

Qualification Specification

E-Safety

Version 4.0
(April 2017)

This qualification specification covers the following qualifications:

Qualification Title	Qualification Number
Gateway Qualifications Entry Level Award in E-Safety (Entry 3)	601/2440/4
Gateway Qualifications Level 1 Award in E-Safety	601/2441/6
Gateway Qualifications Level 2 Award in E-Safety	601/2469/6
Gateway Qualifications Level 3 Award in E-Safety	601/2470/2

About this qualification specification

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

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

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

In order to offer this qualification, you must be a Gateway Qualifications recognised centre. If your centre is not yet recognised, please contact our Development Team to discuss becoming Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

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.

Parents/carers, organisations and their workforce have a general obligation to safeguard vulnerable groups; online environments are no different. These qualifications have been developed to enable IT users, both adults and young people, to make safe and responsible use of technology both professionally and personally.

The single unit Awards at Levels 1, 2 and 3 have been designed to support short courses, covering safe and responsible online behaviour when using a variety of different technologies.

1.2 Objective

The objective of the Gateway Qualifications suite of E-Safety qualifications is:

- For the Entry level, Level 1 and Level 2 qualifications to develop an understanding of e-safety to safeguard self when using online technologies and therefore is a Qualification taken primarily for growth and enjoyment.
- For the Level 3 qualification to develop an understanding of e-safety to safeguard self and others when using online technologies and therefore is a qualification taken primarily for growth and enjoyment and a qualification that indicates an individual can undertake a specific role in the workplace and that may be relied upon by employers.

1.3 Key Facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award in E-Safety (Entry 3)	30	30	3
Gateway Qualifications Level 1 Award in E-Safety	30	30	3
Gateway Qualifications Level 2 Award in E-Safety	30	29	3
Gateway Qualifications Level 3 Award in E-Safety	30	25	3

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 funding 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

The qualifications have been approved by Ofqual to be offered in England.

1.7 Progression Opportunities

The qualifications prepare learners to make safe and responsible use of IT at home, in learning and/or at work and may also provide a progression route to IT user qualifications at the same or higher level.

1.8 Relationship with other frameworks

These qualifications have no direct relationship with other frameworks.

2 Learner Entry Requirements

2.1 Age

The approved age range for these qualifications is: Pre-16, 16-18, 19+.

2.2 Prior Qualifications

There is no requirement for learners to have achieved prior qualifications.

2.3 Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding.

2.4 Restrictions

There are no restrictions to entry.

2.5 Access to qualifications for learners with disabilities or specific needs

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.

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 regarding learner entry requirements.

2.7 Recruiting Learners with Integrity

It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the 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.

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 Entry Level Award In E-Safety (Entry 3)

To achieve the Gateway Qualifications Entry Level Award In E-Safety (Entry 3), the learner must achieve the single mandatory unit totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
L/505/8826	E-Safety	Entry 3	3	30	6.2	M (Mandatory)

Gateway Qualifications Level 1 Award In E-Safety

To achieve the Gateway Qualifications Level 1 Award In E-Safety, the learner must achieve the single mandatory unit totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
F/505/8824	E-Safety	1	3	30	6.2	M (Mandatory)

Gateway Qualifications Level 2 Award In E-Safety

To achieve the Gateway Qualifications Level 2 Award In E-Safety, the learner must achieve the single mandatory unit totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
D/505/8829	E-Safety	2	3	29	6.2	M (Mandatory)

Gateway Qualifications Level 3 Award In E-Safety

To achieve the Gateway Qualifications Level 3 Award In E-Safety, the learner must achieve the single mandatory unit totalling 3 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/8831	E-Safety	3	3	25	6.2	M (Mandatory)

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.

RPL is not applicable to these qualifications.

3.3 Links to other qualifications

There are no direct links to other 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

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

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.

4.5 Qualification-Specific Quality Assurance Requirements

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

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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