

## Level 4 Ordnance Munitions and Explosives Technician

Interview underpinned by  
Portfolio of Evidence Guide  
for Training Providers



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## ASSESSMENT OVERVIEW

As part of End-Point Assessment (EPA) the apprentice will be required to participate in an interview in which they will be asked a number of open questions. Apprentices will use their Portfolio of Evidence to support the answers they give to the questions. This guide provides information about the contents and conduct of the interview assessment. The same information given to ELS assessors and so will be useful to you when helping the apprentice with preparation. This guide will also support you if you wish to conduct a mock assessment with the apprentice. A template for recording the interview is included.

## WHAT TO LOOK FOR

Clear evidence of meeting all Knowledge, Skills and Behaviour criteria required to achieve a pass. Learners should be asked each question and encouraged to offer as much detail in their response as they are able to provide, while referring to and showing their evidence from the portfolio.

The portfolio is not to be submitted as evidence but only as support for statements made by the apprentice in response to the questions.

The minimum performance requirements include:

- application of knowledge of team building and leadership theories and methods
- application of knowledge of coaching and mentoring
- knowledge of processes applicable to each stage of the tasks discussed
- knowledge of the types of equipment to be used during all phases of the tasks discussed
- knowledge of good practice and legally required record keeping of OME holdings and use
- knowledge of the technical requirements of OME disposal processes
- clarity of explanations
- support to answers by quality of portfolio evidence
- holistic answering of questions where possible in one response

## KNOWLEDGE, SKILLS AND BEHAVIOUR CRITERIA

| KSB Reference No. | Statement                                                                                                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KNOWLEDGE</b>  |                                                                                                                                                                                                                                                                |
| <b>K5</b>         | The principles and differences of coaching and mentoring including how to conduct the chosen Option.                                                                                                                                                           |
| <b>K6</b>         | The principles of Continuing Professional Development (CPD) and how the National Occupational Standards (NOS) can determine required CPD interventions.                                                                                                        |
| <b>K7</b>         | The limits of individual responsibility and knowledge as well as that of the team and where to seek advice when required.                                                                                                                                      |
| <b>K8</b>         | The processes for assessing, analysing and interpreting technical information to determine the serviceability of the OME products or plant such as: recognising signs of damage and deterioration and propose solutions in order for safe actions to be taken. |
| <b>K10</b>        | The range and choice of resources, equipment and materials used within OME processes and their application and constraints.                                                                                                                                    |
| <b>SKILLS</b>     |                                                                                                                                                                                                                                                                |
| <b>S5</b>         | Maintain accurate record keeping and identifying areas for improvement and making recommendations.                                                                                                                                                             |
| <b>S6</b>         | Use a range of techniques to coach, mentor and communicate within their area of OME responsibility.                                                                                                                                                            |
| <b>S8</b>         | Identify and implement appropriate OME procedures in the workplace to meet stakeholder requirements.                                                                                                                                                           |
| <b>S11</b>        | Plan and prioritise their own and the team's workload in response to developing events within the workplace.                                                                                                                                                   |
| <b>S13</b>        | Apply the principles of OME to achieve the required explosive effect for a specific ordnance munition or explosive application.                                                                                                                                |

|                   |                                                                                                                              |
|-------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>S15</b>        | Use a range of techniques to supervise OME activities, within their area of responsibility.                                  |
| <b>BEHAVIOURS</b> |                                                                                                                              |
| <b>B1</b>         | Work collaboratively as a team member.                                                                                       |
| <b>B2</b>         | Evaluate outcomes of own performance across all duties including reflection and seeking peer review.                         |
| <b>B4</b>         | Continual development - willingness to learn through continual development including new processes methods and technologies. |
| <b>B5</b>         | Personal values - respect and tolerance with others.                                                                         |

## ASSESSMENT CONDUCT

The Interview is conducted on a 1:1 basis between the apprentice and their independent assessor in a quiet room free from distraction and influence.

The independent assessor will ask a minimum of 12 open questions. Follow up questions can be used to draw out further evidence. During this method, the independent assessor must combine questions from the EPAO's question bank and those generated by themselves.

The apprentice should be encouraged to refer to their portfolio of evidence during the interview to support their responses. The independent assessor will have had a minimum of 10 days to review the contents of the portfolio in order to generate appropriate questions.

The interview must last for **60 minutes**.

The independent assessor has the discretion to increase the time of the interview by up to 10% to allow the apprentice to complete their last answer.

The interview may be conducted face to face or online via video conferencing.

# GRADING DESCRIPTORS

The grades available for this component are fail, pass and distinction. In order to achieve a pass, the apprentice must meet all of the pass criteria outlined in the table below. For a distinction, the apprentice must first meet all pass criteria and then all distinction criteria too, again as per the table below.

| Fail                                   | Pass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | To achieve a Distinction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Does not meet all pass criteria</b> | <p>Discuss how they keep accurate records and provides details of improvements they have made and recommendations they have made to support the improvements (S5).</p> <p>Describe the processes for assessing serviceability of OME products or plant and what recommendations/solutions they have made, when these were damaged, to ensure that the workplace is safe and free from hazards (K8).</p> <p>Explain how they apply the basic concepts of engineering/material science, describing the range of resources, equipment and materials available. (K10)</p> <p>Explain the difference between coaching and mentoring and explain how they determine which approach is best suited to the situation including how they evaluated their own performance seeking peer review and reflection on the task undertaken. (K5, S6, B2)</p> | <p>Summarises risks to safety practices and identifies actions that can be taken to reduce risks, providing detailed evaluation of the actions ensuring they support improvements to organisation practice (K8, S5).</p> <p>Justify their choices when applying OME principles to achieve the required explosive effect for an application. (S13)</p> <p>Compare the range and choice of resources, equipment or materials used within a given application as selected by the independent assessor, highlighting pros and cons of each (K10)</p> <p>Describes how they continually evaluate their own and the team's workload and how they use this analysis to plan activities to respond to events and reduce negative impact on the organisation (S11).</p> |

# GRADING DESCRIPTORS CONTINUED

| Fail                                          | Pass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | To achieve a Distinction                                                                                                                                             |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Does not meet all pass criteria</b></p> | <p>Explain how their contribution to a team activity made a difference to project outcomes or the business and how they respected the contribution of others (B1, B5)</p> <p>Discuss how they continually develop, including keep abreast of technological advancements in the sector and how the National Occupational Standards (NOS) have applied within their limits of individual responsibility, knowing when to seek advice. (K6, K7, B4)</p> <p>Explain how they apply OME principles underpinning OME concepts and components for a given effect and can describe appropriate OME procedures in the workplace to meet stakeholder requirements. (S8, S13)</p> <p>Describe how they have planned, prioritised and supervised their team's workload in response to developing events within the workplace, and what techniques they have used. (S11, S15)</p> | <p>Evaluates OME principles underpinning OME concepts and components for a given effect and can select the component to meet stakeholder requirements (S8, S13).</p> |

# OVERALL GRADE

## Weighting

All assessment methods are weighted equally in their contribution to the overall EPA grade.

## Confirming the Overall Grade

All EPA methods must be passed for the EPA to be passed overall.

To achieve a pass, the apprentice must achieve a pass in all three assessment methods by achieving all pass criteria.

To achieve a distinction, the apprentice must achieve a distinction in all three assessment methods by achieving all pass criteria and all distinction criteria.

Grades from individual assessment methods should be combined in the following way to determine the overall grade of the apprentice's EPA:

| 1 – Practical Demonstration | 2 – Interview | 3 – Knowledge Test | Overall Grade |
|-----------------------------|---------------|--------------------|---------------|
| Fail                        | Fail          | Fail               | Fail          |
| Pass                        | Fail          | Fail               | Fail          |
| Fail                        | Fail          | Pass               | Fail          |
| Fail                        | Pass          | Fail               | Fail          |
| Pass                        | Pass          | Pass               | Pass          |
| Distinction                 | Pass          | Pass               | Pass          |
| Pass                        | Distinction   | Pass               | Pass          |
| Pass                        | Pass          | Distinction        | Pass          |
| Distinction                 | Distinction   | Pass               | Pass          |
| Pass                        | Distinction   | Distinction        | Pass          |
| Distinction                 | Pass          | Distinction        | Pass          |
| Distinction                 | Distinction   | Distinction        | Distinction   |

ELS have a resit/retake policy for any apprentices that fail to meet the criteria during their assessments.

# ASSESSMENT TEMPLATE

ELS assessors will use the following template when assessing the Interview underpinned by Portfolio of Evidence assessment.

They will make notes where criteria is covered.

You can use the templates provided for undertaking a mock test with the apprentice.

|                         |  |              |  |
|-------------------------|--|--------------|--|
| <b>Apprentice Name:</b> |  |              |  |
| <b>ULN:</b>             |  |              |  |
| <b>ACE360 ID:</b>       |  |              |  |
| <b>IEPA:</b>            |  |              |  |
| <b>Location:</b>        |  | <b>Date:</b> |  |

**Question(s) asked:**

**KSBs Covered: K8, S5**

**Pass Criteria:**

Discuss how they keep accurate records and provides details of improvements they have made and recommendations they have made to support the improvements (S5).

Describe the processes for assessing serviceability of OME products or plant and what recommendations/solutions they have made, when these were damaged, to ensure that the workplace is safe and free from hazards (K8).

**Distinction Criteria:**

Summarises risks to safety practices and identifies actions that can be taken to reduce risks, providing detailed evaluation of the actions ensuring they support improvements to organisation practice (K8, S5).

**IEPA Notes:**

**Grade Achieved:**

|                                                                                                                                                                                 |                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Question(s) asked:</b>                                                                                                                                                       |                                                                                                                                                                                                                     |
|                                                                                                                                                                                 |                                                                                                                                                                                                                     |
| <b>KSBs Covered: K10</b>                                                                                                                                                        |                                                                                                                                                                                                                     |
| <b>Pass Criteria:</b><br>Explain how they apply the basic concepts of engineering/material science, describing the range of resources, equipment and materials available. (K10) | <b>Distinction Criteria:</b><br>Compare the range and choice of resources, equipment or materials used within a given application as selected by the independent assessor, highlighting pros and cons of each (K10) |
| <b>IEPA Notes:</b>                                                                                                                                                              |                                                                                                                                                                                                                     |
|                                                                                                                                                                                 |                                                                                                                                                                                                                     |
| <b>Grade Achieved:</b>                                                                                                                                                          |                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                         |                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Question(s) asked:</b>                                                                                                                                                                                                                                                               |                                                                   |
|                                                                                                                                                                                                                                                                                         |                                                                   |
| <b>KSBs Covered: K5, S6, B2</b>                                                                                                                                                                                                                                                         |                                                                   |
| <b>Pass Criteria:</b><br>Explain the difference between coaching and mentoring and explain how they determine which approach is best suited to the situation including how they evaluated their own performance seeking peer review and reflection on the task undertaken. (K5, S6, B2) | <b>Distinction Criteria:</b><br>There is no distinction criteria. |
| <b>IEPA Notes:</b>                                                                                                                                                                                                                                                                      |                                                                   |
|                                                                                                                                                                                                                                                                                         |                                                                   |
| <b>Grade Achieved:</b>                                                                                                                                                                                                                                                                  |                                                                   |

**Question(s) asked:**

**KSBs Covered: B1, B5**

**Pass Criteria:**

Explain how their contribution to a team activity made a difference to project outcomes or the business and how they respected the contribution of others (B1, B5)

**Distinction Criteria:**

There is no distinction criteria.

**IEPA Notes:**

**Grade Achieved:**

**Question(s) asked:**

**KSBs Covered: K6, K7, B4**

**Pass Criteria:**

Discuss how they continually develop, including keep abreast of technological advancements in the sector and how the National Occupational Standards (NOS) have applied within their limits of individual responsibility, knowing when to seek advice. (K6, K7, B4)

**Distinction Criteria:**

There is no distinction criteria.

**IEPA Notes:**

**Grade Achieved:**

**Question(s) asked:**

**KSBs Covered: S8, S13**

**Pass Criteria:**

Explain how they apply OME principles underpinning OME concepts and components for a given effect and can describe appropriate OME procedures in the workplace to meet stakeholder requirements. (S8, S13)

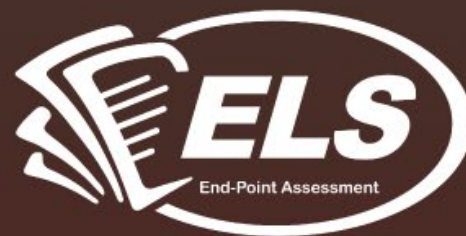
**Distinction Criteria:**

Evaluates OME principles underpinning OME concepts and components for a given effect and can select the component to meet stakeholder requirements (S8, S13).

**IEPA Notes:**

**Grade Achieved:**

|                                                                                                                                                                                                                 |                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Question(s) asked:</b>                                                                                                                                                                                       |                                                                   |
|                                                                                                                                                                                                                 |                                                                   |
| <b>KSBs Covered: S11, S15</b>                                                                                                                                                                                   |                                                                   |
| <b>Pass Criteria:</b><br>Describe how they have planned, prioritised and supervised their team's workload in response to developing events within the workplace, and what techniques they have used. (S11, S15) | <b>Distinction Criteria:</b><br>There is no distinction criteria. |
| <b>IEPA Notes:</b>                                                                                                                                                                                              |                                                                   |
|                                                                                                                                                                                                                 |                                                                   |
| <b>Grade Achieved:</b>                                                                                                                                                                                          |                                                                   |



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