

# QUALIFICATION SPECIFICATION

 gateway  
qualifications



## Personal Learning and Thinking Skills (Entry 3 – Level 2)

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 Entry Level Certificate In Personal Learning and Thinking Skills (Entry 3)	600/8334/7
Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills	600/8335/9
Gateway Qualifications Level 2 Certificate In Personal Learning and Thinking Skills	600/8336/0



### 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](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 qualifications

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

This suite of qualifications provides learners with formal recognition of transferable skills within the Personal Learning and Thinking Skills (PLTS) framework that describes the qualities and skills needed for success in learning and life that will enhance employability and progression opportunities.

The PLTS framework is used by schools and is a key requirement of the Apprenticeship Frameworks as stated in the Specification of Apprenticeship Standards for England (Jan 2011).

The objective of these qualifications would be to enable learners to develop the six Personal Learning and Thinking Skills (Independent Enquiry, Creative Thinking, Reflective Learning, Teamwork, Effective Participation and Self-Management) in preparation for further learning, both academic or vocational, particularly for those looking to progress onto an Apprenticeship as part of a pre-apprenticeship / Traineeship programme, or for those undertaking an Apprenticeship as a means of formally evidencing the PLTS requirement.

### 1.2 Objective

The Gateway Qualifications suite of Personal Learning and Thinking Skills qualifications are categorised as having the following objective as defined by Ofqual:

- **Giving Learners personal growth and engagement in learning.**
- **Preparing Learners to progress to a qualification in another subject area.**
- **Preparing Learners for employment.**

### 1.3 Key Facts

Qualification Title	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Entry Level Certificate In Personal Learning and Thinking Skills (Entry 3)	13	130	98
Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills	13	130	98
Gateway Qualifications Level 2 Certificate In Personal Learning and Thinking Skills	13	130	98

**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.

Some learners will be able to achieve these units in a shorter time, other learners, particularly those with additional support requirements will take much longer.

## 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

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.

## 1.6 Geographical Coverage

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

## 1.7 Progression Opportunities

The PLTS framework is used by schools and is a key requirement of the Apprenticeship Frameworks as stated in the Specification of Apprenticeship Standards for England (Jan 2011).

This suite of qualifications provides learners with formal recognition of transferable skills within the Personal Learning and Thinking Skills (PLTS) framework that describes the qualities and skills needed for success in learning and life that will enhance employability and progression opportunities.

The qualifications have been developed so that learners can gain recognition for individual skills through Award sized qualifications, which can be accumulated and used towards the Certificate size qualifications. The Certificates can be directly accessed without prior



qualification attainment and the qualification structure for these qualifications allow for learners to achieve units at different levels - please refer to Section 3.1 Qualification Structures (Rules of Combination).

The units within the qualifications are also included within the suite of Employability and sector specific Skills qualifications. Further details are available on the Gateway Qualifications website and the Register of Regulated Qualifications.

### **1.8 Relationship with other frameworks**

The Gateway Qualifications suite of Personal Learning and Thinking Skills qualifications directly relate to the Personal Learning and Thinking Skills framework.

Relevant units within the qualification have been carefully developed according to the relevant standards as appropriate and/or in conjunction with Users of qualifications



## 2 Learner Entry Requirements

### 2.1 Age

The approved age range for the suite of qualifications is: **Pre-16, 16-18, 19+.**

### 2.2 Prior Qualifications

None

### 2.3 Prior Skills/Knowledge/Understanding

None

### 2.4 Restrictions

There are no restrictions to entry.

### 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

No additional requirements in respect of Learner entry requirements.



### 3 Achieving the Qualifications

#### 3.1 Qualification Structures (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. Please refer to the Appendix for details of barred units.

#### Gateway Qualifications Entry Level Certificate In Personal Learning and Thinking Skills (Entry 3)

To achieve the Gateway Qualifications Entry Level Certificate In Personal Learning and Thinking Skills (Entry 3), learners complete one mandatory unit totalling 1 credit and six further units, totalling 12 credits, to achieve the certificate. Of these 12 credits, a minimum of 8 credits must be at Entry 3 and a maximum of 4 credits may be at Level 1. Learners cannot include more than one unit of the same title (e.g. a learner may not include Level 1 Skills for Team Workers and Entry 3 Skills for Team Workers).

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8	Mandatory
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	Optional
H/504/6262	Skills for Creative Thinkers	1	2	15	Optional
A/504/6249	Skills for Effective Participants	Entry 3	2	15	Optional
Y/504/6260	Skills for Effective Participants	1	2	15	Optional
D/504/6258	Skills for Independent Enquirers	1	2	15	Optional
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	Optional
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	Optional
A/504/6915	Skills for Reflective Learners	1	2	15	Optional
J/504/6254	Skills for Self Managers	1	2	15	Optional
K/504/6246	Skills for Self Managers	Entry 3	2	15	Optional
H/504/6245	Skills for Team Workers	Entry 3	2	15	Optional
A/504/6252	Skills for Team Workers	1	2	15	Optional
T/504/6251	Skills for Team Workers	2	2	15	Optional



## Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills

To achieve the Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills, learners complete one mandatory unit totalling 1 credit and six further units, totalling 12 credits, to achieve the certificate. Of these 12 credits, a maximum of 4 may be at Entry 3 and a minimum of 8 must be at Level 1 or above. Learners cannot include more than one unit of the same title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers).

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8	Mandatory
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	Optional
H/504/6262	Skills for Creative Thinkers	1	2	15	Optional
D/504/6261	Skills for Creative Thinkers	2	2	15	Optional
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	Optional
D/504/6258	Skills for Independent Enquirers	1	2	15	Optional
Y/504/6257	Skills for Independent Enquirers	2	2	15	Optional
H/504/6245	Skills for Team Workers	Entry 3	2	15	Optional
A/504/6252	Skills for Team Workers	1	2	15	Optional
T/504/6251	Skills for Team Workers	2	2	15	Optional
A/504/6249	Skills for Effective Participants	Entry 3	2	15	Optional
Y/504/6260	Skills for Effective Participants	1	2	15	Optional
A/504/7627	Skills for Effective Participants	2	2	15	Optional
K/504/6246	Skills for Self Managers	Entry 3	2	15	Optional
J/504/6254	Skills for Self Managers	1	2	15	Optional
D/504/6308	Skills for Self Managers	2	2	15	Optional
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	Optional
A/504/6915	Skills for Reflective Learners	1	2	15	Optional
M/504/6913	Skills for Reflective Learners	2	2	15	Optional



## Gateway Qualifications Level 2 Certificate In Personal Learning and Thinking Skills

To achieve the Gateway Qualifications Level 2 Certificate In Personal Learning and Thinking Skills, learners complete one mandatory unit totalling 1 credit and six further units, totalling 12 credits, to achieve the certificate. Of these 12 credits, a maximum of 4 credits may be at Level 1. Learners cannot include more than one unit of the same title (e.g. a learner may not include Level 1 Skills for Team Workers and Level 2 Skills for Team Workers)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8	Mandatory
D/504/6261	Skills for Creative Thinkers	2	2	15	Optional
H/504/6262	Skills for Creative Thinkers	1	2	15	Optional
Y/504/6260	Skills for Effective Participants	1	2	15	Optional
A/504/7627	Skills for Effective Participants	2	2	15	Optional
D/504/6258	Skills for Independent Enquirers	1	2	15	Optional
Y/504/6257	Skills for Independent Enquirers	2	2	15	Optional
A/504/6915	Skills for Reflective Learners	1	2	15	Optional
M/504/6913	Skills for Reflective Learners	2	2	15	Optional
D/504/6308	Skills for Self Managers	2	2	15	Optional
J/504/6254	Skills for Self Managers	1	2	15	Optional
A/504/6252	Skills for Team Workers	1	2	15	Optional
T/504/5251	Skills for Team Workers	2	2	15	Optional



### 3.2 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 recognition of prior learning is permitted for this qualification and includes the prior attainment of units on a qualification offered by Gateway Qualifications, e.g. where a learner progresses from a smaller qualification to a larger qualification and where the qualifications have shared content such as an Award, Certificate and/or Diploma.

Centres should refer to the Gateway Qualifications' Recognition of Prior Learning policy and follow the process available on the website.

Qualification Number	Qualification Title	RPL Permitted
<b>600/8334/7</b>	Gateway Qualifications Entry Level Certificate In Personal Learning and Thinking Skills (Entry 3)*	Yes
<b>600/8335/9</b>	Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills*	Yes
<b>600/8336/0</b>	Gateway Qualifications Level 2 Certificate In Personal Learning and Thinking Skills*	Yes



### 3.3 Links to other qualifications

The units within the qualifications are also included within the OCN suite of Employability and suite of sector specific Skills qualifications. Further details are available on the Gateway Qualifications website and the Register of Regulated 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 these qualifications.

### 4.3 Qualification-Specific Centre Requirements

In the delivery of qualifications and units to pre-16 learners centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification and unit specification/s offered to learners, where clarification is required the centre should consult with the assigned Quality Reviewer for further advice and guidance in the delivery of units and refer to the Centre Handbook and Reasonable Adjustment and Special Consideration policy and guidance.
- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate subject specialist knowledge should be consulted where the possibility of harm to learners is identified; this will be monitored through Gateway Qualifications' quality assurance process.
- the centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

### 4.4 Qualification-Specific Tutor/Assessor Requirements

None.



#### 4.5 Qualification-Specific Verification Requirements

None.



## 5 What to do next

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

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

Gateway Qualifications  
Gateway House  
3 Tollgate Business Park  
COLCHESTER  
CO3 8AB

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).



## 7 Appendices

### Appendix 1 – Entry Level Barred Unit Listings

Gateway Qualifications Entry Level Certificate In Personal Learning and Thinking Skills  
(Entry 3)

This Unit	Is Barred Against These Units
Skills for Creative Thinkers (J/504/6299)	Skills for Creative Thinkers (H/504/6262)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (T/504/6248)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (H/504/6245)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (Y/504/6260)
Skills for Reflective Learners (F/504/6902)	Skills for Reflective Learners (A/504/6915)

### Appendix 2 – Level 1 Barred Unit Listings

Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills

This Unit	Is Barred Against These Units
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (F/504/6902)
	Skills for Reflective Learners (M/504/6913)
Skills for Creative Thinkers (H/504/6262)	Skills for Creative Thinkers (D/504/6261)
	Skills for Creative Thinkers (J/504/6299)
Skills for Independent Enquirers (T/504/6248)	Skills for Independent Enquirers (D/504/6258)
	Skills for Independent Enquirers (Y/504/6257)
Skills for Team Workers (H/504/6245)	Skills for Team Workers (A/504/6252)
	Skills for Team Workers (T/504/6251)
Skills for Self Managers (K/504/6246)	Skills for Self Managers (J/504/6254)
	Skills for Self Managers (T/504/6265)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (Y/504/6260)
	Skills for Effective Participants (A/504/7627)



### Appendix 3 – Level 2 Barred Unit Listings

Gateway Qualifications Level 2 Certificate In Personal Learning and Thinking Skills

This Unit	Is Barred Against These Units
Skills for Creative Thinkers (D/504/6261)	Skills for Creative Thinkers (H/504/6262)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (Y/504/6257)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (T/504/6251)
Skills for Self Managers (D/504/6308)	Skills for Self Managers (J/504/6254)
Skills for Reflective Learners (M/504/6913)	Skills for Reflective Learners (A/504/6915)
Skills for Effective Participants (A/504/7627)	Skills for Effective Participants (Y/504/6260)





Charity Registration No. 114282  
Registered in England Company No. 5502449

[enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)  
[www.gatewayqualifications.org.uk](http://www.gatewayqualifications.org.uk)  
Tel: 01206 911 211

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