

Job Profile

Assistant Chief Examiner

Department	Energy & Utilities Independent Assessment Service
Reports to	Assessment Manager - Energy and Utilities Independent Assessment Service
Hours	This is a consultant role and hours are not guaranteed. However, you may expect a minimum of XX days per annum.
Travel	This role will require some travel to the Solihull office and occasional UK-wide travel at other specific locations.
Contractual Pay	£400 per day plus travel expenses

About us

Energy & Utility Skills offers membership, assurance services and skills solutions to help employers in the power, gas, water and waste management industries attract, develop and retain a sustainable skilled workforce to ensure the seamless delivery of essential services to 65 million people each day.

The Energy & Utilities Independent Assessment Service (EUIAS) is approved on the Register of End-point Assessment Organisations (RoEPAO) to deliver end-point assessments for a range of technical and safety critical apprenticeship standards. The EUIAS was the first assessment organisation to have achievements in England in 2016. We are a pioneering, innovative and specialist service with a commitment to high quality end-point assessment which meets the needs of employers.

About the role:

The Assistant Chief Examiner works with the Chief Examiner to provide Internal Quality Assurance for all relevant end-point assessment activities, specifically the standardisation of assessors and assessment materials.

In addition, the Assistant Chief Examiner may write and/or review assessment materials and guidance documents, for use by training providers and assessors.

The Assistant Chief Examiner may also fulfil specific roles within the end-point assessment process, as described in the relevant assessment plan, for example chair a Final Decision Panel.

About you

You will have specific technical qualifications and substantial experience of working within the relevant industry. This role may be complementary to an existing substantive position with the permission of your current employer or within a wider portfolio of assessment activities.

Responsibilities:

- Develop a thorough working knowledge of the relevant apprenticeship standards, assessment plans and EUIAS documentation
- Liaise with the Assessment Manager and the Chief Examiner to understand the EUIAS approach to each end-point assessment
- Engage assessors, including:
 - Review CVs and CPD records
 - Recommend assessor approvals
 - Carry out initial standardisation
 - Risk rate assessors
- Carry out internal quality assurance activities relating to assessor performance, including:
 - Create and maintain sampling plans
 - Monitor assessor performance
 - Review and risk rate assessors
 - Run periodic assessor standardisation events
- Write and review assessment materials including:
 - Test items (multiple choice questions, open-response questions and mark schemes)
 - Assessment tools to support end-point assessments, including:
 - Questions for use in professional discussions and technical interviews
 - Guidance for practical tasks, designed for training providers and apprentices
 - Templates for assessors, including
 - Evidence capture forms
 - Marking and grading templates
- Write and review guidance for training providers and/or apprentices
- Create guidance to support EUIAS in scheduling end-point assessments

- Carry out moderation as required by assessment plans
- Participate and/or chair Final Decision Panel meetings as required by assessment plans
- Answer technical queries from EUIAS

Carry out all duties in accordance with EUIAS procedures, including maintaining records and timely communication with EUIAS.

In carrying out these duties you will be expected not discuss or divulge assessment contents with unauthorised third parties, and to inform EUIAS of any potential malpractice.