

Open Awards

JOB DESCRIPTION

TITLE OF POST: **Apprenticeship Standard Sector Expert**

RESPONSIBLE TO: **Head of Quality**

STATUS: **Contractor**

FUNCTIONS OF THE POST:

- To review evidence produced by Apprentices for End-point Assessments in order to ensure it is fit for purpose and producing high quality outcomes.
- To undertake spot checks of End-Point Assessments

MAIN DUTIES AND RESPONSIBILITIES:

1. Prepare for panels reviewing evidence in detail against associated standards and assessment strategies
2. Participate in panels reviewing evidence in order to verify:
 - Standards have been applied consistently
 - Differentiation of learner performance through grading is appropriate
 - Assessment methods are valid and clearly align to the published standard and assessment strategy
 - Assessment is synoptic
 - Assessment is carried out in real work settings
 - Assessment offers value for money in relation to the price charge for assessment
 - Reasonable adjustments have been made where necessary
3. Undertake End-Point Assessment spot checks to ensure that the activity is carried out in accordance with associated policies and procedures in line with the Apprenticeship Standard and Assessment Strategy
4. Attend standardisation/training/update sessions and meetings as necessary
5. Provide technical expertise and support to Open Awards in the delivery of this contract

Person Specification

Post Title: Apprentice Standard Sector Expert

Criteria	Knowledge and Skills	Essential/ Desirable Criteria
Qualifications and Training	<ol style="list-style-type: none"> 1. Level 3 qualification or above. 2. Assessor and Internal Quality Assurer Qualification (e.g. D32, D33, D34, or A1, V1 or TAQA units). 	Essential Desirable
Experience	<p>Within one of the specified sectors:</p> <ol style="list-style-type: none"> 3. Recent vocational experience of working within one or more the specified sectors. 4. A clear understanding of the apprenticeship standard(s) and associated assessment strategies. 5. Experience of undertaking quality audits and/or spot checks 6. Experience of delivering learning and development. 7. Experience of delivering apprenticeships. 	Essential Essential Desirable Desirable Desirable
Skills/Abilities	<ol style="list-style-type: none"> 8. Be able to evaluate evidence against a given set of criteria or standards. 9. Excellent Communication skills – written, verbal and interpersonal skills. 10. Evidence of Continuing Professional Development (CPD) and commitment to on-going CPD. 11. Be able to use Microsoft Office and web-based applications (including submitting reports online) 12. Be able to work to tight/fixed timescales. 13. Be open, flexible and able to adapt to and cope with change in line with Open Awards and/or Institute for Apprenticeships requirements. 14. Be able to provide and receive constructive criticism. 15. Ability to manage own workloads to pre-determined timescales. 16. Able to work independently, using own initiative. 17. Ability to work as part of a team. 	Essential Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	<ol style="list-style-type: none"> 18. A commitment to Equality & Diversity. 19. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards. 20. Commitment to customer service. 	Essential Essential Essential