# Writers/Reviewers of credit-based units of assessment for

# WJEC Pathways to Employment qualifications

We are expanding our team of writers and reviewers who will support the re-development of WJEC Pathways to Employment qualifications suite of qualifications.

WJEC Pathways to Employment qualifications:

* are credit-based qualifications designed to form part of inclusive programmes of learning
* are primarily developed for learners who
  + are in work-based learning completing Traineeships and similar programmes
  + are in further education completing vocational courses that develop sector specific knowledge, understanding and skills to enter employment
  + are adult returners to work including those in community education and secure environments
  + are in alternative education settings
  + are pre-16 learners in schools who may be seeking to progress to apprenticeships and other employed training opportunities
  + have additional educational needs.

We are currently recruiting individuals with skills and experience in the delivery and/or assessment of the following areas:

* General employability skills
* Self-development and well-being
* Speaking Welsh in the workplace
* Animal Care
* Applied Science
* Business Administration
* Catering
* Childcare
* Construction (multi-skills)
* Customer Service (Call centres and Retail)
* Environmental Studies
* Hair, Beauty and Barbering
* Health and Social Care
* Hospitality
* ICT
* Industrial Cleaning
* Land based
* Motor Vehicle Care and Repair
* Public Services
* Sport
* Supporting Teaching and Learning
* Waste Management.

**Responsibilities of unit writers:**

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

* write/review unit content that is assigned to you
* attend and contribute to stakeholder advisory meetings
* (writers only) revise materials in line with feedback received.

**Experience needed:**

* teaching and/or professional experience relevant to the sector
* knowledge and understanding of Entry Level/Level 1 qualifications
* good written communication skills particularly in your sector/subject area or areas of expertise
* 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
* experience of writing credit-based units of assessment (‘QCF-style’) units would be advantageous but not essential as full training will be provided.

For further information, please contact hilary.jaques@wjec.co.uk. The closing date for applications is 17th December 2021; however, please be aware that WJEC reserves the right to close this vacancy early should sufficient applications be received.

If you would like to be considered for the opportunity to contribute to the development of these qualifications, please apply now.

**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 **Pathways to Employment, Entry Level/Level 1** on the 'subject area' tab and fill in all the other fields of the application. It is important to update the Supporting Statement on the application and to detail the areas you want to be considered and your skills and experience for these areas.

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

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| Rob Reynolds  rob.reynolds@wjec.co.uk  029 20265050 |  |  |