

Personal specification for Independent Endpoint Assessor

Senior Leader (L7)

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.

Ideally hold an assessor qualification, for example, A1 or equivalent or be willing to attend training.

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 & Guilds / ILM.

Desirable

Experience of preparing for and communicating to a target audience.

Ideally hold a recognised quality assurance qualification or be willing to attend training.

Quality Assurance and Improvement Team,
January 2019