



## Lead/ Independent End-point Assessor Application

Please refer to the personal specification to ensure your application evidences how you meet role requirements.

Please submit your application to [info@UCE.org.uk](mailto:info@UCE.org.uk)

### Personal contact details

<b>First name</b>	<b>Last name</b>	<b>Mr/Mrs/Miss/Ms</b>
<b>Address</b>	<b>Address</b>	<b>Postcode</b>
<b>Personal email</b>	<b>Mobile no.</b>	

<b>Role</b> Please indicate which role/s you are applying for	✓
<b>Lead Independent End-point Assessor</b>	
<b>Independent End-point Assessor</b>	

### Apprenticeship Standard/s

Please list the [Apprenticeship standard/s](#) you wish to be considered for as a Lead/ Independent End-point Assessor.

Apprenticeship standard	Level/s	Provide full details of occupational relevance



## Present employment

Please provide details of your current employment/ contracted role and how your responsibilities evidence your industry experience against the personal specification.

<b>Employer</b>		
<b>Job title</b>		
<b>Self-employed, regular or ad hoc work</b>		
<b>Type of organisation</b>		✓
	<b>End-point Assessment organisation</b>	
	<b>Training provider</b>	
	<b>FE College</b>	
	<b>Small organisation (&lt;50)</b>	
	<b>Medium organisation (&lt;250)</b>	
	<b>Corporate organisation (&gt;250+)</b>	
<b>Position held</b>		
<b>Main responsibilities</b>		
<p style="height: 150px;"></p>		
<b>Explain how responsibilities evidence your industry experience against the Job description</b>		
<p style="height: 150px;"></p>		



## Previous employment

Please list previous employment for the last five years, with the most recent first

Date from (mm/yy)	Date to (mm/yy)	Name of Employer	Type of organisation	Position held and main responsibilities	How responsibilities evidence your industry experience against the personal specification

It is essential that you have recent industry specific experience, maintained and recorded in a CPD log. Please identify your skills and experience which match the criteria in the personal specification and task profile/s;

Apprenticeship Standard/s	Level (s)	Your industry experience, relating to the apprenticeship standard and personal specification

If you are applying for the Lead Independent End-point Assessor role, please list details of your experience in monitoring and supporting a team of Assessors.



**Please indicate whether you have experience in Marking (Exams) and/or Writing (Assessment Materials) and in which subject areas**

I have coached Rolls-Royce employees in Business Improvement techniques to NVQ level 5

**Are you happy to be contacted regarding UCE Examiner/ development roles in these areas?**

Yes  No

**Please list any other contracted roles you currently have UCE? E.g. Moderator, External Quality Assurer, Examiner.**

### **Vocational/academic qualifications**

Please provide details of relevant professional, vocational and/or academic qualifications, including achievement of any D, A/ V or TAQA Assessor/ Internal/ External Quality Assurer units and Key/Functional Skills units, listing most recent first.

<b>Subject</b>	<b>Qualification</b>	<b>Date of award</b>



## Membership of professional bodies

Please provide details of any relevant bodies you have membership with

Membership body	Date of membership from	Date of membership to

## Reason for interest

Please state briefly your reasons for applying for this position.

What attracts you to work at UCE?

Where did you see Lead/ Independent End-point Assessor roles advertised?

Do you consider yourself to have a disability or health condition?

Yes  No

What is the effect or impact of your disability or health condition on your ability to carry out contracted work? Please write in here:

## Availability

Please note this is an annual contracted, rather than permanent role. The number of contracted days will vary, depending upon apprentice numbers for End-point Assessment. As a minimum, we ask that you can commit to at least 25 days per year which includes any training and standardisation sessions.

If employed, how many days per month would be permitted by your employer?

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**Are there any particular days in the week you can't commit to?**  
If so please list which days;

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**Are you prepared to travel nationally?** Yes  No

**Which Region (s) would you be prepared to assess within and potentially stay overnight?**

<input type="checkbox"/> Yorkshire and Humber	<input type="checkbox"/> South West
<input type="checkbox"/> North East	<input type="checkbox"/> London
<input type="checkbox"/> West Midlands	<input type="checkbox"/> South East
<input type="checkbox"/> North West	<input type="checkbox"/> East of England
<input type="checkbox"/> East Midlands	

**IT skills** Do you have access to a computer and the internet? Yes  No

Do you have the ability and confidence to work with web based applications? (These include submitting forms online, uploading and downloading documents) Yes  No

Due to the nature of your services and for the purposes of the Rehabilitation of Offenders Act Exceptions Order, please provide details of any criminal convictions, and the penalty imposed, whether or not regarded as spent under the Rehabilitation of Offenders Act 1974:

If you are Disclosure and Barring Service (DBS) approved, please provide your reference number \_\_\_\_\_



## Declaration by applicant

I confirm the information provided by me in this application form is correct to the best of my knowledge.

I understand that any offer of contract for supply of services will be subject to receipt of satisfactory references.

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this form.

Please submit your **application, CPD Log** along with the **Equal Opportunities Form**, to:  
[info@UCE.org.uk](mailto:info@UCE.org.uk)