





This qualification specification covers the following qualification:

Qualification Number	Qualification Title
601/0533/1	Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse

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

## About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

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

Website: [www.gatewayqualifications.org.uk/recognition](http://www.gatewayqualifications.org.uk/recognition)

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## 1. Qualification Information

### 1.1 About the qualification

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

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is designed for adult practitioners working in the drug and alcohol sector. Practitioners may be employed or acting in a voluntary capacity.

The qualification aims to support the development of recovery orientated workforce, as outlined in the Drug Strategy 2010, Reducing Demand, Restricting Supply, Building Recovery: Supporting People to Live a Drug Free Life, HM Government.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/118336/drug-strategy-2010.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118336/drug-strategy-2010.pdf)

Achievement of the qualification will contribute to the professional development needs of:

- specialist drug and alcohol workers
- generic workers who have a substance misuse function within their portfolio of responsibilities, for example social workers, youth workers
- generic workers who have occasional substance misuse functions, for example prison officers, teachers, probation officers.

The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is a recognised qualification within the Federation of Drug and Alcohol Professionals (FDAP) Drug and Alcohol Professional Certification scheme.

The qualification was developed in collaboration with experts from Addaction.

### 1.2 Objective

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The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is categorised as having the following objective:

**Qualifications that indicate an individual can undertake a specific role in the workplace and that may be relied upon by employers.**

### 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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The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse enables progression to employment, further learning opportunities within employment, or further study.

The qualification is designed for adult practitioners working in the drug and alcohol sector. Practitioners may be employed or acting in a voluntary capacity.

Learners may progress to further learning and/or relevant level 4 qualifications e.g.

- City & Guilds Level 4 Award in Working with Substance Misuse
- Pearson BTEC Level 4 Certificate in Working with Substance Misuse
- Pearson BTEC Level 4 Award in Working with Substance Misuse
- City & Guilds Level 4 Certificate in Working with Substance Misuse

Those who achieve the qualification while engaged in a voluntary capacity in the sector may progress to employment, benefitting from evidence of achievement of a Level 3 qualification.

## 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

Qualification Titles	
<b>Age</b>	The approved age range for these qualifications is: 18+.
<b>Prior qualifications or units</b>	There is no requirement for learners to have achieved prior qualifications.
<b>Prior skills/knowledge/understanding</b>	There is no requirement for learners to have prior skills, knowledge or understanding.
<b>Restrictions</b>	This is a competence-based qualification and is linked to the learner's ability to competently perform a range of tasks in the workplace. Learners will therefore need to be employed or acting in a voluntary capacity in an environment that includes working with substance users or within substance misuse services. In some circumstances learners may require an appropriate placement or placements with substance misuse organisations or with services addressing the needs of substance users.
<b>Additional requirements/guidance</b>	There are no additional rules or guidance regarding learner entry requirements.

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

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled. Please refer to [Section 4.11 Access Arrangement, Reasonable Adjustments and Special Considerations](#) for further details

### 2.3 Recruiting learners with integrity

Centres must recruit learners with integrity. They must ensure that learners have the correct information and advice on their selected qualification and that the qualification will meet their needs.

Centres must assess each potential learner and make justifiable and professional judgements about their potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification.

## 3. Achieving the Qualification

### 3.1 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

### 3.2 Qualification Size

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse	15	150	105

**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.

## Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse

To achieve the Level 3 Certificate in Tackling Substance Misuse learners must achieve 15 credits in total; 12 Mandatory credits at level 3 from unit group M and a further 3 Optional credits at level 3 from unit group O.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/3080	Principles of Tackling Substance Misuse	3	6	42	1.3	M (Mandatory Units)
Y/505/3077	Assessment, Planning and Care for Substance Misuse Practitioners	3	6	42	1.3	M (Mandatory Units)
H/505/3079	Dual Diagnosis for Substance Misuse Practitioners	3	3	21	1.3	O (Optional Units)
D/505/3078	Brief Interventions for Substance Misuse Practitioners	3	3	21	1.3	O (Optional Units)
H/505/3082	Providing Harm Minimisation Support to Substance Users	3	3	21	1.3	O (Optional Units)
K/505/3083	Providing Support and After Care Services for Substance Users	3	3	21	1.3	O (Optional Units)
M/505/3280	Providing Detoxification and Prescribing Services for Substance Users	3	3	21	1.3	O (Optional Units)
R/505/8388	Managing Substance Misuse Services	3	3	21	1.3	O (Optional Units)
Y/505/8389	Managing Individuals and Teams Working with Substance Users	3	3	21	1.3	O (Optional Units)
L/505/8390	Educating Others about Substances and their Effects	3	3	21	1.3	O (Optional Units)
D/507/1421	Working with Families using Substance Misuse Services	3	3	21	1.3	O (Optional Units)
H/507/1467	Working with Children and Young People Using Substance Misuse Services	3	3	21	1.3	O (Optional Units)

### 3.4 Recognition of Prior Learning RPL/Exemptions/Equivalencies

#### Equivalent Units

Learners can claim up to 12 credits from equivalent units against the credit target of the qualification. Please refer to the units for further information on the equivalent unit details. Learners cannot include more than one unit with the same or similar title.

The units that are used as equivalent or exempted units must be current, which means three years from the date of the original award to the point at which the learner registers with the Centre on the qualification for which the claim will be made.

Qualification Unit	Unit Title	Equivalent Unit
Y/505/3077	Assessment, Planning and Care for Substance Misuse Practitioners	H/602/4787
Y/505/3080	Principles of Tackling Substance Misuse	Y/602/4799
D/505/3078	Brief Interventions (for Substance Misuse Practitioners)	M/602/4789
H/505/3079	Dual Diagnosis (for Substance Misuse Practitioners)	H/602/4790
M/505/3280	Providing Detoxification and Prescribing Services for Substance Users	F/602/4800
H/505/3082	Providing Harm Minimisation Support to Substance Users	J/602/4801
K/505/3083	Providing Support and After Care Services for Substance Users	R/602/4803
R/505/8388	Managing Substance Misuse Services	R/602/4798
Y/505/8389	Managing Individuals and Teams Working with Substance Users	J/602/4796
L/505/8390	Educating Others about Substances and their Effects	M/602/4792

#### RPL

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

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

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

### **3.5 Links to other qualifications**

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None.

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

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The Gateway Qualifications Level 3 Certificate in Tackling Substance Misuse is related to the Drugs and Alcohol National Occupational Standards (DANOS) developed by Skills for Health. It provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in the substance misuse sector.

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

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

### 4.2 Assessment language

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The qualifications are assessed in English only.

### 4.3 Assessment booking

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

### 4.4 Assessment Materials

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There are no specific assessment materials provided for this qualification.

### 4.5 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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None.

### 5.3. Qualification-Specific Tutor/Assessor Requirements

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There are no additional tutor/assessor requirements for this qualification.

### 5.4. Qualification-Specific Verification Requirements

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There are no additional verifications requirements for this qualification.

## 6. Quality Assurance

### 6.1 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>

### 6.2 Additional quality assurance requirements

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



## 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 911211

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

## 9. Gateway Qualifications

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



gateway  
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