Person specification for the role of Principal Independent End- point Assessor

Essential	Desirable
Industry specific qualifications, as specified in the apprenticeship standard specific assessment plans	Experience as an assessor/ internal quality assurer on the associated apprenticeship standards
Up to date, occupational industry experience	Experience of assessing and internally quality Assuring
EQA/ IQA/ Assessor TAQA units or equivalent	Experience of developing and delivering online and face to face training materials and events
Experience of monitoring, supporting and leading a team of assessors and internal quality assurers, against set criteria	Experience of developing and delivering online and face to face standardisation training materials and events
Up to date experience of developing and delivering training activities and events	
Experience of developing and coordinating standardisation events for teams of assessors and internal quality assurers	
Experience of performance managing a team, within a regulatory environment	
Excellent, concise report writing skills	
Experience of producing accurate published, customer 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 software e.g. Outlook, Word and Excel.	
Availability to attend and manage key activities throughout the year	