

Role Profile & Person Specification

Job Title:	Lead End Point Assessor
Department:	Membership Products and Services
Location:	Field Based
Role reports to:	End Point Assessment Manager

Role Profile

Purpose of Role:

To co-ordinate a range of End Point Assessors and associated Assessment staff, some through individual contracts and others through associated partners via service level agreements (SLA), to ensure that End Point Assessments (EPA) are delivered to the required quality levels, detailed by the Institute for Apprenticeships and Technical Education (IFATE) and appointed External Quality Assurer, relevant to each Apprenticeship standard. Ensuring all associated compliance is maintained at all centres.

When necessary, conduct End Point Assessments and ensure independence of the end point assessment by observing the processes and procedures used within the assessment and ensuring they reflect the requirements specified within the assessment plan and laid out by the assessment organisation.

To work closely with the IMI MARCOMMS Team to ensure IMI End Point Assessment Services are communicated to the sector and delivery partners, supporting the IMI becoming the first choice End Point Assessment Organisation (EPAO) provider for the motor industry.

Key Responsibilities:

Co-ordinating EPA Assessment Scheduling and Delivery 80%

- Co-ordinate an allocated case load of End Point Assessors and EPA assessments.
- Conduct Internal Quality Assurance requirements relating to the End Point Assessors.
- Monitor End Point Assessors for compliance relating to risk rating.
- Ensure assessment documentation is managed in line with IMI policies and procedures
- Monitor and update competency and CPD requirements for IMI approved End Point Assessors.
- Deliver Assessor workshops to End Point Assessors
- Implement and deliver standardisation for End Point Assessors.
- Monitor and report on EPA activities within the relevant IMI systems as required.
- Monitor and report on Moderation requirements.

- Manage EPA Assessments in line with agreed targets/budget, ensuring assessors and assessment related resources and personnel are allocated, whilst managing any conflict of interest.
- Ensuring the independence and impartiality of the EPA and the judgements made by those engaged to carry out any EPA activities.
- You must take part in regular training and standardisation activities specified by the EPAO as detailed within the specific assessment plan/s.
- Support the External Quality Managers (EQM), by working with approved centres and EPA Assessors, to ensure all EPA events are delivered in line with the EPA Contracts. Including Assessment, EQA (internal and External) and Moderation activities.
- Work with the EQM & EPAM to ensure standardisation activities are carried out with EPA Assessors, Moderators and other staff as required by the IFATE and External EQA organisations.
- Liaise with all IMI departments to ensure collaboration is maintained with the development and promotion of the IMI and its approved standards.
- Carry out appropriate assessment activities to support EPA delivery

Supporting EPA Assessment Services Systems (10%)

- Work with IT Team and suppliers to ensure system development is maintained.
- Provide advice and guidance on EPA Assessment Services' systems (e.g. EPA Booking, Centres Hub, eLogBook, Logbooks etc.) to internal and external customers.
- Suggest system changes to help streamline EPA Assessment Services' processes.

Supporting the Department (10%)

- Support future applications for EPAO approval.
- Develop processes for EPA Assessment activities and EPA applications with IMI Centres.
- Handle enquiries, complaints and appeals in line with IMI policies and procedures.
- Assist in the review and development of EPA Assessment Services' processes.
- Attend meetings with the regulators and other external organisations as required.
- Deputise for the End Point Assessment Manager as required.

Key Performance Indicators:

- As directed by current business objectives.
- EPA Services delivered in line with agreed targets and budgets.
- EPA assessments completed within agreed timescales.
- No major non-compliances (sanctions) raised against the IMI EPAO status.
- Actions set by EQA (internal and external) following monitoring visits addressed within timescales agreed.
- IMI achieve IFATE KPI's as an EPAO.

Job Context

- The role holder reports to the End Point Assessment Manager.
- The job holder is a First Level Leader.

Key Relationships:

Internal:

- IMI EPA Co-ordinator
- IMI EPA Administrator
- EPA Assessors
- BDM's
- EQA's
- All IMI Departments

External:

- IFATE and other government bodies
- External customers, suppliers and partners
- EPA Assessors
- IMI Approved Centres
- Employers in the relevant sectors

Essential Knowledge & Skills:

- Comprehensive and up to date knowledge of the New Apprenticeship standards.
- Ability to plan activity and manage time effectively.
- Ability to manage business relationships and teams effectively.
- I.T./systems literacy including familiarity with database.
- Excellent customer service/communication.
- Presentation skills.
- Ability to produce legible and accurate reports.
- Ability to work to specific timetables and schedules.
- Ability to communicate with all personnel effectively and professionally.

Required Competences

- Ability to plan activity and manage time effectively.
- Self-motivated approach, with the ability to work independently.
- Ability to produce legible and accurate reports.

Essential Qualifications:

- Appropriate occupational qualifications, in line with apprenticeship standards delivered.
- Level 3 assessor award or equivalent.

Desirable Qualifications:

- Level 4 IQA award or equivalent.

Other Requirements

- Travel to meetings/events in the UK (Possible International travel), sometimes necessitating overnight stays.
- Hold a full UK driving license.
- Hold a current DBS Check (or complete if required).