

On the day of this assessment you will carry out:



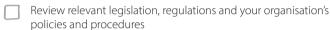
contextualising the professional discussion where required.

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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



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

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### 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	

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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	
<ul> <li>(P) Effectively manage all aspects of own staff's performance, including:</li> <li>recruitment</li> <li>performance reviews</li> <li>learning and development</li> <li>discipline</li> <li>grievance</li> <li>industrial relations</li> </ul>	

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Key points to remember

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(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	

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(P) Demonstrate how feedback has been sought from managers and stakeholders and how this has been effectively dealt with

#### Planning

**(P)** In the event of accident, incident or emergency, select an appropriate diversion airfield

#### Manage a flight operations team

(P) Manage the planning and allocation of resources to ensure safe and effective operation of the department in line with objectives and service standards

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