

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 **Improvement Practitioner Level 4** 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/2622/st0192_improvement-practitioner_l4_ap-for-publication_120219.pdf Please click on the link to look up the latest Apprenticeship Standard. | <i>Internal use only:</i> Score |
|------------------------------------|--|---|---|
| Improvement Practitioner L4 | Have excellent knowledge and understanding of the apprenticeship standard. | | |
| | Are you qualified at level 5 or above in an improvement discipline (Lean, Six Sigma, etc.) and have 2-years' recent (i.e. last 5 years) experience working in improvement? | | |
| | Do you have 'hands on' experience with Improvement Practitioner 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 KBSs 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 |
|--|--|--|---|
| | Compliance Legislative and customer compliance requirements including health and safety. | | |
| | Communication Speak and write clearly. Influence others, question effectively. Plan and deliver meetings presenting insight to engage audiences. | | |
| | Coaching Observe, listen, use questioning, provide feedback and spot learning opportunities | | |
| | Team formation & leadership Decision-making techniques e.g. consensus, authority rule, majority rule. | | |
| | Project management Business case, risk analysis and management, toll-gate reviews, work breakdown structure, lessons learned, pilot studies, project review, process management and measures, benefits tracking. | | |
| | Presentation & reporting Reporting templates, message mapping, case for change. | | |

| | | | |
|--|---|--|--|
| | <p>Change management Stakeholder identification, analysis and management (RACI). Change curve, resistance characteristics, change sponsorship, compelling point of view.</p> | | |
| | <p>Principles & methods Business value of Lean and Six Sigma improvement methods - 8D, practical problem solving, Define Measure Analyse Improve Control, Design for Six Sigma.</p> | | |
| | <p>Project selection & scope Y=f(x) equation (outputs are the result of inputs), business scorecard cascade.</p> | | |
| | <p>Problem definition Cost of Poor Quality, problem analysis models such as Is/Is Not.</p> | | |
| | <p>Voice of the customer: Support application of techniques to identify and prioritise customers, their requirements and ensure balance against the stated and unstated needs of the business (Voice of the Business).</p> | | |
| | <p>Process mapping & analysis Swim lane, value stream map, performance metrics – continuous, Parameter diagram, Takt time, Overall Equipment Effectiveness, theory of constraints principles, Kanban.</p> | | |
| | <p>Lean tools Seek in-process waste through understanding of value within the value stream.</p> | | |
| | <p>Data analysis – basic tools Spreadsheets and pivot table analysis, statistical analysis software.</p> | | |

| | | | |
|--|---|--|--|
| | Measurement systems Repeatability and Reproducibility principles. | | |
| | Data acquisition for analysis Develop a sampling strategy | | |
| | Basic statistics & measures Control charts - attribute data, principles of normality. | | |
| | Data analysis - statistical methods Measures of central tendency and spread. | | |
| | Process capability & performance Capability analysis – continuous data for normal distribution. | | |
| | Root cause analysis Key principles including symptoms, failure-mode, potential/verified cause, critical inputs, escape point. Graphical representation of data with dot, scatter and box plots. | | |
| | Experimentation & optimisation Plan designed experiment with clear objectives, and appropriate levels of Measurement Systems Analysis, analyse experiment data and optimise. | | |
| | Experimentation Active versus passive analytics, design of experiments, experiment plan. | | |
| | Identification & prioritisation Selection and prioritisation matrix, Failure Mode and Effects Analysis. | | |
| | Data analysis – SPC Select and apply appropriate tools for ongoing monitoring and control. Analyse and interpret control charts. | | |

| | | | |
|--|---|--|--|
| | Benchmarking Conduct structured benchmarking to support target setting. | | |
| | Sustainability & control Identify failure modes and embed learning from improvements. | | |

Thank you for your time completing this form

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

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

or email it to epaenquiries@explosivelearningsolutions.com