


# Webinar housekeeping

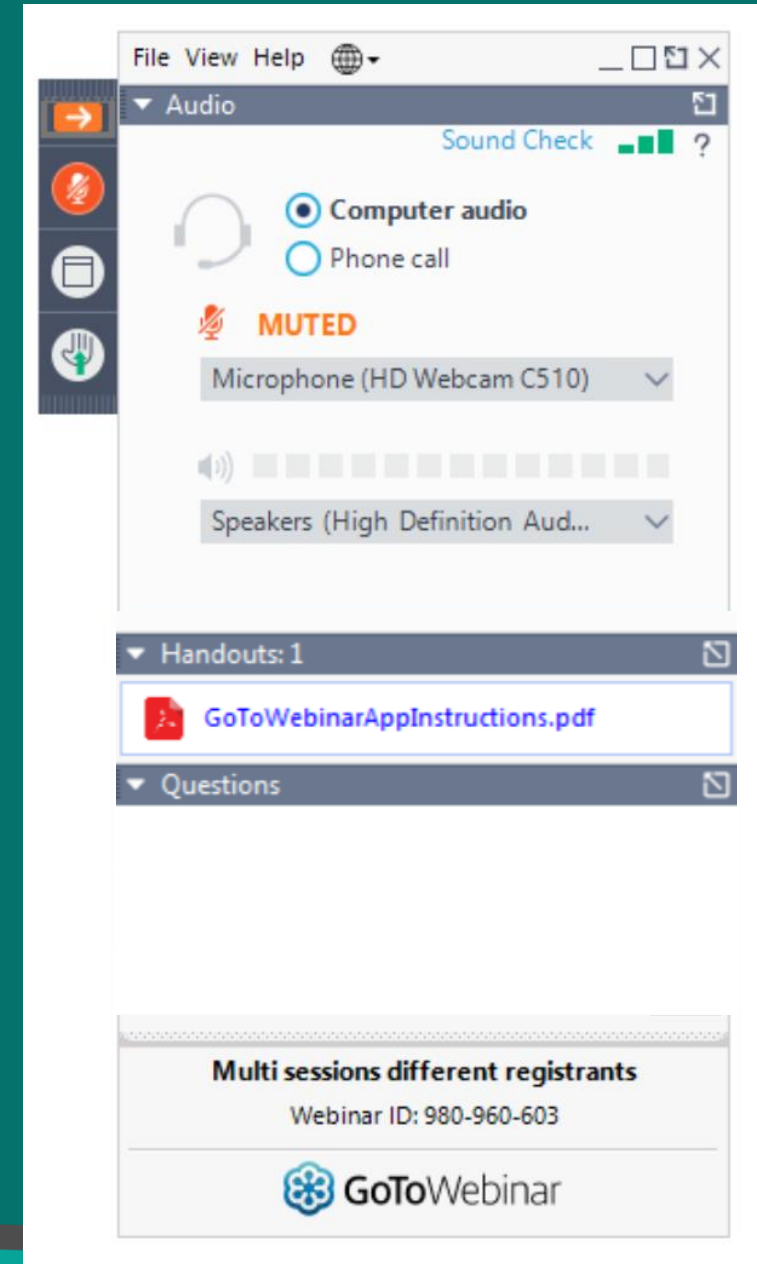
Before we begin the session:

- View, Select, and Test your audio

You can dial in by phone if you are struggling with audio. Click Audio, select Phone Call and then follow the instructions.

- Raise hand button 
- Questions and comments
- Handouts to download

*Note: This session is being recorded and a link to this recording will be sent to you after the session.*



Off-the-shelf  
Sector-based Work Academy packages:  
Business Support and  
Administration Services

22<sup>nd</sup> March 2021

With  
Paul Saunders and  
Janice Spencer

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 @GatewayQuals

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# Introducing Gateway Qualifications

- Over 30 years of expertise
- Charitable organisation
- Free approval for our qualifications
- Flexibility in assessment
- Focus on creating the highest quality of qualifications accessible to all
- Committed to excellent customer service



# What we'll cover today

- Exploring the policy
- SWAP sectors
- What the packages contain and how we can help you
- Business support and Administration services
- Example of our resources
- Next steps





## Sector-based Work Academy Programme (SWAP)

The Sector-based Work Academy Programme ([SWAP](#)) is designed to help Jobcentre Plus claimants build confidence to improve their job prospects and enhance their CV, whilst helping employers in sectors with current local vacancies to fill them. SWAP can last up to 6 weeks and has 3 main components:

- pre-employment training
- work experience placement
- a guaranteed job interview

The scheme runs in England (and Scotland). Participants remain on benefits throughout their placement.

Only the pre-employment training element in England can be funded through AEB local flexibility, and normally lasts 2-3 weeks. Jobcentre Plus fund the other components and will pay any travel and childcare costs whilst claimants are on the work experience placement.

FE providers are part of the SWAP local design process and are informed when to expect referrals and how many.

# SWAP sector packages



Self-employment  
and Logistics



Health, Care,  
Education and  
Childcare



Business: Support  
and Administration  
services



Digital and  
Construction

# Business Support and Administration Services





# Support in any business





# Business support services skills

Business support are generally required to have the following skills:

- Administration
- Organisational
- Customer service
- Communication
- Digital



# Pick and Mix Qualifications

- ✓ Versatile
- ✓ Suit your learners needs
- ✓ Adapt to delivery needs of the centre
- ✓ Fit in with your funding needs



# Essential Digital Skills Qualification

- **Size:** 45 GLH at each level
- **Coverage:** to support a range of purposes, each qualification covers all five of the skill areas from the national standards, and most of the skills statements in each skill area.
- **Purposes and target learner groups:**
  - E3 skills for life with an introduction to skills for work;
  - Level 1 skills for life and work.





# Key features

- Real skills for the real world
- Life, work and study covered in each qualification
- Online, on demand assessment
- Free Initial assessment tool
- Knowledge tested through multiple choice questions
- Assessments can be taken on different devices including a laptop and desktop
- Mock tests



Qual Number	Title	Level	GLH	Credits	Funding 16-19	Funding Adult Skills	Funding ESF	Qualification Specification
600/9209/9	Gateway Qualifications Level 1 Award in Skills for Business and Administration	1	45	6	Yes	£300	£300	<p>Learners must complete at least one unit from the Mandatory group worth a minimum of 3 credits and at least 3 further credits from Group M or Group O1 – Optional units.</p> <p>Mandatory unit: A/617/4081 Communication skills for work Level 1 – 3 credits</p> <p>Optional unit: Y/504/7828 Creating Business Documents Level 1 – 3 credits</p>
603/4228/6	Gateway Qualifications Level 1 Award In Employability	1	45	6	Yes	£300	£300	<p>Learners must complete a minimum of 6 credits of which 4 credits must be at Level 1.</p> <p>R/617/4071 Conduct at Work Level 1 -2 credits A/617/4095 Health and Safety in the Workplace Level 1 -2 credits J/617/4133 Self-Management Skills for Work Level 1 -2 credits</p>
603/6482/8	Gateway Qualifications Level 1 Award in Business and Retail	1	54	6	Yes	£300	£300	<p>Learners must complete at least one unit from Group M – Mandatory worth a minimum of 3 credits and at least 3 further credits from Group M or Group O1 – Optional Units: Business and Retail.</p> <p>Mandatory Unit: H/618/2440 - Working in Business and Retail Level 1- 3 Credits.</p> <p>Optional Unit: T/618/3729 Supporting Business Meetings - Level 1 - 3 credits</p>

Qual Number	Title	Level	GLH	Credits	Funding 16-19	Funding Adult Skills	Funding ESF	Qualification Specification
603/4233/X	Gateway Qualifications Level 2 Award In Employability	2	45	60	Yes	£300	£300	Learners must complete a minimum of 6 credits of which 4 credits must be at Level 2.  M/617/4109 Leadership Skills Level 2 – 2 credits F/617/4132 Self-Management Skills for Work Level 2 – 2 credits R/617/4135 Setting and Meeting Work-Related Targets Level 2 – 2 credits
603/6517/1	Gateway Qualifications Level 2 Award in Digital Marketing	2	24	3	Yes	£150	£150	Learners must achieve the single mandatory unit.  F/618/3705 Digital Marketing Level 2 – 3 credits
603/4505/6	Gateway Qualifications Level 2 Award in Skills for Logistics	2	48	6	Yes	£300	£300	Learners must achieve a total of 6 credits.  F/617/5717 Working in Logistics Level 2 - 3 credits L/617/5686 Picking and Distributing Goods Level 2 - 3 credits
603/6490/7	Gateway Qualifications Level 2 Certificate in Business	2	116	15	Yes	£724	£724	Learners must achieve 15 credits. They must complete the two mandatory units from the Mandatory Group (M), totalling 6 credits. In addition, they must complete a minimum of 6 credits from Group O1 (Optional Units - Business) and 3 further credits from either Group O1 or Group O2 (Optional units - Employability Skills, English and Maths). At least 10 credits must be at level 2 or above. Learners cannot include more than one unit with the same or similar title.  Mandatory Units: R/617/4085 - Communication Skills for Work Level 2 - 3 Credits Y/505/2494 - Understanding Business Organisations - Level 2 - 3 Credits  Optional Units: F/618/3395 - Business Documentation - Level 2 - 3 Credits K/618/3438 - Online Business Activities - Level 2 - 3 Credits K/618/3455 - Working with Office Equipment and Systems - Level 2 - 3 Credits



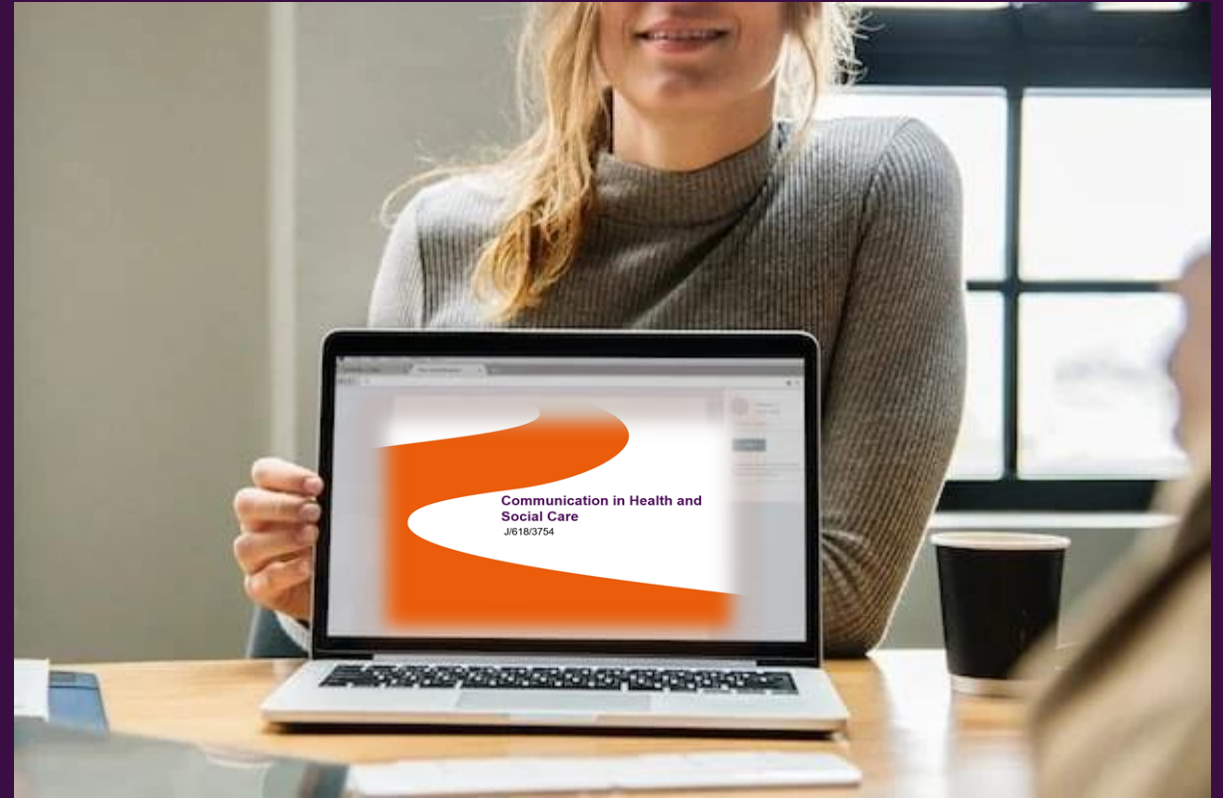
# How can we help you with your delivery?

- Tutors overview of the qualification and the assessment criteria
- PowerPoint for delivering this qualification online or in class
- Learner's pack



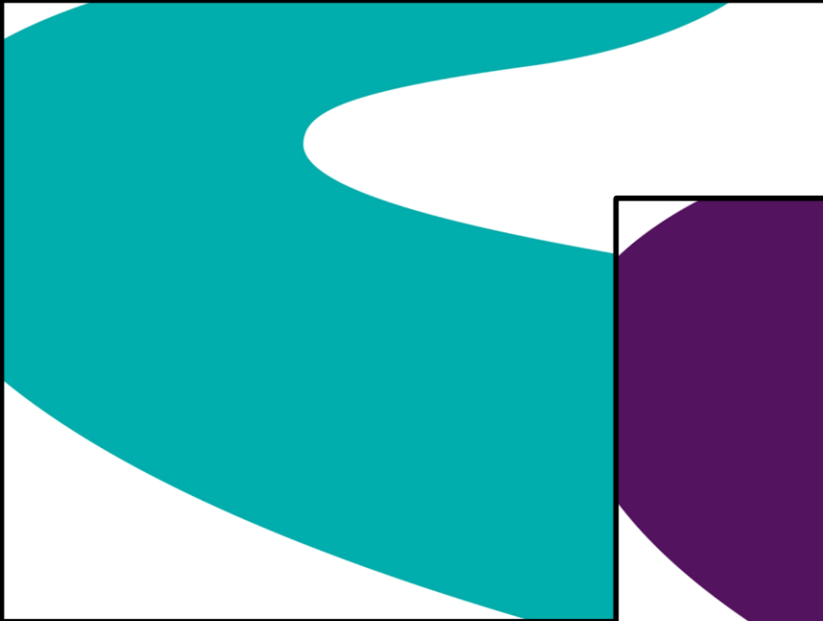
# The PowerPoint presentation

1. Quizzes'
2. Video links
3. Blogs
4. Discussions
5. Group, pairs and individual activities
6. Indications of learning activities and assessment tasks

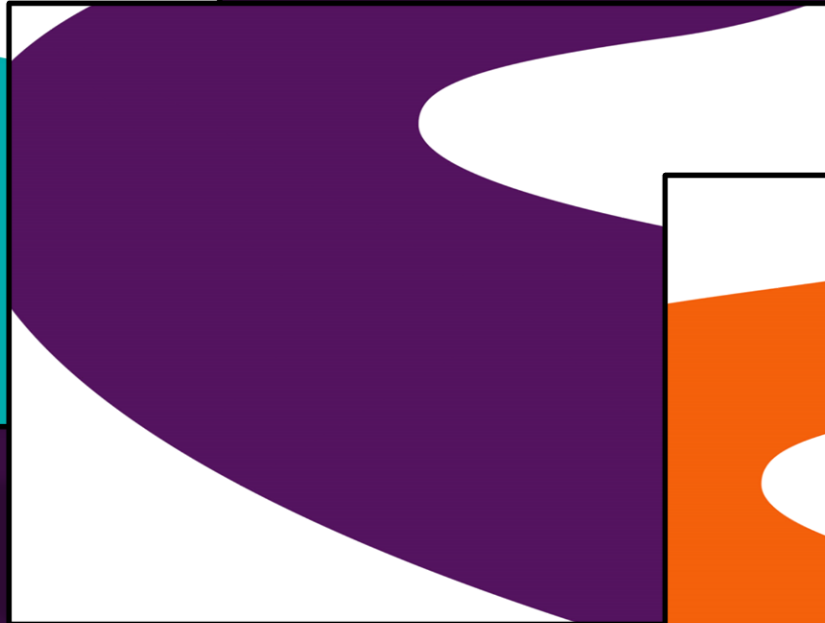


# Colour coordinated through-out

Discussion



Learning activity



Assessment task





# Learning pack



## Using the Learning Pack

The learning pack has been designed to support you to complete the tasks that have been set. These include both formative (underpinning) learning activities and summative assessment tasks (these provide the evidence for the qualification). To help you to identify the difference between the two, the following symbols are used in the learning pack.



**Learning Activities** – these are formative (underpinning) learning activities to help you think about the concepts you have been discussing. These do not form part of the assessment for the unit, but they do support the assessment tasks.



**Assessment Tasks** – these are the summative (final) assessment tasks for the unit. They form the evidence for the qualification and will be assessed against the assessment criteria for the units.

If you complete the assessment tasks meeting the criteria, you will achieve the units for the qualification.

### Discussion Activities

During the sessions your teacher will ask you to watch some videos. Please make notes as these will help you with the learning activities and assessment tasks.

You will also take part in a number of discussions either as a whole group or in smaller groups. Again, it will be useful if you make notes as these discussions are tied into the other activities that you will be doing.



# Teaching pack





# Gateway Qualifications

## Level 1 Award in Skills for Business and Administration

These optional teaching resources aim to support the delivery of units from the L1 Award Skills for Business and Administration. They can be used alongside any other published or self-created resources.

The teaching resources are divided into two units to create a package which will allow a learner to achieve the L 1 Award in skills for business and administration.

### Unit 1

- Communication skills for work Level 1
- 3 credits

### Unit 2

- Creating Business Documents Level 1
- 3 credits



# Suggested assessment methods

You can amend your assessment method/scenarios based on your learners' needs and learning styles.

Customer Service Skills				Understanding Online Business Activities			
	Skills	Knowledge	Assessment Tasks		Skills	Knowledge	Assessment Tasks
Direct observation of the learner				Direct observation of the learner			
Recorded discussion – written or oral				Recorded discussion – written or oral			
Role Play	X		Assessment Task 2	Role Play			
Learner's work products				Learner's work products			
Case study	X		Assessment Task 3	Case study			
Learner log or reflective diary				Learner log or reflective diary			
Activity plan or planned activity				Activity plan or planned activity			
Portfolio of evidence				Portfolio of evidence			
Recognition of prior learning				Recognition of prior learning			
Reflection on own practice				Reflection on own practice			
Written and pictorial information				Written and pictorial information			
Scenario				Table		X	Assessment Task 4
Oral questioning and answers				Scenario			
Booklets				Oral questioning and answers			
Powerpoint				Booklets			
Reports		X	Assessment Task 1	Powerpoint		X	Assessment Task 6
Posters				Reports		X	Assessment Task 2
Mind map				Posters		X	Assessment Task 1
				Leaflet		X	Assessment Task 1 Assessment Task 5
				Business Case		X	Assessment Task 3
				Mind map			

# Next steps

- ✓ Sign up to the series of short webinars
- ✓ Let us know if you have a particular sector that needs a SWAP package
- ✓ Indicate interest for resources once they are available on the feedback survey





Thursday 25<sup>th</sup> March  
Digital and Construction



# Catch-up on previous webinars



## On Demand

Introducing our off-the-shelf  
Sector-based Work Academies

with  
Paul Saunders  
and Janice Spencer

[Click here to watch](#)



## On Demand

Off-the-shelf  
Sector-based Work Academy package:  
Self-employment and Logistics

with  
Paul Saunders  
and Janice Spencer

[Click here to watch](#)



## On Demand

Off-the-shelf  
Sector-based Work Academy package:  
Health & Care and  
Education & Childcare

with  
Paul Saunders  
and Janice Spencer

[Click here to watch](#)

New mini-series

# Business Development



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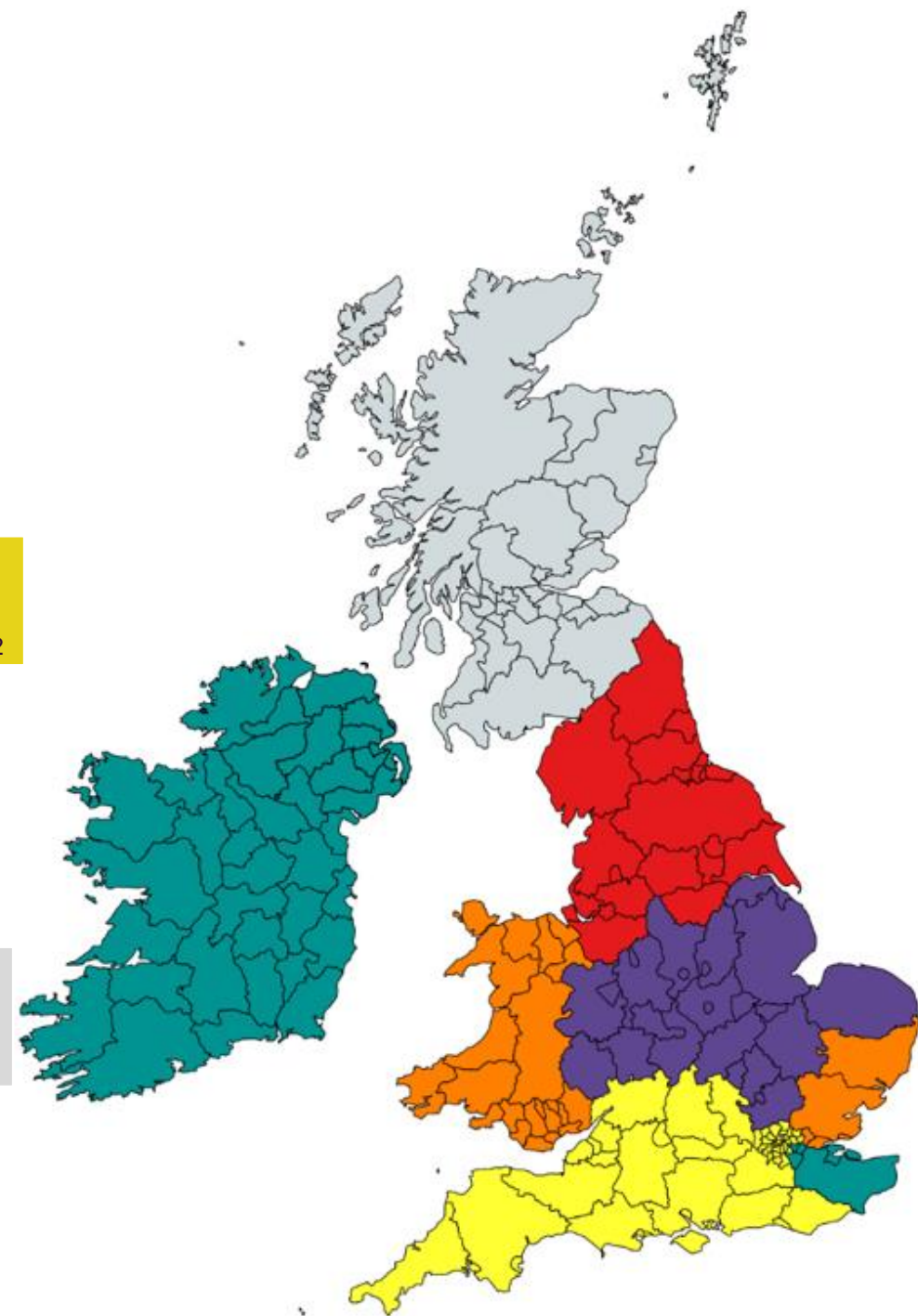
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Any questions?





# Contact information



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