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Open Awards Entry Level Award and Certificate in Exploring Maritime Skills (Entry 3) (RQF)

Award (601/4445/2)

Certificate (600/3037/9)



QUALIFICATION GUIDE

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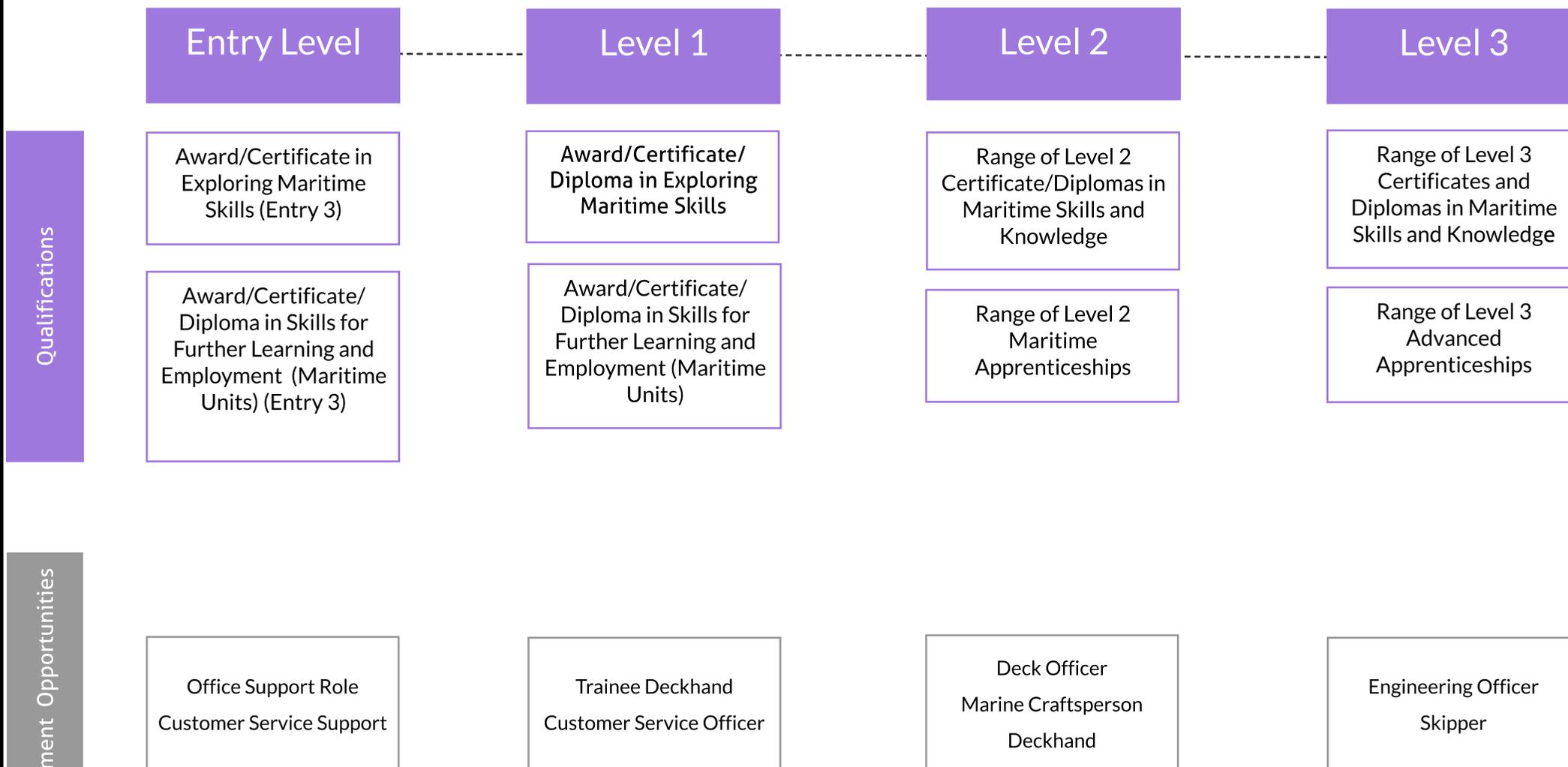
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Pathways to Employment

Maritime



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About the Qualification

Title	Award/Certificate in Exploring Maritime Skills (RQF)
QAN	Award – 601/4445/2 Certificate – 600/3037/9
Sector	8 Leisure, Travel and Tourism
Level	Entry Level 3
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31 st January 2019

Ofqual Purpose	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	Prepare for Further Learning or Training

Rules of Combination	
Award	
Credit Value of the Qualification:	6
Minimum Credits to be achieved at the Level of the Qualification:	6
Mandatory Units A:	6 credits to be achieved
Certificate	
Credit Value of the Qualification:	16
Minimum Credits to be achieved at the Level of the Qualification:	16
Mandatory Units A:	16 credits to be achieved

Total Qualification Time/Guided Learning	
Award	
Total Qualification Time (hours)	60
Guided Learning (hours)	60
Certificate	
Total Qualification Time (hours)	160
Guided Learning (hours)	160

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements

There are no specific prior achievements required.

Recommended Assessment Method

The recommended assessment method is a Portfolio of evidence.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work. Types of evidence could include:

- Observation of performance
- Questioning (written or oral)
- Personal statements
- Projects
- Witness testimonies
- Simulations (where allowed)
- Group discussion
- Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our Access to Assessment and Reasonable Adjustments policy for guidance and the procedures for applying for [Access to Fair Assessment Policy](#).

This qualification has been designed to allow for a mix of practical and classroom based activities as appropriate for individual learner's requirements and programmes of study. Please see the individual units outlined in this qualification for assessment criteria and any specified requirements.

Purpose Statement



Entry 3 Award and Certificate in Exploring Maritime Skills

The primary purpose of the Open Awards Entry 3 Award/Certificate in Exploring Maritime Skills is to support you to progress to the next level of learning and/or develop knowledge and skills in a subject area. It could also support your entry to employment or your development within an existing employment role.

This qualification is for you if you want an introduction to both theoretical and practical activities related to the Maritime sector with a view to exploring the career options available.

The qualification will introduce you to a range of activities that support the development of not only the essential teamwork skills, but foundation skills linked to areas including: Catering in a Galley, Vessel Stability and Construction and why vessels float, reading Marine Charts and Compasses for basic navigation, and recognising and tying knots to secure items safely.



Who is it for?

New entrants to the industry, long-term unemployed who wish to retrain, experienced workers looking to progress and/or seeking a formal qualification



What does this qualification cover?

The size of the qualification is defined by credits. To achieve the Award you will be required to achieve 6 credits and to commit to approximately 60 hours of learning.

You will be required to complete 2 mandatory units

- Introduction to Careers in the Maritime Sector (3 credits)
- Using Teamwork Skills (3 credits)

To achieve the Certificate, you will be required to achieve 16 credits and to commit to approximately 160 hours of learning.

You will be required to complete 6 mandatory units

- Introduction to Careers in the Maritime Sector (3 credits)
- Using Teamwork Skills (3 credits)
- Introduction to Catering on Board a Vessel (3 credits)
- Introduction to Marine Charts and Compasses (3 credits)
- Introduction to Ropes and Knots used on Board Vessels (3 credits)
- Introduction to Vessel Stability and Construction (1 credit)

These units will provide the basis for you to explore careers in the Maritime sector whilst developing the Teamworking skills that are an essential requirement of the Maritime industry.



What are the Entry Requirements?

This qualification is appropriate for those aged 14+ but there are no specific prior achievement or entry requirements and it may be studied alongside other vocational qualifications.

What are the Progression Opportunities?

The qualification provides a mechanism for you to recognise and develop your skills and establish personal, learning and employment goals. The achievement of the qualification will prepare you for progression to the next level of vocational learning. Examples of this include, but are not limited to:

- **Open Awards Level 1 Award, Certificate or Diploma in Exploring Maritime Skills**

These qualifications extend awareness of opportunities in the Maritime Sector whilst developing practical skills and competencies that would support work within the following areas:

- **Deckhand and Seamanship**
- **Hospitality and Catering on Board a Vessel**
- **Vessel Engineering**

You are also able to complete units from each section in order to gain a board knowledge and understanding

Alternatively, you may choose to seek employment, for example:

- **Fishing Vessel Deckhand**

Deckhands work as part of the crew on a fishing boat that brings in the catch. They prepare and maintain the fishing equipment, keep deck areas clear of debris and on some vessels, help out in the engine room.

If you want a job working at sea and don't mind physical work, this could be the ideal career for you.

You'll need to be physically fit, a good team worker and know the importance of health and safety.



What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. There will be elements within the qualification that will need to be completed in a practical setting.



Who supports this qualification?

The qualification was developed with and is supported by a diverse range of training providers including London Nautical School; the Marine Society and Sea Cadets; and South Devon College

Qualification Units

Open Awards Entry Level Award in Exploring Maritime Skills (Entry 3) (RQF)

Mandatory Units A

QAC Code	Unit Name	Credits	Level
D/503/4143	Introduction to Careers in the Maritime Sector	3	Entry Level Three
H/615/0292	Using Teamwork Skills	3	Entry Level Three

Open Awards Entry Level Certificate in Exploring Maritime Skills (Entry 3) (RQF)

Mandatory Unit Group (A)

QAC Code	Unit Name	Credits	Level
D/503/4143	Introduction to Careers in the Maritime Sector	3	Entry Level Three
A/503/4151	Introduction to Catering On Board a Vessel	3	Entry Level Three
M/503/4146	Introduction to Marine Charts and Compasses	3	Entry Level Three
F/503/4152	Introduction to Ropes and Knots Used On Board Vessels	3	Entry Level Three
Y/503/4156	Introduction to Vessel Stability and Construction	1	Entry Level Three
H/615/0292	Using Teamwork Skills	3	Entry Level Three

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact us on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by [completing an New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or [speak to your Customer Service Advisor](#).

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found on [our website](#) or the [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement

because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre.

For more information, please see our [Recognition of Prior Learning Policy](#).

Health and Safety

It is acknowledged that elements of this qualification will be delivered in a practical setting and could include work-place learning or placements. It is therefore essential that appropriate health and safety guidelines are followed at all times and appropriate risk assessments are in place to safeguard the learners. It is recommended that all learners complete a full induction, including relevant health and safety instruction.

Below is a suggested resource to support centres with appropriate guidelines for Health and Safety. This is not intended as an exhaustive list. It is important that centres follow their own internal health and safety and risk assessment processes and ensure they are following all relevant Health and Safety guidance.

- <https://www.gov.uk/topic/working-sea/health-safety>
- Health and Safety Executive
<http://www.hse.gov.uk/offshore/maritimeintegrity.htm>

Appendices and Links

Appendix Name
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Guidelines for Use of the Open Awards Logo
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (M1 Form)

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Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N
0151 494 2072

info@openawards.org.uk
www.openawards.org.uk
[@openawards](#)