





This qualification specification covers the following qualification:

Qualification Number	Qualification Title
601/8992/7	Gateway Qualifications Level 3 Certificate In Administering Finance in Education

Version and date	Change detail	Section/Page Reference
1.3 (December 2022)	Updated Funding section, removed address and changed back cover	Page 7 & 14

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

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

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## 1. Qualification Information

### 1.1 About the qualification

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

The purpose of the qualification is to prepare learners to take up a position in an educational establishment, such as a school or academy, where they will have responsibility for administering finance. Learners might be currently employed in an educational setting and looking to move into a new role where they will take on responsibilities for finance administration or have some previous experience of finance but not in an educational context.

The qualification covers the key areas of finance, providing learners with the necessary background knowledge and understanding of administering finance in educational establishments as well as introducing some of the key skills needed, such as book-keeping and preparing financial accounts, and the finance administration tools and approaches used within educational settings

The qualification has been developed with Educator Solutions, which provides training in financial administration and management to professionals working in schools and academies.

This qualification is available to Educator Solutions as the sole delivery provider.

### 1.2 Objective

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The objective of the Gateway Qualifications Level 3 Certificate In Administering Finance in Education is: to equip learners with the necessary knowledge, understanding and skills to enable them to take on a role within an educational establishment where they have responsibility for financial administration, and to fulfil that role with confidence.

### 1.3 Geographical Coverage

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

### 1.4 Progression Opportunities

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The qualification will enable learners to progress to finance administration roles in an educational establishment. Successful learners might choose to further their studies by taking a more general level 4 accounting and finance qualification, such as the ACCA Level 4 Certificate in Financial Management.

### 1.5 Relationship with other frameworks

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There is no relationship with other frameworks

## 1.6 Funding

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

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

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

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

## 1.7 Equality, Diversity and Inclusion

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

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

## 2. Learner Entry Requirements

### 2.1 Key information

Qualification Titles	
<b>Age</b>	The approved age range for these qualifications is 19+.
<b>Prior qualifications or units</b>	There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this/these qualifications.
<b>Prior skills/knowledge/understanding</b>	There is no requirement for learners to have prior skills, knowledge or understanding, however it is expected that learners will generally already possess the mathematical skills needed to complete the practical elements of this qualification (e.g. the calculations needed within budgeting).
<b>Restrictions</b>	There are no restrictions to entry.
<b>Additional requirements/guidance</b>	There are no additional rules or guidance regarding learner entry requirements.

#### Special Considerations

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

### 2.2 Recruiting Learners with Integrity

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

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

### 2.3 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. Please refer to [Section 4.11 Access Arrangement, Reasonable Adjustments and Special Considerations](#) for further details



## 2.4 Recruiting learners with integrity

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Centres must recruit learners with integrity. They must ensure that learners have the correct information and advice on their selected qualification and that the qualification will meet their needs.

Centres must assess each potential learner and make justifiable and professional judgements about their 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 Qualification Details

### 3.1 Achievement methodology

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

### 3.2 Qualification Size

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Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 3 Certificate In Administering Finance in Education	180 hours	54 hours	18

**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.

### 3.3 Qualification structure

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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**.

## Gateway Qualifications Level 3 Certificate In Administering Finance in Education

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Learners must achieve 7 mandatory units, including one at Level 2.

Unit Reference Number	Unit Title	Level	Guided Learning	Credit Value
A/508/4788	Preparing Financial Accounts in Educational Establishments	Level 3	9	3
A/508/4791	Internal Controls Systems and Financial Fraud in Educational Establishments	Level 3	6	2
F/508/4789	Budgeting in Educational Establishments	Level 3	6	2
K/508/4804	VAT in Educational Establishments	Level 3	6	2
M/508/4805	Book-keeping in Educational Establishments	Level 2	15	5
T/508/4806	Procurement in Educational Establishments	Level 3	6	2
H/508/5885	Costing in Educational Establishments	Level 3	6	2

### 3.4 Recognition of prior learning

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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.

### 3.5 Links to other qualifications

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There are no direct links between this and any 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

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The method of assessment for the qualification is through a portfolio of evidence.

### 4.2 Assessment Materials

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There are no specific assessment materials provided for this qualification

### 4.3 Access Arrangements, Reasonable Adjustments and Special Considerations

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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.

#### **4.4 Qualification-Specific Centre Requirements**

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

#### **4.5 Qualification-Specific Tutor/Assessor Requirements**

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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.

#### **4.6 Qualification-Specific Quality Assurance Requirements**

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

#### **4.7 Additional Requirements/Guidance**

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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.

For organisations, not yet registered as Gateway Qualifications centre please contact:

Tel: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

## 6 Gateway Qualifications

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

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

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

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



gateway  
qualifications

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