

Person specification for the role of Apprenticeship External Assessor (AEA)

Essential	Desirable
Technical experience of working, teaching or assessing in the sector, which is relevant to the apprenticeship assessment plan, within the last two years	Experience of preparing for and presenting to a target audience
Qualified to the level of the apprenticeship to be assessed or above	Experience of marking and grading assessments
The possession of practical and up to date knowledge, gained within the last two years of the application of current working practices, infrastructure, tools and technologies appropriate to this occupation and of relevance to the sector/size of business in which they will be carrying out assessments.	D32, D33, A1 or Level 3 TAQA or equivalent, or be working towards it
Understanding of what an apprentice should be able to do in their role and level.	
Essential knowledge and skills: • An understanding of apprenticeships, with specific knowledge about the relevant industry area for the role • Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results • Proficient IT skills • Analytical, critical thinking skills • Excellent interpersonal / soft skills • Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to both learners, Assessors and delivery staff • Organisational skills and the ability to prioritise effectively • Ability to work independently • Able to interview apprentices and communicate appropriately with apprentice	
Flexibility to travel across UK, if required	
Driving licence (For apprenticeships requiring a face-to-face assessment activity)	