

**Person specification for the role of
Lead Apprenticeship External Assessor (LAEA)**

Essential	Desirable
Industry specific experience or teaching and/or assessing within the last 2 years	Experience as an assessor/ internal quality assurer on the associated apprenticeship assessment
Up to date, occupational industry experience	Experience of developing and delivering online and face to face training materials and events
IQA and Assessor units (TAQA units or equivalent experience demonstrated)	
Experience of monitoring and supporting a team against set criteria	
Up to date experience of developing and delivering training activities and events	
Experience of developing and coordinating standardisation events for teams	
Experience of performance managing a team, within a regulatory environment	
Excellent, concise report writing skills	
Experience of producing accurate published, reports	
Experience of producing guidance materials to support teams	
Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing	
Proficient IT skills with experience of using key business software e.g. Outlook, Word and Excel	
Flexibility / Availability to attend and manage key activities throughout the year	