

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
603/4386/2	Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 1)
603/4387/4	Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 1)
603/4390/4	Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 1)
603/4392/8	Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 2)
603/4393/X	Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 2)
603/4394/1	Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 2)
603/4395/3	Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 3)
603/4396/5	Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 3)
603/4397/7	Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 3)

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1.2 (October 2021)	Guidance for Pre 16 age range.	Page10
1.3 (December 2022)	Changed back cover and removed address Funding section update	Page 34 Page 8

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 specification 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 the qualifications within this specification you must be a Gateway Qualifications recognised centre and be approved to deliver the qualifications.

If your centre is not yet recognised and/or not yet approved to deliver the qualification, please contact our Development Team:

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Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/

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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 Preparation for Employment qualifications, available at Entry 1, Entry 2 and Entry 3, are focused on the skills which will help learners prepare for employment, whether paid or voluntary, open or supported. They also include content to improve learners' general awareness of the world of work, as well as their understanding of some specific sectors.

They can be used to maximise learning on work placement or as part of a supported internship, as well as within classroom or community-based learning designed to help learners move towards employment.

These qualifications have been developed as part of a coherent suite designed to recognise the achievements of learners working at Entry level, as they prepare for employment, independent living, further learning or adult life in general. The suite also includes qualifications with the following titles:

- Skills for Active Learners
- Personal and Social Skills
- Enterprise
- Skills for Independent Living.

Please see **Links to other qualifications** for further information.

All the qualifications in the Entry level suite are designed to enable maximum flexibility, combining units at different levels and offering a wide range of choice, so that the curriculum can be led by the learners' needs, accommodating the spiky profiles typical of learners at this level. Learning outcomes and assessment criteria are written in such a way that centres have the freedom to determine their own approach to teaching and learning, as well as the most appropriate form of assessment and type of evidence. In this way, the qualifications can be used to underpin person-centred programmes.

1.2. Objective

The objective of these qualifications is to support learners to develop the skills, knowledge, attitudes and behaviours they need to operate effectively in the workplace.

1.3. Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 1)	60	60	6
Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 1)	130	130	13
Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 1)	260	260	26
Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 2)	60	60	6
Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 2)	130	130	13
Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 2)	260	260	26
Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 3)	60	60	6
Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 3)	130	130	13
Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 3)	260	260	26

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. 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.

1.5. Geographical coverage

This qualification has been approved by Ofqual to be offered in England and by Qualification Wales to be delivered in Wales.

If a centre based in Northern Ireland or overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Gateway Qualifications.

1.6. Progression opportunities

The primary progression route from these qualifications is to employment. However, learners can also progress from one Entry sub-level to the next (e.g. Entry 1 to Entry 2) within this set of Preparation for Employment qualifications. Some learners may move on to the Gateway Qualifications Vocational Studies qualifications, available at Entry 3 and Level 1, or to a sector-specific qualification, such as the Gateway Qualifications Entry 3 Award in Hospitality and Catering or Level 1 Certificate in Construction, as their aspirations for employment become more specific.

1.7. 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>

For information regarding potential sources of funding in Wales please visit Qualification Wales:

<https://www.qualificationswales.org/>

Current funding information for Wales is available on [Qualifications in Wales \(QiW\)](#)

1.8. 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.

1.9. Relationship with other frameworks

All the qualifications in this Entry level suite have been developed with the support of colleges working with Entry level learners and in some cases also with the help of provider membership bodies.

2. Learner Entry Requirements

2.1. Age

The approved age range for these qualifications is: Pre-16, 16-18, 19+. **Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.**

2.2. Prior qualifications

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

2.3. Prior skills/knowledge/understanding

There is no requirement for learners to have any 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

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.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);
- changing or adapting the assessment method;
- changing usual assessment arrangements;
- extra time, e.g. assignment extensions;
- language modified assessment material;
- practical assistant;
- prompter;

- providing assistance during assessment;
- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

A reasonable adjustment for a particular learner may be unique to that individual and may not be included in the list of available access arrangements specified above.

Special Considerations

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

2.6. Additional requirements/guidance

There are no additional requirements or guidance for these qualifications.

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 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. Qualification structure

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.

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 Preparation for Employment (Entry 1)

Learners must complete 6 credits.

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
Y/504/9658	Applying for Jobs	Entry 1	20	2	Employability Skills
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
R/617/5043	Conduct and personal presentation for work	Entry 1	20	2	Employability Skills
Y/617/5044	Contributing to workplace tasks	Entry 1	20	2	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
J/617/4813	Exploring the World of Work	Entry 1	30	3	Employability Skills
L/617/4814	Finding Jobs	Entry 1	20	2	Employability Skills
D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
Y/617/4427	Independent travel	Entry 1	30	3	Employability Skills
H/617/5046	Interview skills	Entry 1	20	2	Employability Skills
M/617/4434	Making choices	Entry 1	40	4	Employability Skills
T/617/5049	Making the most of work placement	Entry 1	30	3	Employability Skills
L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
R/617/4815	Presenting information about self to an employer	Entry 1	20	2	Employability Skills
K/504/9664	Setting Work-related Targets	Entry 1	20	2	Employability Skills
K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
Y/617/4816	Working in a Team	Entry 1	20	2	Employability Skills

R/617/5091	Working safely	Entry 1	20	2	Employability Skills
D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills
R/504/9710	Working with Others in the Workplace	Entry 1	30	3	Employability Skills

Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 1)

Learners must complete 13 credits of which a minimum of 8 credits must be at E1, remaining credits can be achieved at or above the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 1)

Learners must complete 26 credits of which a minimum of 16 credits must be at E1 remaining credits can be achieved at or above the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills at Entry 1 and Entry 2).

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
Y/504/9658	Applying for Jobs	Entry 1	20	2	Employability Skills
Y/617/5092	Applying for Jobs	Entry 2	20	2	Employability Skills
A/617/4047	Applying for a Job	Entry 3	20	2	Employability Skills
K/617/4061	Career Planning	Entry 3	20	2	Employability Skills
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
T/617/4080	Communication skills for work	Entry 3	30	3	Employability Skills
Y/617/5044	Contributing to workplace tasks	Entry 1	20	2	Employability Skills
D/617/4557	Completing a workplace task	Entry 2	30	3	Employability Skills
M/617/4790	Completing a workplace task	Entry 3	30	3	Employability Skills
R/617/5043	Conduct and personal presentation for work	Entry 1	20	2	Employability Skills
H/617/5094	Conduct and personal presentation for work	Entry 2	20	2	Employability Skills
L/617/4070	Conduct at Work	Entry 3	20	2	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills
M/617/4143	Solving work-related problems	Entry 3	20	2	Employability Skills
L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
T/617/4158	Digital skills for work	Entry 3	30	3	Employability Skills
T/617/4791	Direct own support in the workplace	Entry 2	20	2	Employability Skills
A/617/4792	Direct own support in the workplace	Entry 3	30	3	Employability Skills
D/617/4087	Exploring and presenting enterprise ideas	Entry 3	30	3	Employability Skills
D/617/4090	Exploring Entrepreneurship	Entry 3	20	2	Employability Skills
J/617/4813	Exploring the World of Work	Entry 1	30	3	Employability Skills
M/617/5115	Understanding the world of work	Entry 2	30	3	Employability Skills
T/617/5116	Understanding the world of work	Entry 3	30	3	Employability Skills
L/617/4814	Finding jobs	Entry 1	20	2	Employability Skills
R/617/5107	Finding jobs	Entry 2	20	2	Employability Skills
A/617/4131	Searching for a Job	Entry 3	20	2	Employability Skills
D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
M/617/4093	Following instructions	Entry 3	20	2	Employability Skills
T/617/4094	Health and safety in the workplace	Entry 3	20	2	Employability Skills
Y/617/4427	Independent travel	Entry 1	30	3	Employability Skills
R/617/4569	Independent travel	Entry 2	40	4	Employability Skills
J/617/4570	Independent travel	Entry 3	40	4	Employability Skills
H/617/5046	Interview skills	Entry 1	20	2	Employability Skills
F/617/5104	Interview skills	Entry 2	30	3	Employability Skills
R/617/4099	Interview skills	Entry 3	30	3	Employability Skills
J/617/4102	Introduction to self-employment	Entry 3	30	3	Employability Skills
M/617/4434	Making choices	Entry 1	40	4	Employability Skills
H/617/4575	Making choices	Entry 2	40	4	Employability Skills
K/617/4576	Making choices	Entry 3	40	4	Employability Skills
T/617/5049	Making the most of work placement	Entry 1	30	3	Employability Skills
J/617/5105	Making the most of work placement	Entry 2	30	3	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/4103	Making the most of work placement	Entry 3	30	3	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
K/617/4108	Negotiation Skills	Entry 3	30	3	Employability Skills
L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
R/617/4149	Numeracy skills for work	Entry 3	30	3	Employability Skills
R/617/4815	Presenting information about self to an employer	Entry 1	20	2	Employability Skills
Y/617/5108	Presenting information about self to an employer	Entry 2	20	2	Employability Skills
F/617/4793	Reviewing and reflecting on own progress towards employment	Entry 2	30	3	Employability Skills
J/617/4794	Reviewing and reflecting on own progress towards employment	Entry 3	30	3	Employability Skills
K/504/9664	Setting Work-related targets	Entry 1	20	2	Employability Skills
D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	20	2	Employability Skills
K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
R/617/4586	Speaking up for yourself	Entry 2	40	4	Employability Skills
Y/617/4587	Self-advocacy	Entry 3	40	4	Employability Skills
L/617/4134	Self-management skills for work	Entry 3	20	2	Employability Skills
F/617/4146	Time management	Entry 3	20	2	Employability Skills
L/617/4795	Understanding self in an employability context	Entry 2	40	4	Employability Skills
R/617/4796	Understanding self in an employability context	Entry 3	40	4	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
D/617/4798	Using tools or equipment in the workplace	Entry 3	30	3	Employability Skills
Y/617/4816	Working in a Team	Entry 1	20	2	Employability Skills
A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
R/617/4152	Working in a team	Entry 3	30	3	Employability Skills
R/617/5091	Working safely	Entry 1	20	2	Employability Skills
F/617/5118	Working safely	Entry 2	20	2	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
T/617/4127	Working safely	Entry 3	10	1	Employability Skills
D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills
K/617/5095	Working with customers	Entry 2	20	2	Employability Skills
D/617/4073	Customer service skills	Entry 3	20	2	Employability Skills
R/504/9710	Working with Others in the Workplace	Entry 1	30	3	Employability Skills
L/617/5235	Working with Others in the Workplace	Entry 2	30	3	Employability Skills
H/617/4155	Working with colleagues	Entry 3	20	2	Employability Skills

Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 2)

Learners must complete 6 credits.

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
Y/617/5092	Applying for Jobs	Entry 2	20	2	Employability Skills
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
D/617/4557	Completing a workplace task	Entry 2	30	3	Employability Skills
H/617/5094	Conduct and personal presentation for work	Entry 2	20	2	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills
R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills
T/617/4791	Direct own support in the workplace	Entry 2	20	2	Employability Skills
R/617/5107	Finding jobs	Entry 2	20	2	Employability Skills
A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
R/617/4569	Independent Travel	Entry 2	40	4	Employability Skills
F/617/5104	Interview skills	Entry 2	30	3	Employability Skills
H/617/4575	Making choices	Entry 2	40	4	Employability Skills
J/617/5105	Making the most of work placement	Entry 2	30	3	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
Y/617/5108	Presenting information about self to an employer	Entry 2	20	2	Employability Skills
F/617/4793	Reviewing and reflecting on own progress towards employment	Entry 2	30	3	Employability Skills
D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
R/617/4586	Speaking up for Yourself	Entry 2	40	4	Employability Skills
L/617/4795	Understanding self in an employability context	Entry 2	40	4	Employability Skills
M/617/5115	Understanding the world of work	Entry 2	30	3	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
F/617/5118	Working safely	Entry 2	20	2	Employability Skills
K/617/5095	Working with customers	Entry 2	20	2	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/5235	Working with Others in the Workplace	Entry 2	30	3	Employability Skills

Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 2)

Learners must complete 13 credits of which a minimum of 8 credits must be at Entry 2, remaining credits can be achieved at, above, or below the level of the qualification. Learners may include no more than 2 units from Group B Working in a Sector. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 2)

Learners must complete 26 credits of which a minimum of 14 credits must be at Entry 2. Remaining credits can be achieved at, above, or below the level of the qualification. Learners may include no more than 2 units from Group B Working in a Sector. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Group A: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
Y/504/9658	Applying for Jobs	Entry 1	20	2	Employability Skills
Y/617/5092	Applying for Jobs	Entry 2	20	2	Employability Skills
A/617/4047	Applying for a Job	Entry 3	20	2	Employability Skills
K/617/4061	Career Planning	Entry 3	20	2	Employability Skills
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
T/617/4080	Communication skills for work	Entry 3	30	3	Employability Skills
Y/617/5044	Contributing to workplace tasks	Entry 1	20	2	Employability Skills
D/617/4557	Completing a workplace task	Entry 2	30	3	Employability Skills
M/617/4790	Completing a workplace task	Entry 3	30	3	Employability Skills
R/617/5043	Conduct and personal presentation for work	Entry 1	20	2	Employability Skills
H/617/5094	Conduct and personal presentation for work	Entry 2	20	2	Employability Skills
L/617/4070	Conduct at Work	Entry 3	20	2	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills
M/617/4143	Solving work-related problems	Entry 3	20	2	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills
T/617/4158	Digital skills for work	Entry 3	30	3	Employability Skills
T/617/4791	Direct own support in the workplace	Entry 2	20	2	Employability Skills
A/617/4792	Direct own support in the workplace	Entry 3	30	3	Employability Skills
D/617/4087	Exploring and presenting enterprise ideas	Entry 3	30	3	Employability Skills
D/617/4090	Exploring Entrepreneurship	Entry 3	20	2	Employability Skills
J/617/4813	Exploring the World of Work	Entry 1	30	3	Employability Skills
M/617/5115	Understanding the world of work	Entry 2	30	3	Employability Skills
T/617/5116	Understanding the world of work	Entry 3	30	3	Employability Skills
L/617/4814	Finding jobs	Entry 1	20	2	Employability Skills
R/617/5107	Finding jobs	Entry 2	20	2	Employability Skills
A/617/4131	Searching for a Job	Entry 3	20	2	Employability Skills
D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
M/617/4093	Following instructions	Entry 3	20	2	Employability Skills
T/617/4094	Health and safety in the workplace	Entry 3	20	2	Employability Skills
Y/617/4427	Independent travel	Entry 1	30	3	Employability Skills
R/617/4569	Independent travel	Entry 2	40	4	Employability Skills
J/617/4570	Independent travel	Entry 3	40	4	Employability Skills
H/617/5046	Interview skills	Entry 1	20	2	Employability Skills
F/617/5104	Interview skills	Entry 2	30	3	Employability Skills
R/617/4099	Interview skills	Entry 3	30	3	Employability Skills
J/617/4102	Introduction to self-employment	Entry 3	30	3	Employability Skills
M/617/4434	Making choices	Entry 1	40	4	Employability Skills
H/617/4575	Making choices	Entry 2	40	4	Employability Skills
K/617/4576	Making choices	Entry 3	40	4	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
T/617/5049	Making the most of work placement	Entry 1	30	3	Employability Skills
J/617/5105	Making the most of work placement	Entry 2	30	3	Employability Skills
L/617/4103	Making the most of work placement	Entry 3	30	3	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
K/617/4108	Negotiation Skills	Entry 3	30	3	Employability Skills
L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
R/617/4149	Numeracy skills for work	Entry 3	30	3	Employability Skills
R/617/4815	Presenting information about self to an employer	Entry 1	20	2	Employability Skills
Y/617/5108	Presenting information about self to an employer	Entry 2	20	2	Employability Skills
F/617/4793	Reviewing and reflecting on own progress towards employment	Entry 2	30	3	Employability Skills
J/617/4794	Reviewing and reflecting on own progress towards employment	Entry 3	30	3	Employability Skills
L/617/4134	Self-management skills for work	Entry 3	20	2	Employability Skills
K/504/9664	Setting Work-related targets	Entry 1	20	2	Employability Skills
D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	20	2	Employability Skills
K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
R/617/4586	Speaking up for yourself	Entry 2	40	4	Employability Skills
Y/617/4587	Self-advocacy	Entry 3	40	4	Employability Skills
F/617/4146	Time management	Entry 3	20	2	Employability Skills
L/617/4795	Understanding self in an employability context	Entry 2	40	4	Employability Skills
R/617/4796	Understanding self in an employability context	Entry 3	40	4	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
D/617/4798	Using tools or equipment in the workplace	Entry 3	30	3	Employability Skills
Y/617/4816	Working in a Team	Entry 1	20	2	Employability Skills
A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
R/617/4152	Working in a team	Entry 3	30	3	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
R/617/5091	Working safely	Entry 1	20	2	Employability Skills
F/617/5118	Working safely	Entry 2	20	2	Employability Skills
T/617/4127	Working safely	Entry 3	10	1	Employability Skills
D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills
K/617/5095	Working with customers	Entry 2	20	2	Employability Skills
D/617/4073	Customer service skills	Entry 3	20	2	Employability Skills
R/504/9710	Working with Others in the Workplace	Entry 1	30	3	Employability Skills
L/617/5235	Working with Others in the Workplace	Entry 2	30	3	Employability Skills
H/617/4155	Working with colleagues	Entry 3	20	2	Employability Skills

Group B: Working in a sector

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
A/502/3800	Introduction to the Hair and Beauty Sector	Entry 3	20	2	Working in a Sector
A/502/4834	Introduction to the Hospitality Industry	Entry 3	10	1	Working in a Sector
D/502/3823	Introduction to the Performing Arts	Entry 3	30	3	Working in a Sector
A/502/4655	Introduction to the Retail Automotive Maintenance and Repair Industry	Entry 3	20	2	Working in a Sector
L/504/8961	Working in Art and Design	Entry 3	30	3	Working in a Sector
R/504/8105	Working in Business and Administration	Entry 3	30	3	Working in a Sector
R/505/1375	Working in Construction	Entry 3	30	3	Working in a Sector
L/504/7504	Working in Early Years Settings	Entry 3	30	3	Working in a Sector
A/504/7434	Working in Health and Social Care and Children's and Young People's Settings	Entry 3	20	2	Working in a Sector
R/504/7617	Working in Retail	Entry 3	30	3	Working in a Sector
T/504/7660	Working in Sport and Active Leisure	Entry 3	30	3	Working in a Sector
R/615/8355	Working in the Land-based sector	Entry 3	40	4	Working in a Sector

Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 3)

Learners must complete 6 credits, with no more than 1 unit coming from Group B Working in a Sector.

Group A: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
A/617/4047	Applying for a Job	Entry 3	20	2	Employability Skills
K/617/4061	Career Planning	Entry 3	20	2	Employability Skills
T/617/4080	Communication skills for work	Entry 3	30	3	Employability Skills
M/617/4790	Completing a workplace task	Entry 3	30	3	Employability Skills
L/617/4070	Conduct at Work	Entry 3	20	2	Employability Skills
D/617/4073	Customer service skills	Entry 3	20	2	Employability Skills
T/617/4158	Digital skills for work	Entry 3	30	3	Employability Skills
A/617/4792	Direct own support in the workplace	Entry 3	30	3	Employability Skills
D/617/4087	Exploring and presenting enterprise ideas	Entry 3	30	3	Employability Skills
D/617/4090	Exploring Entrepreneurship	Entry 3	20	2	Employability Skills
M/617/4093	Following instructions	Entry 3	20	2	Employability Skills
T/617/4094	Health and safety in the workplace	Entry 3	20	2	Employability Skills
J/617/4570	Independent Travel	Entry 3	40	4	Employability Skills
R/617/4099	Interview skills	Entry 3	30	3	Employability Skills
J/617/4102	Introduction to self-employment	Entry 3	30	3	Employability Skills
K/617/4576	Making choices	Entry 3	40	4	Employability Skills
L/617/4103	Making the most of work placement	Entry 3	30	3	Employability Skills
K/617/4108	Negotiation Skills	Entry 3	30	3	Employability Skills
R/617/4149	Numeracy skills for work	Entry 3	30	3	Employability Skills
J/617/4794	Reviewing and reflecting on own progress towards employment	Entry 3	30	3	Employability Skills
A/617/4131	Searching for a Job	Entry 3	20	2	Employability Skills
Y/617/4587	Self-advocacy	Entry 3	40	4	Employability Skills
L/617/4134	Self-management skills for work	Entry 3	20	2	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	20	2	Employability Skills
M/617/4143	Solving work-related problems	Entry 3	20	2	Employability Skills
F/617/4146	Time management	Entry 3	20	2	Employability Skills
R/617/4796	Understanding self in an employability context	Entry 3	40	4	Employability Skills
T/617/5116	Understanding the world of work	Entry 3	30	3	Employability Skills
D/617/4798	Using tools or equipment in the workplace	Entry 3	30	3	Employability Skills
R/617/4152	Working in a team	Entry 3	30	3	Employability Skills
T/617/4127	Working safely	Entry 3	10	1	Employability Skills
H/617/4155	Working with colleagues	Entry 3	20	2	Employability Skills

Group B: Working in a sector

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
A/502/3800	Introduction to the Hair and Beauty Sector	Entry 3	20	2	Working in a Sector
A/502/4834	Introduction to the Hospitality Industry	Entry 3	10	1	Working in a Sector
D/502/3823	Introduction to the Performing Arts	Entry 3	30	3	Working in a Sector
A/502/4655	Introduction to the Retail Automotive Maintenance and Repair Industry	Entry 3	20	2	Working in a Sector
L/504/8961	Working in Art and Design	Entry 3	30	3	Working in a Sector
R/504/8105	Working in Business and Administration	Entry 3	30	3	Working in a Sector
R/505/1375	Working in Construction	Entry 3	30	3	Working in a Sector
L/504/7504	Working in Early Years Settings	Entry 3	30	3	Working in a Sector
A/504/7434	Working in Health and Social Care and Children's and Young People's Settings	Entry 3	20	2	Working in a Sector
R/504/7617	Working in Retail	Entry 3	30	3	Working in a Sector
T/504/7660	Working in Sport and Active Leisure	Entry 3	30	3	Working in a Sector
R/615/8355	Working in the Land-based sector	Entry 3	40	4	Working in a Sector

Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 3)

Learners must complete 13 credits of which a minimum of 8 credits must be at E3. Learners may include no more than 2 units from Group B Working in a Sector. Remaining credits can be achieved at, or below the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 3)

Learners must complete 26 credits of which a minimum of 16 credits must be at E3 or above. Learners may include no more than 2 units from Group B Working in a Sector. Remaining credits can be achieved at, or below the level of the qualification. Learners cannot include more than one unit with the same or similar title (e.g. a learner may not include Communication skills for work at Entry 1 and Entry 2).

Group A: Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
Y/504/9658	Applying for Jobs	Entry 1	20	2	Employability Skills
Y/617/5092	Applying for Jobs	Entry 2	20	2	Employability Skills
A/617/4047	Applying for a Job	Entry 3	20	2	Employability Skills
K/617/4061	Career Planning	Entry 3	20	2	Employability Skills
L/617/5042	Communication skills for work	Entry 1	20	2	Employability Skills
D/617/5093	Communication skills for work	Entry 2	20	2	Employability Skills
T/617/4080	Communication skills for work	Entry 3	30	3	Employability Skills
Y/617/5044	Contributing to workplace tasks	Entry 1	20	2	Employability Skills
D/617/4557	Completing a workplace task	Entry 2	30	3	Employability Skills
M/617/4790	Completing a workplace task	Entry 3	30	3	Employability Skills
R/617/5043	Conduct and personal presentation for work	Entry 1	20	2	Employability Skills
H/617/5094	Conduct and personal presentation for work	Entry 2	20	2	Employability Skills
L/617/4070	Conduct at Work	Entry 3	20	2	Employability Skills
R/504/9660	Dealing with Work-related Problems	Entry 1	30	3	Employability Skills
R/617/5110	Dealing with work-related problems	Entry 2	40	4	Employability Skills
M/617/4143	Solving work-related problems	Entry 3	20	2	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
L/617/4957	Digital skills for work	Entry 1	20	2	Employability Skills
R/617/4958	Digital skills for work	Entry 2	20	2	Employability Skills
T/617/4158	Digital skills for work	Entry 3	30	3	Employability Skills
T/617/4791	Direct own support in the workplace	Entry 2	20	2	Employability Skills
A/617/4792	Direct own support in the workplace	Entry 3	30	3	Employability Skills
D/617/4087	Exploring and presenting enterprise ideas	Entry 3	30	3	Employability Skills
D/617/4090	Exploring Entrepreneurship	Entry 3	20	2	Employability Skills
J/617/4813	Exploring the World of Work	Entry 1	30	3	Employability Skills
M/617/5115	Understanding the world of work	Entry 2	30	3	Employability Skills
T/617/5116	Understanding the world of work	Entry 3	30	3	Employability Skills
L/617/4814	Finding jobs	Entry 1	20	2	Employability Skills
R/617/5107	Finding jobs	Entry 2	20	2	Employability Skills
A/617/4131	Searching for a Job	Entry 3	20	2	Employability Skills
D/617/5045	Following instructions	Entry 1	20	2	Employability Skills
A/617/5103	Following Instructions	Entry 2	20	2	Employability Skills
M/617/4093	Following instructions	Entry 3	20	2	Employability Skills
T/617/4094	Health and safety in the workplace	Entry 3	20	2	Employability Skills
Y/617/4427	Independent travel	Entry 1	30	3	Employability Skills
R/617/4569	Independent travel	Entry 2	40	4	Employability Skills
J/617/4570	Independent travel	Entry 3	40	4	Employability Skills
H/617/5046	Interview skills	Entry 1	20	2	Employability Skills
F/617/5104	Interview skills	Entry 2	30	3	Employability Skills
R/617/4099	Interview skills	Entry 3	30	3	Employability Skills
J/617/4102	Introduction to self-employment	Entry 3	30	3	Employability Skills
M/617/4434	Making choices	Entry 1	40	4	Employability Skills
H/617/4575	Making choices	Entry 2	40	4	Employability Skills
K/617/4576	Making choices	Entry 3	40	4	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
T/617/5049	Making the most of work placement	Entry 1	30	3	Employability Skills
J/617/5105	Making the most of work placement	Entry 2	30	3	Employability Skills
L/617/4103	Making the most of work placement	Entry 3	30	3	Employability Skills
A/617/4579	Negotiation Skills	Entry 2	30	3	Employability Skills
K/617/4108	Negotiation Skills	Entry 3	30	3	Employability Skills
L/617/5090	Numeracy skills for work	Entry 1	20	2	Employability Skills
L/617/5106	Numeracy skills for work	Entry 2	20	2	Employability Skills
R/617/4149	Numeracy skills for work	Entry 3	30	3	Employability Skills
R/617/4815	Presenting information about self to an employer	Entry 1	20	2	Employability Skills
Y/617/5108	Presenting information about self to an employer	Entry 2	20	2	Employability Skills
F/617/4793	Reviewing and reflecting on own progress towards employment	Entry 2	30	3	Employability Skills
J/617/4794	Reviewing and reflecting on own progress towards employment	Entry 3	30	3	Employability Skills
L/617/4134	Self-management skills for work	Entry 3	20	2	Employability Skills
K/504/9664	Setting Work-related targets	Entry 1	20	2	Employability Skills
D/617/5109	Setting work-related targets	Entry 2	30	3	Employability Skills
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	20	2	Employability Skills
K/617/4478	Speaking up for yourself	Entry 1	40	4	Employability Skills
R/617/4586	Speaking up for yourself	Entry 2	40	4	Employability Skills
Y/617/4587	Self-advocacy	Entry 3	40	4	Employability Skills
F/617/4146	Time management	Entry 3	20	2	Employability Skills
L/617/4795	Understanding self in an employability context	Entry 2	40	4	Employability Skills
R/617/4796	Understanding self in an employability context	Entry 3	40	4	Employability Skills
Y/617/4797	Using tools or equipment in the workplace	Entry 2	20	2	Employability Skills
D/617/4798	Using tools or equipment in the workplace	Entry 3	30	3	Employability Skills
Y/617/4816	Working in a Team	Entry 1	20	2	Employability Skills
A/617/5117	Working in a team	Entry 2	30	3	Employability Skills
R/617/4152	Working in a team	Entry 3	30	3	Employability Skills

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
R/617/5091	Working safely	Entry 1	20	2	Employability Skills
F/617/5118	Working safely	Entry 2	20	2	Employability Skills
T/617/4127	Working safely	Entry 3	10	1	Employability Skills
D/504/9659	Working with Customers	Entry 1	20	2	Employability Skills
K/617/5095	Working with customers	Entry 2	20	2	Employability Skills
D/617/4073	Customer service skills	Entry 3	20	2	Employability Skills
R/504/9710	Working with Others in the Workplace	Entry 1	30	3	Employability Skills
L/617/5235	Working with Others in the Workplace	Entry 2	30	3	Employability Skills
H/617/4155	Working with colleagues	Entry 3	20	2	Employability Skills

Group B: Working in a sector

Unit Number	Title	Level	Guided Learning	Credit Value	Unit Group
A/502/3800	Introduction to the Hair and Beauty Sector	Entry 3	20	2	Working in a Sector
A/502/4834	Introduction to the Hospitality Industry	Entry 3	10	1	Working in a Sector
D/502/3823	Introduction to the Performing Arts	Entry 3	30	3	Working in a Sector
A/502/4655	Introduction to the Retail Automotive Maintenance and Repair Industry	Entry 3	20	2	Working in a Sector
L/504/8961	Working in Art and Design	Entry 3	30	3	Working in a Sector
R/504/8105	Working in Business and Administration	Entry 3	30	3	Working in a Sector
R/505/1375	Working in Construction	Entry 3	30	3	Working in a Sector
L/504/7504	Working in Early Years Settings	Entry 3	30	3	Working in a Sector
A/504/7434	Working in Health and Social Care and Children's and Young People's Settings	Entry 3	20	2	Working in a Sector
R/504/7617	Working in Retail	Entry 3	30	3	Working in a Sector
T/504/7660	Working in Sport and Active Leisure	Entry 3	30	3	Working in a Sector
R/615/8355	Working in the Land-based sector	Entry 3	40	4	Working in a Sector

3.2. 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 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.

Qualification Number	Qualification Title	RPL Permitted
603/4386/2	Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 1)	No
603/4387/4	Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 1)*	Yes
603/4390/4	Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 1)*	Yes
603/4392/8	Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 2)	No
603/4393/X	Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 2)*	Yes
603/4394/1	Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 2)*	Yes
603/4395/3	Gateway Qualifications Entry Level Award In Preparation for Employment (Entry 3)	No
603/4396/5	Gateway Qualifications Entry Level Certificate In Preparation for Employment (Entry 3)*	Yes
603/4397/7	Gateway Qualifications Entry Level Extended Certificate In Preparation for Employment (Entry 3)*	Yes

3.3. Links to other qualifications

These qualifications are part of an Entry level suite of qualifications, between them covering personal and social skills, learning skills and employability and enterprise skills. Within the suite, there are qualifications of different sizes (e.g. Award and Certificate) at each of the Entry sub-levels covering each of these specific areas. In addition, we offer a broad title, Gateway Qualifications Skills for Independent Living, which allows learners to combine skills from two or more of these areas (e.g. personal and social *and* employability skills).

Gateway Qualifications also offers an Entry 3 Award, Certificate and Extended Certificate in Employability Skills, which focus exclusively on helping learners develop the transferable skills essential for employment. The Entry 3 Preparation for Employment qualifications include these same skills but *also* support learners to broaden their understanding of the world of work and the different options open to them and to develop some of the life skills, such as independent travel, that they will need in order to access employment. The Entry 3 Preparation for Employment qualifications are *usually* more appropriate than the Entry 3 Employability Skills qualifications for learners who are less ready for employment and would benefit from more time to select the right pathway and develop the confidence needed to succeed at work.

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.

A wide range of evidence types is permissible, including video and audio recordings, witness statements, observations records, photographs and artefacts. Given the nature of the qualification content, it is unlikely that much of the evidence will take the form of written work, worksheets or workbooks.

4.2. Assessment Materials

There are no specific assessment materials for these qualifications.

4.3. Qualification-Specific Centre Requirements

Assessors are expected to exercise their professional judgement in determining whether a learner has demonstrated a skill with sufficient independence and consistency to meet the learning outcomes and assessment criteria for a unit.

In the delivery of qualifications and units to pre-16 learners (where this is permitted), 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 additional requirements for these qualifications.

4.5. Qualification-Specific Verification Requirements

There are no additional requirements for these qualifications.

5. What to do next

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

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).

