

# Personal specification for Independent End-point Assessor

## Actuarial

### Essential industry specific qualifications and experience

Up-to-date, relevant, and broad experience of working in one or more of the industry areas industries, including current knowledge of working practices, legislation and policy within the sector for this apprenticeship standard.

Qualified Actuary

Member of the Institute and Faculty of Actuaries (IFoA), which can be at fellow or associate level (or equivalent)

Have at least 3 years industry experience in the sector

### Essential qualifications and experience

Occupationally competent with current experience in the Apprenticeship/industry areas they will assess

Hold the qualifications/experience as specified in the assessment requirements

Experience of working with Quality Assurance processes and complying with regulatory requirements

### 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, including remarks/enquiries about results

Proficient IT skills

Analytical, critical thinking skills

Excellent interpersonal skills

Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to both learners, Assessors and delivery staff

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 communicating to a target audience

Experience of marking and grading assessments

Hold an assessment qualification, or be willing to work towards one

Quality Assurance and Improvement Team,  
January 2019