

QUALIFICATION SPECIFICATION

 gateway
qualifications



Understanding the Restorative Justice Process (Level 1 – 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 Number	Qualification Title
600/6465/1	Gateway Qualifications Level 1 Award In Understanding the Restorative Justice Process
600/6466/3	Gateway Qualifications Level 2 Award In Understanding the Restorative Justice Process

Version and date	Change detail	Section/Page Reference
5.4 (February 2023)	Removed address and changed back cover	Page 6

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 Recognised Centre:

Telephone: 01206 911 211

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 main learner target group is offenders both within custody and the community. The objective of the qualifications is to challenge attitudes to offending behaviour, raise awareness and develop understanding of the impact of crime on victims and communities, and teach the principles and application of restorative justice. The qualifications aim to provide offenders with an opportunity to make an informed choice to change their lives.

The benefit to learners is not only to develop an understanding of the impact of crime, victim awareness and personal restorative justice but provide opportunities for personal change, growth and development, that will act as a platform to further learning by extending the progression routes from the qualifications onto, for example, other offender behaviour programmes and qualifications or more simply as a turning point in the direction of their personal lives.

1.2 Objective

The Gateway Qualifications' provision in Understanding the Restorative Justice Process are categorised as having the following objective as defined by Ofqual:

Giving Learners personal growth and engagement in learning.

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.

If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Gateway Qualifications.

1.5 Progression opportunities

There are no specific progression routes. However, the qualifications will act as a platform to further learning as for many learners this may be their first formal qualification.

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.

Relationship with other frameworks

The qualifications support Prison Service values and goals in providing effective rehabilitation for offenders. This links to the NOMS Reducing Re-offending Action Plan; Strategic Pathway 7: Attitudes, Thinking and Behaviour.

2. Learner Entry Requirements

2.1 Key information

Qualification Titles	
Age	The approved age range for these qualifications is: pre-16; 16-18 and 19+. Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.
Prior qualifications or units	There are no requirements for learners to have achieved prior qualifications in order to access these qualifications.
Prior skills/knowledge/ understanding	There are no requirements for learners to have achieved prior skills/knowledge or understanding in order to access these qualifications.
Restrictions	There are no restrictions to entry.
Additional requirements/guidance	There are no additional 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 [Section 4.11 Access Arrangement, 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 Qualification Size

Qualification Title	Total Qualification Time	Guided Learning Hours	Credit Value
Gateway Qualifications Level 1 Award In Understanding the Restorative Justice Process	30	24 GLH	3
Gateway Qualifications Level 2 Award In Understanding the Restorative Justice Process	30	24 GLH	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

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 1 Award In Understanding the Restorative Justice Process

To achieve the Gateway Qualifications Level 1 Award In Understanding the Restorative Justice Process, learners complete one mandatory unit totalling 3 credits to achieve the award.

Unit Code	Title	Level	Credit Value	GLH
T/504/2975	Understanding the Restorative Justice Process	1	3	24

Gateway Qualifications Level 2 Award In Understanding the Restorative Justice Process

To achieve the Gateway Qualifications Level 2 Award In Understanding the Restorative Justice Process, learners complete one mandatory unit totalling 3 credits to achieve the award.

Unit Code	Title	Level	Credit Value	GLH
A/504/2976	Understanding the Restorative Justice Process	2	3	24

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

There are no specific links to other qualifications but successful completion of these qualifications may provide a platform to access further learning.

4. Assessment

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 Assessment language

The qualifications are assessed in English only.

4.4 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 tutor/assessor requirements

No additional requirements.

6. Quality Assurance

6.1 Qualification-specific quality assurance requirements

No additional requirements.

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. Learner Registration and Results

7.1 Registration

Centres will register learners via the Gateway Qualifications' online registration portal. Learner registration guidance is available on our website, <https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/registering-learners/>.

7.2 Awarding

The qualifications will be awarded as Pass or Fail. Learners must pass the assessment to be awarded a Pass.

7.3 Issuing results

Results for learners who do not reach the minimum standard for a pass will be recorded as fail.

7.4 Enquiries

Enquiries about assessment decisions should be made once the centre has followed its internal enquiries and appeal procedures.

Contact details are available on our website:
<https://www.gatewayqualifications.org.uk/contact-us/>

8. What to do next

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

Tel: 01206 911 211

Email: enquiries@gatewayqualifications.org.uk

9. 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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