

Independent End-point Assessor (IEPA)	
Role Overview	Assesses apprentice competence against assessment plan requirements for approved apprenticeship standards
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Maintain and submit, as requested, CPD records for approved standards
1.3	Complete requirements in personal action plans
2. Assessment Activities	
2.1	Arrive in good time to carry out and complete all elements of the required assessment
2.2	Record and submit concise feedback to the EPA team, justifying grading outcomes in line with the assessment criteria
2.3	Complete and upload all recording and feedback documentation to the EPA portal within 3 working days
2.4	Apply advice and guidance provided by City & Guilds and Lead Independent End-point Assessor (LIEPA)
2.5	Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy
3. Advice to City & Guilds	
3.1	Provide advice on specific queries relating to the End-point assessments, when requested
3.2	Inform City & Guilds of process or systems issues via allocated LIEPA
4. Communication	
4.1	Respond to phone calls and emails within 2 working days
4.2	Inform City & Guilds immediately if unable to complete allocated work

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