

Job Profile		Independent End Point Assessor - Healthcare	
Directorate:	CCO	Department:	EPA Plus
Job Level:	Band F	Job Family	Operations
Reports to:	EPA Delivery Manager	No direct reports:	0
Location:	Home Based	Ref. no.	
Purpose:			
<p>The End Point Assessment (EPA) team is responsible for developing and delivering EPA of the apprenticeship standards in line with the assessment plans written by the Trailblazer groups. The team is a fully functional business unit overseen by the Head of Apprenticeship Services.</p> <p>Our Independent End Point Assessors play an integral part in the success of the apprentices by supporting them in taking the relevant assessments for their apprenticeship and grading their assessments. This activity is supported by a suite of rigorous business rules, assessor allocations, External Quality Assurance (EQA) requirements, IT systems, partnership arrangements and staff management, designed to drive consistency and excellence.</p> <p>NCFE are at the forefront - working with Independent Training Providers (ITPs), Further Education Colleges and Employer Providers to drive valuable partnerships across the developing world of Apprenticeships and EPA.</p>			
Financial accountability:	N/A		
Key Stakeholders:	Working directly with Training Providers and Employer to arrange and deliver high quality EPA		
Key accountabilities and responsibilities:			
<ul style="list-style-type: none"> Assess and document an apprentice's competence against industry specific standards, within agreed Service Level Agreement (SLAs) and using appropriate technology systems Engage in regular training and standardisation activities to ensure a consistent approach to End- Point Assessment Maintain a thorough knowledge of NCFE's EPA policies and procedures Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD) relevant to the occupation in the apprenticeship being assessed. Deliver quality assessments, in line with the standard Conduct any re-sits/retakes Utilise a digital first approach, providing all parties with the most efficient method of delivery Provide detailed feedback to the learner on each assessment Utilise NCFE's technology platform to record assessments and interact with learners Attend standardisation events to ensure quality, compliance and consistency across the standard being assessed Manage assessments and scheduling Communicate with learners, training partners and employers on assessments and grading Collaborate with the EPA Plus Relationship team to feedback on any issues Maintain effective working relationships with all stakeholders to deliver required SLAs Report feedback from customers to identify trends and potential risk Identify and escalate potential breach of security or compliance Report any issues or complaints to the EPA Plus Customer Support team. 			
<p><i>This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands, and final warnings that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</i></p>			
Experience, knowledge, skills, and competencies:			

Essential	Desirable
<ul style="list-style-type: none"> Occupational competency in relevant vocational sector, with a minimum of 5 years' relevant occupational experience have the competence to assess the apprentice at the level of this apprenticeship (level 5) and hold any required qualifications and experience. Relevant Assessor qualification Must hold a formal assessor qualification at, or equivalent to, Regulated Qualification Framework level 3 Experience of producing clear, accurate and concise written reports A driving licence and have flexibility to travel across your area Educated to GCSE maths/English grade C and above (or equivalent qualification) Where appropriate, enhanced DBS in place Well organised and able to support multiple team members Have excellent time management and organisational skills and are able to work independently Have excellent communication and interpersonal skills 	<ul style="list-style-type: none"> At least 2 year's assessing experience An understanding of Ofqual requirements and any other regulators including industry bodies Knowledge of EPA assessment activities and methodologies Full knowledge of the Microsoft Office suite Have an understanding of 'Trailblazer' apprenticeships, with specific knowledge about the relevant industry area for the role Hold a recognised IQA qualification

Values & Behaviours:

<p>Value: Invested in the learner</p> <p>Behaviours: Accountable Collaborative</p>	<p>Value: Involved in the solution</p> <p>Behaviours: Respectful Courageous</p>	<p>Value: Inspired by the impact</p> <p>Behaviours: Insightful Purposeful</p>
--	---	---