

Working with ELS End-Point Assessment

Independent End Point Assessor - Supporting Evidence of Competency

Each apprenticeship standard sets out very clear requirements for occupational competency that we (ELS) must ensure our assessment team meet.

Please provide [detailed information](#) for how you meet the requirements of the **Aviation Ground Specialist Level 3** Standard (and pathways, where appropriate) you are applying to assess.

Name:	
Date:	
Do you hold an Assessors qualification? (D32, D33, A1, CAVA) Please list dates achieved (or dates expected if working towards):	
Do you hold an Internal Quality Assurance (IQA) Qualification (D34, V1)	
Do you hold any current and valid DBS checks?	
Date the DBS Check was completed:	

STANDARD:	Occupational competency requirements, as set out in the assessment plan:	How do you meet these occupational competency requirements? <i>Consider including information such as: details of environments you have worked in, currency of your practical competence, dates and timeframes of experience, how you remain current, details of any professional registrations or qualifications you hold, <u>specific to standard and/or pathway</u>.</i> NB. For standards which have multiple pathways, please enter N/A for the pathways you have no experience in. https://www.instituteforapprenticeships.org/media/1133/aviation_ground_specialist.pdf Please click on the link to look up the latest Apprenticeship Standard.	<u>Internal use only:</u> Score
Aviation Ground Specialist L3	Have excellent knowledge and understanding of the apprenticeship standard.		
	Do you hold qualifications, or have undertaken training, that has legislative and technical relevance to the Aviation Ground Specialist apprenticeship standard?		
	Do you have 'hands on' experience in a role within Aviation Ground Specialist industry for the last 12 months?		
	How do you keep your CPD for this standard up to date?		

	Key knowledge, Skills and Behaviours as set out in the assessment plan:	How do you meet the standard criteria for the KSBs listed below? <i>An understanding of the apprenticeship standards and the assessment models used, with specific knowledge about the relevant industry area for the role. Explain your “hands on” experience within the following areas. Please include dates and as much detail as possible. As you type into the boxes they will expand.</i>	<u>Internal use only:</u> Score
	Safety Monitor area of responsibility to ensure compliance with aviation legislation and organisational procedures, addressing and reporting hazards.		
	Security Ensure aviation security is maintained in own area of operations.		
	Compliance and Legislation Monitor compliance with legislation, procedures and regulations in an aviation environment.		
	Communication Communicate effectively within the working environment, adapting methods and language to meet the situation.		
	Inter-personal skills Maximise team performance and meet the objectives of the team whilst embracing equality and inclusivity.		
	Aviation systems Take remedial action upon identification of faults or errors in a timely manner if they occur.		

	<p>Disruption, incidents & emergencies Implement and monitor emergency procedures in potential incidents or disruptions that may occur and the appropriate action to take.</p>		
	<p>Dangerous goods Deal effectively with dangerous goods.</p>		
	<p>Aviation timescales Operate each stage of the aviation operations performance to ensure timely aircraft movements.</p>		
	<p>Specialist functions 1:</p>	<p>Aircraft Handling - The aircraft handling specialist takes day to day control of key functions and services applied to the aircraft and its environment on the ground.</p>	
	<p>Marshalling Safely manoeuvre and position vehicles, monitoring team to ensure correct marshalling hand signals and techniques are used.</p>		
	<p>Load Instruction Report and balancing Know the importance of the correct preparation and interpretation of and conformance to loading instruction reports (LIR) for both inbound and outbound aircraft, within aircraft weight and balance characteristics, structural limitations and compartment maximums.</p>		
	<p>Load and Unload The loading and unloading procedures for all types of aircraft in area of operation, including hold doors, floor locks, nets, and inter plane systems.</p>		

	<p>Specialist Equipment The requirements and responsibilities of self and team members in checking specialised equipment, including Unit Load Devices (ULDs), prior to use, ensuring safe operation and correct storage after use.</p>		
	<p>Servicing Demonstrate/mentor and supervise the preparation and configuration the aircraft holds for departure.</p>		
	<p>Specialist functions 2:</p>	<p>Aircraft Movement - An aircraft movement specialist is responsible for the efficient movement and recovery of fixed and rotary wing aircraft and the safety of other team members at a variety of airports / heliports and other landing platforms within the civil aviation and military arenas.</p>	
	<p>The operation of an airside vehicle Briefing the team to prepare prior to use airside, and procedures for safe operation of airside vehicles, including how to deal with incidents or emergencies while operating an airside vehicle.</p>		
	<p>Operate aviation specialist equipment The requirements and responsibilities of self and team members in checking specialised equipment prior to use, ensuring safe operation and correct storage after use.</p>		
	<p>Airside marshalling Monitor the team to ensure correct preparation of the airside environment for marshalling of aircraft and or vehicles, and monitor marshalling of aircraft and or vehicles in accordance with organisation's standard operating procedures.</p>		

	<p>The safe manoeuvring of aircraft vehicles and personnel airside Knowledge of the rules and regulations for aircraft, vehicles and personnel operating airside and how to ensure compliance with airport safety requirements.</p>		
	<p>Specialist functions 3:</p>	<p>Fire Fighter - Work as a lead member on a Fire Service Watch and carry out all associated duties to agreed level of authority such as maintain specialist equipment and deal with incidents and emergencies of a structural and aviation nature.</p>	
	<p>Save & preserve endangered life Fire and rescue service responsibilities and procedures for search and rescue operations in an aviation environment.</p>		
	<p>Resolve aviation fire & rescue incidents The processes and procedures for resolving aviation fire and rescue operational and special service incidents.</p>		
	<p>Take responsibility for effective performance in fire and rescue How to make a positive contribution to the fire and rescue operation in your organisation including physical fitness requirements, health and safety of the working environment both at base and when attending incidents, maintaining effective working relationships with colleagues during routine tasks and during incidents and continuing to develop your skills and knowledge of fire and rescue operations.</p>		

	<p>Test, maintain and operate specialist aviation firefighting equipment Test frequencies and how to plan, select and check specialist firefighting equipment, understanding how to use it in accordance with organisational policy and how to record, report and rectify faults relating to the equipment.</p>		
	<p>Protect environment from hazardous materials Minimise damage to the environment from hazardous materials and decontaminate people and property. Support people involved in an operational incident.</p>		
	<p>Specialist functions 4:</p>	<p>Flight Operations - Flight operations specialists should provide guidance and leadership to colleagues in the flight operations team, facilitating the smooth flow of air traffic by providing information both themselves and with the support of team members, to key stakeholders including flight crew and air traffic controllers.</p>	
	<p>Support flight Operations How to devise and implement relevant procedures in the event of an aviation incident / emergency. Support and monitor team members to collect, collate and supply information and complete other duties during flight operations.</p>		
	<p>Monitor the weather in an aviation environment Knowledge of the procedure to obtain weather forecasts their key features, what the data means for flight operations and how the information must be used.</p>		

	<p>Reducing aviation hazards Application of procedures for identifying, reporting and reducing aviation hazards, and the process for distributing pertinent information on aviation risks.</p>		
	<p>Resolve multifaceted aviation Issues Identify aviation issues and select and implement the most suitable solution, reviewing the situation to ensure it has been resolved.</p>		
	<p>Specialist functions 5:</p>	<p>Passengers Services - A passenger operations specialist takes day to day control of key areas of the passenger journey through the airport.</p>	
	<p>Travel documentation How to deal with issues relating to passports, visas and other statutory or organisational travel documentation required for travel, including procedures for and implications of making decisions on acceptance or refusal for travel.</p>		
	<p>Check in Operational systems and procedures for check in and how to deal with check in issues, including the impact of decisions made and how to maintain operational standards of performance and customer satisfaction.</p>		
	<p>Gate processes Know how to maintain equipment and address failures of equipment and processes to minimise disruption and delay.</p>		

	Customer Service and communication How to communicate to customers in challenging situations in individual and group situations Understand the procedures for service recovery Address complex customer needs to ensure service standards and individual requirements are maintained.		
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Thank you for your time completing this form

Please return your completed form to ELS by uploading your form at:

<https://www.elsbusinesstraining.co.uk/end-point-assessment/independent-end-point-assessors-and-internal-quality-assurers/>
or email it to epaenquiries@explosivelearningsolutions.com