



COMPETENCY PROFILE TEST DEVELOPMENT CO-ORDINATOR - SFL (consultancy)

Knowledge and Experience	
Proven experience in managing test development teams	E
Project management experience	E
Commissioning and budget management experience	D
Experience in training teams	E
Proven experience in item writing / item writing processes/test development	E
Strong working knowledge of the Adult ESOL Core Curriculum	E
Qualifications	
Educated to Master Degree level in a linguistics / assessment related qualification – ie. English Language Assessment, Testing & Assessment	E
Be educated to Phd level or undergoing a Phd in a linguistics & assessment related area	D
Skills and Abilities	
Demonstrate strong attention to detail in relation to the salient features of the CEFR	E
Work as part of a team, be independent & demonstrate flexibility	E
Knowledge of online training platforms	D
Competent user of Microsoft office	E
Have good interpersonal skills	E
Professionalism	
Continued commitment to CPD	E

“E” = Essential, “D” = Desirable