

INNOVATE AWARDING ROLE PROFILE

Position Title	End-point Assessor		
Reports To	End-point Assessor Manager	Department	EPA Operations
Responsible for	N/A		
Location	Field Based/Remote		
Overall Job Purpose	<ul style="list-style-type: none"> Acting as an ambassador of IAO, you will be responsible for: Carrying out end-point assessment activities and making decisions for apprenticeship standards <p>Conflicts of Interest 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>		
Key Responsibilities	<ul style="list-style-type: none"> Conducting end-point assessment planning meetings with apprentices and their employers 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 Completing the planned assessment activities, marking in line with grading criteria for the apprenticeship standards and confirming that each assessment element has been completed Determining the overall grade for the apprentice based on the combination of performance in all assessment activities following the assessment guidelines Communicating and reporting decisions about end point assessment to IAO in agreed timeframes Following agreed procedures for recording, storing and maintaining confidentiality of information in a timely manner Attend and participate in standardisation and training activities, ensuring standardised assessment principles set out by IAO are carried out 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 Acquiring and maintaining up to date knowledge of the occupational area and maintaining a record of evidence of your continuous professional development (CPD) Provide advice to the Assessment Services team on specific End-point assessment queries, when requested 		



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	<ul style="list-style-type: none"> • Report any market, customer or sector information to the End-point Assessor Manager in a timely fashion • To maintain an up-to-date caseload of apprentices in IAOs EPA-Pro IT system, ensuring all activity is updated in a timely fashion. • Carry out assessment activity through both face to face and electronic mediums • Working in line with IAO policies at all times • Any other duties which are in the scope of the spirit of the job purpose and job title of the role
Knowledge	<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>
Experience	<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>
Personal Qualities and Skills	<ul style="list-style-type: none"> • Ability to use a range of IT systems (training will be provided for EPA-Pro) • Experience in administrative roles (e.g. completing reports and maintaining records) • Knowledge of access to assessment and equal opportunities • Excellent time management skills • The ability to work autonomously, in line with an operating framework • Excellent written and verbal communication skills • Ability to maintain strict confidentiality in all aspects of role • Ability to operate sensitively and effectively with a wide range of learners • Awareness and understanding of learner difficulties/disabilities and social needs.
Required Continuous Professional Development (CPD)	<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"> • Updating occupational expertise • Internal and external work placements to gain 'hands on' experience • Work experience and shadowing • External visits to other organisations • Updated and new training and qualifications • Training sessions to update skills, techniques and methods • Visits to educational establishments • Trade fairs / shows • Keeping up to date with sector developments and new legislation



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

Date:

Manager Signature:

Date: