

# Independent Assessor Recruitment Pack

End Point Assessment for the Level 7 Academic  
Professional Apprenticeship

---

# Contents

---

1.	Overview	3
1.1	Background	3
1.2	What is EPA?	3
2.	The Role	4
2.1	Role of the independent assessor	4
2.2	Requirements of the independent assessors	4
2.3	Your commitment to us	5
2.4	Remuneration	5
3.	Next steps	6
3.1	Recruitment Process	6
3.2	What next?	6

---

# 1. Overview

## 1.1 Background

Thank you for taking the time to consider working with us as an independent assessor for the Advance HE End Point Assessment (EPA) service.

The Level 7 Academic Professional Apprenticeship (L7 APA) is a relatively new standard and is intended to develop full competency in early career academics' role as practitioners. There are two specialist 'roles' associated with this standard – a 'teaching role' and a 'research role'.

Advance HE is the only registered End Point Assessment Organisation (EPAO) for this standard to have passed the formal readiness checks as part of the Institute for Apprenticeships and Technical Education (IfATE)'s quality assurance framework, and is tasked with independently assessing the competency of apprentices who undertake the L7 APA. As part of our application to be an EPAO, we described the sorts of expertise we wanted our independent assessors to have. We wanted to ensure that assessors were drawn from the higher education sector, with specific experience in relation to developing teaching and research for early career academic staff.

This pack provides further detail about what EPA will involve, the training you will receive and how we will select independent assessors.

## 1.2 What is EPA?

Rigorous, robust and independent end-point assessment (EPA) is essential to give employers confidence that apprentices completing an apprenticeship standard can perform well in the occupation they have been trained in, and can demonstrate the duties, and knowledge, skills, values and behaviours (KSVBs) set out in the occupational standard. The focus of EPA is assessing apprentices for competence.

EPA occurs at the end of the apprenticeship, and in the case of the L7 APA has three elements – assessment of academic professional practice (recordings of classroom-based (physical and / or virtual) session(s) for the specialist teaching role; academic or professional conference presentation for the specialist research role); a written submission including a reflective journal and associated portfolio of evidence; and a professional conversation with the independent assessor. An independent assessor is expected to assess all three elements of an individual apprentice's submission. Each element is graded as fail, pass, or distinction, and is based on a specific set of KSVBs as described in the [Academic Professional Apprenticeship Standard](#)

If you have not done so already, please familiarise yourself with the L7 APA standard, and associated assessment plan, by reading the formal [Institute for Apprenticeships and Technical Education documents](#)

## 2. The Role

As an independent assessor, you will be expected to first mark apprentice EPAs, and also to moderate (2<sup>nd</sup> mark) from a sample of first marked EPAs.

### 2.1 Role of the independent assessor

#### 2.1.1 As, first marker

To mark and decide assessment grades of the three elements associated with the L7 APA EPA; to provide constructive, development feedback to the apprentice in a timely manner; to undertake moderation alongside the moderator.

#### 2.1.2 As, moderator (second marker)

To moderate assessment activity and decisions of other independent assessors; to ensure consistency of standards; to undertake moderation alongside the first marker.

### 2.2 Requirements of the independent assessors

In line with the 'Institute for Apprentices and Technical Education' (IfATE) assessment plan:

- Masters or higher qualification in learning and teaching or research (for example, a Postgraduate Certificate in Learning and Teaching in Higher Education or similar).
- Fellow of the Higher Education Academy or a Researcher Developer with significant expertise and reputation within the Researcher Development profession.

Additionally, we require for all our independent assessors:

- Recent experience of developing early career academic staff, for example teaching and assessment of Postgraduate Certificates in Higher Education (or equivalent);
- Relevant experience in relation to the three assessment elements of the EPA;
- The ability to demonstrate high levels of skills in providing supportive and developmental feedback;
- Commitment to, and evidence of, relevant annual training and CPD. Examples of the sort of evidence we can accept are:
  - Professional awards and recognition, including Senior and Principal Fellowship status; recognition provided by other professional organisations such as the Staff and Educational Development Association (SEDA);
  - Engagement with relevant apprenticeship sector bodies such as IfATE, ESFA, Ofqual, UVAC;
  - Involvement in peer-review or moderation decision-making;
  - External examining responsibilities for Postgraduate Certificates in Higher Education (or similar);
- Commitment to Advance HE's vision and purpose;
- Working as an independent assessor for the Level 7 Academic Professional solely on behalf of Advance HE;
- Personal commitment to equality, diversity and inclusion.

## 2.3 Your commitment to us

- To be available to undertake a minimum of 5 EPAs (an EPA entails the three assessment elements per apprentice) in the 2020/21 contract period.
- To engage with the online EPA platform (SEPA) and any SEPA-relevant training. Please note: all assessment elements will be submitted and graded online, so there will be no expectation of IAs to travel to undertake EPA.
- To attend a one-day initial induction and training event (expenses will be reimbursed, if relevant) and two further standardisation events. In addition, to undertake unconscious bias training;
- To provide us with evidence of relevant annual CPD in relation to this role, availability and conflicts of interest, and to keep this updated on a 3-monthly basis;
- To act as an assessor for this apprenticeship exclusively for Advance HE, and to use our resources and documents and the assessment evidence submitted by apprentices solely for the purpose of, and within the remit of, this role.

## 2.4 Remuneration

The remuneration rate in 2020-21 is as follows:

- First assessor at £450 per EPA; this involves marking all three elements of the EPA for the apprentice.
- Moderation (second marking) at £300 per EPA.
- Resits, allocated to original first marker where possible, at £100 per submission (to a maximum of two assessment elements).
- Retakes are treated the same as an entire (i.e. 'first attempt') EPA.

NB. The above fees are inclusive of VAT.

## 3. Next steps

### 3.1 Recruitment Process

All independent assessor recruitment will be managed by Advance HE and Vitae, and will follow our recruitment guidelines, including ensuring diversity through recruitment and selection processes. Recruitment of independent assessors will be mapped against the requirements highlighted in Section 2.

The recruitment process will be competitive, and will involve:

- Providing evidence of required qualifications, professional recognition, and right to work in the UK;
- Completion of an application form asking for evidence of expertise and experience, in relation to the requirements highlighted in section 2.2;
- A short telephone/online interview;
- Successful undertaking of Advance HE's induction and initial training.

On successful completion of all elements of the recruitment process, we will formally offer a contract, anticipated to be 12 months in length and starting this academic year.

### 3.2 What next?

If you are interested in applying for a role as an independent assessor, please complete the application form and submit to our online application portal by **midday, Friday 4<sup>th</sup> December**.

If you have any questions about the application process, please contact us by email to [endpointassessment@advance-he.ac.uk](mailto:endpointassessment@advance-he.ac.uk)

## Contact us

Advance HE

[endpointassessment@advance-he.ac.uk](mailto:endpointassessment@advance-he.ac.uk)

+44 (0) 1904 717500

[www.advance-he.ac.uk](http://www.advance-he.ac.uk)

   @AdvanceHE

(Registered Office)

Innovation Way, York Science Park,

Heslington, York YO10 5BR

Napier House, 24 High Holborn Street

London WC1V 6AZ

Advance HE is a company limited by guarantee registered in England and Wales no. 04931031. Registered as a charity in England and Wales no. 1101607. Registered as a charity in Scotland no. SC043946. Advance HE words and logo should not be used without our permission. VAT registered no. GB 152 1219 50.

Vitae

[endpointassessment@vitae.ac.uk](mailto:endpointassessment@vitae.ac.uk)

+44 1223 460277

[www.vitae.ac.uk/epa](http://www.vitae.ac.uk/epa)

Swanns Road

Cambridge

CB5 8LA