



Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE AVIATION GROUND OPERATIVE APPRENTICESHIP

ST0037/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0037	2	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 2 aviation ground 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: Aircraft handling
- Option 2: Aircraft movement
- Option 3: Firefighter
- Option 4: Flight operations
- Option 5: Passenger services

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

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

Core Assessment Outcome	Mapping
AO1: Health, safety and security compliance Applies health and safety regulations, aviation legislation and organisational security procedures to maintain a safe and secure environment for self and others.	K1*, K2*, K3 S1*, S2*, S3
AO2: Communication and team collaboration Communicates effectively using a range of communication methods, records information accurately and works collaboratively with colleagues and customers to support operational objectives.	K4*, K5* S4*, S5*
AO3: Operational systems, procedures for emergencies and goods handling Uses aviation systems and applies organisational procedures to carry out operational duties accurately and efficiently, responding to incidents, disruptions and emergencies.	K6, K7, K8 S6, S7*, S8*
Option 1: Aircraft handling	Mapping
AO4: Aircraft marshalling and load management Uses marshalling signals and interprets loading and unloading instructions, completing Load Instruction Reports (LIR) to support the safe and timely loading and unloading of aircraft and Unit Load Devices (ULDs).	K9*, K10*, K11* S9, S10*, S11*
AO5: Specialist equipment and turnaround operations Uses specialist equipment safely to prepare aircraft for turnaround activities on arrival and departure, applying organisational procedures.	K12 , K13 S12*, S13*
Option 2: Aircraft movement	Mapping

AO6: Aircraft pushback using specialist equipment Applies procedures for preparing and conducting aircraft pushback and towing activities safely. Inspects and operates specialist equipment, applies airside safety procedures and responds to emergencies.	K14, K15, K16, K17 S14, S15, S16, S17*
Option 3: Firefighter	Mapping
AO7: Fire and rescue dealing with hazards and decontamination Works as part of a team to conduct search, rescue and firefighting operations during aviation incidents. Uses specialist firefighting equipment and carries out decontamination procedures.	K18, K19 , K20, K21, K22 S18, S19, S20 , S21, S22
Option 4: Flight operations	Mapping
AO8: Aviation information management Collects, collates and communicates aviation operational information accurately, responding to urgent incidents	K23*, K26 S23*, S26
AO9: Specialist equipment and airside risk management Inspects and operates specialist equipment. Contributes to reducing airside risks and hazards by following organisational procedures.	K24, K25 S24, S25*
Option 5: Passenger Services	Mapping
AO10: Passenger check-in and documentation Processes passenger travel documentation and carries out check-in, boarding and customer service duties, applying legal and organisational requirements.	K27*, K28*, K29, K30 S27*, S28*, S29*, S30

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 at least one **observation** or **simulation**.

Any additional assessment, or assessments, must be selected from the following list of methods, to ensure the assessment outcomes are met in full. Assessments available in the list may be used more than once:

- **interview**
- **demonstration**
- **professional discussion**
- **question and answer**
- **written test**
- **portfolio**
- **additional observation**
- **additional simulation**

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
Applied Knowledge	Applies knowledge, facts, procedures and ideas of aviation ground operations, appropriately in a significant range of varied work activities and contexts, some of which are complex or non-routine.	Applies knowledge, facts, procedures and ideas of aviation ground operations, with consistently high accuracy, insights or efficiency in a significant range of varied work activities and contexts, some of which are complex or non-routine.
Applied Skills	Selects and applies practical aviation ground operations skills consistently in a significant range of varied work activities and contexts, some of which are complex or non-routine. Solves straight-forward, well-defined aviation ground operations problems, to an acceptable standard.	Integrates practical aviation ground operations skills with precision in a significant range of varied work activities and contexts, some of which are complex or non-routine. Solves straight-forward, well-defined aviation ground operations problems, that add value.
Regulatory and Procedural Awareness	Gathers and interprets aviation legislation, health and safety regulations, and organisational security procedures relevant to the role, with minimal noncritical errors, although depth of insight or adaptability may be limited	Applies interpretation of aviation legislation, health and safety regulations, and organisational security procedures relevant to the role, with minimal noncritical errors and with reasonable depth of insight or adaptability.
Communication and Collaboration	Communicates and collaborates effectively within a	Communicates with clarity and sensitivity, within a team or group setting,

	team or group setting, delivering reliable customer service.	delivering a courteous customer service.
Information Use and Decision Making	Gathers and interprets aviation operational information relevant to the role, informing decisions and actions that are fit for purpose in the work context.	Applies interpretation of aviation operational information and feedback relevant to the role, shaping actions that add value.
Responsibility and Autonomy	Takes responsibility for completing aviation ground operations tasks and procedures. Exercises autonomy and judgement subject to overall direction or guidance. May collaborate with others perhaps through a work group or team.	Exercises informed judgement and self-direction when taking responsibility for completing aviation ground operations tasks and procedures anticipating the needs of the task or team.

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