

End Point Assessor (Level 3 Business Admin & Level 3 Team Leader)

Job Description

Location: Hybrid (flexible subject to location)
Contract Hours 37.5 hours per week

We offer a comprehensive benefits package including:

- Salary up to £30,000 per annum
- Transparent bonus scheme
- Generous holiday allowance which increases with service
- Holiday Purchase scheme
- Pension scheme and death in service benefits
- Private Medical Insurance
- Sickness scheme

About DSW

DSW supports its clients to develop their people. We ensure that organisations have the talent they need and that their people have the skills they need to pursue successful careers.

We operate across three core service lines and bring these together as a managed learning service for our larger clients.

Learning & Development consultancy and training

We work with clients to deliver bespoke and tailored learning programmes with specialisms in the Culture, Leadership, Sales Excellence, Financial Services and Regulatory Change.

Learning Resourcing

Our handpicked talent pool of more than 850 associated provides clients with access to extensive cross-sector experience, sharing their knowledge of emerging best practice and innovation in the field of Learning and Development.

Assessment Services

We are the leading provider of Apprenticeship End Point Assessments within our sector, carrying out assessments for thousands of apprentices each year on behalf of a diverse range of employers including the NHS and high street banks. We were one of the first End Point Assessment Organisations to be recognised by Ofqual, have an enviable and growing client list of more than 1,500 employers and 100 training providers and receive exceptional client satisfaction levels.

We're a tight-knit team and have seen tremendous growth over the last four years.

More information is available via our website:

www.dswconsulting.co.uk

Role Purpose & Context

Doran Scott Williams (DSW) is the leading provider of End Point Assessments for Apprenticeships across a broad portfolio of almost 40 standards.

As an Independent End Point Assessor (IEPA) you will be responsible for carrying out End Point Assessments in line with DSW's guidance and the published assessment plans.

Key Responsibilities

- Scheduling assessments with the Training Provider once an apprentice has gone through the gateway in line with the agreed Service Level Agreement (SLA).
- Conducting individual assessments on the scheduled date in line with the DSW guidance and published Assessment Plan.
- Escalate any environmental issues, technology issues or breaches in the process which may affect the outcome of an assessment in a timely manner.
- Marking individual assessments in line with the grading criteria within the agreed SLA.
- Determining the overall grade of an assessment in line with DSW's guidance.
- Following DSW's procedures for recording, storing and maintaining the confidentiality of data.
- Maintain an accurate and up-to-date CPD record.
- Ensure that there are no conflicts of interest and report these in a timeline manner when they do occur or are suspected.
- Maintain accurate and timely records and schedules in DSW's EPA Pro platform.
- Facilitate and participate in standardisation and training activities.
- Conduct appeals and investigations into results, where necessary.

Skills

- Organisation - Attention to detail, the ability to manage your own workload, prioritise tasks and deliver within agreed schedules and SLAs is critical.
- Communication - Excellent written and verbal communication skills are a must, including facilitating online interviews.
- IT - You'll need to be adept with the Microsoft Office suite and be comfortable picking up new IT packages including online conferencing systems and management systems.
- Problem-solving - We're growing and will need to continually improve what we do and how we do it. We'd like you to help identify improved ways of supporting our stakeholders.
- Personal attributes - You'll be an innovative, inspiring, incisive individual who works with integrity.

Qualifications & Experience

- Hold or be working towards a qualification to undertake an assessment (eg A1 / TAQA)
- Must have experience in delivering End Point Assessment
- Have knowledge and experience working within the subject area for at least 2 years
- Preferably hold a formal qualification in a leadership and management subject at level 3 or above.

Additional Requirements

- The majority of our assessments are carried out remotely and it is therefore imperative that when working from home you have a suitable environment including a reliable internet connection.



management & training consultants
"we will know a way or create one"

How to Apply

Please send all CVs, cover letters and supporting statements to Indy Kasbia:
ikasbia@dswlearning.co.uk