



Suite of Progression Qualifications





This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
600/8911/8	Gateway Qualifications Entry Level Award in Progression (Entry 3)
600/8912/X	Gateway Qualifications Entry Level Certificate in Progression (Entry 3)
603/5940/7	Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3)
600/8914/3	Gateway Qualifications Level 1 Award in Progression
600/8915/5	Gateway Qualifications Level 1 Certificate in Progression
600/8916/7	Gateway Qualifications Level 1 Diploma in Progression
600/8917/9	Gateway Qualifications Level 2 Award in Progression
600/8918/0	Gateway Qualifications Level 2 Certificate in Progression

Version and date	Change detail	Section/Page Reference
1.0 (August 2020)	n/a	n/a
1.1 (March 2021)	Additional digital units added to E3 and L1 qualifications.	Pg12, 15, 19, 27, 28, 33, 34, 39 and 40.
1.2 (May 2021)	Additional digital units added to E3 qualifications.	Pg13, 14, 18, 23 and 24.
1.3 (July 2021)	E-Safety units added to E3, L1 and L2 qualifications.	Pg13, 18, 23, 27, 33, 39, 44 and 48.
1.4 (October 2021)	Guidance for Pre 16 age range.	Pg9
1.5 (December 2021)	Additional Design Software unit added to L1 Award.	Pg27
1.6 (June 2022)	Additional units added to the English, Maths and Digital group for L2 qualifications.	Pg44 and 48
1.7 (August 2022)	Green and Transition units added to all quals	Pg 12-13, 15- 16, 20-21, 25- 26, 29-31, 35- 36, 41-43 and 46-48.
1.8 (September 2025)	Unit title corrected T/617/4094 Health and Safety in the Workplace	Pg13, 15, 20, 32 and 38



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

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

The Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3) is also approved by Qualifications Wales, the regulator of non-degree qualifications and the qualifications system in Wales.

These qualifications are a flexible and responsive range of general and pre-vocational qualifications. The qualifications have been devised with the aim to progress learners into further learning and/or employment. The vast range of units available can be used to create individualised learning programmes tailored to learners' needs whilst enabling those learners to achieve or work towards a national qualification and improve their opportunities for progression.

The qualification consist of a range of core units to provide opportunities for learners to develop skills in the areas such as literacy, numeracy, ICT, employability, learning to learn and personal development; plus a range of 'taster' units in different sector specific areas providing opportunities for learners to test out their abilities and personal preferences before selecting a chosen career or employment route.

These qualifications will be of particular benefit to those learners who:

- want to progress into other further or higher education courses, or into new work area
- are returning, or planning to return, to work and who are seeking to update and/or add to their employment skills
- would benefit from alternative approaches to curriculum and learning
- want to test out a vocational area to inform their career/employment choices
- for whatever reason, have not previously achieved in education
- need to develop their literacy and/or numeracy skills.

The qualifications allow learners to achieve the size and level of qualification most suitable for their needs and relevant to their stage of learning, providing an opportunity to work towards qualifications in small steps.

1.2 Purpose

The Gateway Qualifications suite of Progression qualifications is categorised as having the following objective as defined by Ofqual:

Giving Learners personal growth and engagement in learning.



1.3 Funding

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

The Education Funding Agency

http://www.education.gov.uk/aboutdfe/executiveagencies/efa
The Skills Funding Agency http://skillsfundingagency.bis.gov.uk/

or, contact your local funding office.

1.4 Geographical coverage

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

The Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3) is also approved by Qualification Wales to be delivered in Wales also.

If a centre based outside England or Wales 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

The qualifications provide vocational tasters which will aid future career decisions and progression opportunities to employment or further study, including sector specific qualifications. The qualifications also provide learners with the skills and knowledge to improve their own employability.

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 Entry Level Award in Progression (Entry 3) Gateway Qualifications Entry Level Certificate in Progression (Entry 3) Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3) Gateway Qualifications Level 1 Award in Progression
	Gateway Qualifications Level 1 Certificate in Progression Gateway Qualifications Level 1 Diploma in Progression Gateway Qualifications Level 2 Award in Progression Gateway Qualifications Level 2 Certificate in Progression
Age	Pre-16, 16-18, 19+
Prior qualifications or units	There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this/these qualifications.
Prior skills/knowledge/ understanding	There is no requirement for learners to have prior skills, knowledge or understanding.
Restrictions	There are no restrictions to entry.
Additional requirements/guidance	There are no additional rules or guidance regarding learner entry requirements.

Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.

2.2 Access to qualifications for learners with disabilities or specific needs

- 1. 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. Please refer to <u>Section 3.10 Access</u>
 <u>Arrangement, Reasonable Adjustments and Special Considerations</u> for further details



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 Entry Level Award in Progression (Entry 3)	30	30	3
Gateway Qualifications Entry Level Certificate in Progression (Entry 3)	150	130	15
Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3)	260	240	26
Gateway Qualifications Level 1 Award in Progression	60	34	6
Gateway Qualifications Level 1 Certificate in Progression	210	151	21
Gateway Qualifications Level 1 Diploma in Progression	420	306	42
Gateway Qualifications Level 2 Award in Progression	90	59	9
Gateway Qualifications Level 2 Certificate in Progression	240	174	24

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 Entry Level Award in Progression (Entry 3)

Learners must achieve 3 credits from any Unit Group (Core Units are optional in this Qualification).

A: Core Skills: Entry 3

Unit Number	Unit Title	Level	Credit Value	GLH
T/504/8484	Alcohol and Drug Misuse Awareness	Entry 3	3	30
J/504/8425	Aspects of Citizenship	Entry 3	3	30
T/505/0753	Assist with Catching and Restraining a Small Animal	Entry 3	3	30
H/505/5687	Basic Craft Skills	Entry 3	3	30
H/618/1025	British values and keeping safe from radicalisation	Entry 3	2	20
K/504/7493	Budgeting	Entry 3	1	10
K/617/4061	Career planning	Entry 3	2	20
F/505/0769	Check that a Small Animal is Healthy	Entry 3	3	30
L/505/0094	Checking and Maintaining Fluid Levels on a Car	Entry 3	1	10
A/504/8938	Clothing Design	Entry 3	3	30
Y/504/8428	Communication Skills for Group and Teamwork	Entry 3	3	30
T/617/4080	Communication skills for work	Entry 3	3	30
K/650/2071	Community environment project	Entry 3	3	30
D/617/4073	Customer Service Skills	Entry 3	2	20
K/504/8286	Developing a Personal Learning Programme	Entry 3	3	30
R/504/9562	Developing Confidence Working with Animals	Entry 3	3	30
F/504/8519	Developing Skills for Gaining Employment	Entry 3	3	30
L/504/9608	Developing Skills for Listening to Children	Entry 3	3	30
R/618/3675	Digital Marketing	Entry 3	3	30
F/650/2286	Domestic energy efficiency	Entry 3	3	30
Y/650/2247	Environmental awareness	Entry 3	3	30
H/504/7637	Exercise as Part of a Healthy Lifestyle	Entry 3	2	20
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
F/504/8228	Food Safety and Storage	Entry 3	3	30
T/504/9277	Garden Horticulture Skills	Entry 3	3	30
A/504/9278	Garden Maintenance Skills	Entry 3	3	30



Unit	Unit Title	Level	Credit	GLH
Number			Value	
D/505/0777	Groom a Small Animal	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
A/502/0458	Individual Rights and Responsibilities	Entry 3	1	10
J/504/8957	Introduction to Mixed Media in 2D	Entry 3	3	30
F/505/8712	Introduction to Road Safety	Entry 3	3	30
H/504/8576	Living in the Community	Entry 3	3	30
J/504/9462	Making Choices	Entry 3	4	40
L/617/4103	Making the most of work placement	Entry 3	3	30
Y/504/9465	Managing Money	Entry 3	2	20
T/502/0457	Managing Social Relationships	Entry 3	2	20
D/618/1024	Mental Wellbeing	Entry 3	2	20
R/504/8959	Needle/Textile Crafts	Entry 3	3	30
K/617/4108	Negotiation Skills	Entry 3	3	30
R/506/0576	Personal Development	Entry 3	1	10
L/506/0947	Planning and Participating in Short Walks	Entry 3	3	30
R/504/9285	Plant Propagation Skills	Entry 3	3	30
L/505/8583	Preparation for Work Experience	Entry 3	1	10
T/504/8792	Recognising Own Achievements	Entry 3	2	20
A/505/6084	Recognising Small Animals	Entry 3	2	20
J/504/9476	Rights and Responsibilities	Entry 3	3	30
R/618/1344	Setting Personal Goals	Entry 3	3	30
F/505/8788	Skills for Employability	Entry 3	3	30
A/504/8695	Skills for Shopping	Entry 3	3	30
D/650/2211	Sustainability	Entry 3	3	30
T/504/8713	Take Part in an Activity	Entry 3	1	10
T/650/2075	Taking personal responsibility for the environment	Entry 3	3	30
F/504/8536	The Local Community	Entry 3	1	10
F/617/4146	Time Management	Entry 3	2	20
Y/506/0627	Understanding Diversity in Society	Entry 3	3	30
K/506/0678	Understanding Self and Others	Entry 3	3	30
H/504/9257	Use and Maintain Garden Tools	Entry 3	3	30
R/504/8881	Volunteering	Entry 3	2	20
L/504/8720	Work Experience	Entry 3	3	30
R/617/4152	Working in a Team	Entry 3	3	30
T/617/4127	Working Safely	Entry 3	1	10
H/617/4155	Working with colleagues	Entry 3	2	20
K/504/8899	Young Parenthood	Entry 3	2	20

B: Optional Group: English, Maths, Digital

Unit Number	Unit Title	Level	Credit Value	GLH
L/502/0173	Design and imaging software	Entry 3	2	15
Y/502/0175	Desktop publishing software	Entry 3	2	15
L/617/8863	Digital Skills for Everyday Life	Entry 3	2	20



Unit Number	Unit Title	Level	Credit Value	GLH
T/617/4158	Digital skills for work	Entry 3	3	30
D/505/1721	Email Skills	Entry 3	1	10
M/505/6129	Engage in Discussion	Entry 3	2	20
L/505/8826	E-Safety	Entry 3	3	30
H/505/4135	Listen and Respond	Entry 3	2	20
K/505/4864	Making Calculations	Entry 3	3	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
A/502/0170	Presentation software	Entry 3	2	15
H/505/6127	Read for Information	Entry 3	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
F/502/0168	Spreadsheet software	Entry 3	2	15
L/502/0190	The Internet and World Wide Web	Entry 3	1	5
H/505/4863	Using and Communicating Data	Entry 3	3	30
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
F/502/0171	Using the Internet	Entry 3	1	10
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
A/502/0167	Word processing software	Entry 3	2	15
L/505/4159	Write Accurately	Entry 3	3	30
H/505/6130	Write to Communicate	Entry 3	3	30



Gateway Qualifications Entry Level Certificate in Progression (Entry 3)

Learners must achieve 15 credits overall. A maximum of 6 credits can be achieved at Level 1. 3 credits must be achieved from the Core Skills (A) Unit Group. Learners may achieve the remaining credits from either the Core or Optional Group – English, Maths and Digital.

A: Core Skills: Entry 3

Unit Number	Unit Title	Level	Credit Value	GLH
T/504/8484	Alcohol and Drug Misuse Awareness	Entry 3	3	30
J/504/8425	Aspects of Citizenship	Entry 3	3	30
T/505/0753	Assist with Catching and Restraining a Small Animal	Entry 3	3	30
H/505/5687	Basic Craft Skills	Entry 3	3	30
H/618/1025	British values and keeping safe from radicalisation	Entry 3	2	20
K/504/7493	Budgeting	Entry 3	1	10
K/617/4061	Career planning	Entry 3	2	20
F/505/0769	Check that a Small Animal is Healthy	Entry 3	3	30
L/505/0094	Checking and Maintaining Fluid Levels on a Car	Entry 3	1	10
A/504/8938	Clothing Design	Entry 3	3	30
Y/504/8428	Communication Skills for Group and Teamwork	Entry 3	3	30
T/617/4080	Communication skills for work	Entry 3	3	30
K/650/2071	Community environment project	Entry 3	3	30
D/617/4073	Customer Service Skills	Entry 3	2	20
K/504/8286	Developing a Personal Learning Programme	Entry 3	3	30
R/504/9562	Developing Confidence Working with Animals	Entry 3	3	30
F/504/8519	Developing Skills for Gaining Employment	Entry 3	3	30
L/504/9608	Developing Skills for Listening to Children	Entry 3	3	30
R/618/3675	Digital Marketing	Entry 3	3	30
F/650/2286	Domestic energy efficiency	Entry 3	3	30
Y/650/2247	Environmental awareness	Entry 3	3	30
H/504/7637	Exercise as Part of a Healthy Lifestyle	Entry 3	2	20
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
F/504/8228	Food Safety and Storage	Entry 3	3	30
T/504/9277	Garden Horticulture Skills	Entry 3	3	30
A/504/9278	Garden Maintenance Skills	Entry 3	3	30
D/505/0777	Groom a Small Animal	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
A/502/0458	Individual Rights and Responsibilities	Entry 3	1	10
J/504/8957	Introduction to Mixed Media in 2D	Entry 3	3	30
F/505/8712	Introduction to Road Safety	Entry 3	3	30
H/504/8576	Living in the Community	Entry 3	3	30
J/504/9462	Making Choices	Entry 3	4	40
L/617/4103	Making the Most of Work Placement	Entry 3	3	30
Y/504/9465	Managing Money	Entry 3	2	20



Unit Number	Unit Title	Level	Credit Value	GLH
T/502/0457	Managing Social Relationships	Entry 3	2	20
D/618/1024	Mental Wellbeing	Entry 3	2	20
R/504/8959	Needle/Textile Crafts	Entry 3	3	30
K/617/4108	Negotiation Skills	Entry 3	3	30
R/506/0576	Personal Development	Entry 3	1	10
L/506/0947	Planning and Participating in Short Walks	Entry 3	3	30
R/504/9285	Plant Propagation Skills	Entry 3	3	30
L/618/1035	Practical Introduction to Construction	Entry 3	4	40
R/618/1036	Practical Introduction to Creative Crafts	Entry 3	4	40
J/618/1051	Practical Introduction to Health and Social Care	Entry 3	4	40
L/618/1052	Practical introduction to Horticulture	Entry 3	4	40
R/618/1053	Practical Introduction to Hospitality and Catering	Entry 3	4	40
M/618/1058	Practical Introduction to Sport and Active Leisure	Entry 3	4	40
L/505/8583	Preparation for Work Experience	Entry 3	1	10
T/504/8792	Recognising Own Achievements	Entry 3	2	20
A/505/6084	Recognising Small Animals	Entry 3	2	20
J/504/9476	Rights and Responsibilities	Entry 3	3	30
R/618/1344	Setting Personal Goals	Entry 3	3	30
F/505/8788	Skills for Employability	Entry 3	3	30
A/504/8695	Skills for Shopping	Entry 3	3	30
D/650/2211	Sustainability	Entry 3	3	30
T/504/8713	Take Part in an Activity	Entry 3	1	10
T/650/2075	Taking personal responsibility for the environment	Entry 3	3	30
F/504/8536	The Local Community	Entry 3	1	10
F/617/4146	Time Management	Entry 3	2	20
Y/506/0627	Understanding Diversity in Society	Entry 3	3	30
K/506/0678	Understanding Self and Others	Entry 3	3	30
H/504/9257	Use and Maintain Garden Tools	Entry 3	3	30
R/504/8881	Volunteering	Entry 3	2	20
L/504/8720	Work Experience	Entry 3	3	30
R/617/4152	Working in a Team	Entry 3	3	30
T/617/4127	Working Safely	Entry 3	1	10
H/617/4155	Working with colleagues	Entry 3	2	20
K/504/8899	Young Parenthood	Entry 3	2	20

B: Core Skills: Level 1

Unit Number	Unit Title	Level	Credit Value	GLH
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27
M/504/9391	Basic Food Preparation and Cooking	1	3	30
A/617/4064	Career Planning	1	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
F/505/0092	Checking and Maintaining Car Wheels and tyres	1	1	9
A/504/7689	Communication Skills for Group and Teamwork	1	3	27
A/617/4081	Communication Skills for Work	1	3	30
J/506/1966	Confidence and Self-Esteem	1	1	9
M/505/0881	Creative Writing Skills	1	3	27
Y/504/9241	Cultivating Herbs	1	3	27
H/617/4074	Customer Service Skills	1	2	16
M/504/8287	Developing a Personal Learning Programme	1	3	27
D/504/8429	Developing Own Interpersonal Skills	1	3	27
D/504/8432	Developing Personal Confidence and Self	1	3	27
	Awareness			
J/506/0560	Developing Skills for Independent Life	1	3	27
M/504/8516	Developing Skills in Caring for Young Children	1	3	27
K/504/9101	Digital Photography	1	3	27
Y/504/8607	Discover Local History	1	3	27
F/506/0587	Drug Awareness	1	3	27
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
M/504/8225	Family Relationships	1	3	27
R/504/8931	Food Safety and Storage	1	2	20
M/505/1030	Garment Construction: Sewing Skills	1	6	54
A/505/4058	Good Tenancy	1	1	9
F/601/3408	Growth and Development of Young Children	1	2	18
K/505/8557	Health and Hygiene in the Home	1	3	27
J/504/8263	Health and Safety in a Practical Environment	1	1	9
A/617/4095	Health and Safety in the Workplace	1	2	20
A/506/1589	Health, Safety and First Aid at Work	1	3	27
L/504/8264	Healthy Living	1	3	27
J/505/4001	Household Skills	1	3	27
L/505/3061	Identification of Basic External and Internal Car Parts	1	3	27
D/505/8555	Improving Assertiveness and Decision Making	1	3	27
T/504/8274	Improving Own Confidence	1	3	27
D/504/9497	Improving Own Learning and Performance	1	2	16
L/617/4098	Interview Skills	1	3	30
M/505/8625	Introduction to Peer Support Skills	1	2	18
K/504/8563	Living in the Community	1	3	27
R/617/4104	Making the Most of Work Placement	1	3	30
L/505/8552	Managing Your Own Learning	1	3	27
L/505/8566	Parenting Skills	1	3	27
H/505/0909	Performance Improvisation Techniques	1	3	27
A/504/8826	Personal and Interpersonal Conflict	1	3	27
K/504/8837	Personal Awareness	1	3	27
Y/506/0787	Personal Budgeting and Managing Money	1	3	27
H/505/4104	Personal Career Planning	1	3	27
K/505/4105	Personal Career Preparation	1	1	9
J/504/7792	Personal Development	1	3	27
T/504/8839	Personal Relationships	1	3	27



Unit Number	Unit Title	Level	Credit Value	GLH
T/504/7500	Physical Development of Young Children	1	3	30
D/504/8947	Planning Own Fitness Programme	1	4	30
T/504/8842	Prejudice and Discrimination	1	3	27
T/505/4107	Preparing for Work	1	3	27
T/504/8131	Presentation Skills	1	2	18
H/505/8587	Problem Solving in the Workplace	1	3	27
M/505/1237	Recognising Issues of Substance Misuse	1	1	9
T/617/4130	Searching for a Job	1	2	20
K/504/8692	Sex and Relationship Education	1	3	27
F/504/7502	Social, Emotional and Psychological Development of Young Children	1	3	30
J/504/8697	Supporting a Child with Reading	1	3	27
K/504/8711	Supporting Children's Literacy and Numeracy Development	1	3	27
D/505/8801	Take part in Exercise and Fitness	1	3	27
A/504/8714	Take Part in an Activity	1	1	9
R/505/1330	Taking Part in Sport	1	3	27
A/617/4145	Time Management	1	2	27
K/505/8669	Tools, Equipment and Materials for Vehicle Maintenance	1	4	36
Y/504/8803	Understanding Discrimination	1	3	27
F/505/8807	Understanding Diversity Within Society	1	3	27
T/506/1736	Understanding Emotions	1	3	27
H/505/4099	Understanding Rights and Responsibilities of Citizenship	1	3	27
R/505/1246	Understanding Stress and Stress Management Techniques	1	3	27
T/506/0649	Understanding Young People, Law and Order	1	3	27
Y/506/0613	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9
F/505/4336	Using Cooking Skills in the Domestic Kitchen	1	3	27
T/505/8609	Using Craft Skills with Natural Materials	1	3	27
L/505/8616	Work, Review and Plan	1	3	27
L/617/4151	Working in a Team	1	3	30
M/506/0911	Writing for Meaning Skills	1	3	27

C: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
L/502/0173	Design and imaging software	Entry 3	2	15
Y/502/0175	Desktop publishing software	Entry 3	2	15
L/617/8863	Digital Skills for Everyday Life	Entry 3	2	20
T/617/4158	Digital skills for Work	Entry 3	3	30
D/505/1721	Email Skills	Entry 3	1	10
M/505/6129	Engage in Discussion	Entry 3	2	20
L/505/8826	E-Safety	Entry 3	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
H/505/4135	Listen and Respond	Entry 3	2	20
K/505/4864	Making Calculations	Entry 3	3	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
L/617/4148	Numeracy Skills for Work	1	3	30
A/502/0170	Presentation software	Entry 3	2	15
K/502/4621	Presentation Software	1	3	20
H/505/6127	Read for Information	Entry 3	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
F/502/0168	Spreadsheet software	Entry 3	2	15
L/502/0190	The Internet and World Wide Web	Entry 3	1	5
H/505/4863	Using and Communicating Data	Entry 3	3	30
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
F/502/0171	Using the Internet	Entry 3	1	10
T/502/4296	Using the Internet	1	3	20
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
K/502/4392	Video Software	1	2	15
A/502/0167	Word processing software	Entry 3	2	15
L/502/4627	Word Processing Software	1	3	20
L/505/4159	Write Accurately	Entry 3	3	30
H/505/6130	Write to Communicate	Entry 3	3	30



Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3)

Learners must achieve 26 credits overall. A maximum of 6 credits can be achieved at Level 1. 6 credits must be achieved from the Core Skills (A) Unit Group. Learners may achieve the remaining credits from either the Core or Optional Group – English, Maths and Digital.

A: Core Skills: Entry 3

Unit Number	Unit Title	Level	Credit Value	GLH
T/504/8484	Alcohol and Drug Misuse Awareness	Entry 3	3	30
J/504/8425	Aspects of Citizenship	Entry 3	3	30
T/505/0753	Assist with Catching and Restraining a Small Animal	Entry 3	3	30
H/505/5687	Basic Craft Skills	Entry 3	3	30
H/618/1025	British values and keeping safe from radicalisation	Entry 3	2	20
K/504/7493	Budgeting	Entry 3	1	10
K/617/4061	Career planning	Entry 3	2	20
F/505/0769	Check that a Small Animal is Healthy	Entry 3	3	30
L/505/0094	Checking and Maintaining Fluid Levels on a Car	Entry 3	1	10
A/504/8938	Clothing Design	Entry 3	3	30
Y/504/8428	Communication Skills for Group and Teamwork	Entry 3	3	30
T/617/4080	Communication skills for work	Entry 3	3	30
K/650/2071	Community environment project	Entry 3	3	30
D/617/4073	Customer Service Skills	Entry 3	2	20
K/504/8286	Developing a Personal Learning Programme	Entry 3	3	30
R/504/9562	Developing Confidence Working with Animals	Entry 3	3	30
F/504/8519	Developing Skills for Gaining Employment	Entry 3	3	30
L/504/9608	Developing Skills for Listening to Children	Entry 3	3	30
R/618/3675	Digital Marketing	Entry 3	3	30
D/650/2286	Domestic energy efficiency	Entry 3	3	30
Y/650/2247	Environmental awareness	Entry 3	3	30
H/504/7637	Exercise as Part of a Healthy Lifestyle	Entry 3	2	20
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
F/504/8228	Food Safety and Storage	Entry 3	3	30
T/504/9277	Garden Horticulture Skills	Entry 3	3	30
A/504/9278	Garden Maintenance Skills	Entry 3	3	30
D/505/0777	Groom a Small Animal	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
A/502/0458	Individual Rights and Responsibilities	Entry 3	1	10
J/504/8957	Introduction to Mixed Media in 2D	Entry 3	3	30
F/505/8712	Introduction to Road Safety	Entry 3	3	30
H/504/8576	Living in the Community	Entry 3	3	30
J/504/9462	Making Choices	Entry 3	4	40
L/617/4103	Making the Most of Work Placement	Entry 3	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
Y/504/9465	Managing Money	Entry 3	2	20
T/502/0457	Managing Social Relationships	Entry 3	2	20
D/618/1024	Mental Wellbeing	Entry 3	2	20
R/504/8959	Needle/Textile Crafts	Entry 3	3	30
K/617/4108	Negotiation Skills	Entry 3	3	30
R/506/0576	Personal Development	Entry 3	1	10
L/506/0947	Planning and Participating in Short Walks	Entry 3	3	30
R/504/9285	Plant Propagation Skills	Entry 3	3	30
L/618/1035	Practical Introduction to Construction	Entry 3	4	40
R/618/1036	Practical Introduction to Creative Crafts	Entry 3	4	40
J/618/1051	Practical Introduction to Health and Social Care	Entry 3	4	40
L/618/1052	Practical introduction to Horticulture	Entry 3	4	40
R/618/1053	Practical Introduction to Hospitality and Catering	Entry 3	4	40
M/618/1058	Practical Introduction to Sport and Active Leisure	Entry 3	4	40
L/505/8583	Preparation for Work Experience	Entry 3	1	10
T/504/8792	Recognising Own Achievements	Entry 3	2	20
A/505/6084	Recognising Small Animals	Entry 3	2	20
J/504/9476	Rights and Responsibilities	Entry 3	3	30
R/618/1344	Setting Personal Goals	Entry 3	3	30
F/505/8788	Skills for Employability	Entry 3	3	30
A/504/8695	Skills for Shopping	Entry 3	3	30
D/650/2211	Sustainability	Entry 3	3	30
T/504/8713	Take Part in an Activity	Entry 3	1	10
T/650/2075	Taking personal responsibility for the environment	Entry 3	3	30
F/504/8536	The Local Community	Entry 3	1	10
F/617/4146	Time Management	Entry 3	2	20
Y/506/0627	Understanding Diversity in Society	Entry 3	3	30
K/506/0678	Understanding Self and Others	Entry 3	3	30
H/504/9257	Use and Maintain Garden Tools	Entry 3	3	30
R/504/8881	Volunteering	Entry 3	2	20
L/504/8720	Work Experience	Entry 3	3	30
R/617/4152	Working in a Team	Entry 3	3	30
T/617/4127	Working Safely	Entry 3	1	10
H/617/4155	Working with colleagues	Entry 3	2	20
K/504/8899	Young Parenthood	Entry 3	2	20

B: Core Skills: Level 1

Unit Number	Unit Title	Level	Credit Value	GLH
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27



NumberM/504/9391Basic Food Preparation and Cooking1A/617/4064Career Planning1F/505/0092Checking and Maintaining Car Wheels and tyres1A/504/7689Communication Skills for Group and Teamwork1	Value 3 3	30
A/617/4064 Career Planning 1 F/505/0092 Checking and Maintaining Car Wheels and 1 tyres	3	
F/505/0092 Checking and Maintaining Car Wheels and 1 tyres		30
tyres		9
	•	Ū
, 400 ,, 1000 Communication Chino for Croup and Tourismont	3	27
A/617/4081 Communication Skills for Work 1	3	30
J/506/1966 Confidence and Self-Esteem 1	1	9
M/505/0881 Creative Writing Skills 1	3	27
Y/504/9241 Cultivating Herbs 1	3	27
H/617/4074 Customer Service Skills 1	2	16
M/504/8287 Developing a Personal Learning Programme 1	3	27
D/504/8429 Developing Own Interpersonal Skills 1	3	27
D/504/8432 Developing Personal Confidence and Self 1	3	27
Awareness		
J/506/0560 Developing Skills for Independent Life 1	3	27
M/504/8516 Developing Skills in Caring for Young Children 1	3	27
K/504/9101 Digital Photography 1	3	27
Y/504/8607 Discover Local History 1	3	27
F/506/0587 Drug Awareness 1	3	27
H/617/4088 Exploring and Presenting Enterprise Ideas 1	3	30
M/504/8225 Family Relationships 1	3	27
R/504/8931 Food Safety and Storage 1	2	20
M/505/1030 Garment Construction: Sewing Skills 1	6	54
A/505/4058 Good Tenancy 1	1	9
F/601/3408 Growth and Development of Young Children 1	2	18
K/505/8557 Health and Hygiene in the Home 1	3	27
J/504/8263 Health and Safety in a Practical Environment 1	1	9
A/617/4095 Health and Safety in the Workplace 1	2	20
A/506/1589 Health, Safety and First Aid at Work 1	3	27
L/504/8264 Healthy Living 1	3	27
J/505/4001 Household Skills 1	3	27
L/505/3061 Identification of Basic External and Internal Car 1	3	27
Parts		
D/505/8555 Improving Assertiveness and Decision Making 1	3	27
T/504/8274 Improving Own Confidence 1	3	27
D/504/9497 Improving Own Learning and Performance 1	2	16
L/617/4098 Interview Skills 1	3	30
M/505/8625 Introduction to Peer Support Skills 1	2	18
K/504/8563 Living in the Community 1	3	27
R/617/4104 Making the Most of Work Placement 1	3	30
L/505/8552 Managing Your Own Learning 1	3	27
L/505/8566 Parenting Skills 1	3	27
H/505/0909 Performance Improvisation Techniques 1	3	27
A/504/8826 Personal and Interpersonal Conflict 1	3	27
K/504/8837 Personal Awareness 1	3	27
Y/506/0787 Personal Budgeting and Managing Money 1	3	27
H/505/4104 Personal Career Planning 1	3	27



NumberK/505/4105Personal Career Preparation1J/504/7792Personal Development1T/504/8839Personal Relationships1T/504/7500Physical Development of Young Children1	Value 1 3 3	9 27
J/504/7792Personal Development1T/504/8839Personal Relationships1T/504/7500Physical Development of Young Children1	3	27
T/504/8839Personal Relationships1T/504/7500Physical Development of Young Children1	3	
T/504/7500 Physical Development of Young Children 1		
		27
	3	30
D/504/8947 Planning Own Fitness Programme 1	4	30
T/504/8842 Prejudice and Discrimination 1	3	27
T/505/4107 Preparing for Work 1	3	27
T/504/8131 Presentation Skills 1	2	18
H/505/8587 Problem Solving in the Workplace 1	3	27
M/505/1237 Recognising Issues of Substance Misuse 1	1	9
T/617/4130 Searching for a Job 1	2	20
K/504/8692 Sex and Relationship Education 1	3	27
F/504/7502 Social, Emotional and Psychological 1	3	30
Development of Young Children		
J/504/8697 Supporting a Child with Reading 1	3	27
K/504/8711 Supporting Children's Literacy and Numeracy 1	3	27
Development		
D/505/8801 Take part in Exercise and Fitness 1	3	27
A/504/8714 Take Part in an Activity 1	1	9
R/505/1330 Taking Part in Sport 1	3	27
A/617/4145 Time Management 1	2	20
K/505/8669 Tools, Equipment and Materials for Vehicle 1	4	36
Maintenance		
Y/504/8803 Understanding Discrimination 1	3	27
F/505/8807 Understanding Diversity in Society 1	3	27
T/506/1736 Understanding Emotions 1	3	27
H/505/4099 Understanding Rights and Responsibilities of 1	3	27
Citizenship		07
R/505/1246 Understanding Stress and Stress Management 1	3	27
Techniques T/506/0649 Understanding Young People, Law and Order 1	3	27
Y/506/0613 Understanding the Importance of a Balanced 1	1	9
Diet and Regular Exercise	ı	9
F/505/4336 Using Cooking Skills in the Domestic Kitchen 1	3	27
T/505/8609 Using Craft Skills with Natural Materials 1	3	27
L/505/8616 Work, Review and Plan 1	3	27
L/617/4151 Working in a Team 1	3	30
M/506/0911 Writing for Meaning Skills 1	3	27

C: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
L/502/0173	Design and imaging software	Entry 3	2	15
Y/502/0175	Desktop publishing software	Entry 3	2	15
L/617/8863	Digital Skills for Everyday Life	Entry 3	2	20
T/617/4158	Digital skills for Work	Entry 3	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
D/505/1721	Email Skills	Entry 3	1	10
M/505/6129	Engage in Discussion	Entry 3	2	20
L/505/8826	E-Safety	Entry 3	3	30
H/505/4135	Listen and Respond	Entry 3	2	20
K/505/4864	Making Calculations	Entry 3	3	30
D/505/4862	Money, Time and Temperature	Entry 3	3	30
L/617/4148	Numeracy Skills for Work	1	3	30
A/502/0170	Presentation software	Entry 3	2	15
K/502/4621	Presentation Software	1	3	20
H/505/6127	Read for Information	Entry 3	3	30
D/505/6126	Read for Purpose and Meaning	Entry 3	3	30
K/505/6128	Speak to Communicate	Entry 3	2	20
F/502/0168	Spreadsheet software	Entry 3	2	15
L/502/0190	The Internet and World Wide Web	Entry 3	1	5
H/505/4863	Using and Communicating Data	Entry 3	3	30
M/505/4865	Using Size, Shape and Measures	Entry 3	3	30
F/502/0171	Using the Internet	Entry 3	1	10
T/502/4296	Using the Internet	1	3	20
T/505/4866	Using Whole Numbers, Decimals, Fractions and Percentages	Entry 3	2	20
K/502/4392	Video Software	1	2	15
A/502/0167	Word processing software	Entry 3	2	15
L/502/4627	Word Processing Software	1	3	20
L/505/4159	Write Accurately	Entry 3	3	30
H/505/6130	Write to Communicate	Entry 3	3	30



Gateway Qualifications Level 1 Award in Progression

Learners must achieve 6 credits from either Unit Group A or Unit Group B.

A: Core Skills: Level 1

Unit Number	Unit Title	Level	Credit Value	GLH
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27
M/504/9391	Basic Food Preparation and Cooking	1	3	30
K/618/1026	British values and keeping safe from radicalisation	1	2	10
A/617/4064	Career Planning	1	3	30
F/505/0092	Checking and Maintaining Car Wheels and tyres	1	1	9
A/504/7689	Communication Skills for Group and Teamwork	1	3	27
A/617/4081	Communication Skills for Work	1	3	30
L/650/2072	Community environment project	1	3	30
R/617/4071	Conduct at Work	1	2	20
J/506/1966	Confidence and Self-Esteem	1	1	9
M/505/0881	Creative Writing Skills	1	3	27
Y/504/9241	Cultivating Herbs	1	3	27
H/617/4074	Customer Service Skills	1	2	16
M/504/8287	Developing a Personal Learning Programme	1	3	27
D/504/8429	Developing Own Interpersonal Skills	1	3	27
D/504/8432	Developing Personal Confidence and Self Awareness	1	3	27
J/506/0560	Developing Skills for Independent Life	1	3	27
M/504/8516	Developing Skills in Caring for Young Children	1	3	27
Y/618/3676	Digital Marketing	1	3	27
K/504/9101	Digital Photography	1	3	27
Y/504/8607	Discover Local History	1	3	27
D/650/2267	Domestic energy efficiency	1	3	30
F/506/0587	Drug Awareness	1	3	27
Y/650/2238	Environmental awareness	1	3	30
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
M/504/8225	Family Relationships	1	3	27
A/504/8955	Fashion Design: Development	1	3	27
R/504/8931	Food Safety and Storage	1	2	20
M/505/1030	Garment Construction: Sewing Skills	1	6	54
A/505/4058	Good Tenancy	1	1	9
K/617/1192	Graphic Design	1	6	48
F/601/3408	Growth and Development of Young Children	1	2	18
K/505/8557	Health and Hygiene in the Home	1	3	27
J/504/8263	Health and Safety in a Practical Environment	1	1	9
A/617/4095	Health and Safety in the Workplace	1	2	20



Unit Number	Unit Title	Level	Credit Value	GLH
A/506/1589	Hoolth Safaty and First Aid at Work	1	yaiue 3	27
L/504/8264	Health, Safety and First Aid at Work Healthy Living	1	3	27
J/505/4001	Household Skills	1	3	27
L/505/3061	Identification of Basic External and Internal Car	1	3	27
L/303/3001	Parts	ı	3	21
D/505/8555	Improving Assertiveness and Decision Making	1	3	27
T/504/8274	Improving Own Confidence	1	3	27
D/504/9497	Improving Own Learning and Performance	1	2	16
H/650/2213	Improving sustainability in the workplace	1	3	30
L/617/4098	Interview Skills	1	3	30
M/505/8625	Introduction to Peer Support Skills	1	2	18
K/504/8563	Living in the Community	1	3	27
R/617/4104	Making the Most of Work Placement	1	3	30
L/505/8552	Managing Your Own Learning	1	3	27
Y/618/1023	Mental Wellbeing	1	2	10
H/617/4107	Negotiation Skills	1	3	30
L/505/8566	Parenting Skills	1	3	27
H/505/0909	Performance Improvisation Techniques	1	3	27
A/504/8826	Personal and Interpersonal Conflict	1	3	27
K/504/8837	Personal Awareness	1	3	27
Y/506/0787	Personal Budgeting and Managing Money	1	3	27
H/505/4104	Personal Career Planning	1	3	27
K/505/4105	Personal Career Preparation	1	1	9
J/504/7792	Personal Development	1	3	27
T/504/8839	Personal Relationships	1	3	27
T/504/7500	Physical Development of Young Children	1	3	30
D/504/8947	Planning Own Fitness Programme	1	4	30
T/504/8842	Prejudice and Discrimination	1	3	27
T/505/4107	Preparing for Work	1	3	27
T/504/8131	Presentation Skills	1	2	18
R/617/1199	Printed Media	1	6	48
H/505/8587	Problem Solving in the Workplace	1	3	27
M/505/1237	Recognising Issues of Substance Misuse	1	1	9
T/617/4130	Searching for a Job	1	2	20
K/504/8692	Sex and Relationship Education	1	3	27
F/504/7502	Social, Emotional and Psychological	1	3	30
	Development of Young Children			
J/504/8697	Supporting a Child with Reading	1	3	27
K/504/8711	Supporting Children's Literacy and Numeracy	1	3	27
	Development			
A/650/2210	Sustainability	1	3	30
A/504/8714	Take Part in an Activity	1	1	9
D/505/8801	Take part in Exercise and Fitness	1	3	27
R/505/1330	Taking Part in Sport	1	3	27
M/650/2082	Taking personal responsibility for the environment	1	3	30
A/617/4145	Time Management	1	2	20



Unit Number	Unit Title	Level	Credit Value	GLH
K/505/8669	Tools, Equipment and Materials for Vehicle Maintenance	1	4	36
Y/504/8803	Understanding Discrimination	1	3	27
F/505/8807	Understanding Diversity Within Society	1	3	27
T/506/1736	Understanding Emotions	1	3	27
H/505/4099	Understanding Rights and Responsibilities of Citizenship	1	3	27
R/505/1246	Understanding Stress and Stress Management Techniques	1	3	27
T/506/0649	Understanding Young People, Law and Order	1	3	27
Y/506/0613	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9
F/505/4336	Using Cooking Skills in the Domestic Kitchen	1	3	27
T/505/8609	Using Craft Skills with Natural Materials	1	3	27
F/505/8726	Using the Internet as a Medium for Music	1	3	27
L/505/8616	Work, Review and Plan	1	3	27
L/617/4151	Working in a Team	1	3	30
H/617/4124	Working Safely	1	1	10
D/617/4154	Working with Colleagues	1	2	20
M/506/0911	Writing for Meaning Skills	1	3	27

B: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
A/618/3623	Computer-Aided Design	1	3	24
R/618/3627	Computerised Accounting Software	1	3	24
H/618/3633	Database Software	1	3	24
M/502/4572	Design Software	1	3	20
A/618/3640	Desktop Publishing Software	1	3	24
J/618/3642	Diary Management	1	3	24
L/617/8863	Digital Skills for Everyday Life	Entry 3	2	20
M/617/4157	Digital Skills for Work	1	3	30
D/505/1721	Email Skills	Entry 3	1	10
Y/505/6321	Engage in Discussion	1	2	30
F/505/8824	E-Safety	1	3	30
D/505/6319	Listen and Respond	1	2	20
F/505/4868	Making Calculations	1	3	30
M/505/4882	Money, Time and Temperature	1	3	30
A/505/4867	Numbers, Decimals, Fractions and Percentages	1	3	30
L/617/4148	Numeracy Skills for Work	1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	1	2	20
Y/618/3662	Photo Editing Software	1	3	24
D/618/3663	Presentation Software	1	3	24
L/505/4131	Read for Information	1	3	30
Y/505/6318	Read for Purpose and Meaning	1	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
H/618/3664	Social Media Marketing	1	3	24
R/505/6320	Speak to Communicate	1	2	20
K/618/3665	Spreadsheet Software	1	3	24
J/505/4872	Using and Communicating Data	1	3	30
M/618/3666	Using Digital Technologies	1	3	24
A/505/4870	Using Probability	1	2	20
L/505/4890	Using Size, Shape and Space	1	3	30
T/502/4296	Using the Internet	1	3	20
K/502/4392	Video Software	1	2	15
T/618/3667	Virtual Meetings	1	3	24
F/618/3669	Word Processing Software	1	3	24
D/505/6322	Write to Communicate	1	3	30
F/505/4160	Write with Accuracy	1	3	30



Gateway Qualifications Level 1 Certificate in Progression

Learners must achieve 21 credits overall. 6 credits must be achieved from the Core Skills (A) Unit Group. Learners may achieve the remaining credits from either the Core or Optional Group – English, Maths and Digital. A maximum of 6 credits can be achieved at Entry 3 and/or Level 2.

A: Core Skills: Level 1

Unit Number	Unit Title	Level	Credit Value	GLH
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27
M/504/9391	Basic Food Preparation and Cooking	1	3	30
K/618/1026	British values and keeping safe from radicalisation	1	2	10
A/617/4064	Career Planning	1	3	30
F/505/0092	Checking and Maintaining Car Wheels and tyres	1	1	9
A/504/7689	Communication Skills for Group and Teamwork	1	3	27
A/617/4081	Communication Skills for Work	1	3	30
L/650/2072	Community environment project	1	3	30
R/617/4071	Conduct at Work	1	2	20
J/506/1966	Confidence and Self-Esteem	1	1	9
M/505/0881	Creative Writing Skills	1	3	27
Y/504/9241	Cultivating Herbs	1	3	27
H/617/4074	Customer Service Skills	1	2	16
M/504/8287	Developing a Personal Learning Programme	1	3	27
D/504/8429	Developing Own Interpersonal Skills	1	3	27
D/504/8432	Developing Personal Confidence and Self Awareness	1	3	27
J/506/0560	Developing Skills for Independent Life	1	3	27
M/504/8516	Developing Skills in Caring for Young Children	1	3	27
Y/618/3676	Digital Marketing	1	3	27
K/504/9101	Digital Photography	1	3	27
Y/504/8607	Discover Local History	1	3	27
D/650/2267	Domestic energy efficiency	1	3	30
F/506/0587	Drug Awareness	1	3	27
Y/650/2238	Environmental awareness	1	3	30
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
M/504/8225	Family Relationships	1	3	27
A/504/8955	Fashion Design: Development	1	3	27
R/504/8931	Food Safety and Storage	1	2	20
M/505/1030	Garment Construction: Sewing Skills	1	6	54
A/505/4058	Good Tenancy	1	1	9
K/617/1192	Graphic Design	1	6	48
F/601/3408	Growth and Development of Young Children	1	2	18



Number Value K/505/8557 Health and Hygiene in the Home 1 3 J/504/8263 Health and Safety in a Practical Environment 1 1 A/617/4095 Health and Safety in the Workplace 1 2 A/506/1589 Health, Safety and First Aid at Work 1 3 L/504/8264 Healthy Living 1 3 J/505/4001 Household Skills 1 3	27 9 20 27 27 27 27
J/504/8263 Health and Safety in a Practical Environment 1 1 A/617/4095 Health and Safety in the Workplace 1 2 A/506/1589 Health, Safety and First Aid at Work 1 3 L/504/8264 Healthy Living 1 3 J/505/4001 Household Skills 1 3	9 20 27 27 27
A/617/4095 Health and Safety in the Workplace 1 2 A/506/1589 Health, Safety and First Aid at Work 1 3 L/504/8264 Healthy Living 1 3 J/505/4001 Household Skills 1 3	20 27 27 27
A/506/1589 Health, Safety and First Aid at Work 1 3 L/504/8264 Healthy Living 1 3 J/505/4001 Household Skills 1 3	27 27 27
L/504/8264 Healthy Living 1 3 J/505/4001 Household Skills 1 3	27 27
J/505/4001 Household Skills 1 3	27
L/505/3061 Identification of Basic External and Internal Car 1 3 Parts	
D/505/8555 Improving Assertiveness and Decision Making 1 3	27
T/504/8274 Improving Own Confidence 1 3	27
D/504/9497 Improving Own Learning and Performance 1 2	16
H/650/2213 Improving Sustainability in the workplace 1 3	30
L/617/4098 Interview Skills 1 3	30
M/505/8625 Introduction to Peer Support Skills 1 2	18
K/504/8563 Living in the Community 1 3	27
R/617/4104 Making the Most of Work Placement 1 3	30
L/505/8552 Managing Your Own Learning 1 3	27
Y/618/1023 Mental Wellbeing 1 2	10
H/617/4107 Negotiation Skills 1 3	30
L/505/8566 Parenting Skills 1 3	27
H/505/0909 Performance Improvisation Techniques 1 3	27
A/504/8826 Personal and Interpersonal Conflict 1 3	27
K/504/8837 Personal Awareness 1 3	27
Y/506/0787 Personal Budgeting and Managing Money 1 3	27
H/505/4104 Personal Career Planning 1 3	27
K/505/4105 Personal Career Preparation 1 1	9
J/504/7792 Personal Development 1 3	27
T/504/8839 Personal Relationships 1 3	27
T/504/7500 Physical Development of Young Children 1 3	30
D/504/8947 Planning Own Fitness Programme 1 4	30
T/504/8842 Prejudice and Discrimination 1 3	27
T/505/4107 Preparing for Work 1 3	27
T/504/8131 Presentation Skills 1 2	18
R/617/1199 Printed Media 1 6	48
H/505/8587 Problem Solving in the Workplace 1 3	27
M/505/1237 Recognising Issues of Substance Misuse 1 1	9
H/504/8691 Responsible Road Vehicle Ownership and Use 1 2	18
T/617/4130 Searching for a Job 1 2	20
K/504/8692 Sex and Relationship Education 1 3	27
F/504/7502 Social, Emotional and Psychological 1 3 Development of Young Children	30
J/504/8697 Supporting a Child with Reading 1 3	27
K/504/8711 Supporting Children's Literacy and Numeracy 1 3 Development	27
A/650/2210 Sustainability 1 3	30
A/504/8714 Take Part in an Activity 1 1	9
D/505/8801 Take part in Exercise and Fitness 1 3	27



Unit Number	Unit Title	Level	Credit Value	GLH
R/505/1330	Taking Part in Sport	1	3	27
M/650/2082	Taking personal responsibility for the environment	1	3	30
A/617/4145	Time Management	1	2	20
K/505/8669	Tools, Equipment and Materials for Vehicle Maintenance	1	4	36
Y/504/8803	Understanding Discrimination	1	3	27
F/505/8807	Understanding Diversity Within Society	1	3	27
T/506/1736	Understanding Emotions	1	3	27
H/505/4099	Understanding Rights and Responsibilities of Citizenship	1	3	27
R/505/1246	Understanding Stress and Stress Management Techniques	1	3	27
T/506/0649	Understanding Young People, Law and Order	1	3	27
Y/506/0613	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9
F/505/4336	Using Cooking Skills in the Domestic Kitchen	1	3	27
T/505/8609	Using Craft Skills with Natural Materials	1	3	27
F/505/8726	Using the Internet as a Medium for Music	1	3	27
L/505/8616	Work, Review and Plan	1	3	27
L/617/4151	Working in a Team	1	3	30
F/504/8861	Working Patterns	1	1	9
M/506/0911	Writing for Meaning Skills	1	3	27

B: Core Skills: Entry 3

Unit Number	Unit Title	Level	Credit Value	GLH
T/504/8484	Alcohol and Drug Misuse Awareness	Entry 3	3	30
J/504/8425	Aspects of Citizenship	Entry 3	3	30
T/505/0753	Assist with Catching and Restraining a Small Animal	Entry 3	3	30
H/505/5687	Basic Craft Skills	Entry 3	3	30
K/504/7493	Budgeting	Entry 3	1	10
F/505/0769	Check that a Small Animal is Healthy	Entry 3	3	30
L/505/0094	Checking and Maintaining Fluid Levels on a Car	Entry 3	1	10
A/504/8938	Clothing Design	Entry 3	3	30
Y/504/8428	Communication Skills for Group and Teamwork	Entry 3	3	30
D/617/4073	Customer Service Skills	Entry 3	2	20
K/504/8286	Developing a Personal Learning Programme	Entry 3	3	30
R/504/9562	Developing Confidence Working with Animals	Entry 3	3	30
F/504/8519	Developing Skills for Gaining Employment	Entry 3	3	30
L/504/9608	Developing Skills for Listening to Children	Entry 3	3	30
H/504/7637	Exercise as Part of a Healthy Lifestyle	Entry 3	2	20
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
F/504/8228	Food Safety and Storage	Entry 3	3	30



T/504/9277 Garden Horticulture Skills Entry 3 3 30 A/504/9278 Garden Maintenance Skills Entry 3 3 30 D/505/0777 Groom a Small Animal Entry 3 2 20 I/617/4094 Health and Safety in the Workplace Entry 3 2 20 A/502/0458 Individual Rights and Responsibilities Entry 3 1 10 J/504/8957 Introduction to Mixed Media in 2D Entry 3 3 30 F/505/8712 Introduction to Road Safety Entry 3 3 30 H/504/8576 Living in the Community Entry 3 3 30 H/504/9462 Making Choices Entry 3 4 40 Y/504/9465 Managing Money Entry 3 2 20 T/502/0457 Managing Social Relationships Entry 3 2 20 R/504/9859 Needle/Textile Crafts Entry 3 3 30 R/506/0576 Personal Development Entry 3 1 10 L/508/0947	Unit	Unit Title	Level	Credit	GLH
A/504/9278 Garden Maintenance Skills Entry 3 3 30 D/505/0777 Groom a Small Animal Entry 3 2 20 T/617/4094 Health and Safety in the Workplace Entry 3 2 20 A/502/0458 Individual Rights and Responsibilities Entry 3 1 10 J/504/8957 Introduction to Mixed Media in 2D Entry 3 3 30 F/505/8712 Introduction to Road Safety Entry 3 3 30 H/504/8576 Living in the Community Entry 3 3 30 H/504/9462 Making Choices Entry 3 4 40 Y/504/9465 Managing Money Entry 3 2 20 R/504/9462 Managing Social Relationships Entry 3 2 20 R/504/9464 Managing Money Entry 3 2 20 R/504/9859 Needle/Textile Crafts Entry 3 3 30 R/506/0947 Planning and Participating in Short Walks Entry 3 3 30 R/504/9285 <th>Number</th> <th></th> <th></th> <th>Value</th> <th></th>	Number			Value	
D/505/0777 Groom a Small Animal Entry 3 2 20 T/617/4094 Health and Safety in the Workplace Entry 3 2 20 A/502/0458 Individual Rights and Responsibilities Entry 3 1 10 J/504/8957 Introduction to Mixed Media in 2D Entry 3 3 30 F/505/8712 Introduction to Road Safety Entry 3 3 30 H/504/8576 Living in the Community Entry 3 3 30 H/504/9462 Making Choices Entry 3 4 40 Y/504/9465 Managing Money Entry 3 2 20 T/502/0457 Managing Social Relationships Entry 3 2 20 R/504/8959 Needle/Textile Crafts Entry 3 3 30 R/506/0576 Personal Development Entry 3 3 30 R/504/9285 Plant Propagation Skills Entry 3 3 30 R/618/1036 Practical Introduction to Construction Entry 3 4 40 L/618/1051<					
T/617/4094 Health and Safety in the Workplace Entry 3 2 20 A/502/0458 Individual Rights and Responsibilities Entry 3 1 10 J/504/8957 Introduction to Mixed Media in 2D Entry 3 3 30 F/505/8712 Introduction to Road Safety Entry 3 3 30 H/504/8576 Living in the Community Entry 3 3 30 J/504/9462 Making Choices Entry 3 4 40 Y/504/9465 Managing Money Entry 3 2 20 T/502/0457 Managing Social Relationships Entry 3 2 20 R/504/8959 Needle/Textile Crafts Entry 3 3 30 R/506/0576 Personal Development Entry 3 1 10 L/506/0947 Planning and Participating in Short Walks Entry 3 3 30 R/504/9285 Plant Propagation Skills Entry 3 3 30 L/618/1035 Practical Introduction to Construction Entry 3 4 40 R/618/1					
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F/505/8712 Introduction to Road Safety Entry 3 3 30 H/504/8576 Living in the Community Entry 3 3 30 J/504/9462 Making Choices Entry 3 4 40 Y/504/9465 Managing Money Entry 3 2 20 T/502/0457 Managing Social Relationships Entry 3 2 20 R/504/8959 Needle/Textile Crafts Entry 3 3 30 R/506/0576 Personal Development Entry 3 1 3 L/506/0947 Planning and Participating in Short Walks Entry 3 3 30 R/504/9285 Plant Propagation Skills Entry 3 3 30 L/618/1035 Practical Introduction to Construction Entry 3 4 40 R/618/1051 Practical Introduction to Health and Social Care Entry 3 4 40 L/618/1052 Practical Introduction to Hospitality and Entry 3 4 40 R/618/1058 Practical Introduction to Sport and Active Entry 3 4 40 </td <td></td> <td></td> <td></td> <td>-</td> <td></td>				-	
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R/506/0576 Personal Development Entry 3 1 10 L/506/0947 Planning and Participating in Short Walks Entry 3 3 30 R/504/9285 Plant Propagation Skills Entry 3 3 30 L/618/1035 Practical Introduction to Construction Entry 3 4 40 R/618/1036 Practical Introduction to Creative Crafts Entry 3 4 40 J/618/1051 Practical Introduction to Health and Social Care Entry 3 4 40 L/618/1052 Practical Introduction to Horticulture Entry 3 4 40 R/618/1053 Practical Introduction to Hospitality and Catering Entry 3 4 40 M/618/1058 Practical Introduction to Sport and Active Leisure Entry 3 4 40 L/505/8583 Preparation for Work Experience Entry 3 1 10 T/504/8792 Recognising Small Animals Entry 3 2 20 A/505/6084 Recognising Small Animals Entry 3 3 30 R/618/1344 Setting Personal	T/502/0457	Managing Social Relationships	Entry 3	2	20
L/506/0947 Planning and Participating in Short Walks Entry 3 3 30 R/504/9285 Plant Propagation Skills Entry 3 3 30 L/618/1036 Practical Introduction to Construction Entry 3 4 40 R/618/1036 Practical Introduction to Creative Crafts Entry 3 4 40 J/618/1051 Practical Introduction to Health and Social Care Entry 3 4 40 L/618/1052 Practical Introduction to Horticulture Entry 3 4 40 R/618/1053 Practical Introduction to Hospitality and Catering Entry 3 4 40 M/618/1058 Practical Introduction to Sport and Active Leisure Entry 3 4 40 L/505/8583 Preparation for Work Experience Entry 3 1 10 T/504/8792 Recognising Own Achievements Entry 3 2 20 A/505/6084 Recognising Small Animals Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 R/505/8788 Skills for	R/504/8959	Needle/Textile Crafts	Entry 3	3	30
R/504/9285 Plant Propagation Skills Entry 3 3 30 L/618/1035 Practical Introduction to Construction Entry 3 4 40 R/618/1036 Practical Introduction to Creative Crafts Entry 3 4 40 J/618/1051 Practical Introduction to Health and Social Care Entry 3 4 40 L/618/1052 Practical introduction to Horticulture Entry 3 4 40 R/618/1053 Practical Introduction to Horticulture Entry 3 4 40 Catering M/618/1058 Practical Introduction to Sport and Active Entry 3 4 40 Leisure L/505/8583 Preparation for Work Experience Entry 3 1 10 T/504/8792 Recognising Own Achievements Entry 3 2 20 A/505/6084 Recognising Small Animals Entry 3 2 20 J/504/9476 Rights and Responsibilities Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 F/505/8788 Skills for Employability Entry 3 3 30 F/504/8713 Take Part in an Activity Entry 3 1 10 F/504/8536 The Local Community Entry 3 3 30 K/506/0627 Understanding Diversity in Society Entry 3 3 30 K/506/0678 Understanding Self and Others Entry 3 3 30	R/506/0576	Personal Development	Entry 3	1	10
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R/618/1036 Practical Introduction to Creative Crafts Entry 3 4 40 J/618/1051 Practical Introduction to Health and Social Care Entry 3 4 40 L/618/1052 Practical introduction to Horticulture Entry 3 4 40 R/618/1053 Practical Introduction to Hospitality and Catering Entry 3 4 40 M/618/1058 Practical Introduction to Sport and Active Entry 3 4 40 L/505/8583 Preparation for Work Experience Entry 3 1 10 T/504/8792 Recognising Own Achievements Entry 3 2 20 A/505/6084 Recognising Small Animals Entry 3 2 20 J/504/9476 Rights and Responsibilities Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 F/505/8788 Skills for Employability Entry 3 3 30 T/504/8713 Take Part in an Activity Entry 3 1 10 F/506/0627 Understanding Diversity in Society	R/504/9285	Plant Propagation Skills	Entry 3	3	30
J/618/1051Practical Introduction to Health and Social CareEntry 3440L/618/1052Practical introduction to HorticultureEntry 3440R/618/1053Practical Introduction to Hospitality and CateringEntry 3440M/618/1058Practical Introduction to Sport and Active LeisureEntry 3440L/505/8583Preparation for Work ExperienceEntry 3110T/504/8792Recognising Own AchievementsEntry 3220A/505/6084Recognising Small AnimalsEntry 3220J/504/9476Rights and ResponsibilitiesEntry 3330R/618/1344Setting Personal GoalsEntry 3330F/505/8788Skills for EmployabilityEntry 3330A/504/8695Skills for ShoppingEntry 3330T/504/8713Take Part in an ActivityEntry 3110F/504/8536The Local CommunityEntry 3110Y/506/0627Understanding Diversity in SocietyEntry 3330K/506/0678Understanding Self and OthersEntry 3330	L/618/1035	Practical Introduction to Construction	Entry 3	4	40
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Catering M/618/1058 Practical Introduction to Sport and Active Leisure Entry 3 4 40 L/505/8583 Preparation for Work Experience Entry 3 1 10 T/504/8792 Recognising Own Achievements Entry 3 2 20 A/505/6084 Recognising Small Animals Entry 3 2 20 J/504/9476 Rights and Responsibilities Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 F/505/8788 Skills for Employability Entry 3 3 30 F/504/8695 Skills for Shopping Entry 3 3 30 T/504/8713 Take Part in an Activity Entry 3 1 10 F/504/8536 The Local Community Entry 3 3 30 K/506/0627 Understanding Diversity in Society Entry 3 3 30 K/506/0678 Understanding Self and Others Entry 3 3 30	L/618/1052	Practical introduction to Horticulture	Entry 3	4	40
M/618/1058Practical Introduction to Sport and Active LeisureEntry 3440L/505/8583Preparation for Work ExperienceEntry 3110T/504/8792Recognising Own AchievementsEntry 3220A/505/6084Recognising Small AnimalsEntry 3220J/504/9476Rights and ResponsibilitiesEntry 3330R/618/1344Setting Personal GoalsEntry 3330F/505/8788Skills for EmployabilityEntry 3330A/504/8695Skills for ShoppingEntry 3330T/504/8713Take Part in an ActivityEntry 3110F/504/8536The Local CommunityEntry 3110Y/506/0627Understanding Diversity in SocietyEntry 3330K/506/0678Understanding Self and OthersEntry 3330	R/618/1053	·	Entry 3	4	40
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T/504/8792 Recognising Own Achievements Entry 3 2 20 A/505/6084 Recognising Small Animals Entry 3 2 20 J/504/9476 Rights and Responsibilities Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 F/505/8788 Skills for Employability Entry 3 3 30 A/504/8695 Skills for Shopping Entry 3 3 30 T/504/8713 Take Part in an Activity Entry 3 1 10 F/504/8536 The Local Community Entry 3 1 10 Y/506/0627 Understanding Diversity in Society Entry 3 3 30 K/506/0678 Understanding Self and Others Entry 3 3 30	L/505/8583	Preparation for Work Experience	Entry 3	1	10
A/505/6084 Recognising Small Animals Entry 3 2 20 J/504/9476 Rights and Responsibilities Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 F/505/8788 Skills for Employability Entry 3 3 30 A/504/8695 Skills for Shopping Entry 3 3 30 T/504/8713 Take Part in an Activity Entry 3 1 10 F/504/8536 The Local Community Entry 3 1 10 Y/506/0627 Understanding Diversity in Society Entry 3 3 30 K/506/0678 Understanding Self and Others Entry 3 3 30	T/504/8792			2	20
J/504/9476 Rights and Responsibilities Entry 3 3 30 R/618/1344 Setting Personal Goals Entry 3 3 30 F/505/8788 Skills for Employability Entry 3 3 30 A/504/8695 Skills for Shopping Entry 3 3 30 T/504/8713 Take Part in an Activity Entry 3 1 10 F/504/8536 The Local Community Entry 3 1 10 Y/506/0627 Understanding Diversity in Society Entry 3 3 30 K/506/0678 Understanding Self and Others Entry 3 3 30	A/505/6084				20
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T/504/8713 Take Part in an Activity Entry 3 1 10 F/504/8536 The Local Community Entry 3 1 10 Y/506/0627 Understanding Diversity in Society Entry 3 3 30 K/506/0678 Understanding Self and Others Entry 3 3 30				3	30
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H/504/925/ Use and Maintain Garden Tools Entry 3 3 30	H/504/9257	Use and Maintain Garden Tools	Entry 3	3	30
R/504/8881 Volunteering Entry 3 2 20					-
L/504/8720 Work Experience Entry 3 3 30					
R/617/4152 Working in a Team Entry 3 3 30					
K/504/8899 Young Parenthood Entry 3 2 20		<u>-</u>			

C: Core Skills: Level 2

Unit Number	Unit Title	Level	Credit Value	GLH
A/504/7515	Communicating Information	2	1	8
R/617/4085	Communication Skills for Work	2	3	24



Unit Number	Unit Title	Level	Credit Value	GLH
M/504/7592	Critical Thinking	2	2	16
T/617/4077	Customer Service Skills	2	2	16
R/504/8430	Developing own Interpersonal Skills	2	3	24
M/504/8290	Drug Awareness	2	3	24
F/617/4096	Health and Safety in the Workplace	2	2	20
M/506/1718	Health, Safety and First Aid at Work	2	3	24
Y/504/8266	Healthy Living	2	3	24
A/504/8275	Improving Own Learning and Performance	2	3	24
K/505/8915	Managing Your Own Learning	2	3	24
L/504/7843	Personal Budgeting and Managing Money	2	3	24
H/504/7797	Personal Learning Skills	2	6	48
L/506/0740	Preparing for Work	2	3	27
J/504/8683	Problem Solving Skills	2	3	24
L/504/8202	Research Skills	2	3	24
K/505/9174	Take Part in an Activity	2	1	8
H/504/8657	Team Building Skills	2	3	24
M/505/8835	Understanding Diversity within Society	2	3	24
A/505/1273	Understanding Stress and Stress Management Techniques	2	3	24
J/617/4150	Working in a Team	2	3	24

D: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
A/618/3623	Computer-Aided Design	1	3	24
R/618/3627	Computerised Accounting Software	1	3	24
Y/618/3631	Cybersecurity	1	6	48
H/618/3633	Database Software	1	3	24
T/502/4573	Design Software	2	4	30
A/618/3640	Desktop Publishing Software	1	3	24
J/618/3642	Diary Management	1	3	24
L/618/3643	Digital Graphics	1	6	48
M/617/4157	Digital Skills for Work	1	3	30
H/618/3647	Digital Skills Project	1	6	48
D/505/1721	Email Skills	Entry 3	1	10
Y/505/6321	Engage in Discussion	1	2	30
F/505/8824	E-Safety	1	3	30
M/618/3652	Games Design and Development	1	6	48
A/618/3654	Interactive Media	1	6	48
J/618/3656	Introduction to Networking	1	6	48
R/618/3658	Introduction to Programming	1	6	48
L/618/3660	IT Support Fundamentals	1	6	48
D/505/6319	Listen and Respond	1	2	20
F/505/4868	Making Calculations	1	3	30
M/505/4882	Money, Time and Temperature	1	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
A/505/4867	Numbers, Decimals, Fractions and Percentages	1	3	30
L/617/4148	Numeracy Skills for Work	1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	1	2	20
Y/618/3662	Photo Editing Software	1	3	24
D/618/3663	Presentation Software	1	3	24
L/505/4131	Read for Information	1	3	30
Y/505/6318	Read for Purpose and Meaning	1	3	30
L/616/9533	Social Media for Job Prospecting	1	6	48
H/618/3664	Social Media Marketing	1	3	24
R/505/6320	Speak to Communicate	1	2	20
K/618/3665	Spreadsheet Software	1	3	24
J/505/4872	Using and Communicating Data	1	3	30
M/618/3666	Using Digital Technologies	1	3	24
A/505/4870	Using Probability	1	2	20
L/505/4890	Using Size, Shape and Space	1	3	30
T/502/4296	Using the Internet	1	3	20
K/502/4392	Video Software	1	2	15
T/618/3667	Virtual Meetings	1	3	24
A/618/3668	Website Design	1	6	48
F/618/3669	Word Processing Software	1	3	24
D/505/6322	Write to Communicate	1	3	30
F/505/4160	Write with Accuracy	1	3	30



Gateway Qualifications Level 1 Diploma in Progression

Learners must achieve 42 credits overall. 9 credits must be achieved from the Core Skills (A) Unit Group. Learners may achieve the remaining credits from either the Core or Optional Group – English, Maths and Digital. A maximum of 12 credits can be achieved at Entry 3 and/or Level 2.

A: Core Skills: Level 1

Unit Number	Unit Title	Level	Credit Value	GLH
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27
M/504/9391	Basic Food Preparation and Cooking	1	3	30
K/618/1026	British values and keeping safe from radicalisation	1	2	10
A/617/4064	Career Planning	1	3	30
F/505/0092	Checking and Maintaining Car Wheels and tyres	1	1	9
A/504/7689	Communication Skills for Group and Teamwork	1	3	27
A/617/4081	Communication Skills for Work	1	3	30
L/650/2072	Community environment project	1	3	30
R/617/4071	Conduct at Work	1	2	20
J/506/1966	Confidence and Self-Esteem	1	1	9
M/505/0881	Creative Writing Skills	1	3	27
Y/504/9241	Cultivating Herbs	1	3	27
H/617/4074	Customer Service Skills	1	2	16
M/504/8287	Developing a Personal Learning Programme	1	3	27
D/504/8429	Developing Own Interpersonal Skills	1	3	27
D/504/8432	Developing Personal Confidence and Self Awareness	1	3	27
J/506/0560	Developing Skills for Independent Life	1	3	27
M/504/8516	Developing Skills in Caring for Young Children	1	3	27
Y/618/3676	Digital Marketing	1	3	27
K/504/9101	Digital Photography	1	3	27
Y/504/8607	Discover Local History	1	3	27
D/650/2267	Domestic energy efficiency	1	3	30
F/506/0587	Drug Awareness	1	3	27
Y/650/2238	Environmental awareness	1	3	30
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
M/504/8225	Family Relationships	1	3	27
A/504/8955	Fashion Design: Development	1	3	27
R/504/8931	Food Safety and Storage	1	2	20
M/505/1030	Garment Construction: Sewing Skills	1	6	54
A/505/4058	Good Tenancy	1	1	9
K/617/1192	Graphic Design	1	6	48
F/601/3408	Growth and Development of Young Children	1	2	18



Unit Number	Unit Title	Level	Credit Value	GLH
K/505/8557	Health and Hygiene in the Home	1	3	27
J/504/8263	Health and Safety in a Practical Environment	1	1	9
A/617/4095	Health and Safety in the Workplace	1	2	20
A/506/1589	Health, Safety and First Aid at Work	1	3	27
L/504/8264	Healthy Living	1	3	27
J/505/4001	Household Skills	1	3	27
L/505/3061	Identification of Basic External and Internal Car Parts	1	3	27
D/505/8555	Improving Assertiveness and Decision Making	1	3	27
T/504/8274	Improving Own Confidence	1	3	27
D/504/9497	Improving Own Learning and Performance	1	2	16
H/650/2213	Improving sustainability in the workplace	1	3	30
L/617/4098	Interview Skills	1	3	30
M/505/8625	Introduction to Peer Support Skills	1	2	18
K/504/8563	Living in the Community	1	3	27
R/617/4104	Making the Most of Work Placement	1	3	30
L/505/8552	Managing Your Own Learning	1	3	27
Y/618/1023	Mental Wellbeing	1	2	10
H/617/4107	Negotiation Skills	1	3	30
L/505/8566	Parenting Skills	1	3	27
H/505/0909	Performance Improvisation Techniques	1	3	27
A/504/8826	Personal and Interpersonal Conflict	1	3	27
K/504/8837	Personal Awareness	1	3	27
Y/506/0787	Personal Budgeting and Managing Money	1	3	27
H/505/4104	Personal Career Planning	1	3	27
K/505/4105	Personal Career Preparation	1	1	9
J/504/7792	Personal Development	1	3	27
T/504/8839	Personal Relationships	1	3	27
T/504/7500	Physical Development of Young Children	1	3	30
D/504/8947	Planning Own Fitness Programme	1	4	30
T/504/8842	Prejudice and Discrimination	1	3	27
T/505/4107	Preparing for Work	1	3	27
T/504/8131	Presentation Skills	1	2	18
R/617/1199	Printed Media	1	6	48
H/505/8587	Problem Solving in the Workplace	1	3	27
M/505/1237	Recognising Issues of Substance Misuse	1	1	9
H/504/8691	Responsible Road Vehicle Ownership and Use	1	2	18
T/617/4130	Searching for a Job	1	2	20
K/504/8692	Sex and Relationship Education	1	3	27
F/504/7502	Social, Emotional and Psychological Development of Young Children	1	3	30
J/504/8697	Supporting a Child with Reading	1	3	27
K/504/8711	Supporting Children's Literacy and Numeracy Development	1	3	27
A/650/2210	Sustainability	1	3	30
A/504/8714	Take Part in an Activity	1	1	9
D/505/8801	Take part in Exercise and Fitness	1	3	27



Unit Number	Unit Title	Level	Credit Value	GLH
R/505/1330	Taking Part in Sport	1	3	27
M/650/2082	Taking personal responsibility for the environment	1	3	30
A/617/4145	Time Management	1	2	20
K/505/8669	Tools, Equipment and Materials for Vehicle Maintenance	1	4	36
Y/504/8803	Understanding Discrimination	1	3	27
F/505/8807	Understanding Diversity Within Society	1	3	27
T/506/1736	Understanding Emotions	1	3	27
H/505/4099	Understanding Rights and Responsibilities of Citizenship	1	3	27
R/505/1246	Understanding Stress and Stress Management Techniques	1	3	27
T/506/0649	Understanding Young People, Law and Order	1	3	27
Y/506/0613	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9
F/505/4336	Using Cooking Skills in the Domestic Kitchen	1	3	27
T/505/8609	Using Craft Skills with Natural Materials	1	3	27
F/505/8726	Using the Internet as a Medium for Music	1	3	27
L/505/8616	Work, Review and Plan	1	3	27
L/617/4151	Working in a Team	1	3	30
F/504/8861	Working Patterns	1	1	9
M/506/0911	Writing for Meaning Skills	1	3	27

B: Core Skills: Entry 3

Unit Number	Unit Title	Level	Credit Value	GLH
T/504/8484	Alcohol and Drug Misuse Awareness	Entry 3	3	30
J/504/8425	Aspects of Citizenship	Entry 3	3	30
T/505/0753	Assist with Catching and Restraining a Small Animal	Entry 3	3	30
H/505/5687	Basic Craft Skills	Entry 3	3	30
K/504/7493	Budgeting	Entry 3	1	10
F/505/0769	Check that a Small Animal is Healthy	Entry 3	3	30
L/505/0094	Checking and Maintaining Fluid Levels on a Car	Entry 3	1	10
A/504/8938	Clothing Design	Entry 3	3	30
Y/504/8428	Communication Skills for Group and Teamwork	Entry 3	3	30
D/617/4073	Customer Service Skills	Entry 3	2	20
K/504/8286	Developing a Personal Learning Programme	Entry 3	3	30
R/504/9562	Developing Confidence Working with Animals	Entry 3	3	30
F/504/8519	Developing Skills for Gaining Employment	Entry 3	3	30
L/504/9608	Developing Skills for Listening to Children	Entry 3	3	30
H/504/7637	Exercise as Part of a Healthy Lifestyle	Entry 3	2	20
D/617/4087	Exploring and Presenting Enterprise Ideas	Entry 3	3	30
F/504/8228	Food Safety and Storage	Entry 3	3	30



Unit	Unit Title	Level	Credit	GLH
Number			Value	
T/504/9277	Garden Horticulture Skills	Entry 3	3	30
A/504/9278	Garden Maintenance Skills	Entry 3	3	30
D/505/0777	Groom a Small Animal	Entry 3	2	20
T/617/4094	Health and Safety in the Workplace	Entry 3	2	20
A/502/0458	Individual Rights and Responsibilities	Entry 3	1	10
J/504/8957	Introduction to Mixed Media in 2D	Entry 3	3	30
F/505/8712	Introduction to Road Safety	Entry 3	3	30
H/504/8576	Living in the Community	Entry 3	3	30
J/504/9462	Making Choices	Entry 3	4	40
Y/504/9465	Managing Money	Entry 3	2	20
T/502/0457	Managing Social Relationships	Entry 3	2	20
R/504/8959	Needle/Textile Crafts	Entry 3	3	30
R/506/0576	Personal Development	Entry 3	1	10
L/506/0947	Planning and Participating in Short Walks	Entry 3	3	30
R/504/9285	Plant Propagation Skills	Entry 3	3	30
L/618/1035	Practical Introduction to Construction	Entry 3	4	40
R/618/1036	Practical Introduction to Creative Crafts	Entry 3	4	40
J/618/1051	Practical Introduction to Health and Social Care	Entry 3	4	40
L/618/1052	Practical introduction to Horticulture	Entry 3	4	40
R/618/1053	Practical Introduction to Hospitality and Catering	Entry 3	4	40
M/618/1058	Practical Introduction to Sport and Active Leisure	Entry 3	4	40
L/505/8583	Preparation for Work Experience	Entry 3	1	10
T/504/8792	Recognising Own Achievements	Entry 3	2	20
A/505/6084	Recognising Small Animals	Entry 3	2	20
J/504/9476	Rights and Responsibilities	Entry 3	3	30
R/618/1344	Setting Personal Goals	Entry 3	3	30
F/505/8788	Skills for Employability	Entry 3	3	30
A/504/8695	Skills for Shopping	Entry 3	3	30
T/504/8713	Take Part in an Activity	Entry 3	1	10
F/504/8536	The Local Community	Entry 3	1	10
Y/506/0627	Understanding Diversity in Society	Entry 3	3	30
K/506/0678	Understanding Self and Others	Entry 3	3	30
H/504/9257	Use and Maintain Garden Tools	Entry 3	3	30
R/504/8881	Volunteering	Entry 3	2	20
L/504/8720	Work Experience	Entry 3	3	30
R/617/4152	Working in a Team	Entry 3	3	30
K/504/8899	Young Parenthood	Entry 3	2	20

C: Core Skills: Level 2

Unit Number	Unit Title	Level	Credit Value	GLH
A/504/7515	Communicating Information	2	1	8
R/617/4085	Communication Skills for Work	2	3	24
M/504/7592	Critical Thinking	2	2	16



Unit Number	Unit Title	Level	Credit Value	GLH
T/617/4077	Customer Service Skills	2	2	16
R/504/8430	Developing own Interpersonal Skills	2	3	24
M/504/8290	Drug Awareness	2	3	24
F/617/4096	Health and Safety in the Workplace	2	2	20
M/506/1718	Health, Safety and First Aid at Work	2	3	24
Y/504/8266	Healthy Living	2	3	24
A/504/8275	Improving Own Learning and Performance	2	3	24
K/505/8915	Managing Your Own Learning	2	3	24
L/504/7843	Personal Budgeting and Managing Money	2	3	24
H/504/7797	Personal Learning Skills	2	6	48
L/506/0740	Preparing for Work	2	3	27
J/504/8683	Problem Solving Skills	2	3	24
L/504/8202	Research Skills	2	3	24
K/505/9174	Take Part in an Activity	2	1	8
H/504/8657	Team Building Skills	2	3	24
M/505/8835	Understanding Diversity within Society	2	3	24
A/505/1273	Understanding Stress and Stress Management Techniques	2	3	24
J/617/4150	Working in a Team	2	3	24

D: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
A/618/3623	Computer-Aided Design	1	3	24
R/618/3627	Computerised Accounting Software	1	3	24
Y/618/3631	Cybersecurity	1	6	48
H/618/3633	Database Software	1	3	24
T/502/4573	Design Software	2	4	30
A/618/3640	Desktop Publishing Software	1	3	24
J/618/3642	Diary Management	1	3	24
L/618/3643	Digital Graphics	1	6	48
M/617/4157	Digital Skills for Work	1	3	30
H/618/3647	Digital Skills Project	1	6	48
D/505/1721	Email Skills	Entry 3	1	10
Y/505/6321	Engage in Discussion	1	2	30
F/505/8824	E-Safety	1	3	30
M/618/3652	Games Design and Development	1	6	48
A/618/3654	Interactive Media	1	6	48
J/618/3656	Introduction to Networking	1	6	48
R/618/3658	Introduction to Programming	1	6	48
L/618/3660	IT Support Fundamentals	1	6	48
D/505/6319	Listen and Respond	1	2	20
F/505/4868	Making Calculations	1	3	30
M/505/4882	Money, Time and Temperature	1	3	30
A/505/4867	Numbers, Decimals, Fractions and Percentages	1	3	30



Unit Number	Unit Title	Level	Credit Value	GLH
L/617/4148	Numeracy Skills for Work	1	3	30
J/505/4869	Numerical Relationships, Algebra and Ratios	1	2	20
Y/618/3662	Photo Editing Software	1	3	24
D/618/3663	Presentation Software	1	3	24
L/505/4131	Read for Information	1	3	30
Y/505/6318	Read for Purpose and Meaning	1	3	30
L/616/9533	Social Media for Job Prospecting	1	6	48
H/618/3664	Social Media Marketing	1	3	24
R/505/6320	Speak to Communicate	1	2	20
K/618/3665	Spreadsheet Software	1	3	24
J/505/4872	Using and Communicating Data	1	3	30
M/618/3666	Using Digital Technologies	1	3	24
A/505/4870	Using Probability	1	2	20
L/505/4890	Using Size, Shape and Space	1	3	30
T/502/4296	Using the Internet	1	3	20
K/502/4392	Video Software	1	2	15
T/618/3667	Virtual Meetings	1	3	24
A/618/3668	Website Design	1	6	48
F/618/3669	Word Processing Software	1	3	24
D/505/6322	Write to Communicate	1	3	30
F/505/4160	Write with Accuracy	1	3	30



Gateway Qualifications Level 2 Award in Progression

Learners must achieve 9 credits overall. 3 credits must be achieved from the Core Skills (A) Unit Group. Learners may achieve the remaining credits from either the Core or Optional Group – English, Maths and Digital. A maximum of 3 credits can be achieved at Level 1.

A: Core Skills: Level 2

Unit Number	Unit Title	Level	Credit Value	GLH
A/504/7515	Communicating Information	2	1	8
R/617/4085	Communication Skills for Work	2	3	24
M/505/0895	Creative Writing Skills	2	3	24
M/504/7592	Critical Thinking	2	2	16
T/617/4077	Customer Service Skills	2	2	16
R/504/8430	Developing own Interpersonal Skills	2	3	24
M/650/2262	Domestic energy efficiency	2	3	24
M/504/8290	Drug Awareness	2	3	24
K/650/2224	Environmental awareness	2	3	24
F/617/4096	Health and Safety in the Workplace	2	2	20
M/506/1718	Health, Safety and First Aid at Work	2	3	24
Y/504/8266	Healthy Living	2	3	24
A/504/8275	Improving Own Learning and Performance	2	3	24
F/650/2212	Improving sustainability in the workplace	2	3	24
A/617/4100	Introduction to Self-Employment	2	3	24
M/617/4109	Leadership Skills	2	2	16
K/505/8915	Managing Your Own Learning	2	3	24
D/617/4106	Negotiation Skills	2	3	24
L/504/7843	Personal Budgeting and Managing Money	2	3	24
H/504/7797	Personal Learning Skills	2	6	48
L/506/0740	Preparing for Work	2	3	27
J/504/8683	Problem Solving Skills	2	3	24
L/504/8202	Research Skills	2	3	24
F/617/4132	Self-Management Skills for Work	2	2	16
R/617/4135	Setting and Meeting Work-Related Targets	2	2	16
R/650/2209	Sustainability	2	3	24
H/504/8657	Team Building Skills	2	3	24
M/505/8835	Understanding Diversity within Society	2	3	24
A/505/8837	Understanding Health Promotion in Care Settings	2	3	24
A/505/1273	Understanding Stress and Stress Management Techniques	2	3	24
J/617/4150	Working in a Team	2	3	24



B: Core Skills: Level 1

Unit Number	Unit Title	Level	Credit Value	GLH
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
M/617/4059	Applying for a Job	1	2	20
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27
M/504/9391	Basic Food Preparation and Cooking	1	3	30
K/618/1026	British values and keeping safe from	1	2	10
10/010/1020	radicalisation	•		10
A/617/4064	Career Planning	1	3	30
F/505/0092	Checking and Maintaining Car Wheels and	1	1	9
	tyres			
A/504/7689	Communication Skills for Group and Teamwork	1	3	27
A/617/4081	Communication Skills for Work	1	3	30
L/650/2072	Community environment project	1	3	30
J/506/1966	Confidence and Self-Esteem	1	1	9
M/505/0881	Creative Writing Skills	1	3	27
Y/504/9241	Cultivating Herbs	1	3	27
H/617/4074	Customer Service Skills	1	2	16
M/504/8287	Developing a Personal Learning Programme	1	3	27
D/504/8429	Developing Own Interpersonal Skills	1	3	27
D/504/8432	Developing Personal Confidence and Self Awareness	1	3	27
J/506/0560	Developing Skills for Independent Life	1	3	27
M/504/8516	Developing Skills in Caring for Young Children	1	3	27
K/504/9101	Digital Photography	1	3	27
Y/504/8607	Discover Local History	1	3	27
F/506/0587	Drug Awareness	1	3	27
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
M/504/8225	Family Relationships	1	3	27
A/504/8955	Fashion Design: Development			
R/504/8931	Food Safety and Storage	1	2	20
M/505/1030	Garment Construction: Sewing Skills	1	6	54
A/505/4058	Good Tenancy	1	1	9
K/617/1192	Graphic Design	1	6	48
F/601/3408	Growth and Development of Young Children	1	2	18
K/505/8557	Health and Hygiene in the Home	1	3	27
J/504/8263	Health and Safety in a Practical Environment	1	1	9
A/617/4095	Health and Safety in the Workplace	1	2	20
A/506/1589	Health, Safety and First Aid at Work	1	3	27
L/504/8264	Healthy Living	1	3	27
J/505/4001	Household Skills	1	3	27
L/505/3061	Identification of Basic External and Internal Car Parts	1	3	27
D/505/8555	Improving Assertiveness and Decision Making	1	3	27
T/504/8274	Improving Own Confidence	1	3	27
D/504/9497	Improving Own Learning and Performance	1	2	16



Unit	Unit Title	Level	Credit	GLH
Number	omt ride	Level	Value	OLII
L/617/4098	Interview Skills	1	3	30
M/505/8625	Introduction to Peer Support Skills	1	2	18
F/617/4101	Introduction to Self-Employment	1	3	
K/504/8563	Living in the Community	1	3	27
R/617/4104	Making the Most of Work Placement	1	3	30
L/505/8552	Managing Your Own Learning	1	3	27
Y/618/1023	Mental Wellbeing	1	2	10
H/617/4107	Negotiation Skills	1	3	30
L/505/8566	Parenting Skills	1	3	27
H/505/0909	Performance Improvisation Techniques	1	3	27
A/504/8826	Personal and Interpersonal Conflict	1	3	27
K/504/8837	Personal Awareness	1	3	27
Y/506/0787	Personal Budgeting and Managing Money	1	3	27
H/505/4104	Personal Career Planning	1	3	27
K/505/4105	Personal Career Preparation	1	1	9
J/504/7792	Personal Development	1	3	27
T/504/8839	Personal Relationships	1	3	27
T/504/7500	Physical Development of Young Children	1	3	30
D/504/8947	Planning Own Fitness Programme	1	4	30
T/504/8842	Prejudice and Discrimination	1	3	27
T/505/4107	Preparing for Work	1	3	27
T/504/8131	Presentation Skills	1	2	18
R/617/1199	Printed Media	1	6	48
H/505/8587	Problem Solving in the Workplace	1	3	27
M/505/1237	Recognising Issues of Substance Misuse	1	1	9
H/504/8691	Responsible Road Vehicle Ownership and Use	1	2	18
T/617/4130	Searching for a Job	1	2	20
J/617/4133	Self-management skills for work	1	2	20
D/617/4137	Setting and Meeting Work-Related Targets	1	2	
K/504/8692	Sex and Relationship Education	1	3	27
F/504/7502	Social, Emotional and Psychological	1	3	30
1700477002	Development of Young Children	•	Ü	00
J/504/8697	Supporting a Child with Reading	1	3	27
K/504/8711	Supporting Children's Literacy and Numeracy	1	3	27
A/504/8714	Development Take Part in an Activity	1	1	9
D/505/8801	Take part in Exercise and Fitness	1	3	27
R/505/1330	Taking Part in Sport	1	3	27
M/650/2082	Taking personal responsibility for the	1	3	30
101/050/2002	environment	ı	3	30
A/617/4145	Time Management	1	2	20
K/505/8669	Tools, Equipment and Materials for Vehicle	1	4	36
Y/504/8803	Maintenance Understanding Discrimination	1	3	27
F/505/8807	Understanding Diversity Within Society	1	3	27
T/506/1736	Understanding Emotions	1	3	27
H/505/4099	Understanding Rights and Responsibilities of	1	3	27
, 0 30, 1000	Citizenship	-		



Unit Number	Unit Title	Level	Credit Value	GLH
R/505/1246	Understanding Stress and Stress Management Techniques	1	3	27
T/506/0649	Understanding Young People, Law and Order	1	3	27
Y/506/0613	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9
F/505/4336	Using Cooking Skills in the Domestic Kitchen	1	3	27
T/505/8609	Using Craft Skills with Natural Materials	1	3	27
F/505/8726	Using the Internet as a Medium for Music	1	3	27
L/505/8616	Work, Review and Plan	1	3	27
L/617/4151	Working in a Team	1	3	30
F/504/8861	Working Patterns	1	1	9
M/506/0911	Writing for Meaning Skills	1	3	27

C: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
H/618/3678	Database Design and Development	2	6	48
M/502/4555	Database Software	2	4	30
K/618/3679	Desktop Publishing Software	2	3	24
T/502/4573	Design Software	2	4	30
K/617/4156	Digital Skills for Work	2	3	24
H/505/4149	Engage in Discussion	2	2	30
D/505/8829	E-Safety	2	3	29
M/505/4137	Listen and Respond	2	2	20
Y/505/4875	Making Calculations	2	3	30
D/505/4876	Money, Time and Temperature	2	3	30
H/505/4877	Numbers, Decimals, Fractions and Percentages	2	3	30
J/617/4147	Numeracy Skills for Work	2	3	30
K/505/4878	Numerical Relationships, Algebra and Ratios	2	2	20
R/618/3692	Presentation Software	2	3	24
K/505/6324	Read for Information	2	3	30
H/505/6323	Read for Purpose and Meaning	2	3	30
J/505/4144	Speak to Communicate	2	2	20
H/618/3695	Spreadsheet Software	2	3	24
M/505/4879	Using and Communicating Data	2	3	30
H/505/4880	Using Probability	2	2	20
K/505/4881	Using Size, Shape and Space	2	3	30
T/502/4296	Using the Internet	1	3	20
K/502/4392	Video Software	1	2	15
K/618/3701	Word Processing Software	2	3	24
M/505/6325	Write to Communicate	2	3	30
T/505/6326	Write Fluently and Accurately	2	3	30



Gateway Qualifications Level 2 Certificate in Progression

Learners must achieve 24 credits overall. 6 credits must be achieved from the Core Skills (A) Unit Group. Learners may achieve the remaining credits from either the Core or Optional Group – English, Maths and Digital. A maximum of 6 credits can be achieved at Level 1.

A: Core Skills: Level 2

Unit Number	Unit Title	Level	Credit Value	GLH
A/504/7515	Communicating Information	2	1	8
R/617/4085	Communication Skills for Work	2	3	24
M/505/0895	Creative Writing Skills	2	3	24
M/504/7592	Critical Thinking	2	2	16
T/617/4077	Customer Service Skills	2	2	16
R/504/8430	Developing own Interpersonal Skills	2	3	24
M/650/2262	Domestic energy efficiency	2	3	24
M/504/8290	Drug Awareness	2	3	24
K/650/2224	Environmental awareness	2	3	24
F/617/4096	Health and Safety in the Workplace	2	2	20
M/506/1718	Health, Safety and First Aid at Work	2	3	24
Y/504/8266	Healthy Living	2	3	24
A/504/8275	Improving Own Learning and Performance	2	3	24
F/650/2212	Improving sustainability in the workplace	2	3	24
A/617/4100	Introduction to Self-Employment	2	3	24
M/617/4109	Leadership Skills	2	2	16
K/505/8915	Managing Your Own Learning	2	3	24
D/617/4106	Negotiation Skills	2	3	24
L/504/7843	Personal Budgeting and Managing Money	2	3	24
H/504/7797	Personal Learning Skills	2	6	48
L/506/0740	Preparing for Work	2	3	27
J/504/8683	Problem Solving Skills	2	3	24
L/504/8202	Research Skills	2	3	24
F/617/4132	Self-Management Skills for Work	2	2	16
R/617/4135	Setting and Meeting Work-Related Targets	2	2	16
R/650/2209	Sustainability	2	3	24
K/505/9174	Take Part in an Activity	2	1	8
H/504/8657	Team Building Skills	2	3	24
M/505/8835	Understanding Diversity within Society	2	3	24
A/505/8837	Understanding Health Promotion in Care Settings	2	3	24
A/505/1273	Understanding Stress and Stress Management Techniques	2	3	24
J/617/4150	Working in a Team	2	3	24



B: Core Skills: Level 1

Unit	Unit Title	Level	Credit	GLH
Number		•	Value	
L/504/8510	Active Citizenship in the Local Community	1	1	9
L/504/8281	Alcohol Awareness	1	3	27
M/617/4059	Applying for a Job	1	2	20
R/504/8511	Aspects of Citizenship	1	3	27
L/506/0558	Assertive Living	1	3	27
M/504/9391	Basic Food Preparation and Cooking	1	3	30
K/618/1026	British values and keeping safe from radicalisation	1	2	10
A/617/4064	Career Planning	1	3	30
F/505/0092	Checking and Maintaining Car Wheels and tyres	1	1	9
A/504/7689	Communication Skills for Group and Teamwork	1	3	27
A/617/4081	Communication Skills for Work	1	3	30
L/650/2072	Community environment project	1	3	30
R/617/4071	Conduct at Work	1	2	20
J/506/1966	Confidence and Self-Esteem	1	1	9
M/505/0881	Creative Writing Skills	1	3	27
Y/504/9241	Cultivating Herbs	1	3	27
H/617/4074	Customer Service Skills	1	2	16
M/504/8287	Developing a Personal Learning Programme	1	3	27
D/504/8429	Developing Own Interpersonal Skills	1	3	27
D/504/8432	Developing Personal Confidence and Self Awareness	1	3	27
J/506/0560	Developing Skills for Independent Life	1	3	27
M/504/8516	Developing Skills in Caring for Young Children	1	3	27
K/504/9101	Digital Photography	1	3	27
Y/504/8607	Discover Local History	1	3	27
F/506/0587	Drug Awareness	1	3	27
H/617/4088	Exploring and Presenting Enterprise Ideas	1	3	30
M/504/8225	Family Relationships	1	3	27
A/504/8955	Fashion Design: Development	1	3	27
R/504/8931	Food Safety and Storage	1	2	20
M/505/1030	Garment Construction: Sewing Skills	1	6	54
A/505/4058	Good Tenancy	1	1	9
K/617/1192	Graphic Design	1	6	48
F/601/3408	Growth and Development of Young Children	1	2	18
K/505/8557	Health and Hygiene in the Home	1	3	27
J/504/8263	Health and Safety in a Practical Environment	1	1	9
A/617/4095	Health and Safety in the Workplace	1	2	20
L/504/8264	Healthy Living	1	3	27
J/505/4001	Household Skills	1	3	27
L/505/3061	Identification of Basic External and Internal Car Parts	1	3	27
D/505/8555	Improving Assertiveness and Decision Making	1	3	27
T/504/8274	Improving Own Confidence	1	3	27
1/304/62/4	improving Own Confidence	1	J	21



Unit	Unit Title	Level	Credit	GLH
Number			Value	
L/617/4098	Interview Skills	1	3	30
M/505/8625	Introduction to Peer Support Skills	1	2	18
F/617/4101	Introduction to Self-Employment	1	3	
K/504/8563	Living in the Community	1	3	27
R/617/4104	Making the Most of Work Placement	1	3	30
L/505/8552	Managing Your Own Learning	1	3	27
Y/618/1023	Mental Wellbeing	1	2	10
H/617/4107	Negotiation Skills	1	3	30
L/505/8566	Parenting Skills	1	3	27
H/505/0909	Performance Improvisation Techniques	1	3	27
A/504/8826	Personal and Interpersonal Conflict	1	3	27
K/504/8837	Personal Awareness	1	3	27
Y/506/0787	Personal Budgeting and Managing Money	1	3	27
H/505/4104	Personal Career Planning	1	3	27
K/505/4105	Personal Career Preparation	1	1	9
J/504/7792	Personal Development	1	3	27
T/504/8839	Personal Relationships	1	3	27
T/504/7500	Physical Development of Young Children	1	3	30
D/504/8947	Planning Own Fitness Programme	1	4	30
T/504/8842	Prejudice and Discrimination	1	3	27
T/505/4107	Preparing for Work	1	3	27
T/504/8131	Presentation Skills	1	2	18
R/617/1199	Printed Media	1	6	48
H/505/8587	Problem Solving in the Workplace	1	3	27
M/505/1237	Recognising Issues of Substance Misuse	1	1	9
H/504/8691	Responsible Road Vehicle Ownership and Use	1	2	18
T/617/4130	Searching for a Job	1	2	20
J/617/4133	Self-management skills for work	1	2	20
D/617/4137	Setting and Meeting Work-Related Targets	1	2	
K/504/8692	Sex and Relationship Education	1	3	27
F/504/7502	Social, Emotional and Psychological	1	3	30
	Development of Young Children			
J/504/8697	Supporting a Child with Reading	1	3	27
K/504/8711	Supporting Children's Literacy and Numeracy	1	3	27
	Development			
A/504/8714	Take Part in an Activity	1	1	9
R/505/1330	Taking Part in Sport	1	3	27
M/650/2082	Taking personal responsibility for the	1	3	30
	environment			
A/617/4145	Time Management	1	2	20
K/505/8669	Tools, Equipment and Materials for Vehicle Maintenance	1	4	36
Y/504/8803	Understanding Discrimination	1	3	27
F/505/8807	Understanding Diversity Within Society	1	3	27
T/506/1736	Understanding Emotions	1	3	27
H/505/4099	Understanding Rights and Responsibilities of	1	3	27
	Citizenship			



Unit Number	Unit Title	Level	Credit Value	GLH
R/505/1246	Understanding Stress and Stress Management Techniques	1	3	27
T/506/0649	Understanding Young People, Law and Order	1	3	27
Y/506/0613	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9
F/505/4336	Using Cooking Skills in the Domestic Kitchen	1	3	27
T/505/8609	Using Craft Skills with Natural Materials	1	3	27
F/505/8726	Using the Internet as a Medium for Music	1	3	27
L/505/8616	Work, Review and Plan	1	3	27
L/617/4151	Working in a Team	1	3	30
F/504/8861	Working Patterns	1	1	9
M/506/0911	Writing for Meaning Skills	1	3	27

C: Optional Group: English, Maths and Digital

Unit Number	Unit Title	Level	Credit Value	GLH
H/618/3678	Database Design and Development	2	6	48
M/502/4555	Database Software	2	4	30
K/618/3679	Desktop Publishing Software	2	3	24
T/502/4573	Design Software	2	4	30
K/617/4156	Digital Skills for Work	2	3	24
H/505/4149	Engage in Discussion	2	2	30
D/505/8829	E-Safety	2	3	29
M/505/4137	Listen and Respond	2	2	20
Y/505/4875	Making Calculations	2	3	30
D/505/4876	Money, Time and Temperature	2	3	30
H/505/4877	Numbers, Decimals, Fractions and Percentages	2	3	30
J/617/4147	Numeracy Skills for Work	2	3	30
K/505/4878	Numerical Relationships, Algebra and Ratios	2	2	20
R/618/3692	Presentation Software	2	3	24
K/505/6324	Read for Information	2	3	30
H/505/6323	Read for Purpose and Meaning	2	3	30
J/505/4144	Speak to Communicate	2	2	20
H/618/3695	Spreadsheet Software	2	3	24
M/505/4879	Using and Communicating Data	2	3	30
H/505/4880	Using Probability	2	2	20
K/505/4881	Using Size, Shape and Space	2	3	30
T/502/4296	Using the Internet	1	3	20
K/502/4392	Video Software	1	2	15
K/618/3701	Word Processing Software	2	3	24
M/505/6325	Write to Communicate	2	3	30
T/505/6326	Write Fluently and Accurately	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.

Qualification Number	Qualification Title	RPL Permitted
600/8911/8	Gateway Qualifications Entry Level Award in Progression (Entry 3)	No
600/8912/X	Gateway Qualifications Entry Level Certificate in Progression (Entry 3)	Yes
603/5940/7	Gateway Qualifications Entry Level Extended Certificate in Progression (Entry 3)	Yes
600/8914/3	Gateway Qualifications Level 1 Award in Progression	No
600/8915/5	Gateway Qualifications Level 1 Certificate in Progression	Yes
600/8916/7	Gateway Qualifications Level 1 Diploma in Progression	Yes
600/8917/9	Gateway Qualifications Level 2 Award in Progression	No
600/8918/0	Gateway Qualifications Level 2 Certificate in Progression	Yes

^{*}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.

3.5 Links to other qualifications

The qualifications provide vocational tasters which will aid future career decisions and progression opportunities to employment or further study, including sector specific qualifications. The qualifications also provide learners with the skills and knowledge to improve their own employability.

3.6 Assessment overview

Should a learner not achieve the required standard to pass an assessment, further teaching and learning should take place before attempting the assessment again.

3.7 Assessment format

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



3.8 Assessment language

The qualifications are assessed in English only.

3.9 Support materials and resources

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

Centre Handbook

3.10 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 Qualifications understands its requirement as an awarding organisation to make reasonable adjustments where a learner, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled.

Gateway Qualifications has identified reasonable adjustments permissible as detailed below. A reasonable adjustment is unique to an individual and therefore may not be included in the list of available access arrangements.

Centres do not need to apply to Gateway Qualifications for approval of reasonable adjustments unless adaptation of externally set assessments is required.

Learners can have access to all forms of equipment, software and practical assistance, such as a reader or a scribe that reflect their normal way of working within the centre. However, such adjustments must not affect the reliability or validity of assessment outcomes or give the candidate an assessment advantage over other candidates undertaking the same or similar assessments.

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 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.

All reasonable adjustments made by the centre must be recorded on the Gateway Qualifications' Reasonable Adjustments Form and should be made available to Gateway Qualifications upon request. Guidance on the process for applying for formal adjustments can be found on the Forms and Guidance page of Gateway Qualifications' website.

All adjustments to assessment/s must be authorised by the centre's named Quality Assurance nominee or a member of staff with delegated authority where a centre is permitted to make reasonable adjustments, i.e. for internally marked assessments.

Centres should keep records of adjustments they have permitted and those they have requested from Gateway Qualifications. These records should normally be kept for 3 years following the assessment to which they apply.

It is recommended that centres nominate members of staff to take responsibility for demonstrating the implementation and recording of adjustments to assessments for monitoring by Gateway Qualifications or the regulatory authorities.

Special Considerations

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



4 Centre Recognition and Qualification Approval

4.1 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/

4.2 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.

4.3 Qualification-specific staffing requirements

Please refer to the Staffing Requirements - Qualification Specific Roles section within the online centre handbook for tutor/assessor/IQA requirements:

https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/centre-handbook/quality-compliance/

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.



5 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.

5.1 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.

5.2 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.



5.3 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

5.4 Additional quality assurance requirements

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



6 Learner Registration and Results

6.1 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/.

6.2 Awarding

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

6.3 Issuing results

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

6.4 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

6.5 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.gatewaygualifications.org.uk/contact-us/



7 What to do next

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

For organisations, not yet registered as Gateway Qualifications centre please contact:

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

8 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





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