

## Role Profile & Person Specification

<b>Job Title:</b>	End Point Assessor (HV/B&C)
<b>Department:</b>	Membership Products and Services
<b>Location:</b>	Field Based
<b>Role reports to:</b>	End Point Assessment Manager

### Role Profile

#### Purpose of Role:

To facilitate and ensure 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.

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 MPS EPA 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:

##### ***Conducting EPA Assessment and Delivery 80%***

- Ensure assessment documentation is managed in line with IMI policies and procedures
- Monitor and update competency and CPD requirements.
- Attend and maintain standardisation for End Point Assessment.
- Conduct and report on EPA activities within the relevant IMI systems as required.

- Manage EPA Assessments in line with agreed targets/budget, manage any conflict of interest identified.
- Ensuring the independence and impartiality of the EPA and the judgements during EPA activities.
- You must take part in regular training and standardisation activities specified by the EPAO (IMI) as detailed within the specific assessment plan/s.
- Ensure all EPA events are delivered in line with the EPA Contracts. Including Assessment, EQA (internal and External) and Moderation activities.
- 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%)***

- 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 Lead End Point Assessors if required to review / support IMI system / process improvement.

### **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.

## Key Relationships:

### Internal:

- Lead End Point Assessors
- IMI EPA Co-ordinator
- IMI EPA Administrator
- 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 apprenticeship standards.
- Ability to manage business relationships.
- I.T./systems literacy including familiarity with database.
- Excellent customer service/communication.
- 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.
- Appropriate occupational qualifications, in line with apprenticeship standards delivered.

## Required Qualification

- Level 3 or above qualification relevant to the Apprenticeship Standard you will assess.

**Qualifications (desirable but not essential):**

- Level 3 assessor award or equivalent.
- Level 4 IQA award or equivalent.
- Current DBS Check.

**Other Requirements**

- Travel to meetings/events in the UK (Possible International travel), sometimes necessitating overnight stays.
- Hold a full UK driving license.
- Have own transportation available for travel to EPA events.