

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

The learning outcomes, what the student must understand / be able to do and what the tutors need to teach.

As a Product Writer you will be responsible for actively contributing to 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 will be required to attend development days and provide subject matter expertise within a group discussion, including responding to others' feedback on your work. Some 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.

As a Product Reviewer you will be responsible for remotely reviewing content which has already been produced through the writing process. You will be required to 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 all content, based on your subject expertise and technical knowledge. You will also be required to complete a reviewer checklist to confirm your review of the materials and provide any overarching feedback you may have.

Assessment – assessment materials

The tasks, assignments and question papers that are used to assess the student's level of achievement against the content.

As an Assessment (Development) Writer you will be responsible for actively contributing to all assessment development meetings, providing subject and assessment expertise, from initial scoping and concept development to final sign-off of sample assessment materials. Outside of development meetings, you will write valid, reliable and fit-for-purpose sample assessment materials, based on the principles and practices of assessment writing, to the agreed timescales. It is likely that you will have responsibility for the development of one sample assessment, although you may be asked to contribute to the development of others. You will collaborate effectively with Assessment Development Reviewer(s), Scrutineers, Lead Assessment Developers and Assessment Production Officers to amend own content in response to feedback.

As an Assessment (Development) Reviewer you will be responsible for actively contributing to all assessment development meetings, providing subject and assessment expertise, from initial scoping and concept development to final sign-off of sample assessment materials. Outside of development meetings, you will review the work of the Assessment Development Writer(s) to ensure that valid, reliable and fit-for-purpose

assessments are developed, based on the principles and practices of assessment writing, to the agreed timescales. It is likely that you will have responsibility for reviewing one sample assessment, although you may be asked to review others. You will collaborate effectively with Assessment Development Writer(s), Scrutineers, Lead Assessment Developers and Assessment **Production Officers as required.**

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

Content – learning resources

Materials to support delivery of the qualification. The resources we create are used by both teachers and students in education settings and can be a combination of blended learning sessions or independent modules, dependent on the qualification and the provider requirement.

As a Content Writer you will be responsible for actively contributing to the initial writing of learning resource content. To enable you to do this, NCFE will provide you with a framework of our requirements alongside the associated NCFE product (qualification). Writing activity will predominantly take place remotely, however, on occasions NCFE may request your attendance at a development session.

As a Content Reviewer you will be responsible for remotely reviewing content which has already been produced through the writing process. You will be required to 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 all document content, which may include SPaG (spelling, punctuation and grammar) where appropriate and be based on your subject expertise and technical knowledge. You will also be required to complete a reviewer checklist to confirm your review of the materials and provide any overarching feedback you may have.