

## Role Profile & Person Specification

<b>Job Title:</b>	Lead EPA Moderator
<b>Department:</b>	Membership Products and Services
<b>Location:</b>	Home Based
<b>Role reports to:</b>	Assessment Services Manager

### Role Profile

#### Purpose of Role:

To co-ordinate a range of moderation activities across the End Point Assessor team and Apprenticeship Standards offered by the IMI as an approved EPAO. To ensure that End Point Assessments (EPA) are assessed to the required quality levels, detailed by the Institute for Apprenticeships and Technical Education (IfATE) and appointed External Quality Assurance Provider (EQAP), relevant to each Apprenticeship Standard. Ensuring all associated compliance is maintained relating to the IMI and IMI Independent End Point Assessors.

Ensure independence of the end point assessment by moderating 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 coordinate and apply internal moderation relating to EPA activity aligned to the IMI EPA IQA Strategy & Moderation Strategy. Ensure all Internal & External Quality Assurance requirements are met in full as specified by the IfATE, Ofqual and other Government or regulatory organisations.

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 in remaining the first choice End Point Assessment Organisation (EPAO) for the motor industry.

#### Key Responsibilities:

##### ***Co-ordinating EPA Moderation Scheduling and Delivery 80%***

- Co-ordinate an allocated case load of moderation for End Point Assessors and EPA assessments.
- Conduct Internal Moderation & 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 report on Moderation activities within the relevant IMI systems as required.
- Monitor and report on Moderation requirements inline with agreed targets and budget.
- Monitor competency and accuracy of assessment outcomes for IMI approved End Point Assessors.
- Deliver Assessor standardisation events based on moderation outcomes.
- Manage EPA Moderation in line with agreed targets/budget, ensuring assessors and assessment related outcomes are accurate and progressed in a timely fashion, 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 EPA Managers 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 ASM & 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, 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 & Moderation 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 Assessment Services Manager as required.

**Key Performance Indicators:**

- As directed by current business objectives.
- EPA Services delivered in line with agreed targets and budgets.
- EPA assessments/moderation 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 Assessment Services Manager.
- The role holder is a First Line Manager.

## Key Relationships:

### Internal:

- EPA Operations Manager.
- Assessment Services Manager.
- End Point Assessment Manager.
- Lead End Point Assessors.
- 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.
- Established Quality Assurance knowledge.
- Ability to manage business relationships 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.

**Essential Qualifications:**

- Appropriate occupational qualifications, in line with apprenticeship standards delivered.
- Level 4 IQA award or equivalent.
- Level 3 assessor award or equivalent.
- GCSE Maths & English or equivalent.

**Desirable Qualifications:**

- EPA Assessor Award.
- Level 4 EQA 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).