

**Higher and Degree Apprenticeship Independent Assessor Nomination Form**

***The form should be downloaded and completed (electronically) by the Course Leader and signed by the nominated independent assessor.***

The form, together with a copy of the proposed Independent Assessor’s CV (in Word or pdf format) should be authorised by the Head of School and Director of Apprenticeships and Employer Engagement and forwarded to AQU for information (AcademicQualityTeam@worc.ac.uk).

The personal information entered into this form will be used by the University of Worcester only for the purposes stated below:

* to assure the University that appointed IAs have appropriate qualifications and experience at the required level of the award, meet any PSRB requirements and have currency in practice as evidenced by CPD.
* to assure the University that appointed IAs meet criteria for independence through a declaration of conflicts of interest.

All personal data will be processed in compliance with current UK data protection legislation. To find out more about how the University is using your data and your rights, please read [the University's Staff Privacy Notice.](https://www2.worc.ac.uk/informationassurance/staff-privacy-notice.html)

**Please complete ALL sections**: if a section is not applicable, please insert “N/A”.

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| **University of Worcester School completing this form:** |  |
| **Course Leader / School Contact completing this form:** |  |
| **Apprenticeship Standard:** |  |
| **Date of completion:** |  |

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| **Part A: Nominated Independent Assessor’s details:** *(to be completed by nominating school)* |
| **Nominee status**  | [ ]  Existing permanent University staff member (with no involvement in the delivery of the programme) OR[ ]  Recruited specifically as an Independent Assessor  |
| **First name(s)** |  |
| **Family name** |  |
| **Title** |  |
| **Address for correspondence** |  |
| **Telephone number (at least one mobile number)** |  |
| **Signature of nominated Independent Assessor** *(or attach email or electronic signature)* |  |

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| **Part B: Independent Assessor’s professional background:** *(to be completed by School)* |
| **Rationale for selection of proposed Independent Assessor** |  |

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| **Part C: The Apprenticeship Programme details:***(to be completed by nominating school)* |
| University of Worcester School/Institute |  |
| Level and full title of apprenticeship programme(s) as in the approved programme specification(s) |  |
| End-Point Assessment Module Code/Title |  |
| End-Point Assessment methods | *[Provide extract from Apprenticeship Assessment Plan]* |
| Role of the Independent Assessor (as per the End-Point Assessment Plan) |  |
| Role of the Independent Assessor in relation to setting the assessment(s) |  |

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| **End-Point Assessment delivery details**Please select the delivery mode(s) for the EPA(s) to be covered by the nominee: |
| Campus based | Yes [ ]  No [ ]  |
| Provide delivery details for each assessment item (eg. online, on campus, in the workplace) | *[List delivery details for each individual assessment item]* |
| Collaborative partner | Yes [ ]  No [ ]   |
| *Name of Collaborative partner* |  |

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| **Part D: Eligibility and Suitability** |
| **Eligibility of the proposed independent assessor** |
| Individuals in the following categories or circumstances will **not** normally be appointed as independent assessors* anyone that has been involved in any aspect of delivery or assessment of the apprenticeship programme (excepting the EPA).
* a member of staff, governor or near relative of members of staff in relation to the apprenticeship
* the independent assessor on a cognate course in the University or one of its partners
* anyone closely associated with the sponsorship of apprentices on the course
* anyone closely associated with placements or training
* anyone required to assess colleagues who are recruited as apprentices to the programme of study
* anyone in a position to influence significantly the future of apprentices on the programme of study
* anyone involved in recent or current substantive collaborative research activities with a member of staff
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| **Eligibility of the proposed independent assessor: Conflicts of interest** |
| All independent assessors need to be free from any conflicts of interest that could adversely affect their judgement or objectivity in administering and undertaking a robust and consistent EPA ([Apprenticeship End Point Assessment - Conflict of Interest Policy)](https://www2.worc.ac.uk/registryservices/documents/UW_Apprenticeship_Conflict_of_Interest_Policy.pdf)The independent assessor will be required annually to make a declaration with respect to the provider organisation and the organisations the apprentices are employed by, as set out below:* + any professional, personal, financial, familial or other link or interest
	+ any professional, financial, familial or other personal interests of spouses, partners or close family members.

Declarations must describe the interest clearly and confirm whether this is a direct interest, in that it relates to the staff member or an indirect interest, in that it relates to a family member or professional or business associate of the staff member. |

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| **Provider Organisation** *[where this is UW state School/Institute where EPAO will**be hosted]* |  |
| **Employer Organisation(s)** | [List of organisations apprentices are employed by to be provided by School Head of Department] |

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| **‘NO INTEREST’ DECLARATION** | **I can confirm that neither I, nor my spouse, partners or other family members or close business associates have any conflict of interest with the provider organisation(s) named above** |
| **I can confirm that neither I, nor my spouse, partners or other family members or close business associates have any conflict of interest with the apprentices or the employer organisation** |
| **Signature of nominated Independent Assessor *(or attach email or electronic signature)*** |  | **Date** |  |
| **Name** |  |

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| **Suitability of the proposed independent assessor (with reference to nominee’s CV)** |
| All independent assessors need to* be occupationally competent and credible in the opinions of employers and peers
* have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation
* have suitable, sufficient and up-to-date qualifications and experience, as set out in the EPA plan
* understand the occupational standard and the requirements of the EPA, as set out in the EPA plan
* deliver the end-point assessment in line with the EPA plan
* make valid assessment and grading decisions during the EPA
* meet the requirements of the HEP in terms of the EPA’s contribution to the degree element of the apprenticeship
* comply with the internal quality assurance requirements of the EPAO
* comply with external quality assurance (EQA) requirements for the apprenticeship
* have authority to represent the professional body where the EPA is acting as the professional body’s assessment process (if necessary and permitted in the EPA plan)
* make the final judgement on an apprentice’s occupational competence
* have no actual or potential conflict of interest which could compromise their role as an independent assessor.
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| **Part E: Continuing Eligibility** |
| On appointment, to remain eligible, the Independent Assessor agrees to* carry out the EPA in accordance with the EPA Assessment Plan and protocols for the programme
* ensure national comparability of academic standards, that the assessment processes are reliable, fair and transparent, and operate in line with University regulations, policies and procedures
* participate in annual assessment training and assessment standardisation events
* annually submit evidence of CPD records within the agreed timescales
* annually review their conflicts of interest declaration within the agreed timescale
* attend the Apprenticeship Examination Board and completing reports within University timescales.
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| **Signature of nominated Independent Assessor** *(or attach email or electronic signature)* |  |

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| **School confirmation of eligibility and suitability** |
| Does the nominee meet the eligibility criteria?(refer to completed Checklist) | Yes [ ]  No [ ] Any comments:  |
| Is the nominee conflict free? | Yes [ ]  No [ ] Any comments:  |
| Does the nominee meet the suitability criteria? | Yes [ ]  No [ ] Any comments: |
| Has the nominee agreed the continuing eligibility criteria? | Yes [ ]  No [ ] Any comments: |
| Authorisation by UW Head of School or nominee | Signature of Head of School(or attach email or electronic signature) |
| Authorisation by UW Director of Apprenticeships and Employer Engagement | Signature of Director of Apprenticeships and Employer Engagement(or attach email or electronic signature) |

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| **Part F: Academic Quality Office use only:For completion by AQU Officer and ASQEC committee member** |
| **Date Nomination received** |  |
| **Any comments:** |

## **Approval/Review Table**

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| **Item**  | **Notes**  |
| Version Number  | V1.2 |
| Date of Approval  | December 2023  |
| Approved by  | APSC |
| Effective from  | December 2023 |
| Policy Officer  | Head of Academic Quality  |
| Department  | Academic Quality Unit  |
| Review date  | September 2026 |
| Last reviewed  | December 2024 |
| Policy/procedure/guidance superseded by this version | N/A |
| Equality Impact Assessment (EIA) |  |
| Accessibility Checked  |  |

 **Recent changes**

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| **Committee/Author** | **Date** | **Change** |
| P. Wright | 02.2024  | V1.1 To align with updated EPA Policy |
| N.Rawlings | 12.2024 | V1.2 Part C clarifications |