



## Assessor Recruitment Requirements

### Overarching Person Criteria

Knowledge	Skills	Behaviours
<p>An excellent knowledge and understanding of the apprenticeship standard, assessment plan, and grading criteria published by the Institute for Apprenticeships and Technical Education.</p>	<p>Strong communication and interpersonal skills to develop rapid rapport with apprentices across organisational levels and backgrounds; using clear and engaging communication styles during discussions to determine the apprentices' level of competence and understanding while maintaining the independence of the assessment process.</p>	<p>Provide a high quality of service to both internal and external stakeholders to include allocation of time for preparation and grading, provision of ongoing availability and adoption and adherence to BCS policies and processes.</p>
<p>Maintain and update own knowledge, skills and understanding of occupational area in relation to the apprenticeship standard(s) being end-point assessed including awareness of new technologies within the IT and digital industry. Providing annual CPD log to BCS for evidence.</p>	<p>Carry out end-point assessments professionally with integrity, impartiality and without prejudice to be fair, reliable and consistent in all decisions, applying identified reasonable adjustments as required.</p>	<p>Report and seek advice on any technical problems or administration problems with BCS.</p>
<p>To prepare for, conduct and grade assessment interviews within agreed timescales and in accordance with the apprenticeship standards, and criteria.</p>	<p>Apply a methodical, appropriate and logical approach when interviewing to identify a fair outcome, ensuring evidence is valid and reliable and demonstrates the apprentice's competence against the apprenticeship standard criteria, mitigating or controlling risk to assessments.</p>	
<p>Record assessment decisions and complete BCS paperwork/reports using the appropriate BCS Systems to maintain integrity and accuracy of assessments.</p>	<p>Openly collaborate and evaluate how your practice and that of others contributes to the overall quality of the assessment process to provide best practice which will include moderation review, attendance at standardisation, training and peer review. Adapting practice to improve as identified.</p>	
<p>Understand the importance of producing detailed and objective the training provider feedback reports to the standard identified by BCS, to provide clarity of assessment and guidance to all stakeholders.</p>		



## **BCS Additional Requirements**

1. Have a minimum of 3 years recent sector experience (a least one within the last 5 years) in working career.
2. Assessment experience is desirable.
3. Be available for a minimum of 10 assessments per year.
4. Inform BCS EPA team or quality delivery manager where there are any conflicts of interest between you and the apprentice to maintain integrity and independence.
5. Inform BCS EPA team or quality delivery manager immediately of any suspected cases of malpractice or maladministration and assist in any investigations as required.
6. Inform BCS or quality delivery manager when an apprentice appears to have been on the wrong standard.
7. Assist BCS with any Apprentice appeals to an approximate scale of 1 appeal to 10 assessments
8. The EPA will be accountable to BCS.
9. End-point assessments can only be conducted by an EPA who has not been involved with training the apprentice and who is not connected to the training provider, college, apprentice or employer.
10. Review and adhere to BCS guidance and good practice in the guidance documentation.

As a leading Awarding Organisation and EPAO, BCS expect exceptional standards – this means BCS need to lead by example.