



**Qualification Specification**  
**Supporting Learners from Vulnerable Groups**

**Version 1.0**  
**(September 2019)**



This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
603/4117/8	Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs
603/5144/5	Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs
603/5145/7	Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups
603/5146/9	Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups

## About this qualification specification

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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 qualifications 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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## Contents

About this qualification specification .....	4
1. Qualification Information.....	6
1.1. About the qualification/s .....	6
1.2. Objective .....	7
1.3. Key facts .....	7
1.4. Achievement methodology .....	8
1.5. Geographical coverage .....	8
1.6. Progression opportunities.....	8
1.7. Funding.....	9
1.8. Equality, diversity and inclusion.....	9
2. Learner Entry Requirements .....	10
2.1. Age .....	10
2.2. Prior qualifications.....	10
2.3. Prior skills/knowledge/understanding .....	10
2.4. Restrictions .....	10
2.5. Access to qualifications for learners with disabilities or specific needs .....	11
2.6. Additional requirements/guidance .....	12
2.7. Recruiting learners with integrity .....	12
3. Achieving the Qualification .....	13
3.1. Qualification structure.....	13
3.2. Achievement methodology .....	16
3.3. Recognition of prior learning.....	16
3.4. Links to other qualifications .....	16
4. Assessment and Quality Assurance .....	17
4.1. Method of assessment .....	17
4.2. Assessment language .....	17
4.3. Assessment materials .....	17
4.4. Suggested Resources .....	17
4.5. Assessment guidance .....	17
4.6. Qualification-specific centre requirements .....	18
4.7. Qualification-specific tutor/assessor requirements.....	18
4.8. Qualification-specific quality assurance requirements .....	19
4.9. Additional requirements/guidance .....	19
5. What to do next .....	20
6. Gateway Qualifications.....	20

## 1. Qualification Information

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### 1.1. About the qualification/s

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

#### **Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs**

The DfE Special Educational Needs and Disability (SEND) Code of Practice (2015) states that one of the Four Broad Areas of Need identified as having a significant impact on outcome and progress for children and young people with SEND is that of Communication and Interaction.

The qualification was developed to improve the understanding and skills of staff supporting the development of children's and young people's speech, language and communication, including teachers and teaching assistants who have had little or no formal training in this specific area.

This qualification provides the opportunity for educational professionals, particularly Learning Support Staff such as teaching assistants to significantly improve their knowledge and skills in this area and as a consequence, work more effectively as part of the teaching and learning teams within schools and educational settings. The aspiration is that by gaining enhanced knowledge through the course, this will have a positive ripple of impact on outcomes and progress for children and young people who have speech language and communication needs.

#### **Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs**

#### **Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups**

#### **Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups**

These qualifications are intended to equip staff in educational settings with the knowledge and skills needed to effectively support learners from vulnerable groups. Schools, colleges and other types of learning provider work with a wide range of children and young people who are at greater risk than their peers of poor educational outcomes, whether they belong to statutorily defined groups or have been otherwise identified as vulnerable. These qualifications are designed to help staff work effectively with such learners to increase their chances of reaching their full educational potential.

The qualifications have been developed in cooperation with Eastern Partnership UK (SEND) hosted by Herts for Learning Ltd, a leading provider of CPD for educational professionals.

**Please note that the Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs, Level 4 Certificate in Supporting Learners from Vulnerable Groups and the Level 4 Diploma in Supporting Learners from Vulnerable Groups are restricted qualifications solely for the use of Eastern Partnership UK (SEND) and Herts for Learning Ltd.**

## 1.2. Objective

To provide relevant continuous professional development to staff in educational settings, leading to improved outcomes for learners from vulnerable groups.

## 1.3. Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs	60	25	6
Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs	60	25	6
Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups	330	75	33
Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups	390	100	39

**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/these qualification/s has/have 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

Successful candidates could progress within their current employment or to new opportunities where they have specific responsibilities for vulnerable learners. If they are already qualified teachers, they may choose to move onto the National Award for Special Educational Needs Coordination (SENCO) through which they can gain qualified SENCO status. They might also choose to extend their knowledge of particular groups, e.g. learners with specific types of SEND, through Level 4 awards accredited by Gateway and offered by the Eastern Partnership UK (SEND).



## 1.7. Funding

The qualification is not eligible for ESFA funding.

## 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.

## 2. Learner Entry Requirements

### 2.1. Age

The approved age range for these qualifications is:

Qualification Title	Age Range
Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs	18+
Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs	19+
Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups	19+
Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups	19+

### 2.2. Prior qualifications

There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this/these qualifications.

### 2.3. Prior skills/knowledge/understanding

Learners are expected to already hold job roles where they have some responsibility for supporting learners from vulnerable groups.

### 2.4. Restrictions

A brief statement of support from the school/setting in which they are employed. If not employed when registering to joining the course, they must provide a current DBS and a brief statement about qualifications, experience and the reason for wanting to study for the certificate/diploma in supporting learners from vulnerable groups.

## 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.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment and Special Considerations Policy and Procedures.

## 2.6. Additional requirements/guidance

For the Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs, learners must have access to an educational setting where they are actively involved in supporting children or young people with SLCN, as part of the qualification assessment is related to the application of skills in an educational setting and cannot be simulated. Therefore, learners must be employed in schools or educational settings.

For the Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs, Level 4 Certificate in Supporting Learners from Vulnerable Groups and the Level 4 Diploma in Supporting Learners from Vulnerable Groups, 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 qualifications and that the qualifications 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

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications published on the Gateway Qualifications website and available to download from the qualification library in the online system Prism. These include the learning outcomes and associated assessment criteria.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.3 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**

#### Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs

Learners must achieve the single mandatory unit.

##### Mandatory Group

Unit Number	Unit Title	Level	Guided Learning	Credit Value
F/617/4387	Supporting children and young people with speech, language and communication needs	4	25	6

#### Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs

Learners must complete the single mandatory unit.

##### Mandatory Group

Unit Number	Unit Title	Level	Guided Learning	Credit Value
L/617/8166	Support for children and young people with social, emotional and mental health needs	4	25	6

## Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups

Learners must complete the six mandatory units.

### Mandatory Group

Unit Number	Unit Title	Level	Guided Learning	Credit Value
J/506/4477	Action research	4	30	6
R/617/8167	Child protection and safeguarding in education	4	10	3
Y/617/8168	Communication skills for professionals supporting learners from vulnerable groups	4	16	4
D/617/8169	Inclusive practice in working with learners from vulnerable groups	4	16	10
R/617/8170	Understanding the principles of inclusion in relation to learners from vulnerable groups	4	12	6
Y/617/8171	Using person-centred approaches with learners from vulnerable groups	4	16	4

## Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups

Learners must complete the six mandatory units, plus six credits from the optional group.

### Mandatory Group

Learners must complete the six mandatory units.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
J/506/4477	Action research	4	30	6
R/617/8167	Child protection and safeguarding in education	4	10	3
Y/617/8168	Communication skills for professionals supporting learners from vulnerable groups	4	16	4
D/617/8169	Inclusive practice in working with learners from vulnerable groups	4	16	10
R/617/8170	Understanding the principles of inclusion in relation to learners from vulnerable groups	4	12	6
Y/617/8171	Using person-centred approaches with learners from vulnerable groups	4	16	4

### Optional Group

Learners must complete six credits from this group.

Unit Number	Unit Title	Level	Guided Learning	Credit Value
L/617/8166	Support for children and young people with social, emotional and mental health needs	4	25	6
F/617/4387	Supporting children and young people with speech, language and communication needs	4	25	6

### 3.2. 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.

### 3.3. Recognition of prior learning

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

### 3.4. Links to other qualifications

There are no direct links to other qualifications. However, learners should be aware that

- each of the optional units in the Diploma in Supporting Learners from Vulnerable Groups are available as stand-alone Awards
- the mandatory units are the same for both the Certificate and the Diploma.



## 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 language

This qualification is assessed in English only.

### 4.3. Assessment materials

There are no specific assessment materials provided for these qualifications.

### 4.4. Suggested Resources

There are no specific resources recommended for these qualifications.

### 4.5. Assessment guidance

#### **Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs**

Assessment evidence for Learning Outcome 4 should relate to the learner's place of work and children or young people they are supporting; it may not be simulated.

Evidence might take the form of reflective logs, witness statements, video or audio recordings, resources produced, completed referrals or other authentic paperwork. These can be anonymised to protect the identity of the child/young person.

**Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs**  
**Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups**  
**Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups**

Learners will need to complete some of the assessment tasks for these qualifications in an actual educational setting; simulation is not permitted. Specific details are provided on individual units.

#### 4.6. Qualification-specific centre requirements

##### **Gateway Qualifications Level 4 Award in Supporting Children and Young People with Speech, Language and Communication Needs**

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.

Tutors/Assessors should:

- be experienced as teachers and be working with children and young people with SLCNM
- within their role be part of a multi-professionals team and therefore in contact with SLCN therapists.
- have an awareness of The Speech, Language and Communication Framework developed by the Communication Trust.

The centre must provide staff with appropriate inductions and professional development (including a development plan) to ensure staff can maintain their expertise and competence for the delivery of the qualification.

The centre must ensure that staff involved with a qualification will fully understand the relevant qualification specification provided by Gateway Qualifications and will comply with its provisions.

##### **Gateway Qualifications Level 4 Award in Supporting Children and Young People with Social, Emotional and Mental Health Needs**

##### **Gateway Qualifications Level 4 Certificate in Supporting Learners from Vulnerable Groups**

##### **Gateway Qualifications Level 4 Diploma in Supporting Learners from Vulnerable Groups**

There are no qualification-specific centre requirements for these qualifications.

#### 4.7. Qualification-specific tutor/assessor requirements

Tutor/Assessors must be fully qualified and experienced in supporting learners from vulnerable groups, details of which must be provided to Gateway Qualifications as part of the Qualification Approval application.

#### **4.8. Qualification-specific quality assurance requirements**

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

#### **4.9. Additional requirements/guidance**

There are no additional requirements that Learners must satisfy in order for assessment to be undertaken and the units/qualifications to be awarded.

## 5. What to do next

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

## 6. Gateway Qualifications

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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) and Qualification Wales to offer regulated qualifications in Wales.



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