

## Role FDQ Independent Examiner – Associate Role

<b>Aim</b>	To join FDQs network of Associate Examiners
<b>Background:</b>	<p>FDQ Limited is a specialist Food and Drink Awarding Organisation (AO) and End-point Assessment Organisation (EPAO) dedicated to serving the food and drink supply chain with qualifications and End-point Assessment Services. FDQ is a wholly owned subsidiary to the Food and Drink Training and Education Council (FTC), a skills Charity established in 2001.</p> <p>In our role as an End-point Assessment Organisation we are recognised by the following organisation's:</p> <ul style="list-style-type: none"> <li>• Ofqual the regulator for England</li> <li>• Institute for Apprentices and Technical Education (Ifate)</li> <li>• Department for Education</li> </ul> <p>We also work closely with a range of professional, trade and membership bodies across the food industry.</p>
<b>Main Purpose of Role:</b>	<p>Independent Examiners (IE) are required to make an informed judgement on the competency of an apprentice and must have nothing to gain from the outcome of the assessment.</p> <p>To maintain independence within the scope of the EPA, an IEs can only undertake end-point assessments of apprentices, with whom they have no conflict of interest. This means they must be independent of the registered apprenticeship training provider at which the apprentice completed their on-programme element and must not have been involved in the on-programme training, assessment, or line management of such apprentices.</p> <p>End-point assessments are often conducted onsite, on dates agreed with employers and/or providers if appropriate. IEs will record and submit the EPA outcomes, with clear justifications for the grading decisions. EPA activities will be quality assured by FDQ quality assurance representatives.</p> <p>IEs will be qualified and highly experienced in the occupational area they are providing services for. The IEs will undertake EPAs in line with the associated apprenticeship assessment plan, and the materials provided by FDQ</p>
<b>Status</b>	Non-Payroll, Associates are responsible for their own tax and NI contributions & DBS
<b>Version:</b>	1.1
<b>Effective from:</b>	August 2023

## The Examiner will:

- Take part in regular training and standardisation activities, associated with the role of IE for this EPA.
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD)
- Assess the performance of candidates in accordance with published assessment and grading criteria and procedures, ensuring overall standards are maintained.
- Follow the protocols set out in FDQs specifications, assessment materials and quality assurance protocols, relating to the EPAs.
- Maintain service-level agreements with regards to responding to EPA planning, operational activities, reports and submissions of assessment outcomes
- Report all risks and issues encountered during the end-point assessment to Pearson, including any suspect practices.
- Ensure all EPA reports and assessment evidence are high quality and recorded accurately.
- Raise any conflicts of interest, including in relation to the independence of assessment.
- Contribute to the continuous improvement of FDQs EPA activities.
- Contribute to the external quality assurance activities undertaken by the named external quality assurance body.

## Background and Experience (essential):

- Strong communication & listening skills, empathetic approach.
- Demonstrate relevant occupational competence for at least 3yrs in a food and/or drinks working environment.
- Be qualified with a relevant qualification/s at or above the level they are assessing.
- Experience of leading meetings/structured interviews/discussions
- Experience of complying with quality assurance/regulatory requirements
- Comfortable with online systems and software applications

## Background and Experience (desirable):

- Experience of training, assessment marking or grading Judgements

## Examiner associates undertaking this role will be expected to:

- Have personal IT equipment capable of running FDQ software.
- Have a suitable broadband connection, Microphone, Headphones and a webcam.
- Have a personal and secure email account.
- Have their own transportation and be able to travel.
- On occasions stay overnight to meet early/late EPA appointments

## Skills & Knowledge

- Strong written, verbal and interpersonal skills, including the ability to effectively respond to enquiries.
- Flexibility to understand and respond to the individual needs and circumstances of employers/apprentices.
- Sufficient and relevant technical knowledge of:
  - Health and Safety requirements in the workplace
  - Food and Drinks related Industry structure and processes
  - Relevant legal and regulatory frameworks
  - A range of products and services offered within the industry.
  - Systems, tools, equipment, machinery and processes used within relevant roles.
- In-depth knowledge of the associated apprenticeship standard, assessment plan, specification, assessment instruments and recording tools
- Ability to assess, free from bias.
- Ability to assess and report risks.
- Ability to meet deadlines.

### **Commissioning Terms & Arrangements**

- Ideally available to provide examiner services at least 1-2 days per month.
- Commissioning rates vary from £300 to £450 depending on the standard.
- Invoices and/or claims via the online system are paid on a 30-day cycle.
- Car travel paid at 45 per mile, overnight allowance can be claimed up to £20 for dinner/refreshment.
- CPD training opportunities to support and develop skills and knowledge.

### **More information contained in the Examiners Manual**