**BPN IEPA Job description and Person Specification – Early Years Levels 2, 3 and 5**

## Section A: General Independent End-Point Assessor Job Description

This document applies to all apprenticeship standards delivered by BPN as a core job description. It must be read alongside the personal specification (section B below) for individual standards that may require additional or alternative selection criteria.

**What does our team do?**

The Best Practice Network Apprenticeship Services End-Point Assessment (EPA) team is responsible for developing and delivering EPA of apprenticeship standards in line with assessment plans published by Skills England.

The team is responsible for the end-to-end process of accepting a learner through gateway, taking the relevant assessment, grading their assessment, providing feedback and ultimately certification. This activity is supported by a suite of policy and practice related to assessor allocations, assessment, Internal Quality Assurance (IQA) requirements, External Quality Assurance (EQA) requirements, IT systems, partnership arrangements and staff management, designed to drive consistency and excellence.

**What are the main priorities of the role?**

All Independent End- Point Assessors will:

* Carry out end point assessment, including retakes or resits, by visits and by electronic means as required
* Engage in regular training and standardisation activities to ensure a consistent approach to End-Point Assessment
* Maintain a thorough knowledge of BPN’s EPA policies and procedures
* Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD) relevant to the occupation in the apprenticeship being assessed

Additionally, Independent End-Point Assessors may be asked to take part in peer review processes for assessment materials in the subject area concerned. This activity will attract additional payments.

**The specialist duties and responsibilities of the Independent End Point Assessor**

* Deliver quality assessments, in line with the Skills England End Point Assessment Plan for the Standard, and the relevant BPN assessor handbook
* Provide detailed feedback to the learner on each assessment
* Utilise BPN’s technology platform to record assessments and interact with learners
* Attend standardisation events to ensure quality, compliance and consistency across the standard being assessed
* Manage assessments and scheduling
* Communicate with learners, training partners and employers on assessments and grading
* Collaborate with the BPN assessment team to feedback on any issues
* Their knowledge and skills must be maintained through ongoing CPD through their employment as an independent assessor

**Other duties**

* Maintain effective working relationships with all stakeholders to deliver required SLAs
* Report feedback from customers to identify trends and potential risk
* Identify and escalate potential breach of security or compliance
* Report any issues or complaints to the BPN assessment team

**Selection Criteria - Required Characteristics**

* hold a full and relevant qualification, recognised by the Department for Education
* have recent relevant experience of the occupation or sector gained in the last 2 years or significant experience of the occupation or sector *(see Person Specification Section)*
* hold, or be working towards an assessor qualification *(see Assessor Qualification Section)*

**Selection Criteria - Essential characteristics**

* Relevant Assessor qualification or experience
* Occupational competency in relevant vocational sector
* Ability to produce clear, accurate and concise written reports
* Educated to GCSE maths/English grade C and above (or equivalent qualification)
* Where appropriate, enhanced DBS in place
* Prioritising and processing work whilst maintaining accuracy
* Well organised and able to support team members
* Have excellent time management and organisational skills and are able to work independently
* Have excellent communication and interpersonal skills

**Selection Criteria - Desirable Characteristics**

* Ideally, hold a recognised IQA qualification.
* Have experience in interviewing techniques.
* Knowledge of EPA assessment activities and methodologies.
* At least 2 year’s assessing experience.
* An understanding of any Ofqual requirements and any other regulators including industry bodies, relevant to the specific standard for which they assess

**Support and Training for End Point Assessors**

Best Practice Network provides:

* Comprehensive induction and training programme for all new End Point Assessors
* Awareness and visibility of our EPA policies, procedures and regulations
* Regular Zoom or TEAMS updates
* Query management via dedicated support team, accessible on telephone and email

**Assessor Qualifications**

Successful candidates should hold or be willing to begin working towards an assessor qualification.

Assessor qualifications might include:

* Level 3 Award in Assessing Competence in the Work Environment RQF (9 Credits)
* Level 3 Certificate in Assessing Vocational Achievement RQF (15 Credits)
* D32/D33 or A1 supplemented by current assessment activity in the workplace
* Other relevant teaching/assessment qualifications

In addition to meeting general requirements, IEPAs must meet any specific requirements set by BPN for individual Standards – see Standard specific person specifications.

## Section B: Person specification for specific standards

Our independent assessors for **Early Years Levels 2, 3 and 5** must:

* Be independent, with no conflict of interest with the apprentice, their employer or training provider, specifically, they must not receive a personal benefit or detriment from the result of the assessment
* Have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation
* Have the competence to assess the EPA and meet the requirements of the IQA section of the EPA plan
* Understand the apprenticeship’s occupational standard and EPA plan
* Attend induction and standardisation events before they conduct an EPA for the first time, when the EPA is updated, and at least once a year
* Use language in the delivery of the EPA that is appropriate to the level of the apprenticeship
* Work with other personnel, where used, in the preparation and delivery of assessment methods
* Conduct the EPA to assess the apprentice against the KSBs and in line with the EPA plan
* Make final grading decisions in line with this EPA plan
* Record and report assessment outcome decisions
* Comply with IQA and EQA requirements

To assess at **levels 2 and 3**, assessors must:

* Have recent relevant experience of the occupation or sector to at least occupational level 3 gained in the last 2 years or significant experience of the occupation or sector
* Hold a full and relevant qualification at level 3, recognised by the department for education
* Hold, or be working towards an assessor qualification

To assess at **level 5**, assessors must:

* Have recent relevant experience of the occupation or sector to at least occupational level 6 gained in the last 2 years or significant experience of the occupation or sector
* Hold a relevant Level 6 qualification that meets the criteria as set by Department for Education
* Have 2 years postgraduate relevant experience within Early Years Practice.
* Hold, or be working towards an assessor qualification

To apply, please complete an [Associate Application](https://ccms.bpnsystems.net/associates/?__hstc=98271232.750b7f96485f3ddde55eea40fbf5471c.1750089566460.1754316361376.1754379065189.19&__hssc=98271232.4.1754379065189&__hsfp=1855306760&_gl=1*1ou3uwc*_gcl_au*OTY2MjQzMDU5LjE3NTAwODk1NjY.*_ga*MTYwNTcwMDQyLjE3NTAwODk1NTQ.*_ga_3F38DZKLKE*czE3NTQzNzkwNjQkbzI3JGcxJHQxNzU0Mzc5MTMzJGo2MCRsMCRoMA..*_ga_1QWZPLF2W7*czE3NTQzNzkwNjQkbzI3JGcxJHQxNzU0Mzc5MTM0JGo2MCRsMCRoOTAwMDU5ODc3) (if you’re not already working with BPN) and send your completed BPN AO Early Years Assessor Application form to [**epa@bestpracticenet.co.uk**](mailto:epa@bestpracticenet.co.uk) explaining also:

* Which levels you are applying to assess
* Your location and how far you would be prepared to travel
* An estimate of how many assessments you can commit to each school term