

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
601/2744/2	Gateway Qualifications Level 3 Certificate in Teaching and Learning in Physical Education in Primary Schools
601/2745/4	Gateway Qualifications Level 4 Certificate in Leadership and Management in Physical Education in Primary Schools

Version and date	Change detail	Section/Page Reference
5.0 (Jan 2023)	Funding section updated, address removed and back cover changed.	Page 6 & 16

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.

These qualifications have been developed in conjunction with a local authority to support staff working in primary schools who are not specialist teachers of Physical Education. Their purpose is to develop the appropriate knowledge, skills and understanding to promote and embed Physical Education and sport in primary schools to ensure positive outcomes and achievement for children and young people.

1.2 Objective

The objective of the Gateway Qualifications Level 3 Certificate in Teaching and Learning in Physical Education in Primary Schools qualification is to develop knowledge and/or skills relevant to undertaking a teaching and learning role in Physical Education. It aims to upskill primary school teachers, higher level teaching assistants and teaching assistants with experience across year groups and pupil groups to improve the overall delivery of the physical education curriculum within primary schools. This qualification will assist in raising the standards within primary school physical education teaching.

The objective of the Gateway Qualifications Level 4 Certificate in Leadership and Management in Physical Education in Primary Schools qualification is to develop knowledge and/or skills relevant to undertaking a leadership and management role in Physical Education in Primary schools. The learning builds upon the learning objectives of the Level 3 Certificate (above) ensuring delegates understand how to lead sustainable development within primary school physical education. This includes understanding the role of an effective subject leader and how to plan, deliver, review, monitor and lead real systemic, sustainable change in the quality of overall provision.

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>

1.4 Geographical Coverage

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

1.5 Progression Opportunities

These qualifications support the on-going professional development of staff in primary schools who wish to undertake roles in delivery and management of physical education in primary schools. New statutory regulations require that teachers (QTS) must engage in continued professional development and that through their annual performance management processes this must be discussed. These qualifications reflect an opportunity for staff to continue their professional as well as personal growth and development.

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	<p>The approved age range for Gateway Qualifications Gateway Qualifications Level 3 Certificate in Teaching and Learning in Physical Education in Primary Schools is 18+.</p> <p>The approved age range for Gateway Qualifications Level 4 Certificate in Leadership and Management in Physical Education in Primary Schools is 19+.</p>
Prior qualifications or units	There are no other prior qualifications that learners must have achieved to access this qualification.
Prior skills/knowledge/understanding	Learners will benefit from English skills at least at one level below that of the qualification.
Restrictions	These qualifications require that learners have frequent and regular access to schools and children and young people in order to develop and evidence the learning objectives. Therefore, these qualifications are limited to school based staff – teaching assistants (including learning support assistants), higher lever teaching assistants (HLTA), cover supervisors or school based staff employed on instructor contracts as well as qualified teachers (QTS).
Additional requirements/guidance	There are no additional rules or guidance regarding learner entry requirements.

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 [Section 4.11 Access Arrangement, Reasonable Adjustments and Special Considerations](#) for further details

2.3 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).

3. Qualification Details

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 Qualification Size

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 3 Certificate in Teaching and Learning in Physical Education in Primary Schools	14	140	84
Gateway Qualifications Level 4 Certificate in Leadership and Management in Physical Education in Primary Schools	14	140	84

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.

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 Teaching and Learning in Physical Education in Primary Schools

To achieve the Gateway Qualifications Level 3 Certificate in Teaching and Learning in Physical Education in Primary Schools, the learner must achieve the single mandatory unit totalling 14 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
M/505/9967	Teaching and Learning in Physical Education in Primary Schools	3	14	84	13.1	M (Mandatory)

Gateway Qualifications Level 4 Certificate in Leadership and Management in Physical Education in Primary Schools

To achieve the Gateway Qualifications Level 4 Certificate in Leadership and Management in Physical Education in Primary Schools, the learner must achieve the single mandatory unit totalling 14 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
H/505/9965	Leadership and Management in Physical Education in Primary Schools	3	14	84	13.1	M (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

These Units are progressive and the Level 3 qualification is a building block to the Level 4 Leadership and Management role. Recognition of prior learning (as set out in 3.2 above) can then be utilised to make this higher level qualification more accessible and lead to greater delegate success as a learner.

3.6 Relationship with other frameworks

The qualifications offered by Gateway Qualifications in PE Teaching Competence reflect the PE Teaching Competence Standards (PETCS).

4 Assessment

4.1 Method of Assessment

The method of assessment for the qualifications is through a portfolio of evidence. The evidence must be assessed by suitably qualified and experienced Tutors / Assessors who are qualified to advise, support and monitor practice in primary schools.

4.2 Assessment language

The qualifications are assessed in English only.

4.3 Assessment Materials

The Physical Education Teaching Competence Standards must be used within the Level 3 qualification – Teaching and Learning in Physical Education in Primary Schools.

4.4 Assessment booking

Centres must first register learners on the qualification. [See Section 7 Learner Registration and Results.](#)

4.5 Support materials and resources

In addition to this qualification specification, the following resources are available on the Gateway Qualifications website:

- Centre Handbook

The following will also be available for centres approved to offer the qualifications:

- Centre Handbook

4.6 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](#).

5 Centre Recognition and Qualification Approval

5.1 Centre Recognition

Both centre recognition and qualification approval must be gained before centres are permitted to deliver these qualifications. Guidance on the centre recognition and qualification approval processes is available on the website:

<https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/centre-recognition/>

5.2 Qualification-Specific Centre Requirements

Centres must ensure that they have the appropriate resources in place when delivering performance units from vocational areas. Centres must ensure requirements 4.4 and 4.5 below are met in full and that they use the assessment material set out in 4.2 above.

5.3 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. All Tutors / Assessors must hold Qualified Teacher Status (QTS) and be fully conversant with teaching, advising and leading physical education within a primary school.

6 Quality Assurance

6.1 Qualification-Specific Quality Assurance Requirements

There are no additional internal/external quality assurance requirements for these qualifications. Those centres delivering these qualifications must ensure that all staff engaged in the delivery and quality assurance are suitably qualified as set out in 4.4 above.

6.2 Malpractice

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the internal and external assessment process, and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Gateway Qualifications
- the qualification to the public at large.

Centre staff should be familiar with the contents of Gateway Qualifications Malpractice and Maladministration Policy, <https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/Malpractice-and-Maladministration-Policy.pdf>

7 What to do next

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

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

8 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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