



Lead Independent End-Point Assessor

Person Specification

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Please note that our Lead 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

Hold Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes & Practice or higher or its legacy qualification(s).

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.

Lead Independent End Point Assessor

Role Purpose:

To monitor and support Independent End Point Assessors to ensure a standardised approach to quality assurance activities.

The key responsibilities:

- Providing advice and guidance to the End Point Assessment Team and the Independent End Point Assessors including undertaking accompanied visits when required.
- Reporting trends and issues identified by Independent End Point Assessors, End Point Assessment customers and through sampling activities to the End Point Assessment Team.
- Implementing sampling plans, in line with the sampling strategy, recording sampling on sampling records.
- Producing a Lead Independent End Point Assessor report for the End Point Assessment Team, reporting on trends and issues identified by Independent End Point Assessors, End Point Assessment customers and sampling activities.
- Standardising Independent End Point Assessor practice, to ensure that End Point assessment practices, policies and procedures are adhered to in line with Future (Awards and Qualifications) Ltd and regulatory arrangements.
- Supporting the development, facilitation and delivery of Independent End Point Assessor standardisation and training sessions/activities.
- Monitoring and documenting Independent End Point Assessors' risk and/or potential and actual conflicts of interest, in line with Future (Awards and Qualifications) policies and procedures.
- Providing technical, Apprenticeship Standard specific advice to a range of internal and external stakeholders.
- Maintaining and providing evidence of up to date and ongoing, relevant Continuous Professional Development (CPD).
- Maintaining a thorough knowledge of Future (Awards and Qualifications) Ltd independent endpoint assessment policies and procedures.

FutureQuals[™]

INSPIRING LEARNING AND SKILLS

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