

Ofqual External Expert

Person specification



The role

The role of an Ofqual external expert is to provide advice on aspects of qualifications and assessments, from a subject or sector/industry perspective, to help the Regulator come to sound, evidence-based judgements.

The range of tasks you may be invited to complete is diverse, from being involved in the review or accreditation of a single qualification/assessment, through to monitoring and comparing standards across a suite of qualifications/assessments.

The person

The *criteria* below set out the types of experience, qualities and characteristics that a successful applicant would be likely to possess. The related *indicative examples* are not exhaustive or essential; they illustrate the types of evidence that could meet each of the criteria.

You will be asked through the application form to demonstrate how far you meet each of the criteria. You should provide a clear explanation and rationale in your application, together with supporting evidence, for each area of expertise you indicate.

Both within and across the criteria, it is the balance of evidence provided that helps us determine if you meet our requirements. However, please remember that this is your application to work as an external expert for Ofqual and the evaluation of your application is dependent on the evidence you provide. In particular, please note that evaluators will not have access to any previous applications you have submitted to us.

New Applicants

People who are applying to be external experts for the first time must demonstrate how they meet the requirements using the criteria below (areas where supporting evidence should be provided is indicated in the column to the right entitled '**New Applicant**').

Existing external experts

Additional expertise

Existing External Experts wishing to apply to provide expertise in other areas must demonstrate how they meet the requirements for the additional areas using the criteria below (areas where supporting evidence should be provided is indicated in the column to the right entitled '**Existing external expert: application to add expertise**').

Renewals

Existing External Experts seeking to renew their contracts must demonstrate how they have maintained and/or built upon the criteria listed below (areas where supporting evidence should be provided is indicated in the column to the right entitled '**Existing external expert: application to renew**').

We collect feedback from people you work with at Ofqual about your performance in carrying out assignments. We consider the feedback gathered when deciding whether or not to renew your contract.

Eligibility Criteria for new applicants and Existing external experts

Criteria		Indicative examples <i>(NB these are only intended to be illustrative)</i>	New Applicant	Existing external expert: application to renew	Existing external expert: application to add expertise
Knowledge and Experience	A strong, current/ recent grounding in your subject or sector/industry, shown through at least one of the following three categories:		Provide evidence, if criteria is met	Provide evidence, if criteria is met	Provide evidence, if criteria is met
	1. Specialist expertise in relation to your subject or sector/industry	<ul style="list-style-type: none"> ▪ Senior roles in subject or sector/industry ▪ Significant work or achievements in subject or sector/industry ▪ Significant period of time acquiring and demonstrating expertise in subject or sector/industry 			
	2. Experience of teaching/ lecturing and/or training in relation to your subject or sector/industry	<ul style="list-style-type: none"> ▪ Teaching a relevant subject for at least five years, to a minimum of Level 2 ▪ Being a senior practitioner, such as head of department or PGCE course leader ▪ Training and/or mentoring apprentices and/or junior staff within sector/industry 	Provide evidence, if criteria is met	Provide evidence, if criteria is met	Provide evidence, if criteria is met

<p>3. Experience of developing, delivering, and/or analysing assessments in relation to your subject or sector/industry</p>	<ul style="list-style-type: none"> ▪ Work for an awarding organisation (or equivalent body) setting assessments ▪ Work for an awarding organisation (or equivalent body) marking and/or moderating assessments ▪ Work for an awarding organisation (or equivalent body) reviewing the performance of assessments ▪ Research and/or work on assessment policy and practices 	<p>Provide evidence, if criteria is met</p>	<p>Provide evidence, if criteria is met</p>	<p>Provide evidence, if criteria is met</p>
<p>You may also wish to include reference to the following:</p>				
<p>Wider roles and responsibilities</p>	<ul style="list-style-type: none"> ▪ Work for an educational regulator or equivalent public body ▪ Work for an awarding organisation ▪ Publications for your subject or sector/industry 	<p>Optional</p>	<p>Optional</p>	<p>Optional</p>
<p>An understanding of wider educational issues</p>	<ul style="list-style-type: none"> ▪ An understanding of how issues specific to your subject or sector/industry fit into the overall qualifications landscape 	<p>Optional</p>	<p>Optional</p>	<p>Optional</p>

Criteria		Indicative examples <i>(NB these are only intended to be illustrative)</i>	New Applicant	Existing external expert: application to renew	Existing external expert: application to add expertise
Analytical and judgement skills	Objectivity	The ability to be impartial and put aside personal preference when considering issues and evidence	Provide evidence, if criteria is met	Evidence not required	Evidence not required
	Analysis	The ability to consider individual aspects, make connections between them, and 'see the bigger picture'	Provide evidence, if criteria is met	Evidence not required	Evidence not required
	Reasoning	The ability to consider complex issues and extensive materials logically and systematically	Provide evidence, if criteria is met	Evidence not required	Evidence not required
	Judgement	The ability to come to sound and reasoned conclusions, and support these effectively with evidence	Provide evidence, if criteria is met	Evidence not required	Evidence not required

Criteria		Indicative examples <i>(NB these are only intended to be illustrative)</i>	New Applicant	Existing external expert: application to renew	Existing external expert: application to add expertise
Communication skills	Communicating concisely and clearly	The ability to provide accurate and useful spoken and written advice to inform decisions	Provide evidence, if criteria is met	Evidence not required	Evidence not required
	Working effectively with others	The ability to provide constructive input when working with others, face-to-face and by remote means	Provide evidence, if criteria is met	Evidence not required	Evidence not required

Criteria		Indicative examples <i>(NB these are only intended to be illustrative)</i>	New Applicant	Existing external expert: application to renew	Existing external expert: application to add expertise
Qualifications and professional standing	Qualifications (academic and/or professional) relevant to your subject or sector/industry	<ul style="list-style-type: none"> ▪ A relevant degree (or degrees) ▪ Recognised professional qualification(s) 	Provide evidence, if criteria is met	Provide evidence, if criteria is met <i>(include qualifications awarded since your previous application)</i>	Provide evidence, if criteria is met
	Senior professional standing in your subject or sector/industry	<ul style="list-style-type: none"> ▪ Membership of and/or accreditation by key professional or trade association(s) ▪ Membership of subject associations or learned societies which promote a profession or academic discipline 	Provide evidence, if criteria is met	Provide evidence, if criteria is met	Provide evidence, if criteria is met
	Ongoing engagement and development in your subject or sector/industry	<ul style="list-style-type: none"> ▪ Further qualifications ▪ Additional formal study ▪ Secondments and/or cross-organisational work 	Provide evidence, if criteria is met	Provide evidence, if criteria is met	Provide evidence, if criteria is met