

Personal specification for Independent End-point Assessor

Business Administrator

Essential industry specific qualifications and experience

Up-to-date, relevant, and broad experience of working in the disciplines of the occupational industry area of the apprenticeship standard, including practical and current knowledge of working practices, infrastructure, tools and technologies to support:

- **Have Considered knowledge** of organisation structure and processes of business administrator options at work

Knowledge & experience of health and safety in the workplace, Knowledge of organisational structure and process, Experience working in or managing administrative functions.

Essential qualifications and experience

Qualified to a minimum Level 3 in business related qualification

Hold Functional Skills at Level 2

Hold a recognised IQA Assessors Award

Relevant and up-to-date CPD record, showing industry continuous professional development, not just general development

Occupationally competent with current experience in the apprenticeship's discipline they intend to assess

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 & grading assessments

Hold ideally a recognised Level 3 assessors award (TAQA), or be willing to complete this