



Practitioner role descriptors

Purpose

To provide you with information about the roles available to enable you to inform us of your preferences.

Product – qualification content

Qualification Writer: You'll be responsible for contributing to product development discussions. This could take the form of initial scoping discussions to help us determine what subject content we could include, or more in-depth discussions about specific content once the development has progressed. You'll need to attend development meetings which will be held remotely. The length of the meetings can vary, and we'll work with you to agree on dates and times based on your availability. This will involve providing subject matter expertise within a group discussion, including responding to others' feedback on your ideas and work. Some additional writing work outside of these formal development meetings may also be requested of you, however, this will be agreed if the need arises.

Qualification Reviewer: You'll be responsible for remotely reviewing subject content which has already been produced through the writing process. The exact content to be reviewed will be discussed with you and we'll work with you to agree on dates/times for the work to be completed. You'll review the content in full and provide your feedback by way of tracked change amendments or comments on the document(s). Activity should include a full review of the specified content, based on your subject expertise and technical knowledge. You'll also need to complete a reviewer checklist (which we'll provide) to confirm your review of the materials and provide any overarching feedback you may have.

Content – learning resources

Content Writer: You'll be responsible for actively contributing to the initial writing of learning resource content. To enable you to do this, we'll provide you with a framework of our requirements alongside the associated qualification. Writing activity will predominantly take place remotely, however, occasionally we may request your attendance at a development session.

Content Reviewer: You'll be responsible for remotely reviewing written content based on your subject expertise and technical knowledge. This may also include a review of spelling, punctuation, and grammar. You'll be required to complete a reviewer checklist and provide any overarching feedback you may have.

Assessment – assessment materials

Assessment Writer: You'll be responsible for contributing to assessment development meetings, to provide subject and assessment expertise on the design of the assessment structure. Outside of development meetings, you'll write valid, reliable and fit-for-purpose sample assessment materials, based on the principles and practices of assessment writing with the support of your Lead Assessment Developer. It's likely that you'll have responsibility for the development of one sample assessment, although you may be asked to contribute to the development of others. You'll collaborate effectively with Assessment Development Reviewers, Scrutineers, Lead Assessment Developers and Assessment Design Officers to amend content in response to feedback.

Assessment Reviewer: You'll be responsible for contributing to assessment development meetings, to provide subject and assessment expertise on the design of the assessment structure. Outside of development meetings, you'll review the work of the Assessment Development Writers to ensure that valid, reliable, and fit-for-purpose assessments are developed, based on the principles and practices of assessment writing with the support of your Lead Assessment Developer. It's likely that you'll have responsibility for reviewing one sample assessment, although you may be asked to review others. You'll collaborate effectively with Assessment Development Writers, Lead Assessment Developers and Assessment Design Officers as required.

Assessment Scrutineer: You'll review final or near-final versions of assessments, taking them as a student would, to check that they're logical, clear and allow students to give full answers. You'll then review those assessments alongside the mark schemes and provide commentary on any issues or discrepancies. It's likely that you'll have responsibility for scrutinising one sample assessment, although you may be asked to scrutinise others. You'll collaborate effectively with Assessment Development Writers, Lead Assessment Developers and Assessment Design Officers as required.

End-point assessment (EPA) product assessment associates

EPA Product Writer: You'll be responsible for actively contributing to EPA product development discussions. This could take the form of initial scoping discussions, or more in-depth discussions of specific content once the development has progressed. You may be required to attend development days and provide subject matter expertise within a group discussion. Additional writing work outside of these formal development days may also be requested of you; however, this will be agreed as/when the need arises.

EPA Product Writers will produce high-quality assessment content which is:

- Valid
- Reliable
- Accessible
- Relevant to the specification and guidance document and IfATE assessment plan
- Set at an appropriate level
- Comparable to previous assessments, where applicable.

The EPA Product Writer's responsibilities could cover any of the following, as and when required:

- Produce/provide additional assessment content, including document/image sources and details of copyright permission needed
- Submit assessment content in the required format, within agreed timescales
- Ensure assessment content meets all commissioning instructions, as agreed with the EPA Lead Development Officer for the standard
- Ensure assessment content meets the requirements of the relevant learning outcomes/knowledge, skills and behaviours (KSBs), the specification and guidance document and IfATE assessment plan
- Ensure assessment content meets our house style for assessments (NCFE's style guide will be provided)
- Contribute to the development of the specification and guidance document
- Contribute to the editing of assessment content
- Recommend and contribute to the setting of pass marks and critical points (if not already specified in the IfATE assessment plan)

- Respond to and action feedback from the Reviewer, Lead Development Officer and/or the EPA Product Release Officer as required, within the agreed timescales
- Develop exemplar materials for subject specialist areas
- Liaise with Reviewer, EPA Development Officers and/or EPA Product Release Officer, within agreed timescales.

EPA Subject Specialist Reviewer: You'll be responsible for remotely reviewing content which has already been produced through the writing process. You'll be required to review the content in full and provide your feedback. Activity should include a full review of all content, based on your subject expertise and technical knowledge. You'll also be required to complete a reviewer checklist to confirm your review of the materials and provide any overarching feedback you may have.

EPA Subject Specialist Reviewers must ensure that assessment content is:

- Valid
- Reliable
- Accessible
- Relevant to the specification and guidance document and IfATE assessment plan
- Set at an appropriate level of demand
- Comparable to previous assessments, where applicable.

The EPA Subject Specialist Reviewer's responsibilities could cover any of the following, as and when required:

- Ensure assessment content meets the requirements of the relevant learning outcomes/knowledge, skills and behaviours (KSBs), the specification and guidance document and IfATE assessment plan from an occupational perspective
Eensure assessment content meets our house style for assessments (NCFE's style guide will be provided)
- Provide constructive and relevant feedback on assessment content highlighting any potential issues, in the required format, within agreed timescales
- Recommend appropriate actions to address any issues identified within the assessment content

- Contribute to the development of the specification and guidance document
- Contribute to the editing of assessment content
- Contribute to the setting of pass marks and critical points, if not specified in the IfATE assessment plan
- Liaise with Writers, EPA Development Officers and the EPA Product Release Officer as required, within agreed timescales.