

# Personal specification for Independent End-point Assessor

## Operations/Departmental Manager

### Essential industry specific qualifications and experience

Up-to-date, relevant, and broad experience of working in the occupational area of the apprenticeship standard including practical and current knowledge of working practices which reflect the whole standards content.

Ideally, the assessor will be an experienced professional manager and hold relevant professional membership such as The Institute of Leadership and Management (ILM)

Experience of senior level leadership and management within a range of types/sizes of organisations and sectors

Hold a relevant leadership and management qualification at a minimum of level 6 (or equivalent) or have equivalent experience in roles within the industry areas

### Essential qualifications and experience

Must be able to evidence relevant and up-to-date CPD, which is related directly to the standard and industry, not just general CPD

Qualified to minimum Level 6 in Leadership & Management OR equivalent experience

Occupationally competent with current experience in the apprenticeship's discipline in which to be assessed

### Essential knowledge and skills

A detailed understanding of apprenticeship standards, assessment plan and assessment/quality assurance processes, with specific knowledge about the relevant industry area for the role

Experience of carrying out workplace performance evidence-based assessments using a range of assessment methods

Experience of producing clear, accurate and concise written reports

Proficient IT skills including the use of assessment portal(s) and management of conference/webinar system(s)

Analytical, critical thinking skills, Excellent interpersonal skills

Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback

Organisational skills and the ability to prioritise effectively

Ability to work independently but also within a team

A commitment to own Continuous Professional Development (CPD) and maintenance of relevant logs of activities undertaken

Experience of marking and grading assessments

Experience of assessment and quality assurance processes

### Availability

Flexibility to travel across UK, Driving License

Have diary flexibility to be able to conduct EPAs when requested from City and Guilds/ILM

### Desirable

Hold an assessor qualification or be willing to work towards one

Experience of preparing for and communicating to a target audience