

# Job Description

## Independent End Point Assessor



### Role Details

Role title	Independent End Point Assessor
Department	Professional Standards and Education
Reports to	Assessment Services Manager
Line manager for	N/A

### Vision and Mission

#### Vision

As the pioneering workplace and facilities management body, our vision is to drive change for the future. To be the trusted voice of a specialist profession recognised, beyond the built environment, for its ability to enable people to transform organisations and their performance.

#### Mission

We empower professionals to upskill and reach their potential for a rewarding, impactful career. We do this by advancing professional standards, offering guidance and training, developing new insights and sharing best practice.

### Role Overview

The role of our independent end-point assessor, within the End Point Assessment Organisation, is to assess apprentices' competence against the Apprenticeship Standard. We are planning for future growth and are looking to increase our team of Independent End Point Assessors. To ensure the integrity of the assessment decisions, an IEPA must be independent and therefore can only undertake end point assessments of apprentices with whom they have no conflict of interest. We are seeking occupationally competent people, in Facilities Management, who understand the skills, knowledge and behaviours required to be successful in the industry and occupations and can demonstrate a proven track record, knowledge, experience and enthusiasm for training and assessment.

### Key Accountabilities

An IEPA carries out End Point Assessment in line with the Facilities Management Apprenticeship standards and Assessment Plans and in accordance with IWFM policy and procedures. These activities will be under the direction of the IWFM EPA Organisation team.

- Assess, gather evidence, document findings and grade apprentices against the apprenticeship standard and assessment plan for each respective occupation
- Undertake end-point assessment activities for with integrity and impartiality to offer a fair, reliable and consistent assessment experience for all apprentices and employers
- Produce accurate and well-informed assessment feedback and written reports to validate assessment grading decisions, providing detailed and appropriate feedback to support apprentice development
- Where required, contribute to any external quality assurance requirements and activity

# Job Description

## Independent End Point Assessor

- Actively participate in moderation, standardisation and development activities and meetings as required, contributing to IWFM's continuous improvement of EPA
- Be responsible for maintaining on-going CPD relevant to both assessment practice and the industry in line with IWFM requirements
- Where required provide support and information in relation to appeals from apprentices or employers
- Monitor, record and notify actual and potential conflicts of interest at individual and organisational level on an ongoing basis

### Professional Qualifications, Accreditations and Experience

- Relevant, up to date and demonstrable occupational competence and hands-on industry experience (Facilities Management) at or above the level of the occupation, sector area or standard being assessed
- Assessment/ Teaching /mentoring/ training experience
- Assessor (Level 3 Award in Assessing Competence in the Work Environment, Level 3 Certificate in Assessing Vocational Achievement, A1 or D32/D33)
- IQA qualification (desirable)

### Technical Skills

- Excellent relationship skills in managing a pool of diverse stakeholders.
- Project management capability.
- Focused on quality, accuracy and attention to detail.
- Exceptional communication and team-working skills with the ability to multi-task and prioritise.
- Technically literate with Microsoft Office.

### Behavioural Skills

- Self-motivated, driven and able to work independently and under pressure.
- Innovative thinker, creative by nature and willing contributor.
- Energetic approach and a can-do attitude, inspiring others.
- Takes responsibility and acts with confidence.
- Flexible and responsive approach.
- Communicates with confidence and calmly in high-pressure environments.
- Supportive and behaves consistently with clear personal values that complement IWFM.

### Contact us

Any queries about the contents of the job description please contact: [HR@iwfm.org.uk](mailto:HR@iwfm.org.uk)

IWFM, Charringtons House, 1st Floor South, The Causeway, Bishop's Stortford  
Hertfordshire CM23 2ER.