



End Point Assessment Specification

Apprenticeship standard: ST307 Port Operative

Link to apprenticeship standard:

<https://skillsengland.education.gov.uk/apprenticeships/st0307-v1-1>

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1. Qualification objective

This occupation can be found in a variety of ports, harbours, and marinas. From a major international trade gateway, Naval base supporting the Royal Navy, to a single jetty jutting out into a river or sea. A port is typically a location on the coast where goods are loaded and unloaded, however they can be found inland such as the Manchester ship canal and Port of Boston in Lincolnshire. Ports serve many purposes, including recreation, commercial trade, the energy sector and defence. The port industry is diverse, supporting a wide range of activities vital to many sectors of the UK economy. Ports are critical transportation networks that facilitate both international and domestic trade. This occupation can be found in a variety of ports, harbours, and marinas. From a major international trade gateway, Naval base supporting the Royal Navy, to a single jetty jutting out into a river or sea. A port is typically a location on the coast where goods are loaded and unloaded, however they can be found inland such as the Manchester ship canal and Port of Boston in Lincolnshire. Ports serve many purposes, including recreation, commercial trade, the energy sector and defence. The port industry is diverse, supporting a wide range of activities vital to many sectors of the UK economy. Ports are critical transportation networks that facilitate both international and domestic trade.

2. Prior qualifications

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

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

None

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: Regulations and legislation that impact the port sector.

K2: Health and safety regulations, standards, and guidance and impact on role and its safe operation. Use of personal protective equipment (PPE).

K3: Hazards and risks that occur in the workplace.

K4: Methods to promote safe working including, risk assessments, method statements, control measures and safe systems of work.

K5: Importance of compliance with regulations and legislation.

K6: Associated regulations and legislation relating to control of substances hazardous to health. (COSHH) and the international maritime dangerous goods (IMDG) code.

K7: Policies, procedures and working practices.

K8: Port security and the security levels that are associated with the port industry.

K9: Information sources: text, data, job card, work instructions, risk assessments, method statements, operation manuals, and permits to work.

K10: Principles and considerations for responding to incidents and emergencies.

K11: Principles of using equipment and machinery.

K12: Principles and methods of safe movement of traffic, goods, and pedestrians around the port.

K13: The principles and techniques of pre-operational checks.

K14: Environmental and sustainability regulations, standards, and guidance.

K15: Impact of the sector on the environment and efficient use of resources.

K16: Port waste management techniques including recycling, reuse, and safe disposal of waste.

K17: Factors that delay the completion of planned work for example the impact of the weather, tides, and road traffic.

K18: Limits of authority and escalation procedures.

K19: Principles of equity, diversity, and inclusion in the workplace.

K20: Information systems used to support port operations. General data protection regulation (GDPR). Cyber security.

K21: Written communication techniques.

K22: Verbal communication techniques.

K23: Documentation: methods and requirements – electronic and paper.

K24: Principles of team working and wellbeing.

K25: Techniques of identifying and handling cargo.

K26: Toolbox talks.

K27: Classifications of cargo including dangerous goods, liquid bulk, dry bulk, break bulk, roll on; roll off, (roro), and containers.

K28: Principles and techniques for loading, unloading, and storing of products including transport weight limits and loading distribution principles.

K29: Loading, lift or stow plans.

K30: Processes for identifying, recording, and reporting pre-existing damage and any new damage.

K31: The principles and techniques of securing loads.

K32: Principles and techniques of radio communication and hand signalling following associated legislation, regulations, and recognised standards such as The Health and Safety (Signs and Signals) Regulations and BS 7121.

K33: Types of equipment or assistance for passengers to safely embark and disembark a vessel.

K34: The security and safety risks posed when a passenger embarks and disembarks a vessel.

K35: Principles and techniques of the operational activity associated with passenger vessels.

K36: Procedures for managing damaged, lost, unclaimed, unlabelled, unaccompanied, or suspect baggage and items.

K37: Techniques for handling baggage and other items taking into account the kind of baggage and items.

K38: The principles of making safe and secure the quayside and the transit areas of a port for the passengers.

K39: The impact of weather and tide considerations on passengers.

K40: Customer service techniques including understanding diverse needs.

Skills

S1: Follow port sector procedures in line with sector regulations and legislation.

S2: Follow procedures in line with health and safety regulations, standards, and guidance.

S3: Identify and report hazards and risks in the workplace. Take action to mitigate hazards and risk.

S4: Comply with safe systems of work and apply control measures.

S5: Identify hazardous goods.

S6: Follow standard operating procedures (SOPs).

S7: Comply with port security measures.

S8: Follow instructions provided from information, for example, text, data, job card, work instructions, risk assessments, method statements, operation manuals, or permits to work.

S9: Use equipment and machinery.

S10: Follow procedures to ensure safe movement of traffic, goods, or pedestrians around the port.

S11: Carry out pre-operational checks.

S12: Comply with environmental and sustainability regulations, standards, and guidance.

S13: Follow techniques for waste management across the port.

S14: Escalate issues of concern.

S15: Follow equity, diversity, and inclusion principles.

S16: Use information systems. General data protection regulation (GDPR). Cyber security.

S17: Communicate in writing with others for example, colleagues and stakeholders.

S18: Communicate with others verbally for example, colleagues and stakeholders.

S19: Record or enter information - paper based or electronic.

S20: Apply team working and wellbeing principles.

S21: Uses cargo handling techniques.

S22: Use toolbox talks.

S23: Classify cargo.

S24: Load, unload, or store cargo.

S25: Follow a loading, lift or stow plan.

S26: Identify, record and report pre-existing damage or new damage.

S27: Secures the load, for example to maintain the integrity of the cargo, or to prevent damage to the vessel.

S28: Use techniques to coordinate planned cargo movements for example, hand signalling or radio communication.

S29: Provide equipment or assistance for passengers to embark and disembark a vessel.

S30: Follow procedures for secure passenger access.

S31: Carry out operational tasks related to passenger vessels, such as loading and unloading commodities and products, assisting the vessel, its occupants and vessel staff.

S32: Follow procedures for damaged, lost, unclaimed, unlabelled, unaccompanied, or suspect baggage.

S33: Use techniques and equipment to handle baggage and items.

S34: Complete site checks.

S35: Take action to mitigate the risks to passengers where there are adverse weather conditions.

S36: Identify customer needs and deliver a service to meet those needs, resolving queries or problems.

Behaviours

B1: Prioritise health, and safety.

B2: Considers the environment and sustainability.

B3: Team-focus to meet work goals.

B4: Supports an inclusive workplace.

B5: Act in a professional manner.

B6: Respond and adapt to work demands and situations.

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:

None

Optional Routes or Pathways for this standard:

- Cargo Operative
- Passenger, Ferry and Cruise Operative

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

All KSBs listed above.

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

- Multiple Choice Questions
- Professional Discussion
- Practical

- 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:

<https://skillsengland.education.gov.uk/apprenticeships/st0307-v1-1?view=epa>

For this assessment, grading decisions are made as follows:

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

Practical demonstration – 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.

Multiple choice assessment – This assessment is created randomly from a bank of moderated questions contained within the IAMI question bank. The assessment contains 30 questions and grading is as follows:

- Distinction: 26-30
- Pass: 21-25
- Fail: 0-24

Professional discussion

This assessment is created randomly from a bank of moderated questions contained within the IAMI question bank, the assessment is underpinned by the portfolio, the assessor may ask the apprentice to use this to assist with their answers. The assessment contains 10 questions 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

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.

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

Distinction/Pass/Fail

5. Qualification level

Level 2