

Task profile

- Associate type:** Independent End- point Assessor
- Monitored by:** Lead Independent End- point Assessor
- Managed by:** Associate Manager, Associate Management Team
- Contracted Days:** As per supply of services

Task purpose

- Assess and document apprentice competence against Apprenticeship Standards either at designated venues or remotely, using the stated assessment methods
- Provide advice and support to the End-point Assessment team
- Participate in standardisation activities to ensure a consistent approach to End-point Assessment
- Maintain a thorough knowledge of City & Guilds End-point Assessment policies and procedures

Key contracted responsibilities

1. Assessment Activities

To assess and document apprentice competence against Apprenticeship Standards when requested by the End- point Assessment team.

Measures:

- Carry out and document End- point Assessments in line with City & Guilds and regulatory arrangements;
 - arrive at the site at least 45 minutes prior to the End-point Assessment
 - stay at the site for the duration of the End-point Assessment
 - Mark all components of the End-point Assessments, in line with grading criteria
- Record and submit concise End-point Assessor feedback to the End-point Assessment team, justifying grading outcomes in line with the assessment criteria
- Effectively communicate details of local knowledge to the End-point Assessment team and the Lead Independent End- point Assessor
- Complete and upload all End-point Assessment recording documentation to the EPA portal within 3 working days of the activity

2. Advice and support

Provide advice and support to the End-point Assessment team.

Measures:

- Provide advice on potential improvements to processes and systems to the End-point Assessment team
- Provide advice to the End-point Assessment team on specific End-point Assessment queries, when requested
- Report any suspected End-point Assessment malpractice issues to City & Guilds immediately, in line with the malpractice policy
- Respond to phone calls and emails within 2 working days

3. Standardisation

Participate in standardisation activities

Measures:

- Attend and participate in standardisation and training activities to ensure a consistent approach to End-point Assessment
- Maintain and document CPD records; to be submitted on request
- Ensure any personal action/ improvement plans are achieved, within agreed timescales and to required standards

4. Business awareness

Maintain a thorough knowledge of City & Guilds End-point Assessment policies and procedures

Measures:

- Keep up to date with any changes to the End-point Assessment policies and procedures by reading and digesting updates and attending and participating in any refresher training
- Keep up to date via websites and email correspondence
- Forward any market intelligence on End-point Assessment customer trends to the Lead Independent End-point Assessor and the End-point Assessment Team