

Personal specification for Independent End-point Assessor

Travel Consultant

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 standard

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.
Appropriate workplace assessment qualification recognised are;

Level 3 Award in Assessing Competency in the Work Environment.

Level 3 Certificate in Assessing Vocational Achievement.

A1, D32, D33 can be accepted, however assessors who hold these qualifications will need to demonstrate CPD evidence to current standards.

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

Proficient IT skills

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

Availability

Flexibility to travel across UK

Driving License

Desirable

Experience of preparing for and communicating to audience

Experience of marking and grading assessments