

End-point assessment plan for Boatmaster apprenticeship standard

Apprenticeship standard reference number	Level of this end point assessment (EPA)	Integrated
ST0621	3	No

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Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Boatmaster apprenticeship standard. It is for end-point assessment organisations (EPAOs) who need to know how EPA for this apprenticeship must operate. It will also be of interest to Boatmaster apprentices, their employers and training providers.

Full time apprentices will typically spend 24 months on-programme (before the gateway) working towards the occupational standard, with a minimum of 20% off-the-job training. All apprentices will spend a minimum of 12 months on-programme.

The EPA period should only start, and the EPA be arranged, once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, all of the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPAO.

All pre-requisites for EPA assessment methods must also be complete and available for the Independent Assessor as necessary.

As a gateway requirement and prior to taking the EPA, apprentices must complete all approved qualifications mandated in the Boatmaster standard.

These are:

- Non ECDIS (non Electronic Chart Display and Information System)
- Human Element, Leadership and Management at Operational level “HELM(O)”
- Crisis Management and Human Behaviour certificate
- RYA Commercial Endorsement for Powerboat 2
- Diploma in Maritime Studies: Rivers, Inland Waterways and Limited Distances to Sea – SQA601/0021/7
- Boatmasters License (BML)
- RYA or MCA Yachtmaster Coastal Skipper Certificate of Competence
- Commercially endorsed Day Skipper (theory and practical)
- RYA/MCA GMDSS Short range communication certificate
- Stability 1 day
- STCW Personal Survival Techniques
- STCW Basic Fire fighting and Fire Prevention
- STCW Elementary First Aid
- STCW Proficiency in security awareness
- STCW Personal safety and social responsibility
- Diesel Engine AEC1
- MSN 1853 Radar endorsement
- SQA unit FA60 54 Vessel rope work, anchoring and mooring operations
- Professional Practices and responsibilities
- Coastal Skipper (theory and Practical)

For level 3 apprenticeships and above apprentices without English and mathematics at level 2 must achieve level 2 prior to taking their EPA.

The EPA must be completed within an EPA period typically lasting a maximum of 4 month(s), beginning when the apprentice has passed the EPA gateway.

The EPA consists of two discrete assessment methods.

The individual assessment methods will have the following grades:

Assessment method 1: Practical Observation

- Fail
- Pass

Assessment method 2: Professional Discussion (underpinned by Task Record Book)

- Fail
- Pass
- Distinction

Performance in the EPA will determine the overall apprenticeship standard and grade of:

- Fail
- Pass
- Distinction

EPA summary table

On-programme (typically 24 months)	Training to develop the occupation standard's knowledge, skills and behaviours.
End-point Assessment Gateway	<ul style="list-style-type: none"> • Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard. • English/mathematics Level 2 <p>Apprentices must complete the following approved qualifications mandated in the standard:</p> <ul style="list-style-type: none"> • Non ECDIS (non Electronic Chart Display and Information System) • Human Element, Leadership and Management at Operational level "HELM(O)" • Crisis Management and Human Behaviour certificate • RYA Commercial Endorsement for Powerboat 2 • Diploma in Maritime Studies: Rivers, Inland Waterways and Limited Distances to Sea – SQA601/0021/7 • Boatmasters License (BML) • RYA or MCA Yachtmaster Coastal Skipper Certificate of Competence • Commercially endorsed Day Skipper (theory and practical) • RYA/MCA GMDSS Short range communication certificate • Stability 1 day • STCW Personal Survival Techniques • STCW Basic Fire fighting and Fire Prevention • STCW Elementary First Aid • STCW Proficiency in security awareness • STCW Personal safety and social responsibility • Diesel Engine AEC1 • MSN 1853 Radar endorsement • SQA unit FA60 54 Vessel rope work, anchoring and mooring operations • Professional Practices and responsibilities • Coastal Skipper (theory and Practical) <p>Apprentices must complete:</p> <ul style="list-style-type: none"> • A Task Record Book (TRB).

End Point Assessment (which would typically take 4 months)	Assessment Method 1: Practical Observation With the following grades: <ul style="list-style-type: none">· Fail· Pass Assessment Method 2: Professional Discussion (underpinned by Task Record Book) With the following grades: <ul style="list-style-type: none">· Fail· Pass· Distinction
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Length of end-point assessment period:

The EPA must be completed within an EPA period typically lasting a maximum of 4 month(s), beginning when the apprentice has passed the EPA gateway.

Any supporting material required for the EPA (i.e. the Task Record Book) should be submitted no later than 1 week after the start of the EPA period.

If an EPA assessment method is failed, it should be re-sat or re-taken within the EPA period and in-line with the requirements set out in this assessment plan.

Order of assessment methods

The assessment methods can be delivered in either order, however the three components of the Practical Observation must be completed in the order given in AM1 (1st is “creating a passage plan”, 2nd “pre-departure”, and finally 3rd is “during the voyage”).

Gateway

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that is to say they are deemed to have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer.

In addition to the employer's confirmation that the apprentice is working at or above the level in the occupational standard, the apprentice must have completed the following gateway requirements prior to beginning EPA:

- English and mathematics at level 2. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Apprentices must complete the following approved qualifications as mandated in the standard:

- Non ECDIS (non Electronic Chart Display and Information System)
- Human Element, Leadership and Management at Operational level "HELM(O)"
- Crisis Management and Human Behaviour certificate
- RYA Commercial Endorsement for Powerboat 2
- Diploma in Maritime Studies: Rivers, Inland Waterways and Limited Distances to Sea – SQA601/0021/7
- Boatmasters License (BML)
- RYA or MCA Yachtmaster Coastal Skipper Certificate of Competence
- Commercially endorsed Day Skipper (theory and practical)
- RYA/MCA GMDSS Short range communication certificate
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- STCW Personal safety and social responsibility
- Diesel Engine AEC1
- MSN 1853 Radar endorsement
- SQA unit FA60 54 Vessel rope work, anchoring and mooring operations
- Professional Practices and responsibilities
- Coastal Skipper (theory and Practical)

For Practical Observation:

- no specific requirements

For Professional Discussion (underpinned by Task Record Book [TRB]), the apprentice will be required to submit a TRB as follows:

- The format of the TRB needs to be decided by the employer in discussion with the apprentice and also having regard to any requirements of the regulator, the Maritime Coastguard Agency (MCA), who may use TRB information when awarding the BML. However, the content must be sufficient to evidence the apprentice can apply the knowledge, skills and behaviours required as mapped to the professional discussion.
- There must be at least one piece of evidence relating to each knowledge, skill and behaviour mapped to the professional discussion. One piece of evidence can be referenced against more than one knowledge, skill or behavioural requirement. It is expected that there will typically be a minimum of 17 pieces and a maximum of 20 pieces of evidence.
- The TRB should contain written accounts of activities that have been completed and referenced against the knowledge, skills and behaviours, supported by appropriate evidence, including photographic evidence and work products, such as work instructions, safety documentation, company policies and procedures as appropriate to the activities. Progress review documentation, witness testimonies, and feedback from colleagues and/or clients should also be included. Reflective accounts should not be included as evidence. The apprentice's Manager/Mentor will typically support the development of the TRB in accordance with company policy and procedures, although the EPAO will provide further guidance on the content. The employer will sign off in writing the TRB to affirm its authenticity.
- The TRB will not be directly assessed but will underpin the professional discussion.

Assessment methods

Assessment Method 1: Practical Observation (This Method has 3 components.)

The Practical Observation has in total 3 component parts. These are graded holistically as one and include (in the strict order of delivery) 1) creating a passage plan, 2) pre-departure, and 3) during the voyage. Delivering assessment in this way accurately recreates a typical working environment of a Boatmaster.

The first component, “creating a passage plan”, is delivered on-shore as described below, three days before the voyage. Once the Independent Assessor is satisfied that the proposed passage plan, (created by the apprentice) is viable (meaning it will allow for the timely and safe arrival of the vessel), then assessment components 2 and 3 are delivered consecutively on the same day (meaning on the same day, three days after the passage plan is created).

Component 1 requires the apprentice to create a passage plan and submit this to the Independent Assessor. It is envisaged that each assessment of components 2 & 3 will be of 1 apprentice with 1 Independent Assessor. However, a cohort of up to 3 apprentices may be assessed individually on the same voyage, providing the Independent Assessor is content that each apprentice has appropriate opportunity to demonstrate all of the knowledge, skills and behaviours mapped to the Practical Observation and that no apprentice is disadvantaged.

Method 1 Component 1: Creating a Passage Plan

Overview

The rationale for this assessment method is:

All voyages are based around a bespoke passage plan. An occupationally competent Boatmaster must be able to create an accurate passage plan that ensures the safe and timely arrival of the vessel taking all variables into account. Creating a real passage plan ahead of the voyage is therefore the best and realistic way to test competence.

Delivery

Apprentices must be provided with both written and verbal instructions on the tasks they must complete, including the timescales they are working to.

The Practical Observation should be conducted in the following way to take account of the occupational context in which the apprentice operates:

Within 2 weeks of the gateway the employer must provide the EPAO with details of the facilities they will make available for components 2 & 3 of the Practical Observation. This is needed before the

apprentice can create their passage plan. On no account must the employer reveal any of these details to the apprentice. In total, the employer must confirm:

- Place of embarkation. Proposed time of arrival and voyage destination point (which may or may not be the same as embarkation point – if it is the same then a way-point must be provided) and required time of arrival at destination (for each apprentice). Note, all apprentices will have a different destination and time of arrival there.
- Number of qualified crew made available by the employer (this must be appropriate to vessel type but a minimum of 2 which does not include any apprentices on board).
- The apprentice will have access throughout the entire assessment to the internet, organisation IT system and any relevant timetables/charts/publications.
- Type of vessel, draft of vessel, average cruising speed of vessel, length, weight.

In the Boatmaster occupation the use of IT is very much the normal practice and it is the responsibility of the employer to ensure adequate IT facilities are in place.

The Independent Assessor appointed by the EPAO must confirm that all of the aforementioned facilities are suitable before component 1 may commence.

Creating a passage plan

Having first discussed the practicalities of the chosen venue and facilities with the employer, and being satisfied these are all compliant with this EPA plan, the EPAO will confirm the individual co-ordinates that each apprentice must navigate to, which must always be a destination 7 nautical miles (+/- 10%) away from each apprentice's starting point, so up to 21 miles +/- 10% if there are the maximum 3 apprentices. For absolute clarity, the +/- 10% tolerance is permitted for each individual apprentice over their allotted 7 nautical miles. This is because variables such as other vessel traffic and tide/weather can necessitate the apprentice alters course. It will be for the Independent Assessor to exercise their discretion here, ensuring each apprentice has equal opportunity.

This will take the vessel from her mooring out onto tidal waters to her point of destination (final mooring).

To replicate realistic working conditions, the apprentice must create a passage plan three days before the Practical Observation. (A passage plan sets out the charted route the vessel should follow to arrive on time, taking all relevant variables into account & calculates a time to leave)

The Independent Assessor will supply the apprentice, three days before the voyage with the following information to use in creating the passage plan:

- Vessel type
- Place of embarkation and place of destination
- Required time of arrival
- A minimum qualified crew of 2 people - not including any apprentices on board
- Any relevant timetables/charts/ publications
- Draft of vessel, average cruising speed of vessel, length, weight.

This information required to create the passage plan must not be revealed by the employer to the apprentice ahead of this point under any circumstances.

Upon receipt of this information, the apprentice has 60 minutes to complete any research they deem appropriate, complete a passage plan using their organisation's IT system (including a time of departure) and email the passage plan to the Independent Assessor. There is no limit on the written length of the passage plan. Instead, the apprentice is expected to create an appropriate plan within the time available. (In the highly unlikely event that email is not available, the Independent Assessor must be content that alternative arrangements are in place that do not disadvantage the apprentice). For clarity, if there is more than one apprentice being assessed, then all apprentices will create their own passage plan simultaneously, & in invigilated conditions, to ensure that no one apprentice gains an advantage, and it will be the employer's responsibility to ensure sufficient access to IT is in place.

Apprentices must create their passage plan in a suitably controlled environment that is a quiet space, free of distractions and influence, in the presence of an invigilator. The invigilator may be the Independent Assessor or someone appointed by the EPAO. The invigilator must be independent of the apprentice, meaning they must not have been involved in the apprentice's on-programme learning and they must have no conflict of interest. The EPAO is responsible for appointing invigilators and are required to have an invigilation policy. The EPAO will create a specification that will set out the requirements for the creation of the passage plan.

The EPAO is responsible for ensuring the security of testing they administer to ensure the test remains valid and reliable (this includes any arrangements made using online tools).

The EPAO must verify the suitability of the venue and the identity of the person completing the passage plan.

The employer must allow the apprentice access to the internet so they can check mariners' notices, tidal times and meteorological conditions to create the passage plan. The employer must not be present while the passage plan is being created.

The Independent Assessor must review the passage plan that same day; this is a desk-based assessment and the Independent Assessor is not required to ask any questions of the apprentice.

If the passage plan is fundamentally flawed for any reason, (meaning it brings the safety of the vessel, environment or anybody on-board into question), this will be classed as a Fail and the apprentice is unable to progress at this stage. If deemed a non-fundamental flaw, for instance arriving at a destination too early, the Independent Assessor will provide relevant feedback and the apprentice will have a further 60 minutes to improve the passage plan, based on the same variables, which must be returned and affirmed as accepted by the Independent Assessor that same day.

The Independent Assessor will make all grading decisions. Grading should take place once all three assessment method components have been completed as it must be a combination of all three components holistically.

Venue

Component 1 of the Practical Observations must be conducted in one of the following locations:

- the employer's premises
- a suitable venue selected by the EPAO (e.g. a training provider's premises or another employer's premises)

A passage plan is ordinarily completed using the employer's own IT system. The employer must therefore allow the apprentice access to and use of their system. The apprentice must also be given internet access and email facility along with any relevant timetables and other publications as provided by the EPAO.

Support material

EPAOs will produce the following material to support this assessment method:

- Outline of the assessment method's requirements
- Marking materials
- Sample passage plans to aid consistency.

Method 1 Component 2: Pre-Departure

Overview

Apprentices must be observed by an Independent Assessor completing work in their normal workplace, in which they will demonstrate the KSBs assigned to this assessment method. The EPAO will arrange for the Practical Observation to take place, in consultation with the employer.

One Independent Assessor may observe up to a maximum of 3 apprentices at any one time, to allow for quality and rigour. In doing so, the Independent Assessor must ensure that each apprentice is not advantaged or disadvantaged. Where more than 1 apprentice is being assessed then other apprentices must not see or be able to overhear another apprentice's pre-departure checks. It is the responsibility of the EPAO to ensure this.

The rationale for this assessment method is:

A Boatmaster responsible for their vessel will ordinarily brief the qualified crew before departure, alongside performing all appropriate compliance checks. Practical Observation of the apprentice performing these tasks is the best way therefore of assuring competence.

Delivery

Component 2 of the Practical Observation should take 60 minutes per apprentice (i.e. a total of 180 minutes for 3 apprentices being assessed at one time). The Independent Assessor has the discretion to increase the time of the Practical Observation by up to 10% to allow the apprentice to complete a task at the end of this component of the EPA.

In advance of the Practical Observation, apprentices must be provided with information on the format of the Practical Observation, including timescales.

The Independent Assessor must be unobtrusive whilst conducting the Practical Observation. The apprentice must:

- Review their passage plan against the latest meteorological forecasts, and mariner's notices, in case any of these variables has changed.
- Brief the qualified crew on the passage plan
- Complete pre-sail checks and defect reports, ensuring the vessel is compliant.

“Qualified crew” in the bullet point above refers to the minimum requirement of 2 crew made up of 1 master with minimum BML & endorsement for the areas & vessel they are aboard, together with a mate whom must be STCW qualified. The apprentice being assessed will not brief any other apprentices whom are present and the Independent Assessor must ensure that the apprentices briefing is not overheard by any other apprentices being assessed.

The Independent Assessor will accompany the apprentice throughout the Pre-Departure.

The Practical Observation should be conducted in the following way, to take account of the occupational context in which the apprentice operates:

Questions may be asked during the Practical Observation. The Independent Assessor can ask up to 5 questions. They may ask follow up questions where clarification is required within the total questioning time period of 15 minutes. The Independent Assessor will adapt questions drawn from the EPAO's question bank. This question time is included in the overall time of 60 minutes per apprentice.

The Assessor is responsible for putting arrangement in place so that no apprentice can be advantaged or disadvantaged. Such arrangements apply to the whole entirety of the assessment activity, but as just one example, questioning will be with the individual apprentice whom must not be overhead by any other apprentice being assessed on the same occasion. Activities not observed by the Independent Assessor during the Practical Observation can instead be covered by questioning after the Practical Observation, but these questions must be asked within a time period not exceeding 15 minutes. This additional question time, which is only needed on the rarer occasion that something does not naturally occur, is above and beyond the 60 minutes assessment time per apprentice.

KSBs observed, and answers to questions, must be documented by the Independent Assessor. The Independent Assessor will make all grading decisions.

Support material

EPAOs will produce the following material to support this assessment method:

- Outline of the assessment method's requirements
- Marking materials
- A question bank

Venue

The Practical Observation can take place in:

- employer's premises
- workplace other than the employer's own premises (e.g. where the vessel is not moored at the employer's premises)

Question development

EPAOs will create open questions to assess related underpinning knowledge, skills and behaviours. They must develop 'question banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the questions they contain, are fit for purpose.

Method 1 Component 3: During the Voyage

Overview

Apprentices must be observed by an Independent Assessor completing work in their normal workplace, in which they will demonstrate the KSBs assigned to this assessment method. The EPAO will arrange for the Practical Observation to take place, in consultation with the employer.

One Independent Assessor may observe up to a maximum of 3 apprentices sequentially to allow for affordability and feasibility while ensuring quality and rigour.

The assessment of the apprentices should include their role as Boatmaster whilst executing their 7 nautical miles passage plan. The apprentices will not act as qualified crew. Where more than 1 apprentice is being assessed then other apprentices must not see or be able to overhear another apprentice's acting as Boatmaster. It is the responsibility of the EPAO to ensure this.

The rationale for this assessment method is:

This third component of the Practical Observation directly assesses the apprentice's ability to navigate a vessel in a tidal river and to lead their crew. It is therefore the best possible way of assuring competence.

Delivery

This third component of the Practical Observation should take 2 hours per apprentice, or up to 6 hours in total for a maximum of 3 apprentices. The Practical Observation may be split into discrete sections held over a maximum of 1 working days. The length of a working day is typically considered to be 7.5 hours but it should be noted that individually assessing 3 apprentices on the same vessel will extend the working day significantly. EPAO's must be satisfied in each case that it is practical to assess 3 apprentices on the same vessel and voyage.

The assessor has the discretion to increase the time of the Practical Observation by up to 10% to allow the apprentice to complete a task at the end of this component of the EPA.

In advance of the Practical Observation, apprentices must be provided with information on the format of the Practical Observation, including timescales.

The following activities **MUST** be observed during the Practical Observation:

The Independent Assessor must be unobtrusive whilst conducting the Practical Observation. During the voyage, the apprentice will handle the vessel from its initial resting point at berth, to its final destination, giving instructions to the crew as to their tasks and responsibilities.

During the voyage, each apprentice must conduct the following:

- Take the role of Master for the duration of their voyage (and remain inactive when any other apprentice (up to two others)) take their turn to be Master)
- Discharge their passage plan, adapting as is necessary (in response to conditions) during the voyage
- Demonstrate a head to & stern to manoeuvre.
- Perform Hold station with the vessel and pick up a mooring buoy
- Respond to one emergency simulated by the Independent Assessor. (This will be of the type that is unsafe to practically create such as a small fire in the hold. The apprentice will physically respond as if the emergency is real – for instance shutting down an engine)
- Respond to one realistic emergency created by the Independent Assessor as in a real-life situation (e.g. if a dummy is thrown overboard the apprentice must manoeuvre the vessel and retrieve the dummy)

The Independent Assessor should give instructions and ask questions. Outside of those requirements, they should remain silent.

At the end of the apprentice's own 2-hour voyage (or in the case of a cohort of up to 3 apprentices – at the point of final destination and when all apprentices have taken their turn as Master), the Independent Assessor will have an additional 15 minutes (per apprentice) in order to ask questions and seek clarification of each apprentice's actions. In addition, at the end of the voyage, a further 15 minutes per apprentice must be allowed by the Independent Assessor to cover any KSBs that did not naturally occur during the voyage.

A structured specification bank of emergency scenarios must be developed by EPAOs. The bank must be of sufficient size to prevent predictability and reviewed regularly (and at least once a year) to ensure that it, and its content, are fit for purpose. The specifications must be varied yet allow assessment of the relevant KSBs.

The Independent Assessor must record evidence during the Practical Observation and document evidence of an apprentice's competence on the assessment forms produced and provided by the EPAO. The Independent Assessor will be responsible for ensuring that there are measures in place to stop the Practical Observation, if an apprentice is deemed to be endangering themselves, others, or there is significant risk to a vessel or wider environment.

After the Practical Observation has taken place, the Independent Assessor must grade the apprentice's competence (based on their performance in all three components), using the grading criteria and documentation provided by the EPAO. The Independent Assessor must complete the relevant EPAO grading and reporting documentation and send this to the EPAO within 5 working days of the assessment taking place. The EPAO will inform the apprentice and employer of the outcome in accordance with the EPAO's published and communicated process and procedures, including moderation.

Arranging the venue and the vessel/crew:

The EPAO is responsible for agreeing a suitable environment for the Practical Observation to take place with the employer.

The EPAO must communicate information about the Practical Observation to those involved in the assessment process - the Independent Assessor, apprentice, the apprentice's employer or nominated other person at the site where the Practical Observation is taking place (if not being undertaken at the apprentice's usual place of work) - three working days before the assessment is due to take place. This information must include information about where and when the Practical Observation will take place and the timings involved. This timescale is in line with the requirement of the apprentice to create the passage plan 3 days before the voyage.

The Practical Observation must be scheduled and administered in a tidal river waterway environment and where possible at an apprentice's usual place of work. Where this is not possible, it must be undertaken at an appropriate site with all relevant facilities for the practical work activities being observed. The employer is responsible for providing a vessel and a crew.

There will be a minimum of 2 crew made up of 1 master with minimum BML & endorsement for the areas & vessel they are aboard. The mate must be STCW qualified. It is the employer's responsibility to ensure the chosen (qualified) crew are familiar with the vessel and are occupationally competent themselves. No passengers will be on board. If more than one apprentice is aboard the vessel (up to 3 may be assessed sequentially) then the apprentices may not act as crew when not taking their turn in the role of master. Any of the crew may or may not be known to the apprentice, but must not have been involved in delivering the apprentice's on-programme training.

The chosen vessel must meet BML regulations and must be licensed by the Maritime Coastguard Agency; given the wide variance in tidal vessel types it need not be of any specific length or draft, but must be a type the apprentice has (or apprentices have) previously worked on and must be single-propeller.

Apprentices must be individually assessed but, to help minimise cost, cohorts of no more than 3 apprentices are permitted. Where more than one apprentice is being assessed, the EPAO's Independent Assessor is responsible for ensuring no apprentice is advantaged or disadvantaged. The Independent Assessor must ensure that the quality and rigour of the assessment method is maintained. Where 3 apprentices are being observed at the same time, they should undertake tasks on the same vessel and the Independent Assessor must ensure that all required observed areas are conducted by each apprentice and that no apprentice is held up or placed at a disadvantage.

Where the assessment is being undertaken away from the apprentice's usual place of work, the apprentice must be given time to familiarise themselves with the site premises prior to the assessment being undertaken. Whether or not the Practical Observation is at the apprentice's usual place of work the apprentice must always be allowed to familiarise themselves with the vessel.

Administering the Practical Observation:

It is the Independent Assessor's responsibility to plan the Practical Observation and inform and co-ordinate with the apprentice's employer as to the facilities required for the assessment to take place and gaining any organisational policies and procedures relevant to their organisation.

The employer must co-operate with the Independent Assessor, ensuring that the required facilities are available to enable a safe environment for the assessment to be undertaken. The employer is not involved in delivering any aspect of the EPA.

The Practical Observation activities must adhere to the agreed specification and templates provided by the EPAO to the Independent Assessor.

The Independent Assessor must hold a briefing with the apprentice to ensure that the apprentice is sure of the work operations to be conducted and is clear about the assessment process that will be followed.

KSBs observed, and answers to questions, must be documented by the Independent Assessor.

The Independent Assessor will make all grading decisions.

Support material

EPAOs will produce the following material to support this assessment method:

- Outline of the assessment method's requirements
- Marking materials
- Bank of emergency scenarios

Venue

The Practical Observation can take place in:

- employer's premises
- workplace other than the employer's own premises (e.g. where the vessel is not moored at the employer's premises)

Question development

EPAOs will create open questions to assess related underpinning knowledge, skills and behaviours. They must develop 'question banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the questions they contain, are fit for purpose.

Assessment Method 2: Professional Discussion (underpinned by Task Record Book) (This Method has 1 components.)

Method 2 Component 1: Professional Discussion (underpinned by Task Record Book)

Overview

This assessment will take the form of a professional discussion, which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. It will involve the questions that will focus on coverage of prior learning or activity.

The professional discussion can take place in any of the following:

- employer's premises
- a suitable venue selected by the EPAO (e.g. a training provider's premises)

The rationale for this assessment method is:

this will allow some KSBs which may not naturally occur in every workplace or may take too long to observe to be assessed and the assessment of a disparate set of KSBs.

Delivery

The Independent Assessor will conduct and assess the professional discussion.

The professional discussion must last for 90 minutes. The Independent Assessor has the discretion to increase the time of the professional discussion by up to 10% in order for the apprentice to answer the last question. Further time may be granted for apprentices with appropriate needs, for example where the apprentice has a learning difficulty and this will be processed in accordance with the EPAO's reasonable adjustment policy

During this method, the Independent Assessor must combine questions from the EPAO's question bank and those generated by themselves.

The professional discussion will be conducted as set out here:

The discussion will centre on the apprentice's normal work activity as illustrated in the TRB. The Independent Assessor must read the Training Record Book in advance. They will utilise the EPAO's standard questions from the questions bank where appropriate but will supplement with their own to ensure any gaps or questions raised by the TRB are covered. A minimum 12 questions must be asked by the Independent Assessor. Follow up questions may be asked as required within the time available.

The Independent Assessor must use the assessment tools and procedures that are set by the EPAO to record the professional discussion.

The Independent Assessor will make all grading decisions.

Venue

The professional discussion should take place in a quiet room, free from distractions and influence. It must take place in person between the apprentice and the assessor.

Other relevant information

A structured specification and question bank must be developed by EPAOs. The 'question bank' must be of sufficient size to prevent predictability and review it regularly (and at least once a year) to ensure that it, and its content, are fit for purpose. The specifications, including questions relating to the underpinning knowledge, skills and behaviours, must be varied yet allow assessment of the relevant KSBs.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Independent Assessors must be developed and trained by the EPAO in the conduct of professional discussion and reaching consistent judgement.

EPAOs will produce the following material to support this assessment method:

- Outline of the assessment method's requirements
- Marking materials
- A question bank

Weighting of assessment methods

Both assessment methods are weighted equally in their contribution to the overall EPA grade.

Grading

Assessment method 1: Practical Observation

Because of the focus on safety and compliance, the Practical Observation is graded either pass or fail. All pass descriptors must be met to award an overall pass for the Practical Observation.

KSBs	Fail	Pass
K2 K3 K6 K8 K13 K17 S1 S2 S5 S6 S7 S10 S11 S12 S13 S14 S16 B1 B2 B3 B5 B6	Does not meet the pass criteria	<p>PASSAGE PLAN</p> <p>K3, K6, B1, B6, S6</p> <p>The Passage plan is timely (the plan is received no less than 3 days before departure and the plans design allows the vessel to arrive on time) and appraises the proposed passage taking into account all relevant variables and discounts irrelevant variables to enable safe arrival. The route must be clearly drawn on the chart. The plan is submitted on the computer showing appropriate use of internet to access metrological and tidal information. Creates passage plan recording information accurately on IT system.</p> <p>PRE DEPARTURE</p> <p>K2, K13, S5, S7, S10, B1, B2, B3, B6</p> <p>Safety briefing covers all relevant issues and is discharged with clear conviction and confidence. Vessel and qualified crew are fully prepared and compliant for the voyage. Vessel confirmed to be in good working order and crew have clear instruction. Communicates effectively with crew to ensure all are familiarised with lifesaving appliances, firefighting appliances, and sea worthiness. The apprentice demonstrates commitment to professional standards and values by willingness to perform duties with integrity and a positive promotion of the organisation. Apprentice reviews passage plan against current prevailing circumstances and adjusts accordingly. Makes appropriate use of any electronic aids available on the vessel.</p> <p>DURING the VOYAGE</p> <p>K8, K17, S1, S2, S6, S7, S10, S11, S12, S13, S14, S16, B1, B2, B3, B5, B6</p>

		<p>Throughout entire voyage, apprentice monitors passage plan against progress and weather and makes adjustments accordingly, making use of all resources on-board available to them including IT. Accurately records statutory information using available IT. Keeps crew fully apprised throughout the voyage. Ensures a proper lookout is maintained throughout voyage. Demonstrates controlled manoeuvres throughout the voyage including use of anchor. Stern Fetch demonstrates a controlled reversing manoeuvre. Hold Station is controlled and buoy retrieved successfully. Vessel mooring/anchoring, access and egress are all safe and compliant. Communication with crew is timely and effective throughout. Gives clear instructions as need. Demonstrates ability to work successfully with the crew and other required stakeholders.</p> <p>Emergency response demonstrates good judgement in responding to incidents, staying calm and giving appropriate instruction to crew.</p> <p>Vessel arrives at destination on time (this allows for +/- 10% variance in expected traffic, weather and tidal conditions when adapting the passage plan as required; assessors will disregard any additional time spent on the river in unavoidable unexpected circumstances, such as mechanical breakdown).</p>
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Assessment method 2: Professional Discussion (underpinned by Task Record Book)

All pass descriptors must be met in the professional discussion to attain a pass overall. To achieve a distinction in the professional discussion, all distinction criteria must be met.

KSBs	Fail	Pass	Distinction
K1 K2 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15	Does not meet the pass criteria	Maintenance & seaworthiness, K2, K12, K13 Outlines engineering practice and procedures, including pumping and associated control systems and electrical equipment, ropes and lifting gear.	Outline an example of when they actively led the resolution of a technical fault whilst underway– include how they evaluated, reported and problem solved the fault with the support of their team.

<p>K16 K17</p> <p>S3 S4 S8 S9 S10 S15 S16 S17 S18</p> <p>B4 B6 B7 B8 B9</p>		<p>Explains the equipment potentially found on a tidal waterways vessel and its main uses.</p> <p>Provides one example of how they have correctly executed a maintenance plan including the action they took.</p> <p>Explains the precautions to take to ensure the vessel maintains its watertight integrity.</p> <p>Explains the forces that effect a vessels stability.</p> <p>Safety management K1,K5, K12, K16, S8,S18, B6</p> <p>Describes an overview of all relevant regulations that impact on vessel safety and how these relate to their work.</p> <p>Explains how they have driven safety management in the workplace.</p> <p>Demonstrate an understanding of the responsibilities of the company and the wider team supporting the operation as a whole.</p> <p>Demonstrates leadership through a proactive and disciplined approach which avoids risk through the application of safe working practices.</p> <p>Provides an example of how they have managed commercial expectations safely.</p> <p>Vessel handling K4 ,K5, K6 , K8 , K9 , K10 ,K11 ,K14 , K17 , S3 ,S4 , S15 , S16 ,S18 , B8</p> <p>Outlines the principles they employ to ensure their vessel handling avoids all unnecessary pollution.</p>	<p>Explains the potential errors and consequences of such errors relating to at least two types of electronic navigation aid.</p> <p>Describes fully the road map of Incident Reporting, detailing the reference to Regulatory and Company procedures. Use a real life example if possible including lessons learnt.</p>
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		<p>Accurately describes the full process for finding the position of their vessel on a tidal river.</p> <p>Identifies on surface charts the main synoptic patterns and describes the associated weather.</p> <p>Adapts passage plan in accordance with forecasted weather conditions to complete the voyage or reach a safe haven.</p> <p>Explains the different types steering systems and how different tidal systems impact.</p> <p>Describes how commonly used propulsion and steering systems are used to facilitate close quarter handling in a narrow tidal channel.</p> <p>Can describe the main difference between navigating by compass and by radar.</p> <p>Describes all of the commonly used propulsion systems and can explain the main benefits of each.</p> <p>Explains how to maintain charts and electronic aids to navigation</p> <p>Describes how they identify vessels by day and night & sound.</p> <p>Describes the characteristics of various navigation buoys explaining the correct side to pass.</p> <p>Describes the actions to take to prevent a collision</p> <p>Describes the precautions to take in restricted visibility</p> <p>Emergencies K7, K12, S17,</p> <p>Explains in overview the correct process the Boatmaster must follow in response to an emergency that occurs on a tidal river including the application of emergency tow.</p>	<p>Explains how they arrange an emergency tow while mitigating the impact on their own voyage.</p>
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		<p>Describes how to report an accident to the relevant authority and the pertinent information they will require.</p> <p>Identifies distress signals.</p> <p>Team & communication K15, S9, S10, B4, B7, B9</p> <p>Provides an example of forging relationships, communicating with and leading a team in order to lead a vessel to its destination on time.</p> <p>Helps other crew to develop their abilities and seeks out opportunities for themselves.</p> <p>Describes how they develop new and existing crews' abilities.</p> <p>Understands how their role fits with the wider company and their immediate team working as a team in accordance with both legislation and company rules.</p> <p>Demonstrates how diversity within the team has an impact on leadership styles and expectations.</p> <p>Describes the process they employ in order to keep their industry knowledge up to date.</p> <p>Business Awareness K16</p> <p>Demonstrates an understanding of how their role contributes to the Organisation's Commercial, Safety and Customer Service objectives.</p>	<p>Explain the different leadership techniques needed when supporting the training of new starters with different ability levels and demographics,</p> <p>Provide an example of an idea that has, or could, commercially benefit the company.</p>
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Overall EPA grading

All EPA methods must be passed for the EPA to be passed overall.

A pass in both methods is needed to be awarded a pass overall. A fail in either method means the apprentice has failed overall. A distinction in the professional discussion and a pass in the Practical Observation is the only combination that allows for an overall distinction grade.

Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

Assessment method 1: Practical Observation	Assessment method 2: Professional Discussion	Overall grading
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Distinction

Roles and responsibilities

Role	Responsibility
Apprentice	<ul style="list-style-type: none"> • participate in development opportunities to improve their knowledge skills and behaviours as outlined in the standard • meet all gateway requirements when advised by the employer • understand the purpose and importance of EPA and undertake EPA
Employer	<ul style="list-style-type: none"> • support the apprentice to achieve the KSBs outlined in the standard to their best ability • determines when the apprentice is working at or above the level outlined in the standard and is ready for EPA • select the EPAO • confirm all EPA gateway requirements have been met • confirm arrangements with EPAO for the EPA (who, when, where) in a timely manner • ensure apprentice is well prepared for the EPA
EPAO	<p>As a minimum EPAOs should:</p> <ul style="list-style-type: none"> • understand the occupational role • appoint administrators/invigilators and markers to administer/invigilate and mark the EPA • provide training and CPD to the Independent Assessors they employ to undertake the EPA • provide adequate information, advice and guidance documentation to enable apprentices, employers and providers to prepare for the EPA • deliver the end-point assessment outlined in this EPA plan in a timely manner • prepare and provide all required material and resources required for delivery of the EPA in-line with best practices • use appropriate assessment recording documentation to ensure a clear and auditable mechanism for providing assessment decision feedback to the apprentice • have no direct connection with the apprentice, their employer or training provider i.e. there must be no conflict of interest • maintain robust internal quality assurance (IQA) procedures and processes, and conducts these on a regular basis • conform to the requirements of the nominated external quality assurance body • organise standardisation events and activities in accordance with this plan's IQA section • organise and conduct moderation of Independent Assessors' marking in accordance with this plan • have, and operate, an appeals process

	<ul style="list-style-type: none"> • arrange for certification with the relevant training provider
Independent Assessor	<p>As a minimum an Independent Assessor should:</p> <ul style="list-style-type: none"> • understand the standard and assessment plan • deliver the end-point assessment in-line with the EPA plan • comply to the IQA requirements of the EPAO • be independent of the apprentice, their employer and training provider(s) i.e. there must be no conflict of interest • satisfy the criteria outlined in this EPA plan • hold or be working towards an Independent Assessor qualification e.g. A1 and have had training from their EPAO in terms of good assessment practice, operating the assessment tools and grading • have the capability to assess the apprentice at this level • attend the required number of EPAOs standardisation and training events per year (as defined in the IQA section)
Invigilator	<p>As a minimum an invigilator should:</p> <ul style="list-style-type: none"> • be appointed by the EPAO to invigilate creation of the passage plan <p>Independent Assessor</p> <ul style="list-style-type: none"> • have no direct connection or conflict of interest with the apprentice, their employer or training provider • invigilate during creation of the passage plan and play no part in grading unless they also hold the role of Independent Assessor • attend induction training
Training provider	<p>As a minimum the training provider should:</p> <ul style="list-style-type: none"> • work with the employer to ensure that the apprentice is given the opportunities to develop the KSBs outlined in the standard and monitor their progress during the on-programme period • advise the employer, upon request, on the apprentice's readiness for EPA prior to the gateway • plays no part in the EPA itself

Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that EPAO organisations must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPAO organisations for this EPA must:

- appoint Independent Assessors who:
 - have either worked as a Boatmaster on Tidal rivers or worked as an ocean-faring Ship Master
- are competent to deliver the end-point assessment and meet the following minimum requirements:
 - have a BML or equivalent level marine qualification.
 - provide training for Independent Assessors in terms of good assessment practice, operating the assessment tools and grading
- have robust quality assurance systems and procedures that support fair, reliable and consistent assessment across the organisation and over time.
- operate induction training and standardisation events for Independent Assessors when they begin working for the EPAO on this standard and before they deliver an updated assessment method for the first time and annually.

Re-sits and re-takes

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take. A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for the re-sit or a re-take. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

An apprentice who fails an assessment method, and therefore the EPA in the first instance, will be required to re-sit or re-take any failed assessment methods only.

Any assessment method re-sit or re-take must be taken during the maximum EPA period, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply outside the control of the apprentice or their employer.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to distinction.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.

Affordability

Affordability of the EPA will be aided by using at least some of the following practice:

- assessing multiple apprentices simultaneously
- using an employer's premises

Professional body recognition

Professional body recognition is not relevant to this occupational apprenticeship.

Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for Reasonable Adjustment and what Reasonable Adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment methods outlined in this assessment plan.

Mapping of knowledge, skills and behaviours (KSBs)

Assessment method 1: Practical Observation

Knowledge
K2 All appropriate terminology, uses and applications of rope work, access and lifting gear that could be used on board. Maintenance of ropes and lifting equipment.
K3 How a passage plan is executed with all the seamanship skills necessary for that voyage to be undertaken safely, securely, and with consideration to the environment.
K6 Find a position/plan a route using chart work, electronic navigational aids, publications and navigational tools. To appraise available information, plot, execute and monitor progress whilst recognising when pro-active actions are most suitable.
K8 All aspects of ship maneuverability including steering systems and their functions, steering by compass and the responsibilities and implications of locks, docks and bridges.
K13 General engineering practice and procedures, including pumping and associated control systems and electrical equipment.
K17 Forecast weather, recognise and interpret deteriorating conditions and review a passage plan accordingly whilst taking action on board to be able to complete the voyage or reach a safe haven.

Skills
S1 Take responsibility for the vessel sailing securely and cleanly and for the safety of all persons on board, including safe means of access to/egress from the boat.
S2 Respond and manage all emergency situations on board. Control deployment and operations of emergency equipment appropriate to the situation. Maintain and operate lifesaving and firefighting equipment and administer emergency first aid and coordinate with the coastguard in the event of a medevac if required. Support vessels' senior staff with technical expertise and knowledge of operations (and third party operations) during emergencies. Coordinate response in the event of an emergency.
S5 Carry out and prioritise deck operations, complying with regulations and company procedures. Ensure vessels are operated and remain in a safe and seaworthy condition in accordance with regulations and company procedures and are operated safely meeting all necessary regulatory standards. Check and maintain machinery, deck equipment, Windlasses, ropes in full operational condition, anchor handling, survey activities, transfer of personnel and equipment. Maintain machinery including main engines and deck equipment in full operational condition.
S6 Apply basic IT skills to enable appropriate work and statutory information to be recorded on vessel and organisational IT systems.
S7 Collaborate with others by acting as a team player when operating as part of a wider team.
S10 Communicate effectively and professionally with all levels within and across the organisation [company] both at sea and on shore. Positively challenge to affect change where appropriate. Able to interact [and influence] a range of stakeholders. Communicates appropriately taking full account of age, disability, gender, race, religion and sexual orientation.

S11 Plan, communicate and lead procedures in the event of an emergency situation.
S12 Able to manoeuvre a vessel in all conditions to respond to all types of emergency (e.g. man overboard).
S13 Use appropriate mooring configurations and equipment in relation to the prevailing tidal, weather conditions and vessel design characteristics.
S14 Select a suitable anchorage and executing the procedure as required. To use an anchor(s) to aid in maneuvering.
S16 Navigate shallow and height restrictive navigations using knowledge of depths, air drafts, vessel dimensions and tide predictions in tidal waters.

Behaviours
B1 Self-motivated with the ability to work independently and with integrity.
B2 Takes personal responsibility for their actions, and shows resilience in their leadership style.
B3 Role models what's expected of the crew through their own personal conduct
B5 Calm and effective under pressure.
B6 Implementer of best practice in safety management. Promote and adopt a safety culture within the organisation, taking responsibility for effective problem-solving, emergency response and safeguarding the company's reputation. Looks to safeguard their organisations reputation and commercial viability.

Assessment method 2: Professional Discussion (including Task Record Book)

Knowledge
K1 All Health and Safety Law that pertains to the safe management and passage of a commercial vessel.
K2 All appropriate terminology, uses and applications of rope work, access and lifting gear that could be used on board. Maintenance of ropes and lifting equipment.
K4 The processes for safely and securely anchoring a vessel.
K5 All International Maritime Organization Conventions e.g. SOLAS, MARPOL, COSWP and IRPCS needed so that a passage plan may be executed appropriately. Company procedures on the bridge. IALA Buoyage 'A'
K6 Find a position/plan a route using chart work, electronic navigational aids, publications and navigational tools. To appraise available information, plot, execute and monitor progress whilst recognising when pro-active actions are most suitable.
K7 Understand relevant regulations and company policies to follow in the event of an emergency. The role of the M.A.I.B.

K8 All aspects of ship maneuverability including steering systems and their functions, steering by compass and the responsibilities and implications of locks, docks and bridges.
K9 How the use of propulsion and steering systems varies in different tidal, fluvial and sea-going conditions including poor weather.
K10 How to use maritime publications and charts to plan a voyage, find a position and set a course. To know how to access the resources available to keep such publications up to date
K11 A basic understanding of the principles of using Radar, its limitations and other supporting navigational aids that are commonplace. Principles of communication between vessels and amongst crews.
K12 Legislation, codes and guidance in vessel operations and vessel construction. To know how to keep and execute maintenance plans in regards to deck machinery and to affect ship stability. To understand factors that affect seaworthiness and survivability.
K13 General engineering practice and procedures, including pumping and associated control systems and electrical equipment.
K14 How to apply legislation and guidance to prevent pollution of the marine environment and has knowledge of policies and procedures for vessel operations.
K15 Basic equality and diversity legislation awareness and how this relates to the workplace.
K16: Basic awareness of their organisations overall business objectives. Understands how own role & the vessels they work on contribute to the financial viability of the organisation.
K17 Forecast weather, recognise and interpret deteriorating conditions and review a passage plan accordingly whilst taking action on board to be able to complete the voyage or reach a safe haven.

Skills
S3 Handle a vessel in a high traffic density environment in tidal and non-tidal conditions including in locks and in the vicinity of weirs, bridges and other fixed infrastructure.
S4 Manoeuvre vessels safely with a variety of propulsion systems including single screw, twin screw, variable pitch, Schottel and other propulsion configurations.
S8 Successfully implement compliance frameworks for the technical management of vessels, crew safety and protection of the environment such as SOLAS, MARPOL, ISM Code, STCW, ILO MLC, MCA, ISO requirements and workforce health and safety legislation.
S9 Build, manage and lead your team onboard, developing work relationships and performance management skills to support the delivery of consistently high standards.
S10 Communicate effectively and professionally with all levels within and across the organisation [company] both at sea and on shore. Positively challenge to affect change where appropriate. Able to interact [and influence] a range of stakeholders. Communicates appropriately taking full account of age, disability, gender, race, religion and sexual orientation.
S15 Prepare for meteorological impacts affecting the safe management and passage of a commercial vessel.
S16 Navigate shallow and height restrictive navigations using knowledge of depths, air drafts, vessel dimensions and tide predictions in tidal waters.

S17 Offer emergency assistance to help another vessel running into danger. To arrange an emergency tow or offer some powered assistance to reach safety.

S18 Adjusts appropriately the passage plan of the vessel under their command, taking account of business objectives, safety and time.

Behaviours

B4 Seeks out where appropriate development opportunities for the crew.

B6 Implementer of best practice in safety management. Promote and adopt a safety culture within the organisation, taking responsibility for effective problem-solving, emergency response and safeguarding the company's reputation. Looks to safeguard their organisations reputation and commercial viability.

B7 Enable their own professional development, seeking opportunities to enhance their knowledge, skills and experience. Keeping abreast of current industry advances. Maintaining awareness of new regulations and compliance requirements.

B8 Sympathetic to the protection of the marine environment from pollution.

B9 Role-models equality and diversity expectations and requirements - always seeks to treat everyone fairly and equally.