



Level 3 Diploma in
AVIATION OPERATIONS ON THE GROUND

Evidence Logbook

Qualification recognition number: 601/6896/1

Qualification Reference: L3DAOG

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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 3 Diploma in Aviation Operations on the Ground

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: Recognise Airside Hazards and Minimise Risks

Component Reference Number: J/600/9313

Level: 2

Credit: 4

GL: 26

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Understand how to recognise airside hazards and associated risks.			
1.1 Recognise airside hazards and associated risks.			
1.2 Identify organisational procedures covering Health and Safety.			
1.3 Identify the consequences of not operating safely in an airport environment.			
1.4 Identify the main causes of accidents in an airport.			
1.5 Describe the possible costs of not following airport and ramp safety procedures.			
1.6 Report incidents in line with organisational procedures.			
1.7 Describe organisational procedures to ensure health and safety.			
1.8 Outline the benefits of safe working practices to include: <ul style="list-style-type: none"> • Themselves • Passengers and colleagues • Equipment • The airport • Other companies 			
1.9 Identify hazardous			

materials.			
1.10 Outline procedures for using hazardous materials and give examples of dealing with incidents involving them.			
1.11 Describe procedures for reporting incidents airside.			
1.12 Explain the importance of staying alert and following safety procedures.			
1.13 Describe the type of legislation covering the aviation working environment, which means that their employer has the duty to provide a safe working environment and they have a duty to follow their employers safety rules.			
1.14 Describe the effects of adverse weather airside and the precautions to take for the following: <ul style="list-style-type: none"> • Wind • Snow • Heat • Sun • Ice 			
2. Understand how to work safely on the ramp area ensuring their own safety and that of others.			
2.1 Identify the hazards associated with the ramp.			
2.2 Identify how to deal with these hazards.			
2.3 Explain how to work safely to ensure their own and others safety.			
2.4 Explain how hazards can be avoided.			
2.5 Identify what to do to deal with any hazards that occur.			

2.6 Describe where the ramp area is.			
2.7 Identify dangers from aircraft.			
2.8 Describe how to approach aircraft safely.			
2.9 Identify dangers from vehicles on the ramp area other than aircraft.			
2.10 Identify airport surface markings within the ramp area.			
2.11 Identify operating areas for aircraft, vehicles and pedestrians on the ramp area.			
2.12 Identify personal protective equipment and describe when to wear it including: <ul style="list-style-type: none"> • Hearing protection • High visibility clothing • Other personal protective equipment 			
2.13 Describe dangers from foreign object debris (FOD) and the importance of keeping areas clean and tidy at all times.			
2.14 Describe dangers from birds and other wildlife and the importance of making sure that that the area does not attract them.			
2.15 Identify emergency areas in the ramp area.			
2.16 Describe how to use equipment and vehicles on the ramp area.			

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: Co-ordinate the Maintenance and Implementation of Aviation Security Procedures

Component Reference Number: D/600/9320

Level: 3

Credit: 6

GL: 53

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to ensure aviation security is maintained.			
1.1 State the responsibilities of personnel for securing particular areas or items.			
1.2 Ensure access points are kept secure in line with organisational procedures.			
1.3 Resolve problems in the security of actual or possible access points.			
1.4 Ensure security procedures relating to visitors to the site or a specified area are followed.			
1.5 Ensure action is taken in the event of unusual incidents, which may present a security risk.			
1.6 Ensure remedial action in relation to faults, damage to security equipment or problems with security is taken.			
1.7 Ensure the relevant documents relating to the maintenance of aviation security are completed accurately and clearly.			
2. Know how to ensure aviation security is maintained.			
2.1 Explain responsibility of			

personnel in relation to maintaining security.			
2.2 Describe the relevant powers contained in Security regulations.			
2.3 Identify specified, banned, illegal and dangerous items.			
2.4 Describe the relevant documents to aviation security.			
2.5 Explain the different areas of the airport and what authorisation is needed to access various areas including personal access.			
2.6 Give examples of access points and explain how they should be kept secure to: <ul style="list-style-type: none"> • People • Authorised areas • Vehicles 			
2.7 Identify Department for Transport guidance for aviation security.			
2.8 Describe the relevant authorities in relation to aviation security.			
2.9 Explain organisational reporting lines for maintaining aviation security.			
2.10 Explain the use of aviation identity cards.			
2.11 Describe threat or risk awareness.			
2.12 Explain organisational procedures for restricting access.			
2.13 Describe internal and statutory testing procedures.			

2.14 Give examples of unusual incidents and explain how they can be dealt with.			
3. Be able to contribute to the co-ordination of action taken in the event of a breach of aviation security.			
3.1 Ensure actual or suspected breaches of security threats are reported at the correct level.			
3.2 Communicate information about actual or suspected security threats calmly clearly and using appropriate discretion.			
3.3 Respond to actual or suspected security threats within the limits of personal responsibility and in line with organisational procedures.			
4. Know how to contribute to the co-ordination of action taken in the event of a breach of aviation security.			
4.1 Describe signs of suspicious behavior.			
4.2 Explain personal responsibility in relation to breaches of security.			
4.3 Describe organisation reporting lines for breaches of security.			
4.4 Explain organisational procedures in relation to: <ul style="list-style-type: none"> • Raising or responding to alarms • Dealing with actual or suspected security threats 			
4.5 Explain what a security threat could include.			
4.6 Describe Department for Transport threat levels.			

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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 3: Co-ordinate Health and Safety Working Practices

Component Reference Number: H/600/9321

Level: 3
 Credit: 6
 GL: 41

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to monitor and maintain health and safety working practices.			
1.1 Develop systems, procedures and practices to monitor health and safety within personal area of responsibility.			
1.2 Take action when systems, procedures and practices for maintaining health and safety are not being complied with.			
1.3 Give all relevant staff information relating to systems, procedures and practices for the maintaining of health and safety.			
2. Understand how to monitor and maintain health and safety working practices.			
2.1 Explain organisational health and safety procedures including those relating to: <ul style="list-style-type: none"> • Work patterns • Work methods • Housekeeping and explain how these impact on others.			
2.2 Explain organisational procedures for dealing with staff who are not meeting health and safety procedures.			
2.3 Explain organisational			

emergency procedures.			
2.4 Identify and describe the relevant aviation and health and safety legislation and European directives and the effect they have on personal area of responsibility.			
3. Be able to maintain a healthy and safe working environment.			
3.1 Make sure staff working conditions meet current health and safety laws and organisational requirements.			
3.2 Identify hazards or potential hazards in the workplace.			
3.3 Take remedial action to put right hazards or potential hazards in the workplace.			
3.4 Make sure that equipment is maintained in safe working order according to the manufacturer's and organisational requirements.			
3.5 Carry out health and safety checks in line with organisational standards.			
3.6 Complete health and safety records in line with organisational procedures.			
3.7 Process health and safety records, such as the accident book and maintenance records, in line with organisational procedures.			
4. Understand how to maintain a healthy and safe working environment.			
4.1 Describe organisational and legal health and safety requirements.			

4.2 Explain how to identify hazards in the workplace.			
4.3 Explain organisational procedures for maintaining health and safety procedures.			

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 3 Diploma in Aviation Operations on the Ground
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
J/600/9313	Recognise Airside Hazards and Minimise Risks						
D/600/9320	Co-ordinate the Maintenance and Implementation of Aviation Security Procedures						
H/600/9321	Co-ordinate Health and Safety Working Practices						

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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INSPIRING LEARNING AND SKILLS

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

Telephone: 01530 836662

Fax: 01530 836668

Email: info@futurequals.com

www.futurequals.com

www.futurequals.com