

# Become an ICA Assessor



# What is Apprenticeship Assessment?

All apprentices must take an independent assessment at the end of their apprenticeship training to confirm that they have achieved occupational competence, this is called Apprenticeship Assessment.

This is a holistic assessment of the knowledge, skills, and behaviours (KSBs) that have been learnt throughout the apprenticeship.

Rigorous, robust and independent Apprenticeship Assessment is essential to give employers confidence that apprentices completing an apprenticeship standard can actually perform in the occupation they have been trained in and can demonstrate the KSBs set out in the apprenticeship standard.

Apprenticeship Assessment can only be conducted by an independent Assessment Organisation. ICA is approved by the Department for Education and listed with Skills England to offer independent Apprenticeship Assessment services to employers and training providers with apprentices who are ready to take Apprenticeship Assessment.

Each apprenticeship has an accompanying assessment plan, which outlines the assessment methods to be used, how it is graded and assessed, and the quality assurance requirements. ICA is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) to ensure that our assessments comply with the requirement of the assessment plan and Ofqual's General Conditions of Recognition.

# Become an ICA Assessor Make a Meaningful Impact

Join the International Compliance Association as an Apprenticeship Assessor and play a vital role in shaping the future of compliance professionals. As an independent assessor, you'll evaluate apprentices against industry standards, ensuring they meet the required knowledge, skills, and behaviours to succeed in their roles. ICA provides full training, ongoing support, and access to a wide range of professional development resources. Whether you're experienced in assessment or new to the role, this opportunity offers flexibility, professional growth, and the chance to contribute to high-quality Apprenticeship Assessment across the UK.





# Overview of the Assessor role

Apprenticeship Assessments are conducted by an independent Apprenticeship Assessment assessor, who would have the required occupational expertise.

Your role as an Assessor would involve assessing apprentices, following the same pre-set standard, regardless of where they are undertaking their apprenticeship or who they are doing it with.

Acting as an ambassador of ICA, Assessors are responsible for conducting Apprenticeship Assessment activities and making decisions for Apprenticeship Assessment.

An Assessor is responsible for Apprenticeship Assessment activities under the conditions, timescales and arrangements set by ICA, and in accordance with the Apprenticeship Assessment plan. The role of our Assessors is to assess Apprentice competence against an industry specific standard as set out in the Apprenticeship Assessment plan.

Assessors must assess strictly in accordance with the assessment tools designed by ICA and attend all training and standardisation activities specified by ICA.



# Frequently asked questions

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## How can I apply to be an Assessor?

The first stage would be for you to submit your CV to [epa@int-comp.org](mailto:epa@int-comp.org) – we will then contact you to arrange an online meeting to discuss your application.

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## What training or certification must I complete before starting work?

Assessors must have completed or be working towards a recognised accredited assessment qualification. This would be paid for and arranged by the Assessor.

ICA will provide training on 'Prevent' and 'Safeguarding'. Any Assessors who can provide evidence of having already recently completed formal training in these areas will be exempt from ICA's training.

Assessors are required to pass a basic DBS (Disclosure and Barring Service) check (paid for by ICA).

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## What knowledge or experience do I need?

Assessors must have sufficient and relevant technical knowledge of the relevant industry sector and have any specific knowledge or experience listed within the assessment plan to assess the Apprentice at this level.

Previous experience of assessment or teaching is advantageous, but is not an essential requirement.

ICA will provide training on the associated apprenticeship standard, assessment plan, specification, assessment instruments and recording tools.



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#### **How will I be paid?**

Assessors are provided with a list of fees for each different apprenticeship. We pay on a set fee per apprentice that covers all assessment work required for the Apprenticeship Assessment.

We calculate these fees based on the complexity of the work and approximate time needed to conduct the assessment and complete the necessary administration.

Once you have been contracted as an Assessor, we will set you up as a supplier. As part of this we will ask you for details regarding your bank account.

At this stage we also carry out a determination of whether IR35 legislation would apply to you – You will be asked to confirm agreement with our IR35 determination.

Assessors submit invoices to ICA which list the Apprenticeship Assessments carried out and the fee being claimed, which we would check against the work that was allocated. These invoices, once approved, are paid on a monthly basis.

Any Assessor who is deemed to be within scope of IR35 would have tax and NI deducted at the source, i.e., deducted from the fee that you are paid.

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#### **What contract will I receive?**

We provide Assessors with a master agreement that contains all of the terms and conditions of the role. You are required to sign and return this prior to conducting any assessment.

We also then provide a Statement of Work each time new work is allocated to you – this will confirm the volumes, deadlines and fees. You are required to sign and return these at each stage.

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#### **What will my employment status be?**

You will be engaged as a freelance supplier and would not be classed as an ICA employee.





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### **Are there any CPD requirements?**

We expect all our staff involved in the assessment and/or IQA (internal quality assurers) of Apprenticeship Assessments to engage in a range of continuing professional development (CPD) activities equating to at least 35 hours annually and to maintain ICA Certified Practitioner status.

Assessors are given free ICA membership which provides access to a wide range of CPD resources. This CPD platform also allows you to record and log all CPD activities for quality assurance purposes.

Any relevant CPD carried out within the 12-month period as part of other roles and/or with different organisations can be logged.

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### **What are the benefits of being an ICA Assessor?**

As an Assessor you would be paid a fee for each Apprenticeship Assessment you carry out and for any meeting that we ask you to attend as part of your role.

You also receive free membership of the ICA during your tenure as an Assessor – as part of this you will enjoy the following.

- Access to on-demand learning that helps widen your understanding of fundamental financial crime prevention and regulatory compliance topics.
- Access to our programme of weekly webinars on topical issues delivered by global experts.
- A competency self-assessment tool which can be used to identify strengths and areas for development to support career conversations.
- Copies of inCOMPLIANCE – our digital bi-monthly magazine by practitioners, for practitioners.
- Ability to achieve Certified Practitioner status so that you can demonstrate your commitment to continuous learning and professional standards to your employer, colleagues and peers.
- Our CPD tracking tool and library of resources.
- Exclusive discounts to the wide range of ICA conferences, workshops or subsequent qualifications at a discounted rate.
- A digital badge linked to your membership which will allow you to showcase your credentials online.

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### **How do I manage conflicts of interest?**

We require all Assessors and IQAs involved in Apprenticeship Assessments to declare any possible conflict of interests and sign a declaration of interest form annually.

If any new conflicts arise in the intervening period, or if existing ones change, Assessors and IQAs are required to raise them and update their declaration.

ICA will take all reasonable steps to avoid any part of the assessment of an Apprentice being undertaken by any person who has a personal interest in the result of the assessment.

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### **Is there any guarantee of work?**

We try to ensure that all of our Assessors are kept active, that work is distributed equally and that all Assessors are provided with sufficient work to enable them to develop their expertise and confidence. We also provide advance notification of likely future workloads.

However, this would not be a guarantee of work and we maintain the right to withdraw or change these plans if necessary.

Any allocated work is also subject to change if the apprentice's situation (e.g., readiness for assessment) changes.

We will always ensure that we communicate any changes to you at the earliest opportunity and provide an explanation as to the cause.

We do not pay for any scheduled work that does not take place.

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### **Do I need to provide evidence of my qualifications and experience?**

We ask Assessors to provide copies of any qualifications or certified training that is part of the application.

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### **Do I need to provide evidence of my right to work in the UK?**

Yes, we ask our Assessors to provide some form of proof of their identity and right to work in the UK.

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### **How long does it take to become an Assessor?**

This can vary as it will depend upon the experience of the person applying to become an Assessor.

We understand that you will be keen to get started and we will try to complete the process as quickly as possible.

We acknowledge that some potential Assessors will require more training than others and that we all learn at different paces, and so there is no fixed timeframe by which it must be completed.

The timeframe will also depend on the availability of assessments for you to observe, and to be observed carrying out, as part of the onboarding process.

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### **How is the work allocated to me once I am onboarded as an Assessor?**

We will inform Assessors of the availability of work in advance and ask for their general availability during those periods.

We will then try to allocate work so that all Assessors receive equal amounts of work. Once the allocation has been completed, we provide you with a Statement of Work which will confirm the specific details of work that has been allocated and the associated fees. We then ask you to confirm your availability to complete the Apprenticeship Assessment.

It is important that once you have confirmed your availability for a specific Apprenticeship Assessment, you remain committed to carrying out the Apprenticeship Assessment at the agreed date and time.

We understand that emergencies can occur, and your availability may change at short notice; we ask that you notify us as quickly as possible if there are any changes to your availability.

We reserve the right to re-allocate work to a different Assessor if your availability changes.





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### **What are the practical requirements of the role?**

You will need to be available to conduct assessments during the UK working day. The majority of our assessment is conducted between the hours of 9.30 and 16.00 GMT.

Apprenticeship Assessments normally involve oral assessments (interviews or professional discussions) carried out remotely (online). You will need to have access to a personal computer or laptop with a working webcam and microphone and have a secure Internet connection.

Assessments must be conducted in a secure, private location to ensure confidentiality and professionalism.

For contractual and payment purposes you would need to have a postal address, be established as self-employed and able to submit invoices for payment.

As part of our quality assurance processes, you would be required to attend standardisation meetings associated with the role in person or virtually.

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### **What are the stages of onboarding?**

Once we have carried out all of the necessary checks, mandatory training and an ICA interview, the next stage of onboarding is to enrol you onto our Apprenticeship Assessment Assessor training platform where you are able to access relevant assessment materials and recordings of past assessments.

We would then provide you with the opportunity to meet with an experienced Assessor and to observe one of their live assessments.

You would then move on to conducting an Apprenticeship Assessment yourself with an experienced Assessor observing.

It may be that some Assessors are asked to repeat any of these stages before being considered as ready to work independently.



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## How do you supervise and quality assure my work?

ICA monitors the quality of Apprenticeship Assessment in two main ways.

In some areas, ICA will appoint Lead Assessors whose role it is to standardise, monitor and support the delivery of an assessment conducted by a team of Assessors, ensuring consistency and comparability.

We also employ internal quality assurers (IQAs) who are experienced Assessors and/or an expert in the field who is independent from the Apprenticeship Assessments being reviewed.

IQAs may be Assessors for another Apprenticeship Assessment or from a different ICA qualification and are responsible for quality assuring the administration and assessment decisions of Assessors through observation and sampling.





## Next steps

If you have any further questions please contact us at [epa@int-comp.org](mailto:epa@int-comp.org) to arrange a time to discuss your application or complete the 'contact us' form at [www.int-comp.org/epao](http://www.int-comp.org/epao) to request a call-back from one of the ICA Apprenticeship Assessment team.



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