

## Independent End Point Assessor for Early Years Level 3 Apprenticeships - Role Description and Person Specification

This document must be viewed alongside the document:

- BPN General Independent End Point Assessor Job Description

We believe the quality of our assessments for Early Years apprenticeships is underpinned by selecting and training Independent End-Point Assessors (IEPA) who have significant experience:

- of working with Early Year personnel, and/or
- assessment of individuals within the early years sector

<b>Role title:</b>	Independent End-Point Assessor for Early Years Apprenticeships
<b>Status:</b>	Associate status i.e. not employed
<b>Reports to:</b>	Lead Assessor for Early Years Apprenticeships
<b>Works with:</b>	Lead Assessor, Senior Co-ordinator, Director for CPD and Accreditation, EPA Assessment Manager, IQA Lead for End Point Assessment, early years apprenticeship assessors and programme co-ordinators
<b>Location:</b>	Work from home with regional assessment visits as required.
<b>Main Purpose of Job:</b>	Responsible for high-quality EPA assessments for Early Years Apprenticeships.
<b>Duties:</b>	<p>To ensure compliance with BPN policies</p> <p>To ensure compliance with external regulatory requirements at all times</p> <p>To bring added rigor and consistency to the assessment through a wider industry perspective, knowledge and experience</p> <p>To Assesses all components of the final end-point assessment independently using the agreed assessment plan and grading criteria</p> <p>To participate in regular standardisation events and applies continuous CPD</p> <p>To help identify improvements to the assessment systems and materials for apprentices, assessors and moderators</p>
<b>Delivery:</b>	<p>Each individual assessment requires:</p> <ul style="list-style-type: none"> <li>• Liaison with an apprentice and setting to agree dates for assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Evaluation of an e-portfolio of learning containing typically 10-12 documents (laptop based)</li> <li>• Preparation of questions for the Professional Discussion</li> <li>• A professional discussion based on a portfolio of evidence. This may take place remotely or in the employers setting</li> <li>• Writing up and submission of assessment</li> </ul>
<p><b>Person specification:</b></p>	<p>Must:</p> <ul style="list-style-type: none"> <li>• Have a sound understanding of the Early Years Level 3 Apprenticeship Standard, including the Knowledge, Skills and Behaviours required by apprentices on pages 21-24 of the <a href="#">IfATE Assessment Plan</a></li> <li>• Be a trained assessor with a recognised assessing qualification (e.g. L3 IEPA, D32/33, A1/A2, TAQA/CAVA) and able to demonstrate at least 3 years of practice in the field.</li> <li>• Have current knowledge of the regulatory framework and other regulatory and legislative requirements such as safeguarding, duty of care, equality, diversity and inclusion and health and safety.</li> <li>• Have recent relevant experience of the occupation/sector at least the same level as the apprentice gained in the last three years or significant experience of the occupation/sector.</li> <li>• Able to demonstrate an appropriate level of knowledge of the specialism / sector in which the apprentice is working.</li> <li>• Have held a role in childcare provision for at least 3 years (and within the last 3 years).</li> <li>• Have evidence of Continued Professional Development (CPD) to retain occupational competence, evidenced through CVs, CPD logs and any other relevant methods.</li> <li>• Be able to work effectively with a wide range of people, to communicate clearly and to maintain good working relationships</li> <li>• Ability to contribute, and share best practice in standardisation activities to enhance and develop the programme and ensure consistency of assessment decisions standardisation</li> <li>• Have a clean driving license and be willing and able to travel regionally to carry out observations in settings where required.</li> <li>• Be able to organise, plan and prioritise time and tasks effectively whilst meeting the needs of multiple stakeholders.</li> <li>• Be capable of working towards tight deadlines.</li> <li>• Be able to use own initiative.</li> </ul>

# BPN General Independent End- Point Assessor Job Description

This document applies to all apprenticeship standards delivered by BPN as a core job description. It must be read alongside the person specification for individual standards that may require additional or alternative selection criteria.

## What does our team do?

The Best Practice Network Apprenticeship Services End-Point Assessment (EPA) team is responsible for developing and delivering EPA of apprenticeship standards in line with assessment plans published by the Institute for Apprenticeships and Technical Education. The team is overseen by the Senior Responsible Officer.

The team is responsible for the end-to-end process of accepting a learner through gateway, taking the relevant assessment, grading their assessment, providing feedback and ultimately certification. This activity is supported by a suite of policy and practice related to assessor allocations, assessment, Internal Quality Assurance (IQA) requirements, External Quality Assurance (EQA) requirements, IT systems, partnership arrangements and staff management, designed to drive consistency and excellence.

## What are the main priorities of the role?

All Independent End- Point Assessors will:

- Carry out end point assessment, including retakes or resits, by visits and by electronic means as required
- Engage in regular training and standardisation activities to ensure a consistent approach to End-Point Assessment
- Maintain a thorough knowledge of BPN's EPA policies and procedures
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD) relevant to the occupation in the apprenticeship being assessed

Additionally, Independent End-Point Assessors may be asked to take part in peer review processes for assessment materials in the subject area concerned. This activity will attract additional payments.

## The specialist duties and responsibilities of the Independent End Point Assessor

- Deliver quality assessments, in line with the IfATE End Point Assessment Plan for the Standard, and the relevant BPN assessor handbook
- Provide detailed feedback to the learner on each assessment
- Utilise BPN's technology platform to record assessments and interact with learners
- Attend standardisation events to ensure quality, compliance and consistency across the standard being assessed
- Manage assessments and scheduling
- Communicate with learners, training partners and employers on assessments and grading
- Collaborate with the BPN assessment team to feedback on any issues

## Other duties

- Maintain effective working relationships with all stakeholders to deliver required SLAs
- Report feedback from customers to identify trends and potential risk
- Identify and escalate potential breach of security or compliance
- Report any issues or complaints to the BPN assessment team

## Selection Criteria - Essential characteristics

- Relevant Assessor qualification or experience
- Occupational competency in relevant vocational sector, with a minimum of 2 years' relevant occupational experience or professional qualification higher than the level of apprenticeship being assessed
- Experience of producing clear, accurate and concise written reports
- Educated to GCSE maths/English grade C and above (or equivalent qualification)
- Where appropriate, enhanced DBS in place
- Prioritising and processing work whilst maintaining accuracy
- Well organised and able to support team members
- Have excellent time management and organisational skills and are able to work independently
- Have excellent communication and interpersonal skills
- Have specific knowledge about the relevant industry area for the role

## Selection Criteria - Desirable Characteristics

- Ideally, hold a recognised IQA qualification.
- Have experience in interviewing techniques.
- Knowledge of EPA assessment activities and methodologies.
- At least 2 year's assessing experience.
- An understanding of any Ofqual requirements and any other regulators including industry bodies, relevant to the specific standard for which they assess

## Support and Training for End Point Assessors

Best Practice Network provides:

- Comprehensive induction and training programme for all new End Point Assessors
- Awareness and visibility of our EPA policies, procedures and regulations
- Regular Zoom or TEAMS updates
- Query management via dedicated support team, accessible on telephone and email

## Assessor Qualifications

Successful candidates should hold or be willing to begin working towards an assessor qualification.

Assessor qualifications might include:

- Assess Workplace Competence Using Direct Methods (L&D9D)
- Assess Workplace Competence Using Direct and Indirect Methods (L&D9DI)
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33 supplemented by current assessment activity in the workplace
- Other relevant teaching/assessment qualifications

In addition to meeting general requirements, IEPAs must meet any specific requirements set by BPN for individual Standards – see Standard specific person specifications.