



# Pearson

## **Job description: Independent end-point assessor for Team Leader/Supervisor (Level 3) 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](http://qualifications.pearson.com)

### **Overview of the independent end-point assessor role**

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 can only undertake end-point assessments of apprentices, with whom they have no conflict of interest. This means they 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. Independent end-point assessors (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 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.

### **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)

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- 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 by the Institute for Apprenticeships and Technical Education.

## Person Specification

### Background and Experience (essential):

- Evidence of assessing staff or learner competence, at the level or above of the EPA
- Hold or be working towards an assessor qualification (e.g. A1, TAQA etc)
- Experience of leading meetings/structured interviews/discussions
- Current experience of working within a management and/or leadership role (for a minimum of two years)
- Experience of working within a management and/or leadership role within two or more industries or sectors
- Evidence of CPD, in line with the EPA specialism
- Experience of complying with quality assurance/regulatory requirements

### Background and Experience (desirable):

- To hold an appropriate management and leadership qualification at level 5 or above, or equivalent
- Evidence of membership of a recognised management and leadership professional body, or equivalent, for example Chartered Manager (CMgr)
- Experience of curriculum development in the areas of management and leadership
- 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, IT and interpersonal skills, including the ability to effectively respond to conflicts
- Flexibility to understand and respond to the individual needs and circumstances of employers/apprentices
- Sufficient breadth and depth of specialist technical skills and knowledge in the areas of management and leadership, in particular:
  - Leading and managing people
  - Stakeholder and relationship management
  - Operational and project management
  - Financial management

- Excellent understanding 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