

1st for EPA Ltd

Assessor Recruitment and Training Policy

1. Policy purpose

1st for EPA Ltd is committed to providing a high quality End Point Assessment service for apprentices, training providers and employers. In order to do this, we will recruit highly skilled assessors with the necessary skills and experience to deliver fairly, consistently and effectively.

2. Policy aims

The aims of this policy are:

- To ensure that the best possible assessors are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance.
- To ensure that 1st for EPA Ltd meets its commitment to safeguarding and promoting the welfare of young people by carrying out all necessary pre-employment checks.

3. Safeguarding

1st for EPA Ltd is committed to safeguarding and promoting the welfare of all learners, especially those aged under 18. We expect all staff to share this commitment, and understand that they have a specific 'Duty of Care' to students under 18, who depend on adults for their safety and well-being.

Therefore:

- All references will be followed up and referees will specifically be asked whether there is any reason a person should not be employed in situations where they have responsibility or substantial access to young people under 18.
- Proof of identity and qualifications will be required and any gaps in CV must be explained satisfactorily.
- Verification of right to work in the UK will be required.
- Candidates will be also required to give any former names.
- Candidates are reminded that providing false information on a job application is a criminal offence.
- We have a dedicated Safeguarding Officer to handle any real or potential concerns.

4. Recruitment

4.1 Recruitment Procedure for Assessors

A job description and person specification will be prepared to recruit for all roles. Potential assessing staff are recruited through advertising on 1st for EPA Ltd's website, social media, word of mouth and job search websites.

Candidates are required to submit a CV.

All assessing staff recruited are required to have:

Essential criteria:

- Qualification in the appropriate level as defined in the Assessment Plan
- Previous teaching/training/assessor experience
- Flexibility
- Excellent organisation and timekeeping skills.

Desirable criteria:

- Teaching qualification
- Experience of end point assessment
- Previous teaching/training experience in the subject matter.

Teachers with specialisms, qualifications and work experience in addition to the above are welcomed.

4.2 Selection Process

Suitable candidates for interview are selected according to the job description and person specification.

All suitable candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age will be interviewed.

Questions asked during the interview should be relevant to the job description. Interviews must include questions that probe candidate's attitudes to safeguarding young people.

If a candidate's enhanced DBS or equivalent check shows a criminal record, the candidate's suitability to work with under 18s is judged on a case by case basis, taking into account only those offences relevant to the job or situation. The seriousness and nature of the offence/s, the nature of the appointment and the age and frequency of the offence/s will all be considered. The disclosure will be discussed with the applicant and independent verification sought. The decision as to whether to offer the prospective candidate employment will, in this instance, be made by at least one Director and the safeguarding officer. A clear record will be made of the decision, but this will not contain details of the offence/s.

The candidate's identity is verified by sight of original passport. A photocopy is taken and kept with staff records. Any former names must also be declared. Candidates must also prove their right to work in the UK.



Job offers are confirmed in writing to suitable applicants and a copy of the contract sent for perusal before signing.

If a candidate's DBS check has not been completed and satisfactorily cleared by the date that they are to start work, their start date will be delayed.

Contractors will be asked to sign a service level agreement (SLA) prior to any work commencing.

5. Assessor Training

Assessor training will be given on our company and values, our service and processes and of course delivery of the EPA standards. On recruitment all staff will be trained in standardisation for each qualification.

Continual learning is expected from all assessors, in particular keeping up to date with the latest industry thinking and best practice. All will be asked to keep a CPD log and update it at least monthly to reflect their continued development and industry knowledge. Ongoing performance and training is discussed at six-monthly appraisals.

1st for EPA Ltd is committed to ongoing training as part of our commitment to continual improvement. For assessors this includes observations at least annually.

Managers discuss staff performance and training, and how this contributes to 1st for EPA Ltd's service delivery, at regular management meetings. This gives the opportunity to identify where improvements need to be made and changes implemented.

6. Policy Review

This policy was last updated 4 November 2020. It will be monitored and reviewed at regular intervals and as legislation requires.