

Terms of Reference – Workbook Senior Reviewer

The senior reviewer will cross-check the amendments made by the technical reviewer, alongside any comments and further amendments received from the author.

In short, the senior reviewer finalises the workbook for publication, ensuring it is the highest standard prior to publication and will sign off the workbook to go to print.

A. Requirements

The Workbooks Senior Reviewer will be requested to support the CISI in the following ways:

- To have a high-level of knowledge of the subject area
- Should preferably be a subject panel member with at least 5-10 years working Knowledge
- Complete a workbook spreadsheet, including any comments of findings in the workbook – to be entered alongside each learning objective
- Cross-check the workbook amendments against comments received from syllabus proof-reader
- Ensure the inclusion of the comments has been addressed or confirm whether author's disagreement is justified
- Ensure sections/chapters amended sufficiently cover corresponding learning objective to a good level of understanding
- Highlight any grammatical, typographical or statistical errors
- Approve workbook and signs off to go to print

Should you be able to take part, CISI would like to request a level of commitment in taking this workbook forward. These are:

- Attend 2 meetings per year (these would fit around your timetable and would be booked in advance to ensure your availability to attend)
- Be available for occasional phone or email contact between meetings for advice and/or support to the author or candidates
- Be prepared to review the workbook in relation to industry and syllabus changes and propose improvements

- Be familiar with the CISI examination process in the development of the workbook
- Be prepared to have your name, role and company named in CISI material relating to the governance of our workbooks
- Be committed to the development of the workbook for at least one year, when the roles will be reviewed

Time Allocation

1 week

Fee

Negotiable

B. Biography

Please attach a short career biography of 100 words summarising career background, and relation to the workbook that you would like to work on. Also please state exact job title and the full name of the organisation, including the division that you work for.

The CISI assumes that by submission of biographical data and job title and firm that permission is granted to the CISI for these to be used responsibly in describing (outside the CISI) the quality assurance processes you would be involved in and your support of the workbook.

If you agree with sections **A.** and **B.** above please sign below and return a signed copy:

Name: _____ Date: _____