

# LEVEL 3 APPRENTICESHIP WORKBOAT CREWMEMBER STANDARD

## END-POINT ASSESSMENT

The End-Point Assessment (EPA) will be made up of 2 components, which are assessed by an independent assessor. These are:-

- **Observation** - Primarily focused on the apprentice's skills and behaviours, but also covering knowledge which is implicit through their demonstration.
- **Professional Review** - Primarily focused on the apprentice's knowledge and understanding, but also covering and confirming skills and behaviours which are implicit with this.

Both assessment methods must be successfully completed within a 2 month period of each other, after the EPA gateway.

### Workboat Practical Observation

The purpose of the practical observation is to ensure that the apprentice is competent by watching them perform core tasks in their normal workplace. There is emphasis on workboat and crew safety, proficient and safe cargo handling, and navigation, which together give a rounded view of the apprentice's abilities.

However, by its very nature, the workboat crewmember occupation covers diverse tasks and settings, not all of which can be easily or affordably tested in a natural setting.

The remainder will be covered by the subsequent professional discussion. Apprentices must be observed by an independent assessor completing 5 tasks providing the opportunity to assess all the knowledge, skills and behaviours as required. The 5 tasks chosen will be determined by the Independent Assessor, in discussion with the employer, and have regard to apprentice's job role and the facilities available. These must cover the simulated Use of Lifesaving & Fire-fighting equipment, plus at least four of the remaining 7 component tasks:

- Simulated Use of Lifesaving & Fire Fighting equipment (Compulsory)
- Use of Electronic charts, including checking vessel position
- Mooring/unmooring a Workboat
- Basic manoeuvring of the vessel, including berthing alongside
- Cargo handling, including slinging and securing of loads
- Towage Gear Set-Up check
- Personnel Transfer checks
- Fuel Transfer operations

The specification of each task is set out in more detail and will be made available to Employers/apprentices. Employers must provide their apprentices with the circumstances and equipment needed. It is the responsibility of the Independent Assessor to liaise with the employer (at least 2 weeks beforehand) and satisfy themselves that the chosen practical observation fully meets requirements.

During or after each of the above tasks is completed the independent assessor must ask 3 set open questions to assess related underpinning knowledge. (As there are 5 tasks, this means there will be at least  $5 \times 3 = 15$  total questions asked for this assessment method). They may ask follow-up questions where clarification is required. Questioning must be completed within the total time allowed for the observation.

Independent Assessors will have pre-prepared questions for each of the knowledge, skills and behaviours tested. End Point Assessment Organisations (EPAO)s must develop 'practical specification banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purpose

Knowledge, skills and behaviours observed and answers to questions must be documented by the independent assessor using a template provided by the EPAO.

Immediately prior to the commencement of each task, the Independent Assessor must provide the Apprentice with both written and verbal instructions on the tasks they must complete including timescales.

Observations must be carried out over a maximum total assessment time period of 3 hours with +/- 10% time tolerance allowed. There may be breaks during the observation to allow the apprentice to move from one location to another.

Observations must be conducted in a realistic work situation under normal conditions i.e. on board a Workboat. The EPAO must be satisfied the practical observation arranged by the employer meets the full specification of this Assessment plan, however should an element of the observation not naturally occur then the EPAO has the discretion to complete the practical via simulation and supplementary questioning of the Apprentice.

Independent assessors may observe up to a maximum of 3 apprentices at any one time, to allow for cost effective use of resources while maintaining quality and rigour. The Independent Assessor is responsible for ensuring that no Apprentice gains any advantage from this approach and must ensure that all of the answers given are their own.

The Apprentice must pass the Practical Observation in order to continue to the Professional Review. The Independent Assessor will inform the Apprentice if they have passed or failed. This can be verbally and followed up in writing. The EPAO has responsibility for moderating results. Therefore, the Independent Assessor must check with the EPAO before releasing the result (this is an especially important consideration if attempting the professional review on the same day).

## **Professional Review**

The professional review is the final component of the EPA. It will only take place on successful completion of the practical observation. Ideally it will occur on the same day as the observation and will be administered by the same Independent Assessor. However, we recommend wherever possible it should take place within 7 days of the observation. In all cases, both Assessment methods must be completed and passed within 3 months.

If it is not possible for the same Independent Assessor to administer both the observation and professional review, then the End-Point Assessment Organisation must ensure there are procedures in place to ensure the feedback and outcomes from the observation are understood and used by the Independent Assessor undertaking the review. The professional review will last approximately 45 minutes +/- 10%.

The independent assessor will follow the requirements of the End-Point Assessment Organisation (EPAO) and record their evidence in a format agreed with the EPAO.

The professional review will be conducted in a suitable environment, free from interruption. In exceptional circumstances the professional review can take place remotely and where the discussion is not face-to-face, independent assessors must ensure adequate controls are in place to maintain fair and accurate assessment, and have robust procedures in place to authenticate the learner's identity.

### **Professional Review - Essential Coverage**

The Independent Assessor needs to see evidence during the professional review that the criteria have been met. The Independent Assessor will need to see evidence of understanding, not just knowledge recall.

The Independent Assessor must be given access to evidence of the apprentice's Training Record Book at the point at which the employer notifies the EPAO that the apprentice is ready for EPA; this must be at least 1 week prior to the EPA formally commencing.

The assessor will draw on evidence in the TRB to inform the professional review. Should the assessor decide the TRB contains insufficient evidence overall, they may conclude the apprentice has not yet reached the gateway and will advise the EPAO accordingly.

The review will be structured as a discussion around the criteria. If the conversation does not flow naturally, then the Independent Assessor must have in place 20 pre-prepared questions which adequately cover the criteria below. Not all 20 questions need be asked if the conversation flows naturally but as a minimum the Independent Assessor will ask 10 questions. The TRB will be used to inform this but is not graded. EPAOs must develop 'practical specification banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purpose