

Memo

Queensland Curriculum and Assessment Authority

27 March 2025

Senior secondary

Number: 014/25

Language speaker recruitment

Purpose

The QCAA is seeking native language speakers to deliver oral language for the development of external assessment (EA).

Background

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

Information

To apply for a Language Speaker position, an applicant must:

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

Languages

Language Speakers are needed 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 minimum of two hours on either:

- Saturday 10 May

or

- Sunday 11 May 2025.

A follow-up session may also be required.

Remuneration

QCAA Language Speaker roles are paid for a minimum of two hours at an AO4.4 hourly rate of \$61.97 per hour upon submission of an approved timesheet.

Language Speakers are not entitled to travel expenses or travel allowances.

How to apply

To apply, please complete an application through the Assessor Jobs app in the QCAA Portal (www.qcaa.qld.edu.au/portal).

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

Applicants must also e-mail a resumé and cover letter outlining your native speaking experience for the language you are applying for to adminassessmentunit@qcaa.qld.edu.au

Vacancies close on **Friday 11 April 2025**.

Finding out more

For assistance lodging an application through Assessor Jobs, please contact:

Email address: externalassessment@qcaa.qld.edu.au

Phone: 1300 239 227

For questions about the role, please contact:

Email: adminassessmentunit@qcaa.qld.edu.au

Phone: Joelene Hicks on 07 3864 0221









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Role description

Language Speaker, Assessment Services Unit

 Location West End (onsite and street parking available)	 Role type and duration Casual
 Remuneration AO4.4 (\$61.97 per hour)	 Branch and division Senior Curriculum and Assessment Branch, Curriculum Services Division
 Closing date 11 April 2025	 Contact For assistance lodging an application through Assessor Jobs, please contact: Email address: externalassessment@qcaa.qld.edu.au Phone: 1300 239 227 For questions about the role, please contact: Email: adminassessmentunit@qcaa.qld.edu.au Phone: Joelene Hicks on 07 3864 0221

About the role

The Assessment Services Unit in the Senior Curriculum and Assessment Branch is part of Curriculum Services Division. The unit employs native language speakers to record the digital stimulus for external assessment in the following languages:

- Chinese
- Indonesian
- Japanese
- Korean
- Vietnamese
- French
- German
- Italian
- Spanish.

Time commitment

Language Speakers will be required for a minimum of two hours on either:

- Saturday 10 May 2025
- or
- Sunday 11 May 2025.

What you will do

As a Language Speaker, you will:

- deliver oral language that will be recorded as digital stimulus for external assessment
- maintain confidentiality and security of all external assessment materials.

Reporting relationships

This role reports to the Senior Project Officer.

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 external assessment examination in the year the assessment will be used
- not be teaching or tutoring students who will be sitting the external assessment examination in the year the assessment will be used or providing feedback on drafts or practice assessments.

Selection process

- The first stage of selection is based on information provided in your application, e.g. native speaking experience for the language that you are applying for.
- Shortlisted applicants may be required to complete a telephone interview with the Senior Project Officer and/or Principal Education Officer.

A follow-up session may also be required.

Working with us

The QCAA is a statutory body of the Queensland Government.

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.

Our culture: The QCAA has an inclusive culture that promotes the skills and insights of all people and embraces their differences, and we are committed to achieving an inclusive and diverse workforce.

We continue to build cultural capability across the QCAA, equipping ourselves to better support Aboriginal peoples and Torres Strait Islander peoples in our work as part of Queensland's education community.

See www.qcaa.qld.edu.au.

Remuneration

QCAA Language Speaker roles are paid for a minimum of two hours at an AO4.4 hourly rate of \$61.97 per hour upon submission of an approved timesheet.

Language Speakers are not entitled to travel expenses or travel allowances.

Conditions and benefits of the role

- Language Speakers will be employed on a casual basis under Section 41 of *Education (Queensland Curriculum and Assessment Authority) Act 2014*.
- Appointees will be required for a minimum of two (2) hours on specified dates and time.
- Appointees' work will be monitored and reviewed, with feedback and support given, as well as appropriate actions taken as necessary.
- All QCAA employees are subject to the *Code of Conduct for the Queensland public service*. If you would like to view the code and other important information on ethics in the Queensland public sector, please refer to the website: www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct.
- A casual appointment may be ceased if an identified trend in the quality, consistency or accuracy of an appointee's work is unable to be resolved, where there has been a breach to the *Code of Conduct for the Queensland public service*, or where a Language Speaker is not participating in events as required.

How to apply

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