



Pearson

Job description: Independent end-point assessor for Healthcare Science Assistant (Level 2) End Point Assessments

About Pearson

Pearson is the world's leading learning company, with 35,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the apprentice at the centre of everything we do, because wherever learning flourishes, so do people. Find out more about how we can help you and your learners at qualifications.pearson.com

Overview of the independent end-point assessor role

The Government has introduced a requirement that all apprenticeships contain an end-point assessment (EPA) which is a holistic assessment of the Knowledge, Skills and Behaviour (KSBs) that have been learnt throughout the apprenticeship. This is to make sure that apprentices meet the rigorous standard set by employers and are fully competent in the relevant occupation. Pearson must provide employers with the confidence that completing an apprenticeship means an individual is fully job-ready and that all apprentices, following the same standard, are assessed consistently, regardless of where they are undertaking their apprenticeship or who they are doing it with.

An independent EPA means that those making a decision on the competency of the apprentice have nothing to gain from the outcome of the assessment. To maintain independence within the scope of this EPA, an independent end-point assessor (IEA) can only undertake end-point assessments of apprentices, with whom they have no conflict of interest. This means they must be independent of the registered apprenticeship training provider at which the apprentice completed their on-programme element, and must not have been involved in the on-programme training, assessment, or line management of such apprentices.

The end-point assessments will be conducted onsite, on dates agreed with employers and/or providers if appropriate. IEAs will record and submit the EPA outcomes, with clear justifications for the grading decisions. EPA activities will be quality assured by Pearson quality assurance representatives.

IEAs will meet the occupational profile of the apprentices they are assessing and will be trained, standardised and approved to operate as IEAs. The IEAs will undertake EPAs in line with the associated apprenticeship assessment plan, and the materials provided by Pearson. Please see the below Key Accountabilities and Person Specification sections for further details.

For Healthcare Science Assistant EPAs, IEAs will also require either a minimum of 1 year's experience with work-based assessment or be working towards a formal qualification for assessors.

Key Accountabilities:

The IEA will:

- Take part in regular training and standardisation activities, associated with the role of IEA for this EPA
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD)
- Assess the performance of candidates in accordance with published assessment and grading criteria and procedures, ensuring overall standards are maintained
- Follow the protocols set out in Pearson's specifications, assessment materials and quality assurance protocols, relating to the EPAs
- Maintain service-level agreements with regards to responding to EPA planning, operational activities, reports and submissions of assessment outcomes
- Report all risks and issues encountered during the end-point assessment to Pearson, including any suspected malpractice/maladministration
- Ensure all EPA reports and assessment evidence are high quality and recorded accurately
- Support Pearson, if necessary, with any appeals from apprentices, regarding assessment decisions
- Raise any conflicts of interest, including in relation to the independence of assessment
- Ensure that any personal actions are completed, as required by Pearson
- Contribute to the continuous improvement of Pearson's end-point assessment activities
- Contribute to the external quality assurance activities undertaken by the Academy of Healthcare Science (AHCS)

Person Specification

Occupational Profile¹:

The Healthcare Science Assistant (HCSA) support workforce contributes to safe patient care across all care pathways from conception to end of life in job roles within hospitals, general practice and other settings in the healthcare sector and across all areas of healthcare science. HCSAs perform a range of low risk, routine technical and scientific procedures usually within one broad area of HCS, following specific protocols and in accordance with health, safety, governance and ethical requirements. HCSAs work using standard operating procedures, initially under direct supervision but increasingly with experience, under indirect supervision.

All HCSAs work effectively within a multi-professional team (MPT) within the limits of their competence, but must seek help and support whenever this is required. HCSAs must be aware of the requirements of *Good Scientific Practice (GSP)*, which articulates the standards for the HCS profession and upon which this apprenticeship standard is based. Using these professional standards, the HCSA must adhere to employers' policies and protocols to ensure safe and consistent practice within the working environments of HCS. Although not exhaustive, activities undertaken by the HCSA may include: basic life support; preparation of the environment for HCS procedures; production of reliable data, keeping accurate records; stock control of equipment and consumables; inputting and retrieving patient/test specific technical data within required governance processes; performing designated HCS role-specific skills following specified protocols.

Background and Experience (essential):

- Be occupationally competent
- Registration with a recognised Healthcare Science professional body or the Academy of Healthcare Science, or the regulator for healthcare science (Health and Care Professions Council), or alternatively, hold a professional qualification in the Healthcare Science specialism that will be

¹ Profile drawn and adapted from Apprenticeship Standard for Health Care Science Assistant (HCSA) which was approved 10th May 2016, reference: ST0218/01. Usage under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/doc/open-government-licence

assessed in this role

- A minimum of 1 year of practise-based experience in a healthcare setting, e.g. NHS
- A minimum of 1 year's experience of work-based assessment **or** hold a formal assessor qualification (e.g. A1, assessor component to TAQA etc)
- Recent occupational experience in Healthcare Science (from within last two years)
- Experience of leading meetings/structured interviews/discussions
- Experience of complying with quality assurance/regulatory requirements
- Evidence of commitment to maintaining CPD, in line with new apprenticeship requirements and the EPA specialism

Background and Experience (desirable):

- To hold, or be working towards an internal quality assurance qualification
- Experience of making grading judgements
- Current DBS
- Knowledge of prevent & safeguarding

Skills & Knowledge (Essential)

- Excellent written, verbal and interpersonal skills, including the ability to effectively respond to conflicts
- Ability to understand and respond to the individual needs and circumstances of employers/apprentices
- Sufficient and relevant technical knowledge of:
 - The healthcare science sector
 - The role of the healthcare science assistant
 - Work-based assessment
- In-depth knowledge of the associated apprenticeship standard, assessment plan, specification, assessment instruments and recording tools
- Ability to assess, free from bias
- Ability to assess and report risks
- Ability to meet deadlines

Other requirements

Any applicant undertaking this role will be expected to:

- Have personal IT equipment capable of running Pearson required software
- Have a suitable broadband connection, Microphone, Headphones and a webcam
- Have a personal and secure email account
- Have a postal address in the United Kingdom or Republic of Ireland, Guernsey, Jersey Isle of Man
- Have the right to work in the UK
- Allow additional time for travel, when making EPA arrangements