Think about
Professional discussion
Level 4 Aviation Operations
Manager – Aircraft Movement
V1.1

On the day of this assessment you will carry out:

A 120-minute professional discussion

Remote or face-to-face

In a suitable controlled environment free from distraction

With an end-point assessor and your line manager (optional)

Key point

Your employer may be present to support you and confirm information but will not be able to take part in the discussion.

Highfield

Do

- [ ] Review the criteria associated with the professional discussion - this can be found in the EPA Kit and in the table at the end of this document
- [ ] Have a copy of your log of professional competence and any notes available to support the discussion
- [ ] 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 professional discussion, you can resit the assessment

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

(P) indicates pass criteria

Assessment criteria	Key points to remember
Safety	
(P) Manage safety within their area of responsibility, ensuring staff are compliant with safety requirements in aviation environments	
Security	
(P) Manage aviation security in their own area of operations, ensuring team members follow organisational procedures and that accurate reporting and recording of information is completed	

Assessment criteria	Key points to remember
Compliance and legislation	
(P) Manage compliance with legislation, aviation procedures and regulations within own area of responsibility	
Airport operations	
(P) Manage their own area of responsibility to meet the needs of the wider organisation, ensuring that the needs of the site, customers, visitors and service users are met in adherence to business operational procedures and requirements	
Staff performance	
(P) Effectively manage all aspects of own staff's performance, including: • recruitment • performance reviews • learning and development • discipline • grievance • industrial relations	

Assessment criteria	Key points to remember
Behaviours	
(P) Promote and instil the values of the organisation to all colleagues	
(P) Encourage integrity and accountability within team, leading by example	
(P) Seek and provide feedback to manage continuous development of self, team and processes	
(P) Be vigilant and proactive in embedding a safe, secure and compliant working culture	
Professional discussion criteria	
(P) Clearly articulate examples from the workplace relevant to evidencing competence across the standard	
(P) Explain why it is essential to instil the importance of company vision, values, empowerment and following procedures to staff	
(P) Provide examples of how staff are managed effectively, including motivation and development of teams and individuals	

(P) Provide reasoned examples of how the aviation department operates efficiently	
(P) Explain the importance of keeping up to date with current industry regulations and provide examples of how this has been achieved	
(P) Provide an overview of how the aviation department meets the needs of the business and customer	
(P) Provide evidence to show they have been part of the effective planning and review in the team	
(P) Describe how the aviation department meets regulatory requirements	
(P) Evidence effective day to day management of the team/department and how these lead to customer satisfaction and ensure business performance	
(P) Provide an effective evaluation of own performance, including behaviours, identifying where opportunities for improvement have been taken and results thereof evaluated	
(P) Demonstrate how feedback has been sought from managers and stakeholders and how this has been effectively dealt with	

Assessment criteria	Key points to remember
Manage an airside movements team	
(P) Manage the planning of the required amount of resources according to aircraft type and environment in line with client, aviation environment and organisational requirements and standards, within required timescales	