

Personal specification for Independent End-point Assessor

Public Service Operational Delivery Officer

Essential industry specific qualifications and experience

Up-to-date, relevant, and broad experience of working in the industry area, including current knowledge of working practices, legislation and policy within the vocational industry area.

Demonstrate experience of a customer service role within a public sector organisation

Demonstrate occupational competence in key industry areas, within the last 2 years to show currency

Essential qualifications and experience

Occupationally competent in a customer service role, within a public service context within last 2 years.

Hold the qualifications/experience as specified in the assessment plan which is written for this standard

Have sufficient experience/competence to assess all aspects of the standard

Essential knowledge and skills

An understanding of apprenticeship standards, with specific knowledge about the relevant industry area for the role

Experience of producing clear, accurate and concise written reports

Proficient IT skills

Analytical, critical thinking skills

Excellent interpersonal skills

Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback

Organisational skills and the ability to prioritise effectively

Ability to work independently

Availability

Flexibility to travel across UK

Driving License

Desirable

Experience of preparing for and presenting to a target audience

Experience of marking and grading assessments

Ideally demonstrate experience of working with Quality Assurance processes and complying with regulatory requirements

Ideally be a qualified assessor, or be willing to work towards an assessor qualification where required