



# Independent End-Point Assessor

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## SFJ Awards

<b>Job Title</b>	Independent End-Point Assessor – Custody and Detention Professional EPA L3
<b>Department</b>	SFJ Awards
<b>Location</b>	Predominantly working from home but with requirement to come into our Sheffield or Bristol office occasionally for meetings
<b>Pay Scale</b>	£25,000
<b>Contract</b>	Fixed Term Contract – 12 months
<b>Hours</b>	37.5 hours per week, 7.5 hours per day

SFJ Awards are a regulated Awarding Organisation, delivering high quality qualifications and custom certification for learners through Approved Centres in England, Wales, and Northern Ireland. We are also an Apprenticeship End-Point Assessment (EPA) Organisation approved by the Education and Skills Funding Agency to deliver EPA to apprentices for a growing number of apprenticeship standards in England.

SFJ Awards is part of the Workforce Development Trust group, which includes [Skills for Health](#), [Skills for Justice](#) and [People 1st International](#).

## **Job Summary**

SFJ Awards are expanding our team to meet external demand and looking to appoint an independent End-Point Assessor to carry out remote assessments for the L3 Custody and Detention Professional apprenticeship standard. You will need to have the ability to assess this standard for more information see: <https://www.instituteforapprenticeships.org/apprenticeship-standards/custody-and-detention-professional-v1-1>.

We are the leaders in End-Point Assessment for this standard and have already delivered a significant number of EPAs in this area. This contract is fixed term and full-time, but we will consider part-time applicants.

As an apprenticeship End-Point Assessor at SFJ Awards you will undertake a monthly caseload of live assessments. Our highly skilled team will provide you with full training in terms of good assessment practice, operating the assessment tools and grading, in line with the quality processes and standards set out by SFJ Awards. You will be provided with a full induction programme, regular 1:1s, a personal development plan and take part in regular standardisation activities.

The role requires the individual to be occupationally competent within the custodial or detention sector and be able to evidence that they have had 3 years custodial or detention experience or have completed an occupational competence qualification at level 3 or above. The post holder will need to understand the



occupational standard and the requirements of the EPA and be able to provide evidence of up-to-date knowledge of the sector.

This role requires someone who thrives on being organised and is able to keep pace with developments in the sector.

### Key Responsibilities

Reporting to the EPA Quality Assurance Manager, the post holder's key responsibilities will include the following:

- To prepare for, and undertake, End Point Assessments (EPAs) in line with SFJ Awards quality assurance practices and within the agreed timescales.
- To complete all EPAs and record and upload all relevant material onto the system(s) to meet SLAs.
- To mark long answer test questions accurately according to the mark scheme and within agreed timescales.
- Maintain an excellent working knowledge of the apprenticeship standard and assessment plan.
- Be responsible for maintaining your own on-going continued professional development relevant to the apprenticeship standard.
- Take an active part in quarterly standardisation meetings.
- Any other responsibilities commensurate to the role.

## Person Specification

Criteria	Essential	Desirable
<b>Education and Qualifications</b>		
Hold or being towards an Assessor qualification such as A1, CAVA or TAQA	x	
<b>Knowledge</b>		
Working knowledge and implementation of Assessment principles and practices	x	
Understanding of Apprenticeship Standards, End Point Assessment /or post 16 education environments		x
<b>Experiences</b>		
Experience of End-Point Assessment		x
Recent relevant experience of the occupation or sector to at least occupational level 3 gained in the last 3 years or significant experience of the occupation or sector.	x	
Experience of workplace assessment, teaching and/or learning		x
Experience of producing reports		x
<b>Skills and Abilities</b>		
Ability to carry out remote assessments, calmly and professionally	x	
Excellent communication and interpersonal skills	x	
Good customer service skills	x	
Strong attention to detail	x	
Good organisational skills and ability to work to tight deadlines	x	
Ability to work on own initiative and as part of a team	x	
Ability to follow, evaluate and propose improvements to operating processes	x	
Ability to manage conflicting demands and deadlines	x	
Competent IT User	x	
<b>Other</b>		
A flexible approach to tasks, travel, and hours of work to accommodate business needs.	x	



## Job Description Completion

<b>Name</b>	Kit Salt
<b>Job Title</b>	Head of Assessment
<b>Department</b>	SFJ Awards End-Point Assessment
<b>Date</b>	05/02/2023

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

### Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

### Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behavior is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Equal Opportunities policy

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

### Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.



## **Data Protection**

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## **Other Employment**

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade or profession, either directly or indirectly in any capacity whatsoever. All job descriptions are subject to review. Post holders are expected to be flexible and prepared to carry out any similar or related duties, which do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.