

## Open Awards

### Role Specification – Consultancy Opportunities

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

**RESPONSIBLE TO:** EQA Apprenticeship Manager

**STATUS:** Contractor

#### **FUNCTIONS OF THE POST:**

- To review evidence in relation to the quality assurance and delivery of End-point Assessments to ensure they are compliant with Assessment Plans and comparable across End Point Assessment Organisations
- To ensure the Standard and Assessment Plan are fit for purpose

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Review evidence in detail against associated standards and assessment strategies. This could include:
  - a) Undertaking desk based or on site audits of End-Point Assessment Organisations
  - b) Sampling evidence from apprentices relating to their End-Point Assessment
  - c) Reviewing End-Point Assessments Organisation's self-assessment activities
  - d) Producing End-Point Assessment Organisation Reports
  - e) Contributing to Apprenticeship Standard Reports
2. Participate in panels/standardisation events as required, reviewing evidence in order to verify:
  - a) Standards have been applied consistently
  - b) Differentiation of learner performance through grading is appropriate
  - c) Assessment methods are valid and clearly align to the published standard and assessment strategy
  - d) Assessment is synoptic
  - e) Assessment is carried out in real work settings
  - f) Assessment offers value for money in relation to the price charged for assessment
  - g) Reasonable adjustments have been made where necessary
3. Attend standardisation/training/update sessions and meetings as necessary
4. 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
<b>Qualifications and Training</b>	<ol style="list-style-type: none"> <li>1. Qualification at or above the level of the relevant apprenticeship Standard where appropriate</li> <li>2. Assessor and Internal Quality Assurer Qualification (e.g. D32, D33, D34, or A1, V1 or TAQA units).</li> </ol>	<p>Essential</p> <p>Desirable</p>
<b>Experience</b>	<p>Within one of the specified sectors:</p> <ol style="list-style-type: none"> <li>3. Recent vocational experience of working within one or more the specified sectors.</li> <li>4. A clear understanding of the apprenticeship standard(s) and associated assessment strategies.</li> <li>5. Experience of undertaking quality audits.</li> <li>6. Experience of delivering learning and development.</li> <li>7. Experience of delivering apprenticeships.</li> </ol>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<b>Skills/Abilities</b>	<ol style="list-style-type: none"> <li>8. Be able to evaluate evidence against a given set of criteria or standards.</li> <li>9. Excellent Communication skills – written, verbal and interpersonal skills.</li> <li>10. Evidence of Continuing Professional Development (CPD) and commitment to on-going CPD.</li> <li>11. Be able to use Microsoft Office and web-based applications.</li> <li>12. Be able to work to tight/fixed timescales.</li> <li>13. Be open, flexible and able to adapt to and cope with change in line with Open Awards and/or Institute for Apprenticeships requirements.</li> <li>14. Be able to provide and receive constructive criticism.</li> <li>15. Ability to manage own workloads to pre-determined timescales.</li> <li>16. Able to work independently, using own initiative.</li> <li>17. Ability to work as part of a team.</li> </ol>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Commitment</b>	<ol style="list-style-type: none"> <li>18. A commitment to Equality &amp; Diversity.</li> <li>19. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards.</li> <li>20. Commitment to customer service.</li> </ol>	<p>Essential</p> <p>Essential</p> <p>Essential</p>