

# QUALIFICATION SPECIFICATION



Access to HE

Apprenticeships

Digital

Employability &  
Enterprise

English & Maths

ESOL

Personal & Social  
Development

Professional  
Development

Vocational

## Suite of Assessor Qualifications (Level 3)



This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
601/2007/1	Gateway Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment
600/8239/2	Gateway Qualifications Level 3 Award in Assessing Vocationally Related Achievement
601/1825/8	Gateway Qualifications Level 3 Award in Assessing Competence in the Work Environment
601/1845/3	Gateway Qualifications Level 3 Certificate in Assessing Vocational Achievement

Version and date	Change detail	Section/Page Reference
1.0 (April 2021)	Qualification approval from Qualifications Wales removed.	Pg5 and 7
2.0 (Nov 2022)	Address removed and back cover changed.	Page 15
	Funding section updated	Page 7

## 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 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 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](mailto:enquiries@gatewayqualifications.org.uk)

Website: [www.gatewayqualifications.org.uk/recognition](http://www.gatewayqualifications.org.uk/recognition)

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## 1. Qualification Information

### 1.1 About the qualifications

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The qualifications have been approved by Ofqual, the regulator of qualifications, examinations and assessments in England.

The aim and purpose of the qualifications is for those in an Assessor role to gain the necessary skills and understanding to undertake and fulfil duties and responsibilities to assess learning to the required industry standards.

Providers should refer to the [Education and Training Foundation Qualification Guidance: Assessment and Quality Assurance Qualifications](#).

The **Gateway Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment** is for those who wish to gain an understanding of the principles and practices of assessment without any requirement to practice as assessors.

The **Gateway Qualifications Level 3 Award in Assessing Vocationally Related Achievement** is for those who assess vocational skills, knowledge and understanding in a workshop, classroom or other training environment rather than assessing competence in a work environment.

The **Gateway Qualifications Level 3 Award in Assessing Competence in the Work Environment** is for assessors who assess occupational competence in an individual's work environment. It includes the following assessment methods (although not all of these require performance evidence):

- observation of performance in the work environment;
- examining products of work;
- questioning the learner;
- discussing with the learner;
- use of other (witness testimony);
- looking at learner statements; and
- recognising prior learning.

The **Gateway Qualifications Level 3 Certificate in Assessing Vocational Achievement** will be appropriate for those whose role involves the assessment of both occupational competence and vocationally related achievement.

## 1.2 Objective

The qualifications are categorised as having the following objective:

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

## 1.3 Key Facts

Qualification Title	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment	3	30	24
Gateway Qualifications Level 3 Award in Assessing Vocationally Related Achievement	9	90	54
Gateway Qualifications Level 3 Award in Assessing Competence in the Work Environment	9	90	54
Gateway Qualifications Level 3 Certificate in Assessing Vocational Achievement	15	150	84

**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

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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

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



## 1.6 Geographical Coverage

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The qualifications can be offered in England.

## 1.7 Progression Opportunities

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There are internal progression opportunities within the suite. Progression opportunities could be towards teaching, internal quality assurance and/or external quality assurance qualifications.

## 1.8 Relationship with other frameworks

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These qualifications were developed following a review of the National Occupational Standards (NOS), for Learning and Development in 2010, which involved consultation with several hundred individual practitioners, managers and organisations, as well as relevant awarding organisations, sector skills councils, Regulators and other key stakeholders across the UK.

Centres should refer to the guidance published by the Education Training Foundation.

[Assessment and Quality Assurance Qualifications Guidance Nov 2016](#)

## 2. Learner Entry Requirements

### 2.1 Age

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The approved age range for these qualifications is: 19+

### 2.2 Prior Qualifications

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

### 2.3 Prior Skills/Knowledge/Understanding

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

### 2.4 Restrictions

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There are no restrictions to entry.

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

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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

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Learners undertaking the assessment units titled **Assess occupational competence in the work environment** and **Assess vocational skills, knowledge and understanding** must be engaged in the assessment of learner work.

## 2.7 Recruiting Learners with Integrity

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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(s) and that the qualification(s) 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(s).

### 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.

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 Level 3 Award In Understanding the Principles and Practices of Assessment

To achieve the Gateway Qualifications Level 3 Award In Understanding the Principles and Practices of Assessment, the learner must complete the single mandatory unit, totalling 3 credits.

Unit Number	Title	Level	Credit Value	GLH
D/601/5313	Understanding the principles and practices of assessment	3	3	24

#### Gateway Qualifications Level 3 Award In Assessing Vocationally Related Achievement

To achieve the Gateway Qualifications Level 3 Award In Assessing Vocationally Related Achievement, the learner must achieve two mandatory units totalling 9 credits.

Unit Number	Title	Level	Credit Value	GLH
D/601/5313	Understanding the principles and practices of assessment	3	3	24
F/601/5319	Assess vocational skills, knowledge and understanding	3	6	30

## Gateway Qualifications Level 3 Award In Assessing Competence in the Work Environment

To achieve the Gateway Qualifications Level 3 Award In Assessing Vocationally Related Achievement, the learner must complete both units in Group M (Mandatory), totalling 9 credits.

Unit Number	Title	Level	Credit Value	GLH
D/601/5313	Understanding the principles and practices of assessment	3	3	24
H/601/5314	Assess occupational competence in the work environment	3	6	30

## Gateway Qualifications Level 3 Certificate In Assessing Vocational Achievement

To achieve the Gateway Qualifications Level 3 Award In Assessing Vocationally Related Achievement, the learner must achieve the three mandatory units totalling 15 credits.

Unit Number	Title	Level	Credit Value	GLH
D/601/5313	Understanding the principles and practices of assessment	3	3	24
F/601/5319	Assess vocational skills, knowledge and understanding	3	6	30
H/601/5314	Assess occupational competence in the work environment	3	6	30

### 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
601/2007/1	Gateway Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment	No
600/8239/2	Gateway Qualifications Level 3 Award in Assessing Vocationally Related Achievement	No
601/1825/8	Gateway Qualifications Level 3 Award in Assessing Competence in the Work Environment	No
601/1845/3	Gateway Qualifications Level 3 Certificate in Assessing Vocational Achievement*	Yes

### 3.3 Links to other qualifications

There are internal progression opportunities within the suite. Progression opportunities could be towards teaching, internal quality assurance and/or external quality assurance qualifications.

## 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

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The method of assessment for the qualifications is through a portfolio of evidence. There are specific assessment requirements for the units Assess Vocational Skills, Knowledge and Understanding and Assess Occupational Competence in the Work Environment; these are set out in the unit specifications.

### 4.2 Assessment Materials

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There are no specific assessment materials provided for these qualifications.

### 4.3 Qualification-Specific Requirements

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Centre should refer to the qualification guidance published by the Education and Training Foundation:

[Assessment and Quality Assurance Qualifications Guidance Nov 2016](#)

There is no requirement for each unit to be assessed separately. Assessors are advised to adopt a holistic approach and, where possible, to use one activity as evidence for learning outcomes and assessment criteria for both units. For example, a professional discussion for the unit Assess vocational skills, knowledge and understanding might also provide evidence for the unit Understanding the principles and practices of assessment. However, It is essential that evidence for the assessment criteria in each unit is identified individually.

The trainee assessor's performance evidence must be assessed by observation, examining the products of work, questioning or professional discussions. Remote observation is not acceptable for assessment of assessors; in other words, the assessor and the trainee assessor must be in the same location at the same time when observations are being carried out.

Evidence must not come from the trainee assessing another trainee assessor who, in turn, is assessing someone else. In gathering evidence for these qualifications, an unqualified trainee assessor is not allowed to assess another unqualified assessor. There must be evidence of the trainee assessor carrying out at least two assessments of two learner's skills, knowledge and understanding (four assessments in total).

### 4.4 Qualification-Specific Tutor/Assessor Requirements

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All those who assess these qualifications must:

- already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other Teaching, Learning or Assessment qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors);
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment; or
  - Level 3 Certificate in Assessing Vocational Achievement; or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
- show current evidence of continuing professional development in assessment and quality assurance.

## 4.5 Qualification-Specific Quality Assurance Requirements

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Centre should refer Section 5 in the qualification guidance published by the Education and Training Foundation:

[Assessment and Quality Assurance Qualifications Guidance Nov 2016.](#)

A centre offering these must provide internal quality assurance to ensure that assessment meets all Gateway Qualifications requirements and is standardised across individual assessors, assessment locations and learners. In addition, Gateway Qualifications will ensure there is a robust system of external quality assurance to ensure quality and standardisation across centres.

All those who are involved with the internal quality assurance of these qualifications internally must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment; or
  - Level 3 Certificate in Assessing Vocational Achievement; or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence;
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice; or
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
  - V1 Conduct internal quality assurance of the assessment process; or



- D34 Internally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

All those who externally quality assure these qualifications must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
  - the Level 3 Award in Assessing Competence in the Work Environment; or
  - the Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess trainee performance using a range of methods; or
  - D32 Assess trainee performance and D33 Assess trainee using differing sources of evidence; and
- hold one of the following external quality assurance qualifications or their recognised equivalent:
  - the Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice; or
  - Assessment and Quality Assurance Qualifications
  - The Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice; or
  - V2 Conduct external quality assurance of the assessment process; or
  - D35 Externally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

Best practice would suggest that external quality assurance staff should also hold an appropriate internal quality assurance qualification, either:

- the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice; or
- the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
- V1 Conduct internal quality assurance of the assessment process; or
- D34 Internally verify the assessment process.

## 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](mailto: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).



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