

QUALIFICATION SPECIFICATION

 gateway
qualifications



Enterprise (Entry 1 – Entry 3)

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
603/4428/3	Gateway Qualifications Entry Level Award In Enterprise (Entry 1)
603/4429/5	Gateway Qualifications Entry Level Certificate In Enterprise (Entry 1)
603/4457/X	Gateway Qualifications Entry Level Award In Enterprise (Entry 2)
603/4458/1	Gateway Qualifications Entry Level Certificate In Enterprise (Entry 2)
603/4464/7	Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 2)
603/4465/9	Gateway Qualifications Entry Level Award In Enterprise (Entry 3)
603/4466/0	Gateway Qualifications Entry Level Certificate In Enterprise (Entry 3)
603/4467/2	Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 3)

Version and date	Change detail	Section/Page Reference
1.3 (Nov 2020)	Barred unit information added	Pg13-26
1.4 (October 2021)	Guidance for Pre 16 age range.	Page10
1.5 (Dec 2022)	Removed address and changed back cover	Page 31
1.6 (October 2025)	Clarified achievement definition for Entry Level Certificate In Enterprise (Entry 3)	Page 23

About this qualification specification

This qualification specification is intended for tutors, assessors, 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 qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The specification 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 the qualifications within this specification you must be a Gateway Qualifications recognised centre and be approved to deliver the qualifications.

If your centre is not yet recognised and/or not yet approved to deliver the qualification, please contact our Development Team:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/

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1. Qualification Information

1.1. About the qualifications

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

These Enterprise qualifications, available at Entry 1, Entry 2 and Entry 3, cover key knowledge and skills required to run or participate in enterprise activity. They are suitable for learners, including those with learning difficulties and/or disabilities or with Special Educational Needs or Disability (SEND), who will benefit from a course that develops skills, attitudes and behaviours valuable in an employment context, through taking part in enterprise activity.

1.2. Objective

The objective of these qualifications is to support learners to develop the skills, knowledge, attitudes and behaviours central to enterprise but which are also important for employability more generally.

1.3. Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award In Enterprise (Entry 1)	60	60	6
Gateway Qualifications Entry Level Certificate In Enterprise (Entry 1)	130	130	13
Gateway Qualifications Entry Level Award In Enterprise (Entry 2)	60	60	6
Gateway Qualifications Entry Level Certificate In Enterprise (Entry 2)	130	130	13
Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 2)	260	260	26
Gateway Qualifications Entry Level Award In Enterprise (Entry 3)	60	60	6
Gateway Qualifications Entry Level Certificate In Enterprise (Entry 3)	130	130	13
Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 3)	260	260	26

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. 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.

1.5. Geographical coverage

This qualification has been approved by Ofqual to be offered in England and by Qualification Wales to be delivered in Wales.

If a centre based in Northern Ireland or overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Gateway Qualifications.

1.6. Progression opportunities

The primary progression route from these qualifications is to employment. However, learners can also progress from one Entry sub-level to the next (e.g. Entry 1 to Entry 2) within this set of Enterprise qualifications. Some learners may move on to the Gateway Qualifications Preparing for Employment qualifications (available at Entry 1, 2 and 3), or to the Gateway Qualifications Vocational Studies qualifications (available at Entry 3 and Level 1) or to a sector-specific qualification, such as the Gateway Qualifications Entry 3 Award in Hospitality and Catering or Level 1 Certificate in Construction, as their aspirations for employment become more specific.

1.7. Funding

For information regarding potential sources of funding please visit the following the Education and Skills Funding Agency:

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

The qualification is listed on S96 as available for delivery to young people aged less than 19 years old (refer to Section 2.1 Age for approval age range of this qualification).

The qualifications are not listed for public funding in Wales.

1.8. 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.

1.9. Relationship with other frameworks

The qualifications have been developed with the support of colleges working with Entry level learners and in some cases also with the help of provider membership bodies.

2. Learner Entry Requirements

2.1. Age

The approved age range for these qualifications is: 16-18, 19+

2.2. Prior qualifications

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

2.3. Prior skills/knowledge/understanding

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

2.4. Restrictions

There are no restrictions to entry.

2.5. Access to qualifications for learners with disabilities or specific needs

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 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.

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 of 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.

A reasonable adjustment for a particular learner may be unique to that individual and may not be included in the list of available access arrangements specified above.

Special Considerations

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

2.6. Additional requirements/guidance

There are no additional requirements or guidance for these qualifications.

2.7. Recruiting learners with integrity

It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification and that the qualification will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's 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. Achieving the Qualification

3.1. Qualification structure

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.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**.

Gateway Qualifications Entry Level Award In Enterprise (Entry 1)

Learners must complete 6 credits, including a minimum of 3 from Group A Enterprise Skills and 3 further credits from either Group A or Group B Employability Skills.

Group A: Enterprise

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
F/504/9492	Contribute to Running an Enterprise Activity	Entry 1	30	3	Enterprise Skills
L/504/9396	Exploring Enterprise	Entry 1	30	3	Enterprise Skills
R/504/9397	Preparing for an Enterprise Activity	Entry 1	40	4	Enterprise Skills

Group B: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
M/617/4434	Making choices	Entry 1	40	4	Employability Skills
L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
K/504/9664	Setting Work-related Targets	Entry 1	20	2	Employability Skills
K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
Y/617/4816	Working in a Team	Entry 1	20	2	Employability Skills
R/617/5091	Working safely	Entry 1	20	2	Employability Skills
D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills

Gateway Qualifications Entry Level Certificate In Enterprise (Entry 1)

Learners must complete 13 credits including a minimum of 7 credits from Group A Enterprise Skills and 6 further credits from either Group A or Group B Employability Skills. A minimum of 7 credits must be at E1. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Group A: Enterprise

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
F/504/9492	Contribute to Running an Enterprise Activity	Entry 1	30	3	Enterprise Skills
J/504/9400	Exploring and Presenting Enterprise Ideas	Entry 2	30	3	Enterprise Skills
L/504/9396	Exploring Enterprise	Entry 1	30	3	Enterprise Skills
L/504/9401	Handling Money in a Sales Situation	Entry 2	20	2	Enterprise Skills
R/504/9402	Market Research	Entry 2	30	3	Enterprise Skills
D/504/9404	Marketing Products and Services	Entry 2	30	3	Enterprise Skills
*R/504/9397	Preparing for an Enterprise Activity	Entry 1	40	4	Enterprise Skills
*M/504/9407	Planning an Enterprise Activity	Entry 2	40	4	Enterprise Skills
A/504/9409	Promoting a Business	Entry 2	30	3	Enterprise Skills
H/504/9405	Purpose of Enterprise Activity	Entry 2	20	2	Enterprise Skills
T/504/9411	Reviewing an Enterprise Activity	Entry 2	30	3	Enterprise Skills
A/504/9412	Roles and Responsibilities in a Business Enterprise	Entry 2	20	2	Enterprise Skills
K/504/9440	Running an Enterprise Activity	Entry 2	20	2	Enterprise Skills
F/504/9413	Selling Skills	Entry 2	20	2	Enterprise Skills

*R/504/9397 (Preparing for an Enterprise Activity) is barred against M/504/9407 (Planning an Enterprise Activity)

Group B: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
*L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
*R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills
*D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
*A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
*M/617/4434	Making choices	Entry 1	40	4	Employability Skills
*H/617/4575	Making choices	Entry 2	40	4	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
*L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
*L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
*K/504/9664	Setting Work-related Targets	Entry 1	20	2	Employability Skills
*D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
*K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
*R/617/4586	Speaking up for Yourself	Entry 2	40	4	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
*Y/617/4816	Working in a team	Entry 1	20	2	Employability Skills
*A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
*F/617/5118	Working safely	Entry 2	20	2	Employability Skills
*R/617/5091	Working safely	Entry 1	20	2	Employability Skills
*D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills
*K/617/5095	Working with customers	Entry 2	20	2	Employability Skills

*L/617/5042 (Communication skills for work) is barred against D/617/5093 (Communication skills for work)

*R/504/9660 (Dealing with Work-related Problems) is barred against R/617/5110 (Dealing with work-related problems)

*L/617/4957 (Digital skills for work) is barred against R/617/4958 (Digital Skills for Work)

*D/617/5045 (Following instructions) is barred against A/617/5103 (Following Instructions)

*M/617/4434 (Making choices) is barred against H/617/4575 (Making choices)

*L/617/5090 (Numeracy skills for work) is barred against L/617/5106 (Numeracy skills for work)

*K/504/9664 (Setting Work-related Targets) is barred against D/617/5109 (Setting work-related targets)

*K/617/4478 (Speaking up for yourself) is barred against R/617/4586 (Speaking up for yourself)

*Y/617/4816 (Working in a team) is barred against A/617/5117 (Working in a team)

*R/617/5091 (Working safely) is barred against F/617/5118 (Working safely)

*D/504/9659 (Working with Customers) is barred against K/617/5095 (Working with customers)

Gateway Qualifications Entry Level Award In Enterprise (Entry 2)

Learners must complete 6 credits from Group A Enterprise Skills.

Group A: Enterprise

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
J/504/9400	Exploring and Presenting Enterprise Ideas	Entry 2	30	3	Enterprise Skills
L/504/9401	Handling Money in a Sales Situation	Entry 2	20	2	Enterprise Skills
R/504/9402	Market Research	Entry 2	30	3	Enterprise Skills
D/504/9404	Marketing Products and Services	Entry 2	30	3	Enterprise Skills
M/504/9407	Planning an Enterprise Activity	Entry 2	40	4	Enterprise Skills
A/504/9409	Promoting a Business	Entry 2	30	3	Enterprise Skills
H/504/9405	Purpose of Enterprise Activity	Entry 2	20	2	Enterprise Skills
T/504/9411	Reviewing an Enterprise Activity	Entry 2	30	3	Enterprise Skills
A/504/9412	Roles and Responsibilities in a Business Enterprise	Entry 2	20	2	Enterprise Skills
K/504/9440	Running an Enterprise Activity	Entry 2	20	2	Enterprise Skills
F/504/9413	Selling Skills	Entry 2	20	2	Enterprise Skills

Gateway Qualifications Entry Level Certificate In Enterprise (Entry 2)

Learners must complete 13 credits, including a minimum of 8 credits from Group A Enterprise Skills and up to 5 further credits from either Group A or Group B Employability Skills. A minimum of 8 credits must be at Entry 2, remaining credits can be achieved at, above, or below the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 2)

Learners must complete 26 credits including a minimum of 16 credits from Group A Enterprise Skills and up to 10 credits from Group B Employability Skills. A minimum of 14 credits must be at Entry 2, remaining credits can be achieved at, above, or below the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Group A: Enterprise

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
F/504/9492	Contribute to Running an Enterprise Activity	Entry 1	30	3	Enterprise Skills
J/504/9400	Exploring and Presenting Enterprise Ideas	Entry 2	30	3	Enterprise Skills
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	25	3	Enterprise Skills
L/504/9396	Exploring Enterprise	Entry 1	30	3	Enterprise Skills
L/504/6319	Exploring Entrepreneurship	Entry 3	15	2	Enterprise Skills
L/504/9401	Handling Money in a Sales Situation	Entry 2	20	2	Enterprise Skills
H/504/7606	Handling Money in a Sales Situation	Entry 3	30	3	Enterprise Skills
Y/504/6324	Introduction to Self-Employment	Entry 3	25	3	Enterprise Skills
R/504/9402	Market Research	Entry 2	30	3	Enterprise Skills
D/504/9421	Market Research	Entry 3	30	3	Enterprise Skills
D/504/9404	Marketing Products and Services	Entry 2	30	3	Enterprise Skills
J/504/9414	Marketing Products and Services	Entry 3	30	3	Enterprise Skills
R/504/9397	Preparing for an Enterprise Activity	Entry 1	40	4	Enterprise Skills
M/504/9407	Planning an Enterprise Activity	Entry 2	40	4	Enterprise Skills
H/504/9422	Planning an Enterprise Activity	Entry 3	40	4	Enterprise Skills
R/504/9397	Preparing for an Enterprise Activity	Entry 1	40	4	Enterprise Skills
A/504/9409	Promoting a Business	Entry 2	30	3	Enterprise Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/504/9415	Promoting a Business	Entry 3	30	3	Enterprise Skills
H/504/9405	Purpose of Enterprise Activity	Entry 2	20	2	Enterprise Skills
R/504/9416	Purpose of Enterprise Activity	Entry 3	20	2	Enterprise Skills
T/504/9411	Reviewing an Enterprise Activity	Entry 2	30	3	Enterprise Skills
Y/504/9417	Reviewing an Enterprise Activity	Entry 3	30	3	Enterprise Skills
A/504/9412	Roles and Responsibilities in a Business Enterprise	Entry 2	20	2	Enterprise Skills
F/504/9427	Roles and Responsibilities in a Business Enterprise	Entry 3	20	2	Enterprise Skills
K/504/9440	Running an Enterprise Activity	Entry 2	20	2	Enterprise Skills
D/504/9418	Running an Enterprise Activity	Entry 3	20	2	Enterprise Skills
F/504/9413	Selling Skills	Entry 2	20	2	Enterprise Skills
Y/504/9420	Selling Skills	Entry 3	20	2	Enterprise Skills

J/504/9400 (Exploring and Presenting Enterprise Ideas) is barred against J/504/6321 (Exploring and Presenting Enterprise Ideas)

L/504/9401 (Handling Money in a Sales Situation) is barred against H/504/7606 (Handling Money in a Sales Situation)

R/504/9402 (Market Research) is barred against D/504/9421 (Market Research)

D/504/9404 (Marketing Products and Services) is barred against J/504/9414 (Marketing Products and Services)

R/504/9397 (Preparing for an Enterprise Activity), M/504/9407 (Planning an Enterprise Activity) and H/504/9422 (Planning an Enterprise Activity) are all barred against each other

A/504/9409 (Promoting a Business) is barred against L/504/9415 (Promoting a Business)

H/504/9405 (Purpose of Enterprise Activity) is barred against R/504/9416 (Purpose of Enterprise Activity)

T/504/9411 (Reviewing an Enterprise Activity) is barred against Y/504/9417 (Reviewing an Enterprise Activity)

A/504/9412 (Roles and Responsibilities in a Business Enterprise) is barred against F/504/9427 (Roles and Responsibilities in a Business Enterprise)

K/504/9440 (Running an Enterprise Activity) is barred against D/504/9418 (Running an Enterprise Activity)

F/504/9413 (Selling Skills) is barred against Y/504/9420 (Selling Skills)

Group B: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
T/617/4080	Communication skills for work	Entry 3	30	3	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills
M/617/4143	Solving work-related problems	Entry 3	20	2	Employability Skills
L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills
T/617/4158	Digital skills for work	Entry 3	30	3	Employability Skills
D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
M/617/4093	Following instructions	Entry 3	20	2	Employability Skills
M/617/4434	Making choices	Entry 1	40	4	Employability Skills
H/617/4575	Making choices	Entry 2	40	4	Employability Skills
K/617/4576	Making choices	Entry 3	40	4	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
K/617/4108	Negotiation Skills	Entry 3	30	3	Employability Skills
L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
R/617/4149	Numeracy skills for work	Entry 3	30	3	Employability Skills
L/617/4134	Self-management skills for work	Entry 3	20	2	Employability Skills
K/504/9664	Setting Work-related Targets	Entry 1	20	2	Employability Skills
D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	20	2	Employability Skills
K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
R/617/4586	Speaking up for Yourself	Entry 2	40	4	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
Y/617/4587	Self-advocacy	Entry 3	40	4	Employability Skills
F/617/4146	Time management	Entry 3	20	2	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
D/617/4798	Using tools or equipment in the workplace	Entry 3	30	3	Employability Skills
Y/617/4816	Working in a Team	Entry 1	20	2	Employability Skills
A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
R/617/4152	Working in a team	Entry 3	30	3	Employability Skills
R/617/5091	Working safely	Entry 1	20	2	Employability Skills
F/617/5118	Working safely	Entry 2	20	2	Employability Skills
T/617/4127	Working safely	Entry 3	10	1	Employability Skills
D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills
K/617/5095	Working with customers	Entry 2	20	2	Employability Skills
D/617/4073	Customer service skills	Entry 3	20	2	Employability Skills

*L/617/5042 (Communication skills for work), D/617/5093 (Communication skills for work) and T/617/4080 (Communication Skills for Work) are all barred against each other

*R/504/9660 (Dealing with Work-related Problems), R/617/5110 (Dealing with work-related problems) and M/617/4143 (Solving Work-Related Problems) are all barred against each other

*L/617/4957 (Digital skills for work), R/617/4958 (Digital Skills for Work) and T/617/4158 (Digital Skills for Work) are all barred against each other

*D/617/5045 (Following instructions), A/617/5103 (Following Instructions) and M/617/4093 (Following Instructions) are all barred against each other

*M/617/4434 (Making choices), H/617/4575 (Making choices) and K/617/4576 (Making choices)

*A/617/4579 (Negotiation skills) is barred against K/617/4108 (Negotiation Skills)

*L/617/5090 (Numeracy skills for work), L/617/5106 (Numeracy skills for work) and R/617/4149 (Numeracy Skills for Work) are all barred against each other

*K/504/9664 (Setting Work-related Targets), D/617/5109 (Setting work-related targets) and H/617/4138 (Setting and Meeting Work-Related Targets) are all barred against each other

*K/617/4478 (Speaking up for yourself), R/617/4586 (Speaking up for yourself) and Y/617/4587 (Self-advocacy) are all barred against each other

*Y/617/4797 (Using tools or equipment in the workplace) is barred against D/617/4798 (Using tools or equipment in the workplace)

*Y/617/4816 (Working in a team), A/617/5117 (Working in a team) and R/617/4152 (Working in a Team) are all barred against each other

*R/617/5091 (Working safely), F/617/5118 (Working safely) and T/617/4127 (Working Safely) are all barred against each other

*D/504/9659 (Working with Customers), K/617/5095 (Working with customers) and D/617/4073 (Customer service skills) are all barred against each other

Gateway Qualifications Entry Level Award In Enterprise (Entry 3)

Learners must complete 6 credits from Group A Enterprise Skills.

Group A: Enterprise

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	25	3	Enterprise Skills
L/504/6319	Exploring Entrepreneurship	Entry 3	15	2	Enterprise Skills
H/504/7606	Handling Money in a Sales Situation	Entry 3	30	3	Enterprise Skills
Y/504/6324	Introduction to Self-Employment	Entry 3	25	3	Enterprise Skills
D/504/9421	Market Research	Entry 3	30	3	Enterprise Skills
J/504/9414	Marketing Products and Services	Entry 3	30	3	Enterprise Skills
H/504/9422	Planning an Enterprise Activity	Entry 3	40	4	Enterprise Skills
L/504/9415	Promoting a Business	Entry 3	30	3	Enterprise Skills
R/504/9416	Purpose of Enterprise Activity	Entry 3	20	2	Enterprise Skills
Y/504/9417	Reviewing an Enterprise Activity	Entry 3	30	3	Enterprise Skills
F/504/9427	Roles and Responsibilities in a Business Enterprise	Entry 3	20	2	Enterprise Skills
D/504/9418	Running an Enterprise Activity	Entry 3	20	2	Enterprise Skills
Y/504/9420	Selling Skills	Entry 3	20	2	Enterprise Skills

Gateway Qualifications Entry Level Certificate In Enterprise (Entry 3)

Learners must complete 13 credits, including a minimum of 8 credits from Group A Enterprise Skills and up to 5 further credits from either Group A or Group B Employability Skills. A minimum of 8 credits must be at Entry 3, remaining credits can be achieved at, above, or below the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 3)

Learner must complete 26 credits to include a minimum of 16 credits from Group A Enterprise Skills and up to 10 credits from Group B Employability List. A minimum of 16 credits must be at E3. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Group A: Enterprise

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
J/504/9400	Exploring and Presenting Enterprise Ideas	Entry 2	30	3	Enterprise Skills
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	25	3	Enterprise Skills
L/504/6319	Exploring Entrepreneurship	Entry 3	15	2	Enterprise Skills
L/504/9401	Handling Money in a Sales Situation	Entry 2	20	2	Enterprise Skills
H/504/7606	Handling Money in a Sales Situation	Entry 3	30	3	Enterprise Skills
Y/504/6324	Introduction to Self-Employment	Entry 3	25	3	Enterprise Skills
R/504/9402	Market Research	Entry 2	30	3	Enterprise Skills
D/504/9421	Market Research	Entry 3	30	3	Enterprise Skills
D/504/9404	Marketing Products and Services	Entry 2	30	3	Enterprise Skills
J/504/9414	Marketing Products and Services	Entry 3	30	3	Enterprise Skills
M/504/9407	Planning an Enterprise Activity	Entry 2	40	4	Enterprise Skills
H/504/9422	Planning an Enterprise Activity	Entry 3	40	4	Enterprise Skills
A/504/9409	Promoting a Business	Entry 2	30	3	Enterprise Skills
L/504/9415	Promoting a Business	Entry 3	30	3	Enterprise Skills
H/504/9405	Purpose of Enterprise Activity	Entry 2	20	2	Enterprise Skills
R/504/9416	Purpose of Enterprise Activity	Entry 3	20	2	Enterprise Skills
T/504/9411	Reviewing an Enterprise Activity	Entry 2	30	3	Enterprise Skills
Y/504/9417	Reviewing an Enterprise Activity	Entry 3	30	3	Enterprise Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
A/504/9412	Roles and Responsibilities in a Business Enterprise	Entry 2	20	2	Enterprise Skills
F/504/9427	Roles and Responsibilities in a Business Enterprise	Entry 3	20	2	Enterprise Skills
K/504/9440	Running an Enterprise Activity	Entry 2	20	2	Enterprise Skills
D/504/9418	Running an Enterprise Activity	Entry 3	20	2	Enterprise Skills
F/504/9413	Selling Skills	Entry 2	20	2	Enterprise Skills
Y/504/9420	Selling Skills	Entry 3	20	2	Enterprise Skills

J/504/9400 (Exploring and Presenting Enterprise Ideas) is barred against J/504/6321 (Exploring and Presenting Enterprise Ideas)

L/504/9401 (Handling Money in a Sales Situation) is barred against H/504/7606 (Handling Money in a Sales Situation)

R/504/9402 (Market Research) is barred against D/504/9421 (Market Research)

D/504/9404 (Marketing Products and Services) is barred against J/504/9414 (Marketing Products and Services)

M/504/9407 (Planning an Enterprise Activity) is barred against H/504/9422 (Planning an Enterprise Activity)

A/504/9409 (Promoting a Business) is barred against L/504/9415 (Promoting a Business)

H/504/9405 (Purpose of Enterprise Activity) is barred against R/504/9416 (Purpose of Enterprise Activity)

T/504/9411 (Reviewing an Enterprise Activity) is barred against Y/504/9417 (Reviewing an Enterprise Activity)

A/504/9412 (Roles and Responsibilities in a Business Enterprise) is barred against F/504/9427 (Roles and Responsibilities in a Business Enterprise)

K/504/9440 (Running an Enterprise Activity) is barred against D/504/9418 (Running an Enterprise Activity)

F/504/9413 (Selling Skills) is barred against Y/504/9420 (Selling Skills)

Group B: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
T/617/4080	Communication skills for work	Entry 3	30	3	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills
M/617/4143	Solving work-related problems	Entry 3	20	2	Employability Skills
R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills
T/617/4158	Digital skills for work	Entry 3	30	3	Employability Skills
A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
M/617/4093	Following instructions	Entry 3	20	2	Employability Skills
H/617/4575	Making choices	Entry 2	40	4	Employability Skills
K/617/4576	Making choices	Entry 3	40	4	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
K/617/4108	Negotiation Skills	Entry 3	30	3	Employability Skills
L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
R/617/4149	Numeracy skills for work	Entry 3	30	3	Employability Skills
L/617/4134	Self-management skills for work	Entry 3	20	2	Employability Skills
D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	20	2	Employability Skills
R/617/4586	Speaking up for Yourself	Entry 2	40	4	Employability Skills
Y/617/4587	Self-advocacy	Entry 3	40	4	Employability Skills
F/617/4146	Time management	Entry 3	20	2	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
D/617/4798	Using tools or equipment in the workplace	Entry 3	30	3	Employability Skills
A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
R/617/4152	Working in a team	Entry 3	30	3	Employability Skills
F/617/5118	Working safely	Entry 2	20	2	Employability Skills
T/617/4127	Working safely	Entry 3	10	1	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
K/617/5095	Working with customers	Entry 2	20	2	Employability Skills
D/617/4073	Customer service skills	Entry 3	20	2	Employability Skills

*D/617/5093 (Communication skills for work) is barred against T/617/4080 (Communication Skills for Work)

*R/617/5110 (Dealing with work-related problems) is barred against M/617/4143 (Solving Work-Related Problems)

*R/617/4958 (Digital Skills for Work) is barred against T/617/4158 (Digital Skills for Work)

*A/617/5103 (Following Instructions) is barred against M/617/4093 (Following Instructions)

*H/617/4575 (Making choices) is barred against K/617/4576 (Making choices)

*A/617/4579 (Negotiation skills) is barred against K/617/4108 (Negotiation Skills)

*L/617/5106 (Numeracy skills for work) is barred against R/617/4149 (Numeracy Skills for Work)

*D/617/5109 (Setting work-related targets) is barred against H/617/4138 (Setting and Meeting Work-Related Targets)

*R/617/4586 (Speaking up for yourself) is barred against Y/617/4587 (Self-advocacy)

*Y/617/4797 (Using tools or equipment in the workplace) is barred against D/617/4798 (Using tools or equipment in the workplace)

*A/617/5117 (Working in a team) is barred against R/617/4152 (Working in a Team)

*F/617/5118 (Working safely) is barred against T/617/4127 (Working Safely)

*K/617/5095 (Working with customers) is barred against D/617/4073 (Customer service skills)

3.2. Recognition of Prior Learning (RPL)

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.

*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.

Qualification Number	Qualification Title	RPL Permitted
603/4428/3	Gateway Qualifications Entry Level Award In Enterprise (Entry 1)	No
603/4429/5	Gateway Qualifications Entry Level Certificate In Enterprise (Entry 1)*	Yes
603/4457/X	Gateway Qualifications Entry Level Award In Enterprise (Entry 2)	No
603/4458/1	Gateway Qualifications Entry Level Certificate In Enterprise (Entry 2)*	Yes
603/4464/7	Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 2)*	Yes
603/4465/9	Gateway Qualifications Entry Level Award In Enterprise (Entry 3)	No
603/4466/0	Gateway Qualifications Entry Level Certificate In Enterprise (Entry 3)*	Yes
603/4467/2	Gateway Qualifications Entry Level Extended Certificate In Enterprise (Entry 3)*	Yes

3.3. Links to other qualifications

These qualifications share some employability skills units with the Gateway Qualifications Award, Certificate and Extended Certificate in Preparing for Employment, also available at Entry 1, 2 or 3. Learners may carry forward credits gained in the context of either of these qualifications to the other, where the units appear in both rules of combination, e.g. some credits gained while completing the Entry 3 Certificate in Enterprise can count towards an Entry 3 Certificate in Employability Skills.

While the purpose of both qualifications is to help learners progress towards employment, the Entry level qualifications in Preparing for Employment have a broader focus and support learners to develop transferable skills employability skills, the life skills they need to access employment – such as independent travel – *and* their understanding of the world of work and the different options open to them. The Enterprise qualifications have a narrower focus and are likely to be most beneficial to learners who will find enterprise an exciting and motivating context for developing employability skills.

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 qualifications is through a portfolio of evidence.

A wide range of evidence types is permissible, including video and audio recordings, witness statements, observations records, photographs and artefacts. Given the nature of the qualification content, it is unlikely that much of the evidence will take the form of written work, worksheets or workbooks.

4.2. Assessment Materials

There are no specific assessment materials for these qualifications.

4.3. Qualification-Specific Centre Requirements

Assessors are expected to exercise their professional judgement in determining whether a learner has demonstrated a skill with sufficient independence and consistency to meet the learning outcomes and assessment criteria for a unit.

In the delivery of qualifications and units to pre-16 learners (where this is permitted), 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 Quality Reviewer 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.

4.4. Qualification-Specific Tutor/Assessor Requirements

There are no additional requirements for these qualifications.

4.5. Qualification-Specific Verification Requirements

There are no additional requirements for these qualifications.

5. What to do next

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

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.

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).



Charity Registration No. 114282
Registered in England Company No. 5502449

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