

# Qualification Specification Suite of Qualifications in Employability Skills

Version 6.1 (September 2018)





This qualification specification covers the following qualifications:

| Qualification<br>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<br>Qualification<br>Time | Guided<br>Learning | Credit<br>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<br>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<br>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<br>Number | Title  | Level   | Credit<br>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 1       | <b>Fitle</b>                           | Level   | Credit | GLH |
|--------------|--|---------|--------|-----|
| Number       |  |         | Value  |     |
| L/503/2856   |  |         |        |     |
| 5            | Safe Learning in the Workplace         | 1       | 1      | 10  |
| F/503/2806 S | Searching for a Job                    | Entry 3 | 1      | 10  |
| D/503/2831 S | Searching for a Job                    | 1       | 1      | 10  |
| D/507/1337 S | Self-management Skills                 | Entry 3 | 2      | 20  |
| A/506/6453 S | Setting and Meeting Targets at Work    | Entry 3 | 2      | 20  |
| J/506/3491 S | Setting and Meeting Targets at Work    | 1       | 2      | 20  |
| J/504/6299 S | Skills for Creative Thinkers           | Entry 3 | 2      | 15  |
| H/504/6262 S | Skills for Creative Thinkers           | 1       | 2      | 15  |
| A/504/6249 S | Skills for Effective Participants      | Entry 3 | 2      | 15  |
| Y/504/6260 S | Skills for Effective Participants      | 1       | 2      | 15  |
| T/504/6248 S | Skills for Independent Enquirers       | Entry 3 | 2      | 15  |
| D/504/6258 S | Skills for Independent Enquirers       | 1       | 2      | 15  |
| A/504/6915 S | Skills for Reflective Learners         | 1       | 2      | 15  |
| F/504/6902 S | Skills for Reflective Learners         | Entry 3 | 2      | 15  |
| K/504/6246   | Skills for Self Managers               | Entry 3 | 2      | 15  |
| J/504/6254 S | Skills for Self Managers               | 1       | 2      | 15  |
| H/504/6245 S | Skills for Team Workers                | Entry 3 | 2      | 15  |
| A/504/6252 S | Skills for Team Workers                | 1       | 2      | 15  |
| F/506/6454 S | Solving Work-related Problems          | Entry 3 | 2      | 20  |
| A/506/3830 S | Solving Work-related Problems          | 1       | 2      | 20  |
| K/504/6327 T | Time Management                        | 1       | 2      | 20  |
| A/504/6316 U | Jsing ICT in the Workplace             | Entry 3 | 3      | 25  |
| F/504/6317 U | Jsing ICT in the Workplace             | 1       | 3      | 25  |
| K/504/6313 U | Jsing Numeracy Skills in the Workplace | Entry 3 | 3      | 30  |
|              | Jsing Numeracy Skills in the Workplace | 1       | 3      | 30  |
|              | Nork in a customer-friendly way        | Entry 3 | 2      | 18  |
| K/504/6702 V | Nork in a customer-friendly way        | 1       | 2      | 18  |
|              | Working in a Team                      | Entry 3 | 3      | 30  |
|              | Working in a Team                      | 1       | 3      | 30  |
| H/504/6309 V | Norking 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).

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



| Unit<br>Number | Title                                  | Level   | Credit<br>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       | Title  | Level   | Credit | GLH |
|------------|--|---------|--------|-----|
| Number     |  |         | Value  |     |
| M/507/1360 | Applying for a Job                             | Entry 3 | 1      | 10  |
| H/503/2832 | Applying for a Job                             | 1       | 1      | 10  |
|            | Assessing own Personal, Learning and Thinking  |         |        |     |
| F/504/6267 | Skills   | Entry 3 | 1      | 8   |
|            | Assessing own Personal, Learning and Thinking  |         | _      | _   |
| J/504/6268 | 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                             | 11      | 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  |
| ./         | Individual Rights and Responsibilities in      |         | _      |     |
| J/503/0975 | 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                   | 11      | 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                 | 11      | 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<br>Number | Title                                  | Level   | Credit<br>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        | Title  | Level         | Credit        | GLH |
|-------------|--|---------------|---------------|-----|
| Number      |  |               | Value         |     |
| M/507/1360  | Applying for a Job                             | Entry 3       | 1             | 10  |
| H/503/2832  | Applying for a Job                             | 11            | 1             | 10  |
| K/503/2864  | Applying for a Job                             | 2             | 1             | 10  |
| =/          | Assessing own Personal, Learning and Thinking  |               |               |     |
| F/504/6267  | Skills   | Entry 3       | 1             | 8   |
| 1/50 4/0000 | Assessing own Personal, Learning and Thinking  |               |               | •   |
| J/504/6268  | Skills   | 1             | 1             | 8   |
| 1 /504/0000 | Assessing own Personal, Learning and Thinking  | 0             | _             | 0   |
| L/504/6269  | 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<br>2        | 3             | 20  |
| A/505/1225  | Career Planning                                |               | 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<br>2        | 3             | 30  |
| H/504/6312  | Effective Communication in the Workplace       |               | <u>3</u>      | 30  |
| Y/506/6461  | Effectiveness at Work                          | Entry 3       | 2             | 20  |
| R/506/3493  | Effectiveness at Work                          | 1<br>2        |               | 16  |
| R/503/2874  | Effectiveness at Work                          |               | 1             | 10  |
| J/504/6321  | Exploring and Presenting Enterprise Ideas      | Entry 3       | <u>3</u><br>3 | 25  |
| L/504/6322  | Exploring and Presenting Enterprise Ideas      | 1<br>2        |               | 25  |
| R/504/6337  | Exploring and Presenting Enterprise Ideas      |               | <u>3</u>      | 25  |
| L/504/6319  | Exploring Entrepreneurship                     | Entry 3       |               | 15  |
| F/504/6320  | Exploring Entrepreneurship                     | 1<br>2        | 2 2           | 15  |
| L/504/6336  | Exploring Entrepreneurship                     |               | 2             | 15  |
| H/506/6463  | Health and Safety in the Workplace             | Entry 3       |               | 16  |
| F/506/3487  | Health and Safety in the Workplace             | 1<br>2        | 2             | 10  |
| H/601/9699  | Health and Safety in the Workplace             |               | I             | 10  |
| R/503/2809  | Interview Skills                               | Entry 3       | <u> </u>      | 10  |
| M/503/2834  | Interview Skills                               | 2             | 1             | 10  |
| T/503/2866  | Interview Skills                               |               | 1             | 10  |
| Y/504/6324  | Introduction to Self-Employment                | Entry 3       | 3<br>3        | 25  |
| H/504/6326  | Introduction to Self-Employment                | 2<br>1        | 3             | 22  |
| F/504/7662  | Introduction to Self-Employment                |               |               | 22  |
| A/503/2822  | Learning from Work Placement                   | Entry 3       | 2 2           | 10  |
| J/503/2855  | Learning from Work Placement                   | 2             | 2             | 10  |
| L/503/2887  | Learning from Work Placement                   | <u>2</u><br>1 |               | 20  |
| H/507/1338  | Prosticing Loadership Skills with Others       | 2             | 1             | 10  |
| F/503/2871  | Practising Leadership Skills with Others       |               | 2             | 20  |
| L/503/2808  | Preparing for an Interview                     | Entry 3       | 11            | 10  |



| My503/2863   Preparing for an Interview   1  | Unit<br>Number | Title                      | Level   | Credit<br>Value | GLH |
|--|----------------|----------------------------|---------|-----------------|-----|
| 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         2         1         10           F/503/2823         Safe Learning in the Workplace         Entry 3         1         10           F/503/2826         Safe Learning in the Workplace         1         1         10           F/503/2806         Searching for a Job         Entry 3         1         10           F/503/2813         Searching for a Job         1         1         10           H/503/2863         Searching for a Job         2         1         10           H/503/2863         Searching for a Job         2         1         10           H/504/383         Seating and Meeting Targets at Work         Entry 3         2         20           J/506/3491         Setting and Meeting Targets at Work         2         2         2         2           J/504/6269         Skills for Creative Thinkers         Entry 3         2         15           H/504/6269         Skills for Creative Thinkers         1         2         15           A/504/6269         Skill  |                | Preparing for an Interview | 1       |                 | 10  |
| Tiso3/2821   |                |                            |         | •               |     |
| F/503/2854   Preparing for Work Placement  |                |                            |         |                 |     |
| F/503/2835   |                |                            |         |                 |     |
| F/503/2823         Safe Learning in the Workplace         Entry 3         1         10           L/503/2856         Saar 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         2         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           J/506/6293         Skills for Creative Thinkers         Entry 3         2         20           J/504/6294         Skills for Creative Thinkers         Entry 3         2         15           J/504/6295         Skills for Creative Thinkers         2         2         15           J/504/6296         Skills for Effective Participants         Entry 3         2         15           A/504/6296         Skills for Effective Participants         1         2         15           A/504/6246   |                |                            | •       |                 |     |
| L/503/2866   Safe Learning in the Workplace   1   1   10   |                |                            |         |                 |     |
| F/503/2806   Searching for a Job   Searching for a Job   1   |                |                            | 1       |                 |     |
| D/503/2831   Searching for a Job   |                |                            | Entry 3 |                 |     |
| H/503/2863   Searching for a Job   2   |                |                            |         |                 |     |
| 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/506/1505         Setting and Meeting Targets at Work         2         2         20           J/504/6299         Skills for Creative Thinkers         Entry 3         2         15           H/504/6261         Skills for Creative Thinkers         2         2         15           J/504/6263         Skills for Effective Participants         Entry 3         2         15           A/504/6261         Skills for Effective Participants         1         2         15           A/504/6263         Skills for Effective Participants         1         2         15           A/504/6263         Skills for Effective Participants         1         2         15           T/504/6268         Skills for Effective Participants         2         2         15           T/504/6288         Skills for Independent Enquirers         1         2         15           J/504/6257         Skills for Reflective Learners         1         2         15   |                |                            | •       |                 |     |
| 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/506/1505         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           J/504/6261         Skills for Creative Thinkers         2         2         15           J/504/6261         Skills for Effective Participants         Entry 3         2         15           J/504/6260         Skills for Effective Participants         1         2         15           J/504/6261         Skills for Effective Participants         1         2         15           J/504/6263         Skills for Effective Participants         2         2         15           J/504/6248         Skills for Independent Enquirers         Entry 3         2         15           J/504/6248         Skills for Reflective Learners         1         2         15           J/504/6258         Skills for Reflective Learners         1         2         15  |                | ~                          |         |                 |     |
| 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/504/6263         Skills for Effective Participants         Entry 3         2         15           A/504/6260         Skills for Effective Participants         1         2         15           A/504/7627         Skills for Effective Participants         2         2         15           A/504/7627         Skills for Independent Enquirers         1         2         15           A/504/7627         Skills for Independent Enquirers         1         2         15           A/504/6248         Skills for Independent Enquirers         1         2         15           A/504/6253         Skills for Reflective Learners         1         2         15           A/504/6901         Skills for Reflective Learners         1         2         15           K/5  |                | <u> </u>                   |         |                 |     |
| 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         1         2         15           A/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         2         15           T/504/6248         Skills for Independent Enquirers         1         2         15           D/504/6258         Skills for Independent Enquirers         1         2         15           Y/504/6258         Skills for Reflective Learners         1         2         15           Y/504/6259         Skills for Reflective Learners         1         2         15           K/504/6913         Skills for Reflective Learners         Entry 3         2         15           K/504/6246 <td< td=""><td></td><td></td><td></td><td></td><td></td></td<>   |                |                            |         |                 |     |
| J/504/6299   Skills for Creative Thinkers   Entry 3   2   15     H/504/6262   Skills for Creative Thinkers   1   2   15     J/504/6263   Skills for Creative Thinkers   2   2   15     J/504/6264   Skills for Creative Thinkers   2   2   15     J/504/6269   Skills for Effective Participants   Entry 3   2   15     J/504/6260   Skills for Effective Participants   1   2   15     J/504/6260   Skills for Effective Participants   2   2   15     J/504/6261   Skills for Independent Enquirers   1   2   15     J/504/6252   Skills for Independent Enquirers   1   2   15     J/504/6253   Skills for Independent Enquirers   1   2   15     J/504/6915   Skills for Reflective Learners   1   2   15     J/504/6902   Skills for Reflective Learners   1   2   15     J/504/6902   Skills for Reflective Learners   2   2   15     J/504/6913   Skills for Reflective Learners   2   2   15     J/504/6246   Skills for Self Managers   Entry 3   2   15     J/504/6246   Skills for Self Managers   1   2   15     J/504/6245   Skills for Self Managers   1   2   15     J/504/6245   Skills for Self Managers   2   2   15     J/504/6245   Skills for Team Workers   1   2   15     J/504/6252   Skills for Team Workers   1   2   15     J/504/6252   Skills for Team Workers   1   2   15     J/504/6253   Skills for Team Workers   2   2   15     J/504/6254   Skills for Team Workers   2   2   2     J/504/6330   Solving Work-related Problems   2   2   20     J/504/6316   Using ICT in the Workplace   1   3   25     J/504/6318   Using ICT in the Workplace   1   3   25     J/504/6318   Using ICT in the Workplace   1   3   30     J/504/6314   Using Numeracy Skills in the Workplace   2   3   30     J/504/6314   Using Numeracy Skills in the Workplace   2   3   30     J/504/6314   Using Numeracy Skills in the Workplace   1   3   30     J/504/6314   Using Numeracy Skills in the Workplace   2   3   30     J/504/6314   Using Numeracy Skills in the Workplace   2   3   30     J/504/6314   Working in a Team   Entry 3   3   30     J/504/6315   Working in a Team   Entry 3   3 |                |                            | 2       |                 |     |
| 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         1         2         15           Y/504/6257         Skills for Independent Enquirers         1         2         15           A/504/6915         Skills for Reflective Learners         2         2         15           A/504/6910         Skills for Reflective Learners         Entry 3         2         15           M/504/6913         Skills for Self Managers         Entry 3         2         15           J/504/6914         Skills for Self Managers         Entry 3         2         15           J/504/6245         Skills for Team Workers         Entry 3         2         15           H/  |                |                            |         |                 |     |
| 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           A/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           A/504/6915         Skills for Reflective Learners         Entry 3         2         15           M/504/6913         Skills for Reflective Learners         Entry 3         2         15           M/504/6930         Skills for Reflective Learners         Entry 3         2         15           K/504/6946         Skills for Self Managers         Entry 3         2         15           K/504/6246         Skills for Self Managers         1         2         15           D/504/6308         Skills for Team Workers         Entry 3         2         15   |                |                            | 2       |                 |     |
| 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/504/6215         Skills for Reflective Learners         1         2         15           K/504/6915         Skills for Reflective Learners         Entry 3         2         15           K/504/6902         Skills for Reflective Learners         2         2         15           M/504/6915         Skills for Reflective Learners         Entry 3         2         15           M/504/6910         Skills for Reflective Learners         Entry 3         2         15           M/504/6246         Skills for Reflective Learners         Entry 3         2         15           M/504/6245         Skills for Self Managers         Entry 3         2         15           J/504/6246         Skills for Team Workers         Entry 3         2         15  |                |                            |         |                 |     |
| A/504/7627         Skills for Independent Enquirers         Entry 3         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           K/504/6902         Skills for Reflective Learners         Entry 3         2         15           M/504/6913         Skills for Reflective Learners         2         2         2         15           M/504/6913         Skills for Reflective Learners         Entry 3         2         15         M/504/6913         Skills for Self Managers         Entry 3         2         15         M/504/6246         Skills for Self Managers         Entry 3         2         15         M/504/6246         Skills for Self Managers         2         2         15         M/504/6308         Skills for Team Workers         Entry 3         2         15         M/504/6245         Skills for Team Workers         Entry 3         2         15         M/504/6252         Skills for Team Workers         2         2 <t< td=""><td><del></del></td><td></td><td></td><td></td><td></td></t<>  | <del></del>    |                            |         |                 |     |
| 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           K/504/6902         Skills for Reflective Learners         Entry 3         2         15           M/504/6913         Skills for Reflective Learners         2         2         15           K/504/6946         Skills for Self Managers         Entry 3         2         15           K/504/6246         Skills for Self Managers         1         2         15           J/504/6254         Skills for Self Managers         1         2         15           D/504/6308         Skills for Team Workers         Entry 3         2         15           A/504/6254         Skills for Team Workers         Entry 3         2         15           A/504/6252         Skills for Team Workers         2         2         15           T/504/6251         Skills for Team Workers         2         2         15           F/506/6454         Solving Work-rel   |                |                            | 2       |                 |     |
| 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 Reflective Learners         2         2         15           K/504/6246         Skills for Self Managers         Entry 3         2         15           J/504/6245         Skills for Self Managers         1         2         15           D/504/6308         Skills for Team Workers         Entry 3         2         15           H/504/6245         Skills for Team Workers         1         2         15           T/504/6252         Skills for Team Workers         1         2         15           T/504/6251         Skills for Team Workers         2         2         15           T/504/63830         Solving Work-related Problems         1         2         20           R/505/1506         Solving Work-related Pro   | <del></del>    |                            |         |                 |     |
| 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           M/504/6913         Skills for Reflective Learners         2         2         15           M/504/6913         Skills for Self Managers         Entry 3         2         15           J/504/6246         Skills for Self Managers         1         2         15           D/504/6308         Skills for Self Managers         2         2         15           H/504/6244         Skills for Team Workers         Entry 3         2         15           H/504/6252         Skills for Team Workers         1         2         15           T/504/6251         Skills for Team Workers         2         2         15           T/504/6251         Skills for Team Workers         2         2         15           F/506/6454         Solving Work-related Problems         1         2         20           R/505/1506         Solving Work-related Problems <td></td> <td></td> <td></td> <td></td> <td></td>   |                |                            |         |                 |     |
| A/504/6915       Skills for Reflective Learners       1       2       15         F/504/6902       Skills for Reflective Learners       2       15         M/504/6913       Skills for Reflective Learners       2       2       15         K/504/6246       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/504/6208       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         R/505/1506       Solving Work-related Problems       2       2       2         R/505/1506       Solving Work-related Problems       2       2       20         R/504/6327       Time Management       1       2       20         R/504/6316       Using ICT in the Workplace       En   |                |                            | 2       |                 |     |
| 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/504/6254         Skills for Self Managers         2         2         15           H/504/6255         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/504/6330         Solving Work-related Problems         1         2         20           R/505/1506         Solving Work-related Problems         2         2         2           R/504/6327         Time Management         1         2         20           K/504/6327         Time Management         2         2         20           K/504/6316         Using ICT in the Workplace         Entry 3         3         25           F/504/6317         Using ICT in the Workplace         2<  |                |                            |         |                 |     |
| 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           T/506/6454         Solving Work-related Problems         Entry 3         2         20           A/506/3830         Solving Work-related Problems         2         2         2           R/505/1506         Solving Work-related Problems         2         2         2           R/504/6327         Time Management         1         2         20           M/504/6316         Using ICT in the Workplace         Entry 3         3         25           F/504/6317         Using Numeracy Skills in the Workplace         2         3         25           K/504/6318         Using Numeracy Skills in the Workplac   |                |                            | Entry 3 |                 |     |
| 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         2         2         2           R/506/3830         Solving Work-related Problems         1         2         20           R/505/1506         Solving Work-related Problems         2         2         2         2           R/504/6327         Time Management         1         2         20         2         2         2           M/504/6328         Time Management         2         2         2         2         2         2           M/504/6316         Using ICT in the Workplace         Entry 3         3         25         25           F/504/6317         Using Numeracy Skills in the Workplace         2  |                |                            |         |                 |     |
| 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         2           R/504/6327         Time Management         1         2         20           K/504/6328         Time Management         2         2         2           Ly504/6316         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         2         3         25           K/504/6314         Using Numeracy Skills in the Workplace   |                |                            | Entry 3 |                 |     |
| 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           K/504/6328         Time Management         2         2         20           M/504/6316         Using ICT in the Workplace         Entry 3         3         25           F/504/6317         Using ICT in the Workplace         2         3         25           K/504/6318         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 Workp   |                | ~                          |         |                 |     |
| 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           K/504/6318         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-f   |                | <u> </u>                   |         |                 |     |
| 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         K/504/6328       Time Management       2       2       20         M/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       2       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/503/2843       <   |                |                            | Entry 3 |                 |     |
| 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           M/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/503/2843         Working i   |                |                            |         |                 |     |
| 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/503/2843         W   |                |                            | 2       |                 |     |
| 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/503/2875       Working in a Team       2       3       30  |                |                            |         | 2               |     |
| 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  |                | 9                          | 1       |                 |     |
| 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  |                |                            | 2       | 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  |                |                            |         |                 |     |
| 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  |                | <u> </u>                   | 2       |                 |     |
| 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   |                |                            | Entry 3 | 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  |                |                            |         |                 |     |
| 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   |                |                            | 2       |                 |     |
| 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  | K/504/6313     | ·                          | Entry 3 | 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   |                |                            | 4       |                 |     |
| 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  | T/504/6315     | <del></del>                | 2       | 3               | 30  |
| K/504/6702       Work in a customer-friendly way       1       2       18         D/503/2814       Working in a Team       Entry 3       3         R/503/2843       Working in a Team       1       3       30         Y/503/2875       Working in a Team       2       3       30   |                |                            | Entry 3 | 2               |     |
| 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  |                |                            |         |                 |     |
| R/503/2843       Working in a Team       1       3       30         Y/503/2875       Working in a Team       2       3       30  |                |                            | Entry 3 |                 |     |
| Y/503/2875 Working in a Team 2 3 30  |                |                            | 1       |                 |     |
|  |                |                            | 2       |                 |     |
|  | 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<br>Number | Title  | Level   | Credit<br>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  |
|                | Assessing own Personal, Learning and Thinking  |         |                 |     |
| F/504/6267     | Skills   | Entry 3 | 1               | 8   |
|                | Assessing own Personal, Learning and Thinking  |         |                 |     |
| J/504/6268     | Skills   | 1       | 1               | 8   |
|                | Assessing own Personal, Learning and Thinking  |         |                 |     |
| L/504/6269     | 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<br>Number | Title                                  | Level   | Credit<br>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<br>Number | Title  | Level   | Credit<br>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  |
|                | Assessing own Personal, Learning and Thinking        |         |                 |     |
| F/504/6267     | Skills   | Entry 3 | 1               | 8   |
|                | Assessing own Personal, Learning and Thinking        |         |                 | _   |
| J/504/6268     | Skills Assessing own Personal, Learning and Thinking | 1       | 1               | 8   |
| L/504/6269     | Skills   | 2       | 1               | 8   |
| D/503/2845     | Building Working Relationships with Colleagues       |         | 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  |



| Number         L/503/2808         Preparing for an Interview         Entry 3         1         10           K/503/2833         Preparing for an Interview         1         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         2         1         10           F/503/2885         Preparing for Work Placement         2         1         10           F/503/2823         Safe Learning in the Workplace         Entry 3         1         10           F/503/2856         Safe Learning in the Workplace         1         1         1         1           F/503/2806         Searching for a Job         Entry 3         1         10         1                                 |
|---|
| 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         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         1         1           F/503/2806         Searching for a Job         Entry 3         1         10         1   |
| 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         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         1           F/503/2806         Searching for a Job         Entry 3         1         10           D/503/2831         Searching for a Job         1         1         1           H/503/2863         Searching for a Job         2         1         10           H/503/2863         Searching for a Job         2         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/505/1505         Setting and Meeting Targets |
| T/503/2821         Preparing for Work Placement         Entry 3         1         10           F/503/2854         Preparing for Work Placement         1         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         1         10           F/503/2806         Searching for a Job         Entry 3         1         10           D/503/2831         Searching for a Job         1         1         1         1           D/503/2863         Searching for a Job         2         1         10         1         2         2         2         2         2         2         2         2   |
| 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         1           F/503/2806         Searching for a Job         Entry 3         1         10           D/503/2831         Searching for a Job         1         1         1           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         2           J/504/6299         Skills for Creative Thinkers         1         2         15           H/504/6261         Skills for Creative Thinkers         2         2         2         15           A/504/6260          |
| 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         1         10           F/503/2806         Searching for a Job         Entry 3         1         10           D/503/2831         Searching for a Job         2         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         2           J/504/6299         Skills for Creative Thinkers         Entry 3         2         15           H/504/6261         Skills for Creative Thinkers         2         2         2         15           A/504/6269         Skills for Effective Participants         Entry 3         2         15  |
| 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         2         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/504/6249         Skills for Effective Participants         Entry 3         2         15           Y/504/6260         Skills for Effective Participants         1         2         15                |
| 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       2         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 Effective Participants       Entry 3       2       15         Y/504/6260       Skills for Effective Participants       1       2       15  |
| 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 Effective Participants         Entry 3         2         15           A/504/6260         Skills for Effective Participants         1         2         15           Y/504/6260         Skills for Effective Participants         1         2         15  |
| 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 Effective Participants         Entry 3         2         15           A/504/6249         Skills for Effective Participants         Entry 3         2         15           Y/504/6260         Skills for Effective Participants         1         2         15  |
| D/507/1337Self-management SkillsEntry 3220A/506/6453Setting and Meeting Targets at WorkEntry 3220J/506/3491Setting and Meeting Targets at Work1220L/505/1505Setting and Meeting Targets at Work2220J/504/6299Skills for Creative ThinkersEntry 3215H/504/6262Skills for Creative Thinkers1215D/504/6261Skills for Creative Thinkers2215A/504/6249Skills for Effective ParticipantsEntry 3215Y/504/6260Skills for Effective Participants1215   |
| 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/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  |
| 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  |
| L/505/1505Setting and Meeting Targets at Work2220J/504/6299Skills for Creative ThinkersEntry 3215H/504/6262Skills for Creative Thinkers1215D/504/6261Skills for Creative Thinkers2215A/504/6249Skills for Effective ParticipantsEntry 3215Y/504/6260Skills for Effective Participants1215   |
| H/504/6262Skills for Creative Thinkers1215D/504/6261Skills for Creative Thinkers2215A/504/6249Skills for Effective ParticipantsEntry 3215Y/504/6260Skills for Effective Participants1215  |
| D/504/6261Skills for Creative Thinkers2215A/504/6249Skills for Effective ParticipantsEntry 3215Y/504/6260Skills for Effective Participants1215  |
| A/504/6249 Skills for Effective Participants Entry 3 2 15 Y/504/6260 Skills for Effective Participants 1 2 15   |
| Y/504/6260 Skills for Effective Participants 1 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 2  |
| 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).

| H/503/2832   | Unit<br>Number | Title                             | Level       | Credit<br>Value | GLH |
|--|----------------|-----------------------------------|-------------|-----------------|-----|
| International Content   Inte |                | Applying for a Job                | 1           |                 | 10  |
| J/504/6268   |                |                                   |             | <u>-</u>        |     |
| L/504/6269   |                |                                   | <del></del> | <u>-</u>        |     |
| Thinking Škills  |                | Thinking Skills                   | 1           | 1               | 8   |
| D/503/2845   Building Working Relationships with Colleagues   1   2   20   | L/504/6269     |                                   |             |                 |     |
| Colleagues   |                |                                   | 2           | 11              | 8   |
| H/503/2877   Building Working Relationships with Customers   Colleagues   Colleag | D/503/2845     |                                   |             |                 |     |
| Colleagues         2         2         2         2           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           J/503/2874         Career Progression         2         2         20           J/503/2874         Effective Communication in the Workplace         1         3         30           R/504/6311         Effective Communication in the Workplace         2         3         30           R/504/6312         Effectiveness at Work         1         2         16           R/506/3493         Effectiveness at Work         1         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/504/6336         Exploring and Presenting Enterprise Ideas <td></td> <td></td> <td>1</td> <td>2</td> <td>20</td>   |                |                                   | 1           | 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           R/506/3493         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/504/6327         Exploring and Presenting Enterprise Ideas         1         3         25           F/504/6327         Exploring Entrepreneurship         1         2         15           L/504/6328         Exploring Entrepreneurship         2         2         15           L/504/6336         Exploring Entrepreneurship         2         2         15           L/504/63487         Health and Safety in the Workplace  | H/503/2877     | • •                               | _           | _               |     |
| 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/503/2836         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         Effective Communication in the Workplace         2         3         30           R/503/2874         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/504/6326         Exploring Entrepreneurship         1         2         15           L/504/6336         Exploring Entrepreneurship         1         2         15           L/504/6336         Exploring Entrepreneurship         2         2         15           F/506/3487         Health and Safety in the Workplace         <  | 14/200/0020    |                                   |             |                 |     |
| 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/504/63287         Effectiveness at Work         2         1         10           L/504/6327         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 Workplac   |                |                                   |             |                 |     |
| F/503/2837         Career Progression         1         2         20           J/503/2869         Career Progression         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         3         3         0         H/504/6312         Effective Communication in the Workplace         2         3         30         R/506/3493         Effective Communication in the Workplace         2         3         30         R/506/3493         Effective Communication in the Workplace         2         3         30         R/504/63493         Effective Communication in the Workplace         2         1         10         11         10         10         10         10         10         10         10         10         10         10<   |                | <u> </u>                          |             |                 |     |
| 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           R/504/6330         Exploring Entrepreneurship         1         2         15           L/504/6336         Exploring Entrepreneurship         2         2         15           L/504/6336         Exploring Entrepreneurship         2         2         15           L/504/6337         Health and Safety in the Workplace         1         2         16           H/601/9699         Health and Safety in the Workplace         1         1         1           M/503/2834         Interview Skills         1         1         1           M/503/2836         Introduction t   |                |                                   |             |                 |     |
| 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 Entrepreneurship         1         2         15           L/504/6320         Exploring Entrepreneurship         1         2         15           L/504/6336         Exploring Entrepreneurship         2         2         15           L/504/6326         Exploring Entrepreneurship         2         2         15           F/504/6326         Exploring Entrepreneurship         2         2         15           F/504/6326         Exploring Entrepreneurship         2         2         15           H/601/9699         Health and Safety in the Workplace         1         2         16           H/601/9699         Health and Safety in the Workplace         2         1         10           H/503/2866         Introduct   |                |                                   |             |                 |     |
| 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/504/6320         Exploring Entrepreneurship Enterprise Ideas         2         3         25           F/504/6336         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/503/2884         Interview Skills         1         1         1         1           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           L/503/2887 <t< td=""><td></td><td></td><td></td><td></td><td></td></t<>  |                |                                   |             |                 |     |
| 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           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/503/2884         Interview Skills         1         1         1         1           T/503/2866         Introduction to Self-Employment         2         3         22           J/503/2887         Learning from Work Placement         1         2         10           L/503/2887         Learning from Work Placement         2         2         2           K/503/2833         Prepar  |                |                                   |             |                 |     |
| 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/504/6330         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         1         1           T/503/2866         Interview Skills         2         1         10           M/504/6326         Introduction to Self-Employment         2         3         22           F/504/7662         Introduction to Self-Employment         1         3         22           J/503/2887         Learning from Work Placement         1         2         10           L/503/2887         Preparing for All Interview         1         1         1         1           F/503/2833  |                | <u> </u>                          |             |                 |     |
| 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         1         1           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         2           K/503/2837         Preparing for an Interview         1         1         1         1           M/503/2885<  |                |                                   |             |                 |     |
| 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         1           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         2           K/503/2831         Preparing Leadership Skills with Others         2         2         2           K/503/2833         Preparing for an Interview         1         1         1         1           M/503/2865         Prepa  |                |                                   |             |                 |     |
| 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         1           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         2         2           H/507/1338         Positive Attitudes and Behaviours at Work         1         1         1         1           F/503/2887         Practising Leadership Skills with Others         2         2         2         2           K/503/2883         Preparing for an Interview         1         1         1         1 <td></td> <td></td> <td></td> <td></td> <td></td>   |                |                                   |             |                 |     |
| 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         1           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         2         2           H/507/1338         Positive Attitudes and Behaviours at Work         1         1         1         1         1           F/503/2887         Practising Leadership Skills with Others         2         2         2         2         2           K/503/2863         Preparing for an Interview         1         1         1         1         1           F/503/2865         Preparing for Work Placement  |                | <u> </u>                          |             |                 |     |
| 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         1           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/503/2885         Learning from Work Placement         2         2         20           H/507/1338         Positive Attitudes and Behaviours at Work         1         1         1         10           F/503/2871         Practising Leadership Skills with Others         2         2         2         20           K/503/2833         Preparing for an Interview         1         1         1         1           F/503/2854         Preparing for Work Placement         1         1         1         1           F/503/2855         Preparing for Work Placement         2         1         1  |                |                                   |             |                 |     |
| 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         1         1           F/503/2871         Practising Leadership Skills with Others         2         2         2         2           K/503/2833         Preparing for an Interview         1         1         1         1           F/503/2865         Preparing for Work Placement         1         1         1         1           F/503/2885         Preparing for Work Placement         2         1         10           L/503/2863         Safe Learning in the Workplace         1         1         1 <td></td> <td></td> <td></td> <td></td> <td></td>   |                |                                   |             |                 |     |
| 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         2           H/507/1338         Positive Attitudes and Behaviours at Work         1         1         10           F/503/2871         Practising Leadership Skills with Others         2         2         2           K/503/2833         Preparing for an Interview         1         1         1           M/503/2865         Preparing for an Interview         2         1         10           F/503/2885         Preparing for Work Placement         1         1         1           L/503/2885         Preparing for Work Placement         2         1         10           L/503/2885         Safe Learning in the Workplace         1         1         1           D/503/2831         Searching for a Job  |                |                                   |             |                 |     |
| 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       2       20         K/503/2833       Preparing for an Interview       1       1       1       10         M/503/2865       Preparing for an Interview       2       1       10         F/503/2885       Preparing for Work Placement       1       1       1         F/503/2885       Preparing for Work Placement       2       1       10         L/503/2866       Safe Learning in the Workplace       1       1       1         D/503/2831       Searching for a Job       1       1       1         H/503/2863       Searching for a Job       2       1       10         H/506/3491<  |                |                                   |             |                 |     |
| 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/503/2831         Preparing for an Interview         1         1         1         10           M/503/2865         Preparing for Work Placement         2         1         10         10           F/503/2885         Preparing for Work Placement         2         1         10         10           F/503/2886         Safe Learning in the Workplace         1         1         1         10           L/503/2863         Searching for a Job         1         1         1         1           H/504/6263         Setting and Meeting Targets at Work         1         2         2         2           L/505/1505         Setting and Meeting Targets at Work  |                |                                   |             |                 |     |
| 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/503/2884       Preparing for Work Placement       1       1       1         F/503/2885       Preparing for Work Placement       2       1       10         L/503/2886       Safe Learning in the Workplace       1       1       1         D/503/2831       Searching for a Job       1       1       1         H/503/2863       Searching for a Job       2       1       10         H/506/3491       Setting and Meeting Targets at Work       1       2       2         L/505/1505       Setting and Meeting Targets at Work       2       2       2         L/504/6261 <t< td=""><td></td><td></td><td></td><td></td><td></td></t<>   |                |                                   |             |                 |     |
| 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       2       20         K/503/2833       Preparing for an Interview       1       1       1       10         M/503/2865       Preparing for work Placement       2       1       10         F/503/2885       Preparing for Work Placement       2       1       10         L/503/2866       Safe Learning in the Workplace       1       1       1         D/503/2831       Searching for a Job       1       1       1         H/503/2863       Searching for a Job       2       1       10         H/503/2863       Searching and Meeting Targets at Work       1       2       20         L/505/1505       Setting and Meeting Targets at Work       2       2       2         L/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       2       15  |                |                                   |             |                 |     |
| 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       1       10         M/503/2865       Preparing for an Interview       2       1       10         F/503/2854       Preparing for Work Placement       1       1       1         F/503/2885       Preparing for Work Placement       2       1       10         L/503/2856       Safe Learning in the Workplace       1       1       1         D/503/2831       Searching for a Job       1       1       1         H/503/2863       Searching for a Job       2       1       10         H/503/2863       Searching and Meeting Targets at Work       1       2       20         L/505/1505       Setting and Meeting Targets at Work       2       2       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       15   |                |                                   |             |                 |     |
| 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       1         F/503/2885       Preparing for Work Placement       2       1       10         L/503/2856       Safe Learning in the Workplace       1       1       1         D/503/2831       Searching for a Job       1       1       1         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       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       15  |                |                                   |             |                 |     |
| 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       1         F/503/2885       Preparing for Work Placement       2       1       10         L/503/2856       Safe Learning in the Workplace       1       1       1         D/503/2831       Searching for a Job       1       1       1         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       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       15  |                |                                   |             |                 |     |
| 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       2       20         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       2       15   |                |                                   |             |                 |     |
| 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       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       2       15   |                |                                   |             |                 |     |
| 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       2       20         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       2  |                | 1 9                               | •           |                 |     |
| 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       2       20         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       2   |                | <u> </u>                          |             |                 |     |
| 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       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       15  |                |                                   |             |                 |     |
| 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       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       15   |                |                                   |             |                 |     |
| 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       2         H/504/6262       Skills for Creative Thinkers       1       2       15         D/504/6261       Skills for Creative Thinkers       2       2       15   |                |                                   |             |                 |     |
| 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  |                |                                   | •           |                 |     |
| 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         2   |                |                                   |             |                 |     |
| H/504/6262         Skills for Creative Thinkers         1         2         15           D/504/6261         Skills for Creative Thinkers         2         2         15  |                |                                   |             |                 |     |
| D/504/6261 Skills for Creative Thinkers 2 2 15   |                | <u> </u>                          |             |                 |     |
|  |                |                                   |             |                 |     |
| Y/504/6260 Skills for Effective Participants 1 2 15  |                | Skills for Effective Participants |             | 2               |     |
| A/504/7627 Skills for Effective Participants 1 2 15  |                |                                   |             |                 |     |



| Unit<br>Number | Title                                  | Level | Credit<br>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<br>Number | Title   | Level | Credit<br>Value | GLH |
|----------------|---|-------|-----------------|-----|
| H/503/2832     | Applying for a Job                            | 1     | 1               | 10  |
| K/503/2864     | Applying for a Job                            | 2     | 1               | 10  |
| 10000/2004     | Assessing own Personal, Learning and          |       |                 | 10  |
| J/504/6268     | Thinking Skills                               | 1     | 1               | 8   |
| 0/00 1/0200    | Assessing own Personal, Learning and          |       |                 |     |
| L/504/6269     | Thinking Skills                               | 2     | 1               | 8   |
|                | Building Working Relationships with           |       | <u> </u>        |     |
| D/503/2845     | Colleagues                                    | 1     | 2               | 20  |
|                | Building Working Relationships with           |       |                 |     |
| H/503/2877     | 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<br>Number | Title                                  | Level | Credit<br>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 Joh (H/E02/2022)                                   | Applying for a Job (K/503/2864)                                   |
| Applying for a Job (H/503/2832)                                   | 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                              | Assessing own Personal, Learning and Thinking Skills (J/504/6268) |
| Thinking Skills (F/504/6267)                                      | 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 (M/506/3484)                                      |
| Career Planning (R/506/6460)                                      | Career Planning (A/505/1225)                                      |
| Career Progression (F/503/2837)                                   | Career Progression (J/503/2869)                                   |
| O Dr (D/F00/0040)   | Career Progression (F/503/2837)                                   |
| Career Progression (R/503/2812)                                   | 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                          | Effective Communication in the Workplace (D/504/6311)             |
| (Y/504/6310)  | 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                         | Exploring and Presenting Enterprise Ideas (L/504/6322)            |
| (J/504/6321)  | 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   |
|--|---|
| Fundaminar Fatura and a complete (1 /F04/0040)         | Exploring Entrepreneurship (F/504/6320)   |
| Exploring Entrepreneurship (L/504/6319)                | Exploring Entrepreneurship (L/504/6336)   |
| Health and Safety in the Workplace                     | Health and Safety in the Workplace  |
| (H/506/6463)   | (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)   |
| THE VIEW OKINS (17/000/2000)                           | Interview Skills (T/503/2866)   |
| Introduction to Self-Employment                        | Introduction to Self-Employment (Y/504/6324)  |
| (F/504/7662)   | 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 (J/503/2855)   |
| Learning from Work Placement (A/503/2822)              | 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)   |
| Frepailing for all litterview (1/303/2000)             | 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)   |
| Frepailing for Work Flacement (1/303/2021)             | Preparing for Work Placement (F/503/2885)   |
| Safe Learning in the Workplace (F/503/2823)            | Safe Learning in the Workplace (L/503/2856)   |
| Sale Leaning in the Workplace (F/505/2625)             | 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              | Setting and Meeting Targets at Work (J/506/3491)                                    |
| (A/506/6453)                                     | 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 (A/504/7627)   | Skills for Effective Participants (Y/504/6260)                                      |
| Skills for Independent Enquirers                 | Skills for Independent Enquirers (D/504/6258)                                       |
| (T/504/6248)                                     | Skills for Independent Enquirers (Y/504/6257)                                       |
| Skills for Independent Enquirers (D/504/6258)    | Skills for Independent Enquirers (Y/504/6257)                                       |
| Skills for Pofloative Learners (A/504/6015)      | Skills for Reflective Learners (F/504/6902)   |
| Skills for Reflective Learners (A/504/6915)      | 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)   |
| Okilis for Ocil Mariagors (17504/0240)           | 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              | Using Numeracy Skills in the Workplace (M/504/6314)        |
| (K/504/6313)  | 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                     | Building Working Relationships with                        |
| (K/504/6702)  | 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                              | Assessing own Personal, Learning and Thinking Skills (J/504/6268)               |
| Thinking Skills (F/504/6267)                                      | 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)  |
| O Di (D/500/0400)   | Career Planning (M/506/3484)  |
| Career Planning (R/506/6460)                                      | Career Planning (A/505/1225)  |
| Career Progression (F/503/2837)                                   | Career Progression (J/503/2869)   |
| O D : (D/500/0040)  | Career Progression (F/503/2837)   |
| Career Progression (R/503/2812)                                   | Career Progression (J/503/2869)   |
| Conduct at Work (Y/503/2813)                                      | Effectiveness at Work (R/503/2874)  |
| Effective Communication in the Workplace                          | Effective Communication in the Workplace (Y/504/6310)                           |
| 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 (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)                |
| Lagrain of from Mark Discourant (A/502/2020)    | Learning from Work Placement (J/503/2855)                   |
| Learning from Work Placement (A/503/2822)       | 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       | Conduct at Work (Y/503/2813)                                |
| (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)                     |
| Tropaining for air interview (2,000,2000)       | Preparing for an Interview (M/503/2865)                     |
| Proporting for Work Placement (E/E02/2954)      | Preparing for Work Placement (T/503/2821)                   |
| 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/503/2885)                   |
| 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 (1/504/6200)        | Skills for Creative Thinkers (H/504/6262)                                   |
| Skills for Creative Thinkers (J/504/6299)        | Skills for Creative Thinkers (D/504/6261)                                   |
| Chille for Effective Destining and (A/504/0040)  | Skills for Effective Participants (Y/504/6260)                              |
| Skills for Effective Participants (A/504/6249)   | 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                 | Skills for Independent Enquirers (D/504/6258)                               |
| (T/504/6248)                                     | 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 (H/504/6245)             | 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           | Assessing own Personal, Learning and           |
| Thinking Skills (J/504/6268)                   | Thinking Skills (L/504/6269)                   |
| Building Working Relationships with            | Building Working Relationships with            |
| Colleagues (H/503/2877)                        | 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       | Effective Communication in the                 |
| (D/504/6311)                                   | Workplace (H/504/6312)                         |
| Effectiveness at Work (R/503/2874)             | Effectiveness at Work (R/506/3493)             |
| Exploring and Presenting Enterprise Ideas      | Exploring and Presenting Enterprise            |
| (L/504/6322)                                   | Ideas (R/504/6337)                             |
| Exploring Entrepreneurship (F/504/6320)        | Exploring Entrepreneurship (L/504/6336)        |
| Health and Safety in the Workplace             | Health and Safety in the Workplace             |
| (H/601/9699)                                   | (F/506/3487)                                   |
| ( )  | ( ,  |
| Interview Skills (M/503/2834)                  | Interview Skills (T/503/2866)                  |
| Interview Clause (11,4000,2001)                | (1,000,2000)                                   |
| Introduction to Self-Employment                | Introduction to Self-Employment                |
| (H/504/6326)                                   | (F/504/7662)                                   |
| Learning from Work Placement (J/503/2855)      | Learning from Work Placement                   |
| ·  | (L/503/2887)                                   |
| Positive Attitudes and Behaviours at Work      | Effectiveness at Work (R/503/2874)             |
| (L/503/2842)                                   | , ,  |
| 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            | Setting and Meeting Targets at Work            |
| (J/506/3491)                                   | (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               | Skills for Independent Enquirers               |
| (D/504/6258)                                   | (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           |
| Solving Work-related Froblems (A/300/3030)  | (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      | Using Numeracy Skills in the Workplace  |
| (T/504/6315)                                | (M/504/6314)                            |
| Work in a customer-friendly way             | Building Working Relationships with     |
| (K/504/6702)                                | 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           | Assessing own Personal, Learning and      |
| Thinking Skills (J/504/6268)                   | Thinking Skills (L/504/6269)              |
| Building Working Relationships with            | Building Working Relationships with       |
| Colleagues (D/503/2845)                        | Colleagues (H/503/2877)                   |
| Career Progression (F/503/2837)                | Career Progression (J/503/2869)           |
| Effective Communication in the Workplace       | Effective Communication in the            |
| (D/504/6311)                                   | Workplace (H/504/6312)                    |
| Exploring and Presenting Enterprise Ideas      | Exploring and Presenting Enterprise       |
| (L/504/6322)                                   | 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                | Introduction to Self-Employment           |
| (H/504/6326)                                   | (F/504/7662)                              |
| Learning from Work Placement (J/503/2855)      | Learning from Work Placement              |
| Learning from Work Placement (5/303/2033)      | (L/503/2887)                              |
| Positive Attitudes and Behaviours at Work      | Effectiveness at Work (R/503/2874)        |
| (L/503/2842)                                   | Lifectiveness at Work (N/303/2014)        |
| 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              |
| 1 repairing for Work Flacement (17303/2034)    | (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            | Setting and Meeting Targets at Work       |
| (T/503/2849)                                   | (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               | Skills for Independent Enquirers          |
| (D/504/6258)                                   | (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             |
| Time Management (V/504/0007)                   | (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 | Using Numeracy Skills in the Workplace |
| (T/504/6315)                           | (M/504/6314)                           |
| Work in a customer-friendly way        | Building Working Relationships with    |
| (K/504/6702)                           | Customers (K/503/2878)                 |
| Working in a Team (R/503/2843)         | Working in a Team (Y/503/2875)         |

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