

# Personal specification for Independent End-point Assessor

## Senior Leader (New Assessment Plan)

### 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 the competence to assess the apprentice at this level and hold any required qualifications and experience in line with the requirements of the assessment plan.

Have, maintain and be able to evidence up-to-date knowledge and expertise of the subject matter

Hold a relevant leadership and management qualification, at a minimum of a Level 7 (or equivalent) or have significant occupational experience of more than 7-years as a manager or leader

### Essential qualifications and experience

Recent relevant experience of the occupation/sector gained in the last 5 years or significant experience of the occupation/sector

Members of relevant professional bodies

Complete 40 hours of recorded Leadership and Management related CPD per year.

### 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

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/assessor qualification