Person specification for the role of Data Technician (Level 3)

Essential	Desirable
Assess and document apprentice competence against Apprenticeship Standards either at designated venues or remotely, using the stated assessment methods.	Experience of marking/ grading assessments
Provide advice and support on End- point Assessment sites and to the End-point Assessment team.	Experience of preparing for and [resenting to a target audience
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	
Hold or be working towards an independent assessor qualification e.g. A1	
Essential knowledge and skills: ➢ Have recent and relevant occupational experience gained in the last year or significant experience of the occupation/sector. ➢ Knowledge of the following occupational areas: - experience of the application of this occupation across a variety of industries. - experience of working in the field of data analysis demonstrated within the Data Technician Apprenticeship Standard - experience of working with real life data analysis projects. Understands the implementation of projects. ➢ Demonstrate an awareness and understanding of the assessment plan, which is available via IFATE website ➢ Can assess the apprentice at this level ➢ Proficient IT skills with experience of using key business software e.g. Outlook, Word and Excel	
Flexibility to travel across UK, if required	

Associate Management FY26