

# Job Profile

## End-point Assessment

### Independent Assessor

### *Gas Network Craftsperson (Level 3)*

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Department	Energy & Utilities Independent Assessment Service
Location	Home-based
Reports to	Assessment Manager
Contractual Pay	£400 per day plus travel expenses

#### About us

The Energy & Utilities Skills Independent Assessment Service (EUIAS) is approved on the Register of Apprentice Assessment Organisations (RoAAO) to deliver end-point assessment for apprenticeships for a range of standards within the energy and utilities sector - a safety critical sector. The EUIAS was the first assessment organisation to have achievements in England in 2016. We are a pioneering, innovative and specialist organisation with a commitment to high quality end-point assessment which meets the needs of employers.

#### About the role

Reporting to the Assessment Manager, you will be responsible for the delivery of end-point assessment for the named standards, as per the individual assessment plan requirements, following EUIAS procedures. Your role is to ensure fair and objective end-point assessment which is reliable and valid. You will be required to complete EUIAS assessment documentation in a timely manner and maintain your CPD to satisfy external qualification requirements.

#### About you

You will have specific technical qualifications and substantial experience working within the sector the standard relates to. This role may be complementary to an existing substantive position with the permission of your current employer or within a wider portfolio of independent activities.

## Key responsibilities

Contracted responsibilities may include:

- Acting in a professional and courteous manner at all times when conducting End-Point Assessment on behalf of the EUIAS
- Declaring any information to the EUIAS in relation to any conflict of interests between you and the apprentice. (This may extend to organisations you work for or have worked for).
- Assessing remotely components of End-Point Assessment, evidence within agreed timescales and in accordance with the apprenticeship standards, and criteria set by the EUIAS
- Preparing assessment documents prior to the end-point assessment within agreed timescales
- Making robust assessment decisions based on your review of the evidence taking account of all relevant evidence submitted or presented by apprentices, recording assessment decisions, complete reports and maintain assessment records accurately and in accordance with EUIAS requirements
- Bringing to the EUIAS immediate attention suspected cases of malpractice or maladministration and assist EUIAS, if required, in malpractice investigations
- Assisting Chief Examiner Critical Lead, if required, with appeals from apprentices about assessment decisions
- Providing access to information and records when requested by internal quality compliance manager
- Participating in initial and ongoing training activities (at least annually) and keep own knowledge and skills up to date through Continuing Professional Development (CPD)
- Delivery of end-point assessment activities and assigning of preliminary grades which may include practical/work observations, trade tests and technical interviews as defined in the published assessment plan for (*insert standard*)
- Approval by EUIAS and Chief Examiner Critical Lead to act as an independent auditor of end-point assessment assessors for a specific cohort
- Approval to award the final decision grade for the overall apprenticeship
- Undertake initial standardisation on the relevant standards and respective assessment tools to deliver end-point assessment

- Participate in on-going standardisation and moderation events to meet the requirements of the relevant standards, to ensure the consistency of assessment decisions and processes

### Client and Relationship Management

- Act as an ambassador for the EUIAS service upholding the positive professional brand image.

## Job Holder Specification

Essential Knowledge
A deep understanding and knowledge of the sector.
An understanding of 'Trailblazer' apprenticeship standards, with specific knowledge about the relevant industry area for the role and the discipline they intend to assess.
An understanding of quality assurance requirements and regulators
Essential Qualifications and Experience
Sector Specific Technical Qualification at a minimum of Level 3/4 and ability to demonstrate current experience as specified in the assessment requirements
Occupationally competent to at least the level of the standard
Good level of IT skills.
Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to learners, assessors and delivery staff
Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results.
Strong interpersonal skills
High levels of integrity and professional objectivity
Assessor Qualifications are desirable
Other Requirements
DBS Check required, if assessing apprentices aged below 18
Professional indemnity insurance to the value of £1,000,000.