

Personal specification for Independent End-point Assessor

Team Leader/Supervisor

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. Assessors will need:

Experience of leadership and management within a range of types/sizes of organisations within the sector
To hold a relevant leadership and management qualification at a minimum of level 5 (or equivalent)

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

Essential qualifications and experience

Qualified to a minimum Level 5 in Leadership and Management

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

Essential knowledge and skills

An understanding of apprenticeship standards 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, including remarks/enquiries about results

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

Availability

Flexibility to travel across the UK

Driving License

Diary Flexibility to conduct EPAs when requested from City and Guilds/ILM

Desirable

Experience of preparing for and presenting to a target audience

Experience of assessment and quality assurance processes within a range of different organisations

Hold a recognised quality assurance qualification or be willing to work towards one as requested