

## Internal Quality Assurer Job Description

ORCA EPA is looking for a motivated Internal Quality Assurer to join our rapidly growing team. Our team design and deliver End Point Assessments undertaken by apprentices working in the UK. We cover a broad range of Apprenticeship Standards which is continuously growing. You will Monitor and support an allocated team of Independent End-point Assessors to ensure a standardised and consistent approach to quality assurance and End-point Assessment decisions

### Responsibilities:

- Monitor and document End-point Assessors' risk, in line with ORCA EPA's policies and procedures
- Implement sampling plans, complete and submit all sampling records within 3 working days of the Independent End-point Assessor submitting their reports
- Standardise Independent End-point Assessor practice, to ensure that assessment practices, policies and procedures follow ORCA EPA and regulatory guidelines
- Accompany Independent End-point Assessors when requested, to provide advice and guidance
- Mentor and support Independent End-point Assessors during End-point Assessments
- Develop content and present at Independent End-point Assessor training, standardisation
- Develop online training materials, as requested
- Support the recruitment, selection and training of new Independent End-point Assessors
- Produce an Internal Quality Assurer reports
- Support the Independent End-point Assessor annual review process
- Provide technical, Apprenticeship Standard specific advice
- Respond to phone calls and emails within 2 working days
- Confirm occupational competencies and Continuous Professional Development (CPD) of Independent End Point Assessors, detailing Independent End Point Assessor performance, EPA trends, business opportunities, threats or competitor activity
- Identify and escalate potential breach of security or compliance
- Report any issues or complaints

### Essential Skills/Experience/Qualifications:

- A thorough knowledge of their occupational area
- Recent experience of their chosen occupational route which demonstrates industry competence
- If required by the standard, An assessor qualification (Level 3 Award in Assessing Competence in the Work Environment, Level 3 Certificate in Assessing Vocational Achievement, A1 or D32/D33).
- An IQA (Internal Quality Assurance) qualification (Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, V1, or Internal Verifier Award D34).