Personal specification for Independent End-point Assessor

Data Analyst

Essential industry experience
Up to date, relevant, in-depth and broad experience of working in this occupation

Relevant industry expertise equivalent to or higher than the level of the apprenticeship standard being assessed and/or relevant professional recognition at a level equivalent to or higher than the registration level of the apprenticeship standard being assessed

The possession of practical and up to date knowledge of the application of current working practices, infrastructure, tools and technologies appropriate to this occupation and of relevance to the sector/size of business in which they will be carrying out assessments

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, if required
Driving License

Desirable
Experience of preparing for and presenting to a target audience
Experience of marking and grading assessments
D32, D33, A1 or Level 3 TAQA or equivalent, or be working towards

Quality Assurance and Improvement Team,
October 2019