

QUALIFICATION SPECIFICATION



Access to HE

Apprenticeships

Digital

Employability & Enterprise

English & Maths

ESOL

Personal & Social Development

Professional Development

Vocational

Award in Training Management (Level 3)

This qualification specification covers the following qualification(s):

Qualification Number	Qualification Title
601/1205/0	Gateway Qualifications Level 3 Award in Training Management

Version and date	Change detail	Section/Page Reference
3.0 (March 2023)	Removed address and changed back cover	Page 11

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

Contents

About this qualification specification	3
1. Qualification Information.....	5
1.1 About the qualification.....	5
1.2 Objective	5
1.3 Funding.....	5
1.4 Geographical Coverage	5
1.5 Progression Opportunities	5
1.6 Equality, diversity and inclusion	6
2. Learner Entry Requirements.....	7
2.1 Key information	7
2.2 Access to qualifications for learners with disabilities or specific needs	7
2.3 Recruiting learners with integrity	7
3. Achieving the Qualification.....	8
3.1 Achievement methodology.....	8
3.2 Qualification Size	8
3.3 Qualification Structure (Rules of Combination and Unit List).....	8
Gateway Qualifications Level 3 Award in Training Management	9
3.4 Recognition of Prior Learning (RPL)	10
3.5 Links to other qualifications.....	10
3.6 Relationship with other frameworks	10
4. Assessment.....	11
4.1 Method of Assessment	11
4.2 Assessment language.....	11
4.3 Assessment Materials.....	11
4.4 Access Arrangements, Reasonable Adjustments and Special Considerations	11
5. Centre Recognition and Qualification Approval	12
5.1. Centre Recognition	12
5.2. Qualification-Specific Centre Requirements	12
5.3. Qualification-Specific Tutor/Assessor Requirements.....	12
5.4. Qualification-Specific Verification Requirements	12
6. Learner Registration and Results.....	13
6.1 Registration.....	13
6.2 Awarding	13
6.3 Malpractice.....	13
6.4 Enquiries	13
7. What to do next	14
8. Gateway Qualifications.....	14

1. Qualification Information

1.1 About the qualification

The 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 Award in Training Management has been designed to enable employers to support one or more of their employees to develop the skills and understanding required to undertake the role of a Training Manager.

The qualification will provide an individual with the skills to identify and investigate future training/educational needs for self and others within the workplace.

Learners will be able to:

- understand the importance of lifelong learning
- identify skills deficits and training needs within own organisation
- explore the training and development needs of the organisation at any level
- develop or find solutions to those needs;
- develop learning plans and assess the benefits of training undertaken

assess the success of any training and development activities the organisation offers.

1.2 Objective

The Gateway Qualifications Level 3 Award in Training Management 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

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

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

1.5 Progression Opportunities

The qualification will enable progression to further learning opportunities within employment, or further study. Progression could be to Level 3 and above Learning and Development qualifications.

1.6 Equality, diversity and inclusion

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

2. Learner Entry Requirements

2.1 Key information

Qualification Titles	
Age	The approved age range for these qualifications is: 19+.
Prior qualifications or units	There is no requirement for learners to have achieved prior qualifications.
Prior skills/knowledge/understanding	There is no requirement for learners to have prior skills, knowledge or understanding.
Restrictions	Learners will need to be employed or working in a voluntary capacity in an organisation and be in a position to achieve the assessment criteria specified within the unit.
Additional requirements/guidance	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 Award in Training Management	3	30	21

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 3 Award in Training Management

Learners must complete one unit, totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
R/505/5412	Training Management	3	3	21	15.3	M (Mandatory)

3.4 Recognition of Prior Learning (RPL)

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

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

The process of Recognition for Prior Learning is not applicable to this qualification.

3.5 Links to other qualifications

The qualification will enable progression to further learning opportunities within employment, or further study. Progression could be to Level 3 and above Learning and Development qualifications.

3.6 Relationship with other frameworks

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

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 qualification is through a portfolio of evidence.

4.2 Assessment language

The qualifications are assessed in English only.

4.3 Assessment Materials

There are no specific assessment materials provided for this qualification.

4.4 Access Arrangements, Reasonable Adjustments and Special Considerations

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

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

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

5. Centre Recognition and Qualification Approval

5.1. Centre Recognition

Both centre recognition and qualification approval must be gained before centres are permitted to deliver these qualifications. Guidance on the centre recognition and qualification approval processes is available on the website:

<https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/centre-recognition/>

5.2. Qualification-Specific Centre Requirements

Please refer to the Centre Handbook.

5.3. Qualification-Specific Tutor/Assessor Requirements

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

5.4. Qualification-Specific Verification Requirements

There are no additional verifications requirements for this/these qualification.

6. Learner Registration and Results

6.1 Registration

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

6.2 Awarding

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

6.3 Malpractice

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the internal and external assessment process, and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Gateway Qualifications
- the qualification to the public at large.

Centre staff should be familiar with the contents of Gateway Qualifications Malpractice and Maladministration Policy, <https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/Malpractice-and-Maladministration-Policy.pdf>

6.4 Enquiries

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

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

7. What to do next

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

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

8. 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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