



RECRUITMENT PACK

**End-Point Assessment Facilitator
(Freelance)**



FutureQuals®



01530 836668



JoinUs@futurequals.com



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Role Purpose

To ensure a supportive and smooth experience for apprentices undertaking their end-point assessment.

Location(s)

- Crawley
- Cambridge
- Brentford
- Central London
- Bristol
- Gateshead
- Liverpool
- Newbury
- Bicester
- Portsmouth
- Birmingham

Day Rate

£100 per day



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JOB DESCRIPTION

Key Responsibilities

- **Facilitate Assessment Site Setup:** Collaborate in the efficient setup of assessment sites, ensuring that all necessary materials and equipment are prepared and ready for assessments.
- **Welcoming Apprentices:** Extend a warm and friendly welcome to apprentices, providing clear directions to the assessment room and assisting with any initial questions or concerns.
- **Maintain Apprentice Calm:** Foster a calming environment for apprentices before their assessments, offering support and reassurance to alleviate nerves or anxiety.
- **Online Exam Supervision:** Vigilantly invigilate online exams, ensuring a secure and fair assessment environment for all apprentices.
- **Confidentiality Enforcement:** Enforce strict confidentiality measures, preventing discussions of assessments between apprentices.
- **Survey Completion Oversight:** Oversee the timely completion of assessment exit surveys by apprentices before they depart.
- **Risk Reporting:** Promptly report any identified risks, incidents, or irregularities to the end-point assessor(s).
- **Continuous Learning:** Actively participate in training, updates, and review sessions as required, staying up-to-date with the latest assessment procedures and protocols.
- **Assist End-point Assessors:** Provide valuable assistance to end-point assessors as needed, contributing to the smooth and efficient execution of assessments.
- **Assessment Site Maintenance:** Take responsibility for maintaining a tidy and organised assessment site. This includes ensuring assessment rooms are left in a clean and orderly condition, and any equipment or resources used during assessments are returned to their designated places.



Values

Visionary

Supportive

Innovative

Professional

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

Desirable skills and Abilities

- **IT Proficiency:** Familiarity with computer systems and online assessment platforms for invigilating online exams.
- **First Aid Knowledge:** Basic knowledge of first aid principles to respond to medical emergencies if necessary.
- **Customer Service Skills:** Previous experience in a customer service role, demonstrating the ability to provide excellent service to apprentices.
- **Assessment Experience:** Prior experience in assessment or invigilation roles, particularly in educational or vocational settings.
- **Conflict Resolution:** Skills in conflict resolution to handle any disputes or disagreements among apprentices professionally.
- **Health and Safety Awareness:** Knowledge of health and safety regulations to ensure a safe assessment environment.
- **Crisis Management:** Ability to remain calm and composed in high-pressure situations and follow crisis management protocols.

Essential Skills and Abilities

- **Communication Skills:** Strong verbal and written communication skills to interact effectively with apprentices, colleagues, and end-point assessors.
- **Interpersonal Skills:** Ability to build rapport and create a welcoming and supportive atmosphere for apprentices.
- **Attention to Detail:** Keen attention to detail to ensure the accurate and secure conduct of assessments.
- **Confidentiality:** Demonstrated commitment to maintaining the confidentiality and integrity of assessment processes.
- **Problem-Solving:** Effective problem-solving skills to address any issues or irregularities that may arise during assessments.
- **Adaptability:** Flexibility and adaptability to work in various assessment environments and handle unexpected situations.
- **Organisational Skills:** Strong organizational skills to ensure the smooth setup and tidying up of assessment sites.
- **Teamwork:** Ability to work collaboratively with end-point assessors and other team members to achieve common goals.

Characteristics

- **Honesty/ integrity.** Does not cut corners ethically. Earns trust and maintains confidences. Does what is right. Speaks plainly and truthfully.
- **Flexibility/adaptability.** Adjusts quickly to changing priorities and conditions.
- **Communication.** Speaks and writes clearly and articulately without being overly complicated or talkative. Maintains this standard in all forms of written communications.
- **Organisation and planning.** Plans, organises, schedules, in an efficient, productive manner.



Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation. Any appointment will be made on merit alone.



How to Apply



Please follow the below link to submit your CV and cover letter to: JoinUs@FutureQuals.com



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