



**FAQ LEVEL 2 DIPLOMA IN**

# **AVIATION OPERATIONS ON THE GROUND**

## **EVIDENCE LOGBOOK**

QN: **601/6894/8**

Qualification Reference: **L2DAOG**



**FutureQuals**<sup>®</sup>



01530 836662



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



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

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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 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.<br>Page number,<br>Method | Assessor Decision<br>Sign and Date |
|---|-------------------|---|------------------------------------|
| <b>You must be able to:</b>   |                   |   |                                    |
| <b>1. Understand how to recognise airside hazards and associated risks.</b>   |                   |   |                                    |
| 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"> <li>• Themselves</li> <li>• Passengers and colleagues</li> <li>• Equipment</li> <li>• The airport</li> <li>• Other companies</li> </ul> |                   |   |                                    |
| 1.9 Identify hazardous materials.   |                   |   |                                    |

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| 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"> <li>• Wind</li> <li>• Snow</li> <li>• Heat</li> <li>• Sun</li> <li>• Ice</li> </ul>      |  |  |  |
| <b>2. Understand how to work safely on the ramp area ensuring their own safety and that of others.</b>  |  |  |  |
| 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.  |  |  |  |

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| 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"> <li>• Hearing protection</li> <li>• High visibility clothing</li> <li>• Other personal protective equipment</li> </ul> |  |  |  |
| 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 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.   |  |  |  |



## Component 2: Contribute to the Maintenance of Aviation Health, Safety and Security

Component Reference Number: R/600/9315

Level: 2

Credit: 4

GL: 33

|   | Assessment Method | Evidence Ref.<br>Page number,<br>Method | Assessor Decision<br>Sign and Date |
|---|-------------------|---|------------------------------------|
| <b>You must be able to:</b>   |                   |   |                                    |
| <b>1. Be able to follow health and safety working practices.</b>                        |                   |   |                                    |
| 1.1 Carry out operations safely and in line with organisational procedures.             |                   |   |                                    |
| 1.2 Wear the correct protective equipment to carry out duties.                          |                   |   |                                    |
| 1.3 Take action in the event of unsafe working practices and hazards.                   |                   |   |                                    |
| 1.4 Operate equipment safely in line with organisational procedures.                    |                   |   |                                    |
| 1.5 Take remedial action if work equipment is unsafe to use.                            |                   |   |                                    |
| 1.6 Report incidents, accidents and near misses in line with organisational procedures. |                   |   |                                    |
| <b>2. Know how to follow health and safety working practices.</b>                       |                   |   |                                    |
| 2.1 Describe organisational health and safety standards.                                |                   |   |                                    |
| 2.2 Explain personal responsibility under health and safety law.                        |                   |   |                                    |
| 2.3 Describe safe working practices.  |                   |   |                                    |
| 2.4 Explain how to identify hazards in the workplace.                                   |                   |   |                                    |

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| 2.5 Describe organisational procedures for reporting incidents.   |  |  |  |
| 2.6 Describe incidents and accidents that can relate to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Equipment</li> <li>• Customers</li> </ul>                  |  |  |  |
| 2.7 Describe correct action to put things right after an incident.  |  |  |  |
| <b>3. Be able to follow emergency procedures.</b>   |  |  |  |
| 3.1 Raise the emergency alarm in line with organisational procedures and personal authority.  |  |  |  |
| 3.2 Respond to an emergency alarm in line with organisational procedures and personal authority.  |  |  |  |
| 3.3 Locate and use emergency equipment in line with organisational procedures.  |  |  |  |
| 3.4 Carry out personal emergency responsibilities in line with organisational procedures.   |  |  |  |
| <b>4. Know how to follow emergency procedures.</b>  |  |  |  |
| 4.1 Identify where the alarms are.  |  |  |  |
| 4.2 Describe personal responsibility in relation to emergencies.  |  |  |  |
| 4.3 Describe organisational procedures for <ul style="list-style-type: none"> <li>• Raising or responding to alarms</li> <li>• Reporting and recording emergencies</li> </ul> |  |  |  |
| <b>5. Be able to contribute to the maintenance of security within own area of responsibility.</b>   |  |  |  |

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| 5.1 Secure items and areas in line with personal responsibilities.                                      |  |  |  |
| 5.2 Follow organisational procedures for personal identification.                                       |  |  |  |
| 5.3 Report suspicious incidents or behaviour to the correct authority.                                  |  |  |  |
| 5.4 Take action when irregularities in security are identified in line with organisational procedures.  |  |  |  |
| 5.5 Report discrepancies in the security of actual or potential access points.                          |  |  |  |
| 5.6 Respond to an actual or suspected security threat within the limits of own personal responsibility. |  |  |  |
| <b>6. Know how to contribute to the maintenance of security within own area of responsibility.</b>      |  |  |  |
| 6.1 Describe signs of suspicious behaviour.   |  |  |  |
| 6.2 Describe the limits of their personal authority.  |  |  |  |
| 6.3 List specified, banned, illegal and dangerous items.  |  |  |  |
| 6.4 Describe threat or risk awareness.  |  |  |  |
| 6.5 List relevant documents relating to security.   |  |  |  |
| 6.6 Identify relevant authorities relating to security.   |  |  |  |
| 6.7 Describe personal responsibility in relation to security.   |  |  |  |
| 6.8 Describe organisational procedures for restricting access.  |  |  |  |

**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 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                          | 4       |               |                   |                    |               |               |
| R/600/9315       | Contribute to the Maintenance of Aviation Health, Safety and Security | 4       |               |                   |                    |               |               |

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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01530 836662



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



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