**Open Awards**

**Role Specification – Consultancy Opportunities**

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

**RESPONSIBLE TO:** EQA (IfA) Project Coordinator

**STATUS:** Contractor

**FUNCTIONS OF THE POST:**

* To review evidence in relation to the delivery and quality assurance of End-point Assessments in order to ensure they are fit for purpose and producing high quality outcomes
* To undertake spot checks of End-Point Assessments

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Review evidence in detail against associated standards and assessment strategies. This could include:
2. Undertaking audits of End-Point Assessment Organisations
3. Sampling evidence from apprentices relating to their End-Point Assessment
4. Reviewing End-Point Assessments Organisation’s self-assessment activities
5. Producing End-Point Assessment Organisation Reports
6. Contributing to Apprenticeship Standard Reports
7. Participate in panels reviewing evidence in order to verify:
8. Standards have been applied consistently
9. Differentiation of learner performance through grading is appropriate
10. Assessment methods are valid and clearly align to the published standard and assessment strategy
11. Assessment is synoptic
12. Assessment is carried out in real work settings
13. Assessment offers value for money in relation to the price charged for assessment
14. Reasonable adjustments have been made where necessary
15. 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
16. Attend standardisation/training/update sessions and meetings as necessary
17. 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** |
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| **Qualifications and****Training** | 1. Qualification at or above the level of the relevant apprenticeship Standard where appropriate
2. Assessor and Internal Quality Assurer Qualification (e.g. D32, D33, D34, or A1, V1 or TAQA units).
 | EssentialDesirable |
| **Experience** | Within one of the specified sectors:1. Recent vocational experience of working within one or more the specified sectors.
2. A clear understanding of the apprenticeship standard(s) and associated assessment strategies.
3. Experience of undertaking quality audits and/or spot checks
4. Experience of delivering learning and development.
5. Experience of delivering apprenticeships.
 | EssentialDesirableDesirableDesirableDesirable |
| **Skills/Abilities** | 1. Be able to evaluate evidence against a given set of criteria or standards.
2. Excellent Communication skills – written, verbal and interpersonal skills.
3. Evidence of Continuing Professional Development (CPD) and commitment to on-going CPD.
4. Be able to use Microsoft Office and web-based applications (including submitting reports online)
5. Be able to work to tight/fixed timescales.
6. Be open, flexible and able to adapt to and cope with change in line with Open Awards and/or Institute for Apprenticeships requirements.
7. Be able to provide and receive constructive criticism.
8. Ability to manage own workloads to pre-determined timescales.
9. Able to work independently, using own initiative.
10. Ability to work as part of a team.
 | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential |
| **Commitment** | 1. A commitment to Equality & Diversity.
2. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards.
3. Commitment to customer service.
 | EssentialEssentialEssential |