

Highfield Level 3 End-Point Assessment for Aviation Ground Specialist - Flight Operations

EPA-Kit

Assessing the On-demand Tests

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- On-demand Tests Criteria

The On-Demand Tests - Guidance

The following areas (knowledge) of the Aviation Ground Specialist - Flight Operations standard will be assessed by two 1-hour on-demand tests consisting of 30 questions each, with the pass mark being 60% (18 out of 30). The content of one test will be based on the core knowledge areas. The content of the other test will be based on the specialist function knowledge areas for Flight Operations.

The topics covered within the core knowledge test are listed below:

- Safety
- Security
- Compliance & legislation
- Communication
- Disruption incidents & emergencies
- Dangerous goods

The topics covered within the specialist knowledge test are listed below:

- Support aviation operations
- Monitor the weather in an aviation environment
- Reducing aviation hazards

In each paper, questions will cover each of the areas above; however, not every aspect of every area will be covered in every test.

Before the assessment

- While on-programme, the employer/training provider should brief the apprentice on the areas to be assessed by the on-demand test
- In readiness for end-point assessment, the apprentice should complete a sample test, this can be found at the end of this section of the EPA Kit

On-Demand Tests Criteria

The following pages include the criteria that are covered by the on-demand test.

The apprentice will	Criteria covered in the on-demand test
Safety	
Understand the health and safety legislation in aviation and in relation to own role and organisation and how to monitor it	SA1 - Outline your organisation's systems, procedures and practices designed to maintain health and safety including those relating to work patterns, work methods and housekeeping and how these impact on others SA2 - Outline your organisation's procedures for dealing with staff who are not meeting health and safety procedures SA3 - Outline your organisation's emergency procedures SA4 - Identify the relevant aviation and health and safety legislation and European directives and the effect they have on your area of responsibility SA5 - Describe organisational and legal health and safety requirements SA6 - Identify hazards in the workplace

The apprentice will	Criteria covered in the on-demand test
Security	
<p>Understand the requirements for maintaining aviation security in own area of authority and action to take in the event of a breach of security</p>	<p>SE1 - Outline the relevant powers contained in security regulations</p> <p>SE2 - Outline specified, banned, illegal and dangerous items</p> <p>SE3 - Outline the relevant documents and authorities to be aware of</p> <p>SE4 - Outline the different areas of the airport and what authorisation is needed to access various areas</p> <p>SE5 - Describe your roles and responsibilities in relation to security</p> <p>SE6 - Identify signs of suspicious behaviour or unusual incidents, using threat or risk analysis</p> <p>SE7 - Describe your organisation's procedures for restricting access to people, authorized areas and vehicles</p> <p>SE8 - Outline internal and statutory security testing procedures</p> <p>SE9 - Identify your organisation's procedures for raising or responding to alarms</p> <p>SE10 - Identify your organisation's procedures for dealing with actual or suspected security threats</p> <p>SE11 - Outline DfT guidance, including threat levels: critical/severe/substantial/moderate/low</p>

The apprentice will	Criteria covered in the on-demand test
Compliance & legislation	
<p>Understand the aviation and other applicable legislation, procedures and regulations relating to an aviation environment, and monitoring procedures within own area of responsibility</p>	<p>CL1 - Outline the requirements for compliance in the aviation environment</p> <p>CL2 - Outline which procedures must be followed to ensure compliance</p> <p>CL3 - Describe the impact of not following procedures and ensuring compliance</p> <p>CL4 - Describe the impact of the aviation operation on the environment</p> <p>CL5 - Identify environmental controls in the aviation operation</p> <p>CL6 - Describe your responsibilities to monitor compliance in the aviation operation</p>

The apprentice will	Criteria covered in the on-demand test
Communication	
<p>Understand the methods of communication to ensure effective and timely transfer of information to different audiences using relevant language and format</p>	<p>CO1 - Outline available lines and methods of communication, including oral, written, electronic, carried out by self and carried out by others</p> <p>CO2 - Identify relevant communications equipment including telephone, electronic, radiotelephone and megaphone</p> <p>CO3 - Outline organisational procedures relating to use of communications equipment</p> <p>CO4 - Outline organisational procedures regarding malfunctioning equipment</p> <p>CO5 - Identify relevant aviation guidelines, procedures, standard phrases and the phonetic alphabet</p> <p>CO6 - Identify commonly used aviation codes relevant to your job role, and sources of information for less commonly used codes</p> <p>CO7 - Describe your organisation's systems for processing and storing information</p> <p>CO8 - Outline what is confidential and commercially sensitive information</p> <p>CO9 - Describe organisational procedures for communicating messages and reporting to seniors, colleagues or external sources</p>

The apprentice will	Criteria covered in the on-demand test
Disruption incidents & emergencies	
<p>Understand how to implement and monitor emergency procedures in own area of responsibility, the range of potential incidents and disruption that may occur and the appropriate action to take</p>	<p>DI1 - Outline how to identify, analyse and accurately describe the incident/emergency DI2 - Outline how to recognise when an incident/emergency exists DI3 - Outline how to agree with others how you will know the incident/emergency has been solved DI4 - Outline how to use a variety of methods to come up with different ways of tackling the incident/emergency DI5 - Outline how to compare the main features of each approach and use this information to justify the method you decide to use DI6 - Outline how to plan your chosen way of solving the incident/emergency to include resources, methods, the sequence of steps to be taken and timeline, including points for checking progress DI7 - Outline the necessary actions to meet health and safety procedures and other regulations and ways to overcome difficulties DI8 - Identify and gain the relevant authority to carry out a plan, and review this regularly to check progress</p>

The apprentice will	Criteria covered in the on-demand test
Dangerous goods	
<p>Understand the dangerous goods relevant to a range of aviation operations and how to deal with them effectively in own area of responsibility</p>	<p>DG1 - Acknowledge and understand the general philosophy and handling requirements of dangerous goods DG2 - Identify how to recognise classification of dangerous goods DG3 - Identify potential hidden hazards in cargo and baggage DG4 - Understand general storage and/or loading procedures of dangerous goods DG5 - Acknowledge and understand the emergency procedures in the event of a dangerous goods incident</p>

The apprentice will	Criteria covered in the on-demand test
Support flight operations	
Understand the role of a specialist in supporting flight operations and operating conditions. How to devise and implement relevant procedures in the event of an aviation incident/emergency	SO1 - Outline potential flight irregularities and subsequent contingency plans SO2 - Outline your organisation's structure and reporting procedures SO3 - Outline limits of your own responsibility in line with your organisation's procedures SO4 - Implement directives with colleagues that align with those of your organisation SO5 - Describe the information requirements of flight crew and ground crew SO6 - Describe how information is communicated between relevant parties

The apprentice will	Criteria covered in the on-demand test
Monitor the weather in an aviation environment	
Understand the procedure to obtain weather forecasts, their key features, what the data means for flight operations and how the information must be used	MW1 - Outline the relevant meteorological and pilot reports MW2 - Outline Metform 2309 - routine reports and special reports MW3 - Describe the difference between forecasts and reports, and how to record these MW4 - Describe relevant meteorological information including surface wind direction and speed, visibility, significant cloud amount, height of cloud base, barometric pressure setting and runway surface conditions MW5 - Outline the formats for transmitting and acknowledging routine and unusual meteorological information MW6 - Describe weather changes to be identified including thunderstorms, fog, wind shear, gales, squalls, cloud, snow, frost, freezing precipitation and ice

The apprentice will	Criteria covered in the on-demand test
Reducing aviation hazards	
<p>Understand the application of procedures for identifying, reporting and reducing aviation hazards, and the process for distributing pertinent information on aviation risks</p>	<p>RH1 - Outline your organisation's rules such as parking and speeding</p> <p>RH2 - Outline the benefits of working safely including to yourself, others, equipment, the airport and other companies</p> <p>RH3 - Identify common causes of accidents and the main things that can go wrong</p> <p>RH4 - Identify hazardous materials, procedures for using them and dealing with incidents involving them</p> <p>RH5 - Explain the importance of staying alert and following safety rules</p> <p>RH6 - Be aware of legislation covering aviation which states that your employer has the duty to provide a safe working environment and you have a duty to follow your employer's safety rules</p> <p>RH7 - Identify where the ramp area is: the surface area from the building to the rear of the aircraft stands including the apron</p> <p>RH8 - Identify emergency areas such as fire assembly points and areas for emergency response vehicles</p> <p>RH9 - Explain how and when to use equipment and vehicles</p>