



Job Description

Independent End Point Assessor

Outline

Further Training anticipates offering independent Apprenticeship Standards End Point Assessment from May 2018.

An independent EPA means that those making a decision on the competency of the apprentice have nothing to gain from the outcome of the assessment. To maintain independence within the scope of this EPA, an independent end-point assessor can only undertake end-point assessments of apprentices, with whom they have no conflict of interest.

This means he/she must be independent of the registered apprenticeship training provider at which the apprentice completed their on-programme element, and must not have been involved in the on-programme training, assessment, or line management of such apprentices.

Assessments will be conducted onsite, on dates agreed with employers. Independent end-point assessors will record and submit the EPA outcomes, with clear justifications for the grading decisions. EPA activities will be quality assured by the Lead IQA appointed by Further Training.

Key Activities

The independent end-point assessor will:

- Take part in regular training and standardisation activities, associated with the role of independent end-point assessor for this EPA
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD)
- Assess the performance of candidates in accordance with published Assessment Plan for the selected Apprenticeship Standards including grading to ensure overall standards are maintained
- Follow the protocols set out in centre specifications, assessment materials and quality assurance protocols, relating to the EPAs
- Maintain service-level agreements with regards to responding to EPA planning, operational activities, reports and submissions of assessment outcomes
- Report all risks and issues encountered during the end-point assessment to the Lead IQA, including any suspected malpractice/maladministration
- Ensure all EPA reports and assessment evidence are high quality and recorded accurately
- Support the Lead IQA, if necessary, with any appeals from apprentices, regarding assessment decisions
- Liaise with the centre EPA Co-coordinator to arrange and travel to EPA appointments
- Raise any conflicts of interest, including in relation to the independence of assessment
- Contribute to the external quality assurance activities undertaken by the Institute for Apprenticeships and Technical Education.

Person Specification

Essential Background and Experience

- Evidence of assessing staff or learner competence, against nationally accredited management standards to at least Level 6.
- To hold an assessor qualification (e.g. A1, TAQA etc.)
- Experience of using a diverse range of assessment methods and evidence
- Detailed knowledge of Apprenticeship Standards in Operations Management
- Current practicing Senior Management experience – must be involved in regular employed/volunteer senior role within an organisation.
- Evidence of commitment to maintaining CPD, in line centre policy.
- Experience of complying with quality assurance/regulatory requirements

Desirable Background and Experience

- To hold, or be working towards an internal quality assurance qualification
- Recent DBS check
- Knowledge of prevent & safeguarding

Essential Skills & Knowledge

- Ability to understand and respond to the individual needs and circumstances of employers/apprentices
- Sufficient and relevant technical knowledge of current management practice and theories as reflected in the **Operations Management Standard**.
- Ability to assess, free from bias
- Ability to assess and report risks
- Ability to meet deadlines

Reporting

The EPA Assessor will report to the Lead IQA on a day to day basis, and ultimately to the Group Operations Manager.

Employment Conditions

Further Training EPA Assessors are employed on a self-employed freelance basis. Assessor will be paid the agreed rate for each End Point Assessment conducted. This fee covers all assessment activity, grading, reporting and associated administration. Each Assessor will be required to complete a Service Level Agreement with Further Training.