

QUALIFICATION SPECIFICATION



Skills for Creative Industries (Entry 3 - Level 1)

Access to HE

Apprenticeships

Digital

Employability & Enterprise

English & Maths

ESOL

Personal & Social Development

Professional Development

Vocational

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
603/3364/9	Gateway Qualifications Entry Level Award in Skills for Creative Industries (Entry 3)
603/3370/4	Gateway Qualifications Entry Level Certificate in Skills for Creative Industries (Entry 3)
603/3365/0	Gateway Qualifications Entry Level Diploma in Skills for Creative Industries (Entry 3)
603/3374/1	Gateway Qualifications Level 1 Award in Skills for Creative Industries
603/3375/3	Gateway Qualifications Level 1 Certificate in Skills for Creative Industries
603/3378/9	Gateway Qualifications Level 1 Diploma in Skills for Creative Industries

Version and date	Change detail	Section/Page Reference
1.1 March 2019	n/a	n/a
1.2 March 2021	Additional digital units added to L1 qualifications.	Pg16, 17 and 18
1.3 (April 2021)	Qualification approval from Qualifications Wales removed.	Pg9
1.4 (October 2021)	Guidance for Pre 16 age range.	Pg10
1.5 (July 2022)	Additional units added to E3 & L1 qualifications Front and back covers changed & address removed	Pg14,16 and 19

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 qualification/s within this specification you must be a Gateway Qualifications recognised centre and be approved to deliver the qualification/s.

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/

Contents

About this qualification specification	4
1. Qualification Information	7
1.1 About the qualifications	7
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 Relationship with other frameworks	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	10
2.6 Additional Requirements/Guidance	11
2.7 Recruiting Learners with Integrity	11
3. Achieving the Qualification	12
3.1 Qualification structure	12
Gateway Qualifications Entry Level Award in Skills for Creative Industries (Entry 3)	12
Gateway Qualifications Entry Level Certificate in Skills for Creative Industries (Entry 3)	13
Gateway Qualifications Entry Level Diploma in Skills for Creative Industries (Entry 3)	13
Gateway Qualifications Level 1 Award in Skills for Creative Industries	16
Gateway Qualifications Level 1 Certificate in Skills for Creative Industries	17
Gateway Qualifications Level 1 Diploma in Skills for Creative Industries	17
Recognition of Prior Learning (RPL)	21
3.2 Links to other qualifications	21
4. Assessment and Quality Assurance	22
4.1 Method of assessment	22
4.2 Assessment materials	22
4.3 Qualification-specific centre requirements	22
4.4 Qualification-specific tutor/assessor requirements	22
4.5 Qualification-specific verification requirements	22
5. What to do next	23

6. Gateway Qualifications23

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 provide learners with a broad introduction to working in the Creative Industries sector equipping learners with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills. The qualifications contain a significant proportion of knowledge and understanding together with some skills development. Where skills are assessed these will, in the main, be assessed through simulated activities and scenarios, unless it is a type of activity that can realistically be carried out by the learners providing there is risk assessment built in, for example expedition skills.

They are designed to support progression to further learning and ultimately to work in creative industries or other related creative industries, including apprenticeships.

The Skills for Creative Industries qualifications form part of a suite of 'Skills for...' qualifications that cover a number of sectors. 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 of the FE sector. They have been designed to be consistent with the principles for study programmes for 16-19 year olds but are also relevant, particularly in the case of the smaller qualifications, for adults including the unemployed. These qualifications are also suitable for pre-16 learners.

1.2 Objective

The Gateway Qualifications Skills for Creative Industries qualifications are categorised as having the following objectives:

- prepare learners to progress to a qualification in the same sector or a related area at a higher level or requiring more specific knowledge, skills and understanding
- prepare learners for employment in the sector or a related sector.

1.3 Key Facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Entry Level Award in Skills for Creative Industries (Entry 3)	60	50	6
Gateway Qualifications Entry Level Certificate in Skills for Creative Industries (Entry 3)	180	150	18
Gateway Qualifications Entry Level Diploma in Skills for Creative Industries (Entry 3)	420	350	42

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 1 Award in Skills for Creative Industries	60	48	6
Gateway Qualifications Level 1 Certificate in Skills for Creative Industries	180	125	18
Gateway Qualifications Level 1 Diploma in Skills for Creative Industries	420	310	42

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 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.

1.6 Progression Opportunities

These qualifications are designed to enable progression into further learning at a higher level (e.g. from Level 1 to Level 2). The strong focus on transferable employability skills means that learners could move within or between sectors as they progress. Some learners may be able to progress directly into employment,

particularly where work-based training will be offered, but it is expected that most learners will build on the skills and knowledge gained from these qualifications through further learning before entering employment.

1.7 Funding

For information regarding potential sources of funding please visit the following websites;

1.8 Relationship with other frameworks

The Gateway Qualifications in Skills for Creative Industries do not relate to any National Occupational Standards (NOS).

Relevant units within the qualification have been carefully developed according to the relevant standards as appropriate and/or in conjunction with Users of qualifications

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 are no prior qualification requirements for these qualifications.

2.3 Prior skills/knowledge/understanding

There are no prior skills, knowledge or understanding requirements for these qualifications. However, learners will benefit from having functional skills, at least at one level below that of the qualification (e.g. at least Entry 3 for the Level 1 qualifications).

2.4 Restrictions

There are no restrictions to entry for these qualifications.

2.5 Access to qualifications for learners with disabilities or specific needs

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.

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.

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

2.6 Additional Requirements/Guidance

There are no additional rules or guidance relating to learner entry requirements 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(s) and that the qualification(s) 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(s).

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 unit specifications. Unit contents, including the learning outcomes and associated assessment criteria, are published on the Gateway Qualifications website and are also available to download from the qualification library in the online system Prism.

Gateway Qualifications Entry Level Award in Skills for Creative Industries (Entry 3)

Learners must complete 6 credits from this group.

Unit Number	Title	Level	Credit Value	GLH
H/502/0177	Audio and Video Software	Entry 3	2	30
H/504/7816	Basic Performing Arts Skills	Entry 3	3	15
R/505/1893	Creative Media Skills	Entry 3	3	30
M/504/4594	Developing Painting and Drawing	Entry 3	3	30
J/504/8957	Introduction to Mixed Media in 2D	Entry 3	3	30
R/504/8959	Needle/Textile Crafts	Entry 3	3	30
A/504/8941	Printmaking	Entry 3	3	30
J/504/8960	Using Graphics Software	Entry 3	1	10
D/505/1895	Working in the Creative Industries	Entry 3	3	30

Gateway Qualifications Entry Level Certificate in Skills for Creative Industries (Entry 3)

Learners must complete 18 credits, including 3 credits from Group M (Mandatory), 9 credits from Group O1 (Optional Units: Creative Media) and 6 further credits from either Group O1 or Group O2 (Optional - Employability Skills, English and Maths).

Learners cannot include more than one unit with the same or similar title.

Gateway Qualifications Entry Level Diploma in Skills for Creative Industries (Entry 3)

Learners must complete 42 credits, including 3 credits from Group M (Mandatory), 33 credits from Group O1 (Optional Units: Creative Industries) and 6 further credits from either Group O1 or Group O2 (Optional - Employability Skills, English and Maths).

Learners cannot include more than one unit with the same or similar title.

Mandatory

Unit Number	Title	Level	Credit Value	GLH
D/505/1895	Working in the Creative Industries	Entry 3	3	30

Optional Units O1: Creative Industries

Unit Number	Title	Level	Credit Value	GLH
Y/504/7814	Acting Skills for Solo and Duologue	Entry 3	4	35
K/502/3887	Art & Design: A Project in 2 or 3 Dimensions	Entry 3	3	30
H/502/0177	Audio and Video Software	Entry 3	2	30
H/504/7816	Basic Performing Arts Skills	Entry 3	3	15
A/504/8938	Clothing Design	Entry 3	3	30
M/504/7818	Creating Dance	Entry 3	3	30
T/504/7819	Creating Drama	Entry 3	4	35
T/504/7822	Creating Music and Lyrics	Entry 3	4	35
F/504/7838	Creating Sets and Stages	Entry 3	4	35
R/505/1893	Creative Media Skills	Entry 3	3	30
F/504/7841	Design Skills for Performance	Entry 3	4	36
M/504/4594	Developing Painting and Drawing	Entry 3	3	30
J/505/1891	Digital Media	Entry 3	2	20
D/504/8950	Digital Photography	Entry 3	3	25
Y/504/7845	Ensemble Music Performance	Entry 3	4	35
H/504/7850	Exploring Dance	Entry 3	4	35
H/503/3933	Imaging software	Entry 3	2	15
J/504/8957	Introduction to Mixed Media in 2D	Entry 3	3	30
R/504/8959	Needle/Textile Crafts	Entry 3	3	30
J/504/8120	Performance Workshop	Entry 3	3	30
F/504/8066	Preparing for a Performance	Entry 3	2	18
Y/505/2317	Print Journalism	Entry 3	3	30

A/504/8941	Printmaking	Entry 3	3	30
L/617/1315	Promoting a Creative Industries Event	Entry 3	3	30
J/504/8067	Promoting a Performing Arts Event	Entry 3	3	30
J/504/8960	Using Graphics Software	Entry 3	1	10
H/503/3978	Using the body in a dramatic context	Entry 3	3	30

Optional Units 2a: Employability Skills

Unit Number	Title	Level	Credit Value	GLH
A/617/4047	Applying for a Job	Entry 3	2	20
K/617/4061	Career Planning	Entry 3	2	20
T/617/4080	Communication Skills for Work	Entry 3	3	30
L/617/4070	Conduct at Work	Entry 3	2	20
K/650/2071	Community environment project	Entry 3	3	30
D/617/4073	Customer Service Skills	Entry 3	2	20
T/617/4158	Digital Skills for Work	Entry 3	3	30
Y/650/2247	Environmental awareness	Entry 3	3	30
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
D/617/4090	Exploring Entrepreneurship	Entry 3	2	20
T/617/4094	Health and Safety in the Workplace	Entry 3	2	20
J/650/2214	Improving sustainability in the workplace	Entry 3	3	30
R/617/4099	Interview Skills	Entry 3	3	30
J/617/4102	Introduction to Self-Employment	Entry 3	3	30
L/617/4103	Making the Most of Work Placement	Entry 3	3	30
R/617/4149	Numeracy Skills for Work	Entry 3	3	30
K/617/4108	Negotiation Skills	Entry 3	3	30
A/617/4131	Searching for a Job	Entry 3	2	20
L/617/4134	Self-Management Skills for Work	Entry 3	2	20
H/617/4138	Setting and Meeting Work-Related Targets	Entry 3	2	20
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15
A/504/6249	Skills for Effective Participants	Entry 3	2	15
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15
F/504/6902	Skills for Reflective Learners	Entry 3	2	15
M/617/4143	Solving Work-Related Problems	Entry 3	2	20
D/650/2211	Sustainability	Entry 3	3	30
T/650/2075	Taking personal responsibility for the environment	Entry 3	3	30
F/617/4146	Time Management	Entry 3	2	20
R/617/4152	Working in a Team	Entry 3	3	30
H/617/4155	Working with Colleagues	Entry 3	2	20
T/617/4127	Working Safely	Entry 3	1	10

Optional Units 2b: English

Unit Number	Title	Level	Credit Value	GLH
M/505/6129	Engage in Discussion	Entry 3	2	20
Y/505/6321	Engage in Discussion	Level 1	2	20
H/505/4135	Listen and Respond	Entry 3	2	20

Unit Number	Title	Level	Credit Value	GLH
D/505/6319	Listen and Respond	Level 1	2	20
H/505/6127	Read for Information	Entry 3	3	30
L/505/4131	Read for Information	Level 1	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
Y/505/6318	Read for Purpose and Meaning	Level 1	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
R/505/6320	Speak to Communicate	Level 1	2	20
L/505/4159	Write Accurately	Entry 3	3	30
F/505/4160	Write Accurately	Level 1	3	30
H/505/6130	Write to Communicate	Entry 3	3	30
D/505/6322	Write to Communicate	Level 1	3	30

Optional Units 2c: Maths

Unit Number	Title	Level	Credit Value	GLH
K/505/4864	Making Calculations	Entry 3	3	30
F/505/4868	Making Calculations	Level 1	2	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
M/505/4882	Money, Time and Temperature	Level 1	3	30
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
A/505/4867	Numbers, Decimals, Fractions and Percentages	Level 1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	Level 1	2	20
H/505/4863	Using and Communicating Data	Entry 3	3	30
J/505/4872	Using and Communicating Data	Level 1	3	30
A/505/4870	Using Probability	Level 1	2	20
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
L/505/4890	Using Size, Shape and Space	Level 1	3	30

Gateway Qualifications Level 1 Award in Skills for Creative Industries

Learners must complete 6 credits from this group.

Unit Number	Title	Level	Credit Value	GLH
M/504/7852	Acting Skills	1	4	30
J/504/8943	Artwork and Imaging Software	1	4	20
J/617/1183	Audio Production Skills	1	6	48
T/506/6709	Basic Music Theory	1	4	38
A/618/3623	Computer-Aided Design	1	3	24
T/504/7979	Design Skills for Performance	1	4	30
H/617/1188	Digital Photography	1	6	48
M/504/8029	Directing and Devising Drama	1	4	35
L/504/8037	Drama and Theatre Workshop	1	4	35
M/505/1044	Fashion Design: Theory and Practice	1	3	27
Y/505/0874	Fashion Industry Production	1	3	27
H/617/1191	Games Design	1	6	48
K/617/1192	Graphic Design	1	6	48
A/617/1195	Interactive Media	1	6	48
F/617/1196	Moving Image	1	6	48
Y/506/6718	Music Production and Remixing Techniques	1	4	32
R/504/8119	Performance Skills	1	4	30
Y/618/3662	Photo Editing Software	1	3	24
H/502/3838	Preparing Performing Arts Work	1	4	30
R/617/1199	Printed Media	1	6	48
R/506/6720	Putting on a Music Event	1	4	34
R/617/1185	The Creative Industries	1	6	48
L/617/1203	Website Design	1	6	48
T/618/4124	Working in the Creative Industries	1	3	25

Gateway Qualifications Level 1 Certificate in Skills for Creative Industries

Learners must complete 18 credits, including 6 credits from Group M (Mandatory), 9 credits from Group O1 (Optional Units: Creative Media) and 3 further credits from either Group O1 or Group O2 (Optional Units: Employability, English and Maths).

Learners cannot include more than one unit with the same or similar title.

Gateway Qualifications Level 1 Diploma in Skills for Creative Industries

Learners must complete 42 credits, including 6 credits from Group M (Mandatory), 30 credits from Group O1 (Optional Units: Creative Media) and 6 further credits from either Group O1 or Group O2 (Optional - Employability Skills, English or Maths).

Learners cannot include more than one unit with the same or similar title.

Mandatory

Learners must complete the one unit from this group.

Unit Number	Title	Level	Credit Value	GLH
R/617/1185	The Creative Industries	1	6	48

Optional Units: Creative Industries

Unit Number	Title	Level	Credit Value	GLH
M/504/7852	Acting Skills	1	4	30
Y/502/3898	Art & Design: A Personal Project	1	4	30
M/502/3891	Art & Design: Explore Mixed Media	1	4	30
J/504/8943	Artwork and Imaging Software	1	4	20
J/617/1183	Audio Production Skills	1	6	48
Y/504/7974	Backstage Theatre Skills	1	3	27
T/506/6709	Basic Music Theory	1	4	38
K/506/6710	Collaborative Composition	1	3	27
A/618/3623	Computer-Aided Design	1	3	24
M/506/6711	Creating Harmony	1	4	35
R/504/8945	Creative Craft Skills	1	3	27
L/617/1184	Creative Industries Project	1	6	48
D/504/7975	Dance and Movement Workshop	1	4	35
H/504/7976	Dance Skills	1	4	30
T/504/7979	Design Skills for Performance	1	4	30
R/504/8024	Devising and Directing Dance	1	4	35
L/618/3643	Digital Graphics	1	6	48
H/617/1188	Digital Photography	1	6	48
M/504/8029	Directing and Devising Drama	1	4	35
M/504/8032	DJing Skills	1	3	27
L/504/8037	Drama and Theatre Workshop	1	4	35

Unit Number	Title	Level	Credit Value	GLH
T/504/8954	Drawing and Painting – Human Figure, Colour	1	4	30
A/504/8955	Fashion Design: Development	1	3	27
A/505/1046	Fashion Design: Illustration Techniques	1	3	27
F/505/1047	Fashion Design: Process	1	3	27
M/505/1044	Fashion Design: Theory and Practice	1	3	27
Y/505/0874	Fashion Industry Production	1	3	27
T/506/6712	Freelancing	1	4	34
H/617/1191	Games Design	1	6	48
M/618/3652	Games Design and Development	1	6	48
M/505/1030	Garment Construction: Sewing Skills	1	6	54
R/618/4955	Garment Construction: Techniques	1	6	54
L/505/1021	Garment Construction: Toile Making	1	6	54
K/617/1192	Graphic Design	1	6	48
A/617/1195	Interactive Media	1	6	48
M/617/5048	Introduction to Programming	1	6	48
A/506/6713	Live Sound Recording	1	3	24
R/504/8038	Make-up for Performance	1	3	27
L/504/8040	MIDI and Audio Techniques	1	5	40
R/504/8041	MIDI Sequencing and Software	1	4	40
F/617/1196	Moving Image	1	6	48
F/506/6714	Multi-Track Audio Recording	1	3	24
J/506/6715	Music Arrangement	1	3	24
L/506/6716	Music Improvisation	1	3	24
R/506/6717	Music Marketing and Promotion	1	3	24
Y/506/6718	Music Production and Remixing Techniques	1	4	32
D/506/6719	Music Rehearsal Skills	1	3	24
L/504/8118	Music Skills for Solo Performance	1	5	40
J/504/8117	Musical Ensemble Skills	1	5	40
K/504/8045	Musical Theatre	1	3	27
T/504/8047	Musical Theatre Skills	1	4	30
R/505/1022	Pattern Cutting: Commercial Patterns	1	6	54
H/505/1025	Pattern Cutting: Manual Lay Planning	1	3	27
H/505/1056	Pattern Cutting: Theory and Techniques	1	3	27
R/504/8119	Performance Skills	1	4	30
D/502/3840	Performing Arts Individual Repertoire and Showcase	1	4	30
A/504/8048	Performing Physical Theatre	1	3	27
Y/618/3662	Photo Editing Software	1	3	24
L/505/1035	Preparation for Employment in the Fashion Industries	1	3	27
H/502/3838	Preparing Performing Arts Work	1	4	30
R/617/1199	Printed Media	1	6	48
F/504/8942	Printmaking	1	3	30
T/503/0549	Produce Craft Work	1	3	20
L/617/1332	Promoting a Creative Industries Event	1	3	30
A/504/8051	Promoting a Performing Arts Event	1	3	30
R/506/6720	Putting on a Music Event	1	4	34

Unit Number	Title	Level	Credit Value	GLH
F/504/8052	Rehearsing for a Production	1	3	27
J/504/8053	Song Writing Skills in Popular Music	1	4	35
L/504/8054	Sound and Audio Production Skills	1	4	35
R/505/1036	Tailoring: Alterations	1	3	27
K/505/1057	Tailoring: Practical Skills	1	3	27
F/505/1016	Tailoring: Tailored Garment Construction	1	6	54
J/505/1017	Tailoring: Theory and Techniques	1	3	27
R/505/1019	The Different Markets for Fashion	1	3	27
J/505/0854	The Fashion Industry	1	3	27
Y/506/6721	Using Aural Skills in Music	1	3	24
R/617/0991	Using the Internet as a Medium for Music	1	3	27
L/617/1203	Website Design	1	6	48
T/618/4124	Working in the Creative Industries	1	3	25

Optional Units O2a: Employability Skills

Unit Number	Title	Level	Credit Value	GLH
M/617/4059	Applying for a Job	Level 1	2	20
A/617/4064	Career Planning	Level 1	3	30
A/617/4081	Communication Skills for Work	Level 1	3	30
L/650/2072	Community environment project	Level 1	3	30
R/617/4071	Conduct at Work	Level 1	2	20
H/617/4074	Customer Service Skills	Level 1	2	16
M/617/4157	Digital Skills for Work	Level 1	3	30
Y/650/2238	Environmental awareness	Level 1	3	30
H/167/4088	Exploring and Presenting Enterprise Ideas	Level 1	3	30
H/617/4091	Exploring Entrepreneurship	Level 1	2	20
A/617/4095	Health and Safety in the Workplace	Level 1	2	20
H/650/2213	Improving sustainability in the workplace	Level 1	3	30
L/617/4098	Interview Skills	Level 1	3	30
F/617/4101	Introduction to Self-Employment	Level 1	3	30
H/617/4107	Negotiation Skills	Level 1	3	30
L/617/4148	Numeracy Skills for Work	Level 1	3	30
R/617/4104	Making the Most of a Work Placement	Level 1	3	30
T/617/4130	Searching for a Job	Level 1	2	20
J/617/4133	Self-Management Skills for Work	Level 1	2	20
D/617/4137	Setting and Meeting Work-Related Targets	Level 1	2	20
H/504/6262	Skills for Creative Thinkers	Level 1	2	15
Y/504/6260	Skills for Effective Participants	Level 1	2	15
D/504/6258	Skills for Independent Enquirers	Level 1	2	15
A/504/6915	Skills for Reflective Learners	Level 1	2	15
K/617/4142	Solving Work-Related Problems	Level 1	2	20
A/650/2210	Sustainability	Level 1	3	30
M/650/2082	Taking personal responsibility for the environment	Level 1	3	30
A/617/4145	Time Management	Level 1	2	20

Unit Number	Title	Level	Credit Value	GLH
L/617/4151	Working in a Team	Level 1	3	30
H/617/4124	Working Safely	Level 1	1	10
D/617/4154	Working with Colleagues	Level 1	2	20

Optional Units O2b: English

Unit Number	Title	Level	Credit Value	GLH
M/505/6129	Engage in Discussion	Entry 3	2	20
Y/505/6321	Engage in Discussion	Level 1	2	20
H/505/4135	Listen and Respond	Entry 3	2	20
D/505/6319	Listen and Respond	Level 1	2	20
H/505/6127	Read for Information	Entry 3	3	30
L/505/4131	Read for Information	Level 1	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
Y/505/6318	Read for Purpose and Meaning	Level 1	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
R/505/5320	Speak to Communicate	Level 1	2	20
L/505/4159	Write Accurately	Entry 3	3	30
F/505/4160	Write Accurately	Level 1	3	30
H/505/5130	Write to Communicate	Entry 3	3	30
D/505/6322	Write to Communicate	Level 1	3	30

Optional Units O2c: Maths

Unit Number	Title	Level	Credit Value	GLH
K/505/4864	Making Calculations	Entry 3	3	30
F/505/4868	Making Calculations	Level 1	3	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
M/505/4882	Money, Time and Temperature	Level 1	3	30
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
A/505/4867	Numbers, Decimals, Fractions and Percentages	Level 1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	Level 1	2	20
H/505/4863	Using and Communicating Data	Entry 3	3	30
J/505/4872	Using and Communicating Data	Level 1	3	30
A/505/4870	Using Probability	Level 1	2	20
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
L/505/4890	Using Size, Shape and Space	Level 1	3	30

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
603/3364/9	Gateway Qualifications Entry Level Award in Skills for Creative Industries (Entry 3)	No
603/3370/4	Gateway Qualifications Entry Level Certificate in Skills for Creative Industries (Entry 3)*	Yes
603/3365/0	Gateway Qualifications Entry Level Diploma in Skills for Creative Industries (Entry 3)*	Yes
603/3374/1	Gateway Qualifications Level 1 Award in Skills for Creative Industries	No
603/3375/3	Gateway Qualifications Level 1 Certificate in Skills for Creative Industries*	Yes
603/3378/9	Gateway Qualifications Level 1 Diploma in Skills for Creative Industries*	Yes

3.2 Links to other qualifications

These qualifications form part of a suite 'Skills for...' qualifications in a number of sectors and across Entry 3, Level 1 and Level 2. The employability skills units are common across the suite and also appear within the qualifications in Employability Skills. Some of the employability skills units also make up the Gateway Qualifications Personal, Learning and Thinking Skills 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

There are no additional resource requirements for this qualification

In the delivery of qualification and units to pre-16 learners 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 specific tutor/assessor requirements for these qualifications.

4.5 Qualification-specific verification requirements

There are no specific verification requirements for these qualifications.

5. What to do next

For existing centres please contact your named Development Manager or Development Officer.

Tel: 01206 911 211

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).



Charity Registration No. 114282
Registered in England Company No. 5502449

enquiries@gatewayqualifications.org.uk
www.gatewayqualifications.org.uk
Tel: 01206 911 211