

Job Description: CIPS Assessor (End Point Assessment)

The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement and Supply (CIPS) is the leading independent global body representing the Procurement and Supply profession with a global membership of over 60,000 in more than 150 countries. CIPS is connected with a broad range of individuals associated with the profession including senior business people, high-ranking public servants and leading academics. The focus for CIPS is on enhancing the capability and profile of the profession through education, qualifications, training and external affairs activities. CIPS is a UK based, not for profit, organisation with a royal charter, and CIPS exists for the public good of the profession. Procurement and Supply has a major impact on the effectiveness, efficiency and profitability of any organisation, and CIPS offers a 'one stop shop' for Procurement and Supply excellence in People, Processes and Performance. CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East and the USA.

Classification Information

Detail	Description
Job title	CIPS Assessor (End Point Assessment)
Contract Type	Assessment Consultant
Departments	Professional Development
Reports to	Assessment Delivery Lead
Key Relationships	Assessment Delivery Manager; Assessment Delivery Lead; Assessment Delivery Co-ordinator, EPA Lead Assessor, Apprentices and Employers, Training Providers

Rate of Pay

Competitive

Job Summary

Responsible and accountable for the end point assessment, including interviews, marking allocated assignment submissions and developing high quality candidates feedback reports in accordance with CIPS procedures for the End Point Assessment (EPA) of apprenticeships.

Key Responsibilities

CIPS Assessors (End Point Assessment) are responsible and accountable for:

- Undertaking a CIPS led standardisation activity before marking and thereafter participating in regular standardisation activities as determined by CIPS.
- Conducting interview assessments and providing feedback as and when required in line with apprenticeship assessment plan.
- Marking assignment submissions (against the assessment criteria) and in accordance with CIPS procedures.
- Making assessment decisions and recording marks, showing the basis for the marks awarded in accordance with the assessment criteria.
- Developing an appropriate written feedback report for the candidate based on their assignment submission, the marks awarded for each element of the assessment criteria, the expectations of the assignment task and the assessor guidance document.
- Ensuring the highest quality of the feedback report (including spelling, grammar, and content).
- Addressing moderation outcomes by amending marking and/or the content of learner feedback, as appropriate.
- Responsible and accountable for GDPR compliance, including maintaining confidentiality of sensitive information and ensuring the security and confidentiality of all assessment material is maintained.
- Maintaining continuing professional development (CPD) in the context CIPS Chartered Professional status (or equivalent with prior agreement of the Assessment Delivery Lead).
- Performance measures: maintaining GDPR security, timeliness of service and accuracy of information is critical to the satisfactory performance of assessment consultant services.

Person Specification

Qualifications & Assessment Experience	Desirable	Essential
Professional practitioner experience: qualifications & institute membership		
Member or Fellow of the Chartered Institute of Procurement & Supply (MCIPS/FCIPS)		✓
Chartered Professional		✓
Other professional institute membership credentials	✓	
Honours degree qualification or equivalent		✓
Masters level qualification or equivalent	✓	
Assessment or verification qualification(s) (e.g. D32 –36, A / V Awards).	✓	
Teaching qualification(s) (e.g. PGCE)	✓	
Min. of 6 years demonstrable procurement and supply practitioner experience		✓
Demonstrable knowledge of and experience in different business sectors and environments	✓	
Demonstrable procurement and supply teaching / lecturing experience	✓	
Assessment Experience	Desirable	Essential
Demonstrable assessment marking experience, with CIPS or other institution or awarding organisation		✓
Demonstrable understanding of academic standards and quality assurance procedures	✓	

Other	Desirable	Essential
Highly skilled and accurate writer in the English language		✓
Daily access to high quality broadband internet connection allowing effective connection Ex-Am secure website, WebEx, Skype, CIPS website, etc.		✓
Individual and private e-mail address suitable for confidential assessment related correspondence.		✓
Professional and confident to manage on site interviews at apprentices place of work (if required)		✓
Professional, confident and able to manage remote interviewing including technology such as MS Teams		✓
Competent user of and access to MS Office Word and Excel		✓
Competent user of and access to Internet Explorer and other internet browsers		✓
Competent user of e-assessment platform		✓

Conflict of interest

A conflict of interest occurs when an individual or an organisation is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. For example, a conflict of interest exists when an individual is involved in the delivery of CIPS qualifications and development and/or marking of CIPS assessments.

An Assessor for CIPS may not be involved in the training / delivery of the CIPS programmes. All members of the CIPS assessment team are required to declare all conflicts of interest and to ensure that this information is current.