

QUALIFICATION SPECIFICATION

 gateway
qualifications



Award in Improving Own
Employability (Level 1 – 3)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

This qualification specification covers the following qualifications:

Qualification Title	Qualification Number
Gateway Qualifications Level 1 Award In Improving own Employability Skills	601/6072/X
Gateway Qualifications Level 2 Award In Improving own Employability Skills	601/5956/X
Gateway Qualifications Level 3 Award In Improving own Employability Skills	601/6073/1

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 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/recognition

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1. Qualification Information

1.1 About the qualifications

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

The qualifications have been developed in conjunction with the further education sector with support from employers. They are intended primarily for post 16 learners to support them to improve their own employability skills and the content includes:

- Responsibilities and working patterns associated with a particular job role
- Working with due regard for health and safety
- Working to professional standards
- Reviewing own learning gained from a work environment

These qualifications are suitable for learners who are currently studying, in order to prepare for employment, and have the opportunity to learn through experience of a work environment.

1.2 Objective

The objective of Gateway Qualifications Improving own Employability Skills qualifications is to support learners to improve their own employability skills, with a view to increasing their chances of employment in the future.

1.3 Key Facts

Qualification Title	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 1 Award In Improving own Employability Skills	3	30	24
Gateway Qualifications Level 2 Award In Improving own Employability Skills	3	30	24
Gateway Qualifications Level 3 Award In Improving own Employability Skills	3	30	24

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.
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1.4 Funding

For information regarding potential sources of funding please visit the following websites;

The Education Funding Agency <http://www.education.gov.uk/aboutdfe/executiveagencies/efa>

The Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/>

or, contact your local funding office.

1.5 Achievement methodology

A qualification will be awarded to learners who successfully achieve an approved unit or 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.

This qualification is graded at unit and qualification level.

To achieve a Pass	<ul style="list-style-type: none"> learners must evidence all Pass criteria from the assessment and grading grid
To achieve a Merit	<ul style="list-style-type: none"> learners must evidence all Pass and Merit criteria from the assessment and grading grid should a learner achieve some of the Merit criteria but not all, this would provide the opportunity for additional guidance to enable the learner to progress all work to the required standard to achieve all the Merit criteria partial achievement of the Merit criteria cannot attract the Merit grade.
To achieve a Distinction	<ul style="list-style-type: none"> learners must evidence all Pass, Merit and Distinction criteria from the assessment and grading grid Distinction criteria are qualitative extensions of the Merit criteria should a learner achieve some of the Distinction criteria but not all, this would provide the opportunity for additional guidance to enable the learner to progress all work to the required standard to achieve all the Distinction criteria partial achievement of the Distinction criteria cannot attract the Distinction grade.

The qualification grade will be automatically calculated for learners when the learner unit grades are submitted by a centre. The overall grade is calculated based on the rules of combination for the qualification, in the following way:

1. The grade is converted to a number of points per credit (see table below).
2. The unit required to meet the rules of combination is selected and the points allocated per credit are applied.
3. Number of points are totalled and the overall grade applied according to the 'qualification grade' table.

The table below shows the **number of points scored per credit** at the unit level and grade:

Level	Points per credit		
	Pass	Merit	Distinction
Level 1	3	4	5
Level 2	5	6	7
Level 3	7	8	9

Learners who achieve the correct number of points shown in the 'qualification grade' table below will be awarded the appropriate grade at qualification level:

Qualification	Points range above pass grade		
	Pass	Merit	Distinction
Level 1 Award (3 credits)	9	12	15
Level 2 Award (3 credits)	15	18	21
Level 3 Award (3 credits)	21	24	27

1.6 Geographical Coverage

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

1.7 Progression Opportunities

The Improving own Employability Skills qualifications provide progression through the suite from Level 1 to Level 3, These qualifications will also support learners to progress to vocational qualifications in any sector.

1.8 Relationship with other frameworks

These qualifications have no direct relationship to other frameworks.

2 Learner Entry Requirements

2.1 Age

The qualifications have been approved for learners aged 16-18 and 19+.

2.2 Prior Qualifications

There is no requirement for learners to have achieved prior qualifications.

2.3 Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding.

However learners are likely to benefit if the majority of their learning programme is at the same level as the chosen qualification and/or if they have only limited previous experience of learning in a working environment.

2.4 Restrictions

There are no restrictions to entry. However learners should have undertaken relevant initial assessments to ensure that they are following an appropriate learning programme leading to the summative assessment.

2.5 Access to qualifications for learners with disabilities or specific needs

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.

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.

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 Rules/Guidance

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

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 1 Award In Improving own Employability Skills

To achieve the Gateway Qualifications Level 1 Award In Improving own Employability Skills, the learner must achieve the single mandatory unit, totalling 3 credit.

	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
M/507/1746	Improving own Employability Skills	1	3	24	14.2	M (Mandatory)

Gateway Qualifications Level 2 Award In Improving own Employability Skills

To achieve the Gateway Qualifications Level 2 Award In Improving own Employability Skills, the learner must achieve the single mandatory unit, totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
K/507/1261	Improving own Employability Skills	2	3	24	14.2	M (Mandatory)

Gateway Qualifications Level 3 Award In Improving own Employability Skills

To achieve the Gateway Qualifications Level 3 Award In Improving own Employability Skills, the learner must achieve the single mandatory unit, totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
T/507/1747	Improving own Employability Skills	3	3	24	14.2	M (Mandatory)

3.2 Unit Details

Improving own Employability Skills

Level: Level 1
Credit Value: 3
GLH: 24
Unit Reference Number: M/507/1746

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
1. Know about responsibilities and working patterns associated with a specific role in a work environment.	1.1 Describe the core responsibilities and routine tasks associated with a specific job role in a chosen work environment. 1.2 Outline the typical working patterns (eg typical hours, shift-work) associated with a specific job role in a chosen work environment.	1.11 Outline the management/ reporting arrangements for a specific job role within a chosen work environment.	1.111 Outline the ways in which the job-holder in a specific job role works with other people within their organisation.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
2. Be able to work with due regard for health and safety in the work environment	2.1. Follow workplace guidelines for health and safety.	2.11 Contribute to the minimising of risks and hazards through own conduct in the work environment.	2.111 List the main responsibilities of employers and employees for health and safety in the work environment.
3. Be able to meet the professional standards expected in a chosen work environment	3.1 Follow straightforward instructions to <ul style="list-style-type: none"> • Complete routine tasks to a set standards • Ensure compliance with relevant codes of conduct and guidelines (eg for personal presentation punctuality, ringing in sick). 3.2 Ask for help from the relevant person and in an appropriate manner when needed.	3.11 Demonstrate ability to carry out routine tasks, which have previously been completed with support or under supervision, without further instructions or guidance on subsequent occasions.	3.111 Demonstrate use of initiative in completing routine tasks.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
4. Be able to review own learning gained in a work environment.	4.1. Outline main skills and knowledge gained in a work environment. 4.2. Identify where further learning or skill development is needed.	4.11 Give examples of skills, knowledge or behaviours they found <ul style="list-style-type: none"> • easy to learn or put into practice • more difficult to develop or apply. 4.22 List some key actions they can take to further develop relevant skills.	4.222 Give reasons why the further learning or skill development identified will be important in helping them gain work in the future.

Improving own Employability Skills

Level: Level 2
Credit Value: 3
GLH: 24
Unit Reference Number: K/507/1261

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
1. Understand the responsibilities and working patterns associated with a specific role in a work environment.	1.1. Explain the responsibilities and tasks associated with a specific job role in a chosen work environment. 1.2. Explain the working patterns (eg typical hours, shift-work) associated with a specific job role in a chosen work environment.	1.11 Explain how a specific job role fits within the staff structure in a chosen work environment.	1.111 Explain the inter-relationship between different roles in a specific work environment

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
2. Be able to work with due regard for health and safety in the work environment.	2.1. Follow relevant legislation and workplace guidelines for health and safety in the work environment.	2.11 Contribute to the minimising of risks and hazards through own conduct in the work environment	2.111 Explain the legal responsibilities of employers and employees for health and safety in the work environment
3. Be able to meet the professional standards expected in a chosen work environment.	3.1. Follow instructions in a specific work environment to complete tasks to a set standard, seeking help if needed. 3.2. Observe relevant codes of conduct and guidelines in a work environment (eg for personal presentation, punctuality, ringing in sick).	3.11 Apply understanding gained from completing one task to other related tasks.	3.111 Demonstrate use of initiative in completing tasks.
4. Be able to review own learning gained in a work environment.	4.1. Describe skills and knowledge gained in a work environment. 4.2. Outline areas where further development is still needed.	4.11 Describe the relevance of the skills and knowledge gained to their future career plans. 4.22 Outline key actions to be taken to increase own work-related knowledge and skills.	4.111 Explain how their experience in a work environment has enabled them to assess their own employability skills and behaviours.

Improving own Employability Skills

Level: Level 3
Credit Value: 3
GLH: 24
Unit Reference Number: T/507/1747

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
1. Understand the responsibilities and working patterns associated with a specific role in a work environment.	1.1. Explain the responsibilities and tasks associated with a specific job roles in a chosen work environment, and the way in which the job role contributes to the organisation fulfilling its core purpose(s). 1.2. Explain the reasons for the working patterns (eg typical hours, shift-work) associated with a	1.11 Explain the staff structure, including inter-relationships between different roles within a chosen work environment.	1.111 Explain how managers/senior staff ensure that the work of the staff collectively enables the organisation to fulfil its core purpose(s).

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
	specific job role in a chosen work environment.		
2. Be able to work with due regard for health and safety in the work environment.	2.1. Follow relevant legislation and workplace guidelines for health and safety in the work environment.	2.11 Contribute to the minimising of risks and hazards through own conduct in the work environment.	2.111 Explain how a chosen organisation fulfils its own legal responsibilities or health and safety in the work environment and supports employees to meet theirs,
3. Be able to meet the professional standards expected in a chosen work environment.	3.1. Complete tasks, requiring different skill sets and in different contexts, to a set standard. 3.2. Observe relevant codes of conduct and guidelines in a work environment (eg for personal presentation, punctuality, customer interaction, confidentiality, safeguarding).	3.11 Apply understanding gained from completing routine tasks to other related, more complex tasks.	3.111 Demonstrate use of initiative in completing different tasks, including some that are more complex.

LEARNING OUTCOMES	ASSESSMENT CRITERIA - PASS	MERIT NB not all pass criteria will have merit criteria	DISTINCTION NB not all pass and merit criteria will have distinction criteria
The learner will:	The learner can:	In addition to the pass criteria, the learner can:	In addition to the pass and merit criteria, the learner can:
4. Be able to review own learning gained in a work environment.	<p>4.3. Analyse the learning they have gained in a work environment including</p> <ul style="list-style-type: none"> • new or improved vocational and employability skills • increased work-related knowledge • understanding of self (eg own strengths and weaknesses in a working environment). <p>4.1. Summarise areas for further development, identified as a result of their experience of a working environment, and ways to address these.</p>	<p>4.11 Analyse the extent to which the experience of the work environment has increased their understanding of their own strengths and areas for development.</p> <p>4.22 Produce a development plan with key actions and timescales.</p>	4.111 Assess the effectiveness of their experience in a work environment in supporting their career-related learning.

3.3 Recognition of Prior Learning (RPL)

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 these qualifications.

3.4 Links to other qualifications

There are 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 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

There are no specific centre requirements. Centres should refer to the Centre Handbook.

4.4 Qualification-Specific Tutor/Assessor Requirements

There are no specific tutor/assessor requirements. Centres should refer to the Centre Handbook.

4.5 Qualification-Specific Quality Assurance Requirements

There are no specific or additional Internal Quality Assurance requirements. Centres should refer to the Centre Handbook.

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:

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

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, 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).



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