

Guide for Applicants to IELTS Life Skills Examiner Recruitment

There are a number of stages in the process of becoming an IELTS Life Skills Examiner.

1. Recruitment information pack

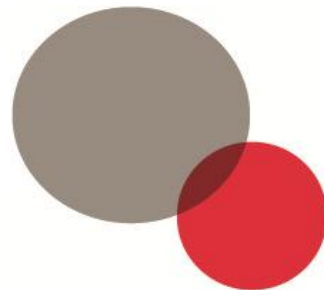
All applicants receive a recruitment information pack which contains the following:

- The IELTS Life Skills Examiner application form
- The IELTS Life Skills Examiner Minimum Professional Requirements (MPRs). The MPRs contain information on what minimum level of qualifications, experience and professional attributes and interpersonal skills are required to become an IELTS Life Skills Examiner. Only those applicants who fully meet the Minimum Professional Requirements will be considered.
- It is the responsibility of applicants to ensure that all documentation for the application is complete upon submitting the application. This includes evidence to demonstrate qualifications fully meet the MPRs required. Applications will not be accepted if documentation is incomplete.
- A form to send to your referee for a reference. Your referee then sends this confidentially to the IELTS Life Skills Administrator.
- If the applicant is an IELTS Examiner, the following apply:
 - the qualification documents held by the centre can be used
 - an interview is not required
- Other centre-specific information.

2. Application form

All applicants must complete an official application form **electronically**. It is important that you check that all aspects of the application form are complete before you submit it, including all the signatures required.

You will need to send a scanned copy of certificates and, where necessary, transcripts of your qualifications with your application. If you are called for interview, you will need to present the originals of all your relevant qualifications before the interview; applicants cannot proceed to interview until original certificates have been sighted by the Administrator.



It is the responsibility of the applicant to obtain any verification of supporting documents required, and cover the costs of verification.

In exceptional cases where an original document cannot be provided at the time of applying, the Professional Support Network Manager at IELTS Australia Pty Ltd or British Council will advise.

Assessment of English language competence

IELTS Life Skills Examiners must be the equivalent of an IELTS band 9 – this is an ‘Expert User’ on the IELTS Band Scales and is described as follows: *Has fully operational command of the language: appropriate, accurate and fluent with complete understanding.* This is an essential requirement for all Examiners in order to be able to examine effectively and an Examiner can be identified at any time as requiring an IELTS test.

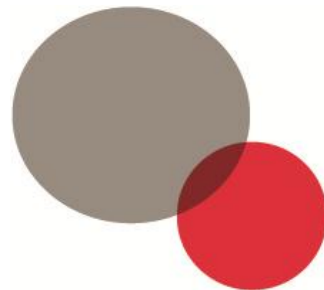
On the basis of your application form, performance in the interview and in the training workshop, you may be required to take the full IELTS test to demonstrate your English language proficiency. The recruitment process cannot continue until the results of the IELTS test have been released. All applicants who are required to take the IELTS test must sit the Academic module and are required to pay the full test fee.

3. Approval or rejection of application forms

Decisions on the approval or rejection of application forms are made by a Life Skills Examiner Trainer. Application forms are assessed against the Minimum Professional Requirements. Those who do not meet the minimum requirements cannot be accepted.

4. Interview

Applicants whose application forms are approved are invited to attend an interview. The interview may take place at the IELTS Life Skills centre or by telephone. Short-listing decisions are taken by the interview panel. Only successful interviewees will be invited to continue with the recruitment process. Applicants who are current IELTS Examiners may not be required to attend an interview.



5. Induction

Applicants shortlisted after interview are required to complete an induction, either by self-access or face-to-face in the centre.

6. Training

Applicants are required to sign a Confidentiality Undertaking before the training workshop begins. In order to become a IELTS Life Skills Examiner you must attend and successfully complete training and certification, which are both completed on the same day. The Life Skills Examiner Trainer assesses applicants during the training session to ensure they meet the requirements for an IELTS Life Skills Examiner.

7. Certification

Certification is a tool to assess whether the Examiner applicant has understood and is able to apply the marking criteria. Applicants make individual assessments of tests during certification. Certification is held immediately after training under strictly controlled test conditions. Only on successfully passing certification does an applicant achieve certificated IELTS Life Skills Examiner status.

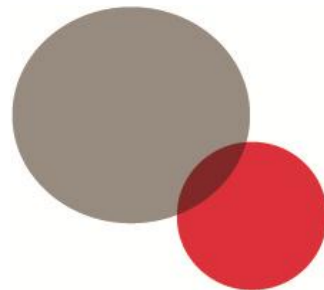
8. Communication

The centre will inform successful and unsuccessful applicants in writing at each stage of the recruitment process. Unsuccessful applicants will receive written notification no more than 2 weeks after a decision has been made at each stage.

9. Summary

In order to become an IELTS Life Skills Examiner, an applicant must successfully complete the following stages of the IELTS Life Skills Examiner recruitment process:

- Application form approval



- Assessment of English language proficiency (if identified as necessary)
- Interview
- Induction
- Training
- Certification
- Sign the IELTS Life Skills Examiner documents: Invitation to Examine, Code of Practice and Confidentiality Undertaking
- All required background checks, including child protection checks as appropriate, have been completed by the centre.

If you wish to continue with your application, please complete the application form and return it to the IELTS Life Skills centre, with all the required supporting documents.