



VTCT

Independent
Assessment
Examiner
Performance Review

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1. Overview

VTCT is committed to maintaining consistency across end point assessments (EPAs) and the achievement of comparable outcomes. To this end, VTCT employs various strategies for ensuring consistency in assessments through monitoring how end-point assessments are planned, conducted and reviewed. One measure employed by VTCT is a performance review of all independent assessment examiners (IAEs) which is conducted by the Quality lead – apprenticeships, using the Report form included as Appendix 1.

The Quality lead will produce a schedule of end-point assessment monitoring/sampling visits which will form the basis of a performance review to monitor that the assessment process and assessment decisions of IAEs address the expectations of professional associations, employers and apprentices by being valid, reliable, and comparable and of high-quality. As part of this process, the Quality lead will sample IAEs and conduct performance reviews, and recommend targeted training and standardisation interventions, where appropriate, to address any deficiencies that are identified. Every IAE will be sampled over a 24 month cycle.

Completed Report forms will remain on file for the duration of the IAEs contract with VTCT and 12 months thereafter. The Quality lead – apprenticeships will draw on previous report forms to monitor IAE performance over time.

2. IAE report form

1. General	
IAE (reviewee) name	
Reviewer name	
Centre name	
Review date	

2. Ratings of actions		1 = Needs improvement 2 = Meeting expectations 3 = Exceeding expectations		
		1	2	3
Planning and organising	Provides the centre with relevant information in advance, arrives at the centre on time and delivers the day's events to schedule including timely conclusion of the assessment activity. Completes EPA documentation and uploads to VTCT system within the specified timescale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	Presented in line with VTCT's dress code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	Delivers a professional EPA service that supports business success and promotes a positive image of VTCT. Acts professionally and with integrity and respect to others, whilst demonstrating VTCT's core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice and support	Provides advice and guidance on potential improvements to systems and processes to EPA centre staff. Provides appropriate responses to centre queries on the day and in a timely manner to emails and phone calls following the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administering assessments	Adheres to regulatory requirements for conducting examinations. Inspects and confirms the suitability of the facility and resources available immediately prior to all assessments, in line with the requirements set out in VTCT documentation for approved EPA centres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment decisions	Consistently makes assessment decisions that are valid, reliable and comparable. All judgements are made using the agreed interpretation of standards, criteria and grade profiles and reflect the expectations of industry and employers. Provides sound and defensible reporting of assessment decisions, in line with VTCT documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standardisation	Participates proactively in best practice, standardisation and training activities, to ensure a consistent approach to EPA. Maintains an up-to-date CPD portfolio in line with the relevant Apprenticeship Assessment Plan which is available on request. Adheres to personal development plans within agreed timescales and to required standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business awareness	Maintains a comprehensive and current understanding of VTCT's EPA policies and procedures, keeping up-to-date with any changes. Provides market intelligence and competitor information on Apprenticeships and EPA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report writing	Produces a high-quality and accurate report of the EPA session using the relevant template report form. Uploads reports within the specified timeframe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

3. Objective setting Jointly agree up to three performance objectives for next year. All objectives to be SMART: Specific, Measurable, Relevant, Achievable and Time bound. When considering objectives these should be based on the Strategic and Operational Plans relating to EPA,		
Objective	Desired outcome / Success criteria	Due date
1.		
2.		
3.		

4. Professional and personal development plan Jointly choose two competencies and/or technical skills which are important for the reviewee this year.		
Objective	Desired outcome / Success criteria	Due date
1.		
2.		
3.		

5. Summary	
Reviewer's summary	
Signed	Date
Reviewee's summary	
Signed	Date