

Qualification Specification Skills for Hospitality and Catering

Version 5.0 (January 2018)





This qualification specification covers the following qualifications:

Qualification Title	Qualification Number
Gateway Qualifications Entry Level Award In Skills for Hospitality and Catering (Entry 3)	600/9213/0
Gateway Qualifications Entry Level Certificate In Skills for Hospitality and Catering (Entry 3)	600/8837/0
Gateway Qualifications Entry Level Diploma In Skills for Hospitality and Catering (Entry 3)	600/8838/2
Gateway Qualifications Level 1 Award In Skills for Hospitality and Catering	600/9214/2
Gateway Qualifications Level 1 Certificate In Skills for Hospitality and Catering	600/8839/4
Gateway Qualifications Level 1 Diploma In Skills for Hospitality and Catering	600/8840/0



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

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 are intended to provide learners with a broad introduction to the hospitality and catering sector, equipping learners with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills. They are designed to support progression to further learning and ultimately to work in hospitality and catering or other related sectors.

The Skills for Hospitality and Catering qualifications form part of a suite of 'Skills for...' qualifications that cover a number of sectors and are available at Entry 3, Level 1 and Level 2. The employability skills units are common across the suite, enabling easy transfer of credits between qualifications and supporting opportunities for cross-faculty working.

The qualifications have been developed with the support of a number of further education colleges, training providers and adult and community learning providers. They have been designed to be consistent with the principles for study programmes for 16-19 year olds but are also relevant, particularly in the case of the smaller qualifications, for adults including the unemployed. These qualifications are also suitable for pre 16 learners.

1.2 Objective

The Gateway Qualifications Skills for Hospitality and Catering Qualifications are categorised as having the following objectives:

- prepare learners to progress to a qualification in the same sector or a related area at a higher level or requiring more specific knowledge, skills and understanding
- prepare learners for employment in the sector or a related sector.

1.3 Key Facts

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Entry Level Award In Skills for Hospitality and Catering (Entry 3)	6	60	60
Gateway Qualifications Entry Level Certificate In Skills for Hospitality and Catering (Entry 3)	18	180	151
Gateway Qualifications Entry Level Diploma In Skills for Hospitality and Catering (Entry 3)	37	370	314
Gateway Qualifications Level 1 Award In Skills for Hospitality and Catering	6	60	49
Gateway Qualifications Level 1 Certificate In Skills for Hospitality and Catering	25	250	181
Gateway Qualifications Level 1 Diploma In Skills for Hospitality and Catering	37	370	292

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.

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 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

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

1.7 Progression Opportunities

These qualifications are designed to enable progression into further learning at the same level (e.g. from an award to a certificate) or to further learning at a higher level (e.g. from Entry 3 to Level 1). The strong focus on transferable employability skills means that learners could move within or between sectors as they progress. Some learners may be able to progress directly into employment, particularly where work-based training will be offered, but it is expected that most learners will build on the skills and knowledge gained from these qualifications through further learning before entering employment.



1.8 Relationship with other frameworks

The Qualifications in Skills for Hospitality and Catering link to the National Occupational Standards for Hospitality and Catering. They provide some of the underpinning knowledge and practical skills that will support progression to a relevant competency-based qualification.



2 Learner Entry Requirements

The approved age range for these qualifications is:

Qualification Title in full	Age range
Gateway Qualifications Entry Level Award In Skills for Hospitality and Catering (Entry 3)	Pre-16, 16-18, 19+
Gateway Qualifications Entry Level Certificate In Skills for Hospitality and Catering (Entry 3)	Pre-16, 16-18, 19+
Gateway Qualifications Entry Level Diploma In Skills for Hospitality and Catering (Entry 3)	Pre-16, 16-18, 19+
Gateway Qualifications Level 1 Award In Skills for Hospitality and Catering	Pre-16, 16-18, 19+
Gateway Qualifications Level 1 Certificate In Skills for Hospitality and Catering	Pre-16, 16-18, 19+
Gateway Qualifications Level 1 Diploma In Skills for Hospitality and Catering	Pre-16, 16-18, 19+

2.2 Prior Qualifications

There are no prior qualification requirements for these qualifications.

2.3 Prior Skills/Knowledge/Understanding

There are no prior skills, knowledge or understanding requirements for these qualifications. However, learners will benefit from having functional skills, at least at one level below that of the qualification (eg at least Entry 3 for the Level 1 qualifications).

2.4 Restrictions

There are no restrictions to entry for these qualifications.

2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within the organisation and in all the services it provides, 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.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment



and Special Considerations Policy.

2.6 Additional Rules/Guidance

There are no additional rules or guidance relating to learner entry requirements for these qualifications.



3 Achieving the Qualification

3.1 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. Please refer to the Appendix for details of barred units.

Gateway Qualifications Entry Level Award in Skills for Hospitality and Catering (Entry 3)

To achieve the Gateway Qualifications Entry Level Award in Skills for Hospitality and Catering (Entry 3), learners must complete at least one unit from Group M – Mandatory worth a minimum of 1 credit and 5 further credits from Group M or Group 01 – Optional units.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
A/502/4834	Introduction to the Hospitality Industry	Entry 3	1	10	7.4	M (Mandatory)
D/502/4874	Customer Service in the Hospitality Industry	Entry 3	1	10	7.4	M (Mandatory)
Y/504/8039	Food Hygiene and Safety	Entry 3	2	20	14.2	M (Mandatory)
Y/502/4808	Basic Cooking	Entry 3	2	20	7.4	O1 (Optional Units)
J/600/0711	Basic food preparation	Entry 3	2	20	7.4	O1 (Optional Units)
F/502/4835	Serving Food and Drink	Entry 3	2	20	7.4	O1 (Optional Units)
H/504/7640	Planning a Healthy Diet	Entry 3	2	20	8.1	O1 (Optional Units)
K/600/1091	Guest Services in the hospitality industry	Entry 3	2	20	7.4	O1 (Optional Units)
R/504/7620	Working with Food in a Retail Environment	Entry 3	2	20	7.1	O1 (Optional Units)
H/504/7606	Handling Money in a Sales Situation	Entry 3	3	30	7.1	O1 (Optional Units)
H/504/6245	Skills for Team Workers	Entry 3	2	15	14.1	O1 (Optional Units)



Gateway Qualifications Entry Level Certificate in Skills for Hospitality and Catering (Entry 3)

To achieve the Gateway Qualifications Entry Level Certificate in Skills for Hospitality and Catering (Entry 3), learners must complete the three mandatory units from Group M, totalling 4 credits. In addition, they must complete a minimum of 8 credits from Group O1 (Optional units: Hospitality) and 6 further credits from either Group O1 or Group O2 (Optional units: Employability Skills). Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
A/502/4834	Introduction to the Hospitality Industry	Entry 3	1	10	7.4	M (Mandatory)
D/502/4874	Customer Service in the Hospitality Industry	Entry 3	1	10	7.4	M (Mandatory)
Y/504/8039	Food Hygiene and Safety	Entry 3	2	20	14.2	M (Mandatory)
Y/502/4808	Basic Cooking	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
J/600/0711	Basic food preparation	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
F/502/4835	Serving Food and Drink	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
H/504/7640	Planning a Healthy Diet	Entry 3	2	20	8.1	O1 (Optional Units: Hospitality)
K/600/1091	Guest Services in the hospitality industry	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
H/504/7606	Handling Money in a Sales Situation	Entry 3	3	30	7.1	O1 (Optional Units: Hospitality)
R/504/7620	Working with Food in a Retail Environment	Entry 3	2	20	7.1	O1 (Optional Units: Hospitality)
Y/504/7604	Displaying Merchandise	Entry 3	3	30	7.1	O1 (Optional Units: Hospitality)
K/502/5042	Basic Food Preparation and Cooking	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/502/4957	Food Service	1	3	30	7.4	O1 (Optional Units: Hospitality)
L/502/5051	Preparing and Serving Drinks	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/504/7641	Planning a Healthy Diet	1	3	30	8.1	O1 (Optional Units: Hospitality)
A/600/1094	Housekeeping and Guest Services	1	3	30	7.4	O1 (Optional Units: Hospitality)
D/504/7605	Handling Cash Payments	1	3	30	7.1	O1 (Optional Units: Hospitality)
A/504/7630	Event Planning	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/502/5073	Front Office Operations	1	3	30	7.4	O1 (Optional Units: Hospitality)
F/504/7659	Meeting Special Dietary Needs	1	2	20	7.4	O1 (Optional Units: Hospitality)
T/504/7657	Using Kitchen Equipment	1	4	40	7.4	O1 (Optional Units: Hospitality)
J/504/7632	Portering and Concierge Duties	1	2	20	7.4	O1 (Optional Units: Hospitality)
F/504/7631	Menu Planning	1	2	20	7.4	O1 (Optional Units: Hospitality)
J/504/7629	Bookings, Orders and Payments	1	2	20	7.4	O1 (Optional Units: Hospitality)



L/504/7633	Sustainability in Hospitality	1	2	20	7.4	O1 (Optional Units: Hospitality)
A/502/5059	Introduction to Food Commodities	1	1	10	7.4	O1 (Optional Units: Hospitality)
D/503/2814	Working in a Team	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
H/504/6309	Working with Colleagues	Entry 3	2	20	14.1	O2 (Optional Units: Employability)
R/503/2812	Career Progression	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
F/503/2806	Searching for a Job	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
J/503/2807	Applying for a Job	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
J/503/2810	Self-management Skills	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
L/503/2808	Preparing for an Interview	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
R/503/2809	Interview Skills	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
M/503/2817	Setting and Meeting Targets at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
T/503/2818	Solving Work-related Problems	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
Y/503/2813	Conduct at Work	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
T/503/2821	Preparing for Work Placement	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
A/503/2822	Learning from Work Placement	Entry 3	2	10	14.2	O2 (Optional Units: Employability)
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
A/504/6316	Using ICT in the Workplace	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15	14.2	O2 (Optional Units: Employability)
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
A/504/6249	Skills for Effective Participants	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
H/504/6245	Skills for Team Workers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
K/504/6246	Skills for Self Managers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8	14.1	O2 (Optional Units: Employability)
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
R/503/2843	Working in a Team	1	3	30	14.2	O2 (Optional Units: Employability)
D/503/2845	Building Working Relationships with Colleagues	1	2	20	14.2	O2 (Optional Units: Employability)
F/503/2837	Career Progression	1	2	20	14.2	O2 (Optional Units: Employability)
D/503/2831	Searching for a Job	1	1	10	14.2	O2 (Optional Units: Employability)
						



H/503/2832	Applying for a Job	1	1	10	14.2	O2 (Optional Units: Employability)
K/504/6327	Time Management	1	2	20	14.2	O2 (Optional Units: Employability)
K/503/2833	Preparing for an Interview	1	1	10	14.2	O2 (Optional Units: Employability)
M/503/2834	Interview Skills	1	1	10	14.2	O2 (Optional Units: Employability)
T/503/2849	Setting and Meeting Targets at Work	1	2	20	14.2	O2 (Optional Units: Employability)
K/503/2850	Solving Work-related Problems	1	2	20	14.2	O2 (Optional Units: Employability)
L/503/2842	Positive Attitudes and Behaviours at Work	1	1	10	14.2	O2 (Optional Units: Employability)
F/503/2854	Preparing for Work Placement	1	1	10	14.2	O2 (Optional Units: Employability)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O2 (Optional Units: Employability)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	O2 (Optional Units: Employability)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O2 (Optional Units: Employability)
F/504/6317	Using ICT in the Workplace	1	3	25	14.2	O2 (Optional Units: Employability)
F/504/6320	Exploring Entrepreneurship	1	2	15	14.2	O2 (Optional Units: Employability)
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25	14.2	O2 (Optional Units: Employability)
Y/504/6260	Skills for Effective Participants	1	2	15	14.1	O2 (Optional Units: Employability)
A/504/6252	Skills for Team Workers	1	2	15	14.1	O2 (Optional Units: Employability)
D/504/6258	Skills for Independent Enquirers	1	2	15	14.1	O2 (Optional Units: Employability)
J/504/6254	Skills for Self Managers	1	2	15	14.1	O2 (Optional Units: Employability)
H/504/6262	Skills for Creative Thinkers	1	2	15	14.1	O2 (Optional Units: Employability)
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8	14.1	O2 (Optional Units: Employability)
F/504/7662	Introduction to Self-Employment	1	3	22	14.2	O2 (Optional Units: Employability)
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
A/504/6915	Skills for Reflective Learners	1	2	15	14.1	O2 (Optional Units: Employability)
Y/506/6461	Effectiveness at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability
R/506/3493	Effectiveness at Work	1	2	16	14.2	O2 (Optional Units: Employability
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16	14.2	O2 (Optional Units: Employability
F/506/3487	Health and Safety in the Workplace	1	2	16	14.2	O2 (Optional Units: Employability
R/506/6460	Career Planning	Entry 3	2	20	14.2	O2 (Optional Units: Employability
M/506/3484	Career Planning	1	3	20	14.2	O2 (Optional Units: Employability



Gateway Qualifications Entry Level Diploma in Skills for Hospitality and Catering (Entry 3)

To achieve the Gateway Qualifications Entry Level Diploma in Skills for Hospitality and Catering (Entry 3), learners must complete the three mandatory units from Group M, totalling 4 credits. In addition, they must complete a minimum of 16 credits from Group O1 (Optional units: Hospitality) and 17 further credits from either Group O1 or Group O2 (Optional units: Employability Skills). Learners cannot include more than one unit with the same or similar title.

Unit Reference	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Number						
A/502/4834	Introduction to the Hospitality Industry	Entry 3	1	10	7.4	M (Mandatory)
D/502/4874	Customer Service in the Hospitality Industry	Entry 3	1	10	7.4	M (Mandatory)
Y/504/8039	Food Hygiene and Safety	Entry 3	2	20	14.2	M (Mandatory)
Y/502/4808	Basic Cooking	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
J/600/0711	Basic food preparation	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
F/502/4835	Serving Food and Drink	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
H/504/7640	Planning a Healthy Diet	Entry 3	2	20	8.1	O1 (Optional Units: Hospitality)
K/600/1091	Guest Services in the hospitality industry	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
H/504/7606	Handling Money in a Sales Situation	Entry 3	3	30	7.1	O1 (Optional Units: Hospitality)
R/504/7620	Working with Food in a Retail Environment	Entry 3	2	20	7.1	O1 (Optional Units: Hospitality)
Y/504/7604	Displaying Merchandise	Entry 3	3	30	7.1	O1 (Optional Units: Hospitality)
K/502/5042	Basic Food Preparation and Cooking	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/502/4957	Food Service	1	3	30	7.4	O1 (Optional Units: Hospitality)
L/502/5051	Preparing and Serving Drinks	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/504/7641	Planning a Healthy Diet	1	3	30	8.1	O1 (Optional Units: Hospitality)
A/600/1094	Housekeeping and Guest Services	1	3	30	7.4	O1 (Optional Units: Hospitality)
D/504/7605	Handling Cash Payments	1	3	30	7.1	O1 (Optional Units: Hospitality)
A/504/7630	Event Planning	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/502/5073	Front Office Operations	1	3	30	7.4	O1 (Optional Units: Hospitality)
F/504/7659	Meeting Special Dietary Needs	1	2	20	7.4	O1 (Optional Units: Hospitality)
T/504/7657	Using Kitchen Equipment	1	4	40	7.4	O1 (Optional Units: Hospitality)
J/504/7632	Portering and Concierge Duties	1	2	20	7.4	O1 (Optional Units: Hospitality)
F/504/7631	Menu Planning	1	2	20	7.4	O1 (Optional Units: Hospitality)



J/504/7629	Bookings, Orders and Payments	1	2	20	7.4	O1 (Optional Units: Hospitality)
L/504/7633	Sustainability in Hospitality	1	2	20	7.4	O1 (Optional Units: Hospitality)
A/502/5059	Introduction to Food Commodities	1	1	10	7.4	O1 (Optional Units: Hospitality)
D/503/2814	Working in a Team	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
R/503/2843	Working in a Team	1	3	30	14.2	O2 (Optional Units: Employability)
H/504/6309	Working with Colleagues	Entry 3	2	20	14.1	O2 (Optional Units: Employability)
D/503/2845	Building Working Relationships with Colleagues	1	2	20	14.2	O2 (Optional Units: Employability)
F/503/2837	Career Progression	1	2	20	14.2	O2 (Optional Units: Employability)
R/503/2812	Career Progression	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
D/503/2831	Searching for a Job	1	1	10	14.2	O2 (Optional Units: Employability)
F/503/2806	Searching for a Job	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
H/503/2832	Applying for a Job	1	1	10	14.2	O2 (Optional Units: Employability)
J/503/2807	Applying for a Job	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
J/503/2810	Self-management Skills	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
K/504/6327	Time Management	1	2	20	14.2	O2 (Optional Units: Employability)
K/503/2833	Preparing for an Interview	1	1	10	14.2	O2 (Optional Units: Employability)
L/503/2808	Preparing for an Interview	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
M/503/2834	Interview Skills	1	1	10	14.2	O2 (Optional Units: Employability)
R/503/2809	Interview Skills	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
M/503/2817	Setting and Meeting Targets at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
T/503/2849	Setting and Meeting Targets at Work	1	2	20	14.2	O2 (Optional Units: Employability)
K/503/2850	Solving Work-related Problems	1	2	20	14.2	O2 (Optional Units: Employability)
T/503/2818	Solving Work-related Problems	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
Y/503/2813	Conduct at Work	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
L/503/2842	Positive Attitudes and Behaviours at Work	1	1	10	14.2	O2 (Optional Units: Employability)
F/503/2854	Preparing for Work Placement	1	1	10	14.2	O2 (Optional Units: Employability)
T/503/2821	Preparing for Work Placement	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
A/503/2822	Learning from Work Placement	Entry 3	2	10	14.2	O2 (Optional Units: Employability)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O2 (Optional Units: Employability)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	O2 (Optional Units: Employability)
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30	14.2	O2 (Optional Units: Employability)



K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O2 (Optional Units: Employability)
A/504/6316	Using ICT in the Workplace	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
F/504/6317	Using ICT in the Workplace	1	3	25	14.2	O2 (Optional Units: Employability)
F/504/6320	Exploring Entrepreneurship	1	2	15	14.2	O2 (Optional Units: Employability)
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15	14.2	O2 (Optional Units: Employability)
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25	14.2	O2 (Optional Units: Employability)
A/504/6249	Skills for Effective Participants	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
Y/504/6260	Skills for Effective Participants	1	2	15	14.1	O2 (Optional Units: Employability)
A/504/6252	Skills for Team Workers	1	2	15	14.1	O2 (Optional Units: Employability)
H/504/6245	Skills for Team Workers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
D/504/6258	Skills for Independent Enquirers	1	2	15	14.1	O2 (Optional Units: Employability)
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
J/504/6254	Skills for Self Managers	1	2	15	14.1	O2 (Optional Units: Employability)
K/504/6246	Skills for Self Managers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
H/504/6262	Skills for Creative Thinkers	1	2	15	14.1	O2 (Optional Units: Employability)
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8	14.1	O2 (Optional Units: Employability)
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8	14.1	O2 (Optional Units: Employability)
F/504/7662	Introduction to Self-Employment	1	3	22	14.2	O2 (Optional Units: Employability)
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
A/504/6915	Skills for Reflective Learners	1	2	15	14.1	O2 (Optional Units: Employability)
Y/506/6461	Effectiveness at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability
R/506/3493	Effectiveness at Work	1	2	16	14.2	O2 (Optional Units: Employability
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16	14.2	O2 (Optional Units: Employability
F/506/3487	Health and Safety in the Workplace	1	2	16	14.2	O2 (Optional Units: Employability
R/506/6460	Career Planning	Entry 3	2	20	14.2	O2 (Optional Units: Employability
M/506/3484	Career Planning	1	3	20	14.2	O2 (Optional Units: Employability



Gateway Qualifications Level 1 Award in Skills for Hospitality and Catering

To achieve the Gateway Qualifications Level 1 Award in Skills for Hospitality and Catering, learners must complete at least one unit from Group M – Mandatory worth a minimum of 1 credit and 5 further credits from Group M or Group 01 – Optional units.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
J/502/4898	Customer Service in the Hospitality Industry	1	3	20	7.4	M (Mandatory)
M/502/4894	Introduction to the Hospitality Industry	1	2	20	7.4	M (Mandatory)
Y/503/9583	Health and safety and food safety awareness in catering	1	1	8	7.4	M (Mandatory)
A/502/5059	Introduction to Food Commodities	1	1	10	7.4	O1 (Optional Units)
A/600/1094	Housekeeping and Guest Services	1	3	30	7.4	O1 (Optional Units)
F/504/7631	Menu Planning	1	2	20	7.4	O1 (Optional Units)
F/504/7659	Meeting Special Dietary Needs	1	2	20	7.4	O1 (Optional Units)
K/502/4957	Food Service	1	3	30	7.4	O1 (Optional Units)
K/502/5042	Basic Food Preparation and Cooking	1	3	30	7.4	O1 (Optional Units)
L/502/5051	Preparing and Serving Drinks	1	3	30	7.4	O1 (Optional Units)
K/502/5073	Front Office Operations	1	3	30	7.4	O1 (Optional Units)
J/504/7632	Portering and Concierge Duties	1	2	20	7.4	O1 (Optional Units)



Gateway Qualifications Level 1 Certificate in Skills for Hospitality and Catering

To achieve the Gateway Qualifications Level 1 Certificate in Skills for Hospitality and Catering, learners must complete the three mandatory units from Group M, totalling 6 credits. In addition, they must complete a minimum of 10 credits from Group O1 (Optional Units: Hospitality) and 9 further credits from either Group O1 or Group O2 (Optional Units: Employability Skills). At least 15 credits must be at Level 1 or above of which at least 4 must be from group O1. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
J/502/4898	Customer Service in the Hospitality Industry	1	3	20	7.4	M (Mandatory)
M/502/4894	Introduction to the Hospitality Industry	1	2	20	7.4	M (Mandatory)
Y/503/9583	Health and safety and food safety awareness in catering	1	1	8	7.4	M (Mandatory)
Y/502/4808	Basic Cooking	Entry 3	2	20	7.4	O1 (Optional units: Hospitality)
J/600/0711	Basic food preparation	Entry 3	2	20	7.4	O1 (Optional units: Hospitality)
K/502/5042	Basic Food Preparation and Cooking	1	3	30	7.4	O1 (Optional units: Hospitality)
K/502/4957	Food Service	1	3	30	7.4	O1 (Optional units: Hospitality)
F/502/4835	Serving Food and Drink	Entry 3	2	20	7.4	O1 (Optional units: Hospitality)
L/502/5051	Preparing and Serving Drinks	1	3	30	7.4	O1 (Optional units: Hospitality)
H/504/7640	Planning a Healthy Diet	Entry 3	2	20	8.1	O1 (Optional units: Hospitality)
K/504/7641	Planning a Healthy Diet	1	3	30	8.1	O1 (Optional units: Hospitality)
A/600/1094	Housekeeping and Guest Services	1	3	30	7.4	O1 (Optional units: Hospitality)
K/600/1091	Guest Services in the hospitality industry	Entry 3	2	20	7.4	O1 (Optional units: Hospitality)
H/504/7606	Handling Money in a Sales Situation	Entry 3	3	30	7.1	O1 (Optional units: Hospitality)
D/504/7605	Handling Cash Payments	1	3	30	7.1	O1 (Optional units: Hospitality)
A/504/7630	Event Planning	1	3	30	7.4	O1 (Optional units: Hospitality)
K/502/5073	Front Office Operations	1	3	30	7.4	O1 (Optional units: Hospitality)
F/504/7659	Meeting Special Dietary Needs	1	2	20	7.4	O1 (Optional units: Hospitality)
R/504/7620	Working with Food in a Retail Environment	Entry 3	2	20	7.1	O1 (Optional units: Hospitality)
T/504/7657	Using Kitchen Equipment	1	4	40	7.4	O1 (Optional units: Hospitality)
Y/504/7604	Displaying Merchandise	Entry 3	3	30	7.1	O1 (Optional units: Hospitality)



J/504/7632	Portering and Concierge Duties	1	2	20	7.4	O1 (Optional units: Hospitality)
F/504/7631	Menu Planning	1	2	20	7.4	O1 (Optional units: Hospitality)
J/504/7629	Bookings, Orders and Payments	1	2	20	7.4	O1 (Optional units: Hospitality)
L/504/7633	Sustainability in Hospitality	1	2	20	7.4	O1 (Optional units: Hospitality)
A/502/5059	Introduction to Food Commodities	1	1	10	7.4	O1 (Optional units: Hospitality)
D/503/2814	Working in a Team	Entry 3	3	30	14.2	O2 (Optional units: Employability)
R/503/2843	Working in a Team	1	3	30	14.2	O2 (Optional units: Employability)
Y/503/2875	Working in a Team	2	3	30	14.2	O2 (Optional units: Employability)
F/503/2871	Practising Leadership Skills with Others	2	2	20	14.1	O2 (Optional units: Employability)
H/504/6309	Working with Colleagues	Entry 3	2	20	14.1	O2 (Optional units: Employability)
D/503/2845	Building Working Relationships with Colleagues	1	2	20	14.2	O2 (Optional units: Employability)
H/503/2877	Building Working Relationships with Colleagues	2	2	20	14.2	O2 (Optional units: Employability)
F/503/2837	Career Progression	1	2	20	14.2	O2 (Optional units: Employability)
J/503/2869	Career Progression	2	2	20	14.2	O2 (Optional units: Employability)
R/503/2812	Career Progression	Entry 3	1	10	14.2	O2 (Optional units: Employability)
D/503/2831	Searching for a Job	1	1	10	14.2	O2 (Optional units: Employability)
F/503/2806	Searching for a Job	Entry 3	1	10	14.2	O2 (Optional units: Employability)
H/503/2863	Searching for a Job	2	1	10	14.2	O2 (Optional units: Employability)
H/503/2832	Applying for a Job	1	1	10	14.2	O2 (Optional units: Employability)
J/503/2807	Applying for a Job	Entry 3	1	10	14.2	O2 (Optional units: Employability)
K/503/2864	Applying for a Job	2	1	10	14.2	O2 (Optional units: Employability)
J/503/2810	Self-management Skills	Entry 3	2	20	14.2	O2 (Optional units: Employability)
K/504/6327	Time Management	1	2	20	14.2	O2 (Optional units: Employability)
M/504/6328	Time Management	2	2	20	14.2	O2 (Optional units: Employability)
K/503/2833	Preparing for an Interview	1	1	10	14.2	O2 (Optional units: Employability)
L/503/2808	Preparing for an Interview	Entry 3	1	10	14.2	O2 (Optional units: Employability)
M/503/2865	Preparing for an Interview	2	1	10	14.2	O2 (Optional units: Employability)
M/503/2834	Interview Skills	1	1	10	14.2	O2 (Optional units: Employability)
R/503/2809	Interview Skills	Entry 3	1	10	14.2	O2 (Optional units: Employability)
T/503/2866	Interview Skills	2	1	10	14.2	O2 (Optional units: Employability)
K/503/2881	Setting and Meeting Targets at Work	2	2	20	14.2	O2 (Optional units: Employability)



M/503/2817	Setting and Meeting Targets at Work	Entry 3	2	20	14.2	O2 (Optional units: Employability)
T/503/2849	Setting and Meeting Targets at Work	1	2	20	14.2	O2 (Optional units: Employability)
K/503/2850	Solving Work-related Problems	1	2	20	14.2	O2 (Optional units: Employability)
M/503/2882	Solving Work-related Problems	2	2	20	14.2	O2 (Optional units: Employability)
T/503/2818	Solving Work-related Problems	Entry 3	2	20	14.2	O2 (Optional units: Employability)
Y/503/2813	Conduct at Work	Entry 3	1	10	14.2	O2 (Optional units: Employability)
L/503/2842	Positive Attitudes and Behaviours at Work	1	1	10	14.2	O2 (Optional units: Employability)
R/503/2874	Effectiveness at Work	2	1	10	14.2	O2 (Optional units: Employability)
F/503/2854	Preparing for Work Placement	1	1	10	14.2	O2 (Optional units: Employability)
F/503/2885	Preparing for Work Placement	2	1	10	14.2	O2 (Optional units: Employability)
T/503/2821	Preparing for Work Placement	Entry 3	1	10	14.2	O2 (Optional units: Employability)
A/503/2822	Learning from Work Placement	Entry 3	2	10	14.2	O2 (Optional units: Employability)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O2 (Optional units: Employability)
L/503/2887	Learning from Work Placement	2	2	20	14.2	O2 (Optional units: Employability)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	O2 (Optional units: Employability)
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	O2 (Optional units: Employability)
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30	14.2	O2 (Optional units: Employability)
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30	14.2	O2 (Optional units: Employability)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O2 (Optional units: Employability)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O2 (Optional units: Employability)
A/504/6316	Using ICT in the Workplace	Entry 3	3	25	14.2	O2 (Optional units: Employability)
F/504/6317	Using ICT in the Workplace	1	3	25	14.2	O2 (Optional units: Employability)
J/504/6318	Using ICT in the Workplace	2	3	25	14.2	O2 (Optional units: Employability)
F/504/6320	Exploring Entrepreneurship	1	2	15	14.2	O2 (Optional units: Employability)
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15	14.2	O2 (Optional units: Employability)
L/504/6336	Exploring Entrepreneurship	2	2	15	14.2	O2 (Optional units: Employability)
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25	14.2	O2 (Optional units: Employability)
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25	14.2	O2 (Optional units: Employability)
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25	14.2	O2 (Optional units: Employability)
A/504/6249	Skills for Effective Participants	Entry 3	2	15	14.1	O2 (Optional units: Employability)
A/504/7627	Skills for Effective Participants	2	2	15	14.1	O2 (Optional units: Employability)



Y/504/6260	Skills for Effective Participants	1	2	15	14.1	O2 (Optional units: Employability)
M/504/6913	Skills for Reflective Learners	2	2	15	14.1	O2 (Optional units: Employability)
A/504/6252	Skills for Team Workers	1	2	15	14.1	O2 (Optional units: Employability)
H/504/6245	Skills for Team Workers	Entry 3	2	15	14.1	O2 (Optional units: Employability)
T/504/6251	Skills for Team Workers	2	2	15	14.1	O2 (Optional units: Employability)
D/504/6258	Skills for Independent Enquirers	1	2	15	14.1	O2 (Optional units: Employability)
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	14.1	O2 (Optional units: Employability)
Y/504/6257	Skills for Independent Enquirers	2	2	15	14.1	O2 (Optional units: Employability)
D/504/6308	Skills for Self Managers	2	2	15	14.1	O2 (Optional units: Employability)
J/504/6254	Skills for Self Managers	1	2	15	14.1	O2 (Optional units: Employability)
K/504/6246	Skills for Self Managers	Entry 3	2	15	14.1	O2 (Optional units: Employability)
D/504/6261	Skills for Creative Thinkers	2	2	15	14.1	O2 (Optional units: Employability)
H/504/6262	Skills for Creative Thinkers	1	2	15	14.1	O2 (Optional units: Employability)
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	14.1	O2 (Optional units: Employability)
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8	14.1	O2 (Optional units: Employability)
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8	14.1	O2 (Optional units: Employability)
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8	14.1	O2 (Optional units: Employability)
F/504/7662	Introduction to Self-Employment	1	3	22	14.2	O2 (Optional units: Employability)
H/504/6326	Introduction to Self-Employment	2	3	22	14.2	O2 (Optional units: Employability)
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25	14.2	O2 (Optional units: Employability)
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	14.1	O2 (Optional units: Employability)
A/504/6915	Skills for Reflective Learners	1	2	15	14.1	O2 (Optional units: Employability)
Y/506/6461	Effectiveness at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability
R/506/3493	Effectiveness at Work	1	2	16	14.2	O2 (Optional Units: Employability
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16	14.2	O2 (Optional Units: Employability
F/506/3487	Health and Safety in the Workplace	1	2	16	14.2	O2 (Optional Units: Employability
R/506/6460	Career Planning	Entry 3	2	20	14.2	O2 (Optional Units: Employability
M/506/3484	Career Planning	1	3	20	14.2	O2 (Optional Units: Employability
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Gateway Qualifications Level 1 Diploma in Skills for Hospitality and Catering

To achieve the Gateway Qualifications Level 1 Diploma in Skills for Hospitality and Catering, learners must complete the three mandatory units from Group M, totalling 6 credits. In addition, they must complete a minimum of 18 credits from Group O1 (Optional Units: Hospitality) and 13 further credits from either Group O1 or Group O2 (Optional Units: Employability Skills). At least 22 credits must be at Level 1 or above of which at least 8 must be from Group O1. Learners cannot include more than one unit with the same or similar title.

Unit Reference	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Number	Customan Comica in the Heavitality Industry	1	2	20	7.4	NA (NAsadatawa)
J/502/4898	Customer Service in the Hospitality Industry	1	3	20	7.4	M (Mandatory)
M/502/4894	Introduction to the Hospitality Industry	1	2	20	7.4	M (Mandatory)
Y/503/9583	Health and safety and food safety awareness in catering	1	1	8	7.4	M (Mandatory)
Y/502/4808	Basic Cooking	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
J/600/0711	Basic food preparation	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
F/502/4835	Serving Food and Drink	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
H/504/7640	Planning a Healthy Diet	Entry 3	2	20	8.1	O1 (Optional Units: Hospitality)
K/600/1091	Guest Services in the hospitality industry	Entry 3	2	20	7.4	O1 (Optional Units: Hospitality)
H/504/7606	Handling Money in a Sales Situation	Entry 3	3	30	7.1	O1 (Optional Units: Hospitality)
R/504/7620	Working with Food in a Retail Environment	Entry 3	2	20	7.1	O1 (Optional Units: Hospitality)
Y/504/7604	Displaying Merchandise	Entry 3	3	30	7.1	O1 (Optional Units: Hospitality)
K/502/5042	Basic Food Preparation and Cooking	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/502/4957	Food Service	1	3	30	7.4	O1 (Optional Units: Hospitality)
L/502/5051	Preparing and Serving Drinks	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/504/7641	Planning a Healthy Diet	1	3	30	8.1	O1 (Optional Units: Hospitality)
A/600/1094	Housekeeping and Guest Services	1	3	30	7.4	O1 (Optional Units: Hospitality)
D/504/7605	Handling Cash Payments	1	3	30	7.1	O1 (Optional Units: Hospitality)
A/504/7630	Event Planning	1	3	30	7.4	O1 (Optional Units: Hospitality)
K/502/5073	Front Office Operations	1	3	30	7.4	O1 (Optional Units: Hospitality)
F/504/7659	Meeting Special Dietary Needs	1	2	20	7.4	O1 (Optional Units: Hospitality)
T/504/7657	Using Kitchen Equipment	1	4	40	7.4	O1 (Optional Units: Hospitality)



J/504/7632	Portering and Concierge Duties	1	2	20	7.4	O1 (Optional Units: Hospitality)
F/504/7631	Menu Planning	1	2	20	7.4	O1 (Optional Units: Hospitality)
J/504/7629	Bookings, Orders and Payments	1	2	20	7.4	O1 (Optional Units: Hospitality)
L/504/7633	Sustainability in Hospitality	1	2	20	7.4	O1 (Optional Units: Hospitality)
A/502/5059	Introduction to Food Commodities	1	1	10	7.4	O1 (Optional Units: Hospitality)
D/503/2814	Working in a Team	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
R/503/2843	Working in a Team	1	3	30	14.2	O2 (Optional Units: Employability)
Y/503/2875	Working in a Team	2	3	30	14.2	O2 (Optional Units: Employability)
F/503/2871	Practising Leadership Skills with Others	2	2	20	14.1	O2 (Optional Units: Employability)
H/504/6309	Working with Colleagues	Entry 3	2	20	14.1	O2 (Optional Units: Employability)
D/503/2845	Building Working Relationships with Colleagues	1	2	20	14.2	O2 (Optional Units: Employability)
H/503/2877	Building Working Relationships with Colleagues	2	2	20	14.2	O2 (Optional Units: Employability)
F/503/2837	Career Progression	1	2	20	14.2	O2 (Optional Units: Employability)
J/503/2869	Career Progression	2	2	20	14.2	O2 (Optional Units: Employability)
R/503/2812	Career Progression	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
D/503/2831	Searching for a Job	1	1	10	14.2	O2 (Optional Units: Employability)
F/503/2806	Searching for a Job	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
H/503/2863	Searching for a Job	2	1	10	14.2	O2 (Optional Units: Employability)
H/503/2832	Applying for a Job	1	1	10	14.2	O2 (Optional Units: Employability)
J/503/2807	Applying for a Job	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
K/503/2864	Applying for a Job	2	1	10	14.2	O2 (Optional Units: Employability)
J/503/2810	Self-management Skills	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
K/504/6327	Time Management	1	2	20	14.2	O2 (Optional Units: Employability)
M/504/6328	Time Management	2	2	20	14.2	O2 (Optional Units: Employability)
K/503/2833	Preparing for an Interview	1	1	10	14.2	O2 (Optional Units: Employability)
L/503/2808	Preparing for an Interview	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
M/503/2865	Preparing for an Interview	2	1	10	14.2	O2 (Optional Units: Employability)
M/503/2834	Interview Skills	1	1	10	14.2	O2 (Optional Units: Employability)
R/503/2809	Interview Skills	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
T/503/2866	Interview Skills	2	1	10	14.2	O2 (Optional Units: Employability)
K/503/2881	Setting and Meeting Targets at Work	2	2	20	14.2	O2 (Optional Units: Employability)
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M/503/2817	Setting and Meeting Targets at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
T/503/2849	Setting and Meeting Targets at Work	1	2	20	14.2	O2 (Optional Units: Employability)
K/503/2850	Solving Work-related Problems	1	2	20	14.2	O2 (Optional Units: Employability)
M/503/2882	Solving Work-related Problems	2	2	20	14.2	O2 (Optional Units: Employability)
T/503/2818	Solving Work-related Problems	Entry 3	2	20	14.2	O2 (Optional Units: Employability)
Y/503/2813	Conduct at Work	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
L/503/2842	Positive Attitudes and Behaviours at Work	1	1	10	14.2	O2 (Optional Units: Employability)
R/503/2874	Effectiveness at Work	2	1	10	14.2	O2 (Optional Units: Employability)
F/503/2854	Preparing for Work Placement	1	1	10	14.2	O2 (Optional Units: Employability)
F/503/2885	Preparing for Work Placement	2	1	10	14.2	O2 (Optional Units: Employability)
T/503/2821	Preparing for Work Placement	Entry 3	1	10	14.2	O2 (Optional Units: Employability)
A/503/2822	Learning from Work Placement	Entry 3	2	10	14.2	O2 (Optional Units: Employability)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O2 (Optional Units: Employability)
L/503/2887	Learning from Work Placement	2	2	20	14.2	O2 (Optional Units: Employability)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	O2 (Optional Units: Employability)
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30	14.2	O2 (Optional Units: Employability)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O2 (Optional Units: Employability)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)
A/504/6316	Using ICT in the Workplace	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
F/504/6317	Using ICT in the Workplace	1	3	25	14.2	O2 (Optional Units: Employability)
J/504/6318	Using ICT in the Workplace	2	3	25	14.2	O2 (Optional Units: Employability)
F/504/6320	Exploring Entrepreneurship	1	2	15	14.2	O2 (Optional Units: Employability)
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15	14.2	O2 (Optional Units: Employability)
L/504/6336	Exploring Entrepreneurship	2	2	15	14.2	O2 (Optional Units: Employability)
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25	14.2	O2 (Optional Units: Employability)
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25	14.2	O2 (Optional Units: Employability)
A/504/6249	Skills for Effective Participants	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
A/504/7627	Skills for Effective Participants	2	2	15	14.1	O2 (Optional Units: Employability)



Y/504/6260	Skills for Effective Participants	1	2	15	14.1	O2 (Optional Units: Employability)
M/504/6913	Skills for Reflective Learners	2	2	15	14.1	O2 (Optional Units: Employability)
A/504/6252	Skills for Team Workers	1	2	15	14.1	O2 (Optional Units: Employability)
H/504/6245	Skills for Team Workers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
T/504/6251	Skills for Team Workers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6258	Skills for Independent Enquirers	1	2	15	14.1	O2 (Optional Units: Employability)
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
Y/504/6257	Skills for Independent Enquirers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6308	Skills for Self Managers	2	2	15	14.1	O2 (Optional Units: Employability)
J/504/6254	Skills for Self Managers	1	2	15	14.1	O2 (Optional Units: Employability)
K/504/6246	Skills for Self Managers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
D/504/6261	Skills for Creative Thinkers	2	2	15	14.1	O2 (Optional Units: Employability)
H/504/6262	Skills for Creative Thinkers	1	2	15	14.1	O2 (Optional Units: Employability)
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8	14.1	O2 (Optional Units: Employability)
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8	14.1	O2 (Optional Units: Employability)
L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8	14.1	O2 (Optional Units: Employability)
F/504/7662	Introduction to Self-Employment	1	3	22	14.2	O2 (Optional Units: Employability)
H/504/6326	Introduction to Self-Employment	2	3	22	14.2	O2 (Optional Units: Employability)
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25	14.2	O2 (Optional Units: Employability)
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	14.1	O2 (Optional Units: Employability)
A/504/6915	Skills for Reflective Learners	1	2	15	14.1	O2 (Optional Units: Employability)
Y/506/6461	Effectiveness at Work	Entry 3	2	20	14.2	O2 (Optional Units: Employability
R/506/3493	Effectiveness at Work	1	2	16	14.2	O2 (Optional Units: Employability
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16	14.2	O2 (Optional Units: Employability
F/506/3487	Health and Safety in the Workplace	1	2	16	14.2	O2 (Optional Units: Employability
R/506/6460	Career Planning	Entry 3	2	20	14.2	O2 (Optional Units: Employability
M/506/3484	Career Planning	1	3	20	14.2	O2 (Optional Units: Employability



3.2 Recognition of Prior Learning (RPL)

Recognition of prior learning is a process that considers if a learner can meet the specified assessment requirements through knowledge, understanding or skills that they already possess and that can contribute towards the attainment of a qualification for which they are undertaking.

Where Recognition of Prior Learning is permitted then the evidence must be mapped against the criteria for which it is being claimed for and be valid, authentic, sufficient, reliable, valid and current.

A maximum of 70% of a qualification can be achieved through the process of Recognition of Prior Learning, with at least 30% gained through new learning.

The process for claiming RPL is set out in the Gateway Qualifications' policy on Recognition of Prior Learning.

3.3 Links to other qualifications

These qualifications form part of a suite 'Skills for...' qualifications in a number of sectors and across Entry 3, Level 1 and Level 2. The employability skills units are common across the suite and also appear within the qualifications in Employability Skills. Some of the employability skills units also make up the Gateway Qualifications Personal, Learning and Thinking Skills qualifications and the Entry 3 employability skills units also feature in the Entry 3 Preparation for Employment 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 this qualification.

4.3 Qualification-Specific Centre Requirements

There are no additional resource requirements for this qualification.

Pre 16 learners



In the delivery of qualification 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

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

4.5 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.

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

6 Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester, Essex.

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 Skills for Hospitality and Catering (Entry 3)

This Unit	Is Barred Against These Units
Serving Food and Drink (F/502/4835)	Preparing and Serving Drinks (L/502/5051)
Planning a Healthy Diet (H/504/7640)	Planning a Healthy Diet (K/504/7641)
Guest Services in the hospitality industry (K/600/1091)	Housekeeping and Guest Services (A/600/1094)
Handling Money in a Sales Situation	Handling Cash Payments
(H/504/7606)	(D/504/7605)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (D/503/2845)
Career Progression (R/503/2812)	Career Progression (F/503/2837)
Searching for a Job (F/503/2806)	Searching for a Job (D/503/2831)
Applying for a Job (J/503/2807)	Applying for a Job (H/503/2832)
Preparing for an Interview (L/503/2808)	Preparing for an Interview (K/503/2833)
Interview Skills (R/503/2809)	Interview Skills (M/503/2834)
Setting and Meeting Targets at Work (M/503/2817)	Setting and Meeting Targets at Work (T/503/2849)
Solving Work-related Problems (T/503/2818)	Solving Work-related Problems (K/503/2850)
Conduct at Work (Y/503/2813)	Positive Attitudes and Behaviours at Work (L/503/2842)
Preparing for Work Placement (T/503/2821)	Preparing for Work Placement (F/503/2854)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (J/503/2855)
Effective Communication in the Workplace (Y/504/6310)	Effective Communication in the Workplace (D/504/6311)
Using Numeracy Skills in the Workplace (K/504/6313)	Using Numeracy Skills in the Workplace (M/504/6314)
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (F/504/6317)
Exploring Entrepreneurship (L/504/6319)	Exploring Entrepreneurship (F/504/6320)
Exploring and Presenting Enterprise Ideas (J/504/6321)	Exploring and Presenting Enterprise Ideas (L/504/6322)
Skills for Effective Participants	Skills for Effective Participants



This Unit	Is Barred Against These Units			
(A/504/6249)	(Y/504/6260)			
Skills for Independent Enquirers	Skills for Independent Enquirers			
(T/504/6248)	(D/504/6258)			
Skills for Creative Thinkers (J/504/6299)	Skills for Creative Thinkers (H/504/6262)			
Assessing own Personal, Learning and Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (J/504/6268)			
Introduction to Self-Employment	Introduction to Self-Employment			
(Y/504/6324)	(F/504/7662)			
	Skills for Team Workers (H/504/6245)			
Working in a Team (D/503/2814)	Working in a Team (R/503/2843)			
	Skills for Team Workers (A/504/6252)			
Skills for Team Workers (A/504/6252)	Skills for Team Workers (H/504/6245)			
Skills for Team Workers (A/304/0232)	Working in a Team (R/503/2843)			
	Skills for Self Managers (K/504/6246)			
Self-management Skills (J/503/2810)	Time Management (K/504/6327)			
	Skills for Self Managers (J/504/6254)			
Skills for Self Managers (K/504/6246)	Skills for Self Managers (J/504/6254)			
Skills for Reflective Learners	Skills for Reflective Learners			
(F/504/6902)	(A/504/6915)			
Effectiveness at Work (R/506/3493)	Effectiveness at Work (Y/506/6461)			
Health and Safety in the Workplace	Health and Safety in the Workplace			
(F/506/3487)	(H/506/6463)			
Career Planning (M/506/3484)	Career Planning (R/506/6460)			



Gateway Qualifications Entry Level Diploma In Skills for Hospitality and Catering (Entry 3)

Serving Food and Drink (F/502/4835) Planning a Healthy Diet (H/504/7640) Planning a Healthy Diet (H/504/7640) Planning a Healthy Diet (H/504/7641) Planning a Healthy Diet (K/504/7641) Planning a Healthy Diet (K/503/284) Planning a Healthy Diet (K/600/1094) Planning a Healthy Diet (K/600/2880) Planning Working Relationships with (D/503/2842) Preparing for a Job (K/503/2831) Planning Work Planning a Healthy Diet (K/503/2842) Preparing for Mork (K/503/2813) Positive Attitudes and Behaviours at Work (L/503/2821) Preparing for Work Placement (T/503/2821) Planning and Presenting Enterprise Ideas (L/504/6314) Planning and Presenting Enterprise Ideas (L	This Unit	Is Barred Against These Units
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(M/503/2817) (T/503/2849) Solving Work-related Problems (K/503/2850) (T/503/2818) Conduct at Work (Y/503/2813) Positive Attitudes and Behaviours at Work (L/503/2842) Preparing for Work Placement (F/503/2854) (T/503/2821) Learning from Work Placement (J/503/2821) Learning from Work Placement (J/503/2855) Effective Communication in the Workplace (D/504/6311) Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (M/504/6313) Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers	Interview Skills (M/503/2834)	Interview Skills (R/503/2809)
Solving Work-related Problems (K/503/2850) Conduct at Work (Y/503/2813) Preparing for Work Placement (F/503/2854) Learning from Work Placement (A/503/2822) Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Solving Work-related Problems (T/503/2818) Positive Attitudes and Behaviours at Work (L/503/2842) Preparing Work Placement (T/503/2821) Learning from Work Placement (J/503/2855) Effective Communication in the Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	Setting and Meeting Targets at Work	Setting and Meeting Targets at Work
(K/503/2850) (T/503/2818) Conduct at Work (Y/503/2813) Positive Attitudes and Behaviours at Work (L/503/2842) Preparing for Work Placement (F/503/2854) (T/503/2821) Learning from Work Placement (A/503/2822) (J/503/2855) Effective Communication in the Workplace (D/504/6311) Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (A/504/6260) Skills for Independent Enquirers Skills for Independent Enquirers	(M/503/2817)	(T/503/2849)
Conduct at Work (Y/503/2813) Preparing for Work Placement (F/503/2842) Preparing for Work Placement (T/503/2854) Learning from Work Placement (J/503/2821) Learning from Work Placement (J/503/2822) Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (J/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (A/504/6260) Skills for Independent Enquirers Preparing for Work Placement (T/503/2842) Learning from Work Placement (T/503/2821) Effective Communication in the Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	Solving Work-related Problems	Solving Work-related Problems
Preparing for Work Placement (F/503/2854) Learning from Work Placement (A/503/2821) Learning from Work Placement (A/503/2822) Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Work (L/503/2842) Preparing for Work Placement (T/503/2821) Learning from Work Placement (J/503/2855) Effective Communication in the Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	(K/503/2850)	(T/503/2818)
Learning from Work Placement (A/503/2822) Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Learning from Work Placement (J/503/2821) Effective Communication in the Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	Conduct at Work (Y/503/2813)	
Learning from Work Placement (A/503/2822) Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Learning from Work Placement (J/503/2855) Effective Communication in the Workplace (Y/504/6310) Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	Preparing for Work Placement	Preparing for Work Placement
(A/503/2822) Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Effective Communication in the Workplace (Y/504/6310) Using ICT in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (F/504/6320) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	(F/503/2854)	(T/503/2821)
Effective Communication in the Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Effective Communication in the Workplace (Y/504/6310) Using ICT in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers		Learning from Work Placement
Workplace (D/504/6311) Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Workplace (Y/504/6310) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (E/504/6310) Exploring Entrepreneurship (E/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	,	(J/503/2855)
Using Numeracy Skills in the Workplace (K/504/6313) Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Using Numeracy Skills in the Workplace (M/504/6314) Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers		
(K/504/6313)Workplace (M/504/6314)Using ICT in the Workplace (A/504/6316)Using ICT in the Workplace (F/504/6317)Exploring Entrepreneurship (F/504/6320)Exploring Entrepreneurship (L/504/6319)Exploring and Presenting Enterprise Ideas (J/504/6321)Exploring and Presenting Enterprise Ideas (L/504/6322)Skills for Effective Participants (A/504/6249)Skills for Effective Participants (Y/504/6260)Skills for Independent EnquirersSkills for Independent Enquirers		
Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers Using ICT in the Workplace (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers		,
Using ICT in the Workplace (A/504/6316) Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers (F/504/6317) Exploring Entrepreneurship (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	(K/504/6313)	, ,
Exploring Entrepreneurship (F/504/6320) Exploring and Presenting Enterprise Ideas (J/504/6321) Skills for Effective Participants (A/504/6249) Skills for Independent Enquirers (L/504/6319) Exploring and Presenting Enterprise Ideas (L/504/6322) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers	Using ICT in the Workplace (A/504/6316)	,
Ideas (J/504/6321)Ideas (L/504/6322)Skills for Effective ParticipantsSkills for Effective Participants(A/504/6249)(Y/504/6260)Skills for Independent EnquirersSkills for Independent Enquirers	Exploring Entrepreneurship (F/504/6320)	
Skills for Effective Participants (A/504/6249) Skills for Effective Participants (Y/504/6260) Skills for Independent Enquirers Skills for Independent Enquirers	Exploring and Presenting Enterprise	Exploring and Presenting Enterprise
(A/504/6249) (Y/504/6260) Skills for Independent Enquirers Skills for Independent Enquirers	Ideas (J/504/6321)	Ideas (L/504/6322)
Skills for Independent Enquirers Skills for Independent Enquirers	Skills for Effective Participants	Skills for Effective Participants
	(A/504/6249)	(Y/504/6260)
(D/504/6258) (T/504/6248)	Skills for Independent Enquirers	Skills for Independent Enquirers
	(D/504/6258)	(T/504/6248)



This Unit	Is Barred Against These Units			
Skills for Creative Thinkers (H/504/6262)	Skills for Creative Thinkers			
Crano for Grodure Transcore (Fired in 62-62)	(J/504/6299)			
Assessing own Personal, Learning and	Assessing own Personal, Learning			
Thinking Skills (F/504/6267)	and Thinking Skills (J/504/6268)			
Introduction to Self-Employment	Introduction to Self-Employment			
(F/504/7662)	(Y/504/6324)			
	Skills for Team Workers (H/504/6245)			
Working in a Team (D/503/2814)	Working in a Team (R/503/2843)			
	Skills for Team Workers (A/504/6252)			
Skills for Team Workers (A/504/6252)	Skills for Team Workers (H/504/6245)			
Skills for Teal II Workers (A/304/0232)	Working in a Team (R/503/2843)			
	Skills for Self Managers (K/504/6246)			
Self-management Skills (J/503/2810)	Time Management (K/504/6327)			
	Skills for Self Managers (J/504/6254)			
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)			
Skills for Reflective Learners	Skills for Reflective Learners			
(F/504/6902)	(A/504/6915)			
Career Planning (M/506/3484)	Career Planning (R/506/6460)			
Health and Safety in the Workplace	Health and Safety in the Workplace			
(F/506/3487)	(H/506/6463)			
Effectiveness at Work (R/506/3493)	Effectiveness at Work (Y/506/6461)			



Appendix 2 – Level 1 Barred Unit Listings

Gateway Qualifications Level 1 Certificate In Skills for Hospitality and Catering

Basic Food Preparation and Cooking (K/502/5042)	Basic Cooking (Y/502/4808) Basic food preparation (J/600/0711) Serving Food and Drink (F/502/4835)
(K/502/5042)	Serving Food and Drink (F/502/4835)
E 10 : (1/(E00/40E7)	, ,
Food Service (K/502/4957)	
Preparing and Serving Drinks (L/502/5051)	Serving Food and Drink (F/502/4835)
Planning a Healthy Diet (K/504/7641)	Planning a Healthy Diet (H/504/7640)
Housekeeping and Guest Services (A/600/1094)	Guest Services in the hospitality industry (K/600/1091)
	Working in a Team (R/503/2843)
	Working in a Team (Y/503/2875)
Working in a Team (D/503/2814)	Skills for Team Workers (A/504/6252)
	Skills for Team Workers (H/504/6245)
	Skills for Team Workers (T/504/6251)
	Working in a Team (Y/503/2875)
	Skills for Team Workers (A/504/6252)
Working in a Team (R/503/2843)	Skills for Team Workers (H/504/6245)
	Skills for Team Workers (T/504/6251)
	Skills for Team Workers (A/504/6252)
Working in a Team (Y/503/2875)	Skills for Team Workers (H/504/6245)
, ,	Skills for Team Workers (T/504/6251)
Martin avaith Oalla and (UVC04/0000)	Building Working Relationships with Colleagues (D/503/2845)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (H/503/2877)
Building Working Relationships with	Building Working Relationships with
Colleagues (D/503/2845)	Colleagues (H/503/2877)
Career Progression (F/503/2837)	Career Progression (J/503/2869)
	Career Progression (R/503/2812)
Career Progression (J/503/2869)	Career Progression (R/503/2812)



This Unit	Is Barred Against These Units
	Searching for a Job (F/503/2806)
Searching for a Job (D/503/2831)	Searching for a Job (H/503/2863)
Searching for a Job (F/503/2806)	Searching for a Job (H/503/2863)
Applying for a Job (H/503/2832)	Applying for a Job (J/503/2807)
	Applying for a Job (K/503/2864)
Applying for a Job (J/503/2807)	Applying for a Job (K/503/2864)
	Time Management (K/504/6327)
	Time Management (M/504/6328)
Self-management Skills (J/503/2810)	Skills for Self Managers (D/504/6308)
Con management control (cross, 2015)	Skills for Self Managers (J/504/6254)
	Skills for Self Managers (K/504/6246)
Time Management (K/504/6327)	Time Management (M/504/6328)
	Preparing for an Interview (L/503/2808)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (M/503/2865)
Preparing for an Interview (L/503/2808)	Preparing for an Interview (M/503/2865)
	Interview Skills (R/503/2809)
Interview Skills (M/503/2834)	Interview Skills (T/503/2866)
Interview Skills (R/503/2809)	Interview Skills (T/503/2866)
Setting and Meeting Targets at Work	Setting and Meeting Targets at Work (M/503/2817)
(K/503/2881)	Setting and Meeting Targets at Work (T/503/2849)
Setting and Meeting Targets at Work (M/503/2817)	Setting and Meeting Targets at Work (T/503/2849)
	Solving Work-related Problems (M/503/2882)
Solving Work-related Problems (K/503/2850)	Solving Work-related Problems (T/503/2818)
Solving Work-related Problems (M/503/2882)	Solving Work-related Problems (T/503/2818)
Conduct at Work (Y/503/2813)	Positive Attitudes and Behaviours at Work (L/503/2842)
	Effectiveness at Work (R/503/2874)



This Unit	Is Barred Against These Units
Positive Attitudes and Behaviours at Work (L/503/2842)	Effectiveness at Work (R/503/2874)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (F/503/2885)
	Preparing for Work Placement (T/503/2821)
Preparing for Work Placement (F/503/2885)	Preparing for Work Placement (T/503/2821)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (J/503/2855)
	Learning from Work Placement (L/503/2887)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (L/503/2887)
Effective Communication in the Workplace	Effective Communication in the Workplace (H/504/6312)
(D/504/6311)	Effective Communication in the Workplace (Y/504/6310)
Effective Communication in the Workplace (H/504/6312)	Effective Communication in the Workplace (Y/504/6310)
Using Numeracy Skills in the Workplace	Using Numeracy Skills in the Workplace (M/504/6314)
(K/504/6313)	Using Numeracy Skills in the Workplace (T/504/6315)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (T/504/6315)
	Using ICT in the Workplace (F/504/6317)
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (J/504/6318)
Using ICT in the Workplace (F/504/6317)	Using ICT in the Workplace (J/504/6318)
	Exploring Entrepreneurship (L/504/6319)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6336)
Exploring Entrepreneurship (L/504/6319)	Exploring Entrepreneurship (L/504/6336)
Exploring and Presenting Enterprise Ideas (J/504/6321)	Exploring and Presenting Enterprise Ideas (L/504/6322)
	Exploring and Presenting Enterprise Ideas (R/504/6337)
Exploring and Presenting Enterprise Ideas (L/504/6322)	Exploring and Presenting Enterprise Ideas (R/504/6337)



This Unit	Is Barred Against These Units
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (A/504/7627)
	Skills for Effective Participants (Y/504/6260)
Skills for Effective Participants (A/504/7627)	Skills for Effective Participants (Y/504/6260)
	Skills for Team Workers (H/504/6245)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (T/504/6251)
Skills for Team Workers (H/504/6245)	Skills for Team Workers (T/504/6251)
Skills for Independent Enquirers	Skills for Independent Enquirers (T/504/6248)
(D/504/6258)	Skills for Independent Enquirers (Y/504/6257)
Skills for Independent Enquirers (T/504/6248)	Skills for Independent Enquirers (Y/504/6257)
	Skills for Self Managers (J/504/6254)
Skills for Self Managers (D/504/6308)	Skills for Self Managers (K/504/6246)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)
	Skills for Creative Thinkers (H/504/6262)
Skills for Creative Thinkers (D/504/6261)	Skills for Creative Thinkers (J/504/6299)
Skills for Creative Thinkers (H/504/6262)	Skills for Creative Thinkers (J/504/6299)
Assessing own Personal, Learning and	Assessing own Personal, Learning and Thinking Skills (J/504/6268)
Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Assessing own Personal, Learning and Thinking Skills (J/504/6268)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Introduction to Self-Employment (F/504/7662)	Introduction to Self-Employment (H/504/6326)
	Introduction to Self-Employment (Y/504/6324)
Introduction to Self-Employment	Introduction to Self-Employment
(H/504/6326)	(Y/504/6324)
Skills for Reflective Learners (F/504/6902)	Skills for Reflective Learners (M/504/6913)
	Skills for Reflective Learners
	(A/504/6915)
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (M/504/6913)



This Unit	Is Barred Against These Units
Career Planning (M/506/3484)	Career Planning (R/506/6460)
Effectiveness at Work (R/506/3493)	Effectiveness at Work (Y/506/6461)
Health and Safety in the Workplace	Health and Safety in the Workplace
(F/506/3487)	(H/506/6463)
Health and safety and food safety awareness	Health and Safety in the Workplace
in catering (Y/503/9583)	(H/506/6463)



Gateway Qualifications Level 1 Diploma In Skills for Hospitality and Catering

This Unit	Is Barred Against These Units
D : 5 1D :: 10 1:	Basic Cooking (Y/502/4808)
Basic Food Preparation and Cooking (K/502/5042)	Basic food preparation (J/600/0711)
Food Service (K/502/4957)	Serving Food and Drink (F/502/4835)
Preparing and Serving Drinks (L/502/5051)	Serving Food and Drink (F/502/4835)
Planning a Healthy Diet (K/504/7641)	Planning a Healthy Diet (H/504/7640)
Housekeeping and Guest Services (A/600/1094)	Guest Services in the hospitality industry (K/600/1091)
	Working in a Team (R/503/2843)
	Working in a Team (Y/503/2875)
Working in a Team (D/503/2814)	Skills for Team Workers (A/504/6252)
,	Skills for Team Workers (H/504/6245)
	Skills for Team Workers (T/504/6251)
	Working in a Team (Y/503/2875)
Working in a Team (R/503/2843)	Skills for Team Workers (A/504/6252)
	Skills for Team Workers (H/504/6245)
	Skills for Team Workers (T/504/6251)
	Skills for Team Workers (A/504/6252)
Working in a Team (Y/503/2875)	Skills for Team Workers (H/504/6245)
(1/000/ <u>2</u> 0.0)	Skills for Team Workers (T/504/6251)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (D/503/2845)
	Building Working Relationships with Colleagues (H/503/2877)
Building Working Relationships with Colleagues (D/503/2845)	Building Working Relationships with Colleagues (H/503/2877)
	Career Progression (J/503/2869)
Career Progression (F/503/2837)	Career Progression (R/503/2812)
Career Progression (J/503/2869)	Career Progression (R/503/2812)



This Unit	Is Barred Against These Units
Searching for a Job (D/503/2831)	Searching for a Job (F/503/2806)
	Searching for a Job (H/503/2863)
Searching for a Job (F/503/2806)	Searching for a Job (H/503/2863)
Applying for a Job (H/503/2832)	Applying for a Job (J/503/2807)
	Applying for a Job (K/503/2864)
Applying for a Job (J/503/2807)	Applying for a Job (K/503/2864)
	Time Management (K/504/6327)
	Time Management (M/504/6328)
Self-management Skills (J/503/2810)	Skills for Self Managers (D/504/6308)
Sell-Illahagement Skills (3/303/2010)	Skills for Self Managers (J/504/6254)
	Skills for Self Managers (K/504/6246)
Time Management (K/504/6327)	Time Management (M/504/6328)
	Preparing for an Interview (L/503/2808)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (M/503/2865)
Preparing for an Interview (L/503/2808)	Preparing for an Interview (M/503/2865)
	Interview Skills (R/503/2809)
Interview Skills (M/503/2834)	Interview Skills (T/503/2866)
Interview Skills (R/503/2809)	Interview Skills (T/503/2866)
Setting and Meeting Targets at Work (K/503/2881)	Setting and Meeting Targets at Work (M/503/2817)
	Setting and Meeting Targets at Work (T/503/2849)
Setting and Meeting Targets at Work (M/503/2817)	Setting and Meeting Targets at Work (T/503/2849)
Solving Work-related Problems (K/503/2850)	Solving Work-related Problems (M/503/2882)
	Solving Work-related Problems (T/503/2818)
Solving Work-related Problems (M/503/2882)	Solving Work-related Problems (T/503/2818)



This Unit	Is Barred Against These Units
Conduct at Work (Y/503/2813)	Positive Attitudes and Behaviours at Work (L/503/2842)
	Effectiveness at Work (R/503/2874)
Positive Attitudes and Behaviours at Work (L/503/2842)	Effectiveness at Work (R/503/2874)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (F/503/2885)
	Preparing for Work Placement (T/503/2821)
Preparing for Work Placement (F/503/2885)	Preparing for Work Placement (T/503/2821)
Lograing from Work Placement (A/E02/2922)	Learning from Work Placement (J/503/2855)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (L/503/2887)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (L/503/2887)
	Effective Communication in the
Effective Communication in the Workplace (D/504/6311)	Workplace (H/504/6312) Effective Communication in the
(D/304/0311)	Workplace (Y/504/6310)
Effective Communication in the Workplace	Effective Communication in the
(H/504/6312)	Workplace (Y/504/6310)
Using Numeracy Skills in the Workplace	Using Numeracy Skills in the Workplace (M/504/6314)
(K/504/6313)	Using Numeracy Skills in the Workplace (T/504/6315)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (T/504/6315)
	Using ICT in the Workplace (F/504/6317)
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (J/504/6318)
Using ICT in the Workplace (F/504/6317)	Using ICT in the Workplace (J/504/6318)
	Exploring Entrepreneurship (L/504/6319)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6336)
Exploring Entrepreneurship (L/504/6319)	Exploring Entrepreneurship (L/504/6336)
Exploring and Presenting Enterprise Ideas (J/504/6321)	Exploring and Presenting Enterprise
	Ideas (L/504/6322)
	Exploring and Presenting Enterprise Ideas (R/504/6337)
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This Unit	Is Barred Against These Units
Exploring and Presenting Enterprise Ideas (L/504/6322)	Exploring and Presenting Enterprise Ideas (R/504/6337)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (A/504/7627) Skills for Effective Participants
	(Y/504/6260)
Skills for Effective Participants (A/504/7627)	Skills for Effective Participants (Y/504/6260)
Skills for Team Workers (A/504/6252)	Skills for Team Workers (H/504/6245)
Skills for Tearif Workers (A/304/0232)	Skills for Team Workers (T/504/6251)
Skills for Team Workers (H/504/6245)	Skills for Team Workers (T/504/6251)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (T/504/6248)
	Skills for Independent Enquirers (Y/504/6257)
Skills for Independent Enquirers (T/504/6248)	Skills for Independent Enquirers (Y/504/6257)
	Skills for Self Managers (J/504/6254)
Skills for Self Managers (D/504/6308)	Skills for Self Managers (K/504/6246)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)
	Skills for Creative Thinkers (H/504/6262)
Skills for Creative Thinkers (D/504/6261)	Skills for Creative Thinkers (J/504/6299)
Skills for Creative Thinkers (H/504/6262)	Skills for Creative Thinkers (J/504/6299)
Assessing own Personal, Learning and Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (J/504/6268)
	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Assessing own Personal, Learning and Thinking Skills (J/504/6268)	Assessing own Personal, Learning and Thinking Skills (L/504/6269)
Introduction to Self-Employment (F/504/7662)	Introduction to Self-Employment (H/504/6326)
	Introduction to Self-Employment (Y/504/6324)
Introduction to Self-Employment	Introduction to Self-Employment
(H/504/6326)	(Y/504/6324)



This Unit	Is Barred Against These Units
Skills for Reflective Learners (F/504/6902)	Skills for Reflective Learners (M/504/6913) Skills for Reflective Learners (A/504/6915)
Skills for Reflective Learners (A/504/6915)	Skills for Reflective Learners (M/504/6913)
Career Planning (M/506/3484)	Career Planning (R/506/6460)
Effectiveness at Work (R/506/3493)	Effectiveness at Work (Y/506/6461)
Health and Safety in the Workplace (F/506/3487)	Health and safety and food safety awareness in catering (Y/503/9583)
	Health and Safety in the Workplace (H/506/6463)
Health and safety and food safety awareness in catering (Y/503/9583)	Health and Safety in the Workplace (H/506/6463)

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