

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 The IEPA will 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 The IEPA will support continuous improvement by offering advice and guidance to Skills and Education Group by:
- providing feedback to Skills and Education Group relating to End-point Assessment queries;
 - Suggesting improvements and opportunities to Skills and Education Group relating to the quality of its procedures and assessment processes.
- 1.4 The IEPA will support Skills and Education Group's Enquiries and Appeals processes where required.
- 1.5 The IEPA will notify Skills and Education Group of any suspected malpractice or maladministration issues during End-point Assessment activities.

2. Assessor Profile

To assess independently and effectively, IEPAs are required to meet the following:

2.1 Qualifications and Experience

- Have relevant and up to date 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).
- Be qualified and / or experienced as specified for assessor requirements in the specific assessment plan.
- Be experienced in designing and developing assessment products and tools where this is a requirement of the assessment plan.
- Have experience of working with Quality Assurance processes and complying with regulatory requirements.

2.2 Skills and Knowledge

- Understand apprenticeships and a clear understanding of the relevant occupational standard / industry and associated roles.
- Have 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.
- Have high standards of accuracy and attention to detail.
- Have excellent written and verbal communication skills presenting information logically and concisely.
- Have the ability to prioritise, plan and organise assessment activities ensuring efficient and effective performance.
- Have the ability to work effectively independently and within teams.
- Have relevant expertise or relevant professional recognition equivalent to or higher than the level of the apprenticeship standard being assessed.
- Have a professional membership or equivalent and be bound by a relevant code of professional conduct and in accordance with the requirements of specific assessment plans.