



Training
Qualifications UK

Subject Matter Expert FAQs

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What is the role of a Subject Matter Expert (SME) in qualification and assessment development?

As a Subject Matter Expert (SME), you can take on a variety of roles. You might write or review new qualification content or assist in developing new assessments. During the onboarding process, you will meet with the Project Lead, who will provide details about the project and instructions on how you can contribute.

Here are some of the roles you may undertake:

- **Qualification Writer** - supports the Qualification Developer by providing subject content for new qualifications.
- **Qualification Reviewer** - reviews qualification content and offers constructive feedback.
- **Assessment Writer** - creates question papers and mark schemes for qualifications.
- **Assessment Reviewer** - evaluates question papers and mark schemes submitted by a writer, providing constructive feedback for improvement.

What experience and qualifications are required to be an SME?

The experience and qualifications needed to be an SME may vary depending on the project. When meeting with the Project Lead, they can provide further information and discuss how you might fit into the role.

Candidates should have extensive practical experience in a relevant industry, typically 5 to 10 years or more. They should also be knowledgeable about current industry trends, the latest technologies, methods, competencies, and regulations. Formal qualifications in the specific subject area are required.

Additionally, it would be beneficial to have an understanding of and/or experience with curriculum qualification and assessment development, as well as designing curricula, educational materials, and assessments.

What if I am new to the SME role?

That is not a problem! At TQUK we support newcomers by providing detailed information outlining the role's expectations, responsibilities, examples of typical tasks and training.

Who will I work with during the qualification and assessment development process?

You will be assigned to the Project Lead, who will be your main point of contact for questions and concerns. You will mostly be working with the Project Lead, but you may also spend some time working with other developers at TQUK. Occasionally, we will hold larger meetings where you will get to meet and work collaboratively with other SMEs on the project.

How will communication be managed?

Communication during the project will be managed through regular emails and Microsoft Teams calls. We will ensure that you are consistently updated with all the important information you need.

What tools and resources are available to support me during the project?

At the beginning of the project, we will provide detailed information about the resources available to you. As a general guide, you will receive:

- sample content to help you understand the required style and approach
- regulatory guidelines for context and alignment with project requirements
- scheduled contact time with a designated developer and other key team members
- access to Microsoft Teams, SharePoint, email, and office software.

How much time do I need to commit to the role?

We will agree on the time commitment for each project in advance. This generally includes participating in development sessions with Qualification/Assessment Developers and attending relevant meetings.

What regulatory and compliance issues do I need to be aware of?

At the start of the onboarding process, you will be asked to complete a conflict-of-interest form, which will cover any previous work with other Awarding Organisations (AOs). There is no right or wrong answer, as each case is considered individually. Your Project Lead will also walk you through any additional regulatory and compliance requirements at the beginning of the project.

What does a conflict of interest mean?

A conflict of interest is any situation where your impartiality could be compromised. Before we can begin working together, you will need to disclose any potential conflicts, such as working with competing AOs or personal connections that may affect your objectivity. Each conflict is assessed on a case-by-case basis and may not necessarily prevent you from working with us.

What timescales will I have to complete the project deliverable(s) assigned to me?

Each project has its own unique timelines, with milestones and deadlines set at the start but subject to change as the project progresses. You will be kept informed of any adjustments to ensure you have clear expectations at all times.

How are SMEs paid?

SMEs are paid on a per-project basis, with payment terms agreed before the project begins. We will provide you with the necessary templates and guidance to ensure prompt payment at the end of the project.

How will I be paid?

Once the work is completed and approved, you should submit your invoice via email. Payments are typically processed within 30 days of receiving the invoice, directly into your nominated bank account.

Can I work on multiple projects at other AOs and Educational Organisations?

Yes, you can work with other Awarding and Educational Organisations if you are not working on the same qualification or assessment and meet our conflict-of-interest requirements for each contract.

Can I provide feedback?

Yes, we encourage feedback! At the end of your project, you will have the opportunity to complete a survey to share your experience. This helps us refine our processes and enhance our support for SMEs.

Can I express an interest in future projects?

Yes, the feedback survey will capture your preferences for working in an SME capacity again.

Confidentiality and copyright

All work you produce for TQUK is protected by confidentiality and copyright laws. Your contract will include a confidentiality agreement to safeguard the Intellectual Property Rights (IPR) and the commercial sensitivity of the project.

More information

For further information about TQUK, our products and job opportunities, please refer to the [TQUK website](#).