

Personal specification for Independent End-point Assessor

Senior Leader

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

Have 5 years knowledge and experience of leadership and management in an organisational setting **AND**
Hold a relevant leadership and management qualification, at a minimum of a level 7 (or equivalent)

OR have significant occupational experience of 7 years minimum as a manager or leader

They must also complete 35 days of Leadership & Management CPD per year

Essential qualifications and experience

Qualified to a minimum Level 7 (Masters Level) or equivalent qualification

Must hold an assessor qualification, for example A1 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 – there is a minimum of 35 days related for this standard and must be linked directly to Leadership/Management

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

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

Experience of preparing for and communicating to a target audience

Hold a recognised quality assurance qualification