

JOB DESCRIPTION

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| Job Title: | <u>Apprenticeship Assessor</u> | Version: | <u>2</u> |
| Department: | <u>Qualification & Standards</u> | | |
| Reports To: | <u>EPA Early Years Lead</u> | | |
| Supervises: | <u>N/A</u> | | |
| Grade: | <u>12</u> | Date: | <u>26/05/2026</u> |

Purpose of Job:

The Apprenticeship Assessor will conduct and moderate high-quality, fair, and consistent End-point Assessments for apprentices, ensuring that they meet the requirements of the relevant apprenticeship standards.

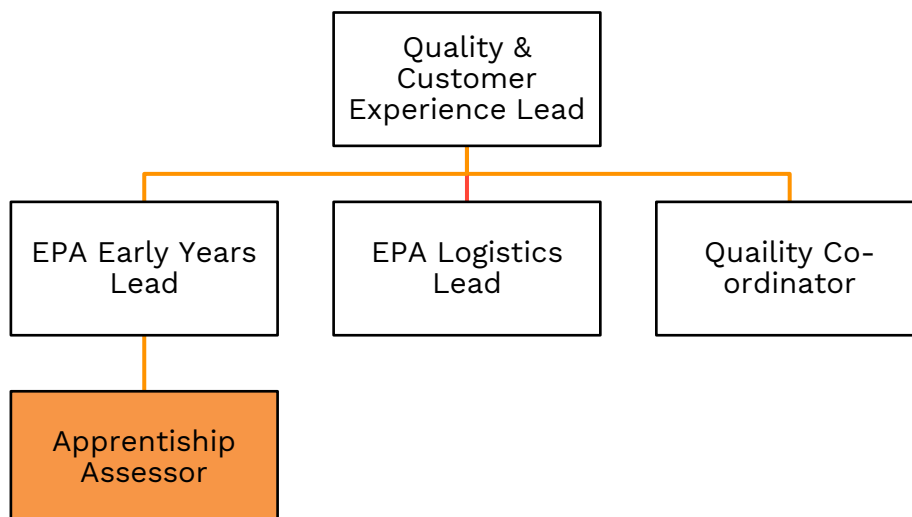
The Apprenticeship Assessor will evaluate apprentices' knowledge, skills, and behaviours against set criteria, ensuring compliance with regulatory guidelines and maintaining the integrity of the assessment process.

The Apprenticeship Assessor will engage fully with internal quality assurance processes, standardisation activities, and feedback mechanisms to uphold assessment quality and contribute to continuous improvement.

Dimensions:

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| Financial: | Not directly responsible for a budget, but works closely with the Head of EPA Quality to ensure the efficient delivery of services. |
| Staff: | No direct reports. |
| Others: | N/A |

Organisation Structure:



Principal Accountabilities:

- Undertake remote and face-to-face apprenticeship assessments for the relevant sector standards where occupationally competent, in a timely manner and in line with regulatory requirements.
- Evaluate apprentices' knowledge, skills and behaviours against the criteria outlined in the relevant apprenticeship standards.
- Maintain service-level agreements with regard to responding to apprenticeship assessment planning, operational activities, reports and submissions of assessment outcomes.
- Report all risks and issues encountered during the apprenticeship assessment to the Apprenticeship Assessment Lead, including any suspected malpractice/maladministration.
- Ensure all Apprenticeship Assessment Reports and assessment evidence are of high quality and recorded accurately.
- Follow the protocols set out in assessment standards, assessment materials and quality assurance processes, relating to Apprenticeship assessments
- Moderate apprenticeship assessments to ensure consistency and accuracy across different assessors and standards, providing constructive feedback to maintain high standards of assessment quality.
- Work with the Apprenticeship Assessment Lead and colleagues to implement internal quality assurance and moderation procedures across all relevant standards, as directed by the Head of EPA Quality.
- Maintain and provide evidence of up-to-date and ongoing, relevant Continuous Professional Development (CPD)
- Keep up-to-date with changes in industry standards, regulatory requirements, and best practices in the relevant sector.
- Assist the Assessment Lead, who will contribute to the design, development, improvement and maintenance of apprenticeship assessment products for the relevant standards.
- Actively contribute to the continuous improvement of assessment processes and tools, identifying opportunities for enhancement and participating in relevant projects.
- Provide key performance indicator updates as required.

General Responsibilities:

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

Working Relationships and Contacts:

- Daily contact with the Apprenticeship Assessment Lead
- Daily contact with assessors and moderators.
- Daily contact with apprentices
- Daily contact with the Quality and customer experience Lead
- Daily contact with Quality Co-ordinator
- Daily contact with the EPA service team
- Regular contact with the Head of EPA Quality
- Regular contact with the Head of EPA Services

Person Specification:

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| <p>Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i></p> | <ul style="list-style-type: none"> • Have expert and up-to-date knowledge of apprenticeship assessment and quality assurance processes and practices. • Have a broad knowledge of vocational assessment and quality assurance across the relevant sector subject areas. • Ability to work to deadlines under pressure. • IT literate. • Have expert knowledge of the EDI landscape, particularly in vocational education. | <ul style="list-style-type: none"> • Have expert knowledge of Ofqual and Skills England regulations and requirements for conducting end-point assessment and quality assurance activities. |
| <p>Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i></p> | <ul style="list-style-type: none"> • Excellent communication skills, including diplomacy and negotiation skills. • Excellent proof-reading skills/ exceptional eye for detail. • Ability to remain calm when dealing with problems. • Problem solving. • Sound organisational skills. • Excellent writing skills. | <ul style="list-style-type: none"> • Hold advanced qualifications in a vocational specialism. |
| <p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p> | <ul style="list-style-type: none"> • Able to make effective decisions. • Can anticipate problems, their degree of complexity and provide solutions. • Ability to professionally represent VTCT externally. • Willingness to undertake training and development activities. | <ul style="list-style-type: none"> • Excellent rapport-building skills. • Excellent consultative selling skills. |

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| <p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</i></p> <p><i>Please include a minimum no. of years' of experience where possible (i.e. 3+ years).</i></p> | <ul style="list-style-type: none"> • Occupational competence in the relevant vocational specialism. • Experience in teaching, assessing and internal quality assurance on vocationally related skill-based courses of learning. • Must have experience in undertaking Apprenticeship assessments. • Ability to work independently and flexibly, using initiative and professionalism. | |
| <p>Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p> | <ul style="list-style-type: none"> • Minimum level 3 qualification or higher vocational specialism. • Level 3 Certificate in Assessing Vocational Achievement (or legacy equivalent). | <ul style="list-style-type: none"> • Level 4 Certificate in the Internal Quality Assurance of the Assessment Process (or legacy equivalent). • Teaching or educational assessment qualification, above level 5. |