

Project Controls Professional (PCP) Independent Assessor Role Description

Role purpose

To act as assessor or lead assessor for the End Point Assessment (EPA) of the Level 6 Project Controls Professional (PCP) Apprenticeship.

Reporting to: The NSAN EPAO Manager.

	Technical Assignment Report and Presentation (TARP)	Professional Discussion (PD)
Responsible for (may include all or some of)	<p>In accordance with guidance provided:</p> <ul style="list-style-type: none"> ▪ Approve the 500-word (+/- 10%) Basis of Assignment (one assessor) ▪ Conduct assessment of the 6000-word (+/- 10%) technical assignment report and first draft of presentation (two assessors) ▪ Act as assessor/lead assessor for the delivery of presentation and questioning (two assessors) ▪ Complete and submit all assessment records within defined timescales 	<p>In accordance with guidance provided:</p> <ul style="list-style-type: none"> ▪ Review the apprentice's portfolio prior to the PD ▪ Conduct the PD ▪ Complete and submit all assessment records within defined timescales

Location and duration / timescales	<p>Stage 1 - Basis Of Assignment (one assessor)</p> <ul style="list-style-type: none"> ▪ Approval of the 500-word Basis of Assignment can be completed remotely at any suitable location. ▪ Expected to take no longer than one hour. ▪ Assessment record to be submitted within 3 days. <p>Stage 2 - Assignment report and first draft of presentation (two assessors)</p> <ul style="list-style-type: none"> ▪ Assessment of 6000-word technical assignment report and first draft of presentation can be completed remotely at any suitable location. ▪ Expected to take no longer than one day. ▪ Assessment records to be submitted after the presentation and questioning, which will occur 4 weeks after submission of the report and first draft of presentation. <p>Stage 3 - Presentation and questioning</p> <ul style="list-style-type: none"> ▪ The presentation and questioning will take place remotely on MS Teams or at a location as close to the apprentice's normal place of work or study as possible, as advised by NSAN EPAO. ▪ Presentation and questioning will take up to 90-minutes per apprentice, including preparation and panel discussions to finalise grades. Where several apprentices are being assessed, the assessments run consecutively, allowing for several in one day. ▪ Assessment records to be submitted within 3 days of assessment. 	<p>(One assessor throughout)</p> <p>Stage 1 - review of portfolio evidence</p> <ul style="list-style-type: none"> ▪ Review of the portfolio evidence can be completed remotely at any suitable location. ▪ It is expected to take no longer than 2.5 hours. <p>Stage 2 - the Professional Discussion (PD)</p> <ul style="list-style-type: none"> ▪ The PD will take place remotely on MS Teams or at a location as close to the apprentice's normal place of work or study as possible, as advised by NSAN EPAO. ▪ PDs will take up to two hours per apprentice, including preparation and closure. Where several apprentices are being assessed, the PDs run consecutively, allowing for several in one day. ▪ Assessment records to be submitted within 3 days of assessment.
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Other requirements:

- Declare any conflicts of interest with the apprentice(s).
- Provide feedback to NSAN EPAO on the assessment process and delivery.
- Attend any Assessor workshop/training sessions requested by NSAN EPAO.

Knowledge and skills required:

- Have relevant industry experience with the ability to assess at Level 6.
- Hold professional qualifications in the relevant sector.
- Able to provide evidence of 5 years of continued professional development or 5 years of occupational experience at a senior level within the last 10 years.
- Ideally have previous experience of conducting assessment and be assessor and/or IQA qualified.
- Hold a recognised assessor qualification at level 3 or above or be willing to undertake such training.
- Ideally hold membership or chartership of a relevant professional institution.
- Able to act in a professional manner at all times when conducting EPA.

Evidence required:

- Provide a Curriculum Vitae (CV) describing your education, qualifications, relevant work experience and experience of assessing competence. This must include:
 - Details of qualifications held, including any assessment/training qualification
 - Details of experience in the relevant industry
 - Details of professional memberships held, if any
- Provide a copy of certificates indicating assessment training/qualification undertaken
- A copy of photographic identification, such as a passport or driving licence
- A copy of a utility bill or similar to verify your address (sensitive information such as account details can be omitted)
- A contact to act as a reference, this may be a current or previous employer, or a professional body.
- An annual statement on your training and/or experience to keep your knowledge on the subject matter up to date. You will be provided with a proforma to use for this statement.
- You will be asked to confirm that there is no conflict of interest for each cohort you assess.

Training and support:

NSAN EPAO will provide guidance and support to understand the role requirements. NSAN EPAO are also available throughout your delivery of EPA, should you have any questions.



An annual review will be held with NSAN EPAO to ensure you are satisfied with your training and are maintaining current knowledge in the subject matter.

Remuneration:

£450.00+VAT (if applicable) per day of assessment carried out.

Reasonable travel and subsistence expenses agreed prior to assessments, in line with HMRC guidelines.