

End Point Assessor

Job Title:	End-Point Assessor	Reporting to:	Head of Operations
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Job Purpose

To deliver rigorous and effective independent end point assessment at an apprentice's workplace/ remotely as applicable.

This is an exciting new position within SIAS as a freelance End Point-Assessor for the Level 3 Clinical Coder Standard. You will deliver end point assessments in accordance with SIAS guidelines, policies, and procedures as well as wider quality frameworks, such as IfATE and Ofqual external quality assurance standards.

Key Responsibilities

- Work closely with SIAS and employers to deliver end point assessment for:
 - Level 3 Clinical Coder
- Deliver high quality end point assessment using SIAS assessment resources, taking account of individual requirements to ensure valid assessment.
- Assess the performance of apprentices in accordance with assessment and grading criteria, ensuring overall standards are maintained and provide structured feedback to SIAS
- Ensure all end point assessment reports and assessment evidence is high quality and completed correctly and accurately.
- Follow the protocols set out in SIAS specifications, assessment materials and quality assurance protocols, relating to the end point assessment.
- Maintain service-level agreements with regards to responding to planning, operational activities, reports and submissions of assessment outcomes.
- Report all risks and issues encountered during the end point assessment to Head of Operations including any suspected malpractice/maladministration.
- Participate in training and standardisation activities.
- Support SIAS, if necessary, with any appeals from apprentices, regarding assessment decisions.
- Raise any conflicts of interest, including in relation to the independence of assessment.
- Report and provide timely updates and respond to requests for information from SIAS.
- Support with testing and evaluating support and assessment materials
- Respond to SIAS feedback from Lead IQA to continuously improve own performance
- Implement feedback and development action points resulting from IQA sampling, observation of practice and standardisation themes to continuously improve the quality and rigour of end point assessment.
- Contribute to the external quality assurance activities undertaken OfQual.
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD).
- The role may require some UK travel but assessments can be delivered remotely, you will need to arrange and travel to assessments on time and in accordance with agreed allocations
- As part of the SIAS team, you may be asked to support standard development reviews, internal Quality assurance and development of new assessment material

Knowledge Skills and Qualifications

	Essential	Desirable
Qualifications:		
NCCQ National Clinical Coding Qualification (Accredited Clinical Coder ACC)	✓	
has attended and holds the certificate for the Clinical Coding Standards Refresher course within the last three years	✓	
Valid assessor qualification or be willing to work towards (SIAS will fund)		✓
Experience/Skills/Knowledge:		
Experience of assessing apprentice competence, at the level 3 or above		✓
Vocationally competent with recent continuing professional development and/or professionally registered	✓	
Experience of delivering/ assessing competence and knowledge within the sector		✓
Understanding of Apprenticeship Trailblazer developments and Standards		✓
Experienced using Microsoft office applications.	✓	
Experienced using Video call applications. (Teams/Zoom)	✓	
Experience of working with apprenticeship standards, either within a training provider or end point assessment organization		✓
Working knowledge of Health & Safety, E&D practices, Safeguarding and Prevent		✓
Qualities:		
Ability to work at pace and quality- meeting tight deadlines	✓	
Open and honest- working at all times with integrity	✓	
Highly effective communicator- professional and the face of SIAS, communication skills essential both written and verbal	✓	

Standard and pathways for EPA:

[ST0535_Clinical Coder_L3_Addressing Feedback 22012019 \(instituteforapprenticeships.org\)](https://www.instituteforapprenticeships.org)