



**Qualification Specification**  
**Level 1 and 2 Qualifications in Skills for Office Professionals**

Version 5.1

*learning your way*



This qualification specification covers the following qualifications:

<b>Qualification Title</b>	<b>Qualification Number</b>
Gateway Qualifications Level 1 Certificate In Skills for Office Professionals	601/0455/7
Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals	601/0404/1
Gateway Qualifications Level 1 Diploma In Skills for Office Professionals	601/0454/5
Gateway Qualifications Level 2 Certificate In Skills for Office Professionals	601/0456/9
Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals	601/0536/7
Gateway Qualifications Level 2 Diploma in Skills for Office Professionals	601/0537/9

**Please note that these qualifications are due to be withdrawn and will have an Operational End Date of 31/7/2021 and a Certification End Date of 31/7/2022.**

### 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 911 211

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

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

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## 1. Qualification Information

### 1.1 About the qualifications

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

These qualifications are intended to equip learners with the underpinning knowledge and skills specific to work as an Office Administrator together with transferable employability skills. They are designed to support progression to further learning and ultimately to work in office administration or other related sectors.

The Skills for Office Professionals qualifications form part of a suite of ‘Skills for...’ qualifications that cover a number of sectors and are available at Level 1 and Level 2. The employability skills units are common across the suite, enabling easy transfer of credits between qualifications and supporting opportunities for cross-faculty working.

The qualifications have been developed with the support the further education sector. They have been designed to be consistent with the principles for study programmes for 16-19 year olds but are also relevant for adults including the unemployed.

### 1.2 Objective

The Gateway Qualifications suite of Skills for Office Professionals qualifications will enable learners to develop the knowledge, understanding and skills to aid progression to further study in Office Administration or a related area or to enter the workplace in an entry-level role

They will enable learners to enhance their English and mathematical competence in relevant, applied scenarios and support learners development of transferable interpersonal and employability skills.

### 1.3 Key Facts

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 1 Certificate In Skills for Office Professionals	15	150	121
Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals	25	250	197
Gateway Qualifications Level 1 Diploma In Skills for Office Professionals	37	370	293
Gateway Qualifications Level 2 Certificate In Skills for Office Professionals	15	150	117
Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals	25	250	197
Gateway Qualifications Level 2 Diploma in Skills for Office Professionals	39	390	333

**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 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

These qualifications are designed to enable progression into further learning at the same level (e.g. from a certificate to an extended certificate) or to further learning at a higher level. The strong focus on transferable employability skills means that learners will have the necessary skills to progress directly into employment, particularly where work-based training is offered.



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

The Qualifications in Skills for Office Professionals link to the National Occupational Standards for Business and Administration. They provide some of the underpinning knowledge and practical skills that will support progression to a relevant competency-based qualification.

### **1.9 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 in full	Age range
Gateway Qualifications Level 1 Certificate In Skills for Office Professionals	16-18, 19+
Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals	16-18, 19+
Gateway Qualifications Level 1 Diploma In Skills for Office Professionals	16-18, 19+
Gateway Qualifications Level 2 Certificate In Skills for Office Professionals	16-18, 19+
Gateway Qualifications Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals	16-18, 19+
Gateway Qualifications Gateway Qualifications Level 2 Diploma in Skills for Office Professionals	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. However, learners should normally have achieved or be working towards qualifications in English and maths at least at level 1.

### 2.4 Restrictions

There are no restrictions to entry.

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

1. 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.
2. 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 the [Reasonable Adjustments and Special Considerations Policy](#) for further details.

## **2.6 Additional Rules/Guidance**

There are no additional rules or guidance regarding learner entry requirements.

### 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. Please refer to the Appendix for details of barred units.

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 1 Certificate In Skills for Office Professionals

To achieve the Gateway Qualifications Level 1 Certificate In Skills for Office Professionals, learners must complete the two Mandatory units from Group M (Mandatory), totalling 6 credits, and 9 further credits from Group O (Optional). A minimum of 10 credits must be at Level 1. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
K/504/7980	Working in Business and Administration	1	3	25	15.2	M (Mandatory)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	M (Mandatory)
M/504/7978	Working in an Office	1	2	16	15.2	O (Optional)
R/503/2843	Working in a Team	1	3	30	14.2	O (Optional)
M/505/2498	Working in Business Teams	2	3	24	15.3	O (Optional)
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	O (Optional)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O (Optional)
K/504/6327	Time Management	1	2	20	14.2	O (Optional)
M/504/6328	Time Management	2	2	20	14.2	O (Optional)
K/504/6702	Work in a customer-friendly way	1	2	18	15.2	O (Optional)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O (Optional)

Y/504/7828	Creating Business Documents	1	3	30	15.2	O (Optional)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O (Optional)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O (Optional)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O (Optional)
A/504/7840	Handling Mail	1	2	20	15.2	O (Optional)
T/504/8128	Making and Receiving Calls	1	2	20	15.2	O (Optional)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O (Optional)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O (Optional)
F/503/2837	Career Progression	1	2	20	14.2	O (Optional)
L/505/3318	Career Planning in Administration	2	3	20	14.2	O (Optional)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O (Optional)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O (Optional)
F/505/1503	Searching for a Job	2	1	8	14.2	O (Optional)
M/505/1481	Applying for a Job	2	2	16	14.2	O (Optional)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O (Optional)
A/505/3332	Text Processing	1	4	32	15.3	O (Optional)
F/505/3333	Text Processing	2	3	24	15.3	O (Optional)
L/505/3335	Word Processing	1	3	24	6.2	O (Optional)
R/505/3336	Word Processing	2	3	24	6.2	O (Optional)
J/505/3317	Audio Transcription	1	2	18	15.2	O (Optional)
L/505/3321	Audio Transcription	2	2	16	15.2	O (Optional)
A/505/3329	Spreadsheets	1	3	24	6.2	O (Optional)
A/505/2150	Spreadsheets	2	3	24	6.2	O (Optional)
R/505/3322	Databases	1	3	24	6.2	O (Optional)
Y/505/3323	Databases	2	3	24	6.2	O (Optional)
K/505/3326	Medical Terminology	2	3	24	15.2	O (Optional)
M/505/3327	Medical Word Processing	2	3	24	15.2	O (Optional)
D/505/3324	Mailmerge	2	2	16	15.3	O (Optional)
T/505/3328	Speed Keying	2	3	24	15.3	O (Optional)

## Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals

To achieve the Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals, learners must complete the two Mandatory units from Group M (Mandatory), totalling 6 credits, and 19 further credits from Group O (Optional). A minimum of 15 credits must be at Level 1. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
K/504/7980	Working in Business and Administration	1	3	25	15.2	M (Mandatory)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	M (Mandatory)
M/504/7978	Working in an Office	1	2	16	15.2	O (Optional)
R/503/2843	Working in a Team	1	3	30	14.2	O (Optional)
M/505/2498	Working in Business Teams	2	3	24	15.3	O (Optional)
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	O (Optional)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O (Optional)
K/504/6327	Time Management	1	2	20	14.2	O (Optional)
M/504/6328	Time Management	2	2	20	14.2	O (Optional)
K/504/6702	Work in a customer-friendly way	1	2	18	15.2	O (Optional)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O (Optional)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O (Optional)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O (Optional)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O (Optional)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O (Optional)
A/504/7840	Handling Mail	1	2	20	15.2	O (Optional)
T/504/8128	Making and Receiving Calls	1	2	20	15.2	O (Optional)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O (Optional)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O (Optional)
F/503/2837	Career Progression	1	2	20	14.2	O (Optional)
L/505/3318	Career Planning in Administration	2	3	20	14.2	O (Optional)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O (Optional)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O (Optional)
F/505/1503	Searching for a Job	2	1	8	14.2	O (Optional)

M/505/1481	Applying for a Job	2	2	16	14.2	O (Optional)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O (Optional)
A/505/3332	Text Processing	1	4	32	15.3	O (Optional)
F/505/3333	Text Processing	2	3	24	15.3	O (Optional)
L/505/3335	Word Processing	1	3	24	6.2	O (Optional)
R/505/3336	Word Processing	2	3	24	6.2	O (Optional)
J/505/3317	Audio Transcription	1	2	18	15.2	O (Optional)
L/505/3321	Audio Transcription	2	2	16	15.2	O (Optional)
A/505/3329	Spreadsheets	1	3	24	6.2	O (Optional)
A/505/2150	Spreadsheets	2	3	24	6.2	O (Optional)
R/505/3322	Databases	1	3	24	6.2	O (Optional)
Y/505/3323	Databases	2	3	24	6.2	O (Optional)
K/505/3326	Medical Terminology	2	3	24	15.2	O (Optional)
M/505/3327	Medical Word Processing	2	3	24	15.2	O (Optional)
D/505/3324	Mailmerge	2	2	16	15.3	O (Optional)
T/505/3328	Speed Keying	2	3	24	15.3	O (Optional)

## Gateway Qualifications Level 1 Diploma In Skills for Office Professionals

To achieve the Gateway Qualifications Level 1 Diploma In Skills for Office Professionals, learners must complete the two Mandatory units from Group M (Mandatory), totalling 6 credits, and 31 further credits from Group O (Optional). A minimum of 22 credits must be at Level 1. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
K/504/7980	Working in Business and Administration	1	3	25	15.2	M (Mandatory)
D/504/6311	Effective Communication in the Workplace	1	3	30	14.2	M (Mandatory)
M/504/7978	Working in an Office	1	2	16	15.2	O (Optional)
R/503/2843	Working in a Team	1	3	30	14.2	O (Optional)
M/505/2498	Working in Business Teams	2	3	24	15.3	O (Optional)
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	O (Optional)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O (Optional)
K/504/6327	Time Management	1	2	20	14.2	O (Optional)
M/504/6328	Time Management	2	2	20	14.2	O (Optional)
K/504/6702	Work in a customer-friendly way	1	2	18	15.2	O (Optional)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O (Optional)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O (Optional)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O (Optional)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O (Optional)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O (Optional)
A/504/7840	Handling Mail	1	2	20	15.2	O (Optional)
T/504/8128	Making and Receiving Calls	1	2	20	15.2	O (Optional)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O (Optional)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O (Optional)
F/503/2837	Career Progression	1	2	20	14.2	O (Optional)
L/505/3318	Career Planning in Administration	2	3	20	14.2	O (Optional)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O (Optional)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O (Optional)



F/505/1503	Searching for a Job	2	1	8	14.2	O (Optional)
M/505/1481	Applying for a Job	2	2	16	14.2	O (Optional)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O (Optional)
A/505/3332	Text Processing	1	4	32	15.3	O (Optional)
F/505/3333	Text Processing	2	3	24	15.3	O (Optional)
L/505/3335	Word Processing	1	3	24	6.2	O (Optional)
R/505/3336	Word Processing	2	3	24	6.2	O (Optional)
J/505/3317	Audio Transcription	1	2	18	15.2	O (Optional)
L/505/3321	Audio Transcription	2	2	16	15.2	O (Optional)
A/505/3329	Spreadsheets	1	3	24	6.2	O (Optional)
A/505/2150	Spreadsheets	2	3	24	6.2	O (Optional)
R/505/3322	Databases	1	3	24	6.2	O (Optional)
Y/505/3323	Databases	2	3	24	6.2	O (Optional)
K/505/3326	Medical Terminology	2	3	24	15.2	O (Optional)
M/505/3327	Medical Word Processing	2	3	24	15.2	O (Optional)
D/505/3324	Mailmerge	2	2	16	15.3	O (Optional)
T/505/3328	Speed Keying	2	3	24	15.3	O (Optional)

## Gateway Qualifications Level 2 Certificate In Skills for Office Professionals

To achieve the Gateway Qualifications Level 2 Certificate In Skills for Office Professionals, learners must complete the two Mandatory units from Group M (Mandatory), totalling 6 credits, and 9 further credits from Group O (Optional). A minimum of 10 credits must be at Level 2. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
J/505/3320	Working in Administration	2	3	24	15.2	M (Mandatory)
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	M (Mandatory)
M/504/7978	Working in an Office	1	2	16	15.2	O (Optional)
R/503/2843	Working in a Team	1	3	30	14.2	O (Optional)
M/505/2498	Working in Business Teams	2	3	24	15.3	O (Optional)
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	O (Optional)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O (Optional)
K/504/6327	Time Management	1	2	20	14.2	O (Optional)
M/504/6328	Time Management	2	2	20	14.2	O (Optional)
K/504/6702	Work in a customer-friendly way	1	2	18	15.2	O (Optional)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O (Optional)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O (Optional)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O (Optional)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O (Optional)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O (Optional)
A/504/7840	Handling Mail	1	2	20	15.2	O (Optional)
T/504/8128	Making and Receiving Calls	1	2	20	15.2	O (Optional)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O (Optional)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O (Optional)
F/503/2837	Career Progression	1	2	20	14.2	O (Optional)
L/505/3318	Career Planning in Administration	2	3	20	14.2	O (Optional)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O (Optional)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O (Optional)

F/505/1503	Searching for a Job	2	1	8	14.2	O (Optional)
M/505/1481	Applying for a Job	2	2	16	14.2	O (Optional)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O (Optional)
A/505/3332	Text Processing	1	4	32	15.3	O (Optional)
F/505/3333	Text Processing	2	3	24	15.3	O (Optional)
L/505/3335	Word Processing	1	3	24	6.2	O (Optional)
R/505/3336	Word Processing	2	3	24	6.2	O (Optional)
J/505/3317	Audio Transcription	1	2	18	15.2	O (Optional)
L/505/3321	Audio Transcription	2	2	16	15.2	O (Optional)
A/505/3329	Spreadsheets	1	3	24	6.2	O (Optional)
A/505/2150	Spreadsheets	2	3	24	6.2	O (Optional)
R/505/3322	Databases	1	3	24	6.2	O (Optional)
Y/505/3323	Databases	2	3	24	6.2	O (Optional)
K/505/3326	Medical Terminology	2	3	24	15.2	O (Optional)
M/505/3327	Medical Word Processing	2	3	24	15.2	O (Optional)
D/505/3324	Mailmerge	2	2	16	15.3	O (Optional)
T/505/3328	Speed Keying	2	3	24	15.3	O (Optional)

## Gateway Qualifications Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals

To achieve the Gateway Qualifications Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals, learners must complete the two Mandatory units from Group M (Mandatory), totalling 6 credits, and 19 further credits from Group O (Optional). A minimum of 17 credits must be at Level 2. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
J/505/3320	Working in Administration	2	3	24	15.2	M (Mandatory)
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	M (Mandatory)
M/504/7978	Working in an Office	1	2	16	15.2	O (Optional)
R/503/2843	Working in a Team	1	3	30	14.2	O (Optional)
M/505/2498	Working in Business Teams	2	3	24	15.3	O (Optional)
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	O (Optional)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O (Optional)
K/504/6327	Time Management	1	2	20	14.2	O (Optional)
M/504/6328	Time Management	2	2	20	14.2	O (Optional)
K/504/6702	Work in a customer-friendly way	1	2	18	15.2	O (Optional)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O (Optional)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O (Optional)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O (Optional)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O (Optional)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O (Optional)
A/504/7840	Handling Mail	1	2	20	15.2	O (Optional)
T/504/8128	Making and Receiving Calls	1	2	20	15.2	O (Optional)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O (Optional)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O (Optional)
F/503/2837	Career Progression	1	2	20	14.2	O (Optional)
L/505/3318	Career Planning in Administration	2	3	20	14.2	O (Optional)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O (Optional)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O (Optional)

F/505/1503	Searching for a Job	2	1	8	14.2	O (Optional)
M/505/1481	Applying for a Job	2	2	16	14.2	O (Optional)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O (Optional)
A/505/3332	Text Processing	1	4	32	15.3	O (Optional)
F/505/3333	Text Processing	2	3	24	15.3	O (Optional)
L/505/3335	Word Processing	1	3	24	6.2	O (Optional)
R/505/3336	Word Processing	2	3	24	6.2	O (Optional)
J/505/3317	Audio Transcription	1	2	18	15.2	O (Optional)
L/505/3321	Audio Transcription	2	2	16	15.2	O (Optional)
A/505/3329	Spreadsheets	1	3	24	6.2	O (Optional)
A/505/2150	Spreadsheets	2	3	24	6.2	O (Optional)
R/505/3322	Databases	1	3	24	6.2	O (Optional)
Y/505/3323	Databases	2	3	24	6.2	O (Optional)
K/505/3326	Medical Terminology	2	3	24	15.2	O (Optional)
M/505/3327	Medical Word Processing	2	3	24	15.2	O (Optional)
D/505/3324	Mailmerge	2	2	16	15.3	O (Optional)
T/505/3328	Speed Keying	2	3	24	15.3	O (Optional)

## Gateway Qualifications Gateway Qualifications Level 2 Diploma in Skills for Office Professionals

To achieve the Gateway Qualifications Gateway Qualifications Level 2 Diploma in Skills for Office Professionals, learners must complete the two Mandatory units from Group M (Mandatory), totalling 6 credits, and 33 further credits from Group O (Optional). A minimum of 25 credits must be at Level 2. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
J/505/3320	Working in Administration	2	3	24	15.2	M (Mandatory)
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	M (Mandatory)
M/504/7978	Working in an Office	1	2	16	15.2	O (Optional)
R/503/2843	Working in a Team	1	3	30	14.2	O (Optional)
M/505/2498	Working in Business Teams	2	3	24	15.3	O (Optional)
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	O (Optional)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O (Optional)
K/504/6327	Time Management	1	2	20	14.2	O (Optional)
M/504/6328	Time Management	2	2	20	14.2	O (Optional)
K/504/6702	Work in a customer-friendly way	1	2	18	15.2	O (Optional)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O (Optional)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O (Optional)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O (Optional)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O (Optional)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O (Optional)
A/504/7840	Handling Mail	1	2	20	15.2	O (Optional)
T/504/8128	Making and Receiving Calls	1	2	20	15.2	O (Optional)
J/503/2855	Learning from Work Placement	1	2	10	14.2	O (Optional)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O (Optional)
F/503/2837	Career Progression	1	2	20	14.2	O (Optional)
L/505/3318	Career Planning in Administration	2	3	20	14.2	O (Optional)
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	14.2	O (Optional)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O (Optional)

F/505/1503	Searching for a Job	2	1	8	14.2	O (Optional)
M/505/1481	Applying for a Job	2	2	16	14.2	O (Optional)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O (Optional)
A/505/3332	Text Processing	1	4	32	15.3	O (Optional)
F/505/3333	Text Processing	2	3	24	15.3	O (Optional)
L/505/3335	Word Processing	1	3	24	6.2	O (Optional)
R/505/3336	Word Processing	2	3	24	6.2	O (Optional)
J/505/3317	Audio Transcription	1	2	18	15.2	O (Optional)
L/505/3321	Audio Transcription	2	2	16	15.2	O (Optional)
A/505/3329	Spreadsheets	1	3	24	6.2	O (Optional)
A/505/2150	Spreadsheets	2	3	24	6.2	O (Optional)
R/505/3322	Databases	1	3	24	6.2	O (Optional)
Y/505/3323	Databases	2	3	24	6.2	O (Optional)
K/505/3326	Medical Terminology	2	3	24	15.2	O (Optional)
M/505/3327	Medical Word Processing	2	3	24	15.2	O (Optional)
D/505/3324	Mailmerge	2	2	16	15.3	O (Optional)
T/505/3328	Speed Keying	2	3	24	15.3	O (Optional)

### 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
601/0455/7	Gateway Qualifications Level 1 Certificate In Skills for Office Professionals*	Yes
601/0404/1	Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals*	Yes
601/0454/5	Gateway Qualifications Level 1 Diploma In Skills for Office Professionals*	Yes
601/0456/9	Gateway Qualifications Level 2 Certificate In Skills for Office Professionals*	Yes
601/0536/7	Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals*	Yes
601/0537/9	Gateway Qualifications Level 2 Diploma in Skills for Office Professionals*	Yes

### 3.3 Links to other qualifications

The suite of qualifications in Skills for Office Professionals form part of a suite 'Skills for...' qualifications in a number of sectors and across Entry 3, Level 1 and Level 2. Many of the employability skills units are common across the suite and also appear within qualifications in Employability Skills. Some of the employability skills units also make up the Gateway Qualifications Personal, Learning and Thinking Skills qualifications that are available at Entry 3, Level 1 and Level 2. A number of the business administration units also appear in the Skills for Business and Administration 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

Centres must ensure that they have the appropriate resources in place when delivering performance units from vocational areas.

### 4.4 Qualification-Specific Tutor/Assessor Requirements

There are no additional tutor/assessor requirements for these qualifications.

### 4.5 Qualification-Specific Verification Requirements

There are no additional verifications requirements for 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 a Gateway Qualifications centre please contact:

Gateway Qualifications  
Gateway House  
3 Tollgate Business Park  
Colchester  
Essex  
CO3 8AB

Tel: 01206 911 211

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

## 7 Appendices

### Appendix 1 – Level 1 Barred Unit Listings

Gateway Qualifications Level 1 Certificate In Skills for Office Professionals  
 Gateway Qualifications Level 1 Extended Certificate in Skills for Office Professionals  
 Gateway Qualifications Level 1 Diploma In Skills for Office Professionals

This Unit	Is Barred Against These Units
Working in a Team (R/503/2843)	Working in Business Teams (M/505/2498)
Time Management (K/504/6327)	Time Management (M/504/6328)
Work in a customer-friendly way (K/504/6702)	Working with Customers (D/505/2500)
Supporting Business Meetings (H/504/7847)	Understanding Business Meeting Techniques (K/504/7851)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (J/505/1504)
Career Progression (F/503/2837)	Career Planning in Administration (L/505/3318)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (T/504/6315)
Text Processing (A/505/3332)	Text Processing (F/505/3333)
Word Processing (L/505/3335)	Word Processing (R/505/3336)
Audio Transcription (J/505/3317)	Audio Transcription (L/505/3321)
Spreadsheets (A/505/3329)	Spreadsheets (A/505/2150)
Databases (R/505/3322)	Databases (Y/505/3323)

## Appendix 1 – Level 2 Barred Unit Listings

Gateway Qualifications Level 2 Certificate In Skills for Office Professionals  
 Gateway Qualifications Level 2 Extended Certificate in Skills for Office Professionals  
 Gateway Qualifications Level 2 Diploma In Skills for Office Professionals

<b>This Unit</b>	<b>Is Barred Against These Units</b>
Working in a Team (R/503/2843)	Working in Business Teams (M/505/2498)
Time Management (K/504/6327)	Time Management (M/504/6328)
Work in a customer-friendly way (K/504/6702)	Working with Customers (D/505/2500)
Supporting Business Meetings (H/504/7847)	Understanding Business Meeting Techniques (K/504/7851)
Learning from Work Placement (J/503/2855)	Learning from Work Placement (J/505/1504)
Career Progression (F/503/2837)	Career Planning in Administration (L/505/3318)
Using Numeracy Skills in the Workplace (M/504/6314)	Using Numeracy Skills in the Workplace (T/504/6315)
Text Processing (A/505/3332)	Text Processing (F/505/3333)
Word Processing (L/505/3335)	Word Processing (R/505/3336)
Audio Transcription (J/505/3317)	Audio Transcription (L/505/3321)
Spreadsheets (A/505/3329)	Spreadsheets (A/505/2150)
Databases (R/505/3322)	Databases (Y/505/3323)

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