



## TERMS OF REFERENCE

### Military Independent Assessment Authority (MIAA) Grading Assessor

#### Primary Purpose

1. Assist the MIAA Team Leader and WO in the daily business of running the MIAA, ensuring that MIAA policy and Ofqual standards are maintained across EPAs by conducting IQA.
2. Grading Assessors ensure all apprentices' achievements are fair, secure and consistent. The IQA will ensure that the assessment criteria are applied accurately and consistently by the Onboard Assessors, irrespective of where the assessment takes place or who is being assessed.

#### Secondary Purposes

3. Assist the MIAA Team Leader and WO in reviewing and implementing MIAA policy, updating it as necessary to continuously improve upon the EPA process.
4. Assist the MIAA Team Leader in maintaining funding models that comply with the relevant governing body policies.

#### Responsibilities

5. The Grading Assessor is accountable to the WO and MIAA Team Leader.

#### Principal Tasks

6. The Grading Assessor's principal tasks are:

Conduct physical IQA observations of 5% - 10 % of all EPAs at various locations.
Quality assure and approve all EPAs.
Send the MIAA Administrator the required EPA evidence and results for storage on the MIS.
Liaise/Support Unit Assessors and Training Coordinators in the delivery of EPAs.
Act as Point of Contact (POC) for the MIAA to arrange EPAs with Units.
Maintain and update the IQA Sampling Plan.
Identify opportunities to develop MIAA processes to benefit Onboard Assessors and apprentices.

Assist in the development and maintenance of MIAA/EPA funding models.
Implement and maintain relevant MIAA Policies.
Brief career courses on RN Apprenticeships and EPAs.
Help the WO Coordinate the MIAA Administrators delivery of EPA documentation to the required Units.
Collate feedback on EPAs to assist the MIAA Team Leader and WO with regular fleet updates.

### **Competencies**

7. In general, the post holder is OR 7 (CPO)
8. Essential:
  - a. Must either have been, or currently be an OR7 (CPO).
  - b. Hold Full Driving License.
  - c. Excellent communication/customer service skills.
  - d. Good IT background/aptitude in MS Office suite of applications.
  - e. Ability to handle multiple tasks/projects simultaneously.
9. Desirable:
  - a. Working knowledge of Defence Systems Approach to Training.
  - b. Working knowledge of the Royal Navy Apprenticeship Programme.
  - c. Working knowledge of Apprenticeships and the rules surrounding funding and delivery of Standards based apprenticeships and EPA.
  - d. Internal Verifier Qualification held – D34/V1/ Level 4 IQA Course

Signature of Job Holder

Signature of Line Manager/  
Authorising Officer

Date:

Date: