



# End Point Assessment Specification

Apprenticeship standard: ST0428 Port Marine Operations Officer

Link to apprenticeship standard:

<https://skillsengland.education.gov.uk/apprenticeships/st0428-v1-0>

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# 1. Qualification objective

Port Operation Officer apprenticeship is designed to give those interested in working in a marine environment the opportunity to learn about shipping and port operations, while working for a port operator. The apprenticeship is designed to give hands-on training in all aspects of port marine operations such as lock and dock operations, mooring boat operations, health and safety task within a port operation, radio room and marine control centre operations as well as role and responsibilities of Berthing Master, Dock Masters and deputies, Harbour Masters and their assistants.

## 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:

This Standard does not have any mandatory qualifications

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:

#### **Skills – The ability to:**

- safely steer, manoeuvre, navigate and crew different types of marine craft, such as: pilot boats, work boats, survey boats, etc.
- conduct marine craft operations including basic towage, personnel transfer and recovery, hydrographic surveying, etc. in line with port specific guidelines
- respond to fire and emergencies including on board vessels and use emergency equipment including oil spill response
- administer basic first aid at work
- lead, manage and engage with colleagues and others including, emergency services and other stakeholders in all marine activities within a port; take control of a situation, deliver reliable and dependable results in work outputs, quality, work ethics and self-development, as well as encouraging and supporting the development of others

- safely moor and unmoor vessels of a range of type and size
- safely handle loads manually and mechanically, including mooring lines, cargo, stores, etc.
- demonstrate personal water safety around the harbour and sea survival skills
- communicate clearly and use communications equipment including VHF radio
- operate within health, safety and security systems and practice these in line with regulation, codes of practice and company policies and procedures
- operate navigational systems and equipment such as: compasses, Global Navigation Satellite Systems, radar, Automatic Information Systems, etc.
- carry out port marine operations specific to the setting such as leisure, fishing, cargoes, passenger etc.
- contribute to the protection of the marine environment including protection of sites of special scientific interest and marine conservation zones

**Knowledge and understanding of:**

- vessel and shore based electronic navigation systems such as Global Navigation Satellite Systems
- port specific Information Technology systems, such as vessel booking, traffic management, security systems
- hydrographic survey, conservancy (including: buoyage, aids to navigation etc.) and dredging
- basic routine maintenance of marine craft and equipment
- safe management of vessel operations within harbours
- marine meteorology and how to produce and interpret a weather forecast
- marine navigation (including the International Regulations for Preventing Collisions at Sea), chart work, tides and buoyage
- principles and practice of marine pilotage
- marine propulsion and manoeuvring systems such as propellers, thrusters, rudder, anchors, etc.
- maritime emergency response within the port jurisdiction and procedures
- maritime law including roles and responsibilities of the port authority such as: byelaws, general directions for navigation, local notices to mariners, etc.
- the basic principles of different types of vessel construction found in ports and of safe vessel stability
- port control operations including local port service and or vessel traffic services
- marine infrastructure such as jetties, quays, marinas, and operations such as cargo, fishing, leisure, passenger, roll-on/roll-off
- relevant health, safety and security legislation such as: Health and Safety at Work Act 1974, International Ship and Port Facility Security Code, etc.
- port marine responsibilities, statutory powers, duties and codes (including Port Marine Safety Code and Guide to Good Practice)

**Behaviours - a Port Marine Operations Officer will:**

- take ownership for own performance and training; strive to achieve the best results in all they do; maintain a positive attitude and approach to their work even when priorities and working patterns change

- take responsibility for own and others' health, safety and security at all times; demonstrate integrity, credibility, honesty and personal drive; embody the organisation's values, a belief in the services it offers and an interest in the industry

**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:

There are no specific units required for this standard

There are no option modules or pathways

**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/media/1749/st0428\\_port-marine-operations-officer\\_l4\\_ap-for-publication\\_may-2018.pdf](https://skillsengland.education.gov.uk/media/1749/st0428_port-marine-operations-officer_l4_ap-for-publication_may-2018.pdf)

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 45 questions and grading is as follows:

- Distinction: 38-45
- Pass: 29-37
- Fail: 0-28

**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 20 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](mailto: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 4