

Learning and Skills Assessor

☆ Level 3 £ £5,000 🗓 12 months

1. What the role entails

The role of the learning and skills assessor is found in the public, private and voluntary sectors in national and multinational organisations. Learning and skills assessors can be found in all sectors where learning, training, and development is required. For example, healthcare, military, manufacturing, production, business and professional, education, leisure, construction, creative and technology etc.

The purpose of the learning and skills assessor occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The learning and skills assessor will plan, conduct assessment activities and report on assessment decisions. They will support the progression of the learner through feedback of assessment decisions, setting of ongoing realistic learning goals and referral to other professionals if required.

In their daily work, the learning and skills assessor will interact with learners, quality assurance practitioners, teaching and delivery professionals and other relevant stakeholders where necessary. They will be committed to their own continual professional development to maintain occupational competency in their sector.

2. On-programme assessments

The apprentice must achieve the following on-programme assessment requirements prior to Gateway:

- Level 2 Functional Skills English and maths or equivalent qualifications
- A completed Portfolio of Evidence to underpin the Professional Discussion.

3. Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and the apprentice. The apprentice should only enter Gateway once the employer is content that the apprentice is working at or above the level of the occupational standard.

The apprentice must also have completed all the on-programme elements before they enter Gateway, including submitting a Portfolio of Evidence to underpin the Professional Discussion.

4. End-point assessment

The EPA for Learning and Skills Assessor contains two methods of assessment:

Observation with Questioning

The Observation with Questioning allows the apprentice to demonstrate the KSBs mapped to this assessment method during their normal everyday work. The Independent End-Point Assessor (IEPA) will observe two live 30 minute assessment sessions, structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

Following this, there is a 30 minute questioning session to confirm the understanding of the knowledge, skills and behaviours (KSBs) observed.

Grading: Fail, pass or distinction.

Professional Discussion underpinned by a Portfolio of Evidence

The Professional Discussion is a structured discussion designed to draw out the best of the apprentice's competence and excellence, and cover the KSBs assigned to this assessment method. It is a formal two-way conversation which involves both the IEPA and the apprentice actively listening and participating. The apprentice will utilise their Portfolio of Evidence throughout to provide evidence of their practice during the Professional Discussion. The assessment duration is 1 hour 15 minutes.

Grading: Fail or pass

5. Grade aggregation table

Observation with Questioning	Professional Discussion	Overall grading
Pass	Pass	Pass
Distinction	Pass	Distinction

A fail in any assessment method will result in a fail for the entire EPA.

6. Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPAs, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

7. What next?

Once qualified, the apprentice may choose to progress to a Level 4 Learning and Skills Mentor apprenticeship.

Why NCFE?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education, Social Care, Business and Digital apprenticeship standards. NCFE offers flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.