

Job Profile

End-point Assessment

Independent Assessor

Department	Energy & Utilities Independent Assessment Service
Reports to	Quality & Compliance Manager
Hours	The hours required for this role vary dependent on business demand and are not guaranteed. Hours will be confirmed in advance by our Service Delivery team.
Location	This role is home based and will require UK wide travel to customer sites (travel preferences can be specified)
Reports to	Quality & Compliance Manager
Contractual Pay	<p>This is dependent on the apprenticeship standard and the assessment method but is circa £450 per day contracted either via a fixed agreement contract or a zero hours contract.</p> <p>Travel and subsistence expenses incurred are paid in line with our expenses policy.</p> <p>Travel time is not paid.</p>
Date	October 2023

About us

Everyday over 67 million people in the UK rely on the energy and utilities sector to provide services that are essential to the health, safety and prosperity of every person and business in the UK.

Energy & Utility Skills is at the forefront of bringing our industry leaders together to identify and address the skills challenges our sector faces. We provide membership, assurance and skills solutions to help employers attract, develop, and maintain a sustained skilled workforce to safeguard the future health, safety and prosperity of every person and business in the UK.

The Energy & Utilities Independent Assessment Service is an Ofqual-recognised apprenticeship end point assessment organisation. We are committed to quality and deliver a rigorous apprenticeship end point assessment service. The Energy & Utilities Independent Assessment Service helps ensure apprentices can do the job they are trained for. We work with a range of industries including gas, power, water, nuclear and many more.

About the role

Reporting to the Quality & Compliance Manager and taking instruction on assessment assignments from the Service Delivery team, you will deliver end-point assessment for the apprenticeship standard(s) and assessment method(s) you are approved for. Your role is to undertake fair and objective end point assessment, which is authentic, reliable, and valid.

You will operate in accordance with the relevant assessment plan(s) and all EUIAS policies, processes, and work instructions.

This role may be undertaken complementary to an existing substantive position with the permission of your current employer or within a wider portfolio of activities.

About you

You will be technically qualified and hold substantial experience undertaking relevant roles within the industry the standard relates to. Your qualification and experience levels will meet the minimum requirements specified in the relevant assessment plan. Ideally, you will hold a recognised assessor qualification. You will proactively undertake, record, and submit to us, at least 15 hours of CPD each year to maintain the currency of your technical knowledge and skills.

Key responsibilities

The end-point assessment independent assessor will:

- Undertake EUIAS induction to enable approval as an EUIAS end-point assessment independent assessor.
- Report, at the earliest opportunity, all actual, perceived, or potential conflicts of interest that arise and submit a conflict of interest declaration at least annually.
- Maintain the confidentiality of all information accessed through work with the EUIAS. This includes information relating to apprentices, EUIAS customers and to EUIAS.
- Ensure that PPE is worn as required and that suitable photographic ID and any required licence to access or practice cards, are taken to customer sites when undertaking direct assessments.

- Undertake (remotely or directly) end point assessment activities (which may include practical observations and technical interviews), awarding a preliminary grade and ensuring that all assessment decisions are fair, objective, free of bias and based on all relevant evidence presented.
- Accurately record the outcomes of all end point assessment activity using EUIAS assessment material submitting these records to SharePoint or ACE 360 as directed, within required timescales.
- Support EUIAS in resolving any customer appeals or complaints which may arise.
- Report all suspected cases of malpractice and maladministration to EUIAS, at the earliest opportunity. If required, support EUIAS in malpractice and maladministration investigations.
- Proactively engage in addressing feedback provided by the IQA to support CPD.
- Participate in standardisation events at least as frequently as required by the relevant assessment plan, to ensure the consistency of assessment decisions and application of processes.
- Provide feedback to EUIAS, when requested, to support the continued validity of EUIAS assessment and our continuous improvement.
- Understand and apply all relevant EUIAS policies, processes and work instructions including:
 - confidentiality and conflict of interest
 - malpractice and maladministration
 - prevent, safeguarding and equality
 - data privacy and protection
- Conduct themselves in a professional manner in all communication related to work contracted by the EUIAS.
- Take reasonable care of your own health and safety and that of others that may be affected by your actions
- Operate as an ambassador for the EUIAS, always upholding the positive professional brand image, not engaging with the media in relation to EUIAS without prior approval and ensuring that any posts on social media do not:
 - feature EUIAS logos or documentation
 - bring EUIAS into disrepute
 - breach privacy and confidentiality requirements

Job Holder Specification

Essential Knowledge
Extensive knowledge of the apprenticeship standard/pathway intended to assess.
Essential Skills, Qualifications and Experience
Sector specific technical qualification at a minimum of level 3 (4 for some roles/standards) and ability to demonstrate current experience and skills as required by the relevant assessment plan
Good IT skills, with capability and capacity to use EUIAS systems to access and upload relevant documents.
Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to apprentice's and colleagues and producing accurate concise written reports.
High levels of integrity and professional objectivity
Strong interpersonal skills
Other Requirements
A recognised assessor qualification is desirable
DBS check, if assessing apprentices aged under 18
Professional indemnity insurance to the preferred value of £1,000,000 (self-employed assessors only)
Public liability insurance to the preferred value of £500,000 (self-employed assessors only)
Employers' liability insurance to the preferred value of £500,000 (self-employed assessors whose businesses employ people only)