

## JOB DESCRIPTION TEMPLATE (incl Person Spec):

Job Title Travel and Tourism Qualification developer consultant (Project 1) and/or Study Guide Writer Levels 3 and/or 5 (RQF) consultant (Project 2)

<b>Reports to</b>	Product Manager (related to the project)
<b>Salary</b>	Depending on project
<b>Based</b>	Remote
<b>Contract type</b>	Consultant contract
<b>Hours</b>	Unspecified
<b>Travel</b>	Not required

### Job Purpose:

The Lead Consultant would be responsible for writing the required units with supporting documentation and developing qualifications for Travel and Tourism at level 3 and/or 5, ensuring that the qualifications are fit for purpose and meet regulatory requirements.

### Key tasks, accountabilities and responsibilities for Qualification development and Unit writing:

1. Design the new qualification structure (number of units, unit titles, credit value, learning outcomes, assessment criteria and indicative content).
2. Produce the qualification summary.
3. Create units.
4. Review the existing materials (provided by the Product Manager) if needed for the project.
5. Produce a tutor resource based on the learning outcomes, assessment criteria, indicative content and a glossary of words.

### Key tasks, accountabilities and responsibilities for Study Guide development:

1. Design and create a Study Guide for each unit as (the above) resources to support teaching.
2. Produce resources that could be used in the teaching or assessing of the qualification.

### Summary

These projects are initially for 2 months with an immediate start, there is scope for further work at other qualification levels for future projects.

## Qualifications and Skills:

### Essential

- Appropriate work experience within the travel and tourism industry
- An academic understanding of levels, qualification and assessment development and unit writing experience
- Experience of working with Awarding Organisations, work within educational or Learning and Development environment
- Be knowledgeable in any combination of topics such as:
  - Travel operations
  - Supplier management
  - Travel agency management
  - Business travel management
  - Airline operations
  - Cultural diversity in a travel and tourism context
  - Tour guiding
  - Wholesale and/ or ancillary services
  - Extensive travel experience
- Be in a position to work as an independent Associate to ABE, which means that you would either be self-employed, run your own training/consultancy business or be employed by a company that will allow you to dedicate significant time to ABE activities
- Demonstrate an on-going commitment to continuing professional development in global travel and tourism developments and vocational education, following trends in the subject matter market in the UK and globally
- Study guide (specific) - Experience developing learning resources and/or textbook resources for educational purposes
- Able to achieve deadlines and quality assurance standards
- Be capable of using SharePoint, MS Teams, Microsoft Office to a good standard

### Desirable

- Hold a travel and tourism qualification – ideally at the level you are developing and/or be qualified to postgraduate level

## About ABE:

### Why are we here?

ABE exists to widen access to inclusive economic opportunity through business education.

### Our Vision:

We believe in an open, inclusive, global market economy where everyone benefits from responsible globalisation and trade. We believe that this will create a safer and more prosperous future for all.

### Our Mission:

We aim to build trust, resilience and reassurance in global business interactions leading to greater equity within and between nations. Our mission is to empower people to transform their lives and communities through gaining high-quality business, leadership and entrepreneurial skills.

### What will we do?

- Build 'Customer Lifetime Value' by fostering a global community of learning from the school room to the boardroom.
- Extend our reach by offering our courses and qualifications through multiple channels (i.e. class based, online, formal and informal learning) and aiming for delivery across a wide range of settings, including both advanced economies, and complex and challenging environments.
- Increase our Impact by providing quality assurance and capacity building services to improve the quality, delivery and reliability of education in the communities we serve.

### Guiding Principles:

- We will have a commitment to accessibility and affordability at the heart of everything we do.
- We will be passionate about expanding our operations, by seeking-out and working with strategic partners all over the world, including in the digital sphere, and in hard-to-reach places.
- We will make sure that our courses reflect industry needs and are trusted by universities and employers.
- We will track and respond to the evolving needs of our learners and delivery partners.
- We will be mindful of our impact on planet Earth and tread lightly.
- We will be non-political but we will offer advice and support to policymakers as appropriate.
- We will manage our costs effectively, recognising our obligation to use our learners' hard-earned money responsibly.
- We will work hard and work smart – always pursuing innovation, thinking ahead, using evidence, soaking up pressure, not making excuses, not wasting time, and never compromising on our goals or the quality of our work.
- We will act with integrity, openness and respect for others.

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