QUALIFICATION SPECIFICATION

gateway qualifications

Award in Information, Advice or Guidance (Level 3)

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

This qualification specification covers the following qualification:

Qualification Number	Qualification Title
600/9205/1	Gateway Qualifications Level 3 Award in Information, Advice or Guidance

Version and date	Change detail	Section/Page Reference
6.0 (Jan 2023)	Updated Funding section, removed address and changed back cover	Page 6 &12

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 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:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/recognition

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1. Qualification Information

1.1 About the qualification

The 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 Award in Information, Advice or Guidance aims to provide learners with the skills and underpinning knowledge required by employers in a broad range of contexts where information, advice or guidance is provided.

The qualification is appropriate for learners who have responsibility for information, advice or guidance as part of their core work and for those who may be involved in general signposting within the sector. The qualification will also support work based learning within the sector. The qualification is appropriate to those working in Further Education supporting young people with careers and personal choices such as teachers, lecturers, support staff and learning mentors. It is also appropriate to those giving advice in the Voluntary Sector, health workers and anyone who would benefit from a programme of study reinforcing good practice, underpinning knowledge and formally recognising learning and skills developed through experience.

The qualification is particularly suitable for those who:

- have completed another qualification at Level 2 in a relevant occupational sector
- deliver information, advice or guidance and who want recognition for the work that they do
- are Personal Advisors in the Welfare to Work sector who may need to develop their skills in providing personalised support.

The qualification was original developed with:

- Employment National Training Organisation (ENTO)
- Lifelong Learning UK
- Children's Workforce Development Council
- Voluntary Sector Organisations including National Citizens Advice Bureau
- Museums, Libraries and Archive Council and the local Library Service
- Private Training Providers, for example A4E
- FE Colleges
- General Advice Sector, for example Advice UK
- Careers Education Sector

Schools and 14-19 education service providers.

1.2 Objective

The Gateway Qualifications Level 3 Award in Information, Advice or Guidance is categorised as having the following objective as defined by Ofqual:

Preparing learners for employment

1.3 Key facts

Qualification Title in full	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 3 Award in Information, Advice or Guidance	90	63	9

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 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

1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve the mandatory 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

Learners completing the Gateway Qualifications Level 3 Award in Information, Advice or Guidance will be able to progress to:

other appropriate Level 3 provision, for example teaching adults, facilitating group learning or mentoring.

1.8 Relationship with other frameworks

The Gateway Qualifications Gateway Qualifications Level 3 Award in Information, Advice or Guidance is related to the National Occupational Standards (NOS) developed by ENTO. It provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in information, advice and guidance.

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: 19+

2.2 Prior Qualifications

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

2.3 Prior skills/knowledge/understanding

The demands and nature of the qualification and the assessment requirements are such that learners will need to have literacy skills which are a least at Level 2 of the National Standards in Adult Literacy. To meet this requirement, learners may achieve Functional Skills at Level 2 in English which aligns with the Level 2 Adult Literacy Standards. This level is required in all three skill areas of literacy.

The learner will need to be able to:

- Read and interpret given tasks
- Provide answers that are clear, logical and understandable
- Organise relevant information clearly and coherently.

Learners will also need to have a minimum level of experience in the delivery of information, advice or guidance.

2.4 Restrictions

There are no other restrictions to entry.

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.

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 Rules/Guidance

The minimum age for access to the qualifications is 19 years old because the complex nature of advice giving within the range of sectors where it is offered demands that learners have a minimum level of experience, self-awareness and self-confidence.

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 Award in Information, Advice or Guidance

In order to achieve the Level 3 Award in Information, Advice or Guidance the learner must successfully complete all 9 credits in the mandatory group.

Unit Number	Title	Level	Credit Value	GLH
J/502/7994	Applying Interaction Skills for Information, Advice or Guidance	3	6	42
A/502/8950	Information, Advice or Guidance - Principles and Practice	3	3	21

3.1 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 process of Recognition for Prior Learning is not applicable to this qualification.

3.2 Links to other qualifications

Learners completing the Gateway Qualifications Level 3 Award in Information, Advice or Guidance will be able to progress to:

Other appropriate Level 3 provision, for example teaching adults, facilitating group learning or mentoring.

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.

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 quality assurance requirements

There are no additional requirements.

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:

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).

gateway
qualifications

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