

This qualification specification covers the following qualification:

Qualification Number	Qualification Title
603/0128/4	Gateway Qualifications Level 3 Certificate in English for Academic Purposes

Version and date	Change detail	Section/page reference
2.2 (Dec 2022)	Removed address and changed back cover Funding section updated	Page 15 Page 8

About this qualification specification

This qualification specification is intended for tutors, assessors, Internal Quality Assurers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification you must be Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/recognition

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1. Qualification Information

1.1. About the qualification

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

The qualification has been developed in conjunction with the FE sector for learners, both young people and adults, who wish to progress to further study where they will be required to read, analyse and make use of academic texts in their own writing, but currently lack these skills at an appropriate level.

The primary aim of the qualification is to support learners to develop the skills needed to read critically academic texts, extract and organise useful information from them and make use of that information in their own academic writing. Acquiring these skills will support learners' progression to higher level academic and vocational courses, including higher education.

1.2. Objective

The objective of the Gateway Qualifications Level 3 Certificate in English for Academic Purposes is to enable learners to develop the English language skills needed for higher level academic and vocational courses, specifically those relating to critical reading.

1.3. Key Facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 3 Certificate in English for Academic Purposes	130	60	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. Achievement methodology

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

1.5. Geographical Coverage

This qualification has been approved by Ofqual to be offered in England.

1.6. Progression Opportunities

The qualification will support learners to progress to Higher Education, through helping them develop the required English language skills, specifically in relation to critical reading.

1.7. Relationship with other frameworks

The content of the qualification is designed to extend candidates' English language skills beyond those defined in the English Functional Skills standards at Level 2 and the adult literacy and ESOL core curricula at Level 2.

1.8. Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

<https://www.gov.uk/government/collections/qualifications-approved-for-public-funding>

<https://hub.fasst.org.uk/Pages/default.aspx>

1.9. Equality, Diversity and Inclusion

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

2. Learner Entry Requirements

2.1. Age

The approved age range for these qualifications is: 16+

2.2. Prior Qualifications

There is no requirement for learners to have achieved prior qualifications but it is expected that learners will normally have English reading and writing skills at level 2.

2.3. Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding, although it is expected that they will normally have English reading and writing skills at level 2 in order to benefit from the qualification content.

2.4. Restrictions

There are no restrictions to entry.

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

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);

- changing or adapting the assessment method;
- changing usual assessment arrangements;
- extra time, e.g. assignment extensions;
- language modified assessment material;
- practical assistant;
- prompter;
- providing assistance during assessment;
- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

A reasonable adjustment for a particular learner may be unique to that individual and may not be included in the list of available access arrangements specified above.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

2.6. Additional Requirements/Guidance

There are no additional rules or guidance regarding learner entry requirements.

2.7. Recruiting Learners with Integrity

It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification.

3. Achieving the Qualification

3.1. Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**

Gateway Qualifications Level 3 Certificate in English for Academic Writing Purposes

The learner must achieve the single mandatory unit.

Mandatory

Unit Reference Number	Unit Title	Level	Guided Learning	Credit Value
Y/615/0483	English for Academic Purposes	Level 3	60	13

3.2. Recognition of Prior Learning

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

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

3.3. Units Details

Unit Title:	English for Academic Purposes
Unit Reference Number:	Y/615/0483
Level:	Level 3
Guided Learning Hours:	60
Credit Value:	13
Unit Review Date:	31/07/2020
Sector Subject Area:	14.1 Foundations for Learning and Life
Unit Aim:	To enable learners to develop the skills needed to read critically academic texts, extract and organise useful information from them and make use of that information in their own academic writing.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to apply critical reading skills to academic texts.	1.1 Summarise key arguments and supporting evidence, referencing sources where appropriate, in academic texts of different types. 1.2 Distinguish between fact and opinion and recognise bias in different academic texts. 1.3 Decode different types of information in texts, such as statistics, and information presented in different formats, e.g. graphs or charts. 1.4 Compare and contrast different writing styles, with reference to their purpose and context. 1.5 Compare and contrast approaches to the same topic in different texts.
2 Be able to extract and organise information from academic texts.	2.1 Select relevant information from academic texts for different purposes. 2.2 Organise information taken from multiple academic texts, making connections between ideas and opinions from different sources.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>3 Be able to use information from academic texts in own academic writing.</p>	<p>3.1 Summarise information from different academic texts to present main points of view or key information about a topic in a piece of academic writing.</p> <p>3.2 Use selected information from different academic texts to develop and support own argument in a piece of academic writing.</p> <p>3.3 Use recognised conventions for quoting from and providing references to source texts in own academic writing.</p> <p>3.4 Paraphrase academic texts sufficiently to avoid plagiarism in own academic writing.</p>

3.4. Links to other qualifications

There are currently no direct links to other 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 qualification is through a portfolio of evidence.

4.2. Assessment Materials

There are no specific assessment materials provided for this qualification.

4.3. Qualification-Specific Centre Requirements

Centres must ensure that they have the appropriate resources in place when delivering the qualification.

4.4. Qualification-Specific Tutor/Assessor Requirements

Tutor/Assessors must be fully qualified and experienced in the subject area in which they are delivering, details of which must be provided to Gateway Qualifications as part of the Qualification Approval application.

4.5. Qualification-Specific Quality Assurance Requirements

There are no additional internal/external quality assurance requirements for this qualification.

4.6. Additional Requirements/Guidance

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

5. What to do next

For existing centres please contact your named Development Manager or Development Officer.

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

6. Gateway Qualifications

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

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).

