



Job Description:

End Point Assessment Co-ordinator

Permanent

Full Time

Location: Sale

Reports to: Head of Awarding Organisation

Overview

Times are changing and so are we. TQUK is now an Apprenticeship Assessment Organisation approved by the Skills Funding Agency to deliver end point assessments to apprentices on the new trailblazer standards.

This role sits at the centre of our EPA provision and provides an anchor for all of the activities associated with designing, developing and delivering compliant, relevant assessments to all of our apprenticeship learners. You are responsible for overseeing the work of a bank of external assessors and monitoring performance of our test items over time. This role requires someone who thrives on being organised and who is able to keep up with developments in an ever changing landscape.

Key responsibilities

- Manage the recruitment and performance of a bank of external assessors
- Implement a programme of pre and post assessment standardisation events
- Co-ordinate the production of assessment and support materials

- Monitor performance of assessment items including question bank management for situational tests
- Contribute to the development and improvement of TQUK internal systems and processes relating to EPA activity
- Support the Business Development Team with recruitment of new EPA centres
- Deal with incoming queries from existing and prospective EPA centres
- Support applications for further standards, EQA activities and responses to IFA and DFE queries
- Maintain an excellent working knowledge of EPA offer, advising the SMT and acting as a point of authority on the specifics of standards.

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape
- Maintain in depth knowledge of TQUK products and services
- Efficiently and accurately use the diary programme and office software
- Manage data: inputting, filing, and monitoring
- Liaise with other departments to facilitate a smooth customer journey for successful sales
- Work to improve and streamline processes and integrate the outcomes of your own work

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a “can do, will do” attitude.
- Be well motivated, enthusiastic and able to work on your own initiative.
- Be able to have fun!
- Work well with others.
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business.