

Lead Independent End-point Assessor (LIEPA)	
Role Overview	Support, standardise and quality assure a team of allocated Independent End-point Assessors
1. Standardisation	
1.1	Develop and present content for Assessor training, standardisation, upskilling and updates, liaising with the relevant teams
1.2	Implement sampling plans, in line with the sampling strategy, recording sampling on sampling records
1.3	Standardise Assessor practice, to ensure that assessment practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
1.4	Accompany/ observe Assessors on Assessment visits/ remote assessments in line with the City & Guilds LIEPA sampling strategy
1.5	Complete Lead Assessor sampling reports within 10 working days of the assessment being completed.
1.6	Review and confirm occupational competencies and CPD of allocated Assessors
2. Assessment Delivery	
2.1	Complete all Lead Assessor verification, quality assurance and administration checks on the EPA portal within 3 working days of the Assessor uploading their recording forms and grading decisions
2.2	Act as an Independent End-point Assessor for relevant standards
3. Associate support	
3.1	Monitor and support Assessors in line with their task profiles
3.2	Maintain contact with allocated Assessors to provide updates and support, as required
4. Advice to City & Guilds	
4.1	Support the City & Guilds team with the recruitment, selection and training of new Assessors
4.2	Provide support to the City & Guilds teams on Assessor queries, as required
4.3	Contribute to the annual Assessor review process
4.4	Produce a Lead Assessor report, reporting on trends and issues identified by Assessors, customer feedback, EARs, complaints and LIEPA sampling
4.5	If requested, support with appeals, complaints and investigations
5. Communication	
5.1	Respond to phone calls and emails within 2 working days
5.2	Inform City & Guilds immediately if unable to complete allocated work



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