Developing Specifications/Units for New Qualifications

Task Descriptors

All tasks must be undertaken after completing training, and in accordance with relevant instructions and to specified deadlines.

1. Participate in the development process of the qualification.
2. Prepare and submit the **first draft** of the material.
3. Amend the content of the material in the light of comments from the revision of the first draft to produce a **second/revised** draft of the material.
4. Produce any subsequent drafts of the material, as required, following further review stages.
5. Prepare the **final draft** of the material.
6. Prepare for and participate in any related meetings/activities.
7. Complete the required supporting documentation at all stages.

Essential Criteria

For this task you will need:

Demonstrated by:

- appropriate subject expertise — *written application*
- relevant assessment experience — *written application*
- for tasks related to QCF unit development, competence in assigning credit value (notional learning time and level) to QCF units, or a willingness to acquire this competence — *written application*
- IT skills — *written application and selection task*
- collaboration and communication skills — *written application or selection task*
- time management skills — *written application or selection task*
- problem solving skills — *selection task*
- a meticulous approach — *selection task*
- the ability to produce material to a specified brief — *selection task*
- creative flair. — *selection task*