





This qualification specification covers the following qualification:

Qualification Title	Qualification Number
Gateway Qualifications Level 4 Certificate In Supporting the Learning of Learners with Special Educational Needs and Disability (SEND)	601/4348/4

Version and date	Change detail	Section/Page Reference
1.2 (Feb 2023)	Removed address and changed back cover	Page 17

## 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 911 211

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 4 Certificate in Supporting the Learning of Learners with Special Educational Needs and Disability has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The qualification recognises the skills developed by experienced learning support professionals such as Higher Level Teaching Assistants and senior Learning Support Assistants who are both working with learners themselves and supporting other staff to provide effective support to learners with special educational needs and disability (SEND). It has been developed with the support of organisations supporting the professional development of teachers and learning support staff.

### 1.2 Objective

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The objective of the Gateway Qualifications Level 4 Certificate in Supporting the Learning of Learners with Special Educational Needs and Disability is to extend the skills of those involved in providing support to learners with SEND, in order to improve their own practice and help develop that of their colleagues.

### 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 learners may choose to progress to Level 4 education and training qualifications or to higher education. They may also progress to management roles within learning support.

### 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 these qualifications 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>	In order to enter for this qualification, learners must have considerable experience of supporting the learning of learners with SEND and be working in a role where they will be able to put into practice the skills that they are required to evidence for the qualification
<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 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 and that the qualification 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.

## 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 4 Certificate In Supporting the Learning of Learners with Special Educational Needs and Disability (SEND)	30	300	126

**Total Qualification Time** is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

### 3.3 Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**

### Gateway Qualifications Level 4 Certificate In Supporting the Learning of Learners with Special Educational Needs and Disability (SEND)

To achieve the Gateway Qualifications Level 4 Certificate In Supporting the Learning of Learners with Special Educational Needs and Disability (SEND), the learner must complete the 7 mandatory units totalling 30 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
F/506/6406	Understanding the Four Broad Areas of Special Educational Need	4	3	12	13.2	M (Mandatory)
K/506/6402	Using Evidence Based Practice with Learners with Special Educational Needs and Disability	4	4	16	13.2	M (Mandatory)
M/506/6403	Communication Skills for Professionals Supporting the Learning of those with Special Educational Needs and Disability	4	4	16	13.2	M (Mandatory)
T/506/6404	Person Centred Approaches with Learners with Special Educational Needs and Disability	4	4	16	13.2	M (Mandatory)

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
H/506/6401	Coaching Skills	4	6	24	13.1	M (Mandatory)
J/506/6407	Developing the Metacognitive Skills of Learners with Special Educational Needs and Disability	4	3	12	13.2	M (Mandatory)
J/506/4477	Action Research	4	6	30	13.1	M (Mandatory)

### **3.4 Recognition of Prior Learning (RPL)**

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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.

### **3.5 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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There are no direct relationships between this and other frameworks. However, the skills and knowledge covered are consistent with the requirements of the 2014 SEND Code of Practice.

## 4 Assessment

### 4.1 Assessment overview

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The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

Assessment evidence for the units 'Coaching Skills' and 'Action Research' must relate to supporting learners with SEND.

Assessment evidence for the skills-based learning outcomes (i.e. those requiring that the learner 'be able to...') in the other four units of the qualification must be derived from interactions with learners with SEND, their parents/carers, and/or professionals working with them. Simulation is not permitted.

### 4.2 Method of Assessment

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

### 4.3 Assessment language

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The qualifications are assessed in English only.

### 4.4 Assessment booking

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

### 4.5 Assessment Materials

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There are no specific assessment materials provided for this qualification.

### 4.6 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 qualification.

### 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 further additional requirements for this qualification.

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## 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 Awarding

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

### 7.3 Issuing results

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

### 7.4 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 911 211

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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