

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
603/2542/2	Gateway Qualifications Level 2 Certificate in Vocational Studies
603/2539/2	Gateway Qualifications Level 2 Diploma in Vocational Studies

Version and date	Change detail	Section/Page Reference
1.0 (August 2020)	n/a	n/a
1.1 (February 2021)	References to withdrawn sectors removed.	Pg7
1.2 (April 2021)	Qualification approval from Qualifications Wales removed.	Pg8
1.3 (June 2021)	Additional Hospitality and Catering and Digital and IT Skills units added.	Pg13
1.4 (October 2021)	Guidance for Pre 16 age range.	Page9
1.5 (August 2022)	Added new Green units to qualifications.	Page 18-19
1.6 (July 2023)	Replacement of units in the Creative Industries group.	Page 14

About this qualification specification

This qualification specification is intended for tutors, 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 qualifications. It also contains information specific to managing and delivering the qualifications 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 quality assurance practice.

In order to offer these qualifications you must be a Gateway Qualifications recognised centre and be approved to offer the qualifications.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: <https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/>

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1. Qualification Information

1.1 About the qualifications

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

The suite of Gateway Qualifications Vocational Studies qualifications has been developed to enable learners who have yet to decide which vocational sector to specialise in. It enables them to have their achievements recognised in at least two sectors from the list below.

- Business and Administration
- Creative Industries
- Digital and IT Skills
- Health, Social Care and Childcare
- Hospitality and Catering
- Logistics
- Public Services
- Sport & Active Leisure
- Travel & Tourism

The qualifications have been designed to enable recognition of sector specific vocational learning and more generic employability skills.

The employability skills units are common across the suite and also appear within qualifications offered by Gateway Qualifications in Employability Skills.

1.2 Purpose

The Gateway Qualifications suite of Vocational Studies qualifications supports personal growth and progression into further learning and/or training.

1.3 Funding

For information regarding potential sources of funding please visit the following the Education and Skills Funding Agency:

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

The qualification is listed on S96 as available for delivery to young people aged less than 19 years old (refer to Section 2.1 Age for approval age range of this qualification).

1.4 Geographical coverage

These qualifications are approved by Ofqual to be offered in England.

If a centre based outside England would like to offer these qualifications, they should make an enquiry to Gateway Qualifications. The qualifications are not available for delivery by centres based in Northern Ireland.

1.5 Progression opportunities

These qualifications are linked to the Gateway Qualifications suite of 'Skills for...' qualifications, available in the vocational sectors listed above at Entry 3, Level 1 and Level 2.

Learners completing the Level 2 Certificate in Vocational Studies may progress to a Gateway Qualifications Skills for... Level 2 Diplomas in their chosen sector. Learners completing the Level 2 Diploma in Vocational Studies could progress to a Level 3 vocationally related qualification.

These qualifications will enable learner to extend and further develop skills and understanding in a chosen vocational sector.

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.

2. Learner Entry Requirements

2.1 Key information

Qualification Titles	Gateway Qualifications Level 2 Certificate in Vocational Studies Gateway Qualifications Level 2 Diploma in Vocational Studies
Age	Pre-16, 16-18, 19+. Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.
Prior qualifications or units	There is no requirement for learners to have achieved prior qualifications or units prior to undertaking these qualifications.
Prior skills/knowledge/ understanding	There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this/these qualifications.
Restrictions	There are no restrictions to entry.
Additional requirements/guidance	There are no additional rules or guidance regarding learner entry requirements.

2.2 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.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

2.3 Recruiting learners with integrity

Centres must recruit learners with integrity. They must ensure that learners have the correct information and advice on their selected qualification and that the qualification will meet their needs.

Centres must assess each potential learner and make justifiable and professional judgements about their 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 Qualification Details

3.1 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.

3.2 Qualification size

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 2 Certificate in Vocational Studies	240	180	24
Gateway Qualifications Level 2 Diploma in Vocational Studies	420	315	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.

3.3 Qualification structure

The qualification requirements are provided below.

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.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.4 Recognition of Prior Learning (RPL)**

Gateway Qualifications Level 2 Certificate in Vocational Studies

Learners must achieve 24 credits. Learners must achieve a minimum of 18 credits from Group O1 (Sector Specific Skills), and a maximum of 6 credits from Group O2 (Optional Units: Employability, English and Maths). Learners must gain sector specific units from at least 2 groups with a minimum of 4 credits and a maximum of 15 credits from any one group.

Gateway Qualifications Level 2 Diploma in Vocational Studies

Learners must achieve 42 credits. Learners must achieve a minimum of 33 credits from Group O1 (Sector Specific Units) and a maximum of 9 credits from Group O2 (Optional Units: Employability, English and Maths). Learners must gain sector specific units from at least 2 groups with a minimum of 7 credits and a maximum of 26 credits from any one group.

Group O1: Sector Specific

Sub-group: Business and Administration (BA)

Unit Number	Unit Title	Level	Credit Value	GLH
T/505/2468	Budgeting and Managing Money	2	3	24
L/505/2461	Business Documentation	2	3	24
K/505/2466	Creating Business Web-pages	2	6	48
F/505/2490	Promoting Products and Services	2	3	24
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16
A/504/8115	The Marketing Environment	2	3	24
T/505/2471	The Role of an Administrator	2	3	24
Y/505/2494	Understanding Business Organisations	2	3	24
R/505/2476	Understanding Finance in a Business Context	2	3	24
D/505/2495	Understanding Legislation and Regulations in a Customer Service Context	2	2	16
H/505/2482	Understanding Online Business Activities	2	4	32
H/505/2501	Working with Office Equipment and Systems	2	3	24
T/505/2485	Working with People in Organisations	2	3	24

Sub-group: Creative Industries (CI)

Unit Number	Unit Title	Level	Credit Value	GLH
T/505/3362	Acting Skills	2	3	24
D/650/7786	2D Digital Imaging	2	6	48
F/650/7787	3D Modelling	2	6	48
T/505/3362	Acting Skills	2	3	24
H/650/7788	Animation	2	6	48
M/650/7826	Art and Design: Exploring Mixed Media	2	6	48
M/504/7138	Devising Drama	2	3	24
J/650/7832	Digital Marketing for the Digital and Creative Industries	2	3	24
J/650/7841	Digital Photography	2	6	48
K/650/7842	Graphic Design	2	6	48
T/504/7139	Group Devised Drama Project	2	3	24
J/505/3365	Improvisation and Performance Skills	2	3	24
L/505/3366	Making Dance	2	3	24
R/505/3367	Multi-Track Audio Recording	2	3	24
H/504/4737	Music for Performance	2	3	24
D/505/3369	Music Improvisation and Performance Skills	2	3	24
R/505/3370	Music Marketing and Promotion	2	3	24
Y/505/3371	Music Production and Remixing Techniques	2	4	32
D/505/3372	Music Sequencing and Production	2	6	48
H/505/3373	Music Skills for Solo Performance	2	6	48
K/505/3374	Musical Theatre Performance	2	3	24
D/505/3498	Performing in a Production	2	3	24
H/505/3499	Plan, Lead and Evaluate a Series of Dance Sessions	2	3	24
T/505/3376	Rehearsal Skills	2	3	24
A/505/3377	Song Writing Skills	2	3	24
F/505/3378	Sound and Music Production	2	3	24
J/505/3379	Sound Effect Techniques for Music Production	2	3	24
L/650/7843	Sound Production	2	6	48
A/505/3380	Sound Production and Recording	2	3	24
J/505/3382	Using Aural Skills in Music	2	3	24
Y/505/3497	Using DJ Skills	2	4	32
L/505/3383	Working in the Music Industry	2	3	24
Y/505/3385	Working in the Performing Arts	2	3	24

Sub-group: Digital and IT Skills (DITS)

Unit Number	Unit Title	Level	Credit Value	GLH
T/618/3703	Computer Programming	2	6	48
T/618/3670	Computer-Aided Design	2	6	48
A/618/3671	Computerised Accounting Software	2	3	24
L/618/3674	Cybersecurity	2	6	48
D/618/3677	Data Management and Analytics	2	3	24
H/618/3678	Database Design and Development	2	6	48
K/618/3679	Desktop Publishing Software	2	3	24
D/618/3680	Digital Graphics	2	6	48
M/618/3683	Exploring New and Emerging Digital Technologies	2	3	24
T/618/3684	Games Design and Development	2	6	48
A/618/3685	Games Engines	2	6	48
F/618/3686	Interactive Media	2	6	48
J/618/3687	IT Technical Support	2	6	48
L/618/3688	Mobile App Development	2	6	48
R/618/3689	Network Management	2	6	48
J/618/3690	Networking	2	6	48
L/618/3691	Photo Editing Software	2	3	24
R/618/3692	Presentation Software	2	3	24
Y/618/3693	Project Management Software	2	3	24
D/618/3694	Social Media Marketing	2	3	24
H/618/3695	Spreadsheet Software	2	3	24
K/618/3696	Using Digital Technologies	2	3	24
M/618/3697	Website Design and Development	2	6	48
K/618/3701	Word Processing Software	2	3	24

Sub-group: Hospitality and Catering (HC)

Unit Number	Unit Title	Level	Credit Value	GLH
A/505/4416	Health and Safety in the Catering and Hospitality Industry	2	4	32
Y/505/4374	Maintain Food Safety when Storing, Preparing and Cooking Food	2	4	32
A/601/5335	Prepare Meat for Basic Dishes	2	4	33
J/601/5354	Prepare Poultry for Basic Dishes	2	4	33
J/601/5368	Prepare Vegetables for Basic Dishes	2	4	33
L/601/5355	Prepare, Cook and Finish Basic Cakes, Sponges, Biscuits and Scones	2	5	39
J/505/4502	Prepare, Cook and Finish Simple Bread and Dough Products	1	3	24

Sub-group: Health, Social Care and Childcare (HSC)

Unit Number	Unit Title	Level	Credit Value	GLH
H/505/2403	Activity Provision in Health and Social Care	2	3	24
K/505/2404	Care of the Elderly	2	3	24
T/505/2406	Communication in Health and Social Care	2	3	24
A/505/2410	Dealing with Loss and Grief in Health and Social Care	2	3	24
J/505/2524	Dementia Awareness	2	2	17
L/505/2525	Diabetes Awareness	2	3	24
R/505/2414	Duty of Care in Health and Social Care	2	2	16
M/505/2453	Equality and Inclusion in Health, Social Care or Children's and Young People's Settings	2	2	18
K/505/2421	Food Safety in Health and Social Care and Children's and Young People's Settings	2	3	24
L/505/2430	Infection Prevention and Control in Health and Social Care or Children and Young People's Settings	2	3	24
M/505/2436	Person-Centred Approaches in Health and Social Care	2	2	16
J/505/2443	Protection and Safeguarding in Health and Social Care	2	3	24
R/505/2526	Stroke Awareness	2	3	28
H/505/2451	Working in Health and Social Care	2	3	24

Sub-group: Logistics (LO)

Unit Number	Unit Title	Level	Credit Value	GLH
Y/617/5674	Environmental Impact of Logistics	2	3	24
K/617/5677	Logistics Project	2	6	48
M/617/5678	Moving and Handling Goods Manually	2	3	24
L/617/5686	Picking and Distributing Goods	2	3	24
R/617/5687	Receiving and Storing Goods	2	2	16
M/617/5695	Route Planning	2	3	24
M/617/5700	Security in Logistics	2	3	24
M/617/5714	Stock Control	2	3	24
A/617/5716	Using Equipment to Handle and Move Goods	2	3	24
F/617/5717	Working in Logistics	2	3	24
J/617/5718	Working Safely in Logistics	2	3	24

Sub-group: Public Service (PS)

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
M/506/3338	Adventurous Activities and Teamwork for the Public Services	2	6	48
Y/505/2429	Basic First Aid Principles	2	1	8
H/506/3336	Career Planning for the Public Services	2	3	27
M/506/3341	Community and Cultural Awareness	2	6	48
J/506/3345	Crime and Society	2	3	24
M/506/3467	Emergency Incidents in Public Services	2	3	24
M/506/3355	Health and Safety in the Public Service Workplace	2	4	32
H/505/3244	Undertaking an Expedition	2	6	48
L/506/3315	Working in Public Services	2	3	27

Sub-group: Sport and Active Leisure (SL)

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
F/505/3235	Anatomy and Physiology for Sport	2	3	24
J/505/3253	Effects of Exercise on the Body Systems	2	3	24
Y/505/3242	Exercise and Fitness Instruction	2	6	48
A/505/3251	Injury and Illness in sport	2	3	24
L/505/3240	Nutrition for Sports Performance	2	4	32
M/505/3232	Outdoor and Adventurous Activities	2	6	48
T/505/3247	Planning and Leading Sport or Active Leisure Activities	2	4	32
M/505/3246	Planning and Running a Sports or Active Leisure Event	2	4	32
T/505/3233	Practical Sport	2	6	48
Y/505/3239	Psychology for Sports Performance	2	4	32
A/505/3248	Sports Coaching	2	5	40
J/505/3236	Sports Development	2	3	24
R/505/3255	Working in the Sport and Active Leisure Sector	2	3	24

Sub-group: Travel and Tourism (TT)

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
H/505/2496	Airport Services	2	4	32
M/505/2727	Customer Service for the Travel and Tourism Industry	2	3	24
K/505/2502	Deal with Travel and Tourism Emergencies	2	3	24
A/505/2505	Hospitality for Travel and Tourism	2	3	24
F/505/2506	Impacts of Travel and Tourism on Local Communities	2	3	24
L/505/2508	Planning for Work in Travel and Tourism	2	3	24
R/505/2509	The Business of Travel and Tourism	2	3	24
Y/504/8008	Travel Planning	2	3	24
J/505/2510	UK Tourism Destinations	2	3	24
Y/505/2513	UK Transport for Travel and Tourism	2	3	24
K/504/8028	Understanding Airline and Airport Operations	2	3	24
K/505/2516	Understanding the Travel and Tourism Industry	2	3	24
M/505/2517	Visitor Attractions	2	3	24
M/505/2520	Worldwide Tourism Destinations	2	3	24

Group O2: Optional Units: Employability, English and Maths

Sub-group: Employability Skills

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
M/505/1481	Applying for a Job	2	2	16
F/617/4065	Career Planning	2	3	24
R/617/4085	Communication Skills for Work	2	3	24
L/650/2072	Community Environment Project	1	3	30
T/617/4077	Customer service skills	2	2	16
K/617/4156	Digital Skills for Work	2	3	24
M/650/2262	Domestic Energy Efficiency	2	3	24
K/650/2224	Environmental Awareness	2	3	24
K/617/4089	Exploring and Presenting Enterprise Ideas	2	3	24
K/617/4092	Exploring Entrepreneurship	2	2	16
F/650/2212	Improving Sustainability in the Workplace	2	3	24
J/617/4097	Interview Skills	2	3	24
A/617/4100	Introduction to Self-Employment	2	3	24
M/617/4109	Leadership Skills	2	2	16
Y/617/4105	Making the most of work placement	2	3	24
D/617/4106	Negotiation Skills	2	3	24
J/617/4147	Numeracy Skills for Work	2	3	24

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
F/617/4129	Searching for a Job	2	2	16
F/617/4132	Self-Management Skills for Work	2	2	16
R/617/4135	Setting and Meeting Work-Related Targets	2	2	16
D/504/6261	Skills for Creative Thinkers	2	2	15
A/504/7627	Skills for Effective Participants	2	2	15
Y/504/6257	Skills for Independent Enquirers	2	2	15
M/504/6913	Skills for Reflective Learners	2	2	15
H/617/4141	Solving Work-Related Problems	2	2	16
R/650/2209	Sustainability	2	3	24
M/650/2082	Taking Personal Responsibility for the Environment	1	3	30
T/617/4144	Time Management	2	2	20
J/617/4150	Working in a Team	2	3	24
Y/617/4153	Working with Colleagues	2	2	16

Sub-group: English

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
Y/505/6321	Engage in Discussion	1	2	20
H/505/4149	Engage in Discussion	2	2	20
D/505/6319	Listen and Respond	1	2	20
M/505/4137	Listen and Respond	2	2	20
L/505/4131	Read for Information	1	3	30
K/505/6324	Read for Information	2	3	30
Y/505/6318	Read for Purpose and Meaning	1	3	30
H/505/6323	Read for Purpose and Meaning	2	3	30
R/505/6320	Speak to Communicate	1	2	20
J/505/4144	Speak to Communicate	2	2	20
F/505/4160	Write with Accuracy	1	3	30
T/505/6326	Write Fluently and Accurately	2	3	30
D/505/6322	Write to Communicate	1	3	30
M/505/6325	Write to Communicate	2	3	30

Sub-group: Maths

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
F/505/4868	Making Calculations	1	3	30
Y/505/4875	Making Calculations	2	3	30
M/505/4882	Money, Time and Temperature	1	3	30

Unit Number	Unit Title	Level	Credit Value	Guided Learning (hrs)
D/505/4876	Money, Time and Temperature	2	3	30
A/505/4867	Numbers, Decimals, Fractions and Percentages	1	3	30
H/505/4877	Numbers, Decimals, Fractions and Percentages	2	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	1	2	20
K/505/4878	Numerical Relationships, Algebra and Ratio	2	2	20
J/505/4872	Using and Communicating Data	1	3	30
M/505/4879	Using and Communicating Data	2	3	30
A/505/4870	Using Probability	1	2	20
H/505/4880	Using Probability	2	2	20
L/505/4890	Using Size, Shape and Space	1	3	30
K/505/4881	Using Size, Shape and Space	2	3	30

3.4 Recognition of prior learning

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
603/2542/2	Gateway Qualifications Level 2 Certificate in Vocational Studies*	Yes
603/2539/2	Gateway Qualifications Level 2 Diploma in Vocational Studies*	Yes

3.5 Links to other qualifications

These qualifications are linked to the Gateway Qualifications suite of 'Skills for...' qualifications, available in the vocational sectors listed above at Entry 3, Level 1 and Level 2.

4 Assessment

4.1 Assessment format

The method of assessment for the qualification is through a portfolio of evidence.

4.2 Assessment language

The qualifications are assessed in English only.

4.3 Support materials and resources

In addition to this qualification specification, the following resources are available on the Gateway Qualifications website:

- Centre Handbook

The following will also be available for centres approved to offer the qualifications:

- Centre Handbook

4.4 Access Arrangements, Reasonable Adjustments and Special Considerations

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](#).

5 Centre Recognition and Qualification Approval

5.1 Centre Recognition

Both centre recognition and qualification approval must be gained before centres are permitted to deliver these qualifications.

Guidance on the centre recognition and qualification approval processes is available on the website: <https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/centre-recognition/>

5.2 Centre requirements

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

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 External Quality Assurer 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.

5.3 Qualification-specific staffing requirements

Tutor/Assessors must be fully qualified and experienced in the subject area in which they are delivering, details of which must be provided to Gateway Qualifications as part of the Qualification Approval application.

6 Quality Assurance

Centres should refer to the online Centre Handbook for further guidance.

The quality assurance process for these qualifications is through risk-based external quality assurance monitoring through reviews of centres' internal quality assurance systems against key quality standards and sampling of assessment decisions and internal quality assurance activity to ensure that qualification standards are maintained.

Centre monitoring is undertaken by an External Quality Assurer (EQA) allocated to the centre. The EQA plays a critical role in the Gateway Qualifications approach to centre assessment standards scrutiny as they are responsible for:

- carrying out an annual compliance visit
- validating the centre's procedures for delivery of qualifications and assessment
- completing reports for each visit with clear action points where needed
- risk rating centres on the above.

The EQA carries out an initial risk assessment at the centre recognition stage and then annually on an on-going basis using Gateway Qualifications' risk assessment criteria, and gives a high/medium/low risk rating in each of the following categories:

- centre resourcing and arrangements: this includes consideration of centre staffing, induction and training, policies and compliance with our centre agreement
- internal assessment and delivery: including reference to staff knowledge and skills, understanding of requirements, and appropriateness of delivery arrangements; also, delivery of external assessments including invigilation, conduct of assessments and confidentiality (where appropriate)
- internal quality assurance: covering IQA procedures, whether staff are appropriately trained, and standardisation arrangements in place
- learner experience: that embraces appropriateness of initial assessment and learners being on the correct programme, learner induction and course support.

EQAs arrange quality monitoring visits to all recognised centres. These visits:

- monitor the centre's compliance with the centre recognition terms and conditions by reviewing programme documentation and meeting managers and centre staff
- identify any staff development needs
- ensure that all procedures are being complied with, through an audit trail, and make sure that the award of certificates of completion to learners is secure.

EQAs contact the centre in advance of a visit, however Gateway Qualifications reserves the right to undertake unannounced visits including during assessment times.

EQAs will request information from the centre in advance of a planned visit to help inform the evidence to be reviewed during the visit. Centres are obliged to comply with any requests for access to premises, people and records for the purposes of the monitoring visit. If a centre fails to provide access, then Gateway Qualifications will take appropriate action.

Once a visit date has been agreed, the centre should ensure that the appropriate members of staff attend the meeting, all requested documentation is provided and access to qualification, learner and staff records is available.

If a centre cancels a pre-arranged monitoring visit at short notice the EQA must be satisfied that there was a legitimate reason for the cancellation. If this cannot be established, Gateway Qualifications reserves the right to withhold certification claims until a monitoring visit is completed.

Following the visit, the EQA completes a monitoring report which will be sent to the centre for reference afterwards.

The frequency of the quality monitoring visits will be determined by the volume of learner registrations and the actions arising from previous monitoring activity. Centres found in breach of these procedures may be subject to sanctions by Gateway Qualifications. Please refer to the Gateway Qualifications Sanctions Policy.

6.1 Internal Quality Assurance

As the assessments are tutor marked the centre must operate an internal quality assurance process. This ensures that qualification standards are being applied consistently within a centre through training, standardisation, sampling of marking and feedback. A centre's internal quality assurance process is led by the Internal Quality Assurer (IQA) who is responsible for ensuring that all tutors are marking assessments in line with the standards set by Gateway Qualifications.

Internal Standardisation

Internal standardisation is a collaborative process by which tutors within a centre consider work that they have marked and, using pre-determined criteria, reach a common agreement on standards as being typical of work at a particular level by comparing samples and providing peer evaluation.

Standardisation will be facilitated by the Centre's IQA and should include all those involved in marking assessments. Centre standardisation events should be held at regular intervals and to a schedule which reflects delivery patterns and supports the marking of live assessments. Centres will be required to keep records of each internal standardisation event including the date, attendees and notes on any outcomes and actions. Centres will be required to store these reports securely for three years and Gateway Qualifications may ask to see these records as part of the centre quality assurance and monitoring activities.

6.2 Quality assuring centre marking

Once the internal quality assurance process is complete, an EQA will be allocated to a centre to sample the centre marking.

The sample selected is based on the number of learners and the centre's risk rating, derived from centre monitoring.

Evidence of the inconsistent marking and actions taken informs the centre's risk rating and this information will be taken into account with the sampling of future assessments, for example, leading to an increase in sampling size.

6.3 Malpractice

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the internal and external assessment process, and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Gateway Qualifications
- the qualification to the public at large.

Centre staff should be familiar with the contents of Gateway Qualifications Malpractice and Maladministration Policy, <https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/Malpractice-and-Maladministration-Policy.pdf>

6.4 Additional quality assurance requirements

There are no additional internal/external quality assurance requirements for this/these qualification/s.

7 Learner Registration and Results

7.1 Registration

Centres will register learners via the online registration portal. Learner registration guidance is available on our website, <https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/registering-learners/>.

7.2 Awarding

The qualifications will be awarded as Pass or Fail. Learners must pass the assessment to be awarded a Pass.

7.3 Issuing results

Results for learners who do not reach the minimum standard for a pass will be recorded as fail.

7.4 Appeals

Centres must have internal appeal arrangements which learners can access if they wish to appeal against a decision taken by Centres, which will include a named contact at the Centre. These arrangements have to be transparent and accessible in order that appeals from learners can be received, considered and resolved fairly. Please refer to the Gateway Qualifications' Appeals policy: <https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/09/Appeals-Policy.pdf>

7.5 Enquiries

Enquiries about assessment decisions should be made once the centre has followed its internal enquiries and appeal procedures.

Contact details are available on our website:
<https://www.gatewayqualifications.org.uk/contact-us/>

8 What to do next

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

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

9 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) and Qualification Wales to offer regulated qualifications in Wales.



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