

Job Description:

Health & Social Care End Point Assessment Assessor / Trainer

Permanent

Full Time

Location: Sale/ Nationwide

Reports to: Head of End Point Assessment Organisation

Salary: £20-24K

Overview

Times are changing and so are we. TQUK is fast establishing itself as a leading Apprenticeship End Point Assessment Organisation approved by the Skills Funding Agency to deliver end point assessments to apprentices on a growing number of the new trailblazer standards

The role an apprenticeship end point assessor is to provide independent, fair, reliable and consistent assessment services to TQUK customers working with apprenticeship standards. Assessors are required to use assessment experience with robust and relevant industry knowledge to form judgements and grading decisions upon the completion of a variety of assessment activities, which test the apprentices' occupational competency. This role requires someone who is flexible in their approach to all tasks, with the independence to travel and has exceptional assessment abilities coupled with the ability to act with integrity and impartiality.

This is a dynamic and varied role which will include the post holder managing a caseload of both EPA Assessment and IQA, as well as proving training and guidance to new and associate EPA assessors and delivering EPA process training to partnering training providers and employers.

This role requires someone who thrives on being organised, has significant experience in both assessment and internal quality assurance and who is able to keep up with developments in an ever changing landscape.

Key responsibilities

- Deliver outstanding end point assessment and internal quality assurance services to assigned apprentices and employers
- Undertake end point assessment activities with integrity and impartiality to offer a fair, reliable and consistent assessment experience for all apprentices and employers
- Manage assigned caseload to ensure all stages of the EPA journey are completed timely and to the expected standard
- Maintain an excellent working knowledge of apprenticeship standards and assessment plans relevant to your area of expertise
- Undertake onsite and remote invigilation duties as part of your allocated caseload
- Produce accurate and well informed assessment feedback and written reports to validate assessment grading decisions
- Provide detailed and appropriate feedback to support apprentice and assessor development
- Complete and maintain all required assessment, IQA and regulatory paperwork, using the appropriate systems
- Submit as required evidence of work for internal and external quality assurance
- Actively participate in moderation, standardisation and development activities and meetings as required
- Support the on boarding process of EPA assessors through delivered training and wider induction activities
- Be responsible for maintaining your own on-going CPD relevant to both assessment practice and the industry for which you assess
- Contribute to the development and review of all associated assessment materials
- Plan and deliver EPA process training to partnering training providers and employers to facilitate a smooth EPA journey

Other responsibilities

- Develop and maintain an understanding of TQUK internal policies and processes
- Develop knowledge of TQUK products and services
- Efficiently and accurately use the diary programme and office software

- Manage own data entry : inputting, filing, and monitoring
- Liaise with other departments to facilitate a smooth customer journey
- Be committed to Health and Safety awareness inclusive of Safeguarding and Prevent

Essential Skills/ Experience/ Qualifications

- Minimum of 2 years' experience within the Health & Social Care sector
- Minimum of a relevant Level 3 Health & Social Care Diploma
- Minimum of 2 years' assessing experience with robust knowledge of assessment techniques
- Evidenced experience of preparing and delivering training
- Relevant assessor and IQA qualification
- Level 2 English and maths qualifications(or equivalent)
- Sound IT and digital literacy
- Outstanding organisational and time management skills
- Ability to work in a flexible manner, adapt to different environments and solve problems independently
- Excellent communication and interpersonal skills including report writing

Desirable Skills/ Experience/ Qualifications

- Higher education level Health & Social Care qualification
- Experience of working within a clinical health environment
- Be a registered Healthcare Professional or completed a Level 3 or above in a regulated occupational competence qualification

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a "can do, will do" attitude
- Maintain professional standards and boundaries at all times
- Be able to develop rapid and long lasting rapports with team members, customers and stakeholders
- Be well motivated, enthusiastic and able to work on your own initiative

- Be able to have fun!
- Work well with others
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business.