



As of 1 August 2022, the English and maths requirements for on-programme and new apprentices undertaking level 2 apprenticeships have changed and are detailed as part of the [apprenticeship funding rules](#). These requirements supersede the current wording in this apprenticeship standard and EPA plan.

End-point assessment plan for Seafarer (deck rating) apprenticeship standard

Apprenticeship standard number	Apprenticeship standard level	Integrated end-point assessment
ST0274	2	Yes

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Introduction and overview

This document sets out the requirements for EPA for the Seafarer (deck rating) 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.

The International Convention and Code on Standards of Training, Certification and Watch-keeping (STCW) 1978, as amended (referred to in this MSN as the 'STCW Convention' and 'STCW Code' respectively), set the global standards for seafaring qualifications, including the provisions prescribing the mandatory minimum requirements for Seafarer (Deck Rating). In the UK the Maritime and Coastguard Agency (MCA), on behalf of the Secretary of State, set the statutory requirements for the training and Certification of a Seafarer (Deck Rating). Seafarers 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 a registered Seafarer (deck rating). (NB - The relevant MCA register is called Efficient Deckhand (EDH)).

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 as per the STCW Reg. II/5 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 EDH register on completion. It is a legal requirement for anyone who is signed onto a ship as a Seafarer (Deck Rating) to be qualified in accordance with the standard and hold a Certificate of Proficiency to demonstrate this.

MCA eligibility for the EDH exam includes 6 months qualifying sea service. Apprentices who complete their apprenticeship, by passing EPA, and who want to further advance their career, may choose to apply to the MCA for an Able Seafarer certificate upon completion of further MCA requirements. The Able Seafarer certificate sits outside this apprenticeship and requires additional qualifying sea service, however apprentices will get a sea time reduction from MCA for the issue of the Able Seafarer certificate if they have completed the apprenticeship and the mandatory qualifications, delivered by an approved MCA provider.

The end-point assessment (EPA) assesses whether apprentices have also passed the apprenticeship and is based on the STCW section A -II/5, the minimum standards of competency and same professional knowledge, skills and behaviours as the National occupational standard.

Important notice - Only training providers who are on the ESFA register (the RoATP) and who are also approved by the MCA to deliver Seafarer (deck rating) qualification and EDH 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 EDH Certificate of Competency (CoC) will need to meet the requirements of MSN 1862 and the current MCA/MNTB EDH course criteria. The course criteria is aligned to the requirements of the table in the “Mapping of knowledge, skills and behaviours (KSBs) Assessment method 2: MCA EDH exam” section of this document.

Apprentices will typically spend 18 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.

Apprentices must have achieved English and mathematics at Level 1 and taken the test for level 2.

Apprentices must have achieved all qualifications mandated in the Seafarer (deck rating) occupational standard excluding the EDH certification (the qualifying course and exam for a Seafarer (Deck Rating) which is issued by the MCA following successful completion of the MCA EDH examinations.

The qualifications required are:

- Award in Maritime Studies: Deck Rating – SQA Code GC6K 62
 - Certificate in Maritime Studies: Able Seafarer (Deck) – SQA Code GK54 54
 - STCW Personal Survival Techniques
 - STCW Basic Firefighting and Fire prevention
 - STCW Elementary First Aid
 - STCW Proficiency in Security Awareness
 - STCW Personal Safety and Social Responsibility
 - MNTB Entry into Enclosed Spaces
 - MCA approved Steering Certificate
 - Proficiency in Survival Craft and Rescue Boats Certificate
 - Proficiency in Designated Security Duties
 - MCA approved Navigational Watch Rating Certificate (including 2 months statutory qualifying sea service)
- apprentices must have achieved English and mathematics at Level 1 and taken the test for 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.

- 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 4 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 2 discrete assessment methods.

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

Assessment method 1: **Interview underpinned by TRB**

- fail
- pass
- distinction

Assessment method 2: **MCA EDH exam**

- fail
- pass

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

- fail
- pass
- distinction

EPA summary table

<p>On-programme (typically 18 months)</p>	<p>Training to develop the knowledge, skills and behaviours (KSBs) of the occupational standard.</p> <p>A minimum 6 months qualifying sea service in vessels of 15m or more is required. Seagoing service in category C and D waters will be accepted at full rate.</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>
<p>End-point assessment gateway</p>	<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 Seafarer (Deck Rating) occupational standard, except for their EDH. The qualifications required are listed in the introduction section on page 3.</p> <p>Apprentices must have achieved English and mathematics at Level 1 and taken the test for level 2.</p> <p>Apprentices must submit:</p> <p>A training record book (training providers must agree the format with the MCA) and must also cover the KSB mapping to assessment method 1 and assessment method 2</p>
<p>End-point assessment (typically 4 months)</p>	<p>End-point assessment method 1: Interview underpinned by TRB graded:</p> <ul style="list-style-type: none"> • fail • pass • distinction <p>End-point assessment method 2 MCA EDH exam graded:</p> <ul style="list-style-type: none"> • fail • pass

	<p>Overall EPA/apprenticeship graded</p> <ul style="list-style-type: none"> • fail • pass • distinction
Professional recognition	<p>Aligns with recognition by:</p> <ul style="list-style-type: none"> • not applicable

Length of EPA period

The EPA will be completed within an EPA period lasting typically for 4 months, starting when the EPAO has confirmed that all gateway requirements have been met.

Order of end-point assessment methods

The assessment methods can be delivered in any order. The result of one assessment method does not need to be known before starting the next.

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:

- completed a minimum of 6 months qualifying sea service
- achieved the mandatory qualifications set out in the introduction section on page 3.
- completed a training record book (TRB)
- achieved English and mathematics at Level 1 and taken the test for 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 interview underpinned by TRB (AM1), the apprentice will be required to submit:

- Training record book

For the MCA EDH exam (AM2), the apprentice will be required to submit:

- Training record book

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 1 and assessment method 2
- the training record book will contain 8 discrete pieces of evidence that map to assessment method 1 and will contain additional evidence as required by MCA that maps to assessment method 2
- 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 approved training provider at the point of the EDH examination.

The training record book is not directly assessed by the EPAO or MCA approved training provider. It underpins assessment method 1 and therefore should not be marked by the EPAO. It also underpins assessment method 2 and therefore should not be marked by the MCA approved training provider.

End-point assessment methods

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

End-point assessment method 1: Interview underpinned by TRB

Overview

This assessment method has 1 component.

An interview consists of an independent assessor asking an apprentice a series of questions to assess their competence against the KSBs. The independent assessor leads this process to obtain information from the apprentice to enable structured assessment decision-making to occur.

The rationale for this assessment method is:

- Some seafarers spend months at sea at any given time. An interview is a practical way of delivering assessment as it can be administered remotely if required
- the interview is supported by a training record book, enabling the apprentice to demonstrate the application of skills and behaviours as well as knowledge
- it can be used for synoptic assessment of knowledge, skills, and behaviours
- An interview is a holistic form of assessment that is suitable for assessing the disparate set of KSBs that go beyond the MCA's statutory requirements for EDH exam.

Delivery

The independent assessor will conduct and assess the interview.

The interview must last for 50 minutes. The independent assessor has the discretion to increase the time of the interview by up to 10% to allow the apprentice to complete their last answer.

The interview will have a minimum of 8 questions. During this method, the independent assessor must combine questions from the EPAO's question bank and those generated by themselves.

During this method, the independent assessor must use the question bank as a source for questioning using their professional judgment to tailor those questions appropriately, following a review of the training record book. Independent assessors are responsible for generating suitable follow-up questions in line with the EPAO's training and standardisation process. These follow-up questions are allowed to seek clarification from the apprentice and to make a judgement against the grading descriptors.

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

- Risk management
- Deck operations
- Collaboration
- Best practice

The interview will be conducted as set out here:

- The independent assessor should have a minimum of five working days to review the training record book
- EPAOs must make arrangements for the interview with the apprentice's employer
- Apprentices must be given at least two weeks' notice of the date and time of the Interview from the EPAO.
- There will be a minimum of 8 set questions, structured to affirm competency; this is broken down into two questions per theme as follows: risk management, deck operations, collaboration and best practice
- The independent assessor will lead the interview. They will ask the apprentice questions based on the knowledge, skills and behaviours identified for this method
- The apprentice may use their training record book to exemplify their response. The training record book is not directly assessed
- The independent assessor may ask follow-up questions generated by themselves to either probe replies further and/or to seek clarification on rationale
- Apprentices are expected to understand and use relevant occupational language that would be typical of a competent person in this occupation.

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

The independent assessor will make all grading decisions.

Assessment location

The interview should take place in a quiet room, free from distractions and influence. Video conferencing can also be used to conduct the interview, but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided.

The interview can take place in any of the following:

- employer's premises, which may be on land or at sea.
- a suitable venue selected by the EPAO such as the training provider's premises

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 question bank should take place 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.

Independent assessors must be developed and trained by the EPAO in the conduct of an interview and reaching consistent judgement.

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
 - administration materials
 - marking materials
 - guidance document for independent assessors on how to carry out the assessment
 - independent assessor training materials
 - grading guidance
- guidance document for employers and apprentices on the process/timescales for the interview as well as a description of the purpose

End-point assessment method 2: MCA EDH exam

Overview

The EPAO, in conjunction with the apprentice and their employer, will book assessment method 2 with the MCA's approved training provider, using the MCA's established booking process and requirements for EDH certification which are found on their website.

The MCA sets the examination requirements for EDH. The MCA publishes a list of approved training providers that it appoints to deliver the EDH course and administer examinations on its behalf. These exams are conducted at frequent intervals throughout the year. Independence is assured as the assessor appointed by the approved training provider will not have been directly involved in the apprentices on-programme training.

The MCA approved training provider will deliver and grade assessment method 2 on behalf of MCA. The MCA is responsible for discharging its statutory functions (in order to meet international maritime regulations) by overseeing EDH examination centres that affirm that the qualifying exam for the competency for a Seafarer (Deck Rating) has been met. The MCA must retain control over how they meet this requirement, however they are also responsible for ensuring:

- Assessment method 2 assesses all of the KSB's as mapped in this document
- That the approved training provider inform the EPAO of the outcome of assessment method 2 (pass/fail) within 4 weeks
- That they work with the EPAO to ensure the overall EPA period of 4 months is not exceeded.

Administration

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

The MCA requires apprentice Seafarers (Deck Ratings) to present their TRB to the approved training provider prior to commencement of EDH assessment. The TRB is not graded. The approved training provider will exercise their discretion in deciding if and when to reference the TRB content. Apprentices may highlight examples in their TRB in support of their answers.

MCA will guide approved training providers on the assessment specifications, the equipment that is permissible, and on the material they must produce to support this assessment method.

Assessment

The assessment process is administered by the approved training provider, on behalf of the MCA. The MCA have a contract with their approved training providers to deliver the assessment and the MCA audits the approved training providers against this contract to ensure a robust and efficient system. The approved training provider will grade the apprentice's assessment holistically over the 5 days of assessment when determining an overall grade of pass or fail for EDH.

Assessment location

Exams are only taken at exam centres approved by the MCA, such as nautical colleges. Each exam must be invigilated as per the exams code of conduct which is approved by the MCA specifically for these exams. The exams are subject to surprise inspections from the MCA and to ensure they comply with the code of conduct.

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

- An examination centre approved by MCA
- The premises of an MCA approved training provider, such as a nautical college.

The MCA will set out under contract with their approved training providers what specific venue requirements must be in place include.

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 interview underpinned by TRB (AM1), according to the requirements set out in this plan. The MCA will confirm the grade of pass or fail for the EDH exam for AM2.

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 both the assessment methods.

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

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 – Interview underpinned by TRB	Assessment method 2 – MCA EDH exam	Overall grading
Fail	Any grade	Fail
Any grade	Fail	Fail
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 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 2 will be for the Maritime and Coastguard Agency to decide.

All assessment methods must be taken within a 7 month period, otherwise the entire EPA will need to be re-sat/re-taken.

Re-sits and re-takes of assessment method 1 are not offered to apprentices wishing to move from pass to a higher grade.

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.

Roles and responsibilities

Role	Responsibility
Apprentice	<p>As a minimum, apprentices should:</p> <ul style="list-style-type: none"> • participate in and complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months • undertake 20% off-the-job training as arranged by the employer and training provider. • understand the purpose and importance of EPA • undertake the EPA including meeting all gateway requirements.
Employer	<p>As a minimum, employers should:</p> <ul style="list-style-type: none"> • select the EPAO and training provider • 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 • arrange and support a minimum of 20% off-the-job training to be undertaken by the apprentice • decide when the apprentice is working at or above the occupational standard and so is ready for EPA • ensure that all supporting evidence required at the gateway is submitted in accordance with this EPA plan • remain independent from the delivery of the EPA • 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) • 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. • ensure the apprentice is well prepared for the EPA • ensure the apprentice is given sufficient time away from regular duties to prepare for and complete all post-gateway elements of the EPA, and that any required supervision during this time (as stated within this EPA plan) is in place

	<ul style="list-style-type: none"> • where the apprentice is assessed in the workplace, ensure that the apprentice has access to the resources used on a daily basis • pass the certificate to the apprentice
EPAO	<p>As a minimum, EPAOs should:</p> <ul style="list-style-type: none"> • coordinate when the apprentice may book their EDH exam with the MCA. • conform to the requirements of this EPA plan and deliver its requirements in a timely manner • conform to the requirements of the Register of End-Point Assessment Organisations (RoEPAO) • conform to the requirements of the external quality assurance provider (EQAP) for this apprenticeship standard • understand the occupational standard • make all necessary contractual arrangements, including agreeing the price of the EPA • develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material) • appoint suitably qualified and competent independent assessors • appoint administrators (and invigilators where required) to administer the EPA as appropriate • provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading • provide adequate information, advice and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA • arrange for the EPA to take place, in consultation with the employer • 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 • 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 • have no direct connection with the apprentice, their employer or training provider. In all instances, including

	<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"> • 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 • deliver induction training for independent assessors, and for invigilators and/or markers (where used) • 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) • manage invigilation of apprentices in order to maintain security of the assessment in line with the EPAO's malpractice policy • verify the identity of the apprentice being assessed • use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard • provide details of the independent assessor's name and contact details to the employer • have and apply appropriately an EPA appeals process • request certification via the Apprenticeship Service upon successful achievement of the EPA
Independent assessor	<p>As a minimum, independent assessors should:</p> <ul style="list-style-type: none"> • 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 • understand the occupational standard and the requirements of this EPA • have, maintain and be able to evidence up-to-date knowledge and expertise of the subject matter • deliver the end-point assessment in-line with the EPA plan • comply with the IQA requirements of the EPAO • 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) • attend induction training • attend standardisation events when they begin working for the EPAO, before they conduct an EPA for the first time

	<p>and a minimum of annually on this apprenticeship standard</p> <ul style="list-style-type: none"> • assess each assessment method, as determined by the EPA plan, and without extending the EPA unnecessarily • 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 • make all grading decisions • 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 • use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard • mark open (constructed) test answers accurately according to the EPAO's mark scheme and procedures
Training provider	<p>As a minimum, training providers should:</p> <ul style="list-style-type: none"> • 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 • conduct training covering any knowledge, skill or behaviour requirement agreed as part of the Commitment Statement (often known as the Individual Learning Plan). • monitor the apprentice's progress during any training provider led on-programme learning • advise the employer, upon request, on the apprentice's readiness for EPA • remain independent from delivery of the EPA. Where the training provider is the EPAO (i.e. an MCA Approved training provider) there must be procedures in place to mitigate against any conflict of interest • Deliver assessment of AM2 on behalf of MCA and in accordance with both their MCA contractual arrangements and the detail as set out in this EPA plan. • Notify the EPAO of the outcome of AM2
Maritime Coastguard Agency	<ul style="list-style-type: none"> • Administer applications for Efficient Deck Hand certificate of competency. MCA will determine the booking system used, as detailed in the MCA/MNTB EDH course criteria:

	<ul style="list-style-type: none">• (The course criteria is aligned to the requirements of the table in the “Mapping of knowledge, skills and behaviours (KSBs) Assessment method 2: MCA EDH exam” section of this document.)• Approve training providers that may deliver the EDH course and deliver EDH assessment• Approve the locations and equipment requirements for assessment method 2• Quality assure the administration and grading of assessment method 2 by their approved training provider.• Quality assure the processes by which approved training providers issue certificate of competency to apprentices who pass assessment method 2• inform the Institute of Apprenticeships and Technical Education of any changes to the EDH exam that would impact on the delivery of this EPA
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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 and who meet the following minimum requirements:
 - Hold either an MCA Able Seafarer Certification or an equivalent MCA certificate at the same or higher level, including but not limited to Boatmaster, Bosun and Officer of the Watch.
- 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 EDH exam for the dual purpose of MCA certification and EPA
- Location – for example use of employer premises

Professional body recognition

Professional body recognition is not relevant to this occupational apprenticeship.

Mapping of knowledge, skills and behaviours (KSBs)

Assessment method 1: Interview

Knowledge	
K10:	How to respond to security issues in accordance with regulation and own organisation's policies.
K18:	A range of communication methods.
K23:	Legislation and organisational policies for equality and diversity in the workplace.
K24:	How own role & the vessels they work on contribute to the organisation's overall objectives.
Skills	
S8:	Determine which deck operations to prioritise, to meet operational objectives, while maintaining safe practice.
S10:	Work as part of a team in order to achieve operational goals.
S11:	Identify and follow organisational industry procedures and working practices.
S12:	Identify and report risks in accordance with own organisation's procedures.
S13:	Select the appropriate communication method needed for the situation and the audience.

Behaviours	
B1:	Self-motivated with the ability to work independently and with integrity.
B2:	Takes personal responsibility for their actions.
B3:	Enable their own professional development, seeking opportunities to enhance their knowledge, skills and experience.
B4:	Calm and effective under pressure.
B5:	Promotes safety culture and best practices within own organisation.
B6:	Promotes protection of the marine environment from pollution.
B7:	Practices equality and diversity in accordance with organisational requirements.

Mapping of knowledge, skills and behaviours (KSBs)

Assessment method 2: MCA EDH exam

Knowledge
K1: Health and Safety policies that set out safe working practices.
K2: The range of onboard equipment and their applications (for instance ropes, access and lifting gear).
K3: The procedures for maintaining different types of vessel equipment (for instance ropes, access and lifting gear).
K4: The role of the helmsman in supporting safe navigation of the vessel.
K5: The role of bridge lookout in supporting safe navigation of the vessel.
K6: Vessel anchoring procedures.
K7: How different vessel designs influence mooring configurations.
K8: The procedures for working at height in accordance with organisational requirements.
K9: How risk assessments and permits to work help ensure a safe working environment.
K11: How to respond in the event of an emergency and the associated duties involved, including use of both fixed and portable installations (Fire Fighting Appliances) and Life Saving Appliances (LSA).
K12: The factors that impact vessel manoeuvrability.
K13: How the use of propulsion and steering systems varies in different tidal, fluvial and sea-going conditions including poor weather.
K14: Vessel cargo loading principles.
K15: The controls in place to ensure risks are managed when loading cargo.
K16: The principles of vessel navigation and the systems used.
K17: The types and purpose of navigational aids.
K19: The required communication procedures for shipboard operations. (e.g. flags)
K20: The importance of following a maintenance plan in regard to deck machinery and fittings to affect ship stability.
K21: Factors that affect seaworthiness and survivability.
K22: Procedures and regulations for preventing pollution of the marine environment.

Skills
S1: Create/adapt access to/egress from the vessel that is needed for the situation, and within the limits of own responsibilities. For example, access to vehicle decks or walkways.
S2: Respond to all emergency and security situations on board in line with assigned duties.
S3: Assist with deployment and operations of emergency equipment applicable to the situation.
S4: Operate firefighting equipment appropriate to the situation and in accordance with procedures.
S5: Administer the right emergency first aid that is applicable to the situation.

S6: Assist with the safe handling of a vessel in a high traffic density environment in tidal and non-tidal conditions including in ports, locks and in the vicinity of obstructions and other fixed infrastructure.
S7: Assist with bridge look-out duties in line with organisational procedures whilst complying with industry regulations.
S9: Maintain vessels in a safe and seaworthy condition in accordance with regulations and procedures. Assist with maintaining vessel machinery (including deck equipment) in full operational condition.
S14: Use appropriate mooring configurations and equipment in relation to the prevailing tidal, weather conditions and vessel design characteristics.
S15: Execute anchoring procedure as instructed.
S16: Minimise risks to marine pollution within limits of own operational responsibilities.

Grading Descriptors

End-point assessment method 1: Interview underpinned by TRB

KSBs	Pass	Distinction
K10, K18, K23, K24, S8, S10, S11, S12, S13, B1, B2, B3, B4, B5, B6, B7	<p>Risk management</p> <p>Describes how they take responsibility for their actions, outlining the steps they follow to ensure risks are both identified and reported in accordance with procedures. <i>(Risks in this context may include for instance, risk to the integrity of the vessel or to safety of those onboard).</i></p> <p>S12, B2</p> <p>Describe examples of how responding to security issues can be affected by both a) regulation and b) organisational policy. And explains the importance of staying calm and effective during a high-pressure security incident.</p> <p>K10, B4</p>	<p>Evaluates their own approach to taking responsibility for their actions, by reflecting on the steps they follow to ensure risks are identified and reported in accordance with procedures.</p> <p>S12 B2</p> <p>Summarises the importance of regulation and organisational policy when responding to a security issue. And explains how their staying calm and effective during a high-pressure security incident can impacts others who are either alongside or aboard the vessel.</p> <p>K10 B4</p>

	<p>Deck operations</p> <p>Describes a time when they worked independently on a task that required them to act with integrity by avoiding marine pollution, while meeting operational objectives. And further describes why they chose this task as a priority over their other duties, and how they ensured safe practice throughout.</p> <p>S8, B1, B6</p> <p>Collaboration</p> <p>Lists examples of their own organisations main objectives. Describes how working together as part of a vessel team they contribute to these objectives, and also how their own professional development activities supports this.</p> <p>K24, S10, B3</p> <p>Describes occasions when communicating with other people both on and off their own vessel. One occasion when they chose verbal and the other a non-verbal solution. Explains why, on each occasion, their choice of communication was right for the situation and the audience.</p> <p>K18, S13</p> <p>Best practice</p> <p>Explains how they ensure their own working practices meet their organisations equality and diversity policy and how they keep up to date with equality and diversity legislation relevant to their workplace.</p> <p>K23 B7</p> <p>Explains how they keep themselves up to date and follow both own organisations and industry procedures/working practices and links this to the importance of promoting safety culture and best practice.</p> <p>S11, B5</p>	<p>Evaluates the importance of promoting the marine environment by avoiding marine pollution, listing 2 or more groups that benefit, beyond their own organisation.</p> <p>B6</p> <p>Explains the pros and cons of teamwork when achieving operational goals.</p> <p>S10</p> <p>Evaluates different communication methods and is able to justify their chosen approach.</p> <p>K18, S13</p> <p>Reflects why equality and diversity policy/legislation is important and considers the potential positive impact for their own organisation.</p> <p>K23 B7</p> <p>Evaluates the impact that their professional development has had on their understanding of safety culture and best practice.</p> <p>(S11, B5)</p>
Fail	Does not meet the pass criteria	

End-point assessment method 2: MCA EDH exam

KSBs	Pass
<p>K1, K2, K3, K4, K5, K6, K7, K8, K9, K11, K12, K13, K14, K15, K16, K17, K19, K20, K21, K22</p> <p>S1, S2, S3, S4, S5, S6, S7, S9, S14, S15, S16</p>	<p>The MCA holds responsibility for the assessment, grading, and certification of these KSB's and the approved training provider, acting on behalf of MCA, will inform the EPAO whether the apprentice has passed or failed AM2. The approved training provider will issue EDH certificate to apprentices that pass AM2.</p>