

# QUALIFICATION SPECIFICATION



Award in the role of the SENCo in PVI Early Years Settings (Level 3)

Access to HE

Apprenticeships

Digital

Employability & Enterprise

English & Maths

ESOL

Personal & Social Development

Professional Development

Vocational



This qualification specification covers the following qualification:

Qualification Number	Qualification Title
601/4134/7	Gateway Qualifications Level 3 Award In The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings

Version and date	Change detail	Section/Page Reference
5.0 (February 2023)	Funding section updated, address removed and back cover changed.	Page 6 & 12

## 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 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 qualification

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The Gateway Qualifications Level 3 Award In The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The qualification has been developed with the support of providers who offer training to staff working in private, voluntary and independent early years settings. It is intended to provide the core knowledge required by staff working as or preparing to take up the role of Special Educational Needs Coordinator (SENCO) in these settings.

### 1.2 Objective

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The objective of the Gateway Qualifications Level 3 Award In The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings is to prepare individuals for the role of SENCO in their particular setting or to ensure that existing SENCOs are fully aware of their responsibilities and how to meet them.

### 1.3 Funding

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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

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

### 1.5 Progression Opportunities

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Successful candidates could progress from this qualification to further Level 3 or Level 4 qualifications in supporting learning.

### 1.6 Equality, diversity and inclusion

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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

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Qualification Titles	
<b>Age</b>	The approved age range for this qualification is 19+.
<b>Prior qualifications or units</b>	There is no requirement for learners to have achieved prior qualifications or units.
<b>Prior skills/knowledge/ understanding</b>	There is no requirement for learners to have prior skills, knowledge or understanding.
<b>Restrictions</b>	There are no restrictions to entry.
<b>Additional requirements/guidance</b>	There are no additional rules or guidance regarding learner entry requirements.

### 2.2 Access to qualifications for learners with disabilities or specific needs

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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

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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. 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 in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 3 Award In The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings	2	20	8

**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 **3.4 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**.

## Gateway Qualifications Level 3 Award In The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings

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To achieve the Gateway Qualifications Level 3 Award In The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings, the learner must achieve the single mandatory unit, totalling 2 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
T/506/6130	The Role of the Special Educational Needs Coordinator in Private, Voluntary and Independent Early Years Settings	3	2	8	13.2	M (Mandatory)

### 3.4 Recognition of Prior Learning (RPL)

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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

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There are no direct links to other qualifications.

### 3.6 Relationship with other frameworks

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In developing this qualification, account has been taken of the statutory requirements of SENCOs in private, voluntary and independent early years settings, as set out in the 2014 Special Educational Needs and Disability Code of Practice.

## 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

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The method of assessment for the qualification is through a portfolio of evidence.

### 4.2 Assessment Materials

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There are no specific assessment materials provided for this qualification.

### 4.3 Assessment language

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The qualifications are assessed in English only.

### 4.4 Access Arrangements, Reasonable Adjustments and Special Considerations

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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

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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

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There are no qualification-specific centre requirements for this qualification.

### 5.3 Qualification-Specific Tutor/Assessor Requirements

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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.

## 6. Quality Assurance

### 6.1 Qualification-Specific Quality Assurance Requirements

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There are no additional internal/external quality assurance requirements for this/these qualification/s.

### 6.2 Malpractice

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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>

## 6.3 Additional Requirements/Guidance

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There are no additional requirements that Learners must satisfy in order for assessment to be undertaken and the unit/qualification to be awarded.

## 7. Learner Registration and Results

### 7.1 Registration

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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 Issuing results

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

### 7.3 Enquiries

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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 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto: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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qualifications

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