QUALIFICATION SPECIFICATION

gateway qualifications



Building and Construction (Entry 3 - Level 1)

Access to HE
Apprenticeships
Digital
Employability & Enterprise
English & Maths
ESOL
Personal & Social Development
Professional Development
Vocational

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
603/6551/1	Gateway Qualifications Entry Level Award in Building and Construction (Entry 3)
603/6552/3	Gateway Qualifications Entry Level Certificate in Building and Construction (Entry 3)
603/6553/5	Gateway Qualifications Level 1 Award in Building and Construction
603/6554/7	Gateway Qualifications Level 1 Certificate in Building and Construction
603/6555/9	Gateway Qualifications Level 1 Diploma in Building and Construction

Version and date	Change detail	Section/Page Reference
1.0 (Sep 2020)	n/a	n/a
1.1 (October 2021)	Guidance for Pre 16 age range.	Page 10
1.2 (August 2022)	New Green units added to all qualifications. Removed address and changed the back cover.	Page 13, 15-16, 18 and 21
1.3 (September 2025)	Correction to unit code for Environmental Awareness (Y/650/2238)	Page 21
1.4 (November 2025)	Added Entry 3 Environmental Awareness Unit to E3 Certificate	Page 15
1.5 (July 2026)	Qualification Wales references updated.	Multiple

About this qualification specification

This qualification specification is intended for tutors, internal quality assurers, 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 qualifications. It also contains information specific to managing and delivering the qualifications 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 quality assurance practice.

In order to offer these qualifications you must be a Gateway Qualifications recognised centre and be approved to offer the qualifications.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211
Email: enquiries@gatewayqualifications.org.uk
Website: https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/

Contents

1. Qualification Information 7
1.1 About the qualifications 7
1.2 Purpose 8
1.3 Funding 8
1.4 Geographical coverage 8
1.5 Progression opportunities 8
1.6 Equality, diversity and inclusion 9
2. Learner Entry Requirements 10
2.1 Key information 10
2.2 Access to qualifications for learners with disabilities or specific needs 10
2.3 Recruiting learners with integrity 11
3. Qualification Details 12
3.1 Achievement methodology 12
3.2 Qualification size 12
3.3 Qualification structure 13
Gateway Qualifications Entry Level Award in Building and Construction (Entry 3) 13
Gateway Qualifications Entry Level Certificate in Building and Construction (Entry 3) 14
Gateway Qualifications Level 1 Award in Building and Construction 18
Gateway Qualifications Level 1 Certificate in Building and Construction 19
Gateway Qualifications Level 1 Diploma in Building and Construction 19
3.4 Recognition of prior learning 23
3.5 Links to other qualifications 23
4 Assessment 24
4.1 Assessment overview 24
4.2 Assessment format 24
4.3 Assessment language 24
4.4 Support materials and resources 24
4.5 Access Arrangements, Reasonable Adjustments and Special Considerations 24
5 Centre Recognition and Qualification Approval 27
5.1 Centre Recognition 27
5.2 Centre requirements 27
5.3 Qualification-specific staffing requirements 27
6 Quality Assurance 29
6.1 Internal Quality Assurance 30
6.2 Quality assuring centre marking 31

6.3 Malpractice 31
6.4 Additional quality assurance requirements 31
7 Learner Registration and Results 32
7.1 Registration 32
7.2 Awarding 32
7.3 Issuing results 32
7.4 Appeals 32
7.5 Enquiries 32
8 What to do next 33
9 Gateway Qualifications 33

1. Qualification Information

1.1 About the qualifications

We looked at our current Entry Level 3 and Level 1 offer in the Construction sector and saw that there were a lot of units that needed indicative content added or in some cases other amendments to ensure that the Construction qualifications offered by Gateway Qualifications remained up to date and desirable for centres to offer to their learners.

We carried out a full review of all units that are currently in the 'Skills for Construction' qualification suite. Several new units have been created and others have been updated to ensure that our qualifications are fit for purpose and support progression. We have added indicative content to existing and new units and, in some cases, have amended credit values and guided learning hours (GLH) in response to feedback from centres. For these reasons, we believe that our new 'Building and Construction' qualification suite supports the changes within the Construction sector.

The qualifications have been approved by the Office of Qualifications and Examinations Regulation (Ofqual), which regulates qualifications, examinations and assessments in England. Where applicable, qualifications are also regulated by Qualifications Wales, the regulator of non-degree qualifications and the qualifications system in Wales.

These qualifications are intended to provide learners with a broad introduction to the building and construction sector, equipping learners with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills as well as bitesize English and maths units. They are designed to support progression to further learning and ultimately to work in building and construction or other related sectors.

The employability skills and bitesize English and maths units are common across a number of qualifications, enabling easy transfer of credits between qualifications and supporting opportunities for cross-faculty working.

The qualifications have been developed with the support of a number of further education colleges, training providers and adult and community learning providers. They have been designed to be consistent with the principles for study programmes for 16-19 year olds but are also relevant, particularly in the case of the smaller qualifications, for adults including the unemployed.

The qualifications offered by Gateway Qualifications in Building and Construction link to the National Occupational Standards for Building and Construction. They provide some of the underpinning knowledge and practical skills that will support progression to a relevant competency-based qualification.

1.2 Purpose

The qualification purpose is to:

- prepare learners to progress to a qualification in the same sector or a related area at a higher level or requiring more specific knowledge, skills and understanding
- prepare learners for employment in the sector or a related sector.

1.3 Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

https://www.gov.uk/government/organisations/education-and-skills-funding-agency

https://www.gov.uk/government/collections/qualifications-approved-for-public-funding

https://hub.fasst.org.uk/Pages/default.aspx

For information regarding potential sources of funding in Wales please visit Qualification Wales:

https://www.qualificationswales.org/

1.4 Geographical coverage

These qualifications are approved by Ofqual for delivery in England. Qualifications that are approved for delivery in Wales are regulated by Qualifications Wales.

If a centre based outside England or Wales would like to offer these qualifications, they should make an enquiry to Gateway Qualifications. The qualifications are not available for delivery in Northern Ireland.

1.5 Progression opportunities

These qualifications are designed to enable progression into further learning at the same level (e.g. from an award to a certificate) or to further learning at a higher level (e.g. from Entry 3 to Level 1). The strong focus on transferable employability skills means that learners could move within or between sectors as they progress. Some learners may be able to progress directly into employment, particularly where work-based training will be offered, but it is expected that most learners will build on the skills and knowledge gained from these qualifications through further learning before entering employment.

1.6 Equality, diversity and inclusion

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.

2. Learner Entry Requirements

2.1 Key information

Qualification Titles	**Gateway Qualifications Entry Level Award in Building and Construction (Entry 3)** **Gateway Qualifications Entry Level Certificate in Building and Construction (Entry 3)** **Gateway Qualifications Level 1 Award in Building and Construction** **Gateway Qualifications Level 1 Certificate in Building and Construction** **Gateway Qualifications Level 1 Diploma in Building and Construction**
Age	Pre-16, 16-18, 19+. **Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.**
Prior qualifications or units	There are no prior qualification requirements for these qualifications.
Prior skills/knowledge/ understanding	There are no prior skills, knowledge or understanding requirements for these qualifications. However, learners will benefit from having functional skills or equivalent, at least at one level below that of the qualification (e.g. at least Entry 3 for the Level 1 qualifications).
Restrictions	There are no restrictions to entry for these qualifications.
Additional requirements/guidance	There are no additional rules or guidance regarding learner entry requirements.

2.2 Access to qualifications for learners with disabilities or specific needs

1. 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.

2. Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled. Please refer to Section 4.11 Access Arrangement, Reasonable Adjustments and Special Considerations for further details.

2.3 Recruiting learners with integrity

Centres must recruit learners with integrity. They must ensure that learners have the correct information and advice on their selected qualification and that the qualification will meet their needs.

Centres must assess each potential learner and make justifiable and professional judgements about their potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification.

3. Qualification Details

3.1 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.

3.2 Qualification size

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award in Building and Construction (Entry 3)	60	60	6
Gateway Qualifications Entry Level Certificate in Building and Construction (Entry 3)	180	170	18
Gateway Qualifications Level 1 Award in Building and Construction	60	60	6
Gateway Qualifications Level 1 Certificate in Building and Construction	250	235	25
Gateway Qualifications Level 1 Diploma in Building and Construction	370	335	37

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.

3.3 Qualification structure

The qualification requirements are provided below.

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within unit specifications. Unit contents, including the learning outcomes and associated assessment criteria, are published on the Gateway Qualifications website and are also available to download from the qualification library in the online system Prism.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.4 Recognition of Prior Learning (RPL)**

Gateway Qualifications Entry Level Award in Building and Construction (Entry 3)

Learners must complete at least one unit from Group M (Mandatory) worth 3 credits and a further 3 credits from Group M or Group O1 (Optional units – Building and Construction).

Mandatory (M)

Unit Number	Title	Level	Credit Value	GLH
H/505/1381	Health and Safety in Construction	Entry 3	3	30
R/505/1375	Working in Construction	Entry 3	3	30

Optional (O1)

Unit Number	Title	Level	Credit Value	GLH
Y/618/3306	Bricklaying skills	Entry 3	3	30
F/650/2286	Domestic Energy Efficiency	Entry 3	3	30
R/618/3319	Environmental Awareness in Construction	Entry 3	3	30
Y/505/1362	Hand Tool Skills for Timber Work	Entry 3	3	30
M/505/1366	Measuring and Marking Out in Plumbing	Entry 3	3	30
A/505/1368	Painting Skills	Entry 3	3	30
M/618/3330	Pipework Skills	Entry 3	3	30
K/505/1382	Plastering Skills	Entry 3	3	30
F/618/3333	Rainwater Goods	Entry 3	3	30
J/618/3334	Site Carpentry Skills	Entry 3	3	30
L/505/1598	Wallpapering Skills	Entry 3	3	30
D/505/1377	Working with Plastic Soil and Waste Pipe	Entry 3	3	30

Gateway Qualifications Entry Level Certificate in Building and Construction (Entry 3)

Learners must complete the two mandatory units in the Mandatory Group (M), totalling 6 credits. In addition, they must complete a minimum of 6 credits from Group O1 (Optional Units - Building and Construction) and 6 further credits from either Group O1 or Group O2 (Optional Units - Employability Skills, English and Maths). Learners cannot include more than one unit with the same or similar title.

Mandatory (M)

Unit Number	Title	Level	Credit Value	GLH
H/505/1381	Health and Safety in Construction	Entry 3	3	30
R/505/1375	Working in Construction	Entry 3	3	30

Optional Units – Building and Construction (O1)

Unit Number	Title	Level	Credit Value	GLH
*Y/618/3306	Bricklaying skills	Entry 3	3	30
*A/505/1595	Bricklaying Skills	1	3	30
*A/505/1354	Carpentry Hand Skills	1	3	30
*R/505/1358	Construct a Timber Product	1	3	30
R/618/3319	Environmental Awareness in Construction	Entry 3	3	30
D/505/1380	Erecting Block Walls including Openings	Entry 3	5	50
R/618/3322	Fixing Dry Lining Boards	1	3	30
*Y/505/1362	Hand Tool Skills for Timber Work	Entry 3	3	30
*Y/618/3323	Installation of Plastic Rainwater Systems	1	3	30
M/505/1366	Measuring and Marking Out in Plumbing	Entry 3	3	30
A/505/1368	Painting Skills	Entry 3	3	30
M/618/3330	Pipework Skills	Entry 3	3	30
K/505/1382	Plastering Skills	Entry 3	3	30
*F/618/3333	Rainwater Goods	Entry 3	3	30
*J/618/3334	Site Carpentry Skills	Entry 3	3	30

L/505/1598	Wallpapering Skills	Entry 3	3	30
D/505/1377	Working with Plastic Soil and Waste Pipe	Entry 3	3	30

*Y/618/3306 (Bricklaying skills) is barred against A/505/1595 (Bricklaying Skills).

*A/505/1354 (Carpentry Hand Skills) is barred against J/618/3334 (Site Carpentry Skills).

*F/618/3333 (Rainwater Goods) is barred against Y/618/3323 (Installation of Plastic Rainwater Systems).

*Y/505/1362 (Hand Tool Skills for Timber Work) is barred against R/505/1358 (Construct a Timber Product).

Optional – Employability Skills (O2a)

Unit Number	Title	Level	Credit Value	GLH
A/617/4047	Applying for a Job	Entry 3	2	20
K/617/4061	Career Panning	Entry 3	2	20
T/617/4080	Communication Skills for Work	Entry 3	3	30
K/650/2071	Community Environment Project	Entry 3	3	30
L/617/4070	Conduct at Work	Entry 3	2	20
D/617/4073	Customer service skills	Entry 3	2	20
T/617/4158	Digital Skills for Work	Entry 3	3	30
F/650/2286	Domestic Energy Efficiency	Entry 3	3	30
Y/650/2247	Environmental awareness	Entry 3	3	30
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
D/617/4090	Exploring Entrepreneurship	Entry 3	2	20
T/617/4094	Health and Safety in the Workplace	Entry 3	2	20
J/650/2214	Improving Sustainability in the Workplace	Entry 3	3	30
R/617/4099	Interview Skills	Entry 3	3	30
J/617/4102	Introduction to Self-Employment	Entry 3	3	30
L/617/4103	Making the Most of Work Placement	Entry 3	3	30
K/617/4108	Negotiation Skills	Entry 3	3	30
R/617/4149	Numeracy Skills for Work	Entry 3	3	30
A/617/4131	Searching for a Job	Entry 3	2	20
L/617/4134	Self-Management Skills for Work	Entry 3	2	20

Unit Number	Title	Level	Credit Value	GLH
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
M/617/4143	Solving Work-Related Problems	Entry 3	2	20
D/650/2211	Sustainability	Entry 3	3	30
T/650/2075	Taking Personal Responsibility for the Environment	Entry 3	3	30
F/617/4146	Time Management	Entry 3	2	20
R/617/4152	Working in a Team	Entry 3	3	30
T/617/4127	Working Safely	Entry 3	1	10
H/617/4155	Working with Colleagues	Entry 3	2	20

Optional - English (O2b)

Learners cannot include more than one unit with the same or similar title.

Unit Number	Title	Level	Credit Value	GLH
M/505/6129	Engage in Discussion	Entry 3	2	20
Y/505/6321	Engage in Discussion	1	2	20
H/505/4135	Listen and Respond	Entry 3	2	20
D/505/6319	Listen and Respond	1	2	20
H/505/6127	Read for Information	Entry 3	3	30
L/505/4131	Read for Information	1	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
Y/505/6318	Read for Purpose and Meaning	1	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
R/505/6320	Speak to Communicate	1	2	20
L/505/4159	Write Accurately	Entry 3	3	30
F/505/4160	Write with Accuracy	1	3	30
H/505/6130	Write to Communicate	Entry 3	3	30
D/505/6322	Write to Communicate	1	3	30

Optional - Maths (O2c)

Learners cannot include more than one unit with the same or similar title.

Unit Number	Title	Level	Credit Value	GLH
K/505/4864	Making Calculations	Entry 3	3	30
F/505/4868	Making Calculations	1	3	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
M/505/4882	Money, Time and Temperature	1	3	30
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
A/505/4867	Numbers, Decimals, Fractions and Percentages	1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	1	2	20
H/505/4863	Using and Communicating Data	Entry 3	3	30
J/505/4872	Using and Communicating Data	1	3	30
A/505/4870	Using Probability	1	2	20
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
L/505/4890	Using Size, Shape and Space	1	3	30

Gateway Qualifications Level 1 Award in Building and Construction

Learners must complete at least one unit from Group M (Mandatory) worth 3 credits and a further 3 credits from Group M or Group O1 (Optional units: Building and Construction).

Mandatory (M)

Unit Number	Title	Level	Credit Value	GLH
D/505/1363	Health and Safety in Construction	1	3	30
Y/505/1376	Working in Construction	1	3	30

Optional Units – Building and Construction (O1)

Unit Number	Title	Level	Credit Value	GLH
F/505/4322	Basic Blocklaying	1	4	40
R/618/3305	Basic Electrical Practices	1	3	30
A/505/1595	Bricklaying Skills	1	3	30
A/505/1354	Carpentry Hand Skills	1	3	30
R/505/1358	Construct a Timber Product	1	3	30
K/618/3309	Construction Painting Skills	1	3	30
D/618/3310	Decorative Paint Effects for Interior Walls	1	3	30
M/617/4157	Digital Skills for Work	1	3	30
D/650/2267	Domestic Energy Efficiency	1	3	30
L/618/3318	Environmental Awareness in Construction	1	3	30
R/618/3322	Fixing Dry Lining Boards	1	3	30
Y/618/3323	Installation of Plastic Rainwater Systems	1	3	30
H/618/3325	Measurement and Marking Out of Plumbing Materials	1	3	30
K/618/3326	Painting Skills	1	3	30
T/618/3328	Pipework Skills	1	3	30
M/505/1383	Plastering Skills	1	3	30
T/618/3331	Plumbing Skills	1	4	40
A/505/5467	Prepare Surfaces for Decoration	1	3	30
A/618/3332	Produce Basic Woodworking Joints	1	4	40
L/618/3335	Wallpapering Skills	1	3	30
R/618/3336	Working with Plastic Soil and Waste Pipe	1	3	30

Gateway Qualifications Level 1 Certificate in Building and Construction

Learners must complete the two mandatory units from the Mandatory Group (M), totalling 6 credits. In addition, they must complete a minimum of 10 credits from Group O1 (Optional units - Building and Construction) and 9 further credits from either Group O1 or Group O2 (Optional units - Employability Skills, English and Maths). At least 15 credits must be at level 1 of which at least 4 must be from Group O1 (Optional units - Building and Construction). Learners cannot include more than one unit with the same or similar title.

Gateway Qualifications Level 1 Diploma in Building and Construction

Learners must complete the two mandatory units from the Mandatory Group (M), totalling 6 credits. In addition, they must complete a minimum of 18 credits from Group O1 (Optional units - Building and Construction) and 13 further credits from either Group O1 or Group O2 (Optional units - Employability Skills, English and Maths). At least 22 credits must be at level 1 of which at least 8 must be from Group O1 (Optional units - Building and Construction). Learners cannot include more than one unit with the same or similar title.

Mandatory (M)

Unit Number	Title	Level	Credit Value	GLH
D/505/1363	Health and Safety in Construction	1	3	30
Y/505/1376	Working in Construction	1	3	30

Optional – Building and Construction (O1)

Unit Number	Title	Level	Credit Value	GLH
J/505/0305	Apply Paint Systems by Brush and Roller	1	6	60
F/505/4322	Basic Blocklaying	1	4	40
L/618/3321	Basic Bricklaying	1	6	60
R/618/3305	Basic Electrical Practices	1	3	30
A/505/1595	Bricklaying Skills	1	3	30
*A/505/1354	Carpentry Hand Skills	1	3	30
D/618/3307	Computer Aided Drawing - CAD	1	4	40
*R/505/1358	Construct a Timber Product	1	3	30
*H/618/3308	Constructing a Cavity Wall	1	6	60
H/618/3311	Construction of Residential Dwellings	1	4	40
*K/618/3309	Construction Painting Skills	1	3	30
D/618/3310	Decorative Paint Effects for Interior Walls	1	3	30
M/617/4157	Digital Skills for Work	1	3	30
J/618/3317	Electrical Installation Operations	2	4	40

*R/618/3319	Environmental Awareness in Construction	Entry 3	3	30
*L/618/3318	Environmental Awareness in Construction	1	3	30
J/618/3320	Erect and Dismantle Access Equipment and Working Platforms	1	4	40
*D/505/1380	Erecting Block Walls including Openings	Entry 3	5	50
R/618/3322	Fixing Dry Lining Boards	1	3	30
*Y/505/1362	Hand Tool Skills for Timber Work	Entry 3	3	30
Y/618/3323	Installation of Plastic Rainwater Systems	1	3	30
D/618/3324	Lighting, Power and Communication Circuits	2	3	30
*H/618/3325	Measurement and Marking Out of Plumbing Materials	1	3	30
*M/505/1366	Measuring and Marking Out in Plumbing	Entry 3	3	30
*A/505/1368	Painting Skills	Entry 3	3	30
*K/618/3326	Painting Skills	1	3	30
T/618/3328	Pipework Skills	1	3	30
M/505/1383	Plastering Skills	1	3	30
T/618/3331	Plumbing Skills	1	4	40
A/505/4335	Prepare and Use Carpentry and Joinery Portable Power Tools	1	3	30
A/505/5467	Prepare Surfaces for Decoration	1	3	30
*A/618/3332	Produce Basic Woodworking Joints	1	4	40
*J/618/3334	Site Carpentry Skills	Entry 3	3	30
*L/505/1598	Wallpapering Skills	Entry 3	3	30
*L/618/3335	Wallpapering Skills	1	3	30
R/618/3336	Working with Plastic Soil and Waste Pipe	1	3	30

***J/618/3320 (Erect and Dismantle Access Equipment and Working Platforms) is not permissible for delivery to pre 16 learners for health and safety reasons.**

*D/505/1380 (Erecting Block Walls including Openings) is barred against H/618/3308 (Constructing a Cavity Wall).

*J/618/3334 (Site Carpentry Skills) is barred against A/505/1354 (Carpentry Hand Skills).

*R/618/3319 (Environmental Awareness in Construction) is barred against L/618/3318 (Environmental Awareness in Construction).

*M/505/1366 (Measuring and Marking Out in Plumbing) is barred against H/618/3325 (Measurement and Marking Out of Plumbing Materials).

*A/505/1368 (Painting Skills) , K/618/3326 (Painting Skills) and K/618/3309 (Construction Painting Skills) are all barred against each other.

*Y/505/1362 (Hand Tool Skills for Timber Work), R/505/1358 (Construct a Timber Product) and A/618/3332 (Produce Basic Woodworking Joints) are all barred against each other.

*L/505/1598 (Wallpapering Skills) is barred against L/618/3335 (Wallpapering Skills).

Optional - Employability Skills (O2a)

Unit Number	Title	Level	Credit Value	GLH
M/617/4059	Applying for a Job	1	2	20
A/617/4064	Career Planning	1	3	30
A/617/4081	Communication skills for work	1	3	30
L/650/2072	Community Environment Project	1	3	30
R/617/4071	Conduct at Work	1	2	20
H/617/4074	Customer service skills	1	2	16
D/650/2267	Domestic Energy Efficiency	1	3	30
Y/650/2238	Environmental Awareness	1	3	30
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
H/617/4091	Exploring Entrepreneurship	1	2	20
A/617/4095	Health and Safety in the Workplace	1	2	20
H/650/2213	Improving Sustainability in the Workplace	1	3	30
L/617/4098	Interview Skills	1	3	30
F/617/4101	Introduction to Self-Employment	1	3	30
R/617/4104	Making the Most of Work Placement	1	3	30
H/617/4107	Negotiation Skills	1	3	30
L/617/4148	Numeracy Skills for Work	1	3	30
T/617/4130	Searching for a Job	1	2	20
J/617/4133	Self-Management Skills for Work	1	2	20
D/617/4137	Setting and Meeting Work-Related Targets	1	2	20
H/504/6262	Skills for Creative Thinkers	1	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
D/504/6258	Skills for Independent Enquirers	1	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
K/617/4142	Solving Work-Related Problems	1	2	20
A/650/2210	Sustainability	1	3	30
M/650/2082	Taking Personal Responsibility for the Environment	1	3	30
A/617/4145	Time Management	1	2	20
L/617/4151	Working in a Team	1	3	30
H/617/4124	Working Safely	1	1	10
D/617/4154	Working with Colleagues	1	2	20

Optional - English (O2b)

Learners cannot include more than one unit with the same or similar title.

Unit Number	Title	Level	Credit Value	GLH
M/505/6129	Engage in Discussion	Entry 3	2	20
Y/505/6321	Engage in Discussion	1	2	20
H/505/4135	Listen and Respond	Entry 3	2	20
D/505/6319	Listen and Respond	1	2	20
H/505/6127	Read for Information	Entry 3	3	30
L/505/4131	Read for Information	1	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
Y/505/6318	Read for Purpose and Meaning	1	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
R/505/6320	Speak to Communicate	1	2	20
L/505/4159	Write Accurately	Entry 3	3	30
F/505/4160	Write with Accuracy	1	3	30
H/505/6130	Write to Communicate	Entry 3	3	30
D/505/6322	Write to Communicate	1	3	30

Optional - Maths (O2c)

Learners cannot include more than one unit with the same or similar title.

Unit Number	Title	Level	Credit Value	GLH
K/505/4864	Making Calculations	Entry 3	3	30
F/505/4868	Making Calculations	1	3	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
M/505/4882	Money, Time and Temperature	1	3	30
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
A/505/4867	Numbers, Decimals, Fractions and Percentages	1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	1	2	20
H/505/4863	Using and Communicating Data	Entry 3	3	30
J/505/4872	Using and Communicating Data	1	3	30
A/505/4870	Using Probability	1	2	20
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
L/505/4890	Using Size, Shape and Space	1	3	30

3.4 Recognition of prior learning

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

Qualification Number	Qualification Title	RPL Permitted
603/6551/1	Gateway Qualifications Entry Level Award in Building and Construction (Entry 3)	No
603/6552/3	Gateway Qualifications Entry Level Certificate in Building and Construction (Entry 3)*	Yes
603/6553/5	Gateway Qualifications Level 1 Award in Building and Construction	No
603/6554/7	Gateway Qualifications Level 1 Certificate in Building and Construction*	Yes
603/6555/9	Gateway Qualifications Level 1 Diploma in Building and Construction*	Yes

*The recognition of prior learning is permitted for this qualification and includes the prior attainment of units on a qualification offered by Gateway Qualifications, e.g. where a learner progresses from a smaller qualification to a larger qualification and where the qualifications have shared content such as an Award, Certificate and/or Diploma.

Centres should refer to the Gateway Qualifications' Recognition of Prior Learning policy and follow the process available on the website.

3.5 Links to other qualifications

The employability skills units are common across the suite and also appear within Gateway Qualifications provision in Employability Skills. The Entry 3 employability skills units also feature in the Entry 3 Preparation for Employment qualifications.

4 Assessment

4.1 Assessment overview

The assessments must be entirely the learners' own unaided work.

Should a learner not achieve the required standard to pass an assessment, further teaching and learning should take place before attempting the assessment again.

4.2 Assessment format

The method of assessment for the qualifications is through a portfolio of evidence.

4.3 Assessment language

The qualifications are assessed in English only.

4.4 Support materials and resources

In addition to this qualification specification, the following resources are available on the Gateway Qualifications website:

- Centre Handbook

4.5 Access Arrangements, Reasonable Adjustments and Special Considerations

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. Gateway Qualifications understands its requirement as an awarding organisation to make reasonable adjustments where a learner, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled.

Gateway Qualifications has identified reasonable adjustments permissible as detailed below. A reasonable adjustment is unique to an individual and therefore may not be included in the list of available access arrangements.

Centres do not need to apply to Gateway Qualifications for approval of reasonable adjustments unless adaptation of externally set assessments is required.

Learners can have access to all forms of equipment, software and practical assistance, such as a reader or a scribe that reflect their normal way of working within the centre. However, such adjustments must not affect the reliability or validity of assessment outcomes or give

the candidate an assessment advantage over other candidates undertaking the same or similar assessments.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);
- changing or adapting the assessment method;
- changing usual assessment arrangements;
- extra time, e.g. assignment extensions;
- language modified assessment material;
- practical assistant;
- prompter;
- providing assistance during assessment;
- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

It is important to note that not all the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

All reasonable adjustments made by the centre must be recorded on the Gateway Qualifications' Reasonable Adjustments Form and should be made available to Gateway Qualifications upon request. Guidance on the process for applying for formal adjustments can be found on the Forms and Guidance page of Gateway Qualifications' website.

All adjustments to assessment/s must be authorised by the centre's named Quality Assurance nominee or a member of staff with delegated authority where a centre is permitted to make reasonable adjustments, i.e. for internally marked assessments.

Centres should keep records of adjustments they have permitted and those they have requested from Gateway Qualifications. These records should normally be kept for 3 years following the assessment to which they apply.

It is recommended that centres nominate members of staff to take responsibility for demonstrating the implementation and recording of adjustments to assessments for monitoring by Gateway Qualifications or the regulatory authorities.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the Reasonable Adjustments and Special Consideration Policy.

5 Centre Recognition and Qualification Approval

5.1 Centre Recognition

Both centre recognition and qualification approval must be gained before centres are permitted to deliver these qualifications.

Guidance on the centre recognition and qualification approval processes is available on the website: https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/centre-recognition/

5.2 Centre requirements

Centres must ensure that they have the appropriate resources in place when delivering performance units from vocational areas.

In the delivery of qualification and units to pre-16 learners centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification and unit specification/s offered to learners, where clarification is required the centre should consult with the assigned External Quality Assurer for further advice and guidance in the delivery of units and refer to the Centre Handbook and Reasonable Adjustment and Special Consideration policy and guidance.
- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate subject specialist knowledge should be consulted where the possibility of harm to learners is identified; this will be monitored through Gateway Qualifications' quality assurance process.
- the centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

5.3 Qualification-specific staffing requirements

Please refer to the Staffing Requirements - Qualification Specific Roles section within the online centre handbook for tutor/assessor/IQA requirements: https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/centre-handbook/quality-compliance/

Internal Quality Assurers in addition to being Tutor/Assessors will have knowledge and experience of carrying out internal quality assurance/verification and will hold a recognised internal quality assurance/verification or be working towards one, examples as follows;

- D34 qualification
- V1 qualification
- Internal Verify Award
- Internal Verification of Credit Based Learning: Continuing Professional Development for Practitioners Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- L4 TAQA

6 Quality Assurance

Centres should refer to the online Centre Handbook for further guidance.

The quality assurance process for these qualifications is through risk-based external quality assurance monitoring through reviews of centres' internal quality assurance systems against key quality standards and sampling of assessment decisions and internal quality assurance activity to ensure that qualification standards are maintained.

Centre monitoring is undertaken by an External Quality Assurer (EQA) allocated to the centre. The EQA plays a critical role in the Gateway Qualifications approach to centre assessment standards scrutiny as they are responsible for:

- carrying out an annual compliance visit
- validating the centre's procedures for delivery of qualifications and assessment
- completing reports for each visit with clear action points where needed
- risk rating centres on the above.

The EQA carries out an initial risk assessment at the centre recognition stage and then annually on an on-going basis using Gateway Qualifications' risk assessment criteria, and gives a high/medium/low risk rating in each of the following categories:

- centre resourcing and arrangements: this includes consideration of centre staffing, induction and training, policies and compliance with our centre agreement
- internal assessment and delivery: including reference to staff knowledge and skills, understanding of requirements, and appropriateness of delivery arrangements; also, delivery of external assessments including invigilation, conduct of assessments and confidentiality (where appropriate)
- internal quality assurance: covering IQA procedures, whether staff are appropriately trained, and standardisation arrangements in place
- learner experience: that embraces appropriateness of initial assessment and learners being on the correct programme, learner induction and course support.

EQAs arrange quality monitoring visits to all recognised centres. These visits:

- monitor the centre's compliance with the centre recognition terms and conditions by reviewing programme documentation and meeting managers and centre staff
- identify any staff development needs
- ensure that all procedures are being complied with, through an audit trail, and make sure that the award of certificates of completion to learners is secure.

EQAs contact the centre in advance of a visit, however Gateway Qualifications reserves the right to undertake unannounced visits including during assessment times.

EQAs will request information from the centre in advance of a planned visit to help inform the evidence to be reviewed during the visit. Centres are obliged to comply with any requests for access to premises, people and records for the purposes of the monitoring visit. If a centre fails to provide access, then Gateway Qualifications will take appropriate action.

Once a visit date has been agreed, the centre should ensure that the appropriate members of staff attend the meeting, all requested documentation is provided and access to qualification, learner and staff records is available.

If a centre cancels a pre-arranged monitoring visit at short notice the EQA must be satisfied that there was a legitimate reason for the cancellation. If this cannot be established, Gateway Qualifications reserves the right to withhold certification claims until a monitoring visit is completed.

Following the visit, the EQA completes a monitoring report which will be sent to the centre for reference afterwards.

The frequency of the quality monitoring visits will be determined by the volume of learner registrations and the actions arising from previous monitoring activity.
Centres found in breach of these procedures may be subject to sanctions by Gateway Qualifications. Please refer to the Gateway Qualifications Sanctions Policy.
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Centres found in breach of these procedures may be subject to sanctions by Gateway Qualifications. Please refer to the Gateway Qualifications Sanctions Policy.

6.1 Internal Quality Assurance

As the assessments are tutor marked the centre must operate an internal quality assurance process. This ensures that qualification standards are being applied consistently within a centre through training, standardisation, sampling of marking and feedback. A centre's internal quality assurance process is led by the Internal Quality Assurer (IQA) who is responsible for ensuring that all tutors are marking assessments in line with the standards set by Gateway Qualifications.

Internal Standardisation

Internal standardisation is a collaborative process by which tutors within a centre consider work that they have marked and, using pre-determined criteria, reach a common agreement on standards as being typical of work at a particular level by comparing samples and providing peer evaluation.

Standardisation will be facilitated by the Centre's IQA and should include all those involved in marking assessments. Centre standardisation events should be held at regular intervals and to a schedule which reflects delivery patterns and supports the marking of live assessments. Centres will be required to keep records of each internal standardisation event including the

date, attendees and notes on any outcomes and actions. Centres will be required to store these reports securely for three years and Gateway Qualifications may ask to see these records as part of the centre quality assurance and monitoring activities.

6.2 Quality assuring centre marking

Once the internal quality assurance process is complete, an EQA will be allocated to a centre to sample the centre marking.

The sample selected is based on the number of learners and the centre's risk rating, derived from centre monitoring.

Evidence of the inconsistent marking and actions taken informs the centre's risk rating and this information will be taken into account with the sampling of future assessments, for example, leading to an increase in sampling size.

6.3 Malpractice

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the internal and external assessment process, and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Gateway Qualifications
- the qualification to the public at large.

Centre staff should be familiar with the contents of Gateway Qualifications Malpractice and Maladministration Policy:
https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/Malpractice-and-Maladministration-Policy.pdf

6.4 Additional quality assurance requirements

There are no additional internal/external quality assurance requirements for these qualifications.

7 Learner Registration and Results

7.1 Registration

Centres will register learners via the Gateway Qualifications' online registration portal. Learner registration guidance is available on our website, https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/registering-learners/.

7.2 Awarding

The qualifications will be awarded as Pass or Fail. Learners must pass the assessment to be awarded a Pass.

7.3 Issuing results

Results for learners who do not reach the minimum standard for a pass will be recorded as fail.

7.4 Appeals

Centres must have internal appeal arrangements which learners can access if they wish to appeal against a decision taken by Centres, which will include a named contact at the Centre. These arrangements have to be transparent and accessible in order that appeals from learners can be received, considered and resolved fairly.
Please refer to the Gateway Qualifications' Appeals policy:
https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/09/Appeals-Policy.pdf

7.5 Enquiries

Enquiries about assessment decisions should be made once the centre has followed its internal enquiries and appeal procedures.

Contact details are available on our website:
https://www.gatewayqualifications.org.uk/contact-us/

8 What to do next

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

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

9 Gateway Qualifications

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

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) and Qualification Wales to offer regulated qualifications in Wales.



gateway qualifications

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