



Qualification Specification
Suite of Qualifications in Employability Skills

Version 6.1
(September 2018)

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
600/8363/3	Gateway Qualifications Entry Level Award in Employability Skills (Entry 3)
600/8416/9	Gateway Qualifications Entry Level Certificate in Employability Skills (Entry 3)
603/3602/X	Gateway Qualifications Entry Level Extended Certificate In Employability Skills (Entry 3)
600/8362/1	Gateway Qualifications Level 1 Award in Employability Skills
600/8417/0	Gateway Qualifications Level 1 Certificate in Employability Skills
603/3603/1	Gateway Qualifications Level 1 Extended Certificate In Employability Skills
600/8361/X	Gateway Qualifications Level 2 Award in Employability Skills
600/8415/7	Gateway Qualifications Level 2 Certificate in Employability Skills

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 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/advice-guidance/delivering-our-qualifications/become-recognised-centre/

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1. Qualification Information

1.1. About the qualification/s

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

The Gateway Qualifications suite of Employability Skills qualifications have been developed at Entry 3, Level 1 and Level 2 as Awards and Certificates.

The qualifications offer the generic transferrable employability skills needed for employment such as teamwork, communication, problem-solving. The qualifications are designed to enable a learner either to progress directly into employment or into learning at a higher level as part of a progression pathway towards employment in a specific sector. They have been designed to complement learning in specific sectors where there is a need for the learner to obtain additional employability skills alongside sector-specific skills.

1.2. Objective

The Gateway Qualifications in Employability Skills are categorised as having the following objective:

Prepare learners for employment.

1.3. Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award in Employability Skills (Entry 3)	60	40	6
Gateway Qualifications Entry Level Certificate in Employability Skills (Entry 3)	130	93	13
Gateway Qualifications Entry Level Extended Certificate In Employability Skills (Entry 3)	280	203	28
Gateway Qualifications Level 1 Award in Employability Skills	60	40	6
Gateway Qualifications Level 1 Certificate in Employability Skills	130	93	13
Gateway Qualifications Level 1 Extended Certificate In Employability Skills	280	200	28
Gateway Qualifications Level 2 Award in Employability Skills	60	40	6
Gateway Qualifications Level 2 Certificate in Employability Skills	130	93	13

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 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>.

1.5. 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.

1.6. Geographical coverage

The qualifications have been approved by Ofqual to be offered in England.

1.7. Progression opportunities

The Gateway Qualifications suite of Employability qualifications will enable learners to develop the essential transferrable employability skills to enter into the world of work. The units are embedded within the Gateway Qualifications suite of sector specific skills qualifications in:

- Art & Design;

- Business and Administration;
- Childcare;
- Construction;
- Engineering;
- Hair and Beauty;
- Health and Social Care (Adults and Children);
- Hospitality and Catering
- Motor Vehicle;
- Music and Music Technology
- Office Professionals
- Performing Arts;
- Public Service
- Retail;
- Sport and Active Leisure;
- Travel and Tourism.

Please refer to the Gateway Qualifications [website](#) for further details.

1.8 Relationship with other frameworks

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: Pre-16, 16-18, 19+

2.2. Prior qualifications

There are no prior qualification requirements for these qualifications.

2.3. Prior skills/knowledge/understanding

There are no prior skills, knowledge or understanding requirements for these qualifications.

2.4. Restrictions

There are no restrictions to entry for these qualifications.

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

It is Gateway Qualifications' aim that there shall be equal opportunities within the organisation and in all the services it provides, 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.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment and Special Considerations Policy.

2.6. Additional requirements/guidance

There are no additional rules or guidance relating to learner entry requirements for these qualifications.

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. Please refer to the Appendix for details of barred units.

Gateway Qualifications Entry Level Award In Employability Skills (Entry 3)

Learners must complete a minimum of 6 credits. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Entry 3 Skills for Team Workers and Level 1 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
M/507/1360	Applying for a Job	Entry 3	1	10
H/503/2832	Applying for a Job	1	1	10
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
R/506/6460	Career Planning	Entry 3	2	20
M/506/3484	Career Planning	Level 1	3	20
R/503/2812	Career Progression	Entry 3	1	10
F/503/2837	Career Progression	1	2	20
Y/503/2813	Conduct at Work	Entry 3	1	10
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30
D/504/6311	Effective Communication in the Workplace	1	3	30
Y/506/6461	Effectiveness at Work	Entry 3	2	20
R/506/3493	Effectiveness at Work	Level 1	2	16
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15
F/504/6320	Exploring Entrepreneurship	1	2	15
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16
F/506/3487	Health and Safety in the Workplace	Level 1	2	16
R/503/2809	Interview Skills	Entry 3	1	10
M/503/2834	Interview Skills	1	1	10
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25
F/504/7662	Introduction to Self-Employment	1	3	22
A/503/2822	Learning from Work Placement	Entry 3	2	10
J/503/2855	Learning from Work Placement	1	2	10
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
L/503/2808	Preparing for an Interview	Entry 3	1	10
K/503/2833	Preparing for an Interview	1	1	10
T/503/2821	Preparing for Work Placement	Entry 3	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10

Unit Number	Title	Level	Credit Value	GLH
L/503/2856	Safe Learning in the Workplace	1	1	10
F/503/2806	Searching for a Job	Entry 3	1	10
D/503/2831	Searching for a Job	1	1	10
D/507/1337	Self-management Skills	Entry 3	2	20
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20
J/506/3491	Setting and Meeting Targets at Work	1	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
H/504/6262	Skills for Creative Thinkers	1	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
D/504/6258	Skills for Independent Enquirers	1	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
K/504/6246	Skills for Self Managers	Entry 3	2	15
J/504/6254	Skills for Self Managers	1	2	15
H/504/6245	Skills for Team Workers	Entry 3	2	15
A/504/6252	Skills for Team Workers	1	2	15
F/506/6454	Solving Work-related Problems	Entry 3	2	20
A/506/3830	Solving Work-related Problems	1	2	20
K/504/6327	Time Management	1	2	20
A/504/6316	Using ICT in the Workplace	Entry 3	3	25
F/504/6317	Using ICT in the Workplace	1	3	25
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
H/504/6701	Work in a customer-friendly way	Entry 3	2	18
K/504/6702	Work in a customer-friendly way	1	2	18
D/503/2814	Working in a Team	Entry 3	3	30
R/503/2843	Working in a Team	1	3	30
H/504/6309	Working with Colleagues	Entry 3	2	20

Gateway Qualifications Entry Level Certificate In Employability Skills (Entry 3)

Learners must complete a minimum of 13 credits. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Entry 3 Skills for Team Workers and Level 1 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
M/507/1360	Applying for a Job	Entry 3	1	10
H/503/2832	Applying for a Job	1	1	10
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
R/506/6460	Career Planning	Entry 3	2	20
M/506/3484	Career Planning	Level 1	3	20
R/503/2812	Career Progression	Entry 3	1	10
F/503/2837	Career Progression	1	2	20
Y/503/2813	Conduct at Work	Entry 3	1	10
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30
D/504/6311	Effective Communication in the Workplace	1	3	30
Y/506/6461	Effectiveness at Work	Entry 3	2	20
R/506/3493	Effectiveness at Work	Level 1	2	16
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15
F/504/6320	Exploring Entrepreneurship	1	2	15
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16
F/506/3487	Health and Safety in the Workplace	Level 1	2	16
R/503/2809	Interview Skills	Entry 3	1	10
M/503/2834	Interview Skills	1	1	10
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25
F/504/7662	Introduction to Self-Employment	1	3	22
A/503/2822	Learning from Work Placement	Entry 3	2	10
J/503/2855	Learning from Work Placement	1	2	10
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
L/503/2808	Preparing for an Interview	Entry 3	1	10
K/503/2833	Preparing for an Interview	1	1	10
T/503/2821	Preparing for Work Placement	Entry 3	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
F/503/2806	Searching for a Job	Entry 3	1	10
D/503/2831	Searching for a Job	1	1	10
D/507/1337	Self-management Skills	Entry 3	2	20
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20
J/506/3491	Setting and Meeting Targets at Work	1	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
H/504/6262	Skills for Creative Thinkers	1	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15

Unit Number	Title	Level	Credit Value	GLH
D/504/6258	Skills for Independent Enquirers	1	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
K/504/6246	Skills for Self Managers	Entry 3	2	15
J/504/6254	Skills for Self Managers	1	2	15
H/504/6245	Skills for Team Workers	Entry 3	2	15
A/504/6252	Skills for Team Workers	1	2	15
F/506/6454	Solving Work-related Problems	Entry 3	2	20
A/506/3830	Solving Work-related Problems	1	2	20
K/504/6327	Time Management	1	2	20
A/504/6316	Using ICT in the Workplace	Entry 3	3	25
F/504/6317	Using ICT in the Workplace	1	3	25
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
H/504/6701	Work in a customer-friendly way	Entry 3	2	18
K/504/6702	Work in a customer-friendly way	1	2	18
D/503/2814	Working in a Team	Entry 3	3	30
R/503/2843	Working in a Team	1	3	30
H/504/6309	Working with Colleagues	Entry 3	2	20

Gateway Qualifications Entry Level Extended Certificate In Employability Skills (Entry 3)

Learners must complete a minimum of 28 credits. At least 15 credits must be at Entry 3. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Entry 3 Skills for Team Workers and Level 1 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
M/507/1360	Applying for a Job	Entry 3	1	10
H/503/2832	Applying for a Job	1	1	10
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
R/506/6460	Career Planning	Entry 3	2	20
M/506/3484	Career Planning	Level 1	3	20
R/503/2812	Career Progression	Entry 3	1	10
F/503/2837	Career Progression	1	2	20
Y/503/2813	Conduct at Work	Entry 3	1	10
T/504/9439	Dealing with Problems	Entry 3	3	30
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30
D/504/6311	Effective Communication in the Workplace	1	3	30
Y/506/6461	Effectiveness at Work	Entry 3	2	20
R/506/3493	Effectiveness at Work	Level 1	2	16
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15
F/504/6320	Exploring Entrepreneurship	1	2	15
A/504/9779	Following Instructions	Entry 3	2	20
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16
F/506/3487	Health and Safety in the Workplace	Level 1	2	16
J/503/0975	Individual Rights and Responsibilities in Society	Level 1	1	9
R/503/2809	Interview Skills	Entry 3	1	10
M/503/2834	Interview Skills	1	1	10
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25
F/504/7662	Introduction to Self-Employment	1	3	22
A/503/2822	Learning from Work Placement	Entry 3	2	10
J/503/2855	Learning from Work Placement	1	2	10
M/504/9469	Negotiation Skills	Entry 3	3	30
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
L/503/2808	Preparing for an Interview	Entry 3	1	10
K/503/2833	Preparing for an Interview	1	1	10
T/503/2821	Preparing for Work Placement	Entry 3	1	10
F/503/2854	Preparing for Work Placement	1	1	10
J/504/9476	Rights and Responsibilities	Entry 3	3	30
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
F/503/2806	Searching for a Job	Entry 3	1	10
D/503/2831	Searching for a Job	1	1	10
D/507/1337	Self-management Skills	Entry 3	2	20
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20
J/506/3491	Setting and Meeting Targets at Work	1	2	20

Unit Number	Title	Level	Credit Value	GLH
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
H/504/6262	Skills for Creative Thinkers	1	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
D/504/6258	Skills for Independent Enquirers	1	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
K/504/6246	Skills for Self Managers	Entry 3	2	15
J/504/6254	Skills for Self Managers	1	2	15
H/504/6245	Skills for Team Workers	Entry 3	2	15
A/504/6252	Skills for Team Workers	1	2	15
F/506/6454	Solving Work-related Problems	Entry 3	2	20
A/506/3830	Solving Work-related Problems	1	2	20
K/504/6327	Time Management	1	2	20
A/504/6316	Using ICT in the Workplace	Entry 3	3	25
F/504/6317	Using ICT in the Workplace	1	3	25
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
H/504/6701	Work in a customer-friendly way	Entry 3	2	18
K/504/6702	Work in a customer-friendly way	1	2	18
D/503/2814	Working in a Team	Entry 3	3	30
R/503/2843	Working in a Team	1	3	30
H/504/6309	Working with Colleagues	Entry 3	2	20

Gateway Qualifications Level 1 Award In Employability Skills

Learners must complete a minimum of 6 credits. At least 4 credits must be at level 1 or above. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
M/507/1360	Applying for a Job	Entry 3	1	10
H/503/2832	Applying for a Job	1	1	10
K/503/2864	Applying for a Job	2	1	10
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
H/503/2877	Building Working Relationships with Colleagues	2	2	20
K/503/2878	Building Working Relationships with Customers	2	2	20
R/506/6460	Career Planning	Entry 3	2	20
M/506/3484	Career Planning	1	3	20
A/505/1225	Career Planning	2	3	20
R/503/2812	Career Progression	Entry 3	1	10
F/503/2837	Career Progression	1	2	20
J/503/2869	Career Progression	2	2	20
Y/503/2813	Conduct at Work	Entry 3	1	10
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30
D/504/6311	Effective Communication in the Workplace	1	3	30
H/504/6312	Effective Communication in the Workplace	2	3	30
Y/506/6461	Effectiveness at Work	Entry 3	2	20
R/506/3493	Effectiveness at Work	1	2	16
R/503/2874	Effectiveness at Work	2	1	10
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15
F/504/6320	Exploring Entrepreneurship	1	2	15
L/504/6336	Exploring Entrepreneurship	2	2	15
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16
F/506/3487	Health and Safety in the Workplace	1	2	10
H/601/9699	Health and Safety in the Workplace	2	1	10
R/503/2809	Interview Skills	Entry 3	1	10
M/503/2834	Interview Skills	1	1	10
T/503/2866	Interview Skills	2	1	10
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25
H/504/6326	Introduction to Self-Employment	2	3	22
F/504/7662	Introduction to Self-Employment	1	3	22
A/503/2822	Learning from Work Placement	Entry 3	2	10
J/503/2855	Learning from Work Placement	1	2	10
L/503/2887	Learning from Work Placement	2	2	20
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
F/503/2871	Practising Leadership Skills with Others	2	2	20
L/503/2808	Preparing for an Interview	Entry 3	1	10

Unit Number	Title	Level	Credit Value	GLH
K/503/2833	Preparing for an Interview	1	1	10
M/503/2865	Preparing for an Interview	2	1	10
T/503/2821	Preparing for Work Placement	Entry 3	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2885	Preparing for Work Placement	2	1	10
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
F/503/2806	Searching for a Job	Entry 3	1	10
D/503/2831	Searching for a Job	1	1	10
H/503/2863	Searching for a Job	2	1	10
D/507/1337	Self-management Skills	Entry 3	2	20
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20
J/506/3491	Setting and Meeting Targets at Work	1	2	20
L/505/1505	Setting and Meeting Targets at Work	2	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
H/504/6262	Skills for Creative Thinkers	1	2	15
D/504/6261	Skills for Creative Thinkers	2	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
A/504/7627	Skills for Effective Participants	2	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
D/504/6258	Skills for Independent Enquirers	1	2	15
Y/504/6257	Skills for Independent Enquirers	2	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
M/504/6913	Skills for Reflective Learners	2	2	15
K/504/6246	Skills for Self Managers	Entry 3	2	15
J/504/6254	Skills for Self Managers	1	2	15
D/504/6308	Skills for Self Managers	2	2	15
H/504/6245	Skills for Team Workers	Entry 3	2	15
A/504/6252	Skills for Team Workers	1	2	15
T/504/6251	Skills for Team Workers	2	2	15
F/506/6454	Solving Work-related Problems	Entry 3	2	20
A/506/3830	Solving Work-related Problems	1	2	20
R/505/1506	Solving Work-related Problems	2	2	20
K/504/6327	Time Management	1	2	20
M/504/6328	Time Management	2	2	20
A/504/6316	Using ICT in the Workplace	Entry 3	3	25
F/504/6317	Using ICT in the Workplace	1	3	25
J/504/6318	Using ICT in the Workplace	2	3	25
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30
H/504/6701	Work in a customer-friendly way	Entry 3	2	18
K/504/6702	Work in a customer-friendly way	1	2	18
D/503/2814	Working in a Team	Entry 3	3	30
R/503/2843	Working in a Team	1	3	30
Y/503/2875	Working in a Team	2	3	30
H/504/6309	Working with Colleagues	Entry 3	2	20

Gateway Qualifications Level 1 Certificate In Employability Skills

Learners must complete a minimum of 13 credits. At least 7 credits must be at Level 1 or above. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
M/507/1360	Applying for a Job	Entry 3	1	10
H/503/2832	Applying for a Job	1	1	10
K/503/2864	Applying for a Job	2	1	10
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
H/503/2877	Building Working Relationships with Colleagues	2	2	20
K/503/2878	Building Working Relationships with Customers	2	2	20
R/506/6460	Career Planning	Entry 3	2	20
M/506/3484	Career Planning	1	3	20
A/505/1225	Career Planning	2	3	20
R/503/2812	Career Progression	Entry 3	1	10
F/503/2837	Career Progression	1	2	20
J/503/2869	Career Progression	2	2	20
Y/503/2813	Conduct at Work	Entry 3	1	10
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30
D/504/6311	Effective Communication in the Workplace	1	3	30
H/504/6312	Effective Communication in the Workplace	2	3	30
Y/506/6461	Effectiveness at Work	Entry 3	2	20
R/506/3493	Effectiveness at Work	1	2	16
R/503/2874	Effectiveness at Work	2	1	10
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15
F/504/6320	Exploring Entrepreneurship	1	2	15
L/504/6336	Exploring Entrepreneurship	2	2	15
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16
F/506/3487	Health and Safety in the Workplace	1	2	10
H/601/9699	Health and Safety in the Workplace	2	1	10
R/503/2809	Interview Skills	Entry 3	1	10
M/503/2834	Interview Skills	1	1	10
T/503/2866	Interview Skills	2	1	10
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25
H/504/6326	Introduction to Self-Employment	2	3	22
F/504/7662	Introduction to Self-Employment	1	3	22
A/503/2822	Learning from Work Placement	Entry 3	2	10
J/503/2855	Learning from Work Placement	1	2	10
L/503/2887	Learning from Work Placement	2	2	20
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
F/503/2871	Practising Leadership Skills with Others	2	2	20
L/503/2808	Preparing for an Interview	Entry 3	1	10

Unit Number	Title	Level	Credit Value	GLH
K/503/2833	Preparing for an Interview	1	1	10
M/503/2865	Preparing for an Interview	2	1	10
T/503/2821	Preparing for Work Placement	Entry 3	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2885	Preparing for Work Placement	2	1	10
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
F/503/2806	Searching for a Job	Entry 3	1	10
D/503/2831	Searching for a Job	1	1	10
H/503/2863	Searching for a Job	2	1	10
D/507/1337	Self-management Skills	Entry 3	2	20
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20
J/506/3491	Setting and Meeting Targets at Work	1	2	20
L/505/1505	Setting and Meeting Targets at Work	2	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
H/504/6262	Skills for Creative Thinkers	1	2	15
D/504/6261	Skills for Creative Thinkers	2	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
A/504/7627	Skills for Effective Participants	2	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
D/504/6258	Skills for Independent Enquirers	1	2	15
Y/504/6257	Skills for Independent Enquirers	2	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
M/504/6913	Skills for Reflective Learners	2	2	15
K/504/6246	Skills for Self Managers	Entry 3	2	15
J/504/6254	Skills for Self Managers	1	2	15
D/504/6308	Skills for Self Managers	2	2	15
H/504/6245	Skills for Team Workers	Entry 3	2	15
A/504/6252	Skills for Team Workers	1	2	15
T/504/6251	Skills for Team Workers	2	2	15
F/506/6454	Solving Work-related Problems	Entry 3	2	20
A/506/3830	Solving Work-related Problems	1	2	20
R/505/1506	Solving Work-related Problems	2	2	20
K/504/6327	Time Management	1	2	20
M/504/6328	Time Management	2	2	20
A/504/6316	Using ICT in the Workplace	Entry 3	3	25
F/504/6317	Using ICT in the Workplace	1	3	25
J/504/6318	Using ICT in the Workplace	2	3	25
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30
H/504/6701	Work in a customer-friendly way	Entry 3	2	18
K/504/6702	Work in a customer-friendly way	1	2	18
D/503/2814	Working in a Team	Entry 3	3	30
R/503/2843	Working in a Team	1	3	30
Y/503/2875	Working in a Team	2	3	30
H/504/6309	Working with Colleagues	Entry 3	2	20

Gateway Qualifications Level 1 Extended Certificate In Employability Skills

Learners must complete a minimum of 28 credits. At least 15 credits must be at Level 1. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
M/507/1360	Applying for a Job	Entry 3	1	10
H/503/2832	Applying for a Job	1	1	10
K/503/2864	Applying for a Job	2	1	10
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
H/503/2877	Building Working Relationships with Colleagues	2	2	20
K/503/2878	Building Working Relationships with Customers	2	2	20
R/506/6460	Career Planning	Entry 3	2	20
M/506/3484	Career Planning	1	3	20
A/505/1225	Career Planning	2	3	20
R/503/2812	Career Progression	Entry 3	1	10
F/503/2837	Career Progression	1	2	20
J/503/2869	Career Progression	2	2	20
Y/503/2813	Conduct at Work	Entry 3	1	10
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30
D/504/6311	Effective Communication in the Workplace	1	3	30
H/504/6312	Effective Communication in the Workplace	2	3	30
Y/506/6461	Effectiveness at Work	Entry 3	2	20
R/506/3493	Effectiveness at Work	1	2	16
R/503/2874	Effectiveness at Work	2	1	10
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15
F/504/6320	Exploring Entrepreneurship	1	2	15
L/504/6336	Exploring Entrepreneurship	2	2	15
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16
F/506/3487	Health and Safety in the Workplace	1	2	10
H/601/9699	Health and Safety in the Workplace	2	1	10
J/503/0975	Individual Rights and Responsibilities in Society	1	1	9
R/503/2809	Interview Skills	Entry 3	1	10
M/503/2834	Interview Skills	1	1	10
T/503/2866	Interview Skills	2	1	10
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25
H/504/6326	Introduction to Self-Employment	2	3	22
F/504/7662	Introduction to Self-Employment	1	3	22
A/503/2822	Learning from Work Placement	Entry 3	2	10
J/503/2855	Learning from Work Placement	1	2	10
L/503/2887	Learning from Work Placement	2	2	20
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
F/503/2871	Practising Leadership Skills with Others	2	2	20

Unit Number	Title	Level	Credit Value	GLH
L/503/2808	Preparing for an Interview	Entry 3	1	10
K/503/2833	Preparing for an Interview	1	1	10
M/503/2865	Preparing for an Interview	2	1	10
T/503/2821	Preparing for Work Placement	Entry 3	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2885	Preparing for Work Placement	2	1	10
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
F/503/2806	Searching for a Job	Entry 3	1	10
D/503/2831	Searching for a Job	1	1	10
H/503/2863	Searching for a Job	2	1	10
D/507/1337	Self-management Skills	Entry 3	2	20
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20
J/506/3491	Setting and Meeting Targets at Work	1	2	20
L/505/1505	Setting and Meeting Targets at Work	2	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
H/504/6262	Skills for Creative Thinkers	1	2	15
D/504/6261	Skills for Creative Thinkers	2	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
A/504/7627	Skills for Effective Participants	2	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
D/504/6258	Skills for Independent Enquirers	1	2	15
Y/504/6257	Skills for Independent Enquirers	2	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
M/504/6913	Skills for Reflective Learners	2	2	15
K/504/6246	Skills for Self Managers	Entry 3	2	15
J/504/6254	Skills for Self Managers	1	2	15
D/504/6308	Skills for Self Managers	2	2	15
H/504/6245	Skills for Team Workers	Entry 3	2	15
A/504/6252	Skills for Team Workers	1	2	15
T/504/6251	Skills for Team Workers	2	2	15
F/506/6454	Solving Work-related Problems	Entry 3	2	20
A/506/3830	Solving Work-related Problems	1	2	20
R/505/1506	Solving Work-related Problems	2	2	20
K/504/6327	Time Management	1	2	20
M/504/6328	Time Management	2	2	20
A/504/6316	Using ICT in the Workplace	Entry 3	3	25
F/504/6317	Using ICT in the Workplace	1	3	25
J/504/6318	Using ICT in the Workplace	2	3	25
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30
H/504/6701	Work in a customer-friendly way	Entry 3	2	18
K/504/6702	Work in a customer-friendly way	1	2	18
D/503/2814	Working in a Team	Entry 3	3	30
R/503/2843	Working in a Team	1	3	30
Y/503/2875	Working in a Team	2	3	30
H/504/6309	Working with Colleagues	Entry 3	2	20

Gateway Qualifications Level 2 Award In Employability Skills

Learners must complete a minimum of 6 credits. At least 4 credits must be at level 2. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
H/503/2832	Applying for a Job	1	1	10
K/503/2864	Applying for a Job	2	1	10
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
H/503/2877	Building Working Relationships with Colleagues	2	2	20
K/503/2878	Building Working Relationships with Customers	2	2	20
M/506/3484	Career Planning	1	3	20
A/505/1225	Career Planning	2	3	20
F/503/2837	Career Progression	1	2	20
J/503/2869	Career Progression	2	2	20
D/504/6311	Effective Communication in the Workplace	1	3	30
H/504/6312	Effective Communication in the Workplace	2	3	30
R/506/3493	Effectiveness at Work	1	2	16
R/503/2874	Effectiveness at Work	2	1	10
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25
F/504/6320	Exploring Entrepreneurship	1	2	15
L/504/6336	Exploring Entrepreneurship	2	2	15
F/506/3487	Health and Safety in the Workplace	1	2	16
H/601/9699	Health and Safety in the Workplace	2	1	10
M/503/2834	Interview Skills	1	1	10
T/503/2866	Interview Skills	2	1	10
H/504/6326	Introduction to Self-Employment	2	3	22
F/504/7662	Introduction to Self-Employment	1	3	22
J/503/2855	Learning from Work Placement	1	2	10
L/503/2887	Learning from Work Placement	2	2	20
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
F/503/2871	Practising Leadership Skills with Others	2	2	20
K/503/2833	Preparing for an Interview	1	1	10
M/503/2865	Preparing for an Interview	2	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2885	Preparing for Work Placement	2	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
D/503/2831	Searching for a Job	1	1	10
H/503/2863	Searching for a Job	2	1	10
J/506/3491	Setting and Meeting Targets at Work	1	2	20
L/505/1505	Setting and Meeting Targets at Work	2	2	20
H/504/6262	Skills for Creative Thinkers	1	2	15
D/504/6261	Skills for Creative Thinkers	2	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
A/504/7627	Skills for Effective Participants	2	2	15

Unit Number	Title	Level	Credit Value	GLH
D/504/6258	Skills for Independent Enquirers	1	2	15
Y/504/6257	Skills for Independent Enquirers	2	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
M/504/6913	Skills for Reflective Learners	2	2	15
J/504/6254	Skills for Self Managers	1	2	15
D/504/6308	Skills for Self Managers	2	2	15
A/504/6252	Skills for Team Workers	1	2	15
T/504/6251	Skills for Team Workers	2	2	15
A/506/3830	Solving Work-related Problems	1	2	20
R/506/1506	Solving Work-related Problems	2	2	20
K/504/6327	Time Management	1	2	20
M/504/6328	Time Management	2	2	20
F/504/6317	Using ICT in the Workplace	1	3	25
J/504/6318	Using ICT in the Workplace	2	3	25
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30
K/504/6702	Work in a customer-friendly way	1	2	18
R/503/2843	Working in a Team	1	3	30
Y/503/2875	Working in a Team	2	3	30

Gateway Qualifications Level 2 Certificate In Employability Skills

Learners must complete a minimum of 13 credits. At least 7 credits must be at Level 2. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers).

Unit Number	Title	Level	Credit Value	GLH
H/503/2832	Applying for a Job	1	1	10
K/503/2864	Applying for a Job	2	1	10
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8
D/503/2845	Building Working Relationships with Colleagues	1	2	20
H/503/2877	Building Working Relationships with Colleagues	2	2	20
K/503/2878	Building Working Relationships with Customers	2	2	20
M/506/3484	Career Planning	1	3	20
A/505/1225	Career Planning	2	3	20
F/503/2837	Career Progression	1	2	20
J/503/2869	Career Progression	2	2	20
D/504/6311	Effective Communication in the Workplace	1	3	30
H/504/6312	Effective Communication in the Workplace	2	3	30
R/506/3493	Effectiveness at Work	1	2	16
R/503/2874	Effectiveness at Work	2	1	10
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25
F/504/6320	Exploring Entrepreneurship	1	2	15
L/504/6336	Exploring Entrepreneurship	2	2	15
F/506/3487	Health and Safety in the Workplace	1	2	16
H/601/9699	Health and Safety in the Workplace	2	1	10
M/503/2834	Interview Skills	1	1	10
T/503/2866	Interview Skills	2	1	10
H/504/6326	Introduction to Self-Employment	2	3	22
F/504/7662	Introduction to Self-Employment	1	3	22
J/503/2855	Learning from Work Placement	1	2	10
L/503/2887	Learning from Work Placement	2	2	20
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10
F/503/2871	Practising Leadership Skills with Others	2	2	20
K/503/2833	Preparing for an Interview	1	1	10
M/503/2865	Preparing for an Interview	2	1	10
F/503/2854	Preparing for Work Placement	1	1	10
F/503/2885	Preparing for Work Placement	2	1	10
L/503/2856	Safe Learning in the Workplace	1	1	10
D/503/2831	Searching for a Job	1	1	10
H/503/2863	Searching for a Job	2	1	10
J/506/3491	Setting and Meeting Targets at Work	1	2	20
L/505/1505	Setting and Meeting Targets at Work	2	2	20
H/504/6262	Skills for Creative Thinkers	1	2	15
D/504/6261	Skills for Creative Thinkers	2	2	15
Y/504/6260	Skills for Effective Participants	1	2	15
A/504/7627	Skills for Effective Participants	2	2	15

Unit Number	Title	Level	Credit Value	GLH
D/504/6258	Skills for Independent Enquirers	1	2	15
Y/504/6257	Skills for Independent Enquirers	2	2	15
A/504/6915	Skills for Reflective Learners	1	2	15
M/504/6913	Skills for Reflective Learners	2	2	15
J/504/6254	Skills for Self Managers	1	2	15
D/504/6308	Skills for Self Managers	2	2	15
A/504/6252	Skills for Team Workers	1	2	15
T/504/6251	Skills for Team Workers	2	2	15
A/506/3830	Solving Work-related Problems	1	2	20
R/505/1506	Solving Work-related Problems	2	2	20
K/504/6327	Time Management	1	2	20
M/504/6328	Time Management	2	2	20
F/504/6317	Using ICT in the Workplace	1	3	25
J/504/6318	Using ICT in the Workplace	2	3	25
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30
K/504/6702	Work in a customer-friendly way	1	2	18
R/503/2843	Working in a Team	1	3	30
Y/503/2875	Working in a Team	2	3	30

3.2. Recognition of prior learning

Recognition of prior learning is an assessment method leading to the award of credit. The process involves considering if a learner can meet the specified assessment requirements for a unit through knowledge, understanding or skills that they possess already as a consequence of which they do not need to undertake a course of learning.

Centres are encouraged to recognise the previous achievements and experiences, both formal, e.g. through accredited units or qualifications, or informal, e.g. through continuous learning. This involves the recognition of achievement from a range of activities that will have been assessed through any valid method of assessment. When using the process of the recognition of prior learning, it is essential that the assessment requirements of a specific unit or, more exceptionally, a qualification have been met. The evidence of learning provided must be sufficient, reliable, authentic and valid.

A maximum of 70% of a qualification can be achieved through the process of Recognition of Prior Learning, with at least 30% gained through new learning.

The process for claiming RPL is set out in the Gateway Qualifications' policy on Recognition of Prior Learning.

3.3. Links to other qualifications

These qualifications link to the Gateway Qualifications Suite of Skills, sector specific qualifications in:

- Art and Design
- Childcare
- Health and Social Care
- Motor Vehicle
- Retail
- Travel and Tourism
- Business and Administration
- Hair and Beauty
- Hospitality and Catering
- Performing Arts
- Sport and Active Leisure

The employability skills units are common across the suite. Some of the employability skills units also make up the Gateway Qualifications Personal, Learning and Thinking Skills qualifications and the Entry 3 employability skills units also feature in the Entry 3 Preparation for Employment 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

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

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification and unit specification/s offered to learners, where clarification is required the centre should consult with the assigned 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 specific tutor/assessor requirements for these qualifications.

4.5. Qualification-specific quality assurance requirements

There are no specific verification requirements for these qualifications.

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:

Gateway Qualifications
Gateway House
3 Tollgate Business Park
Colchester
CO3 8AB

Tel: 01206 911 211

Email: enquiries@gatewayqualifications.org.uk

6. Gateway Qualifications

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

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).

7 Appendices

Appendix 1 – Entry Level Barred Unit Listings

Gateway Qualifications Entry Level Award In Employability Skills (Entry 3)

Gateway Qualifications Entry Level Certificate In Employability Skills (Entry 3)

Gateway Qualifications Entry Level Extended Certificate In Employability Skills (Entry 3)

This Unit	Is Barred Against These Units
Applying for a Job (M/507/1360)	Applying for a Job (H/503/2832)
Assessing own Personal, Learning and Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (J/504/6268)
Career Planning (R/506/6460)	Career Planning (M/506/3484)
Career Progression (R/503/2812)	Career Progression (F/503/2837)
Conduct at Work (Y/503/2813)	Positive Attitudes and Behaviours at Work (L/503/2842)
Effective Communication in the Workplace (Y/504/6310)	Effective Communication in the Workplace (D/504/6311)
Effectiveness at Work (Y/506/6461)	Effectiveness at Work (R/506/3493)
Exploring and Presenting Enterprise Ideas (J/504/6321)	Exploring and Presenting Enterprise Ideas (L/504/6322)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6319)
Health and Safety in the Workplace (H/506/6463)	Health and Safety in the Workplace (F/506/3487)
Interview Skills (R/503/2809)	Interview Skills (M/503/2834)
Introduction to Self-Employment (Y/504/6324)	Introduction to Self-Employment (F/504/7662)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (J/503/2855)
Preparing for an Interview (L/503/2808)	Preparing for an Interview (K/503/2833)
Preparing for Work Placement (T/503/2821)	Preparing for Work Placement (F/503/2854)
Safe Learning in the Workplace (F/503/2823)	Safe Learning in the Workplace (L/503/2856)
Searching for a Job (F/503/2806)	Searching for a Job (D/503/2831)
Setting and Meeting Targets at Work (A/506/6453)	Setting and Meeting Targets at Work (J/506/3491)
Skills for Creative Thinkers (J/504/6299)	Skills for Creative Thinkers (H/504/6262)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (Y/504/6260)
Skills for Independent Enquirers (T/504/6248)	Skills for Independent Enquirers (D/504/6258)
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (F/504/6902)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)

This Unit	Is Barred Against These Units
Skills for Team Workers (H/504/6245)	Skills for Team Workers (A/504/6252)
Solving Work-Related Problems (F/506/6454)	Solving Work-related Problems (A/506/3830)
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (F/504/6317)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (K/504/6313)
Work in a customer-friendly way (H/504/6701)	Work in a customer-friendly way (K/504/6702)
Working in a Team (D/503/2814)	Working in a Team (R/503/2843)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (D/503/2845)

Appendix 2 – Level 1 Barred Unit Listings

Gateway Qualifications Level 1 Award In Employability Skills

This Unit	Is Barred Against These Units
Applying for a Job (H/503/2832)	Applying for a Job (K/503/2864) Applying for a Job (M/507/1360)
Applying for a Job (K/503/2864)	Applying for a Job (M/507/1360)
Assessing own Personal, Learning and Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (J/504/6268) Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Assessing own Personal, Learning and Thinking Skills (J/504/6268)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Building Working Relationships with Colleagues (D/503/2845)	Building Working Relationships with Colleagues (H/503/2877)
Career Planning (M/506/3484)	Career Planning (A/505/1225)
Career Planning (R/506/6460)	Career Planning (M/506/3484) Career Planning (A/505/1225)
Career Progression (F/503/2837)	Career Progression (J/503/2869)
Career Progression (R/503/2812)	Career Progression (F/503/2837) Career Progression (J/503/2869)
Conduct at Work (Y/503/2813)	Positive Attitudes and Behaviours at Work (L/503/2842) Effectiveness at Work (R/503/2874)
Effective Communication in the Workplace (D/504/6311)	Effective Communication in the Workplace (H/504/6312)
Effective Communication in the Workplace (Y/504/6310)	Effective Communication in the Workplace (D/504/6311) Effective Communication in the Workplace (H/504/6312)
Effectiveness at Work (R/506/3493)	Effectiveness at Work (R/503/2874)
Effectiveness at Work (Y/506/6461)	Effectiveness at Work (R/506/3493)
Exploring and Presenting Enterprise Ideas (J/504/6321)	Exploring and Presenting Enterprise Ideas (L/504/6322) Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring and Presenting Enterprise Ideas (L/504/6322)	Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6336)

This Unit	Is Barred Against These Units
Exploring Entrepreneurship (L/504/6319)	Exploring Entrepreneurship (F/504/6320)
	Exploring Entrepreneurship (L/504/6336)
Health and Safety in the Workplace (H/506/6463)	Health and Safety in the Workplace (F/506/3487)
Health and Safety in the Workplace (H/601/9699)	Health and Safety in the Workplace (H/506/6463)
	Health and Safety in the Workplace (F/506/3487)
Interview Skills (M/503/2834)	Interview Skills (T/503/2866)
Interview Skills (R/503/2809)	Interview Skills (M/503/2834)
	Interview Skills (T/503/2866)
Introduction to Self-Employment (F/504/7662)	Introduction to Self-Employment (Y/504/6324)
	Introduction to Self-Employment (H/504/6326)
Introduction to Self-Employment (Y/504/6324)	Introduction to Self-Employment (H/504/6326)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (J/503/2855)
	Learning from Work Placement (L/503/2887)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (L/503/2887)
Positive Attitudes and Behaviours at Work (L/503/2842)	Effectiveness at Work (R/503/2874)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (M/503/2865)
Preparing for an Interview (L/503/2808)	Preparing for an Interview (K/503/2833)
	Preparing for an Interview (M/503/2865)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (F/503/2885)
Preparing for Work Placement (T/503/2821)	Preparing for Work Placement (F/503/2854)
	Preparing for Work Placement (F/503/2885)
Safe Learning in the Workplace (F/503/2823)	Safe Learning in the Workplace (L/503/2856)
	Health and Safety in the Workplace (H/601/9699)
Safe Learning in the Workplace (L/503/2856)	Health and Safety in the Workplace (H/601/9699)
Searching for a Job (D/503/2831)	Searching for a Job (H/503/2863)

This Unit	Is Barred Against These Units
Searching for a Job (F/503/2806)	Searching for a Job (D/503/2831)
	Searching for a Job (H/503/2863)
Setting and Meeting Targets at Work (A/506/6453)	Setting and Meeting Targets at Work (J/506/3491)
	Setting and Meeting Targets at Work (L/505/1505)
Setting and Meeting Targets at Work (J/506/3491)	Setting and Meeting Targets at Work (L/505/1505)
Skills for Creative Thinkers (H/504/6262)	Skills for Creative Thinkers (D/504/6261)
Skills for Creative Thinkers (J/504/6299)	Skills for Creative Thinkers (H/504/6262)
	Skills for Creative Thinkers (D/504/6261)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (Y/504/6260)
Skills for Effective Participants (A/504/7627)	Skills for Effective Participants (A/504/6249)
	Skills for Effective Participants (Y/504/6260)
Skills for Independent Enquirers (T/504/6248)	Skills for Independent Enquirers (D/504/6258)
	Skills for Independent Enquirers (Y/504/6257)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (Y/504/6257)
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (F/504/6902)
	Skills for Reflective Learners (M/504/6913)
Skills for Reflective Learners (F/504/6902)	Skills for Reflective Learners (M/504/6913)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (D/504/6308)
Skills for Self Managers (K/504/6246)	Skills for Self Managers (J/504/6254)
	Skills for Self Managers (D/504/6308)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (T/504/6251)
Skills for Team Workers (H/504/6245)	Skills for Team Workers (A/504/6252)
	Skills for Team Workers (T/504/6251)
Solving Work-related Problems (A/506/3830)	Solving Work-Related Problems (R/505/1506)
Solving Work-Related Problems (F/506/6454)	Solving Work-related Problems (A/506/3830)
	Solving Work-Related Problems (R/505/1506)
Time Management (K/504/6327)	Time Management (M/504/6328)

This Unit	Is Barred Against These Units
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (F/504/6317)
	Using ICT in the Workplace (J/504/6318)
Using ICT in the Workplace (F/504/6317)	Using ICT in the Workplace (J/504/6318)
Using Numeracy Skills in the Workplace (K/504/6313)	Using Numeracy Skills in the Workplace (M/504/6314)
	Using Numeracy Skills in the Workplace (T/504/6315)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (T/504/6315)
Work in a customer-friendly way (H/504/6701)	Work in a customer-friendly way (K/504/6702)
	Building Working Relationships with Customers (K/503/2878)
Work in a customer-friendly way (K/504/6702)	Building Working Relationships with Customers (K/503/2878)
Working in a Team (D/503/2814)	Working in a Team (R/503/2843)
	Working in a Team (Y/503/2875)
Working in a Team (R/503/2843)	Working in a Team (Y/503/2875)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (D/503/2845)
	Building Working Relationships with Colleagues (H/503/2877)

Gateway Qualifications Level 1 Certificate In Employability Skills

Gateway Qualifications Level 1 Extended Certificate In Employability Skills

This Unit	Is Barred Against These Units
Applying for a Job (H/503/2832)	Applying for a Job (K/503/2864)
	Applying for a Job (M/507/1360)
Applying for a Job (K/503/2864)	Applying for a Job (M/507/1360)
Assessing own Personal, Learning and Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (J/504/6268)
	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Assessing own Personal, Learning and Thinking Skills (J/504/6268)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Building Working Relationships with Colleagues (D/503/2845)	Building Working Relationships with Colleagues (H/503/2877)
Career Planning (M/506/3484)	Career Planning (A/505/1225)
Career Planning (R/506/6460)	Career Planning (M/506/3484)
	Career Planning (A/505/1225)
Career Progression (F/503/2837)	Career Progression (J/503/2869)
Career Progression (R/503/2812)	Career Progression (F/503/2837)
	Career Progression (J/503/2869)
Conduct at Work (Y/503/2813)	Effectiveness at Work (R/503/2874)
Effective Communication in the Workplace (D/504/6311)	Effective Communication in the Workplace (Y/504/6310)
	Effective Communication in the Workplace (H/504/6312)
Effective Communication in the Workplace (Y/504/6310)	Effective Communication in the Workplace (H/504/6312)
Effectiveness at Work (R/503/2874)	Effectiveness at Work (Y/506/6461)
	Effectiveness at Work (R/506/3493)
Effectiveness at Work (Y/506/6461)	Effectiveness at Work (R/506/3493)
Exploring and Presenting Enterprise Ideas (J/504/6321)	Exploring and Presenting Enterprise Ideas (L/504/6322)
	Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring and Presenting Enterprise Ideas (L/504/6322)	Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6319)
	Exploring Entrepreneurship (L/504/6336)
Exploring Entrepreneurship (L/504/6319)	Exploring Entrepreneurship (L/504/6336)

This Unit	Is Barred Against These Units
Health and Safety in the Workplace (H/506/6463)	Health and Safety in the Workplace (F/506/3487)
Health and Safety in the Workplace (H/601/9699)	Building Working Relationships with Colleagues (H/503/2877)
	Health and Safety in the Workplace (H/506/6463)
	Health and Safety in the Workplace (F/506/3487)
Interview Skills (R/503/2809)	Interview Skills (M/503/2834)
	Interview Skills (T/503/2866)
Introduction to Self-Employment (H/504/6326)	Introduction to Self-Employment (F/504/7662)
Introduction to Self-Employment (Y/504/6324)	Introduction to Self-Employment (H/504/6326)
	Introduction to Self-Employment (F/504/7662)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (J/503/2855)
	Learning from Work Placement (L/503/2887)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (L/503/2887)
Positive Attitudes and Behaviours at Work (L/503/2842)	Conduct at Work (Y/503/2813)
	Effectiveness at Work (R/503/2874)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (M/503/2865)
Preparing for an Interview (L/503/2808)	Preparing for an Interview (K/503/2833)
	Preparing for an Interview (M/503/2865)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (T/503/2821)
	Preparing for Work Placement (F/503/2885)
Preparing for Work Placement (T/503/2821)	Preparing for Work Placement (F/503/2885)
Safe Learning in the Workplace (F/503/2823)	Health and Safety in the Workplace (H/601/9699)
Safe Learning in the Workplace (L/503/2856)	Safe Learning in the Workplace (F/503/2823)
	Health and Safety in the Workplace (H/601/9699)
Searching for a Job (D/503/2831)	Searching for a Job (H/503/2863)
Searching for a Job (F/503/2806)	Searching for a Job (D/503/2831)
	Searching for a Job (H/503/2863)

This Unit	Is Barred Against These Units
Setting and Meeting Targets at Work (A/506/6453)	Setting and Meeting Targets at Work (J/506/3491)
	Setting and Meeting Targets at Work (L/505/1505)
Setting and Meeting Targets at Work (J/506/3491)	Setting and Meeting Targets at Work (L/505/1505)
Skills for Creative Thinkers (D/504/6261)	Skills for Creative Thinkers (H/504/6262)
Skills for Creative Thinkers (J/504/6299)	Skills for Creative Thinkers (H/504/6262)
	Skills for Creative Thinkers (D/504/6261)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (Y/504/6260)
	Skills for Effective Participants (A/504/7627)
Skills for Effective Participants (Y/504/6260)	Skills for Effective Participants (A/504/7627)
Skills for Independent Enquirers (T/504/6248)	Skills for Independent Enquirers (D/504/6258)
	Skills for Independent Enquirers (Y/504/6257)
Skills for Independent Enquirers (Y/504/6257)	Skills for Independent Enquirers (D/504/6258)
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (F/504/6902)
	Skills for Reflective Learners (M/504/6913)
Skills for Reflective Learners (F/504/6902)	Skills for Reflective Learners (M/504/6913)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)
	Skills for Self Managers (D/504/6308)
Skills for Self Managers (D/504/6308)	Skills for Self Managers (K/504/6246)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (T/504/6251)
Skills for Team Workers (H/504/6245)	Skills for Team Workers (A/504/6252)
	Skills for Team Workers (T/504/6251)
Solving Work-related Problems (A/506/3830)	Solving Work-Related Problems (R/505/1506)
Solving Work-Related Problems (F/506/6454)	Solving Work-related Problems (A/506/3830)
	Solving Work-Related Problems (R/505/1506)
Time Management (M/504/6328)	Time Management (K/504/6327)
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (F/504/6317)
	Using ICT in the Workplace (J/504/6318)
Using ICT in the Workplace (F/504/6317)	Using ICT in the Workplace (J/504/6318)

This Unit	Is Barred Against These Units
Using Numeracy Skills in the Workplace (K/504/6313)	Using Numeracy Skills in the Workplace (M/504/6314)
	Using Numeracy Skills in the Workplace (T/504/6315)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (T/504/6315)
Work in a customer-friendly way (H/504/6701)	Work in a customer-friendly way (K/504/6702)
	Building Working Relationships with Customers (K/503/2878)
Work in a customer-friendly way (K/504/6702)	Building Working Relationships with Customers (K/503/2878)
Working in a Team (D/503/2814)	Working in a Team (R/503/2843)
	Working in a Team (Y/503/2875)
Working in a Team (R/503/2843)	Working in a Team (Y/503/2875)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (D/503/2845)
	Building Working Relationships with Colleagues (H/503/2877)

Appendix 3 – Level 2 Barred Unit Listings

Gateway Qualifications Level 2 Award In Employability Skills

This Unit	Is Barred Against These Units
Applying for a Job (K/503/2864)	Applying for a Job (H/503/2832)
Assessing own Personal, Learning and Thinking Skills (J/504/6268)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Building Working Relationships with Colleagues (H/503/2877)	Building Working Relationships with Colleagues (D/503/2845)
Career Planning (M/506/3484)	Career Planning (A/505/1225)
Career Progression (F/503/2837)	Career Progression (J/503/2869)
Effective Communication in the Workplace (D/504/6311)	Effective Communication in the Workplace (H/504/6312)
Effectiveness at Work (R/503/2874)	Effectiveness at Work (R/506/3493)
Exploring and Presenting Enterprise Ideas (L/504/6322)	Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6336)
Health and Safety in the Workplace (H/601/9699)	Health and Safety in the Workplace (F/506/3487)
Interview Skills (M/503/2834)	Interview Skills (T/503/2866)
Introduction to Self-Employment (H/504/6326)	Introduction to Self-Employment (F/504/7662)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (L/503/2887)
Positive Attitudes and Behaviours at Work (L/503/2842)	Effectiveness at Work (R/503/2874)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (M/503/2865)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (F/503/2885)
Searching for a Job (H/503/2863)	Searching for a Job (D/503/2831)
Setting and Meeting Targets at Work (J/506/3491)	Setting and Meeting Targets at Work (L/505/1505)
Skills for Creative Thinkers (D/504/6261)	Skills for Creative Thinkers (H/504/6262)
Skills for Effective Participants (Y/504/6260)	Skills for Effective Participants (A/504/7627)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (Y/504/6257)

This Unit	Is Barred Against These Units
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (M/504/6913)
Skills for Reflective Learners (R/504/6256)	L/504/6255
Skills for Self Managers (D/504/6308)	Skills for Self Managers (J/504/6254)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (T/504/6251)
Solving Work-related Problems (A/506/3830)	Solving Work-Related Problems (R/505/1506)
Time Management (K/504/6327)	Time Management (M/504/6328)
Using ICT in the Workplace (F/504/6317)	Using ICT in the Workplace (J/504/6318)
Using Numeracy Skills in the Workplace (T/504/6315)	Using Numeracy Skills in the Workplace (M/504/6314)
Work in a customer-friendly way (K/504/6702)	Building Working Relationships with Customers (K/503/2878)
Working in a Team (R/503/2843)	Working in a Team (Y/503/2875)

Gateway Qualifications Level 2 Certificate In Employability Skills

This Unit	Is Barred Against These Units
Applying for a Job (H/503/2832)	Applying for a Job (K/503/2864)
Assessing own Personal, Learning and Thinking Skills (J/504/6268)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Building Working Relationships with Colleagues (D/503/2845)	Building Working Relationships with Colleagues (H/503/2877)
Career Progression (F/503/2837)	Career Progression (J/503/2869)
Effective Communication in the Workplace (D/504/6311)	Effective Communication in the Workplace (H/504/6312)
Exploring and Presenting Enterprise Ideas (L/504/6322)	Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6336)
Interview Skills (M/503/2834)	Interview Skills (T/503/2866)
Introduction to Self-Employment (H/504/6326)	Introduction to Self-Employment (F/504/7662)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (L/503/2887)
Positive Attitudes and Behaviours at Work (L/503/2842)	Effectiveness at Work (R/503/2874)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (M/503/2865)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (F/503/2885)
Safe Learning in the Workplace (L/503/2856)	Health and Safety in the Workplace (H/601/9699)
Searching for a Job (D/503/2831)	Searching for a Job (H/503/2863)
Setting and Meeting Targets at Work (T/503/2849)	Setting and Meeting Targets at Work (K/503/2881)
Skills for Creative Thinkers (D/504/6261)	Skills for Creative Thinkers (H/504/6262)
Skills for Effective Participants (A/504/7627)	Skills for Effective Participants (Y/504/6260)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (Y/504/6257)
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (M/504/6913)
Skills for Self Managers (D/504/6308)	Skills for Self Managers (J/504/6254)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (T/504/6251)
Solving Work-related Problems (K/503/2850)	Solving Work-related Problems (M/503/2882)
Time Management (K/504/6327)	Time Management (M/504/6328)
Using ICT in the Workplace (F/504/6317)	Using ICT in the Workplace (J/504/6318)

This Unit	Is Barred Against These Units
Using Numeracy Skills in the Workplace (T/504/6315)	Using Numeracy Skills in the Workplace (M/504/6314)
Work in a customer-friendly way (K/504/6702)	Building Working Relationships with Customers (K/503/2878)
Working in a Team (R/503/2843)	Working in a Team (Y/503/2875)

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