# QUALIFICATION SPECIFICATION





Award in Managing Catch Up Intervention Programme (Level 3)

Qualification specification: Gateway Qualifications Level 3 Award In Managing Catch Up Intervention Programme







This qualification specification covers the following qualification(s)

Qualification Number	Qualification Title
600/6928/4	Gateway Qualifications Level 3 Award In Managing Catch Up Intervention Programme

Version and date	Change detail	Section/Page reference
6.0 (Nov 2022)	Removed address and changed back cover.	Page 13
	Funding section updated	Page 6





# About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, 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: <u>www.gatewayqualifications.org.uk/recognition</u>





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#### 1. Qualification Information

#### 1.1 About the qualification

The qualification has been approved by Ofqual, the regulator of qualifications, examinations and assessments in England and Qualifications Wales, the regulator of non-degree qualifications and the qualifications system in Wales.

Catch Up Literacy and Numeracy Interventions are structured one-to-one intervention for pupils and young people that have been successfully delivered in primary and secondary schools.

This Level 3 qualification is for those who manage Catch Up interventions within their learning setting to develop the skills and understanding needed to implement and maintain standards of delivery.

Learners may be employees or volunteers with a school or other educational setting and a significant benefit to these learners in gaining a nationally recognised qualification is that it will provide national recognition of learning required to implement the Catch Up Literacy / Numeracy intervention within a school or similar setting.

In addition, there is clear evidence at a national government level of the importance of schools and other learning settings being able to identify and provide high quality, consistent and effective support for those pupils and young people who struggle with numeracy and/or literacy. This qualification will provide such educational employers, and potential employers, with robust, nationally recognised evidence of the capabilities and expertise of learners who have gained the qualification and aid volunteers who wish to move into employment.

## 1.2 Objective

The Gateway Qualifications Gateway Qualifications Level 3 Award In Managing Catch Up

Intervention Programme is categorised as having the following objective as defined by Ofqual:

Supporting a role in the workplace.

# 1.3 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





For information regarding potential sources of funding in Wales please visit Qualification Wales:

https://www.qualificationswales.org/

Current funding information for Wales is available on Qualifications in Wales (QiW)

#### 1.4 Geographical Coverage

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

#### 1.5 Progression Opportunities

A progression route into this qualification is the Gateway Qualifications Level 2 Award In Delivering the Catch Up Literacy Intervention Programme and Gateway Qualifications Level 2 Award In Delivering the Catch Up Numeracy Intervention Programme.

The qualifications could provide opportunities for progression to further learning in learning support and/or teaching. The preceding Gateway Qualifications accredited programmes saw Higher Level Teaching Assistants progress onto Teaching programmes.

## 1.6 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 Key information

Qualification Titles	
Age	The approved age range for these qualifications is: 19+
Prior qualifications or units	There are no prior qualification requirements for these qualifications.
Prior skills/knowledge/ understanding	There are no prior skills, knowledge or understanding requirements for these qualifications.
Restrictions	There are no restrictions to entry.
Additional requirements/guidance	There are no specific rules or guidance relating to learner entry requirements to the Qualification

# 2.2 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 <a href="Section 4.11 Access Arrangement">Section 4.11 Access Arrangement</a>, Reasonable Adjustments and Special Considerations for further details

## 2.3 Recruiting learners with integrity

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. Achieving the Qualification

#### 3.1 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.

#### 3.2 Key Facts

Qualification Title	Total Qualification	Guided	Credit
	Time	Learning	Value
Gateway Qualifications Level 3 Award In Managing Catch Up Intervention Programme	30	15	3

**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 (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.





# **Gateway Qualifications Level 3 Award In Managing Catch Up Intervention Programme**

To achieve the Gateway Qualifications Level 3 Award In Managing Catch Up Intervention Programme, the learner must complete one mandatory unit totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
A/504/3223	Managing Catch Up Intervention	L3	3	15	Mandatory

#### 3.4 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 this qualification

### 3.5 Links to other qualifications

A progression route into this qualification is the Gateway Qualifications Level 2 Award In Delivering the Catch Up Literacy Intervention Programme and Gateway Qualifications Level 2 Award In Delivering the Catch Up Numeracy Intervention Programme.

## 3.6 Relationship with other frameworks

Relevant units within the qualification have been carefully developed according to the Catch Up intervention training programmes.





# 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

Gateway Qualifications do not provide specific assessment materials for this qualification. Catch Up has a standard training pack that includes assessment materials.

# 4.3 Access Arrangements, Reasonable Adjustments and Special Considerations

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.

### 4.4 Qualification-Specific Centre Requirements

There are no specific centre requirements for these qualifications.





# 4.5 Qualification-Specific Tutor/Assessor Requirements

There are no specific tutor/assessor requirements for these qualifications.

### 4.6 Qualification-Specific Verification 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.

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).







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