

Q3	Outline three aviation regulations relating to health and safety that must be followed in your workplace and state which organisations govern these regulations.	10
	Health and safety regulations may differ from company to company. 1 mark for each suitable regulation identified. 1 mark for each relevant governing organisation identified. 1 mark for a suitable outline of each regulation covered. 1 mark for stating how these regulations relate to their workplace.	3 3 3 1
Q4	Identify the leadership and management skills that you could use to motivate your team and explain why these would be effective in accomplishing organisational goals and targets.	10
	1 mark for each suitable leadership or management skill identified. These could include: <ul style="list-style-type: none"> • approachable • able to challenge and motivate staff to improve • continuous support to staff • create an appraisal system if not already present • set daily goals for staff to achieve • be reliable and dependable for your staff • be the voice of reason 1 mark for suitable explanation of each skill.	5 5
Q5	Describe three potential security breaches, incidents or emergencies that may occur in your workplace, the actions you would take to resolve these and why you would take those actions. You should include details of how you would: <ul style="list-style-type: none"> • assess the situation • inform and protect the public and staff • communicate with the relevant personnel • carry out a suitable response 	30
	Learner should identify 3 separate breaches, incidents or emergencies. Up to 10 marks for each. Breakdown of each 10-mark breach/incident/emergency: 1 mark for identifying a suitable example. These could include: <ul style="list-style-type: none"> • open door • broken lock • personnel with no ID • computer left unlocked • tailgating through security door • bomb threat • left luggage • loss of communication with aircraft • runway incursions • unauthorised vehicles in restricted area 	10 (x3) 1 (x3)

	<ul style="list-style-type: none"> • aircraft crash • RTA on airfield <p>Up to 6 marks for identifying the actions you would take.</p> <p>To include details of:</p> <ul style="list-style-type: none"> • assessing the situation • informing and protecting the public and staff • communicating with the relevant personnel • carrying out a suitable response <p>Up to 3 marks for explaining why you would take those actions.</p>	<p>6 (x3)</p> <p>3 (x3)</p>
Q6	<p>Describe three instances of non-compliance in your workplace. You should include details of:</p> <ul style="list-style-type: none"> • the procedures or regulations that have been breached • what impact they have had • your role and the actions you must take, including how you would manage your team members • the requirements and procedures you must follow to return to a state of compliance 	30
	<p>Learner should identify 3 separate instances of non-compliance. Up to 10 marks for each.</p> <p>Breakdown of each 10-mark instance of non-compliance:</p> <p>2 marks for identifying a suitable example.</p> <p>These could include:</p> <ul style="list-style-type: none"> • data breach • replying to phishing emails • knowingly not following standard operating procedures (SOPs) • knowingly not abiding by a service level agreement (SLA) • divulging information to the press without going through the correct channels • using the internet for non-company business when not authorised to do so • giving information to non-authorised sources <p>1 mark for stating each the relevant procedures and/or regulations that have been breached.</p> <p>Up to 2 marks for stating the impact(s) of each non-compliance.</p> <p>Up to 3 marks for describing the role, the actions they would need to take and how they would manage their team for each non-compliance.</p> <p>Up to 2 marks for suitably outlining the requirements and procedures they must follow to return to a state of compliance for each non-compliance stated.</p>	<p>10 (x3)</p> <p>2 (x3)</p> <p>1 (x3)</p> <p>2 (x3)</p> <p>3 (x3)</p> <p>2 (x3)</p>