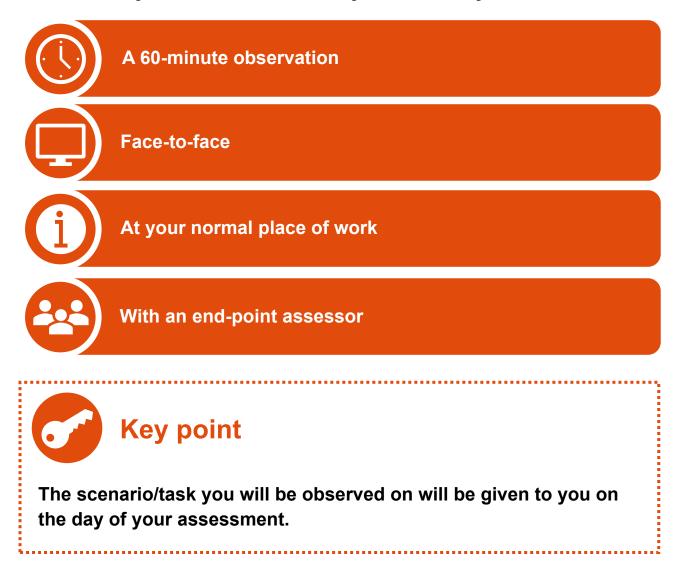


On the day of this assessment you will carry out:



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- Review the criteria associated with the practical observation this can be found in the EPA Kit and in the table at the end of this document
- Use the planner below to plan how you will demonstrate the skills you have that are associated with the observation
- Review relevant legislations, regulations and your organisation's policies and procedures
- Be prepared to answer any questions that your assessor may ask



- Forget to bring your ID
- Forget to plan
- Forget to relax and enjoy your assessment

Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results

Resits

• If you do not achieve a pass result on the practical observation, you can resit the assessment



- (P) indicates pass criteria
- (M) indicates merit criteria
- (D) indicates distinction criteria

Assessment criteria	Key points to remember
Safety	
(P) Correctly report hazards if identified	
(P) Act within standard operating procedures at all times	
(M) Take action to deal with hazards in	
line with organisational procedures	
Compliance and legislation	
(P) Check area of responsibility complies with procedures and legislative requirements	

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(M) Take action to correct non-	
compliance	
(D) Proactively ensure compliance with	
procedures and legislation, e.g. challenge	
suspicious persons	
Communication	
(P) Communicate with the right people at	
the right time using the correct method	
(P) Ensure communication is received	
and understood	
(P) Ensure all communications are timely	
and accurate	

(M) Adapt language and tone to match	
audience and situation	
(D) Ensure all communications are	
effective and understood, anticipating	
additional appropriate information	
requirements and liaising with key people	
to facilitate ongoing information flow	
Inter-personal skills	
(P) Work as part of a team to ensure	
adequate performance in the role	
(P) Work accurately with supervision	
(M) Take initiative as part of a team to	
improve performance in the role within	
limits of operation	
(M) Work accurately with minimal	
supervision	

(P) Identify and use prescribed systems	
correctly	
(P) Report faults or errors as they occur	
(P) Meet performance expectation for timescales to complete tasks	
(M) Take action to maintain systems to prevent faults or errors	
(M) Work efficiently to meet and exceed timescales to complete tasks	
(D) Organise and prioritise work to make the most efficient use of time and complete core and relevant additional tasks within timescales	

(P) Arrived punctually	
(P) Dressed in the correct PPE	
(P) Suitably trained with awareness of	
specialisation	
P) Select the correct equipment for the	
task	
(P) Carry out pre-use checks correctly in	
accordance with reference cards	
(P) Following standard operating	
procedures to complete the task	

OBEAS DIRECTION % IDEAS DUES EXPERTISE & learning (inspire & engage) % PROGRESS talent p skills & socials.

(P) Operate equipment safely	
(M) Thorough knowledge of the task	
(M) Identify potential hazards on the equipment	
(M) Correct notification procedures of	
equipment defects	
(D) Able to explain the task in depth	
(D) Identify, report and follow through	
rectification procedures	

Operate aviation IT equipment	
(P) Start up and correctly use the different types of IT systems and hardware used in their work	
(P) Use IT hardware in a way that conforms with good health and safety practice	
(P) Seek immediate assistance when difficulties occur with the IT system	
(P) Close down the IT system without damage and maintaining security of data	
(P) Have regard for relevant legal regulations when operating IT systems	

DEAS DIRECTION & IDEAS DUES EXPERTISE & learning (inspire & engage N PROGRESS talent pskills &

(M) Identify and correct common errors	
on the IT systems and hardware used	
(M) Ensure computer hardware is kept	
securely located	
(D) Maintain work schedules during	
system failures, and ensure files are	
updated when the system is restored	
Ensuring a hazard free airside environ	mont
(P) Arrived punctually	
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(P) Conduct FOD plod, safely and	
effectively	
(P) React to potential hazardous	
situations, such as FOD intake, crash on	
impact	
Impuot	
(M) Communicate hazards/potential	
hazards to the appropriate level	
(D) Rectify hazards, such as clearing	
FOD, reporting actions taken to the	
appropriate authority	
Support aviation operations	
Support aviation operations	
(P) Assist in the collection and collation	
(P) Assist in the collection and collation of operational information on aircraft	
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(P) Operate equipment in order to	
process information in line with	
organisational procedures	
(P) Pass relevant aviation information on	
to others	
(P) Use the information from standard	
aviation messages to disseminate	
information in line with organisational procedures	
(M) Operate the appropriate	
communications equipment and radios	
in line with organisational procedures	
(M) Respond to and initiate operational	
signals relating to inbound and outbound	
aircraft in a timely manner	
(D) Prioritise the dissemination of	
important air move messages, e.g. air	
move arrival/departure, delay and	
overdue procedures	

v2 March 2025 IfATE v1.0

DEAS DIRECTION & IDEAS DUES EXPERTISE & learning (Inspire & engage) No PROGRESS talent poskills & socials.