence.

Port Marine Operations Officer apprentices are required to demonstrate the knowledge and skills areas identified below:

- KNOWLEDGE: Dredging
- KNOWLEDGE: Basic routine maintenance of marine craft and equipment
- KNOWLEDGE: Port control operations including local port service and or vessel traffic service
- KNOWLEDGE: Marine infrastructure such as jetties, quays, marinas, and operations such as cargo, fishing, leisure, passenger, roll-on/roll-off
- KNOWLEDGE: Port marine responsibilities, statutory powers, duties and codes (including port marine safety code and guide to good practice)
- KNOWLEDGE: Maritime emergency response within the port jurisdiction and procedures
- SKILL: Lead, manage and engage with colleagues and others including, emergency services and other stakeholders in all marine activities within a port; take control of a situation, deliver reliable and dependable results in work outputs, quality, work ethics



**End point Assessment****Professional Discussion****Duration: 90-105 minutes**

and self-development, as well as encouraging and supporting the development of others

- SKILL: Safely steer, manoeuvre, navigate and crew different types of marine craft, such as: pilot boats, work boats, survey boats, etc.
- SKILL: Conduct marine craft operations including basic towage, personnel transfer and recovery, hydrographic surveying, etc. in line with port specific guidelines
- SKILL: Demonstrate personal water safety around the harbour and sea survival skills
- SKILL: Operate navigational systems and equipment such as: compasses, Global Navigation Satellite Systems, radar, Automatic Information Systems, etc.
- SKILL: Carry out port marine operations specific to the setting such as leisure, fishing, cargoes, passenger etc.
- SKILL: Operate within health, safety and security systems and practice these in line with regulation, codes of practice and company policies and procedures
- SKILL: Contribute to the protection of the marine environment including protection of sites of special scientific interest and marine conservation zones
- BEHAVIOUR: take responsibility for own and others' health, safety and security at all times demonstrate integrity, credibility, honesty and personal drive; embody the organisation's values, a belief in the services it offers and an interest in the industry
- BEHAVIOUR: take ownership for own performance and training; 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

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.

**End point Assessment**

**Professional Discussion**

**Duration: 90-105 minutes**

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

Grading criteria for the Professional Discussion

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 achieved each of the following:</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>In addition to meeting the Pass criteria in full, the apprentice has achieved each of the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul>

End point Assessment Professional Discussion Duration: 90-105 minutes		
		facing the sector and how those impact on their work. <ul style="list-style-type: none"> <li>• Demonstrated that they regularly go beyond expectations – and deliver more than expected.</li> <li>• Provided evidence that they exceed criteria for behaviours in the Standard.</li> </ul>
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.		

## 10. End-Point Assessment Organisation (EPAO)

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

The EPAO, advised by the Independent Assessor, makes the judgement on whether the apprentice has passed the End Point Assessment or not. The EPAO will also provide the overall apprenticeship grading based on the apprentices combined results from the Practical Assessment, Multiple Choice Test and Professional Discussion.

### Minimum requirements for Independent Assessors and training provider assessors

Independent 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 or employer involved in the apprenticeship
- 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 Practical Assessment Multiple Choice Test and Professional Discussion to the EPAO, who will issue the result to the apprentice, their employer and training provider.

### 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: Practical assessment, Multiple Choice Test, and Professional Discussion before the apprenticeship can be achieved.

The overall apprenticeship grade will be derived from the grading of the three graded end assessments. The grade will be awarded by the End-Point Assessment Organisation (EPAO) using the points-based system.

For instance, if an apprentice completes the practical assessment and receives a pass, in the Professional Discussion they receive a pass, and in the multiple choice test they receive a distinction, this would equate to  $2 + 1 + 1.5 = 4.5$  points, which equal an overall distinction.

Graded Assessment	Points		
	Fail	Pass	Distinction
Multiple Choice	0	1	3
Practical Assessment	0	1	N/A
Professional Discussion	0	2	6

Points	Overall Apprenticeship Grade
0-3	Fail
4-9	Pass
10	Distinction

### Re-sits/Re-takes

The maximum grade (and hence point allocation) for any component re-sit is a Pass. For this reason, it is important that apprentices are not entered for the end point assessment until the employer feels the apprentice is ready. 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 EPAO to decide in-line with their 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 Port Marine Operations Officer 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 IA needs to be independent from the employer, training.

## 11. End Point Assessment Summary of roles and responsibilities

### Apprentice's 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 the off-the-job element of on-programme learning
- Manages the administration, preparation, operation and invigilation of the on-programme assessment
- Training providers supports the employer in deciding the timing of the apprentice passing the Gateway
- Provides the apprentice with training on the End Point Assessment process
- Supports the employer in agreeing remedial action required by the apprentice before re-taking 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 End-Point 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, and maintaining End Point Assessment tests.
- Provides and manages Independent Assessors to mark and score End Point Assessment Tests
- Provides documentation, training and support for 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 Test
- Provide and manage a network of Independent Assessors to undertake marking and scoring of the End Point Assessment Tests. 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 Tests will be formulated, reviewed and moderated by the EPAO to meet a common assessment specification
- EPAOs 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 Practical Assessment of activity, with a minimum of 10% of each independent assessor's 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 – manageability/feasibility

It is anticipated in the first 3 years approximately 100 apprentices will enrol in total. It is expected Apprentices will typically be assessed one to one in the Practical Assessment. Balancing this with a multiple choice test that is simple to implement, in addition to a professional discussion, ensures feasibility of the overall assessment. 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. Affordability has been built in by using Employer premises/resources where possible, rather than assessment centres, to reduce cost. Online Assessment of the Multiple Point Test also reduces cost. Because of the nature of the role it is important to have a practical assessment 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.