

# Personal specification for independent end point assessor

## Investment operations technician standards

### Essential industry specific qualifications and experience

Up-to-date, relevant, deep and broad experience of working in one or more of the following areas including current knowledge of working practices, legislation and policy within the Investment sector

- Investment transaction matching, confirmation and settlement
- Portfolio valuation
- Portfolio cash reconciliation and management
- Corporate actions processing
- Preparation of internal and client investment reports
- Processing significant changes to portfolios as instructed by clients or their authorised agents

Relevant expertise and relevant vocational qualification equivalent to or higher than the level of the apprenticeship standard being assessed for that discipline.

### Essential qualifications and experience

- A deep understanding and knowledge of the sector.
- Occupationally competent to at least the level of the standard
- Current experience in the apprenticeship's discipline they intend to assess.
- Hold the qualifications or demonstrate current 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 'Trailblazer' apprenticeship standards, with specific knowledge about the relevant industry area for the role and the discipline they intend to assess.
- An understanding of quality assurance requirements and regulators including industry bodies.
- Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results.
- Proficient IT skills.
- Analytical, critical thinking skills.
- Experience in interviewing techniques
- Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to learners, assessors and delivery staff
- Organisational skills with the ability to plan, prioritise and communicate effectively.
- Ability to work independently but also lead a team

### Availability

- Flexibility to travel across England
- Driving License

### Desirable

- Experience of preparing for and presenting to a target audience