

Role Profile & Person Specification

Job Title:	End Point Assessment Moderator
Department:	Assessment Services
Location:	Remote Based
Role reports to:	Lead End Point Assessment Moderator

Role Profile

Purpose of Role:

To conduct a range of moderation activities across the End Point Assessor team and Apprenticeship Standards offered by the IMI as an approved End Point Assessment Organisation (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.

Key Responsibilities:

EPA Moderation Scheduling and Delivery 80%

- 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 in line 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.
- Take part in regular training and standardisation activities specified by the EPAO as detailed within the specific assessment plan/s.
- Support 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 Lead End Point Assessors & End Point Assessment Manager 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 moderation activities to support EPA delivery.

Supporting EPA Assessment Services Systems (10%)

- Work with IT Team and suppliers to ensure the EPA 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 Lead End Point Assessment Moderator 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 job holder reports to Lead End Point Assessment Moderator.
- Job holder operates at Specialist Level.

Authority Level

Financial: None

Operational: Issue/Amend End Point Assessor performance risk rating in accordance with IMI company policy.

Person Specification

Essential Knowledge & Skills:

- Comprehensive and up to date knowledge of 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 automotive 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

- To undertake other tasks to support the business as required.
- 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).