



Level 2 Certificate in  
AVIATION OPERATIONS ON THE GROUND  
(KNOWLEDGE)

Evidence Logbook

Qualification recognition number: 601/6898/5  
Qualification Reference: L2CAOGK

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# Assessment Principles

## 1. Assessment Principles

1.1 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

1.2 Assessment decisions for competence based learning outcomes must be made by an assessor qualified to make assessment decisions.

1.3 Competence based assessment must include direct observation as the main source of evidence.

1.4 Simulation may only be utilised as an assessment method for competence based learning outcomes if specified in the assessment requirements of the component.

1.5 Expert witnesses can be used for direct observation if they have occupational expertise for specialist areas or, if the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.

1.6 Assessment of knowledge based learning outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.

1.7 Assessment decisions for knowledge based learning outcomes must be made by an occupationally knowledgeable assessor.

1.8 Assessment decisions for knowledge based learning outcomes must be made by an assessor qualified to make assessment decisions. Where assessment is electronic or undertaken according to a set grid, the assessment decisions are made by the person who has set the answers.

## 2. Internal Quality Assurance

2.1 Internal quality assurance is key to ensuring that the assessment of evidence for component is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

## 3. Definitions

### 3.1 Occupationally competent:

This means that each assessor must be capable of carrying out the full requirements within the competency components they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continued learning and professional development.

### 3.2 Occupationally knowledgeable:

This means that each assessor should possess relevant knowledge and understanding and be able to assess this in components designed to test knowledge and understanding. This occupational

knowledge should be maintained annually through clearly demonstrable continued learning and professional development.

### 3.3 Qualified to make assessment decisions:

This means that each assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions. Awarding organisations will determine what qualifies those making assessment decisions according to the competency components under assessment. In any case of significant uncertainty, the Sector Skills Council will be consulted.

### 3.4 Qualified to make quality assurance decisions:

Awarding organisations will determine what qualifies an assessor undertaking internal quality assurance to make decisions about quality assurance.

### 3.5 Expert witness:

An expert witness must:

- have a working knowledge of the components on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff

## Evidence Requirements for Level 2 Certificate in Aviation Operations on the Ground (Knowledge)

You must meet all the learning outcomes and assessment criteria identified in each component to achieve the full component. Evidence should be developed over a period of time using diverse assessment methods.

### How Your Evidence is Checked

After your Assessor has assessed your work, another member of staff - the Internal Quality Assurer - will review it. An External Quality Assurer from Future (Awards and Qualifications) will visit your assessment centre.

### Certificate Claims

Once you've built up your portfolio of evidence, your assessor will sign off your component declaration and present your portfolio to the Internal Quality Assurer. Once the portfolio has passed the internal quality assurance process, the centre can claim your certificate.

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## Component 1: Health and Safety within Aviation

Component Reference Number: L/601/6456

Level: 2

Credit: 4

GL: 32

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
<b>You must be able to:</b>			
<b>1. Know how to prevent and minimise risks and hazards airside.</b>			
1.1 Identify different types of airside hazards.			
1.2 Identify different types of airside risks.			
1.3 Identify differing types of aircraft hazards.			
1.4 Identify different types of aircraft risks.			
1.5 Describe how risks from airside and aircraft hazards can be prevented or minimised.			
1.6 Describe airside surface markings.			
1.7 Describe the correct procedures for reporting safety breaches.			
1.8 Identify the correct persons to report to when a breach of safety has been identified.			
<b>2. Understand how to contribute to airport safety.</b>			
2.1 Identify the main points of local airport rules and regulations.			
2.2 Describe the procedures for fire reporting.			
2.3 Describe the process for			

reporting accidents and damage locally.			
2.4 Identify the personal protective equipment (PPE) used airside.			
2.5 Explain personal responsibility for own safety, and that of others.			

**Learner declaration of authenticity:**

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

**Assessor sign off of completed component:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

## Component 2: Aviation Security

Component Reference Number: Y/601/6458

Level: 2

Credit: 4

GL: 32

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
<b>You must be able to:</b>			
<b>1. Understand threats to security.</b>			
1.1 Describe how potential security risks can impact on aviation business.			
1.2 Explain appropriate responses to security breaches.			
1.3 Describe the personal responsibility in relation to security risks.			
1.4 Identify the main role of key aviation regulatory bodies.			
1.5 Identify restricted zones.			
<b>2. Understand procedures which minimise threats to security.</b>			
1.1 Identify legislation relating to security in the aviation environment.			
1.2 Summarise the key features of legislation that relate to security in the aviation environment.			
1.3 Describe the security procedures and protocols in the airport environment.			
1.4 Explain the importance of security procedures and protocols.			
1.5 Describe the key stages of AAA.			



**Learner declaration of authenticity:**

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

**Assessor sign off of completed component:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

## Component 2: Aviation Communications

Component Reference Number: Y/601/6461

Level: 2

Credit: 4

GL: 34

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
<b>You must be able to:</b>			
<b>1. Be able to carry out effective aviation communications.</b>			
1.1 Communicate using correct communication methods and protocols.			
1.2 Explain systems used for aviation communication.			
1.3 Identify communication methods used in aviation.			
1.4 Describe the terminology used in aviation communication.			
1.5 Explain the importance of accuracy in aviation communication.			
1.6 Identify protocols that should be adhered to when communicating.			
1.7 Explain time related codes relevant to aviation.			
<b>2. Be able to carry out effective transfer of aviation information.</b>			
2.1 Receive and relay appropriate and accurate information to appropriate persons.			
2.2 Explain the reasons for storing aviation communication.			
2.3 Identify the flight documents involved in the transfer of flight information.			

2.4 Identify appropriate persons that require flight documents.			
2.5 Identify the types of information, which must be transferred.			
2.6 Explain the implications of failures in communication.			

**Learner declaration of authenticity:**  
I declare that the work presented for this component is entirely my own work.

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assessor sign off of completed component:**  
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Level 2 Certificate in Aviation Operations on the Ground (Knowledge)  
 Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
L/601/6456	Health and Safety within Aviation						
Y/601/6458	Aviation Security						
Y/601/6461	Aviation Communications						

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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Future (Awards and Qualifications) Ltd  
EMP House, Telford Way, Coalville,  
Leicestershire, LE67 3HE

**Telephone:** 01530 836662

**Fax:** 01530 836668

**Email:** [info@futurequals.com](mailto:info@futurequals.com)

[www.futurequals.com](http://www.futurequals.com)

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