

# DRAFT END-POINT ASSESSMENT PLAN FOR THE SHIP'S MASTER – LESS THAN 500 GROSS TONNAGE NEAR COASTAL APPRENTICESHIP

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS END-POINT ASSESSMENT (EPA)	INTEGRATED
ST1333	4	Yes

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## Key Fields

## Introduction and overview

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This document explains the requirements for end-point assessment (EPA) for the Ship's Master - Less than 500 Gross Tonnage Near Coastal apprenticeship. End-point assessment organisations (EPAOs) must follow this when designing and delivering the EPA.

**Ship's Master – Less than 500 Gross Tonnage Near Coastal** apprentices, their employers and training providers should read this document.

A full-time Ship's Master - Less than 500 Gross Tonnage Near Coastal apprentice typically spends 48 months on-programme. The apprentice must spend at least 12 months on-programme and complete the required amount of off-the-job training in line with the apprenticeship funding rules.

The EPA should be completed within an EPA period lasting typically 6 months.

The apprentice must complete their training and meet the gateway requirements before starting their EPA. The EPA will assess occupational competence.

An approved EPAO must conduct the EPA for this apprenticeship. Employers must work with the training provider to select an approved EPAO from the apprenticeship providers and assessment register (APAR).

This EPA has 2 assessment methods.

The grades available for each assessment method are below.

Assessment method 1 - Project report and presentation with questions:

- fail
- pass

- distinction

Assessment method 2 - MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653:

- fail
- pass

The result from each assessment method is combined to decide the overall apprenticeship grade. The following grades are available for the apprenticeship:

- fail
- pass
- distinction

## EPA summary table

[Edit epa gateway form](#)[Edit available grades form](#)[Edit overall epa grading form](#)[Edit re-sits and re-takes form](#)

<p><b>On-programme - typically 48 months</b></p>	<p>The apprentice must:</p> <ul style="list-style-type: none"> <li>• complete training to develop the knowledge, skills and behaviours (KSBs) outlined in this apprenticeship’s standard</li> <li>• complete training towards English and mathematics qualifications in line with the apprenticeship funding rules</li> <li>• complete training towards the qualifications listed in the Ship's Master - Less than 500 Gross Tonnage Near Coastal apprenticeship standard</li> </ul> <p>The qualifications required are:</p> <p>The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Personal Survival Techniques  STCW Fire Prevention and Fire Fighting  STCW Elementary First Aid  STCW Personal Safety and Social Responsibility  STCW Advanced Firefighting  STCW Medical First Aid  STCW Proficiency in Survival Craft and Rescue Boats  STCW Designated security duties (DSD)  Association of Marine Electronic and Radio Colleges (AMERC) Global Maritime Distress and Safety System (GMDSS) General Operators Certificate (GOC)  Navigation Aids, Equipment and Simulator Training (NAEST (O))  Human Element, Leadership and Management “HELM(O)” certificate (operator level)  Human Element, Leadership and Management “HELM(M)” certificate (management level)  Officer of the Watch (OOW) Certificate of Competence</p>
<p><b>End-point assessment gateway</b></p>	<p>The apprentice’s employer must be content that the apprentice is occupationally competent.</p>

	<p>The apprentice must:</p> <ul style="list-style-type: none"> <li>• confirm they are ready to take the EPA</li> <li>• have achieved English and mathematics qualifications in line with the apprenticeship funding rules</li> <li>• have passed <a href="#">The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Personal Survival Techniques</a></li> <li>• have passed <a href="#">STCW Fire Prevention and Fire Fighting</a></li> <li>• have passed <a href="#">STCW Elementary First Aid</a></li> <li>• have passed <a href="#">STCW Personal Safety and Social Responsibility</a></li> <li>• have passed <a href="#">STCW Advanced Firefighting</a></li> <li>• have passed <a href="#">STCW Medical First Aid</a></li> <li>• have passed <a href="#">STCW Proficiency in Survival Craft and Rescue Boats</a></li> <li>• have passed <a href="#">STCW Designated security duties (DSD)</a></li> <li>• have passed <a href="#">Association of Marine Electronic and Radio Colleges (AMERC) Global Maritime Distress and Safety System (GMDSS) General Operators Certificate (GOC)</a></li> <li>• have passed <a href="#">Navigation Aids, Equipment and Simulator Training (NAEST (O))</a></li> <li>• have passed <a href="#">Human Element, Leadership and Management “HELM(O)” certificate (operator level)</a></li> <li>• have passed <a href="#">Human Element, Leadership and Management “HELM(M)” certificate (management level)</a></li> <li>• have passed <a href="#">Officer of the Watch (OOW) Certificate of Competence</a></li> </ul> <p>For the <a href="#">project report and presentation with questions</a>, the apprentice must submit a <a href="#">project summary</a>. To ensure the project allows the apprentice to meet the KSBs mapped to this assessment method to the highest available grade, the EPAO should sign-off the project’s title and scope at the gateway to confirm it is suitable. A brief project summary must be submitted to the EPAO. It should be no more than 500 words. This needs to show that the project will provide the opportunity for the apprentice to cover the KSBs mapped to this assessment method. It is not assessed.</p> <p>Gateway evidence must be submitted to the EPAO, along with any organisation specific policies and procedures requested by the EPAO.</p>
<p><b>End-point assessment - typically 6 months</b></p>	<p><b>The grades available for each assessment method are below</b></p> <p><a href="#">Project report and presentation with questions</a>:</p> <ul style="list-style-type: none"> <li>• fail</li> <li>• pass</li> <li>• distinction</li> </ul> <p><a href="#">MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</a>:</p> <ul style="list-style-type: none"> <li>• fail</li> <li>• pass</li> </ul> <p><b>Overall EPA and apprenticeship can be graded:</b></p> <ul style="list-style-type: none"> <li>○ fail</li> </ul>

	<ul style="list-style-type: none"> <li>○pass</li> <li>○distinction</li> </ul>
<b>Professional recognition</b>	<p>This apprenticeship aligns with:</p> <ul style="list-style-type: none"> <li>• The Nautical Institute for Member (MNI)</li> </ul>
<b>Re-sits and re-takes</b>	<ul style="list-style-type: none"> <li>• re-take and re-sit grade cap: pass</li> <li>• re-sit timeframe: typically 3 months</li> <li>• re-take timeframe: typically 6 months</li> </ul>

## Duration of end-point assessment period

[Edit duration of end-point assessment period form](#)

The EPA is taken in the EPA period. The EPA period starts when the EPAO confirms the gateway requirements have been met and is typically 6 months.

The EPAO should confirm the gateway requirements have been met and start the EPA as quickly as possible.

## EPA gateway

[Edit epa gateway form](#)

The apprentice's employer must be content that the apprentice is occupationally competent. That is, they are deemed to be working at or above the level set out in the apprenticeship standard and ready to undertake the EPA. The employer may take advice from the apprentice's training provider, but the employer must make the decision. The apprentice will then enter the gateway.

The apprentice must meet the gateway requirements before starting their EPA.

They must:

- confirm they are ready to take the EPA
- have achieved English and mathematics qualifications in line with the apprenticeship funding rules
- have passed [The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers \(STCW\) Personal Survival Techniques](#)
- have passed [STCW Fire Prevention and Fire Fighting](#)
- have passed [STCW Elementary First Aid](#)
- have passed [STCW Personal Safety and Social Responsibility](#)
- have passed [STCW Advanced Firefighting](#)
- have passed [STCW Medical First Aid](#)
- have passed [STCW Proficiency in Survival Craft and Rescue Boats](#)
- have passed [STCW Designated security duties \(DSD\)](#)
- have passed [Association of Marine Electronic and Radio Colleges \(AMERC\) Global Maritime Distress and Safety System \(GMDSS\) General Operators Certificate \(GOC\)](#)
- have passed [Navigation Aids, Equipment and Simulator Training \(NAEST \(O\)\)](#)
- have passed [Human Element, Leadership and Management "HELM\(O\)" certificate \(operator level\)](#)

- have passed [Human Element, Leadership and Management “HELM\(M\)” certificate \(management level\)](#)
- have passed [Officer of the Watch \(OOW\) Certificate of Competence](#)
- submit a [project summary](#) for the [project report and presentation with questions](#)

To ensure the project allows the apprentice to meet the KSBs mapped to this EPA method to the highest available grade, the EPAO should sign-off the project's title and scope at the gateway to confirm it is suitable. A brief project summary must be submitted to the EPAO. It should be no more than 500 words. This needs to show that the project will provide the opportunity for the apprentice to cover the KSBs mapped to this EPA method. It is not assessed.

Gateway evidence must be submitted to the EPAO, along with any organisation specific policies and procedures requested by the EPAO.

## Order of assessment methods

[Edit order of assessment methods form](#)

The assessment methods must be delivered in the following order:

[Assessment method 1: project report and presentation with questions must be completed before assessment method 2: MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653](#)

This order is to help ensure that apprentices complete the EPA.

An apprentice is lawfully permitted to work as a Ship's Master - Less than 500 Gross Tonnage Near Coastal once they have passed assessment method 2: MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653

Successfully completing both assessment methods affirms full occupational competence for the purposes of this apprenticeship.

It is the responsibility of the EPAO to ensure that assessment method 2 is booked with the MCA, once the apprentice has achieved a minimum of a pass in assessment method 1.

## Project report and presentation with questions

[Edit project report and presentation with questions form](#)

### Overview

The project assessment method involves the apprentice completing a significant and defined piece of work that has a real business application and benefit. This process may include for example, research, analysis and the completion of tasks or activities to achieve the outcome. The assessment method will have an output at the end of the defined piece of work. The work completed for the project assessment method must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.

This assessment method has 2 components:

- completion of the defined piece of work for the [project with a project output](#)
- completion of the defined piece of work for the [presentation with questions and answers](#)

Together, these components give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. They are assessed by an independent assessor.

## **Rationale**

This assessment method is being used because:

- it enables a holistic assessment of an activity which takes place over several weeks
- it provides a cost-effective assessment as it minimises independent assessor time, makes use of the apprentice's employer's workplace, equipment, and resources, may contribute to workplace production, and can be administered remotely
- the presentation provides an opportunity for the apprentice to directly demonstrate verbal communication and use of information technology

## **Delivery**

The apprentice must complete a project based on one of the following:

- a reoccurring operational issue on vessel operations
- a new idea or opportunity to improve crew efficiency or reduce environmental impact
- introduction of new technology; or regulations

To ensure the project allows the apprentice to meet the KSBs mapped to this assessment method to the highest available grade, the EPAO must sign-off the project's title and scope at the gateway to confirm it is suitable. The EPAO must refer to the grading descriptors to ensure that projects are pitched appropriately.

The project output must be in the form of a report and presentation.

The apprentice must start the project after the gateway. The employer should ensure the apprentice has the time and resources, within the project period, to plan and complete their project.

The apprentice may work as part of a team to complete the project, which could include internal colleagues or technical experts. The apprentice must however, complete their project report and presentation unaided and they must be reflective of their own role and contribution. The apprentice and their employer must confirm this when the report and any presentation materials are submitted.

## **Component 1: Project report**

The report must include at least:

- an executive summary (or abstract)
- an introduction
- the scope of the project (including key performance indicators, aims and objectives)
- a project plan
- research outcomes
- data analysis outcomes
- project outcomes
- discussion of findings
- recommendations and conclusions
- references
- appendix containing mapping of KSBs to the report.

The report must also include:

- future work to achieve improved outcomes.

The project report must have a word count of 5000 words. A tolerance of 10% above or below is allowed at the apprentice's discretion. Appendices, references and diagrams are not included in this total. The apprentice must produce and include a mapping in an appendix, showing how the report evidences the KSBs mapped to this assessment method. The apprentice must complete and submit the report and any presentation materials to the EPAO by the end of week 16 of the EPA period.

## **Component 2: Presentation with questions**

The presentation with questions must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

The apprentice must prepare and deliver a presentation to an independent assessor. After the presentation, the independent assessor must ask the apprentice questions about their project, report and presentation.

The presentation should cover:

- an overview of the project
- the project scope (including key performance indicators)
- summary of actions undertaken by the apprentice
- project outcomes and how these were achieved

The presentation with questions must last 30 minutes. This will typically include a presentation of 10 minutes and questioning lasting 20 minutes. The independent assessor must use the full time available for questioning. The independent assessor can increase the time of the presentation and questioning by up to 10%. This time is to allow the apprentice to complete their last point or respond to a question if necessary.

The independent assessor must ask at least 5 questions. They must use the questions from the EPAO's question bank or create their own questions in line with the EPAO's training. Follow up questions are allowed where clarification is required.

The purpose of the independent assessor's questions is:

- to verify that the activity was completed by the apprentice
- to seek clarification where required
- to assess those KSBs that the apprentice did not have the opportunity to demonstrate with the report, although these should be kept to a minimum
- to assess level of competence against the grading descriptors

The apprentice must submit any presentation materials to the EPAO at the same time as the report - by the end of week 16 of the EPA period. The apprentice must notify the EPAO, at that point, of any technical requirements for the presentation.

During the presentation, the apprentice must have access to:

- audio-visual presentation equipment
- flip chart and writing and drawing materials
- computer



The independent assessor must have at least 2 weeks to review the project report and any presentation materials, to allow them to prepare questions.

The apprentice must be given at least 2 weeks' notice of the presentation with questions.

The apprentice may choose to end the presentation early. The apprentice must be confident they have demonstrated competence against the assessment requirements for the assessment method. The independent assessor or EPAO must ensure the apprentice is fully aware of all assessment requirements. The independent assessor or EPAO cannot suggest or choose to end the assessment methods early, unless in an emergency. The EPAO is responsible for ensuring the apprentice understands the implications of ending an assessment early if they choose to do so. The independent assessor may suggest the assessment continues. The independent assessor must document the apprentice's request to end the assessment early.

## Assessment decision

The independent assessor must make the grading decision. They must assess the project components holistically when deciding the grade.

The independent assessor must keep accurate records of the assessment. They must record:

- the KSBs demonstrated in the report and presentation with questions
- the apprentice's answers to questions
- the grade achieved

## Assessment location

The presentation with questions must take place in a suitable venue selected by the EPAO for example, the EPAO's or employer's premises. It should take place in a quiet room, free from distractions and influence.

The presentation with questions can be conducted by video conferencing. The EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided.

## Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO must maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must ensure that the apprentice has a different set of questions in the case of re-sits or re-takes.

EPAO must produce the following materials to support the project:

- independent assessor EPA materials which include:
  - training materials
  - administration materials
  - moderation and standardisation materials
  - guidance materials
  - grading guidance
  - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

## **MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653**

[Edit mca oral examination for master ships less than 500gt engaged on near coastal voyages stcw code ii/3 from min 653 form](#)

### **Overview**

In the MCA oral assessment, the apprentice is assessed verbally. It gives the apprentice the opportunity to demonstrate the knowledge, skills and behaviours mapped to this assessment method. Please refer to the MCA's latest guidance details for the assessment.

The MCA is responsible for discharging its statutory functions (and in order to meet international maritime regulations) by overseeing these assessments that affirm certification. The MCA must retain control over how they meet this requirement, however they are also responsible for ensuring:

- that the MCA oral assessment assess all of the KSBs as mapped to them in this document
- that they inform the EPAO of the outcome of the MCA oral assessment (pass/fail) within 4 weeks
- that they work with the EPAO to ensure the overall EPA period of 6 months is not exceeded

### **Grading**

[Edit add grade descriptor form](#)[Edit mapping of ksbs to grade themes form](#)[Edit available grades form](#)

### **Project report and presentation with questions**

Fail - does not meet pass criteria

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
Communication and information technology K35 K37 K38 S32 S34 S35	<p>Uses vessel technology, complying with GDPR and cyber security regulations and policies, and in line with company policy and processes (K35, S32).</p> <p>Uses written communication techniques suitable for the context, adapting style and terminology, including industry terminology, to suit the audience (K37, S34).</p> <p>Uses verbal and visual communication techniques suitable for the context, adapting style and terminology to suit the audience (K38, S35).</p>	N/A
Continuing professional development (CPD) K36 S33 B2	Demonstrates commitment to maintaining and enhancing competence by carrying out and recording CPD activities for self and others in line company policy and expectations (K36, S33, B2).	Explains how their commitment to maintaining and enhancing competence of self and others through CPD has benefited their work and the business (S33, B2).
Leadership and management K39 S36	Manages human resources onboard, applying the principles of effective	Evaluates their management of resources onboard,

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
	leadership and management to meet the needs of the crew, quality standards and safety (K39, S36).	considering the impact of their management techniques on the crew, quality standards and safety (K39, S36).
Environmental and sustainability K40 S37 B5	Takes action to minimise negative environmental impact and waste, in line with environmental and sustainability requirements and guidance (K40, S37).	Justifies the action they have taken to minimise negative environmental impact and waste in line with environmental and sustainability requirements and guidance (K40, S37, B5).
Equity, diversity and inclusion (EDI) K41 S38 B6	Acts as a role model for equity and diversity by encouraging a diverse and inclusive culture, and applying and promoting policies and practices in line with company requirements (K41, S38, B6).	Evaluates the impact of implementing revised working practices that embraces a diverse and inclusive workforce (K41, S38).

### MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653

Fail - does not meet pass criteria

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS
MCA oral examination for Master Ships less than 500GT engaged on Near-Coastal Voyages STCW Code II/3 from MIN 653 K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 K19 K20 K21 K22 K23 K24 K25 K26 K27 K28 K29 K30 K31 K32 K33 K34 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S1	The MCA oral examination is administered by the MCA in accordance with their own published guidance.

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS
8 S19 S20 S21 S22 S23 S24 S25 S26 S27 S28 S29 S30 S31 B1 B3 B4	

## Overall EPA grading

[Edit overall epa grading form](#)

The assessment methods contribute equally to the overall EPA pass grade.

Performance in the EPA determines the overall grade of:

- fail
- pass
- distinction

An independent assessor must individually grade the project report and presentation with questions according to the requirements set out in this EPA plan.

The EPAO must combine the individual assessment method grades to determine the overall EPA grade.

If the apprentice fails one assessment method or more, they will be awarded an overall fail.

The apprentice must achieve at least a pass in both assessment methods to achieve an overall EPA pass. To achieve an overall EPA distinction, the apprentice must achieve a distinction in the project report and presentation with questions, and a pass in the MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653.

Grades from individual assessment methods must be combined in the following way to determine the grade of the EPA overall.

PROJECT REPORT AND PRESENTATION WITH QUESTIONS	MCA ORAL EXAMINATION FOR MASTER SHIPS LESS THAN 500GT ENGAGED ON NEAR COASTAL VOYAGES STCW CODE II/3 FROM MIN 653	OVERALL GRADING
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Distinction	Pass	Distinction

## Re-sits and re-takes

[Edit re-sits and re-takes form](#)

If the apprentice fails one assessment method or more, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does. The apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and the EPAO should agree the timescale for a re-sit or re-take. A re-sit is typically taken within 3 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 6 months of the EPA outcome notification.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a higher grade.

The apprentice will get a maximum EPA grade of pass **if** they need to re-sit or re-take one or more assessment methods, unless the EPAO determines there are exceptional circumstances.

## Roles and responsibilities

[Edit roles and responsibilities form](#)

ROLES	RESPONSIBILITIES
Apprentice	<p>As a minimum, the apprentice should:</p> <ul style="list-style-type: none"> <li>• complete on-programme training to meet the KSBs as outlined in the apprenticeship standard for a minimum of 12 months</li> <li>• complete the required amount of off-the-job training specified by the apprenticeship funding rules and as arranged by the employer and training provider</li> <li>• understand the purpose and importance of EPA</li> <li>• prepare for and undertake the EPA including meeting all gateway requirements</li> </ul>
Employer	<p>As a minimum, the apprentice's employer must:</p> <ul style="list-style-type: none"> <li>• select the training provider</li> <li>• work with the training provider to select the EPAO</li> <li>• work with the training provider, where applicable, to support the apprentice in the workplace and to provide the opportunities for the apprentice to develop the KSBs</li> <li>• arrange and support off-the-job training to be undertaken by the apprentice</li> <li>• decide when the apprentice is working at or above the apprenticeship standard and is ready for EPA</li> <li>• ensure the apprentice is prepared for the EPA</li> <li>• ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan</li> </ul>

ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• confirm arrangements with the EPAO for the EPA in a timely manner, including who, when, where</li> <li>• provide the EPAO with access to any employer-specific documentation as required for example, company policies</li> <li>• ensure that the EPA is scheduled with the EPAO for a date and time which allows appropriate opportunity for the apprentice to meet the KSBs</li> <li>• ensure the apprentice is given sufficient time away from regular duties to prepare for, and complete the EPA</li> <li>• ensure that any required supervision during the EPA period, as stated within this EPA plan, is in place</li> <li>• ensure the apprentice has access to the resources used to fulfil their role and carry out the EPA for workplace based assessments</li> <li>• remain independent from the delivery of the EPA</li> <li>• pass the certificate to the apprentice upon receipt</li> </ul>
EPAO	<p>As a minimum, the EPAO must:</p> <ul style="list-style-type: none"> <li>• conform to the requirements of this EPA plan and deliver its requirements in a timely manner</li> <li>• conform to the requirements of the apprenticeship provider and assessment register</li> <li>• conform to the requirements of the external quality assurance provider (EQAP)</li> <li>• understand the apprenticeship including the occupational standard and EPA plan</li> <li>• make all necessary contractual arrangements including agreeing the price of the EPA</li> <li>• develop and produce assessment materials including specifications and marking materials, for example mark schemes, practice materials, training material</li> <li>• maintain and apply a policy for the declaration and management of conflict of interests and independence. This must ensure, as a minimum, there is no personal benefit or detriment for those delivering the EPA or from the result of an assessment. It must cover: <ul style="list-style-type: none"> <li>○ apprentices</li> <li>○ employers</li> </ul> </li> </ul>

ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>○ independent assessors</li> <li>○ any other roles involved in delivery or grading of the EPA</li> <li>• have quality assurance systems and procedures that ensure fair, reliable and consistent assessment and maintain records of internal quality assurance (IQA) activity for external quality assurance (EQA) purposes</li> <li>• appoint independent, competent, and suitably qualified assessors in line with the requirements of this EPA plan</li> <li>• appoint administrators, invigilators and any other roles where required to facilitate the EPA</li> <li>• deliver induction, initial and on-going training for all their independent assessors and any other roles involved in the delivery or grading of the EPA as specified within this EPA plan. This should include how to record the rationale and evidence for grading decisions where required</li> <li>• conduct standardisation with all their independent assessors before allowing them to deliver an EPA, when the EPA is updated, and at least once a year</li> <li>• conduct moderation across all of their independent assessors' decisions once EPAs have started according to a sampling plan, with associated risk rating of independent assessors</li> <li>• monitor the performance of all their independent assessors and provide additional training where necessary</li> <li>• develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders</li> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the apprenticeship</li> <li>• arrange for the EPA to take place in a timely manner, in consultation with the employer</li> <li>• provide information, advice, and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA</li> <li>• confirm the gateway requirements have been met before they start the EPA for an apprentice</li> <li>• arrange a suitable venue for the EPA</li> </ul>



ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• maintain the security of the EPA including, but not limited to, verifying the identity of the apprentice, invigilation and security of materials</li> <li>• where the EPA plan permits assessment away from the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary</li> <li>• confirm the overall grade awarded</li> <li>• maintain and apply a policy for conducting appeals</li> </ul>
Independent assessor	<p>As a minimum, an independent assessor must:</p> <ul style="list-style-type: none"> <li>• be independent, with no conflict of interest with the apprentice, their employer or training provider, specifically, they must not receive a personal benefit or detriment from the result of the assessment</li> <li>• have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation</li> <li>• have the competence to assess the EPA and meet the requirements of the IQA section of this EPA plan</li> <li>• understand the apprenticeship’s occupational standard and EPA plan</li> <li>• attend induction and standardisation events before they conduct an EPA for the first time, when the EPA is updated, and at least once a year</li> <li>• use language in the delivery of the EPA that is appropriate to the level of the apprenticeship</li> <li>• work with other personnel, where used, in the preparation and delivery of assessment methods</li> <li>• conduct the EPA to assess the apprentice against the KSBS and in line with the EPA plan</li> <li>• make final grading decisions in line with this EPA plan</li> <li>• record and report assessment outcome decisions</li> <li>• comply with the IQA requirements of the EPAO</li> <li>• comply with external quality assurance (EQA) requirements</li> </ul>
Training provider	<p>As a minimum, the training provider must:</p> <ul style="list-style-type: none"> <li>• conform to the requirements of the apprenticeship provider and assessment register</li> </ul>

ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• ensure procedures are in place to mitigate against any conflict of interest</li> <li>• work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the KSBs as outlined in the occupational standard</li> <li>• deliver training to the apprentice as outlined in their apprenticeship agreement</li> <li>• monitor the apprentice's progress during any training provider led on-programme learning</li> <li>• ensure the apprentice is prepared for the EPA</li> <li>• work with the employer to select the EPAO</li> <li>• advise the employer, upon request, on the apprentice's readiness for EPA</li> <li>• ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan</li> <li>• remain independent from the delivery of the EPA</li> </ul>
Maritime and Coastguard Agency (MCA)	<p>For 'MCA oral examination for Master Ships less than 500GT engaged on Near-Coastal Voyages STCW Code II/3 from MIN653, as a minimum the MCA should:</p> <ul style="list-style-type: none"> <li>• administer applications.</li> <li>• administer and grade the examination.</li> <li>• issue a certificate of competency to apprentices who pass the assessment.</li> <li>• inform the EPAO of the outcome of the assessment.</li> <li>• inform the Institute of Apprenticeships and Technical Education (IfATE) of any changes to the examination that would impact the delivery of this EPA.</li> </ul>
Apprentice - MCA additional requirements	<p>The apprentice:</p> <p>must be at least 20 years old to satisfy MCA requirements for certification. They may, however, start the EPA process before they are 20 years of age, if they will be 20 or over at the point of certification.</p>

ROLES	RESPONSIBILITIES
EPAO - MCA additional requirements	<p>The EPAO:</p> <p>must ensure that assessment method 2 is booked with the MCA, once the apprentice has achieved a minimum of a pass in assessment method 1.</p>
Training providers - MCA additional requirements	<p>To deliver this apprenticeship's on-programme training, the training provider must be:</p> <ul style="list-style-type: none"> <li>• on the Education and Skills Funding Agency (ESFA) apprenticeship provider and assessment register (APAR); and</li> <li>• an MCA approved Master less than 500 GT, Near-Coastal Trading Area, STCW Convention Regulation II/3 training centre</li> </ul> <p>Details of MCA approved training providers for STCW short course and ancillary training can be found on the MCA Approved Training Providers (ATP) list.</p> <p>Training providers who want to seek approval to deliver Ship's Master Less than 500 Gross Tonnage Near Coastal training should contact the MCA.</p>

## Reasonable adjustments

### Edit reasonable adjustments form

The EPAO must have reasonable adjustments arrangements for the EPA.

This should include:

- how an apprentice qualifies for a reasonable adjustment
- what reasonable adjustments may be made

Adjustments must maintain the validity, reliability and integrity of the EPA as outlined in this EPA plan.

### Special considerations

The EPAO must have special consideration arrangements for the EPA.

This should include:

- how an apprentice qualifies for a special consideration
- what special considerations will be given

Special considerations must maintain the validity, reliability and integrity of the EPA as outlined in this EPA plan.

## Internal quality assurance

[Edit internal quality assurance form](#)

Internal quality assurance refers to the strategies, policies and procedures that an EPAO must have in place to ensure valid, consistent and reliable EPA decisions.

EPAOs for this EPA must adhere to the requirements within the roles and responsibilities table.

They must also appoint independent assessors who:

- have recent relevant experience of the occupation or sector to at least occupational level 4 gained in the last 2 years or significant experience of the occupation or sector
- hold at least a Master less than 500 GT, Near-Coastal Trading Area, STCW Convention Regulation II/3 certificate of competency.

## Value for money

[Edit value for money form](#)

Affordability of the EPA will be aided by using at least some of the following:

- completing applicable assessment methods online, for example computer-based assessment
- utilising digital remote platforms to conduct applicable assessment methods
- using the employer's premises

## Professional recognition

[Edit professional recognition form](#)

This apprenticeship aligns with:

- [The Nautical Institute for Member \(MNI\)](#)

## Mapping of KSBs to assessment methods

[Edit mapping of ksbs to assessment methods form](#)

KNOWLEDGE	ASSESSMENT METHODS
<b>K1</b> Master's over-riding authority as defined by the International Safety Management (ISM) code.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K2</b> Flag state and international regulations: International Convention for the Safety of life at sea (SOLAS), International convention for the Prevention of Pollution from Ships (MARPOL), Maritime	MCA oral examination for Master Ships less than 500GT engaged on Near

KNOWLEDGE	ASSESSMENT METHODS
Labour Convention (MLC), International Regulations Prevention of Collision at Sea (IRPCS), International Ship and Port Facilities Code (ISPS), International Aeronautical and Maritime Search and Rescue (IAMSAR), Life Saving Appliances (LSA) Code, Fire Safety Systems Code (FSS), Lifting Operations and Lifting Equipment Regulations (LOLER), Code of Safe working practices for merchant seafarers (UK only) (COSWP).	Coastal Voyages STCW Code II/3 from MIN 653
<b>K3</b> Audit requirements, including, port state control, flag states and classification society.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K4</b> Company's safety management procedures: Safety Management System (SMS), reporting procedures, and internal audit requirements.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K5</b> Crew certification, composition, and requirements by rank or position.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K6</b> The vessel particulars as outlined in the Officer of the Watch Training Record Book (TRB).	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K7</b> Official documents and requirements for their maintenance: Official Log Book, Oil Record Book, Garbage Record Book, Radio Log, Crew list, Muster list.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K8</b> Crew Welfare & Wellbeing.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K9</b> Fatigue and Hours of Rest Regulations and how this relates to the working patterns and requirements of the small vessel sector.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K10</b>	MCA oral examination for Master Ships less than

KNOWLEDGE	ASSESSMENT METHODS
Emergency situation responses on board a vessel.	500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K11</b> Conflict management techniques.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K12</b> The commercial influences and priorities of the operation.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K13</b> Principles and techniques of watchkeeping: requirements at sea, requirements at anchor, requirements in port, limitations of watchkeeping responsibility & crew's authority to call Master whenever deemed necessary, Competent Harbour Authority (CHA) regulations and requirements.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K14</b> Navigation considerations: operations in restricted visibility, weather routing, tidal and meteorological conditions, navigational features including restricted areas & hazards, buoyage, situational awareness of other traffic: proximity, speed.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K15</b> Passage Planning including Emergency Contingencies: passage planning and navigational considerations for all conditions, their importance, and legal application, application and safe usage of autopilot systems, ports of refuge and safe havens, emergency steering and communications, emergency command and control	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K16</b> Under keel clearance and contributing factors: squat, heave, pitch, roll, list.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K17</b> The different types and purposes of navigational systems: paper charts, electronic navigational aids (ECS, ECDIS), and maritime publications.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K18</b>	MCA oral examination for Master Ships less than

KNOWLEDGE	ASSESSMENT METHODS
Marine notices and their purpose: Notices to Mariners, Temporary & Preliminary Notice to Mariners, ALRS, and Navigational Aids.	500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K19</b> Routine and emergency communications equipment, including maintaining appropriate radio watch.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K20</b> Speed & manoeuvring including in restricted conditions.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K21</b> Mooring Plans: using shoreside assistance, self-mooring, buoys and anchoring, adjusting moorings and anchors as required and according to tide and prevailing weather conditions.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K22</b> Crew competence requirements	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K23</b> Requirements for safe means of access and egress: safety and monitoring of gangway, monitoring or tide and weather conditions, level access requirements	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K24</b> Methods, Systems and Tools to manage and mitigate risk: Master's standing orders Code of Safe Working Practices (COSWP) Competent Harbour Authorities (CHAs) regulations, Safe systems of work, Task Risk Assessment / hierarchy of risk, Permit to work, Toolbox talks, Stop work authority, Control of Substances Hazardous to Health (COSHH), Lifting Appliance regulations (LOLER), Cargo movements, Enclosed space entry, Hot work, Isolation – electrical / liquid / gas, Working at height, Working overside, Emergency exercises, Emergency communications, Critical equipment and functions, Winches, windlass, towing hooks, cranes, lifting equipment, Defect reporting, Planned maintenance and recording	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K25</b>	MCA oral examination for Master Ships less than



KNOWLEDGE	ASSESSMENT METHODS
Different types of cargoes and cargo operations: processes for the safe handling, stowage and securing of cargoes, requirements of the International Maritime Dangerous Goods (IMDG) Code	500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K26</b> Vessel stability: stages of loading, stability calculations.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K27</b> The operation, maintenance and servicing requirements of the safety equipment on board the vessel.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K28</b> Handling, care and aftercare of casualties.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K29</b> Role and responsibilities of the Designated Person Ashore (DPA).	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K30</b> Provisioning: company requirements, number of personnel and intended voyage, calculations and specific requirements for consumables, fresh produce, potable water, dry stores, cleaning products, personal hygiene.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K31</b> Principles of managing performance on board	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K32</b> Sector and organisational specific handover requirements: state of navigation equipment and machinery, vessel accounts, MLC compliance, disciplinary or grievance matters.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>K33</b> Handling and propulsion characteristics of different vessel types, including hydrodynamic interaction	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653



KNOWLEDGE	ASSESSMENT METHODS
<p><b>K34</b> Accident and incident reporting processes, including accident investigation techniques</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>K35</b> Information technology: Management Information Systems (MIS), spreadsheets, presentation, word processing, email, virtual communication and learning platforms. General Data Protection Regulation (GDPR). Cyber security.</p>	<p>Project report and presentation with questions</p>
<p><b>K36</b> Planned and unplanned CPD and recording methods.</p>	<p>Project report and presentation with questions</p>
<p><b>K37</b> Written communication techniques. Plain English principles. Industry terminology.</p>	<p>Project report and presentation with questions</p>
<p><b>K38</b> Verbal communication techniques. Giving and receiving information. Matching style to audience. Industry terminology.</p>	<p>Project report and presentation with questions</p>
<p><b>K39</b> Principles of effective leadership and management, including the prioritisation of resources.</p>	<p>Project report and presentation with questions</p>
<p><b>K40</b> Environmental and sustainability requirements and guidance, for example, environmental management systems standard, environmental protection act, alternative fuel sources</p>	<p>Project report and presentation with questions</p>
<p><b>K41</b> Principles of equity, diversity, and inclusion in the workplace. Unconscious bias. The Equality act - requirements on organisations.</p>	<p>Project report and presentation with questions</p>
SKILL	ASSESSMENT METHODS
<p><b>S1</b> Safely navigate vessel to meet operational and customer requirements</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S2</b></p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near</p>

KNOWLEDGE	ASSESSMENT METHODS
Manage the safe conduct of navigation of the passage, including use of autopilot system	Coastal Voyages STCW Code II/3 from MIN 653
<b>S3</b> Manage all aspects of navigational information	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S4</b> Select steering method according to prevailing environmental conditions.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S5</b> Implement performance checks and tests of navigation systems.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S6</b> Evaluate and respond to meteorological information.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S7</b> Manage compliance with legislation and guidance on lights, shapes and sound signals aboard the vessel.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S8</b> Follow principles and procedures of vessel traffic monitoring, including in response to environmental conditions.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S9</b> Act according to collision regulations to avoid hazardous close encounters and collisions with other vessels.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>S10</b> Manage crew resources and responsibilities.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653

KNOWLEDGE	ASSESSMENT METHODS
<p><b>S11</b> Manage crew competences</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S12</b> Manage and handle cargoes, stores, bunkers and waste.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S13</b> Monitor and manage vessel stability, using load-line calculations consistent with size of vessel.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S14</b> Manage cargo operations in accordance with cargo plan or other documents.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S15</b> Manage and supervise others in handling, hazardous and harmful cargoes in compliance with international regulations and safe working practices.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S16</b> Manoeuvre a vessel in near-coastal waters, taking account of compliance requirements, vessel type, capability, loading and external factors such as tide and weather.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S17</b> Manage and supervise others in operating, plant auxiliary machinery and equipment.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S18</b> Select mooring or anchoring solutions in accordance with compliance, vessel type, capability, loading and external factors such as tide and weather.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S19</b> Operate vessels with a range of propulsion types in near coastal waters, for example single screw, twin screw, variable pitch, directional propulsion.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>

KNOWLEDGE	ASSESSMENT METHODS
<p><b>S20</b> Maintain or replace life-saving appliances and other safety equipment.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S21</b> Communicate with internal and external stakeholders using sector specific terminology through written and verbal means, for example, Master's standing orders.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S22</b> Operate within limits of role and follow escalation procedures.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S23</b> Apply the Code of Safe Working Practices for Merchant Seafarers.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S24</b> Identify skills gaps within the crew and deliver coaching and mentoring.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S25</b> Identify and manage the signs of fatigue.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S26</b> Dynamically risk assess the type and scale of an emergency situation as it develops.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S27</b> Manage coordination of emergency response, including with the emergency services in the event of a medevac.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S28</b> Administer emergency first aid</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>

KNOWLEDGE	ASSESSMENT METHODS
<p><b>S29</b> Implement own organisation's security procedures.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S30</b> Conducts vessel handover.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S31</b> Applies accident and incident reporting processes and accident investigation techniques.</p>	<p>MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653</p>
<p><b>S32</b> Use vessel technology, complying with GDPR and cyber security regulations and policies.</p>	<p>Project report and presentation with questions</p>
<p><b>S33</b> Carry out and record planned and unplanned learning and development activities for self and others.</p>	<p>Project report and presentation with questions</p>
<p><b>S34</b> Communicate in writing with others for example, internal and external customers, colleagues, and managers.</p>	<p>Project report and presentation with questions</p>
<p><b>S35</b> Communicate with others verbally for example, colleagues and stakeholders</p>	<p>Project report and presentation with questions</p>
<p><b>S36</b> Manage human resources onboard.</p>	<p>Project report and presentation with questions</p>
<p><b>S37</b> Satisfy environmental and sustainability requirements and guidance, for example, environmental management systems standard, environmental protection act, alternative fuel sources.</p>	<p>Project report and presentation with questions</p>
<p><b>S38</b> Apply and promote policies and practices to support equity, diversity and inclusion.</p>	<p>Project report and presentation with questions</p>

BEHAVIOUR	ASSESSMENT METHODS
<b>B1</b> Establishes a safe working environment and practices that foster a positive safety culture.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>B2</b> Committed to maintaining and enhancing competence of self and others through CPD.	Project report and presentation with questions
<b>B3</b> Takes ownership of the Master’s responsibilities and work of self and others.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>B4</b> Being calm and effective under pressure.	MCA oral examination for Master Ships less than 500GT engaged on Near Coastal Voyages STCW Code II/3 from MIN 653
<b>B5</b> Actively seeks to minimise negative environmental impact and waste.	Project report and presentation with questions
<b>B6</b> Be a role model for the organisation and maritime sector with regards to diversity, equality, and inclusion.	Project report and presentation with questions

## Mapping of KSBS to grade themes

[Edit add grade themes form](#)[Edit mapping of ksbs to grade themes form](#)

### Project report and presentation with questions

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
Communication and information technology K35 K37 K38 S32 S34 S35	Information technology: Management Information Systems (MIS), spreadsheets, presentation, word processing, email, virtual communication and learning platforms. General Data Protection	Use vessel technology, complying with GDPR and cyber security regulations and policies. (S32)  Communicate in writing with others for example, internal and external customers,	None

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
	<p>Regulation (GDPR). Cyber security. (K35)</p> <p>Written communication techniques. Plain English principles. Industry terminology. (K37)</p> <p>Verbal communication techniques. Giving and receiving information. Matching style to audience. Industry terminology. (K38)</p>	<p>colleagues, and managers. (S34)</p> <p>Communicate with others verbally for example, colleagues and stakeholders (S35)</p>	
<p>Continuing professional development (CPD) K36 S33 B2</p>	<p>Planned and unplanned CPD and recording methods. (K36)</p>	<p>Carry out and record planned and unplanned learning and development activities for self and others. (S33)</p>	<p>Committed to maintaining and enhancing competence of self and others through CPD. (B2)</p>
<p>Leadership and management K39 S36</p>	<p>Principles of effective leadership and management, including the prioritisation of resources. (K39)</p>	<p>Manage human resources onboard. (S36)</p>	<p>None</p>
<p>Environmental and sustainability K40 S37 B5</p>	<p>Environmental and sustainability requirements and guidance, for example, environmental management systems standard, environmental protection act, alternative fuel sources (K40)</p>	<p>Satisfy environmental and sustainability requirements and guidance, for example, environmental management systems standard, environmental protection act, alternative fuel sources. (S37)</p>	<p>Actively seeks to minimise negative environmental impact and waste. (B5)</p>
<p>Equity, diversity and inclusion (EDI) K41 S38 B6</p>	<p>Principles of equity, diversity, and inclusion in the workplace. Unconscious bias. The Equality act -</p>	<p>Apply and promote policies and practices to support equity, diversity and inclusion. (S38)</p>	<p>Be a role model for the organisation and maritime sector with regards to diversity,</p>



KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
	requirements on organisations. (K41)		equality, and inclusion. (B6)

### Mca oral examination for master ships less than 500gt engaged on near coastal voyages stcw code ii/3 from min 653

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
MCA oral examination for Master Ships less than 500GT engaged on Near-Coastal Voyages STCW Code II/3 from MIN 653 K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 K19 K20 K21 K22 K23 K24 K25 K26 K27 K28 K29 K30 K31 K32 K33 K34 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S18 S19 S20 S21 S22 S23 S24 S25 S26 S27 S28 S29 S30 S31 B1 B3 B4	<p>Master's over-riding authority as defined by the International Safety Management (ISM) code. (K1)</p> <p>Flag state and international regulations: International Convention for the Safety of life at sea (SOLAS), International convention for the Prevention of Pollution from Ships (MARPOL), Maritime Labour Convention (MLC), International Regulations Prevention of Collision at Sea (IRPCS), International Ship and Port Facilities Code (ISPS), International Aeronautical and Maritime Search and Rescue (IAMSAR), Life Saving Appliances (LSA) Code, Fire Safety Systems Code (FSS), Lifting Operations and Lifting Equipment Regulations (LOLER), Code of Safe working practices for merchant seafarers (UK only) (COSWP). (K2)</p> <p>Audit requirements, including, port state control, flag states and classification society. (K3)</p> <p>Company's safety management procedures:</p>	<p>Safely navigate vessel to meet operational and customer requirements (S1)</p> <p>Manage the safe conduct of navigation of the passage, including use of autopilot system (S2)</p> <p>Manage all aspects of navigational information (S3)</p> <p>Select steering method according to prevailing environmental conditions. (S4)</p> <p>Implement performance checks and tests of navigation systems. (S5)</p> <p>Evaluate and respond to meteorological information. (S6)</p> <p>Manage compliance with legislation and guidance on lights, shapes and sound signals aboard the vessel. (S7)</p>	<p>Establishes a safe working environment and practices that foster a positive safety culture. (B1)</p> <p>Takes ownership of the Master's responsibilities and work of self and others. (B3)</p> <p>Being calm and effective under pressure. (B4)</p>



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	<p>Safety Management System (SMS), reporting procedures, and internal audit requirements. (K4)</p> <p>Crew certification, composition, and requirements by rank or position. (K5)</p> <p>The vessel particulars as outlined in the Officer of the Watch Training Record Book (TRB). (K6)</p> <p>Official documents and requirements for their maintenance: Official Log Book, Oil Record Book, Garbage Record Book, Radio Log, Crew list, Muster list. (K7)</p> <p>Crew Welfare &amp; Wellbeing. (K8)</p> <p>Fatigue and Hours of Rest Regulations and how this relates to the working patterns and requirements of the small vessel sector. (K9)</p> <p>Emergency situation responses on board a vessel. (K10)</p> <p>Conflict management techniques. (K11)</p> <p>The commercial influences and priorities of the operation. (K12)</p> <p>Principles and techniques of watchkeeping: requirements at sea, requirements at anchor, requirements in port, limitations of watchkeeping responsibility</p>	<p>Follow principles and procedures of vessel traffic monitoring, including in response to environmental conditions. (S8)</p> <p>Act according to collision regulations to avoid hazardous close encounters and collisions with other vessels. (S9)</p> <p>Manage crew resources and responsibilities. (S10)</p> <p>Manage crew competences (S11)</p> <p>Manage and handle cargoes, stores, bunkers and waste. (S12)</p> <p>Monitor and manage vessel stability, using load-line calculations consistent with size of vessel. (S13)</p> <p>Manage cargo operations in accordance with cargo plan or other documents. (S14)</p> <p>Manage and supervise others in handling, hazardous and harmful cargoes in compliance with international regulations and safe working practices. (S15)</p>	

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	<p>&amp; crew's authority to call Master whenever deemed necessary, Competent Harbour Authority (CHA) regulations and requirements. (K13)</p> <p>Navigation considerations: operations in restricted visibility, weather routing, tidal and meteorological conditions, navigational features including restricted areas &amp; hazards, buoyage, situational awareness of other traffic: proximity, speed. (K14)</p> <p>Passage Planning including Emergency Contingencies: passage planning and navigational considerations for all conditions, their importance, and legal application, application and safe usage of autopilot systems, ports of refuge and safe havens, emergency steering and communications, emergency command and control (K15)</p> <p>Under keel clearance and contributing factors: squat, heave, pitch, roll, list. (K16)</p> <p>The different types and purposes of navigational systems: paper charts, electronic navigational aids (ECS, ECDIS), and maritime publications. (K17)</p> <p>Marine notices and their purpose: Notices to Mariners, Temporary &amp; Preliminary Notice to</p>	<p>Manoeuvre a vessel in near-coastal waters, taking account of compliance requirements, vessel type, capability, loading and external factors such as tide and weather. (S16)</p> <p>Manage and supervise others in operating, plant auxiliary machinery and equipment. (S17)</p> <p>Select mooring or anchoring solutions in accordance with compliance, vessel type, capability, loading and external factors such as tide and weather. (S18)</p> <p>Operate vessels with a range of propulsion types in near coastal waters, for example single screw, twin screw, variable pitch, directional propulsion. (S19)</p> <p>Maintain or replace life-saving appliances and other safety equipment. (S20)</p> <p>Communicate with internal and external stakeholders using sector specific terminology through written and verbal means, for example,</p>	

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	<p>Mariners, ALRS, and Navigational Aids. (K18)</p> <p>Routine and emergency communications equipment, including maintaining appropriate radio watch. (K19)</p> <p>Speed &amp; manoeuvring including in restricted conditions. (K20)</p> <p>Mooring Plans: using shoreside assistance, self-mooring, buoys and anchoring, adjusting moorings and anchors as required and according to tide and prevailing weather conditions. (K21)</p> <p>Crew competence requirements (K22)</p> <p>Requirements for safe means of access and egress: safety and monitoring of gangway, monitoring or tide and weather conditions, level access requirements (K23)</p> <p>Methods, Systems and Tools to manage and mitigate risk: Master's standing orders Code of Safe Working Practices (COSWP) Competent Harbour Authorities (CHAs) regulations, Safe systems of work, Task Risk Assessment / hierarchy of risk, Permit to work, Toolbox talks, Stop work authority, Control of Substances Hazardous to Health (COSHH), Lifting Appliance regulations (LOLER), Cargo movements,</p>	<p>Master's standing orders. (S21)</p> <p>Operate within limits of role and follow escalation procedures. (S22)</p> <p>Apply the Code of Safe Working Practices for Merchant Seafarers. (S23)</p> <p>Identify skills gaps within the crew and deliver coaching and mentoring. (S24)</p> <p>Identify and manage the signs of fatigue. (S25)</p> <p>Dynamically risk assess the type and scale of an emergency situation as it develops. (S26)</p> <p>Manage coordination of emergency response, including with the emergency services in the event of a medevac. (S27)</p> <p>Administer emergency first aid (S28)</p> <p>Implement own organisation's security procedures. (S29)</p> <p>Conducts vessel handover. (S30)</p> <p>Applies accident and incident reporting</p>	

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	<p>Enclosed space entry, Hot work, Isolation – electrical / liquid / gas, Working at height, Working overside, Emergency exercises, Emergency communications, Critical equipment and functions, Winches, windlass, towing hooks, cranes, lifting equipment, Defect reporting, Planned maintenance and recording (K24)</p> <p>Different types of cargoes and cargo operations: processes for the safe handling, stowage and securing of cargoes, requirements of the International Maritime Dangerous Goods (IMDG) Code (K25)</p> <p>Vessel stability: stages of loading, stability calculations. (K26)</p> <p>The operation, maintenance and servicing requirements of the safety equipment on board the vessel. (K27)</p> <p>Handling, care and aftercare of casualties. (K28)</p> <p>Role and responsibilities of the Designated Person Ashore (DPA). (K29)</p> <p>Provisioning: company requirements, number of personnel and intended voyage, calculations and specific requirements for consumables, fresh produce, potable water, dry stores,</p>	<p>processes and accident investigation techniques. (S31)</p>	

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	<p>cleaning products, personal hygiene. (K30)</p> <p>Principles of managing performance on board (K31)</p> <p>Sector and organisational specific handover requirements: state of navigation equipment and machinery, vessel accounts, MLC compliance, disciplinary or grievance matters. (K32)</p> <p>Handling and propulsion characteristics of different vessel types, including hydrodynamic interaction (K33)</p> <p>Accident and incident reporting processes, including accident investigation techniques (K34)</p>		

## Supporting information

### External quality assurance

[Edit external quality assurance - eqa form](#)

**Option selected:** Ofqual

### Involved employers

Ministry of Defence, Svitzer, Serco, SMS Towage, Sea Fish Industry Authority, Bluewater yachting, Boskalis, Brightlingsea Harbour Commissioners, Humber Workboats, Tidal Transits, Van Oord UK, Williams Shipping

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