



Lead IQA – EPA Delivery

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](https://www.pearson.com/qualifications)

Overview of end-point assessment

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.

The lead IQA will perform leadership duties to ensure safe, valid and accurate assessment decisions are made from their allocated team of independent end-point assessors (IEAs) and IQAs. The lead IQA will also undertake nominated duties, as directed by Pearson, to ensure the guidelines set by external quality assurance organisations are adhered to.

Please see the below Key Accountabilities and Person Specification sections for further details.

Key accountabilities:

1. Contribute to the recruitment and training of new IEAs within the allocated team
2. Act as mentor for new IEAs within allocated team
3. Support IEAs to develop assessment practice through face to face and remote standardisation activities; including sharing best practice and identifying appropriate CPD activities
4. Undertake remote sampling of IEAs assessments, in line with the overarching sampling strategy
5. Accompany IEAs, on-site, when required
6. Provide advice/guidance to IEAs when using electronic systems
7. Contribute to the formative/summative RAG ratings of IEAs within allocated team

8. Contribute to ongoing analysis, lessons learned and continuous improvement
9. Provide guidance, recommendation and support to key internal and external stakeholders
10. Maintain accurate records to withstand internal audit and external quality audit
11. Take an active role in own professional development
12. Maintain service level agreements and take corrective action where service level agreements are due to breach
13. Adhere and implement all Pearson and regulatory policies, procedures and guidance documents
14. Support with enquiries and appeals, as required
15. Produce a quarterly report based on feedback from team leaders, internal quality assurers and IEAs to identify any trends
16. Identify, report and escalate any risks which could compromise the validity and accuracy of any end-point assessment

Background and Experience (Essential):

- Meets the occupational profile requirements for the relevant EPA standard
- Hold an internal quality assurance qualification for a minimum of three years
- Experience of supporting and managing remote teams of assessors
- Experience of complying with quality assurance/regulatory requirements

Background and Experience (Desirable):

- 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 maintain accuracy, whilst processing high volumes of evidence
- Detailed knowledge of Google applications (docs, sheets, forms)
- Excellent time management and organisational skills, with the ability to meet deadlines
- Sufficient and relevant technical knowledge of the legislation, regulatory frameworks, systems, technology, tools and processes associated with the EPA(s)
- In-depth knowledge of the associated apprenticeship standard, assessment plan, specification, assessment instruments and recording tools
- Ability to assess, free from bias

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