Qualification Specification

Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse

Version 6.0
(January 2018)
This qualification specification covers the following qualification:

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>Qualification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse</td>
<td>601/0533/1</td>
</tr>
</tbody>
</table>
### About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre. If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

<table>
<thead>
<tr>
<th>Telephone</th>
<th>01206 911211</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:enquiries@gatewayqualifications.org.uk">enquiries@gatewayqualifications.org.uk</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.gatewayqualifications.org.uk/recognition">www.gatewayqualifications.org.uk/recognition</a></td>
</tr>
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</table>
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## Gateway Qualifications
1. Qualification Information

1.1 About the qualification

This qualification has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is designed for adult practitioners working in the drug and alcohol sector. Practitioners may be employed or acting in a voluntary capacity.

The qualification aims to support the development of recovery orientated workforce, as outlined in the Drug Strategy 2010, Reducing Demand, Restricting Supply, Building Recovery: Supporting People to Live a Drug Free Life, HM Government.


Achievement of the qualification will contribute to the professional development needs of:

- specialist drug and alcohol workers
- generic workers who have a substance misuse function within their portfolio of responsibilities, for example social workers, youth workers
- generic workers who have occasional substance misuse functions, for example prison officers, teachers, probation officers.

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is a recognised qualification within the Federation of Drug and Alcohol Professionals (FDAP) Drug and Alcohol Professional Certification scheme.

The qualification was developed in collaboration with experts from Addaction.

1.2 Objective

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is categorised as having the following objective:

Qualifications that indicate an individual can undertake a specific role in the workplace and that may be relied upon by employers.

1.3 Key Facts

<table>
<thead>
<tr>
<th>Qualification Title in full</th>
<th>Credit Value</th>
<th>Total Qualification Time</th>
<th>Guided Learning Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse</td>
<td>15</td>
<td>150</td>
<td>105</td>
</tr>
</tbody>
</table>

Total Qualification Time is the number of notional hours which represents an estimate of
the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:
• the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
• an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

1.4 Funding

For information regarding potential sources of funding please visit the following websites;

The Education Funding Agency [http://www.education.gov.uk/aboutdfe/executiveagencies/efa](http://www.education.gov.uk/aboutdfe/executiveagencies/efa)
The Skills Funding Agency [http://skillsfundingagency.bis.gov.uk/](http://skillsfundingagency.bis.gov.uk/)

or, contact your local funding office.

1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications’ Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

1.6 Geographical Coverage

This qualification has been approved by Ofqual to be offered in England.

1.7 Progression Opportunities

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse enables progression to employment, further learning opportunities within employment, or further study.

The qualification is designed is designed for adult practitioners working in the drug and alcohol sector. Practitioners may be employed or acting in a voluntary capacity.

Learners may progress to further learning and/or relevant level 4 qualifications e.g.

- City & Guilds Level 4 Award in Working with Substance Misuse
Qualification specification:
Level 3 Certificate in Tackling Substance Misuse

- Pearson BTEC Level 4 Certificate in Working with Substance Misuse
- Pearson BTEC Level 4 Award in Working with Substance Misuse
- City & Guilds Level 4 Certificate in Working with Substance Misuse

Those who achieve the qualification while engaged in a voluntary capacity in the sector may progress to employment, benefitting from evidence of achievement of a Level 3 qualification.

1.8 Relationship with other frameworks

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is related to the Drugs and Alcohol National Occupational Standards (DANOS) developed by Skills for Health. It provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in the substance misuse sector.

Relevant units within the qualification have been carefully developed according to the relevant standards as appropriate and/or in conjunction with Users of qualifications.
2 Learner Entry Requirements

2.1 Age

The approved age range for these qualifications is: 18+.

2.2 Prior Qualifications

There is no requirement for learners to have achieved prior qualifications.

2.3 Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding.

2.4 Restrictions

This is a competence based qualification and is linked to the learner's ability to competently perform a range of tasks in the workplace.

Learners will therefore need to be employed, or acting in a voluntary capacity in an environment that includes working with substance users or within substance misuse services.

In some circumstances learners may require an appropriate placement or placements with substance misuse organisations or with services addressing the needs of substance users.

2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation’s intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment and Special Considerations Policy.
2.6 Additional Rules/Guidance

There are no additional rules or guidance regarding learner entry requirements.
3 Achieving the Qualification

3.1 Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse

To achieve the Level 3 Certificate in Tackling Substance Misuse learners must achieve 15 credits in total; 12 Mandatory credits at level 3 from unit group M and a further 3 Optional credits at level 3 from unit group O.

<table>
<thead>
<tr>
<th>Unit Reference Number</th>
<th>Title</th>
<th>Level</th>
<th>Credit Value</th>
<th>GLH</th>
<th>Subject Sector code</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y/505/3080</td>
<td>Principles of Tackling Substance Misuse</td>
<td>3</td>
<td>6</td>
<td>42</td>
<td>1.3</td>
<td>M (Mandatory Units)</td>
</tr>
<tr>
<td>Y/505/3077</td>
<td>Assessment, Planning and Care for Substance Misuse Practitioners</td>
<td>3</td>
<td>6</td>
<td>42</td>
<td>1.3</td>
<td>M (Mandatory Units)</td>
</tr>
<tr>
<td>H/505/3079</td>
<td>Dual Diagnosis for Substance Misuse Practitioners</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>D/505/3078</td>
<td>Brief Interventions for Substance Misuse Practitioners</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>H/505/3082</td>
<td>Providing Harm Minimisation Support to Substance Users</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>K/505/3083</td>
<td>Providing Support and After Care Services for Substance Users</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>M/505/3280</td>
<td>Providing Detoxification and Prescribing Services for Substance Users</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>R/505/8388</td>
<td>Managing Substance Misuse Services</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>Y/505/8389</td>
<td>Managing Individuals and Teams Working with Substance Users</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>L/505/8390</td>
<td>Educating Others about Substances and their Effects</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>D/507/1421</td>
<td>Working with Families using Substance Misuse Services</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
<tr>
<td>H/507/1467</td>
<td>Working with Children and Young People Using Substance Misuse Services</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>1.3</td>
<td>O (Optional Units)</td>
</tr>
</tbody>
</table>
3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies

Equivalent Units

Learners can claim up to 12 credits from equivalent units against the credit target of the qualification. Please refer to the units for further information on the equivalent unit details. Learners cannot include more than one unit with the same or similar title.

The units that are used as equivalent or exempted units must be current, which means three years from the date of the original award to the point at which the learner registers with the Centre on the qualification for which the claim will be made.

<table>
<thead>
<tr>
<th>Qualification Unit</th>
<th>Unit Title</th>
<th>Equivalent Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y/505/3077</td>
<td>Assessment, Planning and Care for Substance Misuse Practitioners</td>
<td>H/602/4787</td>
</tr>
<tr>
<td>Y/505/3080</td>
<td>Principles of Tackling Substance Misuse</td>
<td>Y/602/4799</td>
</tr>
<tr>
<td>D/505/3078</td>
<td>Brief Interventions (for Substance Misuse Practitioners)</td>
<td>M/602/4789</td>
</tr>
<tr>
<td>H/505/3079</td>
<td>Dual Diagnosis (for Substance Misuse Practitioners)</td>
<td>H/602/4790</td>
</tr>
<tr>
<td>M/505/3280</td>
<td>Providing Detoxification and Prescribing Services for Substance Users</td>
<td>F/602/4800</td>
</tr>
<tr>
<td>H/505/3082</td>
<td>Providing Harm Minimisation Support to Substance Users</td>
<td>J/602/4801</td>
</tr>
<tr>
<td>K/505/3083</td>
<td>Providing Support and After Care Services for Substance Users</td>
<td>R/602/4803</td>
</tr>
<tr>
<td>R/505/8388</td>
<td>Managing Substance Misuse Services</td>
<td>R/602/4798</td>
</tr>
<tr>
<td>Y/505/8389</td>
<td>Managing Individuals and Teams Working with Substance Users</td>
<td>J/602/4796</td>
</tr>
<tr>
<td>L/505/8390</td>
<td>Educating Others about Substances and their Effects</td>
<td>M/602/4792</td>
</tr>
</tbody>
</table>

RPL

Recognition of prior learning is an assessment method leading to the award of credit. The process involves considering if a learner can meet the specified assessment requirements for a unit through knowledge, understanding or skills that they possess already as a consequence of which they do not need to undertake a course of learning.

Centres are encouraged to recognise the previous achievements and experiences, both formal, e.g. through accredited units or qualifications, or informal, e.g. through continuous learning. This involves the recognition of achievement from a range of activities that will have been assessed through any valid method of assessment. When using the process of the recognition of prior learning, it is essential that the assessment requirements of a specific unit or, more exceptionally, a qualification have been met. The evidence of learning provided must be sufficient, reliable, authentic and valid.

3.3 Links to other qualifications

None
4 Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

4.1 Method of Assessment

The method of assessment for the qualification(s) is through a portfolio of evidence.

4.2 Assessment Materials

There are no specific assessment materials provided for this qualification.

4.3 Qualification-Specific Centre Requirements

None

4.4 Qualification-Specific Tutor/Assessor Requirements

There are no additional tutor/assessor requirements for this qualification.

4.5 Qualification-Specific Verification Requirements

There are no additional verifications requirements for this qualification.
5  What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications centre please contact:

Gateway Qualifications
Gateway House
3 Tollgate Business Park
Colchester
CO3 8AB

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

6  Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester, Essex.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it’s in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).