Qualification Approval: Guidance for specific qualifications

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gateway
qualifications

learning your way

Qualification Approval: Guidance for specific qualifications

Contents

Purpose of this document

This guidance is specific to certain qualifications and will help you apply for approval to deliver them.

Please be aware that Gateway Qualifications may ask for additional information during the process. If that happens, a member of the Quality Team will contact you by email.

Most Qualification Approval applications are processed remotely. However, in some cases, an onsite visit may be necessary to complete the approval process. If this is required, a member of the Quality Team will contact you to arrange a suitable date for both your Centre and the External Quality Assurer (EQA).

During the onsite visit, the EQA will need to review the following:

- Complete a tour of the site(s)
- Review classrooms, social space, office areas and reception
- Names and roles of staff met
- CV of staff, if not already seen
- Delivery models

Digital Qualifications

Digital Qualifications

Tutor/Assessor and IQA requirements

Tutor/Assessors and IQAs must have evidence of sector-specific experience, which can be gained from working in the industry or from taking related qualifications.

It is essential that staff have:

- Experience or qualifications at a level above that of the qualification being delivered.
- A teaching qualification, or evidence that they are working towards one

While not essential, it is desirable for IQAs to have a professional IQA qualification.

CPD logs should be provided, which must evidence ongoing programmes to continue professional development based on the digital sector(s) being delivered.

Digital Skills for Life (Entry Award Levels)

Tutor/Assessor and IQA requirements

Tutor/Assessors and IQAs should have good, relevant knowledge and understanding of the unit content relating to digital skills in everyday life or the workplace.

Digital Level 1 Award Qualifications

Tutor/Assessor and IQA requirements

Tutor/Assessors and IQAs should be able to demonstrate occupational competency with a relevant qualification and/or relevant experience, knowledge and understanding of the units being delivered, e.g. a good understanding of the basic principles of games design and development, programming and web design.

Digital Level 2 Award/Certificate/Extended Certificate and Diploma Qualifications

Tutor/Assessor and IQA requirements

Tutors/Assessors and IQAs must be able to show a relevant academic or professional qualification at a level above that being delivered, and/or a professional qualification or a good link to relevant experience in the workplace.

Relevant commercial/public/educational/charitable/uniformed services experience would be advantageous for staff, e.g. in app or website development, graphic design or cybersecurity.

Level 3 Certificate/Diploma Qualifications

Tutor/Assessor and IQA requirements

Tutors/Assessors and IQAs must be able to show a relevant academic or professional qualification at a level above that being delivered, and/or a professional qualification or a good link to relevant experience in the workplace.

CPD logs should be provided, ideally with records of attendance at events and training relevant to the units being delivered.

Relevant commercial/public/educational/charitable/uniformed services experience would be advantageous for staff, e.g. in networking or cybersecurity, games design, e-commerce or software design or development.

Essential Digital Skills Qualifications (EDSQ) and Digital Functional Skills Qualifications (DFSQ)

Qualification delivery requirements

When delivering DFSQ at Level 1, Centres need to have a clear invigilation process in place as per our guidance document "The Instructions for the Conduct of DFSQ Assessments".

Invigilators need to be clearly identified on Prism before approval can take place. Invigilators must be independent and not part of the delivery, assessment, or IQA team for DFSQ.

There is no requirement for an IQA at Level 1, as all assessments are marked by Gateway Qualifications.

Web Application Development (Level 5)

Tutor/Assessor and IQA requirements

Tutors/Assessors and IQAs are expected to be able to show a degree or higher-level professional qualification in a relevant subject, or a substantive record of work-based/industrial experience.

IQAs should have previous experience with assessing and Quality Assurance in education.

Assessors and IQAs must have evidence of knowledge of web development:

- Experience of working as a web developer
- CV mentions HTML, CSS, JavaScript, database design, back-end frameworks (preferably Python-based)
- If no working experience, then a history of teaching courses that include Web Development at Level 4 or above.

Assessors and IQAs should have a willingness to do the Coding Challenge initially and to study the qualification ahead of the first cohort of students.

CPD logs should be provided, with evidence of recent and ongoing activity to show professional competence, with relevant links to units being delivered.

Note that where your Centre has HE provision in Computing or Web Design at HE level, there is some support in case of staff changes in the L5DWAD team.

ESOL

Tutor /Assessor requirements

Minimum qualification(s): CELTA or TEFL certificate

If the tutor/assessor has only taught:

- EFL
- Functional Skills English

A CPD record is required to show that they have engaged in relevant courses to transition to ESOL and that they are aware of the differences.

Ensure that the Lead IQA is identified.

Centre requirements

If conducting a Centre Monitoring activity, provide details about secure storage, especially information about secure transportation between sites and who is responsible for this at your Centre.

Living and Working in the UK

Tutor/Assessor requirements

If tutor/assessors are going to IQA each other's portfolios, please provide a CPD log to show what training they have had/are having to support this and confirm who the Lead IQA will be.

Qualification delivery requirements

Please confirm whether this qualification is being delivered to ESOL learners, as this impacts what qualifications and experience staff are expected to hold.

If so, please provide confirmation via their CV and CPD log, which courses and experience the tutors have with delivering portfolio-based qualifications, rather than external assessment. We would expect to see relevant courses to support this.

Creative Industries

Useful information to provide for the EQA within the application

- The discipline(s) through which the qualification will be delivered. For example, Fashion, Music or Performing Arts, etc.
- What software and/or computers are available for learners to use. For example, Adobe Suite, Logic, Ableton or Apple Mac computers, etc.
- Specify that there are appropriate facilities available, such as drama studios, recording studios, theatres and/or performance spaces
- Any other relevant resources required, depending on discipline(s), such as video cameras, sewing machines, musical instruments or DJ equipment, etc.
- Does your Centre have any links with external/industry bodies such as Theatres, Venues or recording studios

Adult care

Tutor/Assessor requirements

Tutors and assessors must have hands-on experience working in the care industry. This is important because having knowledge alone doesn't guarantee the ability to apply it effectively in real-life situations.

Tutor/Assessors should have experience and qualifications such as:

- Moving and handling
- Food hygiene
- Infection control

This will ensure that they can understand situations when delivering these subjects.

If your Centre is delivering Care qualifications under the umbrella of Skills for Care/Health, then their assessment principles must be followed.

Hair and Beauty

Tutor/Assessor and IQA requirements

Tutor/Assessors and IQAs must be able to demonstrate occupational competency, ideally with a Level 2 Qualification in Hair and/or Beauty Therapy. Alternatively, they can have units or credit certificates in the units they will be delivering.

CPD logs should be provided, with evidence of how they are ensuring their industry knowledge is current.

Unit requirements

Depending on the units being delivered, staff should have knowledge of the following:

- Basic anatomy and physiology
- Health and safety, including contraindications to hair and beauty treatments, and possible contraindications following treatments.

Your Centre should be able to provide:

- A salon environment with running water
- Resources related to the units chosen, i.e. towels, tissues, cotton wool, products and tools to carry out treatments
- Live models for conducting assessments.

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