

apprenticeship FRAMEWORK

Maritime Occupations - Non Statutory (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Maritime Occupations - Non Statutory (Wales)

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Framework information

Information on the Issuing Authority for this framework:

Institute of the Motor Industry

The Apprenticeship sector for occupations in the automotive industry (also includes Vehicle Maintenance & Repair, Vehicle Sales, Vehicle Body & Paint, Vehicle Fitting and Vehicle Parts) and also occupations in freight logistics and maritime.

Issue number: 2	This framework includes:
Framework ID: FR03352	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/12/2015	This framework is for use in: Wales

Short description

The Maritime sector offers a wide range of opportunities for those who are seeking a career that is closely associated with the sea, ports, rivers and waterways. This framework will provide both foundation apprenticeship and apprenticeship routes which will enable new entrants to work safely and effectively on board a vessel or in a port and undertake a number of job roles depending on the pathway chosen. For a foundation apprenticeship, these will include assisting the deck and/ or bridge team, assisting in the engine room, hauling fishing gear and stowing the catch, loading and unloading cargo, operating port plant and equipment, helping with management of passengers and carrying out various duties on deck and in the engine room and with its associated systems. It covers the essential competencies and underpinning knowledge which lead to a Level Two Maritime Studies Certificate or Diploma. or a Level Two NVQ Certificate in Port Operations and Level Two Certificate in Stevedoring essentials if the ports' pathway is followed.

For an apprenticeship this will include either undertaking duties relating to assisting on the bridge with navigation and look out, berthing and mooring operations, crew and vessel safety (pathway 1) or assisting in the engine room with routine maintenance, repair and oversight of

a vessel's engines and ancillary mechanical and electrical systems,(pathway 2). Successful completers will either work in the shipping (including tugs) industry as a deck officer of the watch (pathway 1) or as a engineering officer of the watch (pathway 2) on near coastal waters. It will then be possible to proceed to a higher level qualification which will lead to becoming a junior Merchant Navy Officer, working either on the bridge or in the engine room.of a vessel operating in international waters

Contact information

Proposer of this framework

[British Tugowners Association, Company of Watermen and Lightermen, Merchant Navy Training Board, Passenger Boat Association, Sea Fish Industry Authority. UK Major Ports Group, British Ports Association, Ports Skills and Safety. The members of these organisations have an aging workforce and are seeking ways of attracting good quality new entrants, who will make a career in the sector. The structure that an apprenticeship framework provides will enable these sectors to meet those needs.]

Developer of this framework

Name: [Iain Mackinnon]

Organisation: [Maritime Skills Alliance]

Organisation Type: [Standard Setting Body]

Job Title: [Project Manager]

Phone: [0208 99 88 77 2]

Email: [iain@maritimeskills.org]

Postal address: [16 St Mary-at-Hill,
London
EC3R 8EF]

Website: [www.maritimeskills.org]

Issuing Authority's contact details

Issued by: [Institute of the Motor Industry]

Issuer contact name: [James Stockdale]

Issuer contact phone: [01992 519039]

Issuer Email: [apprenticeships@theimi.org.uk]

Contact Details

Who is making this revision [Iain Mackinnon]

Your organisation [Maritime Skills Alliance]

Your email address: [iain@maritimeskills.org]

Revising a framework

Why this framework is being revised

[To replace the single qualification with two - a Certificate to follow an Award - which removes an anomaly in the current qualification, and which better fits the reality of how training is done.

We are also taking the opportunity to remove the unnecessary words "tug rating" from the pathway title.

Summary of changes made to this framework

[Replace the Level 2 Certificate in Maritime Studies: able seafarer / tug rating (deck) with two qualifications:

- Level 2 Award in Maritime Studies: Deck Rating
- Level 2 Certificate in Maritime Studies: Able Seafarer (Deck)

Removal of "tug rating" from the pathway title.

Qualifications removed

[Level 2 Certificate in Maritime Studies: able seafarer/tug rating (deck)

Qualifications added

[Level 2 Award in Maritime Studies: Deck Rating

Qualifications that have been extended

[None]

Purpose of this framework

Summary of the purpose of the framework

The Maritime sector is a major contributor to the UK Balance of payments. Every year over 90% of all goods that are imported or exported pass through the UK's ports to be carried on a cargo or container ship or other specialist vessel. Cruise ships and ferries provide 51 million passenger journeys annually and the sector directly employs 250,000 people with another 200,000 working in related activities. Shipping as a method of transport carries a low carbon footprint and the latest propulsion units are reducing it even further. It is therefore a sector with a secure future that offers a wide range of opportunities for those who wish to work within it. In particular:

- The low carbon agenda is increasing the attractiveness of water born transportation including the use of rivers and inland waterways
- Development of off shore energy sources require support services provided by the sector
- The sector has an aging workforce, which means that there are an increasing number of opportunities for new entrants
- Apprenticeship pathways now provide, in some cases for the first time, clearly signed entry routes into the sector with significant opportunities for progression and transfer, thereby addressing the identified need to attract and retain new entrants.
- Apprenticeships contribute towards meeting the skills priorities for Wales as set out in 'Skills for Jobs: The National Strategic Skills Audit for Wales 2011' and by
 - Incorporating Essential Skills Wales of Communication and Application of Number and ICT thereby helping to improve the levels of basic literacy and numeracy skills in the workforce in Wales.
 - Providing combined competence and knowledge qualifications, approved by employers to meet the skills mix they require.
 - Developing employability skills through the Incorporation of induction and employee rights and responsibilities components, recommending a minimum number of hours for these activities.
 - Providing a progression pathway from level 2 to Level 3 qualifications and higher level skills,

Wales has several large ports offering a range of facilities including oil and gas terminals and ferry services. There is also a thriving inshore fishing industry and growing demand for services related to the increasing requirement for off shore energy. There are therefore an increasing number of opportunities to work for this sector in Wales.

Formalised training has been neglected in the past and the creation of these new apprenticeship pathways will provide for the first time access to a structured programme of learning that has the support of employers and a willingness of providers to offer the appropriate off the job learning.

Completion of a maritime apprenticeship will open up opportunities for progression to become

a mate, master or skipper of a vessel or to transfer to other parts of the sector including working on shore.

Aims and objectives of this framework (Wales)

A maritime apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It enables the apprentice to gain technical knowledge and real practical experience, together with the development of the necessary personal skills required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed these new skills in a real work context. This broader mix differentiates the apprenticeship experience from training delivered to meet narrowly job focused needs.

Maritime apprenticeships offer the opportunity to undertake a variety of job roles depending on the pathway chosen. For a foundation apprenticeship, these could include assisting on the bridge or in the engine room of a vessel, hauling and storing the fish catch, helping to load/unload cargo or passengers and carrying out various other essential duties on deck or in the engine room. For the ports pathway it will include operating port plant and lifting equipment on the quay, in warehouses and terminals with their associated systems. For an apprenticeship this will include undertaking roles associated with assisting on the bridge, taking a watch involving navigation and look-out duties, berthing and mooring operations, crew and vessel safety or assisting in the engine room with routine maintenance, repair and oversight of the vessel's engines, ancillary mechanical and electrical equipment. A successful completer of an apprenticeship will find a number of progression routes available both within the part of the sector that they undertook their apprenticeship but also across into other parts. This transferability is assisted by the use of units within the qualifications, many of which are common, so that it is often only necessary to 'top up' an existing qualification, rather than start from the beginning again.

However it must be recognised that the workplace environment can be unpredictable and dangerous as well as exciting and a minimum standard of health and fitness is required to cope with the adverse conditions that can be encountered at sea.

Entry conditions for this framework

Apprentices should be self-motivated, keen to learn and able to communicate effectively. In addition:

For seafarer foundation and level three pathways apprentices must to be:

- Able to pass the Maritime and Coastguard Agency (MCA) approved medical fitness test evidenced by document [ENG1 or ML5]. This is a regulatory requirement for all seafarers in the UK
- Prepared to work long hours or shifts
- Willing to readily respond to orders
- Willing to live away from home on board a vessel for a period (depending on the pathway chosen)

Whilst there are no minimum academic entry requirements for a foundation apprenticeship, an interest in science and maths would be useful for those wishing to pursue the boatmasters, and the able seafarer (deck) and (engine) pathways. GCSE passes in English, Maths and Science at grade C or higher are required for the level three 'deck and 'engineering' apprenticeship pathways. All level three level pathways are accessible following satisfactory completion of a maritime occupations foundation apprenticeship. It will also be necessary to complete or have completed the four MCA regulatory safety courses for seafarers prior to entering level three apprenticeship pathways.

For the Ports Foundation apprenticeship, apprentices must be

- Able to meet standards of medical fitness appropriate to the operation of relevant lifting equipment and cargo handling duties:
- Capable of meeting health and safety requirements of workers in the port industry
- Willing to work in shifts
- Willing to work in an outdoor environment

Processes exist to make sure that applicants with relevant prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. However, there are no relaxations or proxies for any qualifications specified in a framework in SASW.

Essential Skills Wales: If applicants already have GCSEs in English, Maths and/or Information and Communications, Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not currently exist. Apprentices

can be encouraged to complete ESW at a higher level if appropriate.

|

Level 2

Title for this framework at level 2

Foundation Level Apprenticeship for Maritime Occupations

Pathways for the framework at level 2:

Pathway 1:	Rivers and Inland Waterways including limited distances to sea (Boatmaster tier 1 level 2)
Pathway 2:	Sea Fishing
Pathway 3:	Able Seafarer (Deck)
Pathway 4:	Able seafarer/tug rating (engine room)
Pathway 5:	Port Operations

Level 2, Pathway 1: Rivers and Inland Waterways including limited distances to sea (Boatmaster tier 1 level 2)

Description of this pathway

Rivers and Inland Waterways including limited distances to sea (Boatmaster Tier 1, Level 2)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 64 or 65 if the two credit 'vessel fire prevention and firefighting STCW' unit (Ref:T/502/5920) is taken instead of the one credit unit. 'Maritime Fire Prevention and Fire Actions' (Ref:D/602/3878). This will be appropriate for those who wish to work on vessels proceeding to sea outside categorised waters. The credits are achieved through the completion of 29 knowledge credits and 17 competence credits (18 if the two credit unit referred to above is taken) plus 18 transferable essential skills credits. It will require a minimum of total of 453 on and off the job training hours to achieve the qualification, plus 135 hours to cover essential skills and 40 hours for induction, making a grand total of 626 on and off the job training hours. This will take an apprentice a minimum period of 12 months.

Entry requirements for this pathway in addition to the framework entry requirements

General entry requirements apply.

Job title(s)	Job role(s)
Trainee crew member	Assisting with: steering and lookout; mooring; management of passengers and cargo; operating and maintaining deck gear

Qualifications

Competence qualifications available to this pathway

C1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	N/A	N/A	X	X	N/A

Knowledge qualifications available to this pathway

K1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	N/A	N/A	X	X	N/A

Combined qualifications available to this pathway

B1 – Level 2 Diploma in Maritime Studies: (Rivers, Inland Waterways and limited distances to sea)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/3101/3	SQA	46	453	N/A

Relationship between competence and knowledge qualifications

The qualification contains mandatory units comprising a mixture of learning outcomes, some of which relate to underpinning knowledge, whilst others cover competence. Each learning outcome is separately assessed and it is therefore possible to determine the number of credits for each component. An analysis showing the breakdown of the credit content of each unit that comprise this pathway is as follows:

Unit 13: survival in the water during maritime emergencies (Knowledge 0 credit, competence 1 credit) total = 1 credit.

Unit 16: emergency first aid in response to maritime accidents or medical emergencies (Knowledge 0 credit, competence 1 credit) total = 1 credit.

Unit 21: maintain your own work practice: (Knowledge 1 credit, competence 1 credit) total = 2 credits.

Unit 15: maritime security: (Knowledge 1 credit, competence 0 credit) total = 1 credit.

Unit 20: communicate using equipment and visual means: (Knowledge 1 credit, competence 1 credit) total = 2 credits.

Unit 2 maritime sector overview: (Knowledge 3 credits, competence 0 credit) total = 3 credits.

Unit 1: maritime employment environmental health and safety practice: (Knowledge 2 credits, competence 0 credit) total = 2 credits.

Unit 17: maritime fire prevention and fire actions (Knowledge 1 credit, competence 0 credit) total = 1 credit.

Unit 14: vessel fire prevention and fire fighting (STCW) * (Knowledge 1 credit, competence 1

credit) total = 2 credits.

Unit 3: vessel ropework anchoring and mooring operations: (Knowledge 2 credits, competence 3 credit) total = 5 credits.

Unit 4: securing a vessel for passage: (Knowledge 1 credit, competence 2 credit)s total = 3 credits.

Unit 5: vessel construction and stability: (Knowledge 5 credits, competence 0 credit) total = 5 credits.

Unit 7: basic vessel engineering systems: (Knowledge 2 credits, competence 1 credit) total = 3 credits.

Unit 8: maintaining vessel machinery for safe operation: (Knowledge 2 credits, competence 1 credit) total = 3 credits.

Unit 9: vessel repair and maintenance: (Knowledge 2 credits, competence 3 credits) total = 5 credits.

Unit 10: assist with a vessel's navigational watch: (Knowledge 2 credits, competence 1 credit) total = 3 credits.

Unit 11: vessel navigation and tides:(Knowledge 4 credits, competence 2 credits) total = 6 credits.

*f'or those working on vessels proceeding to sea outside categorised waters, this unit is taken instead of unit 17.

The qualification for this pathway therefore contains a minimum of 29 knowledge based credits and 17 competence based credits, making a total of 46, or 47 if the unit 14 'vessel fire prevention and fire actions (STCW)' unit is substituted for unit 17 'maritime fire prevention and fire actions'. This will also increase the number of competence credits to 18. In addition there are 18 credits for essential skills making a grand total of 64 credits for this pathway, or 65 if unit 14 is substituted for unit 17 as indicated above. To achieve the qualification will require a minimum of 453 on and off the job training hours, made up of 266 off job and 187 on job.]

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- direct from school or college
- level 1 Maritime Skills Award/Certificate
- level 2 Maritime Studies Introductory Award (which will also give credit towards the Maritime Studies Certificate and or Diploma)
- the Diploma in Travel and Tourism with 'Passenger Shipping' as ASL
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

- An MCA Certificated Boatmaster after completion of the necessary sea time
- A level three Maritime Apprenticeship with a choice of pathways

Into jobs:

- Competent crew member
- Boatmaster of a domestic vessel

Continuing professional development:

- qualify for specialist endorsements for specific operations. These include: carrying general cargo, carrying cargos of dangerous goods; carrying oil and chemical bulk cargos; carrying up to 250 passengers; carrying more than 250 passengers; towing and pushing; dredging; operating fast craft carrying passengers; Ro Ro operations

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

[This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work* and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. All of the ERR related learning is accredited through the following units that are contained within the Level 2 Certificate or Diploma in Maritime Studies: Ref: 600/3101/3

- 'maritime employment, environmental and health and safety practice' Ref: Y/501/2738
- 'maritime sector overview' Ref: D/501/3739

These units must be completed and the assessment requirements of the awarding organisation met. In addition, when applying for an apprenticeship completion certificate, a 'sign off' sheet confirming all nine topics listed above have been covered, signed by the apprentice and the provider, must be submitted together with the Awarding Organisation's qualification certificate confirming these units have been completed, . This will ensure that all the necessary documentary evidence is provided.

]

Level 2, Pathway 2: Sea Fishing

Description of this pathway

Sea Fishing (deck hand)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 51. This is achieved through the completion of 22 knowledge and 17 competence credits plus 12 transferable essential skills credits. It will require a minimum of 390 on and off the job training hours to complete the qualification, plus 90 hours for essential skills and 40 hours for induction making a grand total of 520 on and off the job training hours. This will take an apprentice a minimum period of 12 months

Entry requirements for this pathway in addition to the framework entry requirements

In addition to the general entry requirements, apprentices following this pathway must be prepared to work long hours, and possibly to live away from home on board a vessel for periods, often under difficult conditions.

Job title(s)	Job role(s)
Trainee Deck Hand (deckie learner)	Assisting with: steering, lookout and safe navigation; operating and maintaining deck and specialist machinery; mooring and anchoring; deploying and hauling fishing gear; handling and stowing the catch; care and control of the fishroom; cooking for the crew

Qualifications

Competence qualifications available to this pathway

C1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	N/A	N/A	N/A	X	N/A

Knowledge qualifications available to this pathway

K1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	N/A	N/A	X	X	N/A

Combined qualifications available to this pathway

B1 – Level Two Diploma in Maritime Studies: Sea Fishing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/3122/0	SQA	39	390	N/A

Relationship between competence and knowledge qualifications

The qualification contains mandatory units comprising a mixture of learning outcomes, some of which relate to underpinning knowledge, whilst others cover competence. Each learning outcome is separately assessed and it is therefore possible to determine the number of credits for each component. An analysis showing the breakdown of the credit content of each unit that comprise this pathway is set out below:

Unit 13: survival in the water during maritime emergencies (Knowledge 0 credit, competence 1 credit) total = 1 credit.

Unit 16: emergency first aid in response to maritime accidents or medical emergencies (Knowledge 0 credit, competence 1 credit) total = 1 credit.

Unit 21: maintain your own work practice: (Knowledge 1 credit, competence 1 credit) total = 2 credits.

Unit 15: maritime security: (Knowledge 1 credit, competence 0 credit) total = 1 credit.

Unit 20: communicate using equipment and visual means: (Knowledge 1 credit, competence 1 credit) total = 2 credits.

Unit 2 maritime sector overview: (Knowledge 3 credits, competence 0 credit) total = 3 credits.

Unit 1: maritime employment environmental health and safety practice: (Knowledge 2 credits, competence 0 credit) total = 2 credits.

Unit 17: maritime fire prevention and fire actions (Knowledge 1 credit, competence 0 credit) total = 1 credit.

Unit 14: vessel fire prevention and fire fighting (STCW) * - (Knowledge 1 credit, competence 1 credit) total = 2 credits.

Unit 3: vessel ropework anchoring and mooring operations: (Knowledge 2 credits, competence

3 credit) total = 5 credits.

Unit 4: securing a vessel for passage: (Knowledge 1 credit, competence 2 credit)s total = 3 credits.

Unit 5: vessel construction and stability: (Knowledge 5 credits, competence 0 credit) total = 5 credits.

Unit 10: assist with a vessel's navigational watch: (Knowledge 2 credits, competence 1 credit) total = 3 credits.

Unit 18 assemble and operate fishing gear (knowledge 1 credit, competence 4 credits) total = 5 credits.

Unit 19 receiving handling and stowing the catch (Knowledge 2 credits, competence 3 credits) total = 5 credits.

Optional unit to be taken if required:

Unit 21 assist with cooking on a fishing vessel (knowledge 1 credit, competence 1 credit) total = 2 credits.

The qualification for this pathway therefore comprises a minimum of 22 knowledge based credits and 17 competence based credits. This gives a total of 39 credits. However If unit 14 'vessel fire prevention and firefighting' is substituted for unit 17 'maritime fire preventions and fire actions' to meet the requirements of International Regulations applicable to vessels exceeding 16.5 metres in length, this will increase the total number of credits to 40 and the competence based credits to 18. In addition there are a further 12 credits for essential skills making a grand total of 51. ICT is not included in this pathway because the industry does not regard it as contributing to effective job performance at this level. To achieve the qualification will require a minimum of 390 on and off the job training hours, made up of 204 off Job and 186 on job.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- direct from school or college
- level 1 Maritime Studies Award/Certificate
- level 2 Maritime Studies Introductory Award (which will also give credit towards the Maritime Studies Certificate)
- Seafish's 'Introduction to Commercial Fishing' course
- Seafish's 'basic safety training' course
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

A level three maritime occupations apprenticeship with a choice of pathways

Into Jobs:

- competent deck hand
- inshore Skipper in charge of smaller vessels under 16.5m that go to sea to catch fish.
- full details of careers progression routes in the Fishing industry can be seen on the following link: www.seafish.org/sea/training.asp?p=ef

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training* must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. All of the ERR related learning is accredited through the following units contained within the Level 2 Diploma in Maritime Studies:

Ref:600/3122/0

- 'maritime employment, environmental and health and safety practice' Ref: Y/501/2738
- 'maritime sector overview' Ref: D/501/2739

These units must be completed and the assessment requirements of the awarding organisation met. In addition, when applying for an apprenticeship completion certificate, a 'sign off' sheet confirming all nine topics listed above have been covered, signed by the apprentice and the provider, must be submitted together with the Awarding Organisation's qualification certificate confirming these units have been completed. This will ensure that all the necessary documentary evidence is provided.

Level 2, Pathway 3: Able Seafarer (Deck)

Description of this pathway

Able Seafarer (Deck)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 43. The credits are achieved through the completion of 19 knowledge and 12 competence credits plus 12 credits for transferable essential skills. This will require a minimum total of 294 on and off the job training hours to complete the qualification, plus 90 hours for essential skills and 40 hours for induction making a grand total of 424 on and off the job training hours. This will take an apprentice a minimum period of 12 months.

Entry requirements for this pathway in addition to the framework entry requirements

All general entry requirements apply, plus the willingness to spend periods away from home on board a vessel as required.

Job title(s)	Job role(s)
Trainee deck rating	assisting with: steering and lookout, safe navigation, operating and maintaining deck and specialist machinery, mooring and anchoring

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Award in Maritime Studies Deck Rating

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/2113/5	SQA	12	106	N/A

B2 – Level 2 Certificate In Maritime Studies: Able Seafarer (Deck)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	601/5700/8	SQA	19	188	N/A

Relationship between competence and knowledge qualifications

The qualifications contain mandatory units comprising a mixture of learning outcomes, some of which relate to underpinning knowledge, whilst others cover competence. Each learning outcome is separately assessed and it is therefore possible to determine the number of credits for each component. An analysis showing the breakdown of the credit content of each unit that comprise the two qualifications in this pathway is set out below:

- Unit 1: maritime employment environmental health and safety practice: (Knowledge 2 credits, competence 0 credit) total = 2 credits
- Unit 2 maritime sector overview: (Knowledge 3 credits, competence 0 credit) total = 3 credits.
- Unit 3: vessel ropework anchoring and mooring operations: (Knowledge 2 credits, competence 3 credit) total = 5 credits.
- Unit 4: securing a vessel for passage: (Knowledge 1 credit, competence 2 credit)s total = 3 credits.
- Unit 5: vessel construction and stability: (Knowledge 5 credits, competence 0 credit) total = 5 credits.
- Unit 13: survival in the water during maritime emergencies: (Knowledge 0 credit, competence 1 credit) total = 1 credit.
- Unit 14: vessel fire prevention and fire fighting (STCW): (Knowledge 1 credit, competence 1 credit) total = 2 credits.
- Unit 15: maritime security: (Knowledge 1 credit, competence 0 credit) total = 1 credit.

- Unit 16: emergency first aid in response to maritime accidents or medical emergencies: (Knowledge 0 credit, competence 1 credit) total = 1 credit.
- Unit 23: basic vessel watchkeeping: (Knowledge 1 credit, competence 1 credit) total = 2 credits.
- Unit 24: vessel ropework, anchoring and mooring activities: (Knowledge 1 credit, competence 1 credit) total = 2 credits.
- Unit 25: assisting with securing a vessel for passage: (Knowledge 1 credit, competence 0 credit) total = 1 credit.
- Unit 29: control operation of survival craft and rescue boats: (Knowledge 1 credit, competence 2 credits) total = 3 credits.

The qualifications for this pathway therefore comprise 19 knowledge based credits and 12 competence based credits. This gives a total of 31 credits. In addition there are 12 credits for essential skills, making a grand total of 43 credits. To achieve these qualifications will require a minimum total of 294 on and off the job training hours made up of 176 off job and 118 on job.

The pathway is designed so that the Award (which aligns with MCA requirements for a Watch Rating) is taken first, and the more demanding Certificate afterwards.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- direct from school or college
- level 1 Maritime Skills Award/Certificate
- level 2 Maritime Studies Introductory Award (which also will give credit towards the Maritime Studies Certificate)
- the Diploma in Travel and Tourism with 'Passenger Shipping' as ASL
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

- MCA certification as an Able Seafarer after completion of the required seetime
- A Level three Maritime Occupations Apprenticeship with a choice of pathways

Into jobs:

- Able seafarer (deck)
- Bosun, senior rating on superyachts and other vessels requiring limited certification

In addition there are excellent opportunities to progress from rating to officer positions, with full funding through Slater Scholarships.

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010* and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity* training must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. All of the ERR related learning is accredited through the following units contained within the Level 2 Certificate in Maritime Studies: (able seafarer/tug rating (deck): Ref:600/3100/1

' maritime employment, environmental and health and safety practice' Ref: Y/501/2738

These units must be completed and the assessment requirements of the awarding organisation met. In addition, when applying for an apprenticeship completion certificate, a 'sign off' sheet confirming all nine topics listed above have been covered, signed by the apprentice and the provider, must be submitted together with the Awarding Organisation's qualification certificate confirming these units have been completed, . This will ensure that all the necessary documentary evidence is provided.

Level 2, Pathway 4: Able seafarer/tug rating (engine room)

Description of this pathway

Able seafarer/tug rating (engine room)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 57. The credits are achieved through the completion of 25 knowledge and 20 competence credits, plus 12 credits for transferable essential skills. This will require a minimum total of 279 on and off the job training hours to complete the qualification, a further 90 hours to cover essential skills and 40 hours for induction, making a grand total of 409 on and off the job training hours. This will take an apprentice a minimum period of 12 months.

Entry requirements for this pathway in addition to the framework entry requirements

All general entry requirements apply, plus the willingness to spend periods away from home on board a vessel as required.

Job title(s)	Job role(s)
Trainee rating/tug rating (engine room)	ensuring the continuous running of machinery and equipment on board a vessel, organising routine maintenance procedures and necessary repairs in the engine-room, the power plant and auxiliary machinery

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level two Diploma in Maritime Studies: able seafarer/tug rating (engine room)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/2790/3	SQA	45	279	N/A

Relationship between competence and knowledge qualifications

The qualification contains mandatory units comprising a mixture of learning outcomes, some of which relate to underpinning knowledge, whilst others cover competence. Each learning outcome is separately assessed and it is therefore possible to determine the number of credits for each component. An analysis showing the breakdown of the credit content of each unit that comprise this pathway is set out below:

Unit 13: survival in the water during maritime emergencies (Knowledge 0 credit, competence 1 credit) total = 1 credit.

Unit 16: emergency first aid in response to maritime accidents or medical emergencies (Knowledge 0 credit, competence 1 credit) total = 1 credit.

Unit 15: maritime security: (Knowledge 1 credit, competence 0 credit) total = 1 credit.

Unit 2 maritime sector overview: (Knowledge 3 credits, competence 0 credit) total = 3 credits.

Unit 1: maritime employment environmental health and safety practice: (Knowledge 2 credits, competence 0 credit) total = 2 credits.

Unit 14: vessel fire prevention and fire fighting (STCW) * - (Knowledge 1 credit, competence 1 credit) total = 2 credits.

Unit 26: safe operation of merchant vessel machinery systems (Knowledge 4 credits, competence 0 credits) total = 4 credits.

Unit 27: electrical safety on merchant vessels (Knowledge 2 credits, competence 0 credit) total = 2 credits.

Unit 28: producing components using hand fitting techniques (Knowledge 6 credits, competence 8 credits) total = 14 credits.

Unit 76: preparing and using lathe for turning operations (Knowledge 6 credits, competence 9

credits) total = 15 credits.

Optional units which will be taken at the request of employers in the Merchant Marine:

Units 29: control operation of survival craft and rescue boats (Knowledge 1 credit, competence 2 credits) total = 3 credits.

Unit 75: maintaining electrical equipment and systems (Knowledge 10 credits, competence 5 credits) total 15 credits.

Optional units which will be taken at the request of employers in the tugs sector:

Unit 24: vessel ropework, anchoring and mooring activities (Knowledge 1 credits, competence 1 credit) total = 2 credits.

Unit 25: assisting with securing a vessel for passage (Knowledge 1 credit, competence 0 credit) total = 1 credit.

Unit 23: basic vessel watchkeeping (Knowledge 2 credits, competence 0 credit) total = 2 credits.

The qualifications for this pathway therefore comprise a minimum of 25 knowledge based credits and 20 competence based credits. This gives a total of 45 credits. In addition there are 12 credits for essential skills, making a grand total of 57 credits. To achieve the qualification will require a minimum of 279 on and off the job training hours made up of 165 off job and 114 on job.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- direct from school or college
- level 1 Maritime Skills Ward/Certificate
- level 2 Maritime Studies Introductory Award (which also will give credit towards the Maritime Studies Certificate)
- the Diploma in Travel and Tourism with 'Passenger Shipping' as ASL
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

- MCA Certification as an Able seafarer (engine room) after completion of the required seetime
- A Level three maritime occupations apprenticeship with a choice of pathways

Into jobs:

- Watch rating (engine room)
- Able seafarer (engine room)
- Tug Rating (engine room)
- Senior engine room rating on superyachts and other vessels requiring limited certification

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity* training must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. All of the ERR related learning is accredited through the following units contained within the Level 2 Diploma in Maritime Studies: able seafarer (engine room). Ref: 600/2790/3

- 'maritime employment, environmental and health and safety practice'. Ref: Y/501/2738

- 'maritime sector overview'. Ref: D/501/2739

These units must be completed and the assessment requirements of the awarding organisation met. In addition, when applying for an apprenticeship completion certificate, a 'sign off' sheet confirming all nine topics listed above have been covered, signed by the apprentice and the provider, must be submitted together with the Awarding Organisation's qualification certificate confirming these units have been completed. This will ensure that all the necessary documentary evidence is provided.

Level 2, Pathway 5: Port Operations

Description of this pathway

Port operations covering sea, river and inland waterway ports, harbours, quays, terminals, wharves, jetties, related facilities and associated handling and logistics operations

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) is 66. This comprises 23 credits for a Level Two NVQ Certificate in Port Operations (competence qualification), a minimum of 20 credits for a Level Two Certificate in Stevedoring Essentials (knowledge qualification), 18 credits for the three essential skills of communication, application of number and ICT and a further 5 credits for the Level Two Award in Maritime Studies which covers Employee Rights and Responsibilities. This will require a minimum total of 130 on and off the job training hours to achieve the competence qualification, 155 on and off the job training hours to achieve the underpinning knowledge qualification, 50 on and off the job training hours to cover the employment rights and responsibilities qualification, plus 135 hours for essential skills. This makes a grand total of 508 on and off the job training hours which will take an apprentice a minimum period of 15 months.

Entry requirements for this pathway in addition to the framework entry requirements

General entry requirements apply

Job title(s)	Job role(s)
Trainee in Port Operations	Loading and unloading of cargo by various means including lifting equipment and vehicles; working safely with hazardous cargo and in potentially hazardous environments; responding to emergency situations; storing, receipt and dispatch; berthing and establishing vessel access

Qualifications

Competence qualifications available to this pathway

C1 – Level Two NVQ Certificate in Port Operations

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/5266/1	EAL	23	130	N/A

Knowledge qualifications available to this pathway

K1 – Level Two Certificate in Stevedoring Essentials

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1283/3	EAL	20 min	155 min	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1a provides the underpinning knowledge and understanding for C1a. and was specifically developed to cover the the required technical knowledge for those wishing to undertake the job role of stevedore. Both qualifications have been developed in conjunction with the industry and reflect the current National Occupational Standards

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

Progression routes into this apprenticeship:

Direct from school or college

Level 1 Maritime Skills Award/Certificate

Level 2 Maritime Studies Introductory Award

Previous time spent In the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

- A Level three Maritime Occupations Apprenticeship with a choice of pathways

Into jobs:

- Port operative

Continuing professional development:

- Can progress to port operations supervisor, port commercial or port management roles with sufficient skill and drive

UCAS points for this pathway:

Framework Developer to complete with relevant info

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. All of the ERR related learning is accredited through the following units that comprise the Level 2 Maritime Studies Award (QCF Ref: 500/3142/9)

- 'maritime employment, environmental and health and safety practice' 2 credits (18 GLH)
Ref: Y/501//2738
- 'maritime sector overview' 3 credits (30 GLH). Ref: D/501/2739

These units must be completed and the assessment requirements of the awarding organisation met. In addition, when applying for an apprenticeship completion certificate, a 'sign off' sheet confirming all nine topics listed above have been covered, signed by the apprentice and the provider, must be submitted together with the Awarding Organisation's qualification certificate confirming these units have been completed. This will ensure that all the necessary documentary evidence is provided.

Level 3

Title for this framework at level 3

Apprenticeship for Maritime Occupations

Pathways for the framework at level 3:

- | | |
|------------|---|
| Pathway 1: | Officer of the watch on Merchant Vessels of less than 500 gross tonnage (near coastal) including tugs |
| Pathway 2: | Officer of the watch on merchant vessels of less than 3,000 gross tonnage (near coastal) including tugs |

Level 3, Pathway 1: Officer of the watch on Merchant Vessels of less than 500 gross tonnage (near coastal) including tugs

Description of this pathway

Officer of the watch on merchant vessels of less than 500 gross tonnage (Near Coastal) including tugs, the minimum total number of credits that an apprentice must obtain on the QCF for this pathway is 62 calculated as follows: To achieve the Level 3 Diploma in Maritime Studies: officer of the watch on merchant vessels less than 500 gross tonnage (near coastal) - (QCF ref:600/8403/0) comprising 25 knowledge and 14 competence credits, a total of 39, plus 5 knowledge credits to achieve a Level 2 Award in Maritime Studies (QCF reference 500/3142/9) covering employment rights and responsibilities, and 18 credits for transferable essential skills. This will require a minimum total of 335 on and off the job training hours to complete the qualification or 365 on and off the job training hours if the optional unit is taken, plus 50 on and off the job training hours to achieve the qualification covering employee rights and responsibilities, 135 hours for essential skills and 40 hours for induction. This makes a grand total of 558 on and off the job training hours plus 30 hours if the optional unit is taken, which will take an apprentice a minimum period of 12 months.

Entry requirements for this pathway in addition to the framework entry requirements

- Completion of a Maritime Occupations intermediate/foundation apprenticeship OR
- Completion of the Level 2 Diploma in Maritime Studies: Able seafarer/Tug Rating OR
- Hold a valid Navigation Watch Rating Certificate (STCW A-II/4) and a Certificate of Proficiency as an Able Seafarer/ Tug Rating (STCW A-II/5)

Job title(s)	Job role(s)
able seafarer/tug rating	assisting with bridge watchkeeping duties, steering and maintaining a course, mooring anchoring and securing operations, following safe and environmentally friendly working practices

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Diploma In Maritime Studies: Officer of the Watch on Merchant Vessels of less than 500 gross tonnage (Near Coastal)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/8403/0	SQA	39	335	X.

Relationship between competence and knowledge qualifications

The Level 3 Diploma In Maritime Studies: Officer of the Watch on Merchant Vessels of less than 500 gross tonnage (Near Coastal) contains units comprising a mixture of learning outcomes, of which 25 are knowledge based credits and 14 are competence based credits making a minimum total of 39 credits or 44 credits of which 27 are knowledge based credits and 17 are competence based credits if the optional unit is taken. This qualification requires a minimum of 335 on and off the job training hours and a maximum of 365 on and off the job training hours including the optional unit. An analysis showing the breakdown of the credit content of each unit that comprise this qualification is as follows:

Unit 11 Vessel Navigation and Tides - Knowledge 4 credits, competence 2 credits = 6 credits

Unit 37 Ship Construction - Knowledge 5 credits, competence 0 credits = 5 credits

Unit 41 Chartwork and Tides - Knowledge 4 credits, competence 4 credits = 8 credits)

Unit 43 Contribute to Vessel Stability and Watertight Integrity - Knowledge 4 credits, competence 4 credits = 8 credits

Unit 46 Control Vessel Mooring, Anchoring and Securing Operations- Knowledge 2 credits, competence 2 credits = 4 credits

Unit 48 Interpret Meteorology in the Near Coastal Area - Knowledge 5 credits, competence 0 credits = 5 credits

Unit 62 Respond to Navigational Emergencies - Knowledge 1 credit, competence 2 credits = 3 credits

Optional Unit:

Unit 45 Control Tug Operations - Knowledge 2 credits, competence 3 credits = 5 credits

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☒ NO ☐

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☒ NO ☐

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** ☒ **NO** ☐

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- Completion of a Maritime Occupations intermediate/foundation apprenticeship OR
- Completion of the Level 2 Diploma in Maritime Studies: Able seafarer/Tug Rating

Progression routes from this apprenticeship:

- Mate on board vessels less than 500 gross tonnage (near coastal) including tugs
- Master of a vessel less than 500 gross tonnage (near coastal) including tugs
- Foundation degree in nautical studies

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity* training must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase

The ERR related learning is accredited through achievement of the Level 2 Award in Maritime Studies: introductory (ref: 500/3142/9).

Level 3, Pathway 2: Officer of the watch on merchant vessels of less than 3,000 gross tonnage (near coastal) including tugs

Description of this pathway

Officer of the watch on merchant vessels of less than 3,000 gross tonnage (Near Coastal) including tugs, the minimum total number of credits that an apprentice must obtain on the QCF for this pathway is 139, calculated as follows: To achieve the Level 3 Diploma in Maritime Studies: officer of the watch on merchant vessels less than 3,000 gross tonnage (near coastal) - (QCF ref:600/8404/2) comprising 65 knowledge and 51 competence credits, a total of 116, plus 5 knowledge credits to achieve a Level 2 Award in Maritime Studies (QCF reference 500/3142/9) to cover employment rights and responsibilities, and 18 credits for transferable essential skills. This will require a minimum total of 994 on and off the job training hours to achieve the qualification or 1024 on and off the job training hours if the optional unit is taken, plus 50 on and off the job training hours to achieve the qualification covering employee rights and responsibilities, plus 135 hours for essential skills and 40 hours for induction. This makes a grand total of 1217 on and off the job training hours or 1247 on and off the job training hours if the optional unit is taken, which will take an apprentice a minimum period of 18 months.

Entry requirements for this pathway in addition to the framework entry requirements

- Completion of a Maritime Occupations intermediate/foundation apprenticeship OR
- Completion of the Level 2 Diploma in Maritime Studies: Able seafarer/Tug Rating OR
- Hold a valid Navigation Watch Rating Certificate (STCW A-II/4) and a Certificate of Proficiency as an Able Seafarer/Tug Rating (STCW A-II/5).

Job title(s)	Job role(s)
able seafarer/tug rating	Assist on the bridge with navigation, watchkeeping, steering to a course, anchoring, mooring and securing operations, working safely and environmentally responsibly and responding to emergencies

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Diploma in Maritime Studies: officer of the watch on merchant vessels less than 3,000 gross tonnage (near coastal)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/8404/2	SQA	116	994	

Relationship between competence and knowledge qualifications

The Level 3 Diploma In Maritime Studies: Officer of the Watch on Merchant Vessels of less than 3,000 gross tonnage (Near Coastal) contains units comprising a mixture of learning outcomes, of which 65 are knowledge based credits and 51 are competence based credits making a minimum total of 116 credits or 121 credits of which 67 are knowledge based credits and 54 are competence based credits if the optional unit is taken. This qualification requires a minimum of 994 GLH and a maximum of 1024 GLH. including the optional unit. . An analysis showing the breakdown of the credit content of each unit that comprise this qualification is as follows:

Unit 11 Vessel Navigation and Tides - Knowledge 4 credits, competence 2 credits = 6 credits

Unit 12 Vessel watchkeeping - Knowledge 2 credits, competence 1 credit = 3 credits

Unit 30 Control vessel operations - Knowledge 2 credits, competence 6 credits = 8 credits

Unit 34 Mathematics for seafarers - Knowledge 0 credits, competence 5 credits = 5 credits

Unit 35 Nautical Science - an introduction - Knowledge 8 credits, competence 0 credits = 8 credits

Unit 37 Ship Construction - Knowledge 5 credits, competence 0 credits = 5 credits

Unit 41 Chartwork and Tides - Knowledge 4 credits, competence 4 credits = 8 credits

Unit 43 Contribute to Vessel Stability and Watertight Integrity - Knowledge 4 credits, competence 4 credits = 8 credits

Unit 45 Control vessel communications - Knowledge 1 credit, competence 2 credits = 3 credits)

Unit 46 Control Vessel Mooring, Anchoring and Securing Operations- Knowledge 2 credits, competence 2 credits = 4 credits

Unit 48 Interpret Meteorology in the Near Coastal Area - Knowledge 5 credits, competence 0 credits = 5 credits

Unit 50 Maintain safe and environmentally friendly responsible working practices on board a vessel - Knowledge 4 credits, competence 2 credits = 6 credits

Unit 58 Navigational mathematics and science - Knowledge 4 credits, competence 2 credits = 6 credits

Unit 59 Provide a fire fighting response on board a vessel - Knowledge 1 credit, competence 2 credits = 3 credits

Unit 60 Provide medical first aid on board a vessel - Knowledge 2 credits, competence 1 credit = 3 credits

Unit 61 Respond to emergencies on board a vessel - Knowledge 3 credits, competence 2 credits = 5 credits

Unit 62 Respond to Navigational Emergencies - Knowledge 2 credit, competence 1 credits = 3 credits

Unit 63 Take charge of a navigational watch in a near coastal area - Knowledge 2 credits, competence 6 credits = 8 credits

Unit 88 Control marine radar and automatic identification system - Knowledge 2 credits, competence 3 credits = 5 credits

Unit 89 Control marine electronic navigation systems - Knowledge 5 credits, competence 3 credits = 8 credits

Unit 90 Control electronic chart display information systems (ECDIS) - Knowledge 2 credits, competence 1 credit = 3 credits

Unit 91 Control bridge resources - Knowledge 1 credit, competence 2 credits = 3 credits

Optional Unit:

Unit 44 Control Tug Operations - Knowledge 2 credits, competence 3 credits = 5 credits

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☒ NO ☐

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☒ NO ☐

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** ☒ **NO** ☐

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- Completion of a Maritime Occupations intermediate/foundation apprenticeship OR
- Completion of the Level 2 Diploma in Maritime Studies: Able seafarer/Tug Rating

Progression routes from this apprenticeship:

- Mate on board vessels less than 3,000 gross tonnage (near coastal) including tugs
- Master of a vessel less than 3,000 gross tonnage (near coastal) including tugs
- Foundation degree in nautical studies

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity* training must be an integral part of the apprentice's learning programme
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry
- has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice

- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase

The ERR related learning is accredited through achievement of the Level 2 Award in Maritime Studies: introductory (ref: 500/3142/9).

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

[The Maritime Labour Convention 2006 (to which the UK is a signatory) requires all seafarers to be sufficiently physically fit to pass a medical specified by the MCA; this could include a colour blindness test. Current UK port legislation (Docks Regulations 1988, regulation 11(2)) requires that 'A person shall not be authorised to drive a vehicle or operate a lifting appliance unless he is fit to do so'. Health and Safety Executive guidance specifies restrictions based on some medical conditions (e.g. Type 2 Diabetes). There are therefore some disabilities that will prevent a person from becoming a seafarer or working in port operations. Given the potentially hazardous and unpredictable nature of seagoing and port related employment, employment it is clear why these conditions are in place. There are however no other barriers to entry. The Maritime Skills Needs Analysis (2009) showed the maritime sector workforce has a much lower proportion of female workers than the whole of the UK workforce: 20% compared to 45%.

There are also fewer BME workers in the maritime sector than the UK average: 3% compared to 9%. The whole sector is firmly committed to improving these ratios as are the Seafarers and Ports Trade Unions and all stakeholders are working together to look at ways of doing this through the apprenticeship, web sites, blogs and careers information. This framework supports these efforts by highlighting the attractions of working on board vessels and in ports, the minimal entry requirements and the range of occupations available. Publicity material emphasises under represented groups who have made a successful career in the sector.

Training providers and employers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to, and promotion within, the industry, using the nine protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender re-assignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race

8. Religion and belief
9. Sexual orientation

The Maritime Skills Alliance will monitor take up and achievement of all Apprenticeships as part of its Apprenticeship Strategy and take steps to address any barriers to take up and achievement as part of its Sector Qualifications Strategy. |

On and off the job training

Summary of on- and off-the-job training

The total on and off job training hours are shown under the description for each pathway. All on and off job training hours must be: delivered during contracted working hours under an Apprenticeship Agreement, or during a qualifying period ending on the date of application for a certificate planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager; supported via a tutor, teacher, mentor or manager delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study;]

Off-the-job training

Foundation Pathway 1: Rivers and Inland Waterways including limited distances to Sea: A minimum total of 441 off the job training hours over a minimum period of 12 months.

Foundation pathway 2: Sea Fishing: A minimum total of 334 off the job training hours over a minimum period of 12 months.

Foundation pathway 3: Able Seafarer (Deck): A minimum total of 306 off the job training hours over a minimum period of 12 months

Foundation pathway 4: A minimum total of 295 off the job training hours over a minimum period of 12 months.

Foundation pathway 5: Port Operations: A minimum total of 380 off the job training hours over a minimum period of 15 months. This means that an apprentice will need to complete 304 off the job training hours during the first 12 months and a further 76 off the job training hours over the following three months

Level Three pathway 1: Officer of the watch on merchant vessels less than 500 gross tonnage (near coastal) including tugs: A minimum total of 473 off the job training hours over a minimum period of 12 months

Level Three: pathway 2: Officer of the watch on merchant vessels less than 3,000 gross tonnage (near coastal) including tugs: A minimum total of 947 off the job training hours over a minimum period of 18 months. This means that an apprentice will need to complete a minimum of 632 off the job training hours in the first 12 months and a further 315 off the job training hours over the following 6 months

How this requirement will be met

For all pathways it is important that on and off the job training is integrated. This will be achieved by ensuring that the apprentice has the opportunity to put into practice learning acquired off the job in a work setting as soon as practicable thereafter. It will require a mixture of on and off the job training throughout the period of the apprenticeship usually delivered in short blocks rather than day release, which seldom meets the needs of the sector.

Each approved learning provider or outreach facility for all pathways will maintain a register of attendance showing the time spent off the job by each apprentice, while receiving guided learning. Providers will be responsible for providing evidence that the minimum number of off the job training hours have been met, when apply for the apprenticeship completion certificate. It will also be recorded in the Training Record Book which will be supplied free of charge to the learner on enrolment to the apprenticeship.

Evidence of off the job training hours:

Level 2 Award, Certificate or Diploma in Maritime Studies and/or Level 2 Certificate in Stevedoring Essentials, appropriate to the pathway followed

Level 3 Diploma in Maritime Studies, appropriate to the pathway being followed

Level 1 or Level (depending on the pathway being followed) Awards for English, application of number and ICT (when required within the pathway)

On-the-job training

Foundation Pathway 1: Rivers and Inland Waterways including limited distances to Sea: A minimum total of 187 on the job training hours over a minimum period of 12 months

Foundation pathway 2: Sea Fishing: A minimum total of 186 on the job training hours over a minimum period of 12 months

Foundation pathway 3: Able Seafarer (Deck): A minimum total of 118 on the job training hours over a minimum period of 12 months

Foundation pathway 4: A minimum total of 114 on the job training hours over a minimum period of 12 months

Foundation pathway 5: Port Operations: A minimum total of 130 off the job training hours over a minimum period of 15 months. This means that an apprentice will need to complete 104 on the job training hours during the first 12 months and a further 26 on the job training hours over the following three months

Level Three pathway 1: Officer of the watch on merchant vessels less than 500 gross tonnage (near coastal) including tugs: A minimum total of 85 on the job training hours over a minimum period of 12 months

Level Three: pathway 2: Officer of the watch on merchant vessels less than 3,000 gross tonnage (near coastal) including tugs: A minimum total of 270 on the job training hours over a minimum period of 18 months. This means that an apprentice will need to complete a minimum of 180 off the job training hours in the first 12 months and a further 90 on the job training hours over the following 6 months

How this requirement will be met

On the job training hours should:

- Achieve clear and specific outcomes which contribute directly to the successful achievement of the pathway and this may include accredited and non-accredited elements of the framework
- Be planned, reviewed and evaluated jointly between, apprentice, tutor, teacher, assessor mentor or manager
- Allow access as and when required by the apprentice to either a tutor, teacher, assessor, mentor or manager
- Be delivered during contracted working hours
- Be delivered through one or more of the following methods: individual and group coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and project work.

Evidence for on job training hours for foundation pathways 1 to 4 and Level 3 pathways:

Each apprentice will be issued free of charge with an MSA approved Training Record Book specific to the pathway being followed. This book lists all the activities that must be undertaken in the work place, under supervision and guidance to achieve proficiency in the appropriate work role. When each task has been completed to a satisfactory standard it will be 'signed off' by the Master/Skipper or other designated person overseeing the apprentice. It will include dates and time spent on particular activities. The completed book will be used to provide supporting evidence of proficiency to undertake the required activities and the time spent on them. It will also include details of mentoring and review sessions.

Evidence for on the job training hours for foundation pathway 5:

Level 2 NVQ in Port Operations is a competence based qualification that requires assessments of practical demonstrations of competence on the job with supporting evidence to satisfy the requirements of the Awarding Organisation. |

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]

Improving own learning and performance

[This wider key skill is embedded within the maritime occupations framework which requires reflective learning supported by regular reviews of performance to assist in the development of this skill by the apprentice. The sector does not feel it necessary to require additional certification to evidence this.]

Working with others

[This wider key skill is an essential part of working as a crew member on board a vessel or a team member on the port quayside. Elements of the qualifications that lead to job competence will evidence this skill and additional certification is not regarded as necessary.]

Problem solving

[Problem solving is embedded in nearly all the outcomes that form part of the qualification to be achieved through the various pathways. For this reason the sector does not believe that additional certification evidencing this is required.]

apprenticeship FRAMEWORK

For more information visit-
www.acwcerts.co.uk/framework_library