

Personal specification for Independent End-point Assessor

Plumbing and Domestic Heating Technician

Essential industry specific qualifications and experience

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

Have excellent knowledge and understanding of the apprenticeship standard as set out in the industry set Grading Criteria.

Essential qualifications and experience

Occupational competence will be demonstrated by the verifiable evidence of all of the following:

A relevant plumbing level 3 qualification, for example an NVQ Level 3 in Plumbing and Domestic Heating (Where earlier forerunner qualifications are held e.g. City & Guilds Craft or Advanced Craft Certificated, the assessor must demonstrate through CPD evidence a thorough knowledge of the qualification standards that they meet the required criteria. If the potential assessor holds any of the level 3 related qualifications below, the assessor must prove competence in related plumbing systems by completion of appropriate CPD

- Domestic gas
- Plumbing (Domestic) (SVQ)
- Heating and Ventilating Installation (Domestic)

A verifiable CV of industry experience and current knowledge of industry practice and techniques relevant to the occupational area in which they assess.

A thorough knowledge and understanding of the qualification standards and requirements

Hold a recognised workplace assessment qualification, such as an A1 or equivalent qualification

Relevant occupational expertise and knowledge, at the relevant level of the occupational area(s) they are assessing, which has been gained through 'hands on' experience in the Plumbing and Domestic Heating industry.

Evidence of updating occupational expertise (at least 10 hours per year):

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

Proficient IT skills

Analytical, critical thinking skills

Excellent interpersonal skills

Excellent written and verbal communication skills

Organisational skills and the ability to prioritise effectively

Ability to work independently

CPD Requirements

1. Updating occupational expertise (at least 10 hours per year):

- Internal and external work placements to gain 'hands on' experience
- Work experience and shadowing
- External visits to other organisations
- Updated and new training and qualifications
- Training sessions to update skills, techniques and methods

2. Keeping up to date with sector developments and new legislation (at least 5 hours per year):

- Relevant sector websites and twitter feeds
- Membership of professional bodies and trade associations
- Papers and documents on legislative change
- Seminars, conferences, workshops, membership of committees/working parties
- Staff development days

3. Standardising and best practice in assessment (at least 5 hours per year):

- Quarterly standardisation meetings with colleagues
- Sharing best practice through internal meetings, newsletters, email circulars, social media
- Comparison of assessment and verification in other sectors

Availability

Flexibility to travel across UK

Driving License and access to a vehicle

Desirable

Experience of preparing for and communicating to a target audience

Experience of marking and grading assessments

Quality Assurance and Improvement Team
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