

Person specification for the role of Content Production Associate

Essential	Desirable
The applicant must have industry- specific qualification, or equivalent evidence of competence, at least at or above the level of the assessment	The applicant should have experience working with another awarding organisation / end-point assessment organisation producing assessments for a regulated qualification.
Up to date, relevant subject knowledge and / or occupational industry experience, with relevant CPD in the subject area/ sector within the last 12 months	Experience of undertaking the role of a writer / revisor / scrutineer or an assessment material evaluation committee member
Experience in creating assessment materials and associated mark schemes	Knowledge of assessment principles such as validity, reliability, manageability and accessibility
Knowledge of the approach to assessment within vocational education	Knowledge of key assessment methodologies used in vocational education such as examinations / question papers (written response and multiple-choice) and non-examined assessments (practical assignments, skills tests, observation checklists, professional discussions etc.)
Excellent written communication skills.	
Experience of working to firm deadlines	
Attention to detail	
Availability to attend key meetings during core working hours on Monday- Friday	

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