

## INNOVATE AWARDING ROLE PROFILE

<b>Position Title</b>	End-point Assessor		
<b>Reports To</b>	End-point Assessor Manager	<b>Department</b>	EPA Operations
<b>Responsible for</b>	N/A		
<b>Location</b>	Field Based/Remote		
<b>Overall Job Purpose</b>	<ul style="list-style-type: none"> <li>Acting as an ambassador of IAO, you will be responsible for:</li> <li>Carrying out end-point assessment activities and making decisions for apprenticeship standards</li> </ul> <p><b>Conflicts of Interest</b> IAO is subject to regulatory requirements, one of which lays out the responsibilities of the organisation in relation to identifying and managing Conflicts of Interest. It is a requirement that all members of staff within IAO sign a declaration around Conflict of Interest. They are responsible for informing their manager of any potential or actual conflicts of interest that may occur whilst employed by IAO.</p>		
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Conducting end-point assessment planning meetings with apprentices and their employers</li> <li>Agreeing a plan and schedule for each assessment activity with the apprentices and employers to ensure all components can be completed within the end assessment window</li> <li>Completing the planned assessment activities, marking in line with grading criteria for the apprenticeship standards and confirming that each assessment element has been completed</li> <li>Determining the overall grade for the apprentice based on the combination of performance in all assessment activities following the assessment guidelines</li> <li>Communicating and reporting decisions about end point assessment to IAO in agreed timeframes</li> <li>Following agreed procedures for recording, storing and maintaining confidentiality of information in a timely manner</li> <li>Attend and participate in standardisation and training activities, ensuring standardised assessment principles set out by IAO are carried out</li> <li>Ensuring no conflicts of interest or potential conflicts of interest exist which could adversely influence your judgment, or prevent you from providing an objective independent view</li> <li>Acquiring and maintaining up to date knowledge of the occupational area and maintaining a record of evidence of your continuous professional development (CPD)</li> <li>Provide advice to the Assessment Services team on specific End-point assessment queries, when requested</li> </ul>		



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	<ul style="list-style-type: none"> <li>Report any market, customer or sector information to the End-point Assessor Manager in a timely fashion</li> <li>To maintain an up-to-date caseload of apprentices in IAOs EPA-Pro IT system, ensuring all activity is updated in a timely fashion.</li> <li>Carry out assessment activity through both face to face and electronic mediums</li> <li>Working in line with IAO policies at all times</li> <li>Any other duties which are in the scope of the spirit of the job purpose and job title of the role</li> </ul>
<b>Knowledge</b>	<p>Have excellent knowledge and understanding of the apprenticeship standard as set out in the industry set Grading Criteria</p> <p>Hold a recognised current workplace assessment qualification</p>
<b>Experience</b>	<p>Have current, relevant occupational expertise and knowledge, at the relevant level of the occupational area(s) you are assessing, which has been gained through 'hands on' experience in the industry.</p>
<b>Personal Qualities and Skills</b>	<ul style="list-style-type: none"> <li>Ability to use a range of IT systems (training will be provided for EPA-Pro)</li> <li>Experience in administrative roles (e.g. completing reports and maintaining records)</li> <li>Knowledge of access to assessment and equal opportunities</li> <li>Excellent time management skills</li> <li>The ability to work autonomously, in line with an operating framework</li> <li>Excellent written and verbal communication skills</li> <li>Ability to maintain strict confidentiality in all aspects of role</li> <li>Ability to operate sensitively and effectively with a wide range of learners</li> <li>Awareness and understanding of learner difficulties/disabilities and social needs.</li> </ul>
<b>Required Continuous Professional Development (CPD)</b>	<p>It is a requirement for End-point Assessors to maintain a record of evidence of their CPD. End Assessor will be required to demonstrate they have gained practical experience in the relevant industry which develops/updates their knowledge/skills.</p> <p>The following provides an example of a variety of methods that can be utilised for CPD purposes, a multiple of which need to be experienced/adopted on an annual basis and formally recorded.</p> <ul style="list-style-type: none"> <li>Updating occupational expertise</li> <li>Internal and external work placements to gain 'hands on' experience</li> <li>Work experience and shadowing</li> <li>External visits to other organisations</li> <li>Updated and new training and qualifications</li> <li>Training sessions to update skills, techniques and methods</li> <li>Visits to educational establishments</li> <li>Trade fairs / shows</li> <li>Keeping up to date with sector developments and new legislation</li> </ul>



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|  | <ul style="list-style-type: none"> <li>Relevant sector websites and twitter feeds / social media platforms</li> <li>Membership of professional bodies and trade associations</li> <li>Papers and documents on legislative change</li> <li>Seminars, conferences, workshops, membership of committees/working parties</li> <li>Development days</li> <li>Standardising and best practice in assessment</li> <li>Regular standardisation meetings with colleagues</li> <li>Sharing best practice through internal meetings, news-letters, email circulars, social media</li> <li>Taking part in comparison of assessment and verification activities in other sectors</li> </ul> |
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**Role Holder Signature:**

**Date:**

**Manager Signature:**

**Date:**