

**Think about
Reflective essay and log of
professional competence
Level 4 Aviation Operations
Manager – Fire Service Watch V1.1**



On the day of this assessment you will carry out:



30-minute Q&A session



Remote or face-to-face



Log of professional competence



With an end-point assessor



Key point

The reflective essay must be 4,500 words (+/-10%), demonstrating your ability to evaluate and review your own performance.



Do

- Review the criteria associated with the reflective essay and log of professional competence - this can be found in the EPA Kit and in the table at the end of this document
- Review relevant legislation, regulations and your organisation's policies and procedures
- Make sure you have a quiet room available
- Inform your colleagues about the assessment and remind them that you can't be disturbed or interrupted
- Reflect on your personal development throughout your apprenticeship



Don't

- Forget to bring your ID
- Forget to plan
- Forget to reflect on your behaviours
- 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 reflective essay and log of professional competence, you can resit the assessment



Use the table below to plan and prepare for the interview.

(P) indicates pass criteria

(M) indicates merit criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Communication	
(P) Manage communication with users, staff and external agencies, selecting appropriate methods and language in aviation operations	
Resource management	
(P) Manage resources effectively to ensure the efficient running of the department in line with organisational procedures	

Assessment criteria	Key points to remember
SLA/SOPs	
<p>(P) Manage a team and facilities to deliver results according to the agreed levels of performance, whilst ensuring SOPs are adhered to</p>	
Disruption, incidents and emergencies	
<p>(P) Manage staff and resources to ensure compliance with procedures and actions to minimise impact on aviation operations in the event of disruption, incidents or emergencies</p>	
Behaviours	
<p>(P) Promote a respectful culture embracing diversity and inclusion</p>	
<p>(P) Encourage empowerment, ownership and responsibility within team</p>	



(P) Be technologically astute and keep abreast of industry developments and innovations

Reflective Essay and Log of Professional Competence merit criteria

(M) Demonstrate confidence and self-motivation in their role

(M) Actively look for opportunities for self-development

(M) Deal with problems as they arise

(M) Seek to exceed customer expectations, in line with business objectives

Reflective Essay and Log of Professional Competence distinction criteria

(D) Consistently perform above the required level for their role

(D) Have excellent self and time-management skills

(D) Seek and take opportunities to share knowledge and develop others when the opportunity arises

(D) Deliver excellent customer experiences within the confines of the aviation operations environment

Manage an on-duty fire service watch

(P) Ensure that sufficient resources are available to manage the watch, and that recommendations for improvement to work activities are made when necessary

Manage a multi-appliance aviation fire & rescue incident

(P) Plan and implement actions to meet the needs of the incident, lead and resolve a multi-appliance aviation fire and rescue operational incident

(P) Close down, hand over and debrief a multi-appliance aviation fire and rescue operational incident

Design and develop a multi-appliance training scenario

(P) Plan a multi-appliance training scenario, applying control measures to ensure a safe training environment and develop team/individual skills and knowledge

Deliver and monitor a multi-appliance training scenario

(P) Safely conduct a multi-appliance training scenario in accordance with organisational requirements to develop individuals against objectives

(P) Review a multi-appliance training scenario and implement any necessary actions in accordance with organisational policy