



## Draft Preview

# DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE PORT OPERATIVE APPRENTICESHIP

ST0307/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0307	2	None

## Assessment Plan

### Assessment details

#### Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 2 port operative apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

#### Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Assessment organisations must ensure all the core assessment outcomes and the assessment outcomes for one of the following options are assessed for each apprentice:

- Option 1: Cargo operative
- Option 2: Passenger, ferry and cruise operative

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Core Assessment Outcome	Mapping
<p><b>AO1: Safe and Compliant Port Operations</b></p> <p>Applies port sector legislation and workplace health and safety requirements to daily operations, using PPE and safe systems of work. Identifies hazards and risks, implements control measures, and follows requirements for hazardous substances and dangerous goods within the scope of the role.</p>	<p><b>K1, K2, K3, K4, K5, K6</b></p> <p><b>S1, S2, S3, S4, S5</b></p>
<p><b>AO2: Work Planning, Operational Control and Environmental Work Requirements</b></p> <p>Uses operational information sources to plan and sequence tasks, following organisational policies and standard operating procedures. Integrates environmental and sustainability requirements and waste management arrangements into work activities, recognises factors that disrupt planned work, and escalates issues within limits of authority.</p>	<p><b>K7, K9*, K14, K15, K16, K17, K18</b></p> <p><b>S6, S8*, S12, S13, S14</b></p>
<p><b>AO3: Operational Readiness, Site Safety and Incident Response</b></p> <p>Uses equipment and machinery in line with operational and safety requirements, completing pre-operational checks and responding to defects or unsafe conditions. Applies methods that support the safe and secure movement of vehicles, goods, plant and pedestrians within the port environment, works in line with port security arrangements, and responds appropriately to incidents and emergencies to maintain safety, security and operational continuity.</p>	<p><b>K8, K10, K11, K12, K13</b></p> <p><b>S7, S9, S10, S11</b></p>
<p><b>AO4: Information Systems, Communication and Professional Workplace Practice</b></p> <p>Uses operational information systems and documentation processes in line with GDPR and cyber security requirements. Communicates effectively with others, maintains accurate records, and applies inclusive teamworking, wellbeing and EDI principles when working with colleagues and stakeholders.</p>	<p><b>K19, K20, K21*, K22*, K23*, K24</b></p> <p><b>S15, S16, S17*, S18*, S19*, S20</b></p>
Option 1: Cargo operative	Mapping
<p><b>AO5: Cargo Coordination, Communication and Damage Reporting</b></p>	<p><b>K26*, K30*, K32</b></p>

Communicates operational information to support safe and effective cargo movements, contributing to toolbox talks and coordinating activities using recognised signalling and radio communication methods. Identifies, records and reports pre-existing or new damage to cargo or associated assets in line with organisational procedures.	S22*, <b>S26*</b> , <b>S28</b>
<b>AO6: Cargo Handling, Stowage and Load Security Operations</b>	<b>K25</b> , K27, <b>K28</b> , K29, K31 <b>S21</b> , S23, <b>S24</b> , S25, S27
Identifies, classifies, loads, unloads, stores and secures cargo in line with operational plans and procedures. Applies load distribution and securing techniques to maintain cargo integrity, vessel safety and operational efficiency.	
<b>Option 2: Passenger, ferry and cruise operative</b>	<b>Mapping</b>
<b>AO7: Passenger Interface and Quayside Operations</b>	<b>K33</b> , K35, <b>K38</b> , K39
Provides equipment or assistance to support safe passenger embarkation and disembarkation, maintains quayside and transit areas, and mitigates risks associated with vessel operations and environmental conditions.	<b>S29</b> , <b>S31</b> , S34, S35
<b>AO8: Passenger Security, Baggage Management and Customer Service</b>	<b>K34</b> , K36, K37, K40
Applies passenger security and baggage procedures and delivers customer service that recognises diverse needs.	<b>S30</b> , S32, <b>S33</b> , S36

Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

### **Assessment requirements**

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include a **simulated practical task**.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

**interview**

- **question and answer**
- **written knowledge test**
- **portfolio**

Assessment organisations must have due regard to any relevant frameworks, standards, guidance or other documents that may be published by industry regulators, professional bodies, and other representative groups.

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

### **Performance descriptors**

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
<b>Applied Knowledge</b>	Demonstrates appropriate application of port operations knowledge, facts and ideas to complete well-defined port-related tasks and solve straightforward problems across routine and some varied work activities.	Demonstrates highly accurate, insightful, and efficient application of port operations knowledge, facts, procedures, and ideas to solve straightforward problems and adapt effectively to well-defined tasks.
<b>Applied Skills</b>	Selects and uses cognitive and practical port operations skills to carry out mostly routine port-related tasks with consistency and purpose in familiar situations.	Integrates cognitive and practical port operations skills to execute mostly routine port-related tasks with precision, even when faced with subtle complexities or shifting requirements.
<b>Regulatory and Procedural Awareness</b>	Applies port sector legislation, regulations, organisational procedures, and guidance relevant to the role without error, although depth of insight or adaptability may be limited.	Demonstrates proactive and confident interpretation of port sector legislation, regulations, organisational procedures, and guidance.
<b>Communication and Collaboration</b>	Communicates and collaborates effectively within operational teams to support service delivery, demonstrating reliable teamwork and communication within routine and some varied work activities.	Consistently communicates with clarity and sensitivity, showing strong awareness of others and responding resourcefully in a range of team-based and service delivery situations.

<b>Information Use and Decision Making</b>	Gathers and interprets relevant operational information to inform decisions and actions that are fit for purpose within well-defined port-related tasks and familiar situations.	Gathers and interprets relevant operational information and feedback to shape actions that are purposeful and demonstrate clear added value in terms of efficiency or outcomes.
<b>Responsibility and Autonomy</b>	Takes responsibility for completing port operations tasks, demonstrating autonomy within familiar situations and established limits of authority.	Exercises informed judgement and self-direction, often anticipating the needs of the task or operational team within familiar situations.

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