

Personal specification for Independent End-point Assessor

Investment Operations Administrator

Essential industry specific qualifications and experience

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

Understanding of the sector and of the role covered by the apprenticeship

Have sufficient and relevant occupational understanding in the Investment Operations Industry areas and a broad depth of knowledge to be able to assess all areas of the standard

Be employed in a role relevant to the Apprenticeship or delivering & assessing at the Apprenticeship Standard level or above.

Able to demonstrate recent industry competence.

Essential qualifications and experience

Ideally Evidence of assessing staff or learner competence

Occupationally competent with current experience in the Investment Operations Industry.

Hold the qualifications/experience as specified in the assessment requirements.

Demonstrate experience in assessment

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

Award in Assessing Competence in the Work Environment, TAQA, D32, D33 or A1, or willing to work towards