



## 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, Explosive Learning Solutions (ELS) must ensure our assessment team meet. Please provide detailed information of how you meet the requirements for the **Team Leader / Supervisor Level 3** Standard (and pathways, where appropriate) you are applying to assess.

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

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> <b>NB. For standards which have multiple pathways, please enter N/A for the pathways you have no experience in.</b>  <a href="https://www.instituteforapprenticeships.org/media/1497/team-leader-assessment-plan-revised-24-10-17.pdf">https://www.instituteforapprenticeships.org/media/1497/team-leader-assessment-plan-revised-24-10-17.pdf</a>  <a href="https://www.instituteforapprenticeships.org/media/4338/st0384_team-leader-supervisor_l3_ap-for-publication_22062020.pdf">https://www.instituteforapprenticeships.org/media/4338/st0384_team-leader-supervisor_l3_ap-for-publication_22062020.pdf</a>  Please click on the links to look up the Apprenticeship Standard.	<u>Internal use only:</u>  <b>Score</b>
<b>Team Leader / Supervisor L3</b>	Experience of leadership and management within a range of types and sizes of organisation		
	Do you hold a leadership and management qualification at a minimum of a L5 (or equivalent) and / or membership, or significant occupational experience. Please detail.		
	Current occupational competence of 2 years or more		

	<b>Key knowledge, Skills and Behaviours as set out in the assessment plan:</b>	<b>How do you meet the standard criteria for the KSBs listed below?</b>  <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>  <b>Score</b>
	<b>Leading People</b> Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.		
	<b>Managing People</b> Understand people and team management models. Understand HR systems, legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.		
	<b>Building Relationships</b> Understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict. Know how to facilitate cross team working to support delivery of organisational objectives.		

	<p><b>Communication</b> Understand different forms of communication and their application. Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.</p>		
	<p><b>Operational Management</b> Understand how organisational strategy is developed. Know how to implement Operational/team plans and manage resources and approaches to managing change within the team. Understand data management, and the use of different technologies in business.</p>		
	<p><b>Project Management</b> Understand the project lifecycle and roles. Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.</p>		
	<p><b>Finance</b> Understand organisational governance and compliance, and how to deliver Value for Money. Know how to monitor budgets to ensure efficiencies and that costs do not overrun.</p>		
	<p><b>Awareness of Self</b> Know how to be self-aware and understand unconscious bias and inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence.</p>		

	<p><b>Management of Self</b> Understand time management techniques and tools, and how to prioritise activities and approaches to planning.</p>		
	<p><b>Decision Making</b> Understand problem solving and decision making techniques, and how to analyse data to support decision making.</p>		
	<p><b>Takes responsibility</b> Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations.</p>		
	<p><b>Inclusive</b> Open, approachable, authentic, and able to build trust with others. Seeks views of others.</p>		
	<p><b>Agile</b> Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responds well to feedback and need for change.</p>		
	<p><b>Professionalism</b> Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values.</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](mailto:epaenquiries@explosivelearningsolutions.com)