

**BPP Job Description**

**Job Title** **EPA Co-Ordinator**

**Department Operations**

**Location Home based**

**Additional details**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines Senior EPA Co-Ordinator**

**Job Purpose**

Support and guide apprentices in preparation for their End Point Assessment.

**Key Responsibilities**

* Invigilating exams
* Diarising exams and liaising with learners
* Responsible for Preparation of End Point Assessment Gateway documentation
* Working closely with BCS and awarding bodies to keep up to date with changes
* Work closely with trainers and coaches to maintain learner projects and information
* Ensure compliant with ESFA and Off stead regulations
* To promote and embed the workplace values of Estio - Respect Individuals; One Strong Team; Be Passionate; Achieve Excellence
* Manage ACE completion process
* Gathering learning information and documentation
* Any other duties commensurate with the role.

**Skills, experience & qualifications required**

* Admin experience
* Use of management information systems
* Customer Service experience
* Knowledge of apprenticeship structure and programmes desirable
* Knowledge of Apprenticeships and Work-Based Learning
* Knowledge of Apprenticeship standards
* Experience of working within LMS systems would be advantageous.

**Behaviours/Competencies**

* Ability to communicate effectively and appropriately with internal and external stakeholders.
* Ability to collaborate and work as part of a team.
* Ability to drive for results.
* Competent to get tasks correctly completed first time.
* Ability to adapt to a fast paced and changing environment.
* Attention to detail