

Role Profile EPA Assessor.

REVISION HISTORY		
Issue	Date Issued	Summary of Changes

1. Role Profile requirements

1.1 Purpose

1.1.1 To ensure compliant delivery of EPA assessing services for The Rail Academy Ltd (TRA) and outstanding customer service.

1.2 Prime Responsibilities

1.2.1 Ensure at all times you maintain the confidentiality of company information, learner data and all TRA training, examination and EPA assessment materials that you are required to access or use in your role. A breach of confidentiality may be subject to formal disciplinary action.

1.2.2 Uphold and enforce the values and commitments explained by company policies and ensure your responsibilities in company policies and procedures are undertaken. **Review TRA-L3-GOV-101a Document Control Register** for these.

1.2.3 As a role that undertakes safety critical duties, the post holder must test negative for the presence of drugs prior to appointment and once appointed, if randomly selected, undergo unannounced drug screening.

1.2.4 Deliver End Point Assessments (EPA) for TRA, making sure they are done safely, professionally and are in accordance with IfATE¹, ESFA² and Ofqual³ requirements by following required policies, processes and procedures.

1.2.5 Manage learners and customer relations, ensuring that TRA activities are of a high quality; are consistent and fair; meet customer needs and any regulatory criteria relevant.

1.2.6 Maintain your own operational and professional competence, including rules and regulations, complementary certificates, training and assessment qualification.

1.3 Statutory Duties

1.3.1 To comply with legislation, including but not limited to:

- The Health and Safety at Work etc Act 1974 (HSW Act),
- The Management of Health and Safety at Work Regulations 1999,
- The Workplace (Health, Safety and Welfare) Regulations 1992,
- Bribery Act 2010.
- The Data Protection Act 1998.
- Ofqual Handbook: General Conditions of Recognition 2017.
- Education and Skills Funding Agency (ESFA), Apprenticeship funding rules.
- Institute for Apprenticeships and Technical Education (IfATE) Framework Document.

1.4 Functional reporting

1.4.1 Reports to: Operations Director.

1.4.2 Direct reports: None.

¹ IfATE = Institute for Apprenticeships and Technical Education

² ESFA = The Education and Skills Funding Agency³ Ofqual = The Office of Qualifications and Examinations Regulation

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1.5 Specific Duties

- 1.5.1 Undertake EPA assessments in accordance with IfATE, Ofqual, EFSA and TRA requirements.
- 1.5.2 Ensure all own competencies are maintained and valid.
- 1.5.3 Ensure management of Continuous Professional Development for self and submit to Operations Director for review quarterly.
- 1.5.4 Attend meetings relating to training, assessment and standardisation process as necessary.
- 1.5.5 Report any Conflict of Interest that may arise to the Operations Director.

1.6 Medical Fitness

- 1.6.1 This role is Safety Critical.
- 1.6.2 The post holder must be medically fit to comply with the requirements of their role in accordance with industry requirements.
- 1.6.3 The post holder must report to the doctor undertaking your medical any short- or long-term medical condition which might affect your ability to discharge your safety responsibilities.

1.7 Key Responsibilities

- 1.7.1 Ensure full compliance with all legislative and registration/ certification requirements and rules that relate to the business delivery of TRA.
- 1.7.2 Undertake all work allocated and deliver in accordance with industry, regulatory and TRA requirements.

1.8 Skills, Experience & Qualifications

- 1.8.1 Occupationally competent and certified in the roles they assess in.
- 1.8.2 Occupationally competent as a EPA Assessor.
- 1.8.3 IT literate including knowledge of Microsoft systems & other databases.

1.9 Safety Responsibility Statement

- 1.9.1 I will comply with the requirements of H&S legislation, recognition, registration or certification requirements and the Integrated Management System relevant to the company and promote compliance and understanding within the team.
- 1.9.2 Will deliver business activities in accordance with company policies and Integrated Management System to ensure compliance.
- 1.9.3 Will personally promote a Governance culture which includes:
 - Be knowledgeable about good operational and safety practice,
 - Be prepared to say ‘no’ to pressures which involve unacceptable operational or safety risk,
 - To not walk past safety breaches,
 - Listen to feedback and people’s concerns – be prepared to discuss rather than be directive,
- 1.9.4 As far as reasonably practicable, safeguard the health, safety, environment and welfare of my colleagues, learners, contractors, visitors and third parties and take reasonable care for the health, safety and the environment for myself and other persons who may be affected by my acts or omissions at work.
- 1.9.5 Will ensure that I do not intentionally or recklessly interfere with, or misuse, anything provided in the interest of safety, welfare and the environment.

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1.10 Briefing and Acceptance – Post Holder

1.10.1 The above responsibilities have been explained to me and I accept them. I will always carry out my duties in such a way as to comply with them and in all circumstances.

Name:

Date: Xx/xx/2023

Signed:

1.11 Briefing and Acceptance – Nominated Deputy

1.11.1 The above responsibilities have been explained to me and I accept them. I will always carry out my duties in such a way as to comply with them and in all circumstances.

Name:

Date: Xx/xx/2023

Signed:

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