

# Ofqual External Experts

## Fact Sheet



### Introduction

This guidance is to be used by all applicants, including current External Experts applying to renew their tenure and add additional fields of expertise.

### Answering the competency questions

Applications are often rejected because applicants provide insufficient evidence to demonstrate the breadth of skills, experience and knowledge they hold. Before you start writing your answers, make sure you read and understand the [Person Specification \(which includes the eligibility criteria\)](#). This sets out the types of experience, qualities and characteristics that a successful applicant would be likely to possess. Then, make sure you do justice to your application by describing:

***HOW** you gained your experience, skills and knowledge in your subject and/or field*

***WHY** you consider yourself to be an expert*

### The evaluation process

All applications are considered by our evaluators who decide whether the applicant meets the Eligibility Criteria. Successful applicants are approved and move to the next [stage of the application process](#). Prior to appointment to our list of External Experts, all new applicants must complete satisfactory reference and identity checks. All applicants must accept our Terms and Conditions prior to appointment as an External Expert.

### Feedback about applications

We provide feedback about why applicants are unsuccessful, and all applicants can re-apply to become External Experts or add additional expertise.

## **Independent contractor status**

Experts are independent Contractors not Ofqual employees. Please read our standard [Terms and Conditions](#) before submitting your application.

## **Time-limited contract**

External Experts' contractual arrangements end after 3 years. All External Experts receive an invitation to renew their contract 3 months before it comes to an end. Successful applicants are appointed for a further 3 year period.

## **Qualifications awarded outside the UK**

Valid certificates (including those awarded outside the UK) are considered by evaluators.

## **Working for Ofqual whilst living outside of the UK**

Even if you do not live in the UK and do not have the right to work in the UK, you may be able to carry out desk-based assignments from your home country.

## **Offers of work during the 3 year contract period**

We cannot guarantee that we will offer you work during this period, but we do consider all suitably qualified External Experts for work prior to commissioning services.

## **Type of work**

We cannot specify the type of work you will be offered, but our work is varied. For example, you might comment on the content of qualifications and the quality of their assessments, provide specialist opinion, professional insight or industry expertise on a specific theme or contribute to research projects.

## **Number of work days offered**

It depends on the type of assignment. Some assignments will require your input for a day whilst you may be asked to work on other assignments for one or two days over the course of a few weeks or month.

## **Notice given before work starts**

Again, it depends on the type of assignment and how quickly the commissioning manager requires you to start work. Typically, the work will be planned weeks in advance and you will be contacted to check your availability and suitability to carry out that particular assignment in advance of the start of the work.

## **Payment for each assignment**

This will depend on the type of work you are asked to complete. The pay for each assignment is set by the manager commissioning the work, with every assignment individually priced based on an expected completion time and a notional rate of £255 per day. This price will be confirmed when you are commissioned to carry out work on our behalf.

## **Standard and quality of performance expected of appointed external experts**

If appointed as an external expert, you will be contracted as an independent contractor to carry out specific projects and assignments on an ad-hoc basis, which are managed by our in-house experts. We expect you to perform those assignments to a high standard. To this end, we collect information on your performance from the person you worked with at Ofqual (the commissioning manager). The information collected includes the following:

- quality of work
- working independently
- working to time
- working to specification
- professionalism.

You are entitled to request access to the feedback that has been written about you. Further information can be found in the external expert [privacy statement](#).