

Highfield Level 3 End-point Assessment for Aviation Ground Specialist (all pathways) Dispensation Guidance

The following COVID-19 temporary discretion has been agreed until further notice.

The practical observation may be replaced by a witness testimony completed by either the training provider or employer, supported by a 30-minute question and answer session.

Witness Testimony

A witness testimony must be completed by an 'expert witness' from the employer or training provider. It must detail the activities witnessed for one of the three available scenarios per pathway while the apprentice has been on programme. The provider and employer will select the most appropriate scenario, this will not be provided by Highfield. The witness testimony must then be clearly mapped against all the assessment criteria for the scenario chosen. If completed by the training provider, it must also be authenticated by the employer. The assessment criteria to be covered in each scenario can be found in the relevant EPA-kit on our [website](#). Any criteria from the other scenarios will be carried over and covered in the professional discussion.

We have provided a template for your use. However, you may use your own template providing it contains the declaration statements and is provided in one of the following acceptable formats:

<i>.docx</i>	<i>.xlsx</i>	<i>.pptx</i>
<i>.pdf</i>	<i>.jpg</i>	<i>.png</i>
<i>.mp3</i>	<i>.mp4</i>	<i>.m4a</i>

The witness testimony must be uploaded to the apprentice's Dropbox folder by the deadline agreed and stated on their booking confirmation.

Who is an 'expert witness'?

An expert witness for this dispensation is defined as someone who is working at a level higher than that of the apprentice and has worked with or trained/assessed the apprentice on at least 3 occasions during their apprenticeship.

Question and Answer Session

All apprentices will be given the opportunity to take part in a 30-minute question and answer session led by the end-point assessor. This will be scheduled to take place remotely prior to the professional discussion over web conferencing. This session will centre around where criteria require further expansion or clarification. Apprentices are permitted to bring notes and supporting documents to the question and answer session. As with all assessment activities, a valid form of photo identification must be shown to the assessor at the start of the question and answer session. Further guidance on how to use web conferencing for assessments and the technical requirements will be provided with each booking confirmation.