



# Digital Writers, Reviewers and Scrutineers

 gateway  
qualifications

*learning your way*

## 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.

## Role Details & Description

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If you are interested in this vacancy, you will be able to make an application via our website careers page, where you can also view the full candidate pack. **Please ensure you attach your CV and a Covering Letter explaining why you are suitable for the role.**

**The closing date for applications will be midday on Friday 13<sup>th</sup> December 2024.** We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date. Therefore, if you are interested, please submit your application as early as possible.

**1st stage interviews will be held online via Teams and are scheduled for the week commencing Monday 6<sup>th</sup> January 2025.**

Please note that you must have proof that you have the right to work and live in the UK.

<b>Role Title</b>	<b>Digital E3 -L2 Writers, Reviewers and Scrutineers</b>
<b>Division/Department</b>	Awarding / Product
<b>Contract Type</b>	Contract for Services
<b>Working Hours</b>	Variable
<b>Location</b>	Remote
<b>Rate of Pay</b>	Variable

## Role Purpose

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To develop and shape Gateway Qualifications entry level and levels 1 and 2 digital qualifications offer.

## Responsibilities and Accountabilities

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### Digital Writers

As a writer, you will be able to produce high-quality assessment papers, mark schemes and source materials to meet the requirements of digital qualification specifications at entry level and levels 1 and 2.

You will be:

- Developing and creating high-quality digital assessments/items and mark schemes
- Ensuring that the digital items/assessments align in accordance with the qualification specifications and assessment guidance.
- Writing assessment materials, including questions, scenarios, and tasks, that accurately reflect the learning outcomes and assessment criteria.
- Submitting assessments/items and mark schemes to Gateway Qualifications within the required timescales
- Adhering to deadlines and managing time effectively to ensure timely delivery of digital items/assessments.
- Reviewing and editing own work based on feedback provided by the Reviewer, Scrutineer and Chief Examiner
- Attending assessment review meetings and training meetings when required
- Liaising with Gateway Qualifications staff and senior examining personnel

### Digital Reviewers

As a reviewer you will be able to review and critique assessment items/tasks and mark schemes to meet the requirements of digital qualification specifications while ensuring the quality and accuracy of our assessments.

You will be:

- Reviewing newly developed assessments, mark schemes and source materials in accordance with the qualification specifications and assessment guidance.
- Assessing the accuracy, relevance, and quality of the content
- Ensuring that the mark schemes align with the assessment criteria.
- Providing constructive feedback and recommendations for improvement
- Submitting reviews of assessments/items and mark schemes to Gateway Qualifications within the required timescales
- Attending assessment review and training meetings when required
- Maintaining accurate records and documentation of the review process and outcomes.
- Assisting in the development and refinement of items/assessments and mark schemes based on feedback and evaluation.
- Liaising with Gateway Qualifications staff and senior examining personnel

### Digital Scrutineers

As a Scrutineer, you will be able to scrutinise and critique digital assessment items/tasks, mark schemes and source materials to meet the requirements of the digital qualification specifications while conducting thorough quality checks to ensure our assessments are accurate, fair, and aligned with the required criteria.

You will be:

- Scrutinising newly developed assessments, mark schemes and source materials in accordance with the qualification specifications and assessment guidance.
- Completing the assessments from a learner's point of view to ensure that they are appropriate for the target audience and can be completed in the allocated timeframe.
- Identify any inconsistencies and errors in the items/assessments or mark schemes.
- Provide constructive feedback and recommendations for improvement.
- Submitting scrutiny reports to Gateway Qualifications within the required timescales
- Attending training meetings when required
- Liaising with Gateway Qualifications staff and senior examining personnel

## Person Specification (Short Listing Criteria)

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### QUALIFICATIONS, EXPERIENCE, QUALITIES & SKILLS IDENTIFIED FROM CV AND AT INTERVIEW

#### Qualifications

- Educated to degree level or relevant equivalent experience.

#### Experience

- Experience in writing/reviewing/scrutinising digital content and assessments for an awarding organisation and/or learners
- Knowledge of the regulatory environment and experience working for an awarding organisation on regulated qualifications
- Experience in delivering ICT/Digital Skills at entry level and level 1.
- Familiarity with digital assessment platforms
- Excellent attention to detail and the ability to produce accurate and high-quality written materials and ability to spot errors and inconsistencies in written materials.
- Effective time management skills and the ability to work under pressure to meet deadlines.
- Knowledge of Essential Digital Skills and/or Digital Functional Skills.

#### Qualities and Skills

- Creativity.
- Attention to detail / Accuracy and consistency.
- Good organisational skills.
- Time management.
- Team working skills.
- Excellent written and editing skills.
- Communication skills.

## Equipment and Support

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- 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.

## Working with Us

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All 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. You will be expected to be aware of and comply with all relevant policies, processes, and procedures of the organisation.

We are a business that is also a charity, and we all take pride in our main role of supporting our centres. It's a key part of what we do.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves, but we are a team who can embrace change and are adaptable and innovative. We also have fun too!

You can read all the information about [Gateway Qualifications on our website.](#)

## Our Company Values

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**We believe in involving our staff in all aspects of the business.** We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



### Partnership

Working together  
Supporting teamwork across the organisation  
Communicating, listening, supporting, and collaborating



### Integrity

Behaving ethically, with openness and honesty  
Trusting and respecting each other  
Taking ownership of our performance



### Originality

Embracing change  
Thinking creatively and innovating  
Encouraging positive risk taking



### Quality

Striving to do things right every time.  
Taking pride in what we do  
Continuously improving

## Accreditations

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