

# Memo

Queensland Curriculum and Assessment Authority

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23 April 2024

Senior secondary

Number: 018/24

## Language speaker recruitment

### Purpose

To notify teachers, schools and appropriately qualified applicants that the QCAA is seeking language speakers to deliver oral language for the development of external assessment (EA).

### Background

Each year, language speakers are required to help produce EA digital stimulus for General and General (Senior External Examination) syllabuses.

### Information

To be a language speaker, an applicant must:

- have native speaker proficiency in the language
- be responsive to feedback about the delivery of oral language
- not be related to any person sitting the EA in the year the assessment will be used
- not be tutoring students who will be sitting the EA in the year the assessment will be used or providing feedback on drafts or practice assessments.

### Languages

Speakers are required for the following languages:

#### Asian languages

- Chinese
- Indonesian
- Japanese
- Korean
- Vietnamese

#### European languages

- French
- German
- Italian
- Spanish

## Time commitment

Language speakers will be required for a two-hour block of time on either

- Saturday 22 June

or

- Saturday 6 July 2024.

A follow-up session may also be required.

## Remuneration

Language speakers will be paid an hourly rate of \$59.83 (excluding GST).

## How to apply

Applications must be submitted online through the Assessor Jobs app on the QCAA Portal ([www.qcaa.qld.edu.au/portal](http://www.qcaa.qld.edu.au/portal)). Please refer to the position description in Assessor Jobs for more detailed information.

Non-teaching applicants will need to register for a QCAA Portal account at [www.qcaa.qld.edu.au/portal/home/landing/#/!/register-non-school](http://www.qcaa.qld.edu.au/portal/home/landing/#/!/register-non-school) before submitting their application.

Applications close on Friday 17 May 2024.

## Finding out more

Please email [adminassessmentunit@qcaa.qld.edu.au](mailto:adminassessmentunit@qcaa.qld.edu.au) or phone 07 3864 0221.

Jo Butterworth  
Executive Director, Curriculum Services Division



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# Position description

Language speaker, external assessment

<b>Employment</b>	Contractor	<b>Closing date</b>	17 May 2024
<b>Mode</b>	Face-to-face	<b>Last reviewed</b>	April 2024
<b>Branch &amp; Division</b>	Senior Curriculum and Assessment Branch, Curriculum Services Division		
<b>Contact</b>	Assessment Services Unit Email: <a href="mailto:adminassessmentunit@qcaa.qld.edu.au">adminassessmentunit@qcaa.qld.edu.au</a> Phone: 07 3864 0221		

## Queensland Curriculum and Assessment Authority

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government established under the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. In collaboration with a broad range of stakeholders and partner agencies, the QCAA plays a critical role in the design and delivery of education in Queensland.

The QCAA is responsible for kindergarten guidelines and senior secondary syllabus development, and for providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12. It also provides testing, assessment, moderation, certification, and vocational education and training services to Queensland's education community.

**Our vision:** Leading curriculum and assessment for a future-ready Queensland.

**Our purpose:** To provide high-quality curriculum, assessment and reporting services that enable equity, excellence, public confidence and lifelong learning.

The QCAA actively supports creating an inclusive culture that promotes the skills and insights of all people irrespective of differences, and we are committed to achieving an inclusive and diverse workforce. We strongly encourage applications from all gender groups, Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, and people with all abilities.

## Reporting relationships

Language speakers report to a Senior Project Officer for guidance and support.

## Major responsibilities

Applications are invited from suitably qualified applicants to deliver oral language for the development of external assessment (EA).

As an EA language speaker, you will:

- deliver oral language to record the digital stimulus for EA
- maintain confidentiality and security of all EA materials

- undertake other tasks as required to support the development of quality EA.

## What we are looking for

To apply for a language speaker position, you must:

- have native speaker proficiency in the language
- be responsive to feedback about the delivery of oral language
- not be related to any person sitting the EA in the year the assessment will be used
- not be tutoring students who will be sitting the EA in the year the assessment will be used or providing feedback on drafts or practice assessments.

## Languages

Speakers are required for the following languages:

### Asian languages

- Chinese
- Indonesian
- Japanese
- Korean
- Vietnamese

### European languages

- French
- German
- Italian
- Spanish

## Remuneration

By accepting the position of language speaker, you will be engaged on a contract basis and paid at a rate of \$59.83 per hour (excluding GST). As a contractor, you are required to provide a valid tax invoice at the completion of the recording session.

## Conditions and benefits of the role

All language speaker contractors for EA are subject to the code of conduct for the Queensland public service. The code and other important information on ethics in the Queensland public sector is available from [www.forgov.qld.gov.au/human-resources/employee-management-conduct-and-performance/conduct-and-performance](http://www.forgov.qld.gov.au/human-resources/employee-management-conduct-and-performance/conduct-and-performance).

## Interested in applying?

To apply, complete an application through the QCAA Portal ([www.qcaa.qld.edu.au/portal](http://www.qcaa.qld.edu.au/portal)) via the Assessor Jobs app.

Non-teaching applicants will need to register for a QCAA Portal account at [www.qcaa.qld.edu.au/portal/home/landing/#/!/register-non-school](http://www.qcaa.qld.edu.au/portal/home/landing/#/!/register-non-school) before submitting their application.