



Training  
Qualifications UK

**Subject Matter**

**Expert**

**Job Description & Duties**

## Contents

|  |   |
|--|---|
| Who we are .....   | 3 |
| Why we need the support of a Subject Matter Expert (SME) ..... | 3 |
| The role of a Qualification SME.....                           | 3 |
| Key requirements for the role .....                            | 4 |
| Key characteristics we are looking for .....                   | 4 |
| What TQUK can offer you .....                                  | 4 |
| Join TQUK as an SME .....                                      | 5 |

## Who we are

TQUK is a leading Awarding Organisation dedicated to being the best in technical education.

We are proud to be part of the AQA Group, which helps students and teachers realise their potential. The AQA Group provide qualifications, including GCSEs, AS and A-levels, the Extended Project Qualification and Technical Awards to employers, schools, colleges and universities around the world.

## Why we need the support of a Subject Matter Expert (SME)

SMEs provide up-to-date knowledge that is essential for creating accurate and relevant qualifications and assessments. SMEs draw on their expertise to ensure the content reflects current industry standards and best practices.

While we have skilled developers, SMEs validate that the qualifications meet the practical demands of the field by ensuring credibility and compliance with regulatory standards. Their insights help enhance the learner's opportunities and keep our qualifications valid and fit for purpose.

## The role of a Qualification SME

SMEs work closely with a Qualification Developer to:

- help shape the qualification's units, learning outcomes and assessment criteria by defining the specific knowledge, skills and competencies that learners require
- ensure the qualification remains relevant to the industry by incorporating current trends, terminologies, technologies and good practice
- provide feedback on drafts suggesting improvements and corrections when necessary
- ensure the content is fit for purpose and meets industry and regulatory requirements.

SMEs work closely with an Assessment Developer to:

- ensure the assessment construct for the qualification has been met
- provide valid, reliable and fit-for-purpose assessment materials

- ensure that all assessment materials comply with relevant regulations and guidelines, such as those related to accessibility and fairness
- participate in the review and revision process to refine and improve assessment items based on feedback
- review content and provide feedback and suggestions for improvement.

## Key requirements for the role

To work with us as an SME, you need the following:

- Experience working in the relevant subject area.
- Up-to-date industry experience/knowledge.
- A teaching or assessment background and/or experience developing qualifications.
- An understanding of qualification design and delivery practice for assessment development roles.
- A passion for developing high-quality educational resources.
- Access to your own IT equipment, such as a secure device with firewall, up-to-date anti-virus software, private broadband access, and a personal, private email account.
- Good computer literacy using the Microsoft Office suite.

## Key characteristics we are looking for

- Strong organisational skills with the ability to meet deadlines.
- Maintain high standards of quality and accuracy.
- Effective communicator.
- Excellent team player.
- Strong collaboration skills.
- Ability to problem solve within your area of expertise.
- Keen attention to detail.
- Capable of giving and receiving constructive feedback.
- Adhere to confidentiality and security agreements when working on developments.

## What TQUK can offer you

- Continuous Professional Development (CPD).
- An agreed fee based on deliverables at the end of the project/completion of the project.

## Join TQUK as an SME

Interested in working with us? Please submit your CV along with a cover letter outlining your areas of expertise and areas of interest to the appropriate email addresses below. For all of our current vacancies, please click [here](#).

| Roles  | Email  |
|--|--|
| Qualification Content Writer/Reviewer                            | <a href="mailto:Qualifications@tquk.org">Qualifications@tquk.org</a>             |
| Assessment Writer/Reviewer for qualifications                    | <a href="mailto:AssessmentDesignTeam@tquk.org">AssessmentDesignTeam@tquk.org</a> |
| Assessment Writer/Reviewer for Functional Skills English & Maths | <a href="mailto:Functional.Skills@tquk.org">Functional.Skills@tquk.org</a>       |