

Think about
Interview underpinned by a portfolio
Level 3 ST1007
Aviation Flight Operations
Coordinator v1.0



On the day of this assessment you will carry out:



A 60-minute 2-way discussion



Face-to-face or remote



In a suitable environment free from distractions



With an end-point assessor



Key point

You will have already submitted your portfolio of evidence at gateway. You will have access to your portfolio during the interview.



Do

- Review the criteria associated with the interview - this can be found in the EPA Kit and in the table at the end of this document
- Review relevant legislations, regulations and your organisation's policies and procedures
- Be prepared to answer a minimum of 5 questions and any follow-up questions that your assessor may ask
- Bring your portfolio to refer to during the interview to help demonstrate your competency



Don't

- 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 interview, you can resit the assessment





Use the table below to plan and prepare for the interview underpinned by a portfolio

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Operational control	
(P) Explain how you analyse aircraft position trends to meet the needs of operations control (K19, S16)	
(P) Explain how you use weather forecasts, trends and conditions to meet the needs of operations control. Explain what the impact of weather conditions are on the aircraft, flight crew and operational delivery (K20, S17)	



(D) Justify your decisions relating to operational control that were influenced by your analysis of aircraft position trends (K19, S16)

(D) Justify your decisions relating to operational control that were influenced by weather forecasts, trends and conditions (K20, S17)

Risk assessment and decision making

(P) Explain how you respond to sector specific notifications and data, and how you assess the risk and manage the impact of external and sector specific factors on operational activities. Explain how you adapt and respond to work demands and situations (K3, K7, S8, B3)



(P) Explain how you escalate issues and tasks that are beyond the limit of your authority in line with organisational safety and sector procedures (K8, S7)

(D) Justify the actions you take to manage external factors on operational activities (S8)

Communication and collaboration

(P) Explain the roles and responsibilities, the purpose and inter dependencies of colleagues and stakeholders in the operations, control and flight planning environment. Explain how you work with these stakeholders to achieve task requirements (K5, B4)



(P) Explain how you communicate data and information in a written context, suitable to the audience, for example internal customers, colleagues, managers and internal and external stakeholders (K18, S15)

(D) Explain the benefits for individuals and the organisation of communicating in a way which is suitable to the audience when sharing written communications (K18, S15)

Sustainability

(P) Explain your organisations operational, ethical, sustainability and safety priorities. Explain how you embed these into your own practice (K10, K11, B5)



(D) Support the development of environmental and sustainability practice in the workplace for example, through promoting good practice to others, identifying improvement to practice (K10, K11, B5)

Equity, diversity and inclusion (EDI)

(P) Describe how you follow and contribute to equity, diversity and inclusion principles and legislative guidelines in your team (K21, S18, B1)

(D) Explain how your commitment to EDI extends to wider teams or stakeholders (K21, S18, B1)



Continuing professional development (CPD)

(P) Describe how you have maintained and enhanced your competence in your area of practice through learning and development opportunities you have sought (B2)

v1.0 March 2025 IfATE v1.0

