

## End Point Assessor

Job Title:	End-Point Assessor	Reporting to:	Head of Operations
Department:	SIAS	Direct Reports:	None
Key Contacts:	SIAS Colleagues Engineering and Manufacturing industry employers and training providers	Location:	UK wide
Date Created	November 2022	Date Revise:	November 2022

### Job Purpose

To deliver rigorous and effective independent end point assessment at an apprentice's workplace/ remotely as applicable.

This is an exciting new position within SIAS as our first inhouse End Point-Assessor, you will deliver end point assessments in accordance with SIAS guidelines, policies, and procedures as well as wider quality frameworks, such as IfATE and Ofqual external quality assurance standards.

### Key Responsibilities

- Work closely with SIAS and employers to deliver end point assessment for:
  - Science Manufacturing Technician,
  - Science Manufacturing Process Operative and
  - Engineering Operative apprenticeship standards
  - Lean Manufacturing Operative
- Deliver high quality end point assessment using SIAS assessment resources, taking account of individual requirements to ensure valid assessment.
- Assess the performance of apprentices in accordance with assessment and grading criteria, ensuring overall standards are maintained and provide structured feedback to SIA
- Ensure all end point assessment reports and assessment evidence is high quality and completed correctly and accurately.
- Follow the protocols set out in SIAS specifications, assessment materials and quality assurance protocols, relating to the end point assessment.
- Maintain service-level agreements with regards to responding to planning, operational activities, reports and submissions of assessment outcomes.
- Report all risks and issues encountered during the end point assessment to Head of Operations including any suspected malpractice/maladministration.
- Participate in training and standardisation activities.
- Support SIAS, if necessary, with any appeals from apprentices, regarding assessment decisions.
- Raise any conflicts of interest, including in relation to the independence of assessment.
- Report and provide timely updates and respond to requests for information from SIAS.
- Support with testing and evaluating support and assessment materials
- Respond to SIAS feedback from Lead IQA to continuously improve own performance

- Implement feedback and development action points resulting from IQA sampling, observation of practice and standardisation themes to continuously improve the quality and rigour of end point assessment.
- Contribute to the external quality assurance activities undertaken OfQual.
- Deliver technical workshops and inductions to external stakeholders.
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD).
- The role requires flexibility to travel the entire UK, you will need to arrange and travel to assessments on time and in accordance with agreed allocations
- As part of the SIAS team, you may be asked to support standard development reviews, internal Quality assurance and development of new assessment material

### Knowledge Skills and Qualifications

	Essential	Desirable
<b>Qualifications:</b>		
Minimum Level 3 qualification in areas such as: Manufacturing, Chemical/Plant Engineering, Plant Operations, Lean manufacturing	✓	
Valid assessor qualification	✓	
IQA qualification		✓
Full driving license	✓	
<b>Experience/Skills/Knowledge:</b>		
Experience of assessing apprentice competence, at the level 3 or above	✓	
Vocationally competent with recent continuing professional development and/or professionally registered	✓	
Experience of delivering/ assessing competence and knowledge within STEM sector	✓	
Understanding of Apprenticeship Trailblazer developments and Standards	✓	
Experienced using Microsoft office applications.	✓	
Experienced using Video call applications. (Teams/Zoom)	✓	
Experience of working with apprenticeship standards, either within a training provider or end point assessment organization		✓
Working knowledge of Health & Safety, E&D practices, Safeguarding and Prevent		✓
<b>Qualities:</b>		
Ability to work at pace and quality- meeting tight deadlines	✓	
Open and honest- working at all times with integrity	✓	
Highly effective communicator- professional and the face of SIAS, communication skills essential both written and verbal	✓	

### Standard and pathways for EPA:

#### Science Manufacturing Technician:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/science-manufacturing-technician-v1-0>

**Science Manufacturing Process Operative: Science manufacturing process operative / Institute for Apprenticeships and Technical Education**

**Engineering Operative: <https://www.instituteforapprenticeships.org/apprenticeship-standards/engineering-operative-v1-0>**

Lean Manufacturing Operative : <https://www.instituteforapprenticeships.org/apprenticeship-standards/lean-manufacturing-operative-v1-0>