



RECRUITMENT PACK

**Assessment
Development
Associate**



FutureQuals



01530 836668



JoinUs@futurequals.com



futurequals.com

Job Description

Assessment Development Associate





FutureQuals[®]

About Us

Future (Awards and Qualifications) Ltd T/A FutureQuals[®] is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

As an awarding organisation, we create, quality assure and certificate qualifications. We operate predominantly within the pre-hospital care sector, but also work within aviation, care, and education and training.

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provide approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

Our Mission

To provide Learners, Centres and Organisations with respected, valued, inclusive and quality assured qualifications and assessments.

Our Vision

We envisage a place in which every Learner achieves their full potential.

Our Values

Visionary | Supportive | Innovative | Professional

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Role Purpose

Assessment Development Associates (ADAs) are responsible for the development and review of assessment materials. ADAs are assessment experts who come from a range of backgrounds, including the awarding sector, end-point assessment organisations, colleges and training providers.

Location

Remote

Salary

Competitive



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JOB DESCRIPTION

General Responsibilities

- Apply policies, guidance and advice in relation to content, assessment, design rules, quality standards and process requirements.
- Provide feedback on the FutureQuals assessment development process and make suggestions for improvements.
- Submit all work in the necessary format with supporting documentation to timescales and standards set out by FutureQuals.

Specific Responsibilities

- Produce assessments/items and related mark schemes in accordance with qualification specifications, assessment specifications and assessment guidance.
- Submit materials to the Assessment Development Manager.
- Work with a range of staff and associates in developing FutureQuals assessments.
- Contribute to focus groups and other consultation events as required.
- Attend appropriate training events as required.

Communication

- Inform the Assessment Development Manager on progress of agreed milestones.

Production/Creation

- Write assessments that cover the learning outcomes, assessment criteria or KSBs for a particular component/unit/qualification or end-point assessment.
- Review assessments/items and related mark schemes in accordance with qualification specifications, assessment specifications and assessment guidance.
- Contribute to discussions on assessment methodology for new FutureQuals products.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

Knowledge and understanding of:

- The main features of qualifications and end-point assessment.
- Qualification development processes.
- Assessment techniques and their application.

Experience (Essential)

- Previous experience of assessment development.

Experience (Desirable)

- Teaching experience.
- Examining/assessing experience.

Qualifications/Training (Essential):

- English GCSE grade C (or equivalent) or above.

Skills and Abilities (Essential)

- Well-developed written and verbal communication skills, with the ability to explain complex subject material to a variety of audiences.
- Self-driven, with the ability to independently plan, organise and prioritise own workload to meet tight deadlines.
- An excellent eye for detail and ability to apply this to tasks such as proofreading.
- Good computer literacy, with confidence using Microsoft Office (particularly Word and Excel).
- Excellent interpersonal and team-working skills, with the ability to build and foster good working relationships with others.

Other Requirements:

- Appreciation of equality and diversity within the education sector.

Individuals undertaking this role must:

- Have access to a computer or laptop.
- Have a suitable secure internet connection.
- Have a personal, private email account.
- Have a postal address in the United Kingdom.



Values

Visionary

Supportive

Innovative

Professional



Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation. Any appointment will be made on merit alone.

