

## Independent End-point Assessor

This document sets out what Skills and Education Group Awards expects from an Independent End-point Assessor (IEPA).

Vacancies for IEPAs are listed on the Skills and Education Group website. To apply, review the relevant assessment plan before completing the application form (IEPA1) and submitting a CV.

All applications are considered based on Skills and Education Group's business requirements and the applicant's suitability for the role in line with Skills and Education Group's sub-contractor appointment policy.

### 1. The Independent End Point Assessor Role

- 1.1 An IEPA is a subject specialist who is suitably qualified to assess apprentice competences and knowledge against an industry specific standard, and who will:
- attend and undertake end-point assessment when requested by Skills and Education Group;
  - utilise the stated assessment methods to undertake assessment of the apprentice's competence and knowledge against specific apprenticeship standards and assessment plans;
  - ensure that all activities are conducted in line with Skills and Education Group's policies and procedures and all current legislation in activities relating to their role;
  - ensure that prior to undertaking any activity there are no conflicts of interest in accordance with Skills and Education Group policy;
  - ensure a robust, valid, reliable and fair assessment process is delivered;
  - mark all components of the end-point assessment in line with grading criteria (where applicable);
  - record and submit feedback to Skills and Education Group with assessment recommendations in line with the grading criteria (where applicable);
  - complete and submit all relevant evidence and documentation to Skills and Education Group within the timescales required.
- 1.2 Safeguard the apprenticeship standard by attending and participating in standardisation activities to ensure a consistent approach to end-point assessment, including:

- reviewing assessment standards and practice over time across end point assessors to ensure a consistent approach;
  - undertaking relevant Skills and Education Group training regarding quality and consistency of assessment practice to support ongoing continuous improvement.
- 1.3 Support continuous improvement by offering advice and guidance to Skills and Education Group by:
- providing feedback to Skills and Education Group on end point assessment queries;
  - Suggesting improvements and opportunities to Skills and Education Group on the quality of its procedures and assessment processes.
- 1.4 Support Skills and Education Group's Enquiries and Appeals processes where required.
- 1.5 Advise Skills and Education Group of any suspected malpractice or maladministration issues during end point assessment activities.

## **2. Assessor Profile**

To independently assess effectively IEPA's are required to meet the following:

### **2.1 Qualifications and Experience**

- Relevant occupational competence within the last three years and have plans / activities in place to retain ongoing occupational competence.
- Hold (or be working towards) an Assessor/IQA qualification (for example, Level 3 Award in Assessing Competence in the Work Environment, Level 3 Certificate in Assessing Vocational Achievement, A1/V1 or D32/33/D34, PGCE or Cert Ed).
- Up-to-date knowledge and understanding of the occupational sector and the roles within it including working practices, infrastructure, tools and technologies.
- Qualified and / or experienced as specified for assessor requirements in the specific assessment plan.
- Experienced in designing and developing assessment products and tools where this is a requirement of the assessment plan.
- Experience of working with Quality Assurance processes and complying with regulatory requirements.

## 2.2 Skills and Knowledge

- An understanding of apprenticeships and a clear understanding of the relevant occupational standard / industry and associated roles.
- Proficient IT skills, with experience of using key business software e.g. Microsoft Outlook, Word and Excel and a willingness to learn new software such as Skills and Education Group's bespoke systems and technology.
- High standards of accuracy and attention to detail.
- Excellent written and verbal communication skills presenting information logically and concisely.
- Ability to prioritise, plan and organise assessment activities ensuring efficient and effective performance.
- Ability to work effectively independently and within teams.
- Relevant expertise or relevant professional recognition equivalent to or higher than the level of the apprenticeship standard being assessed.
- Professional membership or equivalent and bound by a relevant code of professional conduct and in accordance with the requirements of specific assessment plans.