

About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated Qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

Important Information

Role Title	End-point Assessment Writer / Reviewer
Division/Department	Awarding/Product
Contract Type	Contract for Services (Self-Employed Contractor)
Working Hours	Variable
Location	Remote

Specialism

Gateway Qualifications is regulated by Ofqual and Qualifications Wales. As a member of our Wider Workforce (WWF) you will play an important role in ensuring qualifications standards are met as part of our regulatory obligations.

- [Types of Qualifications we Offer](#)
- [Access to Higher Education Qualifications](#)
- [End Point Assessment](#)

All our WWF members require specialist knowledge, skills and understanding in a given curriculum area(s) and commitment to and evidence of continuous professional development (CPD) in your chosen specialist area(s).

Role Purpose

To develop and shape assessment materials for Gateway Qualifications' End-point assessment (EPA) service for specified standards, under the instruction of the Product Lead.

Responsibilities and Accountabilities

For both Assessment Writers and Reviewers:

- Maintain up-to-date knowledge of the relevant occupational standard and sector area.
- Work collaboratively with the Product Lead and others involved in the process to develop and shape EPA materials that are rigorous, robust, and fit for purpose.
- Ensure all assessments conform to the assessment plan for the standard, and EPA materials are appropriately pitched in terms of level, content, and scope.
- Ensure EPA materials are developed in accordance with Gateway Qualifications' guidance, templates, and specific assessment design specifications.
- Maintain regular and timely communication with the Product Lead.
- Deliver commissioned work within the agreed timescales, and to inform the Product Lead immediately of any arising circumstances which may prevent this.
- Attend assessment review and training meetings when required.
- Adhere to Gateway Qualifications' policies, processes, and procedures regarding maintaining the security and integrity of assessment materials.
- Contribute to the development and shaping of relevant EPA support and marketing materials (such as specialist content for Gateway Qualifications' website).

Specific to Assessment Reviewers:

- Provide a thorough review of draft EPA materials following Gateway Qualifications' guidance and instructions to ensure they are fit for purpose, appropriate and high quality.
- Use additional documentation as required (such as review templates) to capture a full and accurate record of review actions and outcomes.
- Provide constructive feedback about content within the draft EPA materials, with recommendations for improvement.
- Share any further ideas which could benefit the ongoing development of EPA materials with the Product Lead.

Specific to Assessment Writers:

- Develop EPA materials which support the use of different assessment methods. For example: live/sample tests and mark schemes, guidance materials, administration materials (such as observation records), grading/marking materials, question banks.
- Ensure your work aligns with assessment design specifications for the relevant standard as communicated by the Product Lead when developing EPA materials.
- Use additional documentation as required (such as mapping documents) to provide a full and accurate record of assessment development.
- Be open to feedback on your work and make any amendments suggested by the Product Lead and others involved in the development process, as necessary.

Person Specification (criteria for shortlisting and interviewing)

Experience/Qualifications

- Current technical or occupational knowledge in the occupational standard being assessed, to an appropriate level for the standard (including any necessary qualifications).
- Experience in the development of assessment materials (writing and/or reviewing).
- Knowledge of the regulatory environment, and the need to work in a way which ensures

- compliance with regulations.
- Experience of working for an Awarding Organisation (AO) / End-point Assessment Organisation (EPAO).

Qualities and Skills

- Confident in using a range of IT systems and software packages (particularly Microsoft Office, Outlook, and Teams).
- Excellent communication skills (written, verbal).
- Excellent organisational skills and the ability to prioritise workloads.
- Team working skills.
- Attention to detail (accuracy, consistency).
- Flexible and adaptable.
- Embraces feedback.
- Ability to produce work in line with given guidelines and instruction.
- Self-motivated and the ability to work independently and on own initiative.
- An understanding of Equity, Diversity, and Inclusion (EDI), and actively fostering an inclusive environment.

General Statement

All staff and Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers' perspective and being highly motivated to deliver outstanding customer service.

All staff and Wider Workforce are expected to be aware of and comply with relevant policies, processes, and procedures of the organisation.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of Partnership, Integrity, Originality, and Quality.

Equipment and Support

- In order to successfully fulfil this role, you must have access to a laptop/desktop computer, high speed internet connection and the ability to use Microsoft applications.
- When you start working with us you will be required to attend an induction and some initial training sessions. We offer these via webinar wherever possible but sometimes you may be required to travel to a venue.
- You will be expected to participate in annual training and commitment to participation in monthly communication and update sessions.
- As part of your role, you may be required to travel to attend Recognised Centres or events. A driving licence and access to vehicle, or access to a good public transport network is necessary.