

QUALIFICATION SPECIFICATION

 gateway
qualifications



Diploma in Creative Media Skills
(Level 1)

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
603/2331/0	Gateway Qualifications Level 1 Diploma in Creative Media Skills

Version and date	Change detail	Section/Page reference
1.3	Removed address and changed back cover	Page 21
	Funding section updated	Page 8

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 qualification/s within this specification you must be a Gateway Qualifications recognised centre and be approved to deliver the qualification/s.

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/

Contents

About this qualification specification	4
1. Qualification Information	6
1.1. About the qualification	6
1.2. Objective	6
1.3. Key facts	6
1.4. Achievement methodology	7
1.5. Geographical coverage.....	7
1.6. Progression opportunities	8
1.7. Relationship with other frameworks	8
1.8. Funding	8
1.9. Equality, Diversity and Inclusion	9
2. Learner Entry Requirements	10
2.1. Age	10
2.2. Prior qualifications	10
2.3. Prior skills/knowledge/understanding	10
2.4. Restrictions	10
2.5. Access to qualifications for learners with disabilities or specific needs	10
2.6. Additional requirements/guidance	12
2.7. Recruiting learners with integrity.....	12
3. Achieving the Qualification	13
3.1. Qualification structure	13
Gateway Qualifications Level 1 Diploma in Creative Media Skills	13
3.2. Recognition of Prior Learning	16
3.3. Links to other qualifications	16
4. Assessment and Quality Assurance	18
4.1. Method of assessment.....	18
4.2. Assessment materials.....	18
4.3. Qualification-specific centre requirements.....	18
4.4. Qualification-specific tutor/assessor requirements	18
4.5. Qualification-specific quality assurance requirements	19
4.6. Additional requirements/guidance	19
5. What to do next	20
6. Gateway Qualifications.....	20

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.

This qualification is intended to provide learners with a broad introduction to creative media, equipping learners with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills. It is designed to support progression to further learning and ultimately to work in creative media or other related sectors.

There is a range of sector specific and employability optional units within the qualification to enable learners to undertake a broad programme of learning. The employability skills units also appear within Gateway Qualifications provision in Employability Skills and other vocational qualifications such as the Suite of Skills qualifications.

The qualification has been developed with the support of the further education sector. It has been designed to be consistent with the principles for study programmes for 16-19 year olds but is also relevant for adults.

1.2. Objective

The Gateway Qualifications Diploma in Creative Media Skills is categorised as having the following objective:

- 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

1.3. Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 1 Diploma in Creative Media Skills	400	287	40

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.

1.6. Progression opportunities

This qualification is designed to enable progression into further learning at a higher level in Creative Media or related areas (e.g. from Level 1 to Level 2). The inclusion of employability units that develop transferable skills supports progression to different vocational areas. 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.

1.7. Relationship with other frameworks

These qualifications do not have a direct relationship with any other framework.

1.8. 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>

1.9. 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. Age

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

2.2. Prior qualifications

There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this qualification.

2.3. Prior skills/knowledge/understanding

There is no requirement for learners to have 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.

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 rules or guidance regarding learner entry requirements.

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(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

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 1 Diploma in Creative Media Skills

Learners will have to complete a total of 40 credits, including 4 credits from the Mandatory Group, a further 22 credits from Optional Group O1: Creative and Media, the remaining 14 credits can be taken from either Optional Group O1 or Optional Group O2: Employability.

Mandatory Group (M)

Learners must achieve the single mandatory unit.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
L/505/1892	Creative Media Production Skills	1	32	4

Optional Units: Creative Media (O1)

Learners must achieve a minimum of 22 credits from this group.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
K/504/8952	Digital Photography	1	30	4
F/505/3994	Game Engine Technologies for Creative Media Industries	1	42	6
L/505/3996	Video Editing for Creative Industries	1	42	6
R/505/3997	Video Production Skills for the Creative Industries	1	42	6
A/505/3993	Digital 3D Modelling for Creative Media Industries	1	42	6
T/505/3992	Concept Art for Creative Media Industries	1	42	6
M/505/3991	Comic Artwork for Creative Media Industries	1	42	6
M/617/5048	Introduction to Programming	1	6	48
L/504/8054	Sound and Audio Production Skills	1	35	4
M/505/0881	Creative Writing Skills	1	27	3
R/504/8945	Creative Craft Skills	1	27	3
Y/504/8946	Digital Graphics Editing	1	30	4

Optional Units: Employability Skills (O2)

Learners may complete up to 14 credits from this group.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
H/503/2832	Applying for a Job	1	10	1
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	8	1
D/503/2845	Building Working Relationships with Colleagues	1	20	2

Unit Number	Unit Title	Level	Guided Learning	Credit Value
M/506/3484	Career Planning	1	20	3
F/503/2837	Career Progression	1	20	2
D/504/6311	Effective Communication in the Workplace	1	30	3
R/506/3493	Effectiveness at Work	1	16	2
L/504/6322	Exploring and Presenting Enterprise Ideas	1	25	3
F/504/6320	Exploring Entrepreneurship	1	15	2
M/503/2834	Interview Skills	1	10	1
F/504/7662	Introduction to Self-Employment	1	22	3
H/507/1338	Positive Attitudes and Behaviours at Work	1	10	1
K/503/2833	Preparing for an Interview	1	10	1
F/503/2854	Preparing for Work Placement	1	10	1
D/503/2831	Searching for a Job	1	10	1
J/506/3491	Setting and Meeting Targets at Work	1	20	2
H/504/6262	Skills for Creative Thinkers	1	15	2
Y/504/6260	Skills for Effective Participants	1	15	2
D/504/6258	Skills for Independent Enquirers	1	15	2
A/504/6915	Skills for Reflective Learners	1	15	2
J/504/6254	Skills for Self Managers	1	15	2
A/504/6252	Skills for Team Workers	1	15	2
A/506/3830	Solving Work-related Problems	1	20	2
K/504/6327	Time Management	1	20	2
F/504/6317	Using ICT in the Workplace	1	25	3
M/504/6314	Using Numeracy Skills in the Workplace	1	30	3

Unit Number	Unit Title	Level	Guided Learning	Credit Value
K/504/6702	Work in a customer-friendly way	1	18	2

3.2. 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.

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.

3.3. Links to other qualifications

This qualification provides progression from a suite of Level 1 Awards in Creative Media:

- 3D Modelling for Creative Media Industries
- Comic Artwork for Creative Media Industries
- Concept Art for Creative Media Industries
- Game Engine Technologies for Creative Media Industries
- Video Editing for Creative Media Industries
- Video Production Skills for Creative Media Industries
- 3D Modelling and Game Engine Technologies for Creative Media Industries

- Concept and Comic Artwork for Creative Media Industries
- Video Editing and Production for Creative Media Industries

The employability skills units also appear within Gateway Qualifications provision in Employability Skills and other vocational qualifications such as the Suite of Skills 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

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

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

4.4. Qualification-specific tutor/assessor requirements

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

4.5. Qualification-specific quality assurance requirements

There are no specific verification requirements for this qualification.

4.6. Additional requirements/guidance

There are no additional requirements that learners must satisfy in order for assessment to be undertaken and the unit/qualification to be awarded.

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).



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enquiries@gatewayqualifications.org.uk
www.gatewayqualifications.org.uk
Tel: 01206 911 211