



RECRUITMENT PACK

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

APPRENTICESHIP: LEVEL 5 AIR TRAFFIC CONTROLLER



FutureQuals[®]



01530 836668



EPA@futurequals.com



futurequals.com



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 = Per assessment, on enquiry

Subject Matter Expert = Commensurate with experience



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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.

PERSON SPECIFICATION



Values

Visionary

Supportive

Innovative

Professional

Essential Qualifications, Knowledge and 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.



How to Apply



In the first instance should you wish to discuss the role further please email EPA@FutureQuals.com

Applications should be emailed to JoinUs@FutureQuals.com by sending in a CV and covering letter.

Closing date: Ongoing Recruitment



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