

## Appendix A

### Author Competency - Quality Assurance Requirements

An occupationally competent individual is defined by the following criteria:

1. Have a sufficient, verifiable and relevant current industry experience (*not less than 2 years*).
2. Full knowledge and understanding of the occupational working area at, or above, the qualification level for which questions are being written. This must be of sufficient depth to be effective and reliable when writing occupational questions.

Occupationally competent individual's experience, knowledge and understanding will be verified by a CV and at least one of the following:

- Possession of a relevant NVQ/SVQ, or vocationally related qualification
- Possession of occupational card
- References
- Corporate membership of a relevant professional institution.
- Evidence of up to date CPD

Cskills Awards will request samples to evidence that this verification process is being adhered to.