

Revising 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. Undertake a detailed review and evaluation of the **first draft** and subsequent **drafts** of the material under development.
3. Provide a report detailing constructive feedback for the improvement of the material under development.
4. Prepare for and participate in any related meetings/activities.
5. Complete the required supporting documentation at all stages.

Essential Criteria

For this task you will need:

- appropriate subject expertise
- relevant assessment experience
- 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
- the ability to review material to a specified brief
- a meticulous approach
- problem solving skills
- collaboration and communication skills
- time management skills
- IT skills.

Demonstrated by:

written application

written application

written application

selection task

selection task

selection task

written application

selection task

selection task