



End Point Assessment Specification

Apprenticeship standard: ST0400 Small commercial vessel crewmember

Link to apprenticeship standard: [Small commercial vessel crewmember / Skills England](#)

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1. Qualification objective

An EPA is an assessment at the end of your apprenticeship. It will assess you against the knowledge, skills, and behaviours (KSBs) in the occupational standard. Your training will cover the KSBs. The EPA is your opportunity to show an independent assessor how well you can carry out the occupation you have been trained for.

2. Prior qualifications

a. Qualifications which a learner must have completed before taking the qualification

The apprentice must have achieved English and mathematics qualifications in line with the apprenticeship funding rules (The English and maths exit requirements will be optional for apprentices who are aged 19+ at the start of their apprenticeship training.)

Prior to undertaking this end-point assessment, apprentices must have obtained the following qualifications/certificates as required by the Apprenticeship Standard and EPA plan:

Version 1.2

- STCW Personal Survival Techniques
- STCW Firefighting and Fire Prevention
- STCW Emergency First Aid
- STCW Personal Safety and Social Responsibilities
- STCW Proficiency in Designated Security Duties
- MCA Small Ships Navigation and Radar
- MCA Stability Course
- MCA Approved Engine Course (AEC) 1
- MCA Approved Engine Course (AEC) 2
- MCA Compliant L2 Food Handling
- RYA Yachtmaster Coastal or Offshore Certificate of Competence Theory
- RYA Yachtmaster Coastal or Offshore Certificate of Competence Practical
- RYA or MCA GMDSS Short Range Communications Certificate
- RYA Professional Practices and Responsibilities and RYA Commercial Endorsement
- Manual Handling
- Marine Hydraulic Loader Crane Operators Certificate
- Slinger and Signallers Certificate
- Level 2 Diploma in Maritime Studies: Workboats

For the interview underpinned by a training record book, the apprentice must submit a training record book.

Version 1.1:

- STCW Personal Survival Techniques
- STCW Firefighting and Fire Prevention
- STCW Emergency First Aid

- STCW Personal Safety and Social Responsibilities
- STCW Proficiency in Designated Security Duties
- MCA Small Ships Navigation and Radar or SQA Use of Radar for Safe Navigation and Collision Avoidance on Domestic and Code Vessels
- SQA Operate Non-ECDIS Marine Electronic Chart Systems
- MCA Stability Course
- MCA Approved Engine Course (AEC) 1
- MCA Approved Engine Course (AEC) 2
- MCA Compliant L2 Food Handling
- RYA Yachtmaster Coastal or Offshore Certificate of Competence Theory
- RYA Yachtmaster Coastal or Offshore Certificate of Competence Practical
- RYA or MCA GMDSS Short Range Communications Certificate
- RYA Professional Practices and Responsibilities and RYA Commercial Endorsement
- Manual Handling
- Marine Hydraulic Loader Crane Operators Certificate
- Slinger and Signallers Certificate
- Level 2 Diploma in Maritime Studies: Workboats

For the interview underpinned by a training record book, the apprentice must submit a training record book.

IAMI do not stipulate any additional qualifications that an apprentice must have completed prior to taking the qualification, additional qualifications are at the discretion of the individual employers.

b. Prior knowledge, skills or understanding which the Learner is required to have before taking the qualification

IAMI do not stipulate any additional knowledge, skills or understanding beyond those outlined in the Apprenticeship Standard that an apprentice must have completed prior to taking the qualification. Required prior knowledge, skills or understanding is at the discretion of the individual employers.

Knowledge, skills or understanding as required by this apprenticeship:

Knowledge

- K1:** Operating procedures for the equipment that is used on vessels, for example main engines, pumps and winches.
- K2:** Procedures when providing support to diving operations.
- K3:** The principles of salvage work.
- K4:** Methods for laying and recovering moorings.
- K5:** Anchor handling methods.
- K6:** The different ways in which vessels contribute to construction work at sea.
- K7:** Transfer of personnel and equipment: ship to ship, ship to shore, use of vessels, crew responsibilities.
- K8:** Ship manoeuvring: steering systems and their functions, avoiding and navigating locks, docks and bridges.

- K9:** Guard and survey duty procedures.
- K10:** How vessels support aquaculture.
- K11:** Radio communication methods and their application.
- K12:** Setting up and recovery of a towline, including all components (wire, shackles, swivel, delta plate, stretcher, bridles).
- K13:** The Minimum Breaking Load that applies to a towing set.
- K14:** Emergency procedures, applicable to vessel environments and locations.
- K15:** Survival techniques in water, including the use of LSA and PPE, for example, lifejacket usage, boarding survival craft, operate location devices.
- K16:** Operation of survival equipment carried on vessels, for example, retrieval equipment.
- K17:** Techniques for safe working practices across small commercial vessel operations. For example, crane operations, international signalling system.
- K18:** Hygiene procedures for the safe preparation of meals on board.
- K19:** Statutory and industry regulations for safe working on board a vessel, for example, The Workboat Code, International Regulations for the Prevention of Collisions at Sea.
- K20:** The impact of external forces on a vessel such as sea state, swell and wind.
- K21:** The basic stability of a vessel and the factors which may affect it, for example, distribution of cargo and fuel.
- K22:** Maintenance techniques for vessel equipment.
- K23:** The security regulations and processes of challenge and identification checks for any person boarding a vessel.
- K24:** Information technology and digital systems for example computer based recording systems and navigation equipment. GDPR and cyber security regulations.
- K25:** Paper chart work and tidal navigation techniques.
- K26:** Radar use for position monitoring and collision avoidance techniques.
- K27:** Electronic chart use for position monitoring.
- K28:** Principles and use of weather forecast and general terms.
- K29:** Code vessel paperwork to ensure regulatory compliance.
- K30:** Own responsibilities under the organisational safety management system (SMS).
- K31:** Maintenance of survival equipment carried on vessels, for example, retrieval equipment.
- K32:** Principles of equity, diversity, and inclusion in the workplace. Unconscious bias.
- K33:** Emergency first aid techniques and procedures.
- K34:** The signs of fatigue in themselves and others and how to recognise them.
- K35:** Documentation: methods and requirements - electronic and paper.
- K36:** Environmental and sustainability regulations and guidance. Environmental hazards that can arise from small commercial vessel operations.
- K37:** Loading and unloading cargo and equipment using a deck crane.
- K38:** Verbal communication techniques and maritime terminology.
- K39:** Principles of team working.
- K40:** Fire fighting equipment (FFE) carried on vessels, for example, manual and mechanical fire pumps, the use of fixed fire systems, and fire alarms.
- K41:** Capabilities techniques for keeping a safe navigational watch.

Skills

- S1:** Operate vessel equipment including main engines, pumps, emergency equipment and winches.

S2: Support the safety of those on board, for example, passengers, technicians and other crew.

S3: Maintain a vessel's weather and watertight integrity and take necessary action if breached.

S4: Operate life saving appliances (LSA) and firefighting equipment (FFE).

S5: Administer emergency first aid.

S6: Coordinate a response to an emergency situation.

S7: Steer a vessel in different marine environments, for example, maintain and alter course when required to do so, taking into account local environment and conditions.

S8: Manoeuvre a vessel to enable recovery of "man overboard" and the safe boarding of emergency services and authorities.

S9: Load and unload cargo and equipment using deck cranes, for example, the correct slinging of loads, use of international signalling methods and correct stowage of dangerous goods.

S10: Anchor a vessel.

S11: Communicate with others verbally using maritime terminology for example, colleagues and stakeholders.

S12: Perform deck operations as appropriate to the vessel type, and on board equipment, for example, plough dredging, survey activities, setting up a tow, recovery of towline in adverse weather conditions, transfer of personnel and equipment.

S13: Contribute to maintaining vessel equipment including main engines, pumps, emergency equipment and winches

S14: Respond to emergency situations, for example, deploying life rafts, deploying man overboard equipment, using emergency towlines.

S15: Undertake running and emergency repairs.

S16: Create a safe means to board and disembark from a vessel.

S17: Recognise and respond to the signs of fatigue in self and others.

S18: Prepare food on board.

S19: Use information and digital technology. Comply with GDPR and cyber security regulations.

S20: Keep a safe navigational watch

S21: Use vessel radio equipment.

S22: Maintain lifesaving appliances (LSA) and firefighting equipment (FFE)

S23: Follow safe working practices.

S24: Apply equity, diversity and inclusion policies.

S25: Complete security checks for persons boarding a vessel

S26: Moor a vessel.

S27: Unmoor a vessel.

S28: Follow safe working practices under the organisational safety management system (SMS)

S29: Record or enter information - electronic or paper based, for example, risk assessments, equipment service records, handover documents and manufacturers' documentation, work sheets, checklists.

S30: Follow procedures in line with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal.

S31: Use electronic navigational charts to fix the vessels position.

S32: Apply team working principles

Behaviours

B1: Prioritise health and safety.

B2: Flexible in dealing with new and changing situations.

B3: Team-focus to meet work goals.

B4: Consideration and respectful of others, including, those who need to sleep whilst others are awake.

B5: Actively protects the marine environment from pollution

B6: Act ethically

c. Units which a Learner must have completed before the qualification will be awarded and any optional routes

IAMI do not stipulate any additional units beyond those listed in the Apprenticeship Standard that an apprentice must have completed prior to taking the qualification. Additional required units are at the discretion of the individual employers.

Units required as per this standard:

Level 2 Diploma Maritime Studies: Workboats

SQA Unit Code	Unit Title	Regulator's Unit code	Level	Credit value	GLH	TQT
FA5M 54	Maritime Employment, Environmental and Health and Safety Practice	D/616/6877	2	2	18	20
FA69 54	Maritime Sector Overview	R/616/6777	2	3	26	30
FA60 54	Vessel Ropework, Anchoring and Mooring Operations	K/602/3897	2	5	46	50
FA61 54	Securing a Vessel for Passage	H/602/3901	2	3	26	28
FA62 54	Vessel Construction and Stability	T/602/3904	2	5	44	50
H49Y 54	Contribute to Workboat Operations	H/616/6878	2	9	88	94

SQA Unit Code	Unit Title	Regulator's Unit code	Level	Credit value	GLH	TQT
FA5N 54	Survival in the Water During Maritime Emergencies	Y/602/3071	2	1	8	8
FA5T 54	Vessel Fire Prevention and Fire Fighting (STCW)	T/502/5920	2	2	20	22
FA5R 54	Emergency First Aid in Response to Maritime Accidents or Medical Emergencies	A/602/3872	2	1	7	7
FA68 54	Communicate Using Equipment and Visual Means	J/602/4023	2	2	19	21
FN04 62	Basic Navigational Watchkeeping	R/503/2146	2	2	18	20
FA5W 54	Basic Vessel Engineering Systems	H/602/3882	2	3	26	30

Additional Optional unit: Learners may complete this unit but credit from it does not count towards achievement of the qualification

SQA Unit Code	Unit Title	Regulator's Unit code	Level	Credit value	GLH	TQT
FF2D 57	Control Operation of Survival Craft and Rescue Boats	T/616/6870	3	3	26	30

There are no optional routes for assessment on this apprenticeship standard.

d. Other requirements which a Learner must have satisfied before the Learner will be assessed or before the qualification will be awarded

IAMI do not stipulate any additional requirements beyond those listed in the Apprenticeship Standard that an apprentice must have completed prior to taking the qualification. Additional requirements are at the discretion of the individual employers.

3. Assessment

a. Knowledge, skills and understanding which will be assessed as part of the qualification

KNOWLEDGE	ASSESSMENT METHODS
K1 Operating procedures for the equipment that is used on vessels, for example main engines, pumps and winches.	Practical demonstration with questions
K2 Procedures when providing support to diving operations.	Interview underpinned by a training record book
K3 The principles of salvage work.	Interview underpinned by a training record book
K4 Methods for laying and recovering moorings.	Practical demonstration with questions
K5 Anchor handling methods.	Interview underpinned by a training record book
K6 The different ways in which vessels contribute to construction work at sea.	Interview underpinned by a training record book
K7 Transfer of personnel and equipment: ship to ship, ship to shore, use of vessels, crew responsibilities.	Interview underpinned by a training record book
K8 Ship manoeuvring: steering systems and their functions, avoiding and navigating locks, docks and bridges.	Interview underpinned by a training record book

KNOWLEDGE	ASSESSMENT METHODS
K9 Guard and survey duty procedures.	Interview underpinned by a training record book
K10 How vessels support aquaculture.	Interview underpinned by a training record book
K11 Radio communication methods and their application.	Practical demonstration with questions
K12 Setting up and recovery of a towline, including all components (wire, shackles, swivel, delta plate, stretcher, bridles).	Interview underpinned by a training record book
K13 The Minimum Breaking Load that applies to a towing set.	Interview underpinned by a training record book
K14 Emergency procedures, applicable to vessel environments and locations.	Practical demonstration with questions
K15 Survival techniques in water, including the use of LSA and PPE, for example, lifejacket usage, boarding survival craft, operate location devices.	Practical demonstration with questions
K16 Operation of survival equipment carried on vessels, for example, retrieval equipment.	Interview underpinned by a training record book
K17 Techniques for safe working practices across small commercial vessel operations. For example, crane operations, international signalling system.	Practical demonstration with questions
K18 Hygiene procedures for the safe preparation of meals on board.	Interview underpinned by a training record book
K19 Statutory and industry regulations for safe working on board a vessel, for example, The Workboat Code, International Regulations for the Prevention of Collisions at Sea.	Interview underpinned by a training record book

KNOWLEDGE	ASSESSMENT METHODS
K20 The impact of external forces on a vessel such as sea state, swell and wind.	Interview underpinned by a training record book
K21 The basic stability of a vessel and the factors which may affect it, for example, distribution of cargo and fuel.	Interview underpinned by a training record book
K22 Maintenance techniques for vessel equipment.	Interview underpinned by a training record book
K23 The security regulations and processes of challenge and identification checks for any person boarding a vessel.	Practical demonstration with questions
K24 Information technology and digital systems for example computer based recording systems and navigation equipment. GDPR and cyber security regulations.	Interview underpinned by a training record book
K25 Paper chart work and tidal navigation techniques.	Interview underpinned by a training record book
K26 Radar use for position monitoring and collision avoidance techniques.	Interview underpinned by a training record book
K27 Electronic chart use for position monitoring.	Practical demonstration with questions
K28 Principles and use of weather forecast and general terms.	Interview underpinned by a training record book
K29 Code vessel paperwork to ensure regulatory compliance.	Practical demonstration with questions
K30 Own responsibilities under the organisational safety management system (SMS).	Practical demonstration with questions
K31 Maintenance of survival equipment carried on vessels, for example, retrieval equipment.	Practical demonstration with questions

KNOWLEDGE	ASSESSMENT METHODS
K32 Principles of equity, diversity, and inclusion in the workplace. Unconscious bias.	Interview underpinned by a training record book
K33 Emergency first aid techniques and procedures.	Interview underpinned by a training record book
K34 The signs of fatigue in themselves and others and how to recognise them.	Interview underpinned by a training record book
K35 Documentation: methods and requirements - electronic and paper.	Practical demonstration with questions
K36 Environmental and sustainability regulations and guidance. Environmental hazards that can arise from small commercial vessel operations.	Interview underpinned by a training record book
K37 Loading and unloading cargo and equipment using a deck crane.	Interview underpinned by a training record book
K38 Verbal communication techniques and maritime terminology.	Practical demonstration with questions
K39 Principles of team working.	Interview underpinned by a training record book
K40 Fire fighting equipment (FFE) carried on vessels, for example, manual and mechanical fire pumps, the use of fixed fire systems, and fire alarms.	Practical demonstration with questions
K41 Capabilities techniques for keeping a safe navigational watch.	Interview underpinned by a training record book
SKILL	ASSESSMENT METHODS
S1 Operate vessel equipment including main engines, pumps, emergency equipment and winches.	Practical demonstration with questions

KNOWLEDGE	ASSESSMENT METHODS
S2 Support the safety of those on board, for example, passengers, technicians and other crew.	Practical demonstration with questions
S3 Maintain a vessel's weather and watertight integrity and take necessary action if breached.	Interview underpinned by a training record book
S4 Operate life saving appliances (LSA) and firefighting equipment (FFE).	Practical demonstration with questions
S5 Administer emergency first aid.	Interview underpinned by a training record book
S6 Coordinate a response to an emergency situation.	Practical demonstration with questions
S7 Steer a vessel in different marine environments, for example, maintain and alter course when required to do so, taking into account local environment and conditions.	Interview underpinned by a training record book
S8 Manoeuvre a vessel to enable recovery of "man overboard" and the safe boarding of emergency services and authorities.	Interview underpinned by a training record book
S9 Load and unload cargo and equipment using deck cranes, for example, the correct slinging of loads, use of international signalling methods and correct stowage of dangerous goods.	Interview underpinned by a training record book
S10 Anchor a vessel.	Interview underpinned by a training record book
S11 Communicate with others verbally using maritime terminology for example, colleagues and stakeholders.	Practical demonstration with questions
S12 Perform deck operations as appropriate to the vessel type, and on board equipment, for example, plough dredging, survey activities, setting up a tow, recovery of	Interview underpinned by a training record book

KNOWLEDGE	ASSESSMENT METHODS
towline in adverse weather conditions, transfer of personnel and equipment.	
S13 Contribute to maintaining vessel equipment including main engines, pumps, emergency equipment and winches	Interview underpinned by a training record book
S14 Respond to emergency situations, for example, deploying life rafts, deploying man overboard equipment, using emergency towlines.	Practical demonstration with questions
S15 Undertake running and emergency repairs.	Interview underpinned by a training record book
S16 Create a safe means to board and disembark from a vessel.	Practical demonstration with questions
S17 Recognise and respond to the signs of fatigue in self and others.	Interview underpinned by a training record book
S18 Prepare food on board.	Interview underpinned by a training record book
S19 Use information and digital technology. Comply with GDPR and cyber security regulations.	Interview underpinned by a training record book
S20 Keep a safe navigational watch	Interview underpinned by a training record book
S21 Use vessel radio equipment.	Practical demonstration with questions
S22 Maintain lifesaving appliances (LSA) and firefighting equipment (FFE)	Practical demonstration with questions
S23 Follow safe working practices.	Practical demonstration with questions

KNOWLEDGE	ASSESSMENT METHODS
S24 Apply equity, diversity and inclusion policies.	Interview underpinned by a training record book
S25 Complete security checks for persons boarding a vessel	Practical demonstration with questions
S26 Moor a vessel.	Practical demonstration with questions
S27 Unmoor a vessel.	Practical demonstration with questions
S28 Follow safe working practices under the organisational safety management system (SMS)	Practical demonstration with questions
S29 Record or enter information - electronic or paper based, for example, risk assessments, equipment service records, handover documents and manufacturers' documentation, work sheets, checklists.	Practical demonstration with questions
S30 Follow procedures in line with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal.	Interview underpinned by a training record book
S31 Use electronic navigational charts to fix the vessels position.	Practical demonstration with questions
S32 Apply team working principles	Interview underpinned by a training record book
BEHAVIOUR	ASSESSMENT METHODS
B1 Prioritise health and safety.	Practical demonstration with questions
B2 Flexible in dealing with new and changing situations.	Interview underpinned by a training record book
B3 Team-focus to meet work goals.	Interview underpinned by a training record book

KNOWLEDGE	ASSESSMENT METHODS
B4 Consideration and respectful of others, including, those who need to sleep whilst others are awake.	Interview underpinned by a training record book
B5 Actively protects the marine environment from pollution	Interview underpinned by a training record book
B6 Act ethically	Interview underpinned by a training record book

b. The method of any assessment and any associated requirements relating to it

This EPA has two assessment methods:

- Practical demonstration with questions
- Interview underpinned by a training record book

c. Criteria against which Learners' levels of attainment will be measured (such as assessment criteria or exemplars),

The assessment has been designed in accordance with the Apprenticeship End-Point Assessment plan found here: [Small commercial vessel crewmember / Skills England](#)

For this assessment, grading decisions are made as follows:

The grades available for each assessment method are below

Practical demonstration with questions:

- fail
- pass

Interview underpinned by a training record book:

- fail
- pass
- distinction

Overall EPA and apprenticeship can be graded:

- fail
- pass
- distinction

PRACTICAL DEMONSTRATION WITH QUESTIONS	INTERVIEW UNDERPINNED BY A TRAINING RECORD BOOK	OVERALL GRADING
Fail	Fail	Fail
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Distinction

For each assessment method, the criteria against levels of attainment will be measured are:

Practical demonstration with questions – Practical demonstrations are graded at either a pass or a fail. The assessor will decide if the apprentice has demonstrated competence in each of the areas assessed. The practical demonstration will take two hours.

The independent assessor must observe the following tasks during the practical demonstration:

1. Simulated use and maintenance of lifesaving appliances (LSA) and firefighting equipment (FFE) (typically 35 minutes)
 - The apprentice must demonstrate the use of LSA and FFE equipment used on the vessel, including coordinating and responding to a simulated emergency situation.
2. Preparing a vessel to go to sea (typically 35 minutes)
 - The apprentice must undertake all of the preparations necessary to take a vessel to sea in line with their role. This includes the apprentice giving the independent assessor a vessel relevant safety brief.
3. Use of electronic charts, including checking vessel position (typically 25 minutes)
 - The apprentice must demonstrate how to fix the position using the on board electronic chart system (ECS) and electronic chart display and information systems (ECDIS).
4. Mooring and unmooring a small commercial vessel (typically 25 minutes)
 - The apprentice must carry out the mooring and unmooring of the vessel.

Interview underpinned by a training record book

This assessment is created randomly from a bank of moderated questions contained within the IAMI question bank, the assessment is underpinned by the training record book, the assessor may ask the apprentice to use this to assist with their answers. The assessment contains at least 6 questions over 60 minutes and grading is as follows:

1. Individual question grading

Distinction: 75% or over of the specimen answers provided at the pass grade plus 50% or over of the specimen answers provided at the distinction grade for that question should be given by the apprentice

Commented [JB1]: From EPA procedures, don't change

Pass: over 50% of the range of specimen answers provided at the pass grade for that question should be given by the apprentice **OR** 50% of the pass grade answers plus at least one answer from the distinction grade.

Fail: less than 50% of the range of specimen answers provided at the pass grade for that question. For example, if four (4) specimen answers are provided and the apprentice provide only one (1) or less of these model answers then they will have failed that question.

2. Assessment grading:

Distinction: where over 50% of the correctly answered questions contains answers at the distinction level, and 90% or over of the questions have a pass grade, then an overall distinction grade will be awarded.

Pass: The apprentice has demonstrated competency in the required KSBs for this standard.

Fail: The apprentice has not demonstrated competency in the required KSBs for this standard.

Overall grading:

PRACTICAL DEMONSTRATION WITH QUESTIONS	INTERVIEW UNDERPINNED BY A TRAINING RECORD BOOK	OVERALL GRADING
Fail	Fail	Fail
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Distinction

Where any EPA can not be completed, and therefore no grade is awarded, then this must be brought to the attention of the IAMI Secretariat at secretary@iami.org.uk

d. Specimen assessment materials

Due to the practical nature of the assessments, specimen assessment materials are not available.

4. Specified levels of attainment

Fail/Pass/Distinction

5. Qualification level

This is a level 3 qualification