

End-Point Assessor Guidance Document

This document sets out what the End-Point Assessment Organisation (EPAO) expects from an End-Point Assessor (EPA).

Vacancies for EPAs are listed on the Awarding Organisation's website. To apply, please ensure that you review the relevant assessment plan before completing the application and submitting a Curriculum Vitae (CV).

All applications will be considered based on the EPAO's business requirements and the applicant's suitability for the role in line with the sub-contractor appointment policy.

Successful applicants will become End-Point Assessors as part of the organisation's Professional Register.

All end-point assessors will require to be contracted annually, to ensure that they continue to meet the requirements of the respective assessment plan(s), that they maintain their occupational and assessment CPD and that they declare all potential and actual conflicts of interest on an ongoing basis.

Introduction

Apprenticeships are delivered predominantly in the workplace and designed to ensure apprentices have the skills, knowledge and behaviours needed to work effectively and consistently to national standards, designed and developed by Employer representative groups. Each apprentice will need to pass an End-Point Assessment following a training programme over a minimum period of 12 months, and once their employer decides that they are ready to take the assessment.

We have been approved as an End-Point Assessment Organisation for a number of standards and end-point assessments and are on the Register of End-Point Assessment Organisations. We continue to make applications to widen the coverage to offer end-point assessments in all of the sectors in which we currently operate.

The EPAO is planning for future growth and is looking to increase its team of End-Point Assessors across the business. To ensure the integrity of the assessment decisions, end-point assessors must be independent and therefore can only undertake end-point assessments of apprentices with whom they have no conflict of interest. This means that they must not have been involved in the on-programme training, assessment or line management of the apprentice or have anything, personally or professionally, to gain from the outcome.

We will recruit, train, induct and standardise end-point assessors against the respective standards and assessment plans and in line with our quality

assurance processes and procedures. We are seeking occupationally competent people from a range of service sector occupations, who understand the skills, knowledge and behaviours required to be successful in each occupation and wider sector and can demonstrate a proven track record, knowledge, experience and enthusiasm for training and assessment.

The Role of the End-Point Assessor

An EPA is a subject specialist who is suitably qualified to assess apprentice competence and knowledge against an industry specific standard and who will:

- attend and undertake end-point assessment when requested by the EPAO
- ensure that all activities are conducted in line with the EPAO's policies and procedures and all current legislation in activities relating to their role
- ensure a robust, valid, reliable and fair assessment process is delivered
- assess all components of the end-point assessment in line with grading criteria
- assess, gather evidence, document findings and grade apprentices in the workplace against the apprenticeship standard and assessment plan for each respective occupation
- complete and submit all relevant evidence and documentation to the EPAO within the timescales required.
- produce reports, feedback and raise any issues in line with the Awarding Organisation's EPA and quality assurance processes and procedures
- support continuous improvement by offering advice and guidance to the EPAO
- advise the EPAO of any suspected malpractice or maladministration issues during end-point assessment activities.
- where required, contribute to any external quality assurance requirements and activity
- attend regular training and standardisation activity according to the organisation's timetable and schedule and contribute to the organisation's continual improvement of EPA activity
- where required provide support and information in relation to appeals from apprentices or employers
- maintain and evidence occupational and assessment competence required by the standard and assessment plan and in line with the organisation's CPD requirements
- monitor, record and notify actual and potential conflicts of interest at individual and organisational level on an ongoing basis.

Assessor Specification

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

Essential:

- Relevant, up-to-date and demonstrable occupational competence and hands-on industry experience at or above the level of the occupation, sector area or standard being assessed
- Up-to-date knowledge and understanding of the occupational sector and the roles within it including working practices, infrastructure tools and technologies
- Hold any specific identified qualification listed in the individual Assessment Plan
- Excellent organisation, planning and time management skills
- Excellent verbal and written communication skills and experience at producing accurate reports
- Literacy, numeracy skills
- 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 the organisation's bespoke systems and technology
- Ability to prioritise, plan and organise assessment activities ensuring efficient and effective performance
- Self-discipline, with the ability to work independently and remotely
- Health and safety awareness
- Commitment to CPD activity for both industry and assessor competence
- Willingness to travel

Desirable

- Wider sector knowledge
- Knowledge of standards and assessment plans
- Assessment experience
- Hold an Assessor qualification (Level 3 Award in Assessing Competence in the Work Environment, Level 3 Certificate in Assessing Vocational Achievement, A1 or D32/D33)
- IQA Qualification
- Grading skills and experience
- Experience of using e-portfolios
- Professional membership or equivalent