

End-point Assessor Application Form



Please complete this form if you are interested in a role as an End-point Assessor for the Pensions Management Institute for the Workplace Pensions Trailblazer Apprenticeship.

The End-point Assessor role will involve:

- reviewing a portfolio of evidence submitted by an apprentice and scoring against the assessment criteria;
- planning and conducting a reflective discussion with the apprentice;
- determining the grade to be awarded to the apprentice.

Criteria for the role are:

- an understanding of workplace pensions and the role covered by the apprenticeship;
- depth of experience to assess all areas of the Workplace Pensions Trailblazer Standard;
- professionally qualified in workplace pensions and familiarity with qualifications in the apprenticeship;
- a full Continuing Professional Development (CPD) record for the last 5 years;
- recent experience of workplace pensions demonstrating industry competence;
- ideally possessing an assessor qualification;
- familiarity with assessment strategies;
- conducting end-point assessment of apprentices in line with published assessment plan;
- quality assuring the endpoint assessments they deliver;
- adherence to the external quality assurance arrangements set out in the assessment plan.

Professional Qualifications in the Workplace Pensions Standard

The apprentice will complete at least one or more of the following qualification/examinations (as considered most relevant by the employer):

Pensions Management Institute (PMI)

Award in Pensions Essentials; Retirement Provision Certificate; Certificate in Pension Scheme Member Guidance; Certificate in Pensions Essentials (4 units); Certificate in Pensions Administration (4 units); Certificate in Pension Calculations (4 units); Diploma in Pensions Administration (4 units); Advanced Diploma in Retirement Provision (2 units)

Chartered Insurance Institute (CII)

Award in Financial Administration (Pensions option); Certificate in Financial Services (2 units); Certificate in Life and Pensions (2 units)

Chartered Institute of Payroll Professionals (CIPP)

Certificate in Pensions Administration

For several of the qualifications above, competence in the standard can be achieved by completion of specific units rather than the whole qualification. Details of the required units are set out in the Assessment Plan

Personal Details

Name:

Address: (for confidential communications)

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E mail

Daytime Telephone Number:

Mobile Number:

Membership of Professional Bodies

Member of PMI? YES / NO* PMI Member Number:.....

Member of CII? YES / NO* CII Member Number:.....

Member of CIPP? YES / NO* CIPP Member Number:.....

Other? Member Number:.....

* delete as appropriate

Recent Pensions Experience

Name of current employer

Current Position

Areas worked in during the last five years

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Conflicts of Interest

Please list any organisation in which you have had current or recent employment as a consultant or in any other capacity. It is also necessary to know of other organisations in which you have a vested interest. Do you assess or verify for any other Awarding Body or Assessment Organisation?

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Professional / Vocational / Academic Qualifications

Please give details of any relevant professional, vocational and/or academic qualifications, including achievement of any assessment qualifications and key / functional skills units, listing the most recent first.

Subject	Qualification	Date of Award

Apprenticeship Qualifications

IMPORTANT - Please only list the qualification/s you wish to be considered for as an End-point Assessor.

Awarding Body (PMI / CII / CIPP)	Qualification title	Familiarity with qualification

Reason for Interest

Please state briefly your reasons for applying to be an End-point Assessor.

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Availability

I agree to commit to a minimum ofdays per year as an End-point Assessor

If employed how many days do you believe would be permitted by your employer?

Are you prepared to travel nationally? YES / NO *

Are you prepared to stay overnight? YES / NO *

* delete as appropriate

IT Skills

Do you have access to a computer and the internet? YES / NO *

Do you have the ability and confidence to work with web based applications? (these include submitting forms online, uploading and downloading documents) YES / NO *

* delete as appropriate

Declaration

I confirm the information provided by me in this application form is correct to the best of my knowledge and belief. I understand that I will be required to undertake PMI End-point Assessor training following selection and annually/biannually as required thereafter.

Signed **Dated**

Please return this form to Head of Qualifications, PMI House, 4-10 Artillery Lane, London, E1 7LS or e-mail to qualifications@pensions-pmi.org.uk