

Working with ELS End-Point Assessment

Independent End Point Assessor - Supporting Evidence of Competency

Each apprenticeship standard sets out very clear requirements for occupational competency that we (ELS) must ensure our assessment team meet.

Please provide [detailed information](#) for how you meet the requirements of the **Business Administrator Level 3** Standard (and pathways, where appropriate) you are applying to assess.

Name:	
Date:	
Contact number:	
Do you hold an Assessors qualification? (D32, D33, A1, CAVA) Please list dates achieved (or dates expected if working towards):	
Do you hold an Internal Quality Assurance (IQA) Qualification (D34, V1)	
Do you hold any current and valid DBS checks?	
Date the DBS Check was completed:	

STANDARD:	Occupational competency requirements, as set out in the assessment plan:	How do you meet these occupational competency requirements? <i>Consider including information such as: details of environments you have worked in, currency of your practical competence, dates and timeframes of experience, how you remain current, details of any professional registrations or qualifications you hold, <u>specific to standard and/or pathway</u>.</i> NB. For standards which have multiple pathways, please enter N/A for the pathways you have no experience in. https://www.instituteforapprenticeships.org/media/4504/st0070_business-admin_l3_ap-for-publication_100920.pdf Please click on the link to look up the latest Apprenticeship Standard.	<u>Internal use only:</u> Score
Business Administrator L3	Have excellent knowledge and understanding of the apprenticeship standard.		
	Do you hold any Business Administration qualifications?		
	Do you have 'hands on' experience with Business Administration within the last 3 years?		
	How do you keep your CPD for this standard up to date?		

	Key knowledge, Skills and Behaviours as set out in the assessment plan:	How do you meet the standard criteria for the KSBs listed below? <i>An understanding of the apprenticeship standards and the assessment models used, with specific knowledge about the relevant industry area for the role. Explain your “hands on” experience within the following areas. Please include dates and as much detail as possible. As you type into the boxes they will expand.</i>	<u>Internal use only:</u> Score
	IT Skilled in the use of multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyse data. Able to choose the most appropriate IT solution to suit the business problem. Able to update and review databases, record information and produce data analysis where required.		
	Record and document production Able to produces accurate records and documents including: emails, letters, files, payments, reports and proposals. Make recommendations for improvements and present solutions to management. Handle confidential information in compliance with the organisation's procedures. Coaches others in the processes required to complete these tasks.		
	Decision making Make effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seek advice of more experienced team members when appropriate.		

	<p>Interpersonal skills Build and maintain positive relationships within own team and across the organisation. Demonstrate ability to influence and challenge appropriately. Become a role model to peers and team members.</p>		
	<p>Communication Demonstrate good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms.</p>		
	<p>Quality Complete tasks to a high standard. Demonstrate the necessary level of expertise required to complete tasks. Continuously improve work. Is able to review processes autonomously and make suggestions for improvements.</p>		
	<p>Planning and organisation Able to manage priorities and time in order to successfully meet deadlines. Positively manages the expectations of colleagues at all levels and set a positive example for others in the workplace. Managing resources e.g. equipment or facilities. Organising meetings and events. Taking responsibility for logistics e.g. travel and accommodation.</p>		
	<p>Project management Use relevant project management principles and tools to scope, plan, monitor and report. Undertake and lead projects as and when required.</p>		

	<p>The organisation Understand organisational purpose, activities, aims, values, vision for the future, resources and the way that the political/economic environment affects the organisation.</p>		
	<p>Value of their skills Knows organisational structure and demonstrates understanding of how their work benefits the organisation. Knows how they fit within their team and recognises how their skills can help them to progress their career.</p>		
	<p>Stakeholders Has a practical knowledge of managing stakeholders and their differing relationships to an organisation. This includes internal and external customers, clients and/or suppliers. Liaises with internal/external customers, suppliers or stakeholders from inside or outside the UK. Engages and fosters relationships with suppliers and partner organisations.</p>		
	<p>Relevant regulation Understands laws and regulations that apply to their role including data protection, health & safety, compliance etc. Supports the company in applying the regulations.</p>		
	<p>Policies Understands the organisation's internal policies and key business policies relating to sector.</p>		

	<p>Business fundamentals Understands the applicability of business principles such as managing change, business finances and project management.</p>		
	<p>Processes Understands the organisation's processes, e.g. making payments or processing customer data. Is able to review processes autonomously and make suggestions for improvements.</p>		
	<p>External environment factors Understands relevant external factors e.g. market forces, policy & regulatory changes, supply chain etc. and the wider business impact). Where necessary understands the international/global market in which the employing organisation is placed.</p>		

Thank you for your time completing this form

Please return your completed form to ELS by uploading your form at:

<https://www.elsbusinessstraining.co.uk/end-point-assessment/independent-end-point-assessors-and-internal-quality-assurers/>

or email it to epaenquiries@explosivelearningsolutions.com