

Apprenticeship External Assessor (AEA)	
Role Overview	Assesses apprentice competence against assessment criteria as stated in the City & Guilds guidance packs based on the published apprenticeship assessment plan requirements.
1. Standardisation	
1.1	Attend, participate and engage in training, upskilling and standardisation activities
1.2	Maintain and submit updated CPD records, as requested
1.3	Complete requirements in personal action plans
2. Assessment Activities	
2.1	Arrive at the assessment location in good time for face to face delivery. Where the assessment is carried out remotely, join the link provided 15 minutes prior to the assessment start time.
2.2	Record and submit concise feedback using the report templates provided based on the assessment criteria
2.3	Complete and upload all recording documentation together with grading outcome and a clear justification to the system within 3 working days
2.4	Apply advice and guidance from allocated Lead associate to demonstrate clear understanding and continuous improvement of practice
2.5	Report any suspected potential malpractice to City & Guilds immediately, in line with malpractice policy
3. Advice to City & Guilds	
3.1	Provide advice on specific queries relating to external assessment delivery, when requested
3.2	Inform City & Guilds of process or systems issues via allocated Lead associate
3.3	If requested, support complaints, appeals and investigations
4. Communication	
4.1	Respond to phones calls and emails within 2 working days
4.2	Inform City & Guilds immediately if unable to carry out allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.