



Independent End-Point Assessor

Person Specification

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Please note that our Independent End-point Assessors are contracted on an annual basis, and that this is not a permanent role with Future (Awards and Qualifications) Ltd.

Qualifications, Knowledge and Experience

ESSENTIAL

Hold either:

Units D32/33 (Assessors Award) Legacy Award/ A1 Assessors Award Legacy Award and have up to date knowledge and awareness of the National Occupational Standards NO 9

Or,

Level 3 Certificate in Assessing Vocational Achievement Current Award

Have occupational, current competence in the area in which they are assessing.

I.e. must hold a recognised occupational qualification in the area in which they are assessing and must have held such a qualification for a minimum of 2 years and have an up to date CPD record of professional development related to the area in which they are assessing.

An understanding of 'Trailblazer' apprenticeship standards.

Skills and Abilities

ESSENTIAL

Excellent interpersonal, verbal and written communication skills.

Experience of producing reports and feedback material.

Excellent organisation, administrative and planning skills.

Proficient IT skills, with experience of using key business software e.g. Microsoft Outlook, Word and Excel.

Availability to attend, or manage, key activities throughout the year.

A flexible approach to prioritising workloads.

Independent End Point Assessor

Role Purpose:

To conduct and document apprentice competence against Apprenticeship Standards when requested by the End Point Assessment Team.

The key responsibilities:

- Assessing and documenting apprentice competence against industry specific Apprenticeship Standards, at designated venues using the assessment methods and grading criteria documented in the Apprenticeship Standard Assessment Plan to ensure that overall standards are maintained.
- Providing technical, Apprenticeship Standard specific advice to a range of internal and external stakeholders and advice and support at end point assessment sites and to the End Point Assessment Team.
- Taking part in regular training and standardisation activities, associated with the role of independent end point assessor.
- Maintaining and providing evidence of up to date and ongoing, relevant Continuous Professional Development (CPD).
- Maintaining service-level agreements relating to responding to end-point assessment operational activities, reporting and submissions of assessment outcomes.
- Reporting all risks and issues encountered during the end-point assessment, including suspected malpractice/maladministration, to the Lead Independent End Point Assessor and the End Point Assessment Team.
- Reporting potential and/or actual conflicts of interest, including in relation to the independence of assessment, to the Lead Independent End Point Assessor and the End Point Assessment Team.
- Taking part in best practice, training and standardisation activities to ensure a consistent approach to independent endpoint assessment.
- Maintaining a thorough knowledge of Future (Awards and Qualifications) Ltd independent end point assessment policies and procedures.

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INSPIRING LEARNING AND SKILLS

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