



# **End Point Assessment procedures**

## **Employer guidance**

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## 1. **Introduction**

- 1.1 The International Association of Maritime Institutions (IAMI) undertakes assessment services on behalf of its members to assist them to complete the final end point assessment (EPA) of apprentices completing their apprenticeship. This process will ensure that the EPA is independent of the employer wanting the assessment, by utilising the skilled assessor workforce of other IAMI members.

This assessment procedure has been developed to guide both apprentices and employers in the roles and responsibilities of all parties involved in the assessment process.

This document should be regarded as a controlled document and considered a part of the nominated employer and/or training provider's Quality Management System.

- 1.2 The following apprenticeship standards can be assessed by IAMI within these procedures:

ST0274	Able Seafarer (deck)
ST0307	Port Operative
ST0400	Workboat crewmember
ST0427	Marine Pilot
ST0428	Port Marine Operations Officer
ST0621	Boatmaster
ST0765	Harbour Master

- 1.3 This procedure will be provided to all member organisations that engage IAMI to undertake the EPA of their apprentices.

## 2. Definitions

The following definitions are used in this document:

<b>Assessor</b>	Person contracted to IAMI to write and undertake EPA's
<b>Employer</b>	Person/s who employ the apprentice and who are also IAMI members
<b>Training Provider</b>	Person/s who train the apprentice and who are also IAMI members

**National Workboat Association (NWA)** [www.workboatassociation.org/](http://www.workboatassociation.org/)

A national Trade Association who act as the association for the owners and operators of workboats. They are members of the Maritime Skills Alliance [www.workboatassociation.org/members/](http://www.workboatassociation.org/members/)

**Ports Skills and Safety** <https://www.portskillsandsafety.co.uk/>

The membership organisation for the UK Ports network, and are also members of the Maritime Skills Alliance

**Maritime Skills Alliance (MSA)** <https://www.maritimeskills.org/>

The membership organisation for the wider maritime sector for training and education. They act on behalf of their members which are employers within the maritime sector. IAMI are members of MSA

**The Maritime and Coastguard Agency (MCA).**  
<https://www.gov.uk/topic/working-sea/training-certification>

The UK maritime regulator who issues Certificates or Licenses to seafarers to enable them to serve onboard. The MCA do not have any role in the EPA process.

### **EPA Admin Team**

The team administrating the day-to-day operation of the assessment system.

### **EPA auditor**

Internal IAMI auditor that monitors the EPA activities against these procedures

### **3. Employer responsibilities**

- 3.1 The employer of the apprentice undertakes the apprentice training as defined within the Trailblazer Standard. The Trailblazer Standard is the controlled document and can be downloaded from:

For ST0274 <https://www.instituteforapprenticeships.org/apprenticeship-standards/able-seafarer-deck/>

For ST0307 <https://www.instituteforapprenticeships.org/apprenticeship-standards/port-operative/>

For ST0400 <https://www.instituteforapprenticeships.org/apprenticeship-standards/workboat-crewmember/>

For ST0427 <https://www.instituteforapprenticeships.org/apprenticeship-standards/marine-pilot/>

For ST0428 <https://www.instituteforapprenticeships.org/apprenticeship-standards/port-marine-operations-officer/>

For ST0621 <https://www.instituteforapprenticeships.org/apprenticeship-standards/boatmaster-v1-0>

For ST0765 <https://www.instituteforapprenticeships.org/apprenticeship-standards/harbour-master/>

These standards contain the Assessment Plan of which this EPA procedure is integrated.

- 3.2 The employer or training provider of the apprentice will contact IAMI once they are confident that their apprentice has met all the knowledge, skills and behaviours as set out in the standard. The employer or training provider will confirm to IAMI that the apprentice has all elements required in the EPA gateway process and is ready to progress to the end-point assessment. This declaration and request are received on the completed form IAMI B1 will be retained by IAMI.
- 3.3 The employer will also confirm that all the pre-requisites such as Professional Portfolio or Training Record Book (TRB), and all qualifications listed in the appropriate standard have been completed, and that the TRB and certificates are available if requested by the EPA assessor.
- 3.4 The employer will specify the preferred location of the EPA and a range of dates when the EPA can be undertaken. To enable the assessor to complete the EPA two consecutive days are requested to complete the observation and professional review / examination as detailed in the assessment plan. The employer must confirm within the EPA request form B1 of the suitable venue they will provide for the examination and professional review. Once confirmed

by both parties the assessor will liaise with the employer to ensure all practical facilities are available to complete the EPA.

- 3.5 Where the EPA required a closed book written examination or multiple-choice assessment, then this assessment can be carried out at the employer's workplace or nominated Training Provider premises. The employer or Training Provider (who will be IAMI members) agree to act as the invigilator by the completion of IAMI form G1 (invigilation agreement) which details the named invigilators responsibilities.
- 3.6 Employers are encouraged to attend the annual EPA Assessor moderation meetings so that cross industry standards can be discussed and improved.
- 3.7 Employers will be contacted by IAMI to complete a survey to solicit their suggestions and comments on improvements to the EPA process for both them and their employees.

## Form F1 – Request for modification to access arrangements and / or reasonable adjustments

Tailored arrangements for the EPA may be made for apprentices with disabilities or additional needs by means of requested access arrangements or reasonable adjustments using the form below.

Date:	Click here to enter text.
Apprentice name:	Click here to enter text.
Apprentice email address:	Click here to enter text.
Apprenticeship programme:	Click here to enter text.
Scheduled EPA assessment date:	Click here to enter text.
Employer name:	Click here to enter text.
Employer email address:	Click here to enter text.
Workplace address:	Click here to enter text.

Evidence of any disability or additional need that may affect the apprentice's performance in, or access to, their EPA:

*(Copy of evidence/s requested to be attached to this form)*

The apprentice should identify what modification to the EPA access arrangements they consider to be relevant to their needs.

IAMI will consider the apprentice's evidence and request for access arrangements, and notify the apprentice which of their requests can be accommodated and for any reason those that they cannot;

Request for reasonable adjustment to be made to the scheduled EPA:

#### Examples of reasonable adjustments

- a) Change the location of the written examination assessment centre (from employer premises to local training provider or visa versa).
- b) Use of appropriate simulation facilities for the practical demonstration and assessment, following confirmation that the apprentice/s are familiar and experienced with the facilities, and that the proposed simulation exercise can measure the expected EPA outcomes for the practical demonstration of K, S and B (Knowledge, Skills and Behaviours).
- c) Undertake the professional discussion on-line using MS Teams or Zoom, where the discussion is recorded, and ID check completed.
- d) Use of an IAMI assessor to read and record the apprentice's response to their multi-choice assessment.
- e) Additional assessment time to compensate for a sudden injury or illness, but only where this request is supported by medical evidence.

IAMI will consider the apprentice's request for reasonable adjustments to their EPA and notify the apprentice and/or employer which of their requests can be accommodated and any reasons that they cannot.

## Form F2 – notification of mitigating circumstances

This form records the information that will be considered by the EPA assessor concerning any mitigating circumstances that the apprentice believes may have affected their performance in the EPA. The completed form should be submitted, together with the supporting evidence, to IAMI as soon as possible or within 2 working days of the end of the EPA.

**APPRENTICE NAME :** [Click here to enter text.](#)

**CONTACT (phone / email):** [Click here to enter text.](#)

**SECTION OF EPA COMPONENT TO WHICH ANY MITIGATING CIRCUMSTANCES**

**APPLY:** [Click here to enter text.](#)

**DATE:** [Click here to enter text.](#)

Please complete either a) medical circumstances or b) non-medical circumstances section below:

### F2 a) MEDICAL CIRCUMSTANCES

(To be completed by a medical practitioner or accompanied by medical certifications. Continue on blank sheet as necessary).

**Please state the nature and severity of the apprentice's medical condition and describe any consequences of the illness and/or treatment that may be relevant.**

**Please provide the dates when the illness started and when the apprentice was/will be fit to work.**

[Click here to enter text.](#)

**Signature of Medical Practitioner** \_\_\_\_\_ **Date:** \_\_\_\_\_

(if appropriate)

Medical Practitioner's official Stamp:

**F2 b) NON-MEDICAL CIRCUMSTANCES**

(To be completed by the apprentice. Continue on blank sheet if necessary)

**Please give a brief description of the circumstances that you believe affected your EPA performance, accompanied by supporting evidence. Please state the dates on you were affected and an explanation of how the situation affected your performance.**

Click here to enter text.

**Signature of Apprentice** \_\_\_\_\_ **Date** \_\_\_\_\_

## Form G1 – EPA invigilation agreement

Employers or Training Providers wishing to undertake assessments on their premises for their employee/s are required to complete the attached form and submit to [secretary@iami.org.uk](mailto:secretary@iami.org.uk)

Apprentice full name:	
Apprenticeship standard:	
Employer contact named person	
Employer contact email address	
Address of assessment centre	
Name of nominated invigilator:	

Where the EPA requires a closed book examination or multiple-choice assessment, this assessment can be carried out at the employer's workplace or nominated Training Provider premises under strict supervision. The employer (or named training provider) will undertake the duties and role of invigilation for:

- a) On-line multi-choice assessments for the ST0307 Port Operative standard
- b) On-line multi-choice assessments for the ST0428 Port Marine Operations Officer standard
- c) Written examination for the ST0427 Marine Pilot standard
- d) Written examination for the ST0765 Harbour Master standard

To understand their responsibilities, this procedure details the applicable IAMI assessment regulations that must be followed.

The employer representative agrees by signing that they will fully implement this procedure.

Failure to comply with these instructions will render the assessments null and void, and they will need to be repeated.

Signed .....

Date .....