

Role Profile: Writer/Reviewer (Learning)



Chartered
Insurance
Institute

The CII Learning team works with insurance and personal finance professionals to develop learning content to support those completing their qualifications or continuous professional development.

The team of editors, digital content specialists and instructional designers provide full guidance and support, working with timescales that recognise that there is a 'day job' to be done.

We have a variety of work available: study texts, revision aids and further learning courses (usually e-learning).

The team asks for experts to meet the following criteria:

- where relevant, professional qualification for level of unit being developed;
- current practitioner status and confident and up-to-date in subject knowledge;
- good standard of written English and communication skills;
- realistic about timescales and deadlines; and
- comfortable working electronically and able to work as part of a team.

Further criteria relating to specific roles and subjects may apply, which will be discussed with you as appropriate. The roles are outlined below:

Role	Purpose and scope
Writer	<ul style="list-style-type: none">• Write technical content for the content being developed or maintained.• Projects range from writing for brand new/existing qualifications or courses, script writing for digital assets, through to writing a bank of online multiple-choice questions.• Writers work over periods of weeks or months; working closely with editors and reviewers. Input depends upon extent of involvement, which is discussed and agreed on an individual basis and takes account of other commitments.• Work remotely with possible occasional meeting attendance via Teams.
Reviewer	<ul style="list-style-type: none">• Review and provide technical feedback on content written for content in development.• Reviewers typically work over weeks or months, aligned with submission of content from writers.• Time commitments for other reviewing projects are typically much less than for a study text and can involve just a few hours' work.• Work remotely with possible occasional meeting attendance via Teams.

Register your interest in being a CII Expert Practitioner at <http://www.cii.co.uk/expert-register>.