

# End-point assessment plan for Officer of the Watch (near coastal) apprenticeship standard

| Apprenticeship standard number | Apprenticeship standard level | Integrated end-point assessment |
|--------------------------------|-------------------------------|---------------------------------|
| ST0842                         | 3                             | Yes                             |

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## Introduction and overview

Officers of the Watch (OOW) are subject to statutory regulation by the Maritime and

Coastguard agency (MCA). The MCA sets the standards of proficiency required for entry to the professional register and these are the occupational standards for registered OOW.

The MCA also has the statutory duty to set requirements of programmes necessary to support the achievement of the knowledge, skills and behaviours (KSBs) set out in the standards of proficiency and the KSBs in the occupational standard. The apprenticeship standard and the delivery of the apprentices training must be aligned to all relevant MCA standards to ensure that apprentices are eligible for entry to the OOW register on completion. It is against the law for anyone to work as an OOW without being registered with the MCA.

The end-point assessment (EPA) assesses whether apprentices have also passed the apprenticeship and is based on the same professional knowledge, skills and behaviours as the occupational standard.

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

**Important notice** - Only training providers who are on the ESFA register (the RoATP) and who are also approved by the MCA to deliver OOW near-coastal 500 may deliver this apprenticeship. Training providers must contact the MCA prior to commencing the training of apprentices towards this qualification. Training providers using this route to deliver the underpinning knowledge required for the OOW near-coastal 500 Certificate of Competency (CoC) will need to meet the requirements of MSN 1856 Annex (approval and ongoing monitoring) and map their qualification to the STCW Code (A-II/3).

Apprentices will typically spend 36 months on-programme working towards the occupational standard.

The EPA period should only start, and the EPA be arranged, once the employer and the MCA approved training provider are satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and all of the pre-requisite gateway requirements for EPA have been met.

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

Apprentices must have achieved all qualifications mandated in the OOW occupational standard excluding the OOW certification of competency (the license to practice) which is issued by the MCA following successful completion of the MCA oral exam and OOW II/3 Written Examinations.

The qualifications required are:

Mandatory qualification 1: STCW Personal Survival Techniques (PST)

Mandatory qualification 2: STCW Fire Prevention & Fire Fighting

Mandatory qualification 3: STCW Elementary First Aid

Mandatory qualification 4: STCW Personal Safety and Social Responsibility (PSSR)

Mandatory qualification 5: STCW Advanced Firefighting

Mandatory qualification 6: STCW Proficiency in Medical First Aid

Mandatory qualification 7: STCW Proficiency in Survival Craft and Rescue Boats

Mandatory qualification 8: STCW Navigational Watch Rating Certificate

Mandatory qualification 9: MCA Efficient Deck Hand Certificate

Mandatory qualification 10: AMERC GMDSS General Operators Certificate

Mandatory qualification 11: Navigation Aids, Equipment and Simulator Training course at operational level (NAEST (O))

Mandatory qualification 12: Human Element, Leadership and Management at Operational level "HELM(O)" certificate

Mandatory qualification 13: Signals Certificate

Mandatory Qualification: A suitable academic qualification as approved by the MCA, this may include a level 3 diploma in Maritime Studies. It is the responsibility of the training provider and the employer to ensure this qualification is suitable for gaining the required Certificate of Competency as per MSN 1856 Amendment 1 Section 6

- apprentices must have achieved English and mathematics at Level 2
- apprentices must have completed their training record book (TRB) for assessment method 1 and 2 using the format agreed between the MCA and the training provider.

The EPAO must confirm that all required gateway evidence has been provided and accepted as meeting the gateway requirements. The EPAO is responsible for confirming gateway eligibility. Once this has been confirmed, the EPA period starts.

The EPA period typically lasts for 6 months beginning when the apprentice has passed the EPA gateway.

The EPA will determine the overall apprenticeship standard and grades of:

- fail
- pass
- distinction

This apprenticeship has a partially integrated EPA. The EPA uses independent EPAO assessment in addition to MCA assessments and each will be completed within the EPA period, as outlined in this EPA plan. Alignment of the integrated EPA is permitted because the following criteria are met:

1. Parliament has prescribed that the occupation (profession) must be regulated, and a statutory regulator has undisputed control of access to the occupation.
2. The partially integrated EPA meets the requirements of an apprenticeship.

This EPA consists of 3 discrete assessment methods.

It will be possible to achieve the following grades in each end-point assessment method:

Assessment method 1: **Practical demonstration with questions**

- fail
- pass

Assessment method 2: **Professional discussion underpinned by a training record book** •

fail

- pass
- distinction

Assessment method 3: **MCA oral exam and OOW II/3 Written Examinations** •

fail

- pass

Performance in the end-point assessment methods will determine the overall apprenticeship standard grade of:

- fail
- pass
- distinction

For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language.

## EPA summary table

|   |   |
|---|---|
| <b>On-programme</b><br>(typically 36 months)        | <p>Training to develop the knowledge, skills and behaviours (KSBs) of the occupational standard.</p> <p>Training towards mandated qualifications, if required.</p> <p>Training towards English and mathematics Level 1 and 2, if required.</p> <p>Compiling a training record book (TRB) in a format approved by the MCA in agreement with the training provider.</p>   |
| <b>End-point assessment gateway</b>                 | <p>The employer must be content that the apprentice is working at or above the level of the occupational standard.</p> <p>Apprentices must have achieved all qualifications mandated in the OOW occupational standard. The qualifications required are listed in the introduction section on page 2.</p> <p>Apprentices must normally be aged 18 years old or over at gateway. An exception is made for 17 years old apprentices who will turn 18 during the typical EPA period, providing the EPAO is satisfied there is sufficient time to complete all three assessment methods without exceeding the typical EPAO period.</p> <p>Apprentices must have achieved English and mathematics at Level 2.</p> <p>Apprentices must submit:<br/>         A training record book (training providers must agree the format with the MCA) and must also cover the KSB mapping to assessment method 2 and assessment method 3</p> <p>The employer must provide the EPAO with any workplace specific policies, requirements and or instructions at least two weeks in advance of the apprentice being assessed.</p> |
| <b>End-point assessment</b><br>(typically 6 months) | <p>End-point assessment method 1: Practical demonstration with questions, graded:</p> <ul style="list-style-type: none"> <li>• fail</li> <li>• pass</li> </ul>  |

|                                 |   |
|---------------------------------|---|
|                                 | <p>End-point assessment method 2: Professional discussion underpinned by training record book graded:</p> <ul style="list-style-type: none"> <li>• fail</li> <li>• pass</li> <li>• distinction</li> </ul> <p>End-point assessment method 3: MCA oral exam and OOW II/3 Written Examinations</p> <ul style="list-style-type: none"> <li>• fail</li> <li>• pass</li> </ul> <p>Overall EPA/apprenticeship graded</p> <ul style="list-style-type: none"> <li>• fail</li> <li>• pass</li> <li>• distinction</li> </ul> |
| <b>Professional recognition</b> | <p>Aligns with recognition by:</p> <ul style="list-style-type: none"> <li>• The Nautical Institute for Full Membership (MNI)</li> </ul>   |

## Length of EPA period

The EPA will be completed within an EPA period lasting typically for 6 months, starting when the EPAO has confirmed that all gateway requirements have been met.

## Order of end-point assessment methods

The assessment methods must be delivered in the following order:

- assessment method 1, the practical demonstration with questions, and assessment method 2, the professional discussion underpinned by training record book, must be taken first (in any order) and passed
- only then will assessment method 3, the MCA oral and OOW II/3 (Near Coastal) Written Examination be taken

The reason for this order is to help ensure that apprentices complete end-point assessment.

Passing assessment method 3 (the MCA's oral exam and OOW II/3 Written Examinations) lawfully permits the apprentice to work as an OOW. However only the combination of (at least

passing) all assessment methods affirms full occupational competency for the purposes of this apprenticeship.

It is the responsibility of EPAO to ensure that assessment method 3 is booked with the MCA once the apprentice has achieved a minimum of a pass in assessment method 1 and assessment method 2.



## Gateway

The apprentice should only enter the gateway once the employer is content that the apprentice is working at or above the occupational standard. 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.

The EPAO determines when all gateway requirements have been met, and the EPA period will only start once the EPAO has confirmed this.

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

- achieved the mandatory qualifications set out in the introduction section on page 2 and 3.
- completed a training record book
- achieved English and mathematics at Level 2.

For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language.

For the practical demonstration with questions, the apprentice will be required to submit:

- n/a

For the professional discussion underpinned by training record book, the apprentice will be required to submit:

- training record book (TRB)

For the MCA oral exam and OOW II/3 Written Examinations, the apprentice will be required to submit:

- training record book (TRB)

### **Training record book requirements:**

One training record book is used to underpin two assessment methods. The following requirements must be covered. In addition, the MCA also require their prescribed format to be followed. Training providers should consult with MCA.

- apprentices must compile a training record book during the on-programme period of the apprenticeship
- it must contain evidence related to the KSBs that will be assessed by assessment method 2 and assessment method 3
- the training record book will contain 15 discrete pieces of evidence that map to assessment method 2 and will contain additional evidence as required by MCA that maps to assessment method 3.
- evidence must be mapped against the KSBs
- evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested
- evidence sources may include:
  - workplace documentation/records, for example workplace policies/procedures, records
  - witness statements
  - annotated photographs
  - video clips (maximum total duration 30 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources are possible.

- it should not include reflective accounts or any methods of self-assessment
- any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions
- the evidence provided must be valid and attributable to the apprentice; the training record book must contain a statement from the employer and apprentice confirming this
- the training record book must be submitted to the EPAO at the gateway and must be handed to the MCA examiner at the point of the MCA oral exam.

The training record book is not directly assessed by the EPAO or MCA examiner. It underpins assessment method 2 and therefore should not be marked by the EPAO. It also underpins assessment method 3 and therefore should not be marked by the MCA.

## End-point assessment methods

The apprentice will be assessed against the KSBs mapped to the assessment methods outlined below, as shown in the mapping section of this EPA plan.

## End-point assessment method 1: Practical demonstration with questions

### Overview

This assessment method has 1 component.

A practical demonstration with questions involves an independent assessor observing an apprentice undertaking a set task or a series of set tasks in a simulated environment and asking questions. The simulated tasks are delivered on board a vessel and cover vessel security, mooring/anchoring, checking lifesaving/firefighting equipment, and environmental protection. The practical demonstration with questions must occur while the vessel is moored up or alongside and therefore not in active service, meaning the EPAO must ensure the simulation closely recreates the apprentices natural working environment.

The independent assessor will ask questions in relation to KSBs that have not been observed although these should be kept to a minimum.

The rationale for this assessment method is:

- this is a practical role, best demonstrated through completing tasks in a realistic work setting
- practical assessment allows for accuracy and consistency of activities to be completed and efficiency in scheduling
- questioning allows for the testing of related underpinning knowledge
- it is a holistic assessment method
- it checks and replicates what they are expected to do unaided on site and/or at sea

### Delivery

The practical demonstration with questions must take 2 hours and 15 minutes inclusive of questioning. This is broken down into 90 minutes for demonstration and 45 minutes for questions.

The practical demonstration is a simulation of tasks which will typically take place onboard the apprentices own vessel. For absolute clarity, the apprentice is not required to operate the vessel in open waters. The vessel type must be of a kind that normally operates in nearcoastal waters. The vessel will be either anchored or moored alongside (at port) throughout the practical demonstration with questions to allow the independent assessor to deliver the assessment method in-person. In the event that the vessel which the apprentice normally works aboard is unavailable, then the employer may provide an equivalent vessel. At the EPAO's discretion, the apprentice must be given time to familiarise themselves with the vessel's workings prior to the commencement of this assessment method. Familiarisation time is excluded from assessment time.

EPAOs must make arrangements for the practical demonstration with the apprentice's employer.

Apprentices must be given at least 2 weeks' notice of the date and time of the practical demonstration.

The practical demonstration with questions may not be split, other than to allow comfort breaks as necessary or to allow the apprentice to move from one part of the vessel to another as required. Where breaks occur, they will not count towards the total assessment time. EPAOs must manage invigilation of apprentices during breaks in order to maintain security of the assessment in line with their malpractice policy.

The vessel must be alongside or at anchor for the 2 hours and 15 minutes needed for the practical demonstration and questions, which involves 4 discrete areas of assessment. In the unlikely event that the vessel is called into active service, then the practical demonstration with questions must be terminated; it will not be graded and must be rearranged. In the event that this happens, the whole of assessment method 1 will be taken again, even if some elements of the assessment had already taken place.

The independent assessor has the discretion to increase the time of the practical demonstration with questions by up to 10% to allow the apprentice to complete a task or respond to a question.

The independent assessor may observe only one apprentice during this assessment method to ensure quality and rigour.

The following discrete areas of assessment must be observed via simulation during the practical demonstration, as a practical demonstration without these activities would hamper the opportunity for the apprentice to demonstrate occupational competence against the KSBs mapped to this assessment method:

- Ensuring the expected level of vessel security is in place.
- Mooring/anchoring the vessel.
- Assessing that available lifesaving and firefighting equipment are in working order.
- Conducting tasks that promote environmental protection.

To avoid predictability of assessment, the EPAO will decide which 4 of the following 10 tasks the apprentice is asked to demonstrate through simulation (ensuring full coverage of the 4 themes set out above and the requirements of the grading descriptor section of this EPA):

- Analysis of watchkeeping records in port
- Patrolling the vessel
- Questioning crew
- Checking or testing equipment
- Checking of vessel performance or maintenance records.
- Rope work
- Vessel mooring or anchoring arrangements in changing environmental conditions
- Visual assessment of the marine environment observable from the vessel
- Checking measures and operational practices onboard that protect the marine environment

- First responder actions in possible emergencies.

The practical demonstration should be conducted in the following way to take account of the occupational context.

Apprentices must be provided with both written and verbal information on the simulated tasks they must complete, including the timescales they will be working to before the start of the practical demonstration. The time taken to give this information is at the discretion of the EPAO but must be exclusive of the assessment time.

During the practical demonstration, the apprentice is expected to utilise the available equipment aboard the vessel when completing tasks. The apprentice is not expected to physically carry out the task of anchorage/mooring and instead will demonstrate through simulation.

Where a task requires the apprentice to work with an additional person, the EPAO is responsible for arranging a second competent person. The second competent person can be from the employer. The second competent person must be a competent deck rating (EDH qualified) or equivalent. The apprentice may instruct the extra person what to do and they must follow the instructions given.

All of the task(s) must be attributable to the apprentice. The independent assessor is responsible for briefing the extra person and should ensure that the extra person does not influence the apprentice's grade and cannot influence the assessment outcome.

The independent assessor must be unobtrusive during the practical demonstration.

Questions must be asked after the practical demonstration is complete. The purpose of the questioning is to assess or clarify underpinning knowledge, skills and behaviours based on what the independent assessor has observed and to assist in determining whether the apprentice has reached the pass criteria.

The independent assessor must ask a minimum of 5 questions during the 45 minutes allocated to questions. The independent assessor will draw and adapt their own questions using the EPAO question bank. They may ask follow-up questions where clarification is required.

The evidence observed and responses to questions will be assessed holistically.

The time for questions asked during the practical demonstration is included in the overall assessment time.

KSBs observed, and answers to questions, must be recorded by the independent assessor.

The independent assessor will make all grading decisions.

## Assessment location

Practical assessments take place on board a vessel in a simulated environment under controlled conditions and must be conducted in one of the following locations:

- A vessel moored alongside or at anchor that is either the apprentice's normal workplace or a comparable vessel.

Specific venue requirements that must be in place include: a vessel that is capable of operating in near coastal waters, with sufficient equipment on board that enables demonstration of vessel security, anchoring, mooring, lifesaving & fire-fighting equipment and environment protection. The employer is responsible for also ensuring there is a crew member on hand to work to the apprentice's instruction. That crew member must hold an EDH certification or equivalent. They must be independent of the apprentice – they may be known to the apprentice but should not have been actively involved in the apprentices on programme training.

## Question and resource development

EPAOs will produce specifications to outline in detail how the practical demonstration with questions will operate, what it will cover and what should be assessed. It is recommended that this be done in consultation with employers. EPAOs should put in place measures and procedures to maintain the security and confidentiality of their specifications if employers are consulted. Specifications must be standardised by the EPAO.

EPAOs will create and set open questions to assess KSBs mapped to this assessment method. Each EPAO must develop a question bank of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure the questions they contain are fit for purpose. Independent assessors must use the question bank as a source for questioning and are expected to use their professional judgment to tailor those questions appropriately. Independent assessors are responsible for generating suitable follow-up questions in line with the EPAO's training and standardisation process. The questions relating to underpinning KSBs 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/retakes.

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

- independent assessor training materials
- assessment specifications
- grading guidance
- a question bank
- assessment recording documentation
- guidance document for employers and apprentices on the process/timescales for the observation with questions as well as a description of the purpose
- guidance document for independent assessors on how to carry out the assessment

## End-point assessment method 2: Professional discussion underpinned by training record book

### Overview

This assessment method has 1 component.

A professional discussion is a two-way discussion which involves both the independent assessor and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

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
- to allow assessment of a disparate set of KSBs it is a holistic assessment method, allowing the apprentice to demonstrate KSBs in an integrated way
- it allows for a related yet diverse range of maritime activities to be evidenced through discussion
- it provides a cost-effective assessment, as it minimises independent assessor time and may make use of the apprentice's employer's workplace, equipment and resources or may be undertaken remotely

### Delivery

The independent assessor will conduct and assess the professional discussion underpinned by training record book.

The professional discussion underpinned by training record book must last for 50 minutes. The independent assessor has the discretion to increase the time of the professional discussion by up to 10% to allow the apprentice to complete their last answer.

During this method, the independent assessor must ask questions from the question bank and use follow up questions to allow the apprentice to demonstrate the KSBs mapped to this assessment method.

The professional discussion underpinned by training record book will be conducted as follows:

The independent assessor asks a minimum of 8 open-response questions from the question bank and uses follow on questioning to clarify understanding. The topics and themes that must be covered are: working together, maritime operations, and first aid.

The purpose of the questions will be to cover the following topics:

- methods of communication and digital influence
- organisation relationships and wider industry
- health and safety and first aid

The professional discussion will be underpinned by the training record book completed by the apprentice during the on-programme phase of the apprenticeship. It is submitted to the EPAO at the gateway. The independent assessor should have at least 1 week to review the training record book in advance of the professional discussion. Apprentices will be expected to use examples from their training record book to support their answers. The training record book underpins the assessment method but is not graded.

EPAOs must make arrangements for the professional discussion underpinned by training record book with the apprentice's employer.

Apprentices must be given at least 2 weeks' notice of the date and time of the professional discussion underpinned by training record book.

KSBs met and answers to questions, must be recorded by the independent assessor.

The independent assessor will make all grading decisions.

## Assessment location

It is anticipated that the professional discussion underpinned by training record book will often take on the same day as the practical demonstration with questions, however this is not mandatory. In all cases the professional discussion underpinned by training record book should take place in a quiet room, free from distractions and influence.

Video conferencing can be used to conduct the professional discussion underpinned by training record book, but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided.

The professional discussion underpinned by a training record book of evidence can take place in the following:

- employer's premises
- a suitable venue selected by the EPAO (for example a training provider's premises)
- remotely, using video conferencing software

## Question and resource development

EPAOs must develop a bank of sample questions which can be used and contextualised by independent assessors during the questioning. It is recommended that this be done in consultation with employers and specialists of this occupation.

EPAOs should maintain the security and confidentiality of their questions when consulting employers. This bank of questions should be large enough to prevent predictability including in the event of re-sits and retakes.



An annual review of the questions should take place to ensure suitability. They must develop a question bank of sufficient size to prevent predictability and review it regularly (and at least once a year) to ensure it, and the questions it contains, are fit for purpose. EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

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

Independent assessor assessment materials which include:

- question bank
- outline of the assessment method's requirements
- marking materials
- guidance document for employers and apprentices on the process/timescales for the interview as well as a description of the purpose
- guidance document for independent assessors on how to carry out the assessment
- independent assessor training materials
- grading guidance

## End-point assessment method 3: MCA oral exam and OOW II/3 Written Examinations

### Overview

The EPAO will grade assessment method 1 and assessment method 2 and notify the apprentice of the outcome within 2 weeks of assessment methods 1 and 2 having taken place.

Provided the apprentice has attained at least a pass in assessment method 1 and assessment method 2 the EPAO, in conjunction with the apprentice and their employer, will book assessment method 3 with the MCA, using the MCA's established booking system for oral and written exams.

The MCA will then deliver and grade assessment method 3. The MCA is responsible for discharging its statutory functions (and in order to meet international maritime regulations) by overseeing oral and written exams that affirm certification of competency for an OOW (near coastal). The MCA must retain control over how they meet this requirement, however they are also responsible for ensuring:

- Assessment method 3 assesses all of the KSB's as mapped in this document
- That they inform the EPAO of the outcome of assessment method 3 (pass/fail) within 4 weeks
- That they work with the EPAO to ensure the overall EPA period of 6 months is not exceeded.

## Administration

The MCA requires apprentice OOW's to present their TRB to the MCA examiner prior to commencement on the day of the MCA oral exam. The TRB is not graded. The MCA examiner will exercise their discretion in deciding if and when to reference the TRB content.

The MCA appoints a contractor to deliver and assess the OOW II/3 Written Examinations. Examinations are set by the MCA and administered by the contractor on their behalf.

MCA will guide MCA and contractor examiners on the assessment specifications, the equipment that is permissible, and on the materials, they must produce to support this assessment method.

## Assessment

The MCA Oral assessment process is administered by the MCA in accordance with their own published guidance. The MCA OOW II/3 Written Examinations process is administered by the MCA contractor in accordance with MCA published guidance. The MCA audits the contractor against the contract to ensure a robust and efficient system.

The MCA will assess the MCA oral exam and OOW II/3 Written Examinations holistically when determining an overall grade of pass or fail for this assessment method.

## Assessment location

Assessments are only taken at a location approved by the MCA, such as a marine office or a contractor examination centre. Each assessment must be invigilated as per the code of conduct which is approved by the MCA specifically for these assessments. The assessments are subject to inspections from the MCA to ensure they comply with the code of conduct.

Assessments take place under controlled conditions and must be conducted in one of the following locations:

- an examination centre approved by MCA
- the premises of the contractor, such as an examination centre
- A marine office

The MCA will set out under contract what other specific venue requirements must be in place.

The MCA oral exam should take place in a quiet room, free from distractions and influence.

The MCA oral exam will in all cases be conducted in English by an examiner from the MCA, generally at an MCA Marine Office. Video conferencing can be used to conduct the MCA oral exam, but the MCA examiner must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided.

## **Question and resource development**

MCA and contractor examiners are responsible for generating suitable questions in line with the MCA's training and standardisation process.

## **Reasonable adjustments**

The EPAO must have in place clear and fair arrangements for making reasonable adjustments to the assessment methods for the EPA 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 EPA plan.

## Overall EPA grading

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

Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction.

Independent assessors must grade the practical demonstration with questions and the professional discussion underpinned by training record book, according to the requirements set out in this plan. The MCA will confirm the grade of pass or fail for the oral and written exam for assessment method 3.

EPAOs must combine the individual assessment method grades to determine the overall EPA grade.

Apprentices who fail one or more assessment method will be awarded an overall EPA 'fail'. In order to gain an overall EPA pass, apprentices must achieve a pass in all of the assessment methods.

In order to achieve an overall EPA distinction, apprentices must achieve a distinction in assessment method 2 and a pass in assessment methods 1 and 3.

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 –<br>Practical Demonstration<br>with questions | Assessment<br>method 2 –<br>Professional<br>discussion<br>underpinned by<br>training record<br>book | Assessment method<br>3 – MCA oral exam<br>and OOW II/3 Written<br>Examinations | Overall grading |
|--|---|--|-----------------|
| Fail   | Any grade   | Any grade  | Fail            |
| Any grade  | Any grade   | Fail   | Fail            |
| Any grade  | Fail  | Any grade  | Fail            |
| Pass   | Pass  | Pass   | Pass            |
| Pass   | Distinction   | Pass   | Distinction     |

Any grade = fail, pass, distinction

## Re-sits and re-takes

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

For assessment methods 1 and 2, the timescales for a re-sit/re-take is agreed between the employer and EPAO. A re-sit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 3 months of the EPA outcome notification.

Resits and re-takes of assessment method 3 will be for the Maritime and Coastguard Agency to decide.

All assessment methods must be taken within a 9 month period, otherwise the entire EPA will need to be re-sat/re-taken.

Re-sits and re-takes of assessment method 2 are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method must 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.

## Roles and responsibilities

| Role       | Responsibility  |
|------------|---|
| Apprentice | <p>As a minimum, apprentices should:</p> <ul style="list-style-type: none"> <li>• participate in and complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months</li> <li>• undertake 20% off-the-job training as arranged by the employer and training provider.</li> <li>• understand the purpose and importance of EPA</li> <li>• undertake the EPA including meeting all gateway requirements</li> <li>• be at least 18 years old to be issued with the Officer of the Watch certificate of competency</li> </ul>   |
| Employer   | <p>As a minimum, employers should:</p> <ul style="list-style-type: none"> <li>• select the EPAO and training provider</li> <li>• work with the training provider (where applicable) to support the apprentice in the workplace and to provide the opportunities for the apprentice to develop the KSBs</li> <li>• arrange and support a minimum of 20% off-the-job training to be undertaken by the apprentice</li> <li>• decide when the apprentice is working at or above the occupational standard and so is ready for EPA</li> <li>• ensure that all supporting evidence required at the gateway is submitted in accordance with this EPA plan</li> <li>• remain independent from the delivery of the EPA</li> <li>• confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner (including providing access to any employer-specific documentation as required, for example company policies)</li> <li>• ensure that the EPA is scheduled with the EPAO for a date and time which allow appropriate opportunity for the KSBs to be met, which includes providing a vessel and independent crew member.</li> <li>• ensure the apprentice is well prepared for the EPA</li> <li>• ensure the apprentice is given sufficient time away from regular duties to prepare for and complete all postgateway elements of the EPA, and that any required supervision during this time (as stated within this EPA plan) is in place</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• where the apprentice is assessed in the workplace, ensure that the apprentice has access to the resources used on a daily basis</li><li>• pass the certificate to the apprentice</li></ul> |
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| EPAO | <p>As a minimum, EPAOs should:</p> <ul style="list-style-type: none"> <li>• coordinate when the apprentice may book their oral/ exam with the MCA.</li> <li>• conform to the requirements of this EPA plan and deliver its requirements in a timely manner</li> <li>• conform to the requirements of the Register of End-Point Assessment Organisations (RoEPAO)</li> <li>• conform to the requirements of the external quality assurance provider (EQAP) for this apprenticeship standard</li> <li>• understand the occupational standard</li> <li>• make all necessary contractual arrangements, including agreeing the price of the EPA</li> <li>• develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material)</li> <li>• appoint suitably qualified and competent independent assessors</li> <li>• appoint administrators (and invigilators where required) to administer the EPA as appropriate</li> <li>• provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading</li> <li>• provide adequate information, advice and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA</li> <li>• arrange for the EPA to take place, in consultation with the employer</li> <li>• where the apprentice is not assessed in the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary</li> <li>• develop and provide appropriate assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders</li> <li>• have no direct connection with the apprentice, their employer or training provider. In all instances, including</li> </ul> |
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|                      | <p>when the EPAO is the training provider (i.e. HEI), there must be no conflict of interest</p> <ul style="list-style-type: none"> <li>• have policies and procedures for internal quality assurance (IQA), and maintain records of regular and robust IQA activity and moderation for external quality assurance (EQA) purposes</li> <li>• deliver induction training for independent assessors, and for invigilators and/or markers (where used)</li> <li>• undertake standardisation activity on this apprenticeship standard for all independent assessors before they conduct an EPA for the first time, if the EPA is updated and periodically as appropriate (a minimum of annually)</li> <li>• manage invigilation of apprentices to maintain security of the assessment in line with the EPAO's malpractice policy</li> <li>• verify the identity of the apprentice being assessed</li> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard</li> <li>• provide details of the independent assessor's name and contact details to the employer</li> <li>• have and apply appropriately an EPA appeals process</li> <li>• request certification via the Apprenticeship Service upon successful achievement of the EPA</li> </ul> |
| Independent assessor | <p>As a minimum, independent assessors should:</p> <ul style="list-style-type: none"> <li>• have the competence to assess the apprentice at this level and hold any required qualifications and experience in line with the requirements of the independent assessor as detailed in the IQA section of this EPA plan</li> <li>• understand the occupational standard and the requirements of this EPA</li> <li>• have, maintain and be able to evidence up-to-date knowledge and expertise of the subject matter</li> <li>• deliver the end-point assessment in-line with the EPA plan</li> <li>• comply with the IQA requirements of the EPAO</li> <li>• have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances, including when the EPAO is the training provider (i.e. HEI)</li> <li>• attend induction training</li> <li>• attend standardisation events when they begin working for the EPAO, before they conduct an EPA for the first time and a minimum of annually on this apprenticeship standard</li> </ul>  |

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|                   | <ul style="list-style-type: none"> <li>• assess each assessment method, as determined by the EPA plan, and without extending the EPA unnecessarily</li> <li>• assess against the KSBs assigned to each assessment method, as shown in the mapping of assessment methods and as determined by the EPAO, and without extending the EPA unnecessarily</li> <li>• make all grading decisions</li> <li>• record and report all assessment outcome decisions, for each apprentice, following instructions and using assessment recording documentation provided by the EPAO, in a timely manner</li> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard</li> <li>• mark open (constructed) test answers accurately according to the EPAO's mark scheme and procedures</li> </ul>                       |
| Training provider | <p>As a minimum, training providers should:</p> <ul style="list-style-type: none"> <li>• work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the knowledge, skills and behaviours as listed in the occupational standard</li> <li>• conduct training covering any knowledge, skill or behaviour requirement agreed as part of the Commitment Statement (often known as the Individual Learning Plan).</li> <li>• monitor the apprentice's progress during any training provider led on-programme learning</li> <li>• advise the employer, upon request, on the apprentice's readiness for EPA</li> <li>• remain independent from delivery of the EPA. Where the training provider is the EPA (i.e. a HEI) there must be procedures in place to mitigate against any conflict of interest</li> </ul> |

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| Maritime Coastguard Agency                | <ul style="list-style-type: none"> <li>• Administer applications for Officer of the Watch (near coastal) certificate of competency. MCA will determine the booking system used on their website.</li> <li>• administer and grade assessment method 3</li> <li>• issue certificate of competency to apprentices who pass assessment method 3</li> <li>• inform the EPAO of the outcome of assessment method 3 •</li> <li>• inform the Institute of Apprenticeships and Technical Education of any changes to the oral and written exam that would impact on the delivery of this EPA</li> </ul>  |
| Competent person for practical assessment | <p>As a minimum, the competent person will:</p> <ul style="list-style-type: none"> <li>• follow a brief provided by the independent assessor which confirms what is required</li> <li>• be at the assessment venue and be in situ prior to the assessment</li> <li>• be briefed prior to assessment by the independent assessor</li> <li>• adhere to confidentiality about all aspects of the assessment and the brief they have been provided with</li> <li>• act as a colleague for only those elements of the practical assessment that require other crew members</li> <li>• not direct any activity and must take instruction from the apprentice</li> <li>• not provide guidance or influence the assessment outcome in any way at any time</li> <li>• have no direct connection, benefit, or conflict of interest with the apprentice</li> </ul> |

## Internal Quality Assurance (IQA)

Internal quality assurance refers to the strategies, policies and procedures that EPAOs must have in place to ensure valid, consistent and reliable end-point assessment decisions. EPAOs for this EPA must adhere to all requirements within the Roles and Responsibilities section and:

- have effective and rigorous quality assurance systems and procedures that ensure fair, reliable and consistent assessment across employers, places, times and independent assessors
- appoint independent assessors who have recent relevant experience of the occupation/sector gained in the last two years or significant experience of the occupation/sector
- appoint independent assessors who are competent to deliver the end-point assessment
- operate induction training for independent assessors, markers and invigilators
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- where appropriate:
  - provide ongoing training for markers
  - provide ongoing training for invigilators
- undertake standardisation activity on this apprenticeship standard for all independent assessors:
  - before they conduct an EPA for the first time
  - if the EPA is updated
  - periodically as appropriate (a minimum of annually)
- conduct effective moderation of assessment decisions and grades
- conduct appeals where required, according to the EPAO's appeals procedure, reviewing and making final decisions on assessment decisions and grades

## Value for money

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

- Utilise existing MCA written/oral exam for the dual purpose of MCA certification and EPA
- Location – for example use of employer premises

## Professional body recognition

- The Nautical Institute for Full Membership (MNI)

## Mapping of knowledge, skills and behaviours (KSBs)

### Assessment method 1: Practical Demonstration with questions

| Knowledge  |
|--|
| K26: Procedures for maintaining the security of a vessel and its contents  |
| Skills   |
| S4: Select a mooring or anchoring solution that is relevant to the circumstances, including compliance, vessel type, capability, loading and external factors like tide and weather. |
| S23: Check that life-saving appliances and other safety equipment is functioning and assess any remediation needed.  |
| S25: Implement own organisations security procedures, instructing the crew accordingly.  |
| Behaviours   |
| B5: Actively protects the marine environment from pollution.   |

## Mapping of knowledge, skills and behaviours (KSBs)

### Assessment method 2: Professional discussion underpinned by training record book

| Knowledge   |
|---|
| K17: A range of verbal and written communication methods and techniques for choosing a method to fit the audience.                              |
| K18: Methods for using digital platforms to access and complete reports.  |
| K20: The importance of their own organisations, commercial or operational priorities.   |
| K21: How the OOW occupation fits in the wider digital landscape including the impact of automation and artificial intelligence.                 |
| K23: The procedures and techniques for applying emergency first aid to others.  |
| K24: The principles for completing a ships log that accurately describes key internal/external factors that occur during a Watch.               |
| K25: Recognise signs of fatigue   |
| Skills  |
| S16: Communicate effectively at different seniority levels of the organisation, selecting an appropriate communication method for the audience. |

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| S17: Develop working relationships with crew, officers and other impacted maritime stakeholders to support the delivery of required performance standards. |
| S21: Identify skills gaps across the team and deliver coaching and mentoring to less experienced staff.  |
| S24: Identify the signs of crew, and one's own, fatigue.   |

| Behaviours  |
|---|
| B2: Seeks to continuously improve and develop                         |
| B3: Takes ownership of work   |
| B6: Role-models own organisations equality and diversity requirements |

## Mapping of knowledge, skills and behaviours (KSBs)

### Assessment method 3: MCA oral exam and OOW II/3 Written Examinations

| Knowledge  |
|--|
| K1: The importance of maintaining an effective watch when in harbour and when at sea.  |
| K2: The ways in which watch-keeping contributes to the safety of the vessel and all of those onboard   |
| K3: The principles of teamwork.  |
| K4: Different vessel types and structure   |
| K5: Techniques for determining a vessel's capability. This includes, but is not limited to, ship stresses, the impact of external forces on a vessel such as sea state, swell and wind.          |
| K6: Principles and regulations for manoeuvring a vessel in near coastal waters (An area of operation restricted to 150 miles from a safe haven on the coast of the UK and 30 miles from Ireland) |
| K7: The different types of cargo operations  |
| K8: The range of internationally used cargo codes, their meaning and impact on operations. For example, codes indicating dangerous goods.  |
| K9: The methods for calculating tide conditions and obtaining meteorological forecasts.  |
| K10: The purpose of a passage plan and how it is created   |
| K11: Methods for finding vessel position or other location.  |
| K12: The different types and purposes of chart work, electronic navigational aids, maritime publications and navigational tools.   |
| K13: Methods for plotting, executing and monitoring vessel progress.   |

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| K14: Relevant maritime legislation and regulation, the bodies responsible and the legal consequences for transgression. This includes COSWP (Code of Safe Working Practices), IRPCS/COLREGS (International Rules for the Prevention of Collisions at Sea), class and flag state requirements, health and safety and environmental protection such as SOLAS (International Convention for the Safety of Life at Sea), MARPOL (the International Convention for the Prevention of Pollution from Ships) and LOLER (the Lifting Operations and Lifting Equipment Regulations). |
| K15: Procedures to be followed in the event of an emergency (for example fire, flooding), and crew roles. This includes contingency plans such as the use of distress signals and evacuation procedures.  |
| K16: The international code of signals, its purpose and usage.  |
| K19: The range of OOW stakeholders, their roles and responsibilities and how the OOW interacts with them.   |
| K22: Types of propulsion system(s), their features and uses.  |

| <b>Skills</b>  |
|--|
| <b>S1:</b> Keep watch over the vessel and crew.  |
| <b>S2:</b> Co-ordinate your team in order to provide constant watch cover.   |
| <b>S3:</b> Manoeuvre a vessel in near-coastal waters, taking account of compliance requirements, vessel type, capability, loading and external factors like tide and weather.  |
| <b>S5:</b> Avoid collisions by using chart work and situational awareness, anticipating and responding to all potential threats to a safe navigation. This includes (but is not limited to) both the physical surroundings and other vessel traffic.           |
| <b>S6:</b> Perform calculations and give necessary direction to your team to ensure the vessel has suitable load stability. This applies both when the vessel is moored and also when at sea.  |
| <b>S7:</b> Create a passage plan that meets operational objectives, is safe and compliant and has due regard to the external environment and other vessels.  |
| <b>S8:</b> Execute and adapt a passage plan taking account of the prevailing conditions at sea.  |
| <b>S9:</b> Handle a range of vessel types in near coastal waters. This may include as examples single screw, twin screw, variable pitch, Schottel and other propulsion configurations.   |
| <b>S10:</b> Monitor and respond to data provided by navigation and other equipment available on-board  |
| <b>S11:</b> Cross-compare different data sources to reach an accurate conclusion. (For example, VHF reports).  |
| <b>S12:</b> Support the Master in meeting the legal, regulatory, environmental, and organisational requirements of the vessel and crew.  |
| <b>S13:</b> Coordinate the response in the event of an emergency. Operate emergency equipment and deploy contingency plans appropriate to the situation. (This will range, for example, from recovery of a man overboard through to evacuation of the vessel). |
| <b>S14:</b> Administer emergency first aid and coordinate with the coastguard in the event of a medevac if required.   |

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| <b>S15:</b> Communicate externally deploying the international code of signals when required. This includes for example using the flag system and Morse code as appropriate to the circumstances. |
| <b>S18:</b> Recognise your own limitations and escalate decisions where appropriate to another member of the bridge team, including the Master  |
| <b>S19:</b> Take charge in the event of the Master's incapacitation and take suitable contingency action such as getting the vessel to shore and alerting relevant authorities.                   |
| <b>S20:</b> Complete an accurate ship log   |
| <b>S22:</b> Identify and respond to all internal/external factors that provide for a consistent watch following a handover.   |

| Behaviours  |
|---|
| <b>B1:</b> Follows safe working practices and promotes a safety culture |
| <b>B4:</b> Calm and effective under pressure.                           |

## Grading Descriptors

### End-point assessment method 1: Practical Demonstration with questions

| KSBs                              | Pass  |
|-----------------------------------|---|
| K26,<br>S4,<br>S23,<br>S25,<br>B5 | <p><b>Ensuring the expected level of vessel security is in place.</b></p> <p>Identifies the relevant security related features of the vessel and its contents. Instructs the crew to secure the vessel in accordance with own organisational security procedures. (K26, S25)</p> <p><b>Mooring/anchoring the vessel.</b></p> <p>Demonstrates execution of mooring or anchoring of a vessel that complies with relevant maritime legislation. In addition, considers the type of vessel, its capability and current load, and relevant external factors (tide and weather) when selecting their mooring/anchoring solution. (S4)</p> |



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|  | <p><b>Assessing that available lifesaving and firefighting equipment are in working order.</b></p> <p>Identifies each of the different types of life-saving appliances and safety equipment aboard a vessel. Performs checks and provides recommendations that will ensure all equipment/appliances are working in accordance with manufacturers operating instructions. (S23)</p> <p><b>Conducting tasks that promote environmental protection.</b></p> <p>Demonstrates awareness of the marine environment when undertaking duties aboard or alongside a vessel. Selects actions that reduce pollution. (B5)</p> |
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## Grading Descriptors

### End-point assessment method 2: Professional discussion underpinned by training record book

| KSBs | Pass   | Distinction   |
|------|--|---|
|      | In order to achieve a pass, apprentices must demonstrate all of the pass descriptors | In order to achieve a distinction, the apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors. |

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| K17,<br>K18,<br>K20,<br>K21,<br>K23,<br>K24,<br>K25,<br>S16,<br>S17,<br>S21,<br>S24,<br>B2, B3,<br>B6, | <p><b>Methods of communication and digital influence</b></p> <p>Describes a range of digital platforms that are used across the maritime sector for accessing and completing required reports. (K18)</p> <p>Outlines the methods and techniques of communication used onboard a vessel and how they adapt them in reflection of the audience and seniority levels (K17, S16)</p> | <p>Evaluates the strengths and weaknesses of varied communication methods/techniques, and the impact they will have on their audience. (K17, S16)</p> |
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|  | <p><b>Organisation relationships and wider industry</b></p> <p>Describes how maintaining good working relationships with crew, officers and other stakeholders supports their own achievement of organisational performance standards, including how they recognise fatigue in themselves and others. (K25, S17, S24)</p> <p>Identifies the significance of their own organisations commercial or operational priorities. Draws on to equality and diversity in the workplace and can describe a time when they took ownership of their work by role-modelling their own organisation's diversity/equality requirements. (K20, B3, B6)</p> <p>Describes key factors (both internal and external to their vessel) that might arise during a Watch and explains how these are recorded in a ships log. Additionally, can list key principles that are applied to ensure the ships log is accurate. (K24)</p> <p>Outlines examples of how the uses of both automation and artificial intelligence in maritime sector are influencing the OOW occupation, and how they ensure they keep up to date. Explains how they identify skills gaps and the actions they take to develop and support less experienced staff. (K21, S21, B2)</p> <p><b>Health and safety and first aid</b></p> <p>Lists the procedures to follow when applying emergency first aid to others, including identification, diagnosis and treatment. Explains the techniques to use in different emergency situations. (K23)</p> | <p>Evaluates their own approaches to developing relationships when working with crew, officers and other stakeholders, to meet performance standards, including how they recognise fatigue in themselves and others. (K25, S17)</p> <p>Evaluates the impact of commercial or operational priorities on their own organisation. (K20)</p> <p>Evaluates the impact that both automation and artificial intelligence has had on the OOW occupation. Reflects on how they coach and mentor less experienced staff and provides at least one example of how this has led them to refine their approaches to self-development to maximise impact. (K21, S21 B2)</p> |
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## End-point assessment method 3: MCA oral exam and OOW II/3 Written Examinations

| KSBs  | Pass   |
|---|--|
| K1, K2, K3, K4, K5, K6, K7, K8, K9, K10, K11, K12, K13, K14, K15, K16, K19, K22, S1, S2, S3, S5, S6, S7, S8, S9, S10, S11, S12, S13, S14, S15, S18, S19, S20, S22, B1, B4 | Apprentice has met the requirements set by the MCA.<br>Therefore, the apprentice will obtain their Officer of the Watch Certificate of Competency (Near Coastal) from MCA. |

