



# RECRUITMENT PACK

**SUBJECT MATTER EXPERT  
&  
INDEPENDENT END-POINT ASSESSOR**

**APPRENTICESHIP: LEVEL 5 AIR TRAFFIC CONTROLLER**  
(MILITARY PATHWAYS SPECIALISM)



**FutureQuals<sup>®</sup>**



01530 836668



EPA@futurequals.com



futurequals.com



One of the UK's **most progressive** awarding and end-point assessment organisations





## Role Purpose

Acting as an ambassador of FutureQuals, you will be responsible for carrying out End-point Assessment activities on apprentices against the Level 5 Air Traffic Controller Standard. You may also help develop new assessment materials and support materials.

## Location

Remote and onsite opportunities available.

## Rates

End-point Assessment = £275 per Apprentice.

Subject Matter Expert = Commensurate with experience

# JOB DESCRIPTION

## Key Responsibilities

- Assessing and documenting apprentice competence against Apprenticeship Standards.
- Ensuring all assessment judgements are fair, valid and free from bias.
- Taking part in regular training and standardisation activities, associated with the role of an Independent End-point Assessor.
- Reporting all risks and issues encountered during the End-point Assessment, including suspected malpractice/maladministration.
- Reporting potential and/or actual conflicts of interest, including in relation to the independence of assessment.
- Support the development of assessment and support materials.



01530 836668



EPA@futurequals.com



futurequals.com

# PERSON SPECIFICATION



## Values

---

**Visionary**

**Supportive**

**Innovative**

**Professional**

## Essential Qualifications, Knowledge and Experience

- Must have military weapons controller and/or area radar experience.
- Must have held/hold an ATCO licence and have recent relevant experience of the occupation/sector gained in the last two years or significant experience of the occupation/sector, which is at least the same level as the Standard.
- Where the experience is not recent, the assessor must provide evidence of their understanding of current practices in the occupation, e.g. via CPD records.
- Being in a day-to-day line management, training, or quality assurance role in the area they are assessing.
- Carry out their duties in accordance with the current national occupational standards for assessment, and in line with current guidance on assessment practice issued by the assessment organisation.
- Maintain appropriate evidence of Continuing Professional Development (CPD) activities to ensure their assessment skills and occupational understanding are current.

## Essential Skills and Abilities

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



# 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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any appointment will be made on merit alone.



# How to Apply



In the first instance should you wish to discuss the role further please email [EPA@FutureQuals.com](mailto:EPA@FutureQuals.com)

Applications should be emailed to [JoinUs@FutureQuals.com](mailto:JoinUs@FutureQuals.com) by sending in a CV and covering letter.

Closing date: Ongoing Recruitment



01530 836668



[info@futurequals.com](mailto:info@futurequals.com)



[futurequals.com](http://futurequals.com)

Visionary | Supportive | Innovative | Professional