



Qualification and Sample Assessment Material writers and reviewers for new WJEC Level 3 Vocational Qualifications

We are currently looking to expand our team of innovative writers and reviewers to support the development of new Level 3 vocational qualifications in the following subjects:

- Business
- Engineering
- Sport
- Tourism

Our new Level 3 vocational qualifications are being primarily designed:

- for use with learners aged 16-18 as part of a post-16/sixth form programme of study
- to support progression to higher education
- to enable learners to gain Level 3 knowledge and understanding of a vocational area with opportunities to acquire associated practical and technical skills
- to complement other qualifications including GCEs, the new Advanced Skills Baccalaureate Wales (AdvSBW) and other Level 3 vocational qualifications.

Qualification writers and reviewers are central to the development of our qualifications. In this role you will be asked to undertake some or all of the following:

- produce specification content along with a rationale for inclusion that meet qualification requirements
- produce assessment content (tasks and mark schemes) that meet qualification and assessment specification requirements
- review specification/assessment content (question papers/tasks and mark schemes) to ensure that they meet qualification and assessment specification requirements
- submit assessment content in the required format, within agreed timescales
- ensure assessment content meets all commissioning instructions, as agreed with the qualification development officer
- provide additional assessment content as required, including document/image sources and details of copyright permission.
- attend paper review panel days and training sessions, as required (which will be held via Microsoft Teams, online).

Experience / qualifications needed

- teaching and/or professional experience relevant to the sector
- knowledge and understanding of vocational qualifications
- good written communication skills particularly in your sector/subject areas of choice
- confident use of ICT
- ability to pick up new skills quickly and apply them

- ability to work to a tight deadline
- be able to write clearly and concisely.

For further information, please contact qualifications@wjec.co.uk. The closing date for applications is **17th June 2022**.

How to apply:

If you wish to apply for the role and are **not currently working** for the WJEC please go to <https://appointees.wjec.co.uk> and click 'Apply to become an Examiner' to fill out the application form.

If you currently work for WJEC, please log in to your Appointees Management Portal Account (using your new username) and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Specification Developer** for either **Business, Engineering/Sport/Tourism, Level 3** on the 'subject area' tab and fill in all the other fields of the application. **It is important that you update your Supporting Statement on the application.**

If you require any further assistance in completing the application please contact:-

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