

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
600/9070/4	Gateway Qualifications Entry Level Award In Making Support Work for You (Entry 1)
600/9072/8	Gateway Qualifications Entry Level Award In Directing Own Support (Entry 2)
600/9075/3	Gateway Qualifications Entry Level Award In Directing Own Support (Entry 3)
600/9076/5	Gateway Qualifications Level 1 Award In Managing own Support

Version and date	Change detail	Section/Page Reference
1.0 (April 2021)	Qualification approval from Qualifications Wales removed.	Pg5
1.1 (October 2021)	Guidance for Pre 16 age range.	Page7
1.2 (December 2022)	Changed back cover and removed address Funding section updated	Page 13 Page 5

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:

Telephone: 01206 911211

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 qualification

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

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.

Making Support Work for You

Available at Entry 1, Entry 2, Entry 3 and Level 1, these qualifications enable learners to gain recognition for the important skill of taking responsibility for the type of support they receive and the manner in which they receive it.

1.2. Objective

Available at Entry 1, Entry 2, Entry 3 and Level 1, these qualifications enable learners to gain recognition for the important skill of taking responsibility for the type of support they receive and the manner in which they receive it.

Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award In Making Support Work for You (Entry 1)	40	40	4
Gateway Qualifications Entry Level Award In Directing Own Support (Entry 2)	50	50	5
Gateway Qualifications Entry Level Award In Directing Own Support (Entry 3)	50	50	5
Gateway Qualifications Level 1 Award In Managing own Support	80	80	8

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.

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.

1.3. Geographical coverage

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

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.

1.4. Progression opportunities

These qualifications provide progression within the Entry level suite, in particular to the Skills for Active Learners qualifications and onto Level 1 qualifications offered by Gateway Qualifications in employability skills, and skills for specific sectors, as well as directly into employment, including supported employment, and to other more personalised destinations such as independent or supported living.

1.5. Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

<https://www.gov.uk/government/collections/qualifications-approved-for-public-funding>

<https://hub.fasst.org.uk/Pages/default.aspx>

1.6. Equality, diversity and inclusion

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

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

1.7. 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 Making Support Work for You (Entry 1)

Learners must complete the single mandatory unit totalling 4 credits to achieve the qualification.

Unit Number	Unit Title	Level	Credit Value	Guided Learning
F/504/8701	Making Support Work for You	Entry 1	4	40

Gateway Qualifications Entry Level Award In Directing Own Support (Entry 2)

Learners must complete the single mandatory unit totalling 5 credits to achieve the qualification.

Unit Number	Unit Title	Level	Credit Value	Guided Learning
L/504/8944	Direct Own Support	Entry 2	5	50

Gateway Qualifications Entry Level Award In Directing Own Support (Entry 3)

Learners must complete the single mandatory unit totalling 5 credits to achieve the qualification.

Unit Number	Unit Title	Level	Credit Value	Guided Learning
D/504/8754	Direct Own Support	Entry 3	5	50

Gateway Qualifications Level 1 Award In Managing own Support

Learners must complete two mandatory units totalling 8 credits to achieve the qualification.

Unit Number	Unit Title	Level	Credit Value	Guided Learning
L/504/8832	Direct Own Support	1	4	40
D/504/8849	Review Own Support	1	4	40

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 process of Recognition for Prior Learning is not applicable to these qualifications.

3.3 Links to other qualifications

The units within these qualifications also appear within the suite of Skills for Active Learners qualifications, enabling learners to transfer credits between the two.

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 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).



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