



NCUK
THE UNIVERSITY CONSORTIUM



Moderators: English for Academic Purposes (EAP)

Candidate Information Pack

CONTENTS

<u>Job Advert</u>	3
<u>About NCUK</u>	4
<u>Assessment Developer – Responsibilities and Person Specification</u>	Error! Bookmark not defined.
<u>Paper Reviewer – Responsibilities and Person Specification</u>	Error! Bookmark not defined.
<u>Moderator – Responsibilities and Person Specification</u>	6

Job Advert

Role: Moderators – English for Academic Purposes (EAP)

Fees:	Competitive rate
Hours:	Flexible
Location:	Home-based

NCUK

NCUK is unique in higher education. We are a consortium of leading universities dedicated to giving international students guaranteed access to universities worldwide and helping them succeed when they get there. Our qualifications are recognised by our own universities and by universities internationally, and, far more than other qualifications, they prepare students to hit the ground running.

The Role

NCUK is recruiting experienced academic staff to moderate completed student work for our EAP module. We offer competitive fees and a high level of flexibility to allow you to balance this with your existing commitments. Successful completion may result in an annual contract for work.

⇒ As a Moderator you will review assessments completed by NCUK students to ensure that marking has been completed in a fair and consistent manner across NCUK's global network of delivery partners.

A role summary, responsibilities and person specification are given at the end of this document.

Payment is made based upon a fee that will be agreed prior to work commencing.

How to apply

Please send your CV with a short covering email containing details of which role(s) and module(s) you are interested in, highlighting your most relevant experience, to academicvacancies@ncuk.ac.uk

Key dates

Application deadline:	22 nd of May 2022
Appointments made:	29 th of May 2022

About NCUK

Our Purpose

NCUK develops and maintains academic qualifications that prepare students for entry to university. The company also provides a university admission or 'placement' service which supports NCUK students in progressing to university following their course.

NCUK franchises delivery of its academic qualifications to delivery partners, and we currently have over 80 delivery partners across 34 countries. NCUK's Delivery Partners have an average of around 30 students and our largest partnership, the Sino British College (SBC) in Shanghai, has over 1500 students registered on NCUK qualifications.

NCUK currently has delivery partners in the following countries:

⇒ Algeria	⇒ Kenya	⇒ Qatar
⇒ Azerbaijan	⇒ Kuwait	⇒ South Africa
⇒ China	⇒ Madagascar	⇒ South Korea
⇒ Colombia	⇒ Malaysia	⇒ Taiwan
⇒ Cyprus	⇒ Malta	⇒ Thailand
⇒ Ghana	⇒ Mexico	⇒ Turkey
⇒ Hong Kong	⇒ Morocco	⇒ Ukraine
⇒ India	⇒ Myanmar	⇒ United Kingdom
⇒ Indonesia	⇒ Nigeria	⇒ Uzbekistan
⇒ Ireland	⇒ Pakistan	⇒ Vietnam
⇒ Japan	⇒ Peru	⇒ Zimbabwe

NCUK Qualifications

NCUK currently offers four qualifications:

- ⇒ The **NCUK International Foundation Year (IFY)** is a modular qualification that prepares students for first-year entry to a wide range of bachelor degree courses. Students take a combination of three subject modules appropriate for their intended degree course in addition to an NCUK English for Academic Purposes module.
- ⇒ The **NCUK International Year One (IYOne)** is a first-year undergraduate degree level equivalent qualification which articulates into the second year of selected undergraduate degree courses at NCUK Universities. The IYOne can be taken in Business, Engineering and Law and combined with the IFY to form a 2+2 study programme.
- ⇒ The **NCUK International Year Two (IYTTwo)** in Business Management is a second-year undergraduate degree level equivalent qualification that articulates into the final year of selected undergraduate degree courses at NCUK Universities. The IYTTwo can be combined with the IFY and IYOne to form a 3+1 study programme, or with the IYOne only to form a 2+1 study programme.
- ⇒ The **NCUK Masters Preparation Programme (MP)** provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at masters level.

History of the Northern Consortium and Current Group Structure

The Northern Consortium was created in 1987 by a set of northern UK universities to collaborate in the delivery of educational programmes on a transnational basis, and to support the progression or 'placement' of students from those programmes into UK universities. The Consortium operated initially as a department of UMIST and was predominantly active in Malaysia.

The founding universities established a Charity in 1993 with the charitable purpose of the advancement of education.

In 1999 the Northern Consortium became active in China and, in 2003, established a wholly owned operating subsidiary, NCUK, to support its commercial operations.

That structure, a Charity founded by UK universities with a wholly owned operating subsidiary, remains today. Within the Group:

- ⇒ The Northern Consortium is responsible for fulfilling its charitable objects and public interest obligations. It does this both directly (through, for example, the provision of scholarships) and indirectly (through the operation of NCUK in delivering educational programmes);
- ⇒ NCUK operates commercially both to fulfil the charitable objects and public interest obligations of the Northern Consortium, and to raise funds for the Northern Consortium.

Since 1987, the Northern Consortium and NCUK have supported over 35,000 students in their progression to a UK university.

NCUK Universities

NCUK Students can progress to leading universities in the UK, New Zealand, Australia, Canada, the USA and more. Our Universities have a reputation for quality and excellence all around the world. NCUK partner universities include:

The UK:	New Zealand	Australia
⇒ Aston University	⇒ University of Auckland	⇒ University of Newcastle
⇒ University of Birmingham	⇒ Auckland University of Technology	⇒ University of New South Wales
⇒ University of Bristol	⇒ University of Canterbury	⇒ RMIT University
⇒ University of Kent	⇒ Lincoln University	⇒ University of South Australia
⇒ University of Leeds	⇒ Massey University	⇒ Swinburne University of Technology
⇒ University of Manchester	⇒ University of Otago	⇒ University of Western Australia
⇒ University of Sheffield	⇒ University of Wellington	
⇒ Queen Mary, University of London	⇒ University of Waikato	

A full list of NCUK partner universities is available at <https://www.ncuk.ac.uk/our-universities/>.

NCUK Employees

NCUK employs a team of approximately 40 permanent staff and buys in services from around 80 external contractors, particularly for academic development and examination activities. Most of NCUK staff is based in UK, with a small team based in a representative office in Beijing, China; Malaysia and Singapore.

Moderator – Responsibilities and Person Specification

Role:	Moderator
Role Summary:	<p>The Moderator reviews completed and marked assessments, ensuring the standards of marking are consistently applied against given mark schemes and across delivery centres worldwide.</p> <p>Whilst moderation is currently conducted remotely, it is preferable for Moderators to be based in the UK as moderation may take place in NCUK's Manchester Office at various points in the year.</p>
Responsibilities:	
<ul style="list-style-type: none"> ⇒ Moderate candidates' examinations and assessments to: ⇒ Judge whether they have fulfilled the objectives of the programme and reached the required standard; ⇒ Ensure that justice is done to the individual student and that the standard of the award is maintained; ⇒ Ensure compliance with the approved regulations. ⇒ Summarise findings for each delivery centre in a Moderator's Report. ⇒ Attend relevant Module Board meetings, normally held at the end of the academic year. ⇒ Participate, as required, in any reconsideration of decisions about individual candidates made during the Moderator's period of office. 	
Person Specification:	
<i>This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</i>	
Academic qualification at graduate level	Essential
Minimum 5 years' experience of teaching at the level comparable to (or above) the NCUK programme	Essential
English language teaching qualification – minimum a CELTA or equivalent, or qualified teacher status;	Essential
Competence and fluency in English at CEFR C2 level;	Essential
Experience of external examining with the university sector or moderation in the awarding organisation sector	Essential
Competence in Microsoft Word and software required by the module	Essential
A record of attention to detail, thoroughness and fairness	Essential
The ability to prioritise and meet deadlines	Essential

Vision, Mission and Values

Our Vision

To be the outstanding provider of UK university pathway programmes and placement services.

Our Mission

NCUK provides the highest quality university pathway programmes and placement support to our students, outstanding service to our business partners and a well-qualified, diverse supply of students to our university partners.

Our Values

Quality

To deliver the highest standards throughout our products, services and communications.

Integrity

To build trust and respect through fairness, honesty, equality and cultural awareness.

Innovation

To overcome obstacles and drive effective, efficient delivery with a creative approach.

Collaboration

To work together, building successful, lasting partnerships.