

# Personal specification for Independent End-point Assessor

## Retailer

### Essential industry specific qualifications and experience

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

Have excellent knowledge and understanding of the apprenticeship standard

Have current, relevant occupational expertise and knowledge, at the relevant level (level 3) of the occupational areas (s) they are assessing, which has been gained through “hands on” experience in industry

### Essential qualifications and experience

Must hold a recognised current workplace assessment qualification, such as D32, D33, A1, TAQA, or equivalent

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

Occupationally competent with current experience in the apprenticeship’s discipline they intend to assess

### 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

Experience of marking and grading assessments