

## JOB DESCRIPTION

<b>TITLE OF POST:</b>	<b>Independent End Point Assessor (IEPA)</b>
<b>STANDARD:</b>	<b>Youth Support Worker</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Assessment Development</b>
<b>SALARY:</b>	<b>Payment will be based on a rate per assignment (Reasonable travel and expenses paid in addition to agreed rate)</b>
<b>STATUS:</b>	<b>Contracted services (self-employed)</b>

### FUNCTION OF THE POST:

- Provide a high-quality independent assessment experience for apprentices and their employers.
- Undertake assessment of apprentices in line with relevant Open Awards assessment strategies, guidance documents and supporting materials, ensuring high standards are maintained.
- Provide standard specific technical advice and support to Open Awards to continually improve assessment activities and minimise risk to assessment validity.
- Work with the wider Open Awards team to develop and promote the Open Awards end-point assessment offer to all stakeholders.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Assessment

1. Maintain a thorough working knowledge of all Open Awards end-point assessment policies and procedures, applying these impartially in practice.
2. Assess the knowledge, skills, behaviours and duties of apprentices in line with the relevant standard and assessment plan, ensuring all assessment requirements are met.
3. Provide detailed feedback to justify and support assessment and grading decisions in line with defined criteria.
4. Comply with Open Awards assessment processes and operational requirements, ensuring assessment documents are completed fully and accurately, and submitted in line with defined timescales.
5. Ensure assessments accommodate reasonable adjustments where these have been approved in advance by Open Awards.
6. Maintain the confidentiality and security of live assessment instruments and supporting documentation, ensuring these and/ or their contents are not shared or communicated to unauthorised parties.
7. Support the maintenance of Open Awards assessment strategy and instruments, providing feedback on performance.

### **Technical advice and support**

8. Provide support to Open Awards as required in order to deal with technical enquiries, including with regard to assessments and reasonable adjustments, in a timely manner.
9. Support Open Awards, if necessary, in managing enquiries and appeals from apprentices in relation to assessment decisions.
10. Provide advice on potential improvements to assessment instruments and the assessment process and procedures.
11. Provide data and reports to Open Awards to support business and regulatory activities, including for standardisation and performance reviews.
12. Support the development of related marketing and promotional materials, in liaison with Open Awards colleagues, such as content for case studies and news articles.

### **Standardisation and currency**

13. Attend and participate in standard specific and other training and standardisation activities associated with the role.
14. Adapt and revise assessment practice in line with agreed outcomes from standardisation activities.
15. Undertake and maintain standard specific continuous professional development (CPD) to ensure technical knowledge and skills are current and credible.
16. Provide evidence of CPD activities to Open Awards upon request.
17. Undertake CPD activities to ensure the current standard, associated assessment plan and external quality assurance requirements are met.
18. Support the technical content of events, webinars and workshops.

### **Quality assurance**

19. Work collaboratively with Open Awards colleagues to address assessment and administration issues in a timely manner and ensure service standards are met.
20. Report any suspected malpractice or maladministration concerns immediately to Open Awards.
21. Respond to requests for information or clarification to support internal or external quality assurance activities in a timely manner.
22. Complete any personal actions/ improvement requirements resulting from quality assurance activities to the required standard within agreed timescales.

### **General Responsibilities**

23. Inform Open Awards as soon as practicable of any change in circumstances that may result in an actual or potential conflict of interest, including in relation to the independence of end-point assessment.
24. Manage own performance to ensure service standards are met.
25. Undertake remote assessment and/ or travel to undertake end-point assessment activities within agreed timescales.
26. Travel to and work from any site that the duties of the job may reasonably require.
27. Provide Open Awards with any market intelligence relating to the standard and competitor offers.
28. Contribute to the continuous improvement of Open Awards end-point assessment service.
29. Support Open Awards colleagues to coordinate activity.
30. Carry out any other relevant duties as specified, from time to time by the Open Awards' Management Team.
31. Support Open Awards' commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken
32. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health, safety and welfare legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards

## **Open Awards Mission, Vision and Values**

### **Our Vision is:**

To change lives through learning.

### **Our Mission Statement is:**

To support educational achievement for all learners.

### **Our Values are:**

- **Excellence:** To exceed standards in all we do, inspire excellence in our staff, centres and learners, and deliver a personalised customer service that surpasses expectations.
- **Respect:** To foster a culture of respect and inclusiveness, being receptive to each other and customers, and acting with integrity.
- **Innovation:** To listen, learn, discover and develop; to respond effectively to and invest in our staff, centres and learners.
- **Aspiration:** We strive to be visionary and influential.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Job description – July 2022

## Person Specification

**TITLE OF POST:** Independent End Point Assessor (IEPA)

**STANDARD:** Youth Support Worker

Criteria	Knowledge and Skills	Essential/ Desirable Criteria	Evidence source*	
<b>Qualifications and Training</b>	1. Hold a professional qualification in youth work validated by the National Youth Agency (Professional, Statutory and Regulatory Body) and recognised by the Joint Negotiation Committee (JNC) Youth & Community Workers	Essential	Q/C/R	
	2. Hold a formal assessor qualification (e.g., D32/33, A1, Level 3 Award in Assessing Vocationally Related Achievement)	Essential	Q/C/R	
<b>Experience/ Knowledge</b>	3. Relevant and recent evidence of working with young people gained within the last five years.	Essential	AF	
	4. Current understanding of the issues and concerns facing young people	Essential	AF & I	
	5. A minimum of two years' post qualification experience working within the youth work sector	Essential	AF	
	6. Understand the apprenticeship standard and assessment plan	Desirable	AF & I	
	7. Experience of assessing work-based competence	Essential	AF & I	
	8. Experience of delivery or administration of an Ofqual-regulated qualification	Desirable	AF & I	
	9. Experience of developing and maintaining customer relationships	Desirable	AF & I	
	10. Experience of working in an adult/ further education environment	Desirable	AF & I	
	11. Experience of working remotely and contributing to video conferencing meetings	Desirable	AF & I	
	12. Understanding of Safeguarding and current related legislation, including role and scope of relevant regulators	Essential	AF & I	
	<b>Skills/ Abilities</b>	13. Ability to build strong relationships with customers and colleagues	Essential	AF & I
		14. Ability to comply with processes that meet regulatory requirements	Essential	AF & I
15. Ability to discuss and make clear systems and processes to customers		Essential	AF & I	
16. Strong organisational skills		Essential	AF & I	
17. Ability to represent Open Awards in discussions with customers and other stakeholders		Essential	I	
18. Strong verbal and written communication skills		Essential	AF & I	
19. Be self-motivated and use own initiative to meet agreed targets		Essential	AF & I	
20. Ability to organise work on multiple tasks at once		Essential	AF & I	
21. Ability to work as part of a team		Essential	AF & I	
22. Ability to identify and solve problems and suggest solutions		Essential	AF & I	

Criteria	Knowledge and Skills	Essential/ Desirable Criteria	Evidence source*
	23. Keen eye for detail 24. Be ICT literate using Microsoft Office and Outlook in a range of purposes 25. Ability to promote safeguarding, Prevent, values, health and safety and equality and diversity	Essential Essential Essential	AF & I AF & I AF & I
<b>Commitment</b>	26. Commitment to Equality & Diversity 27. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards 28. Commitment to customer service 29. Commitment to attend standardisation events and activities as required 30. Commitment to own Continuous Professional Development to maintain technical currency and credibility	Essential Essential Essential Essential Essential	I AF & I AF & I I AF & I
<b>Other</b>	31. Be independent of the apprentice, employer and training provider 32. Be adaptable, flexible and open to change. 33. Flexible approach to travel at short notice and overnight stays 34. Access to a laptop/ PC with a secure and reliable internet connection 35. Satisfactory current DBS check from Disclosure and Barring Service (any offer subject to satisfactory check)	Essential Essential Essential Essential Essential	I AF & I AF & I I Other

\* Evidence source/ method of assessment:

AF = Application form      I = interview      Q/C/R = Qualifications/ Certificates/ Professional registration

Person Specification – July 2022