

Endorsement of Third Party Resources Policy and Procedure

Purpose

This document sets out Gateway Qualifications' policy and procedure on the endorsement of third-party resources relating to regulated qualifications according to our endorsement criteria and to meet regulatory requirements.

The purpose of this Policy is to define the procedure and criteria that Gateway Qualifications applies to endorse third-party resources that are designed to support the preparation of Learners for assessments of a qualification which Gateway Qualifications offers.

Scope

This Policy relates to all resources developed and owned by third parties to support the delivery of regulated qualifications provided by Gateway Qualifications, including Access to HE Diplomas.

This Policy seeks to ensure that by using the third-party resource, one of the following outcomes will be achieved:

- Learners are supported to achieve all/some requirements of the associated qualification/unit(s)
- Learners are supported to practice skills and develop knowledge in anticipation of their final assessment
- Tutors/delivery staff are prepared for delivery of our qualification/unit(s).

Audience

This Policy is intended for the following audience:

- Organisations seeking endorsement of published resources
- Gateway Qualifications' staff.

Definitions

- **Endorsement** - A process by which Gateway Qualifications endorses resources which are designed to support the preparation of Learners for assessments for a qualification which it makes available or proposes to make available.

Responsibilities

Gateway Qualifications Responsibilities

Gateway Qualifications will take all reasonable steps to ensure that the endorsement of third-party resources does not have an adverse effect on Learners. Gateway Qualifications will not mandate the resource or imply that is necessary for the successful completion of an assessment or qualification.

The policy ensures that any endorsement:

- provides support to our centres or Learners undertaking our qualifications/unit(s)
- recognises resources that are appropriate and meet our quality standards
- identifies and mitigates any possible adverse effect(s) on Learners or potential Learners doing a qualification/unit(s)
- adds value to the available resources for the third party, its customers, and Gateway Qualifications.

Related Policies and Documents

This Policy should be read alongside:

- Complaints Policy and Procedure

Equity, Diversity and Inclusion Statement

Throughout the development of the policies and processes cited in this document, we have given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it.

Endorsement Procedure

Submission

Learning resources produced by a third party should be submitted to Gateway Qualifications' Product team for endorsement. The Product team will carry out an initial review to check the suitability of the resource against the related qualification, format, purpose and target audience.

Gateway Qualifications reserves the right to charge for the endorsement service.

Review

Gateway Qualifications will undertake a review according to the following criteria:

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- Content within the resource is adequate, suitable, appropriate, and relevant to the qualification/unit(s) stated and Learner target group
- Resource meets equalities requirements in that it is accessible and does not disadvantage or be considered to disadvantage a group of Learners sharing a particular characteristic
- Content is aligned to the level of the qualification/unit(s)
- Where applicable, each of the learning outcomes and assessment criteria are covered sufficiently within the resource when mapped to the relevant qualification
- Reference to regulatory information and/or legislation, is accurate and up to date, where applicable
- Purpose of the resource is clearly stated, and tasks and activities give clear instruction to the Learner/Tutor and/or delivery staff
- Is the overall quality of the third-party resource fit for purpose, and would you have any trouble in recommending the resource to Learners or centres?
- An appropriate business case has been undertaken to support Gateway Qualifications' decision to endorse the resource
- Appropriateness for Gateway Qualifications to endorse the resources from a business standpoint, where Gateway Qualifications will be able to continue to exercise control over its brand
- Consistent formatting, branding, design and style
- Conventions of English language spelling, grammar and punctuation.

There are some elements of the resource that Gateway Qualifications will not comment on as part of the endorsement process, specifically including:

- accessibility requirements e.g. current online web accessibility guideline
- reliability or content of additional reading or embedded media.

Feedback

Once the review is complete, the third party will be provided with feedback and expected to make any required amendments and resubmit for approval.

Approval

Following review of any amendments, should the criteria be met Gateway Qualifications will confirm in writing the endorsement for the particular resource specifying the 'valid from' date. This may also include a legal agreement.

The endorsement will only relate to the version of the resource/s reviewed. Any amendment to the content of an endorsed third-party resource must be resubmitted for review to ensure the endorsement criteria are still accurately met and that the endorsement is still valid. Failure by a third party to notify Gateway Qualifications of changes to an endorsed resource will result in removal of the endorsement by Gateway Qualifications.

Gateway Qualifications will accept no responsibility for errors in resources it has endorsed; however, if there are any mistakes that it considers could be avoided and amended before the resource's print/ release, feedback will be given so it can be corrected. This statement excludes Gateway Qualifications' responsibilities to ensure regulatory compliance.

Gateway Qualifications reserves the right to refuse to endorse a resource that does not meet the specified criteria or is deemed an inappropriate resource.

Updates

Once the third-party resource has been re-reviewed, and the amendments have been endorsed, this will be confirmed in writing.

Logo Guidelines

Gateway Qualifications will provide and permit the use of its logo to the third party once the endorsement process has been completed. This will be issued to the third-party supplier along with guidelines for using the logo.

Disclaimer Statement

The following phrase must be inserted into any resource developed by a third party that has been endorsed by Gateway Qualifications:

'While Gateway Qualifications has exercised reasonable care and skill in endorsing this resource, we make no representation, express or implied, with regards to the continued accuracy of the information contained in this resource. Gateway Qualifications does not accept any legal responsibility or liability for any errors or omissions from the resource or the consequences thereof.'

Review arrangements and monitoring

Gateway Qualifications will periodically review this Policy and the associated procedures and revise as necessary. As part of the review consideration will be given to feedback received and regulatory/legislative requirements.

If you would like to feedback on any views on this Policy, please contact us via the details provided at the end of this document.

Gateway Qualifications' **Quality and Standards Committee** is responsible for monitoring the effectiveness of the application of this Policy. An annual summary is provided to the Board of Trustees for monitoring and ratification.

Legal and Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Gateway Qualifications' status as an awarding organisation will reference any conditions and criteria that they address.

This Policy addresses the following legislation and/or regulatory requirements:

Regulator or Relevant Governing Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: C3 Arrangements with publishers
Qualification Wales	Standard Conditions of Recognition	Condition No: C3 Arrangements with publishers

Contact us

If you have any queries about the contents of the policy, please contact:

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Document Controls

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Revision History

Revision Date	Version	Updated By	Summary of Changes
May 2025	3.2	Director of Awarding	Policy transferred to the new policy document template. Statement added regarding the right to charge fees.