

Open Awards

JOB DESCRIPTION

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

RESPONSIBLE TO: **EQA Manager**

STATUS: **Contractor**

FUNCTIONS OF THE POST:

- To review a range of evidence to ascertain whether End Point Assessment Organisations (EPAO) are conducting high-quality end-point assessments that deliver relevant, consistent and comparable results, using assessment methodology that is fit-for-purpose and ensures the occupational competence of all apprentices passing their EPA on specific Apprenticeship Standards.

MAIN DUTIES AND RESPONSIBILITIES:

1. Review evidence provided by EPAOs relating to the quality assurance and delivery of End Point Assessments on specific Apprenticeship Standards to determine whether they are compliant with Assessment Plans and comparable across End Point Assessment Organisations.
2. Undertake desk reviews of evidence provided by EPAOs relating to the quality assurance and delivery of End Point Assessments on specific Apprenticeship Standards.
3. Arrange and conduct monitoring visits to EPAOs sites to observe assessment being delivered and monitor internal standardisation and moderation activities.
4. Make judgements on whether the quality assurance and delivery of End Point Assessments is fit for purpose, in line with the arrangement outlined in the EPAO documentation and meets the requirements of the Assessment Plan.
5. Follow guidance laid down by IFATE regarding the external quality assurance of EPA activities.
6. Set SMART actions and recommendations for the EPAO, IFATE, ESFA and other stakeholders to allow for continuous improvement.
7. Record findings, judgements and risk ratings on Open Awards and IFATE systems as required.

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. Relevant qualification above the level of the relevant Apprenticeship Standard(s) 2. Recognised Assessor and Internal Quality Assurer Qualification (e.g. D32, D33, D34, or A1, V1 or TAQA units). 3. Recognised External Quality Assurer qualification (e.g. V2, EQAP) 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Experience	<p>For the relevant Apprenticeship Standard(s):</p> <ol style="list-style-type: none"> 4. Recent vocational experience 5. A clear understanding of the Apprenticeship Standard(s) and associated assessment strategies. 6. Experience of undertaking quality assurance audits. 7. Experience of observing and appraising vocational assessments. 8. Experience of delivering learning and development. 9. Experience of delivering Apprenticeships. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Skills/Abilities	<ol style="list-style-type: none"> 10. Be able to evaluate evidence against set criteria or standards. 11. Excellent communication skills – written, verbal and interpersonal skills. 12. Evidence of Continuing Professional Development (CPD) and commitment to on-going CPD. 13. Be able to use Microsoft Office and web-based applications (including submitting reports online) 14. Be able to work to tight/fixed timescales. 15. Be open, flexible and able to adapt to and cope with change in line with Open Awards and/or Institute for Apprenticeships and Technical Education requirements. 16. Be able to provide and receive constructive criticism. 17. Ability to manage own workloads to pre-determined timescales. 18. Able to work independently, using own initiative. 19. Ability to work as part of a team. 	<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>
Commitment	<ol style="list-style-type: none"> 20. A commitment to Equality & Diversity. 21. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards. 22. Commitment to customer service. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>