EMPLOYER: City & Guilds

ROLE TITLE: Question Paper Editing Committee (QPEC) member

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

City & Guilds Technical qualifications are new, high quality and demanding technical qualifications that prepare candidates for further education or to go into the workplace in a range of industry areas. They require candidates to complete stretching written tests, which include extended response questions, to distinguish between just able and merit and distinction quality candidates.

The successful QPEC member would be asked to:
- Attend the QPEC meeting on acceptance of an invitation to the meeting.
- Check new draft assessment material and specific marking schemes prior to the QPEC meeting to ensure they are within the syllabus and conform to the test specification for the assessment.
- Check assessment materials and marking schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access.
- Prepare recommendations, including proposed wording, regarding amendments to draft assessment material that may be required for consideration at the QPEC meeting.

Successful applicants will:
- have current knowledge of the UK 14-19 education system
- have teaching or assessment experience in the relevant subject and level
- have a high level of recent, relevant subject knowledge
- be computer literate
- have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account
- have good written and verbal communication skills
- be able to follow procedures accurately and reliably
- be able to work to fixed timescales
- be passionate about technical education and helping people reach their full potential.

If you think that you meet these criteria, please send your current CV and covering letter to associate.recruitment@cityandguilds.com clearly stating in the subject line, the specific role or roles, the qualification number and the industry or sub-industry area which you are interested to become a QPEC member.

QPEC member vacancies are available in the following industry areas:

Industry	Sub-industry
Construction	Level 2 & 3 Architectural Joinery

	Level 2 & 3 Bricklaying
	Level 2 & 3 Plastering
	Level 2 & 3 Painting and Decorating
Hair and beauty	Level 2 & 3 Barbering
	Level 2 & 3 Hairdressing
	Level 3 Media Make-up
	Level 3 Theatrical, Special Effects and Media Make-up Artistry
Health & Care	Level 3 Health and Care
Hospitality and catering	Level 2 Professional Cookery
	Level 3 Professional Cookery
	Level 3 Professional Chef
	Level 3 Professional Chef - Patisserie
	Level 2 Food and Beverage
	Level 3 Food and Beverage
Land	Level 2 & 3 Floristry
Digital	Level 3 Digital Technologies including specialisms in the following areas, Application Development - programming, coding knowledge required, System Infrastructure - Networks, Cloud knowledge, Telecoms and Cabling, Business Analysis, Cyber Security
Business	Level 3 Coordinating Business Support