



Criteria for Official Recognition of Resources

Document Specification:	
Purpose:	To set out consistent, robust and fair criteria Gatehouse Awards will use when establishing whether to officially recognise a resource.
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Other relevant documents:	Gatehouse Awards Qualification Specifications Gatehouse Awards Appeals Policy and Procedures Gatehouse Awards Conflict of Interest Policy and Procedure Gatehouse Awards Design of Qualifications and Assessments Policy

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1. Purpose & Scope

This policy will detail the criteria under which Gatehouse Awards Ltd will consider the official recognition of resources and materials related to its qualifications which are made available by third-parties, and will outline the procedure which will be followed when submissions of any materials for consideration are made to Gatehouse Awards.

Under the General Conditions of Recognition with its Regulator, Gatehouse Awards is required to publish criteria to allow all producers, publishers and potential producers of resources a fair, consistent and robust process for them to access official recognition of their intellectual property, as well as issuing guidance to users of the resources as to the criteria for determining the quality, validity and fairness of the recognised resources.

Examples of types of materials which may be considered for official recognition by Gatehouse Awards include: physical and digital textbooks or revision guides; interactive teaching resources including videos and games; assessment materials; and online courses.

2. Policy Statement

In enacting a programme of official recognition of resources and materials, Gatehouse Awards is not seeking to unduly influence its Centres and Candidates, or to restrict the producers and publishers of materials from maintaining independence. As such, producers and publishers are not obliged to submit their intellectual property to undergo any process of official recognition with Gatehouse Awards.

In addition, where some officially recognised materials may be offered alongside registration for a Gatehouse Awards qualification, the customer is under no obligation to purchase the extra materials and is free to use their own resources, or any other relevant materials they have access to, without prejudice from Gatehouse Awards.

3. Categories of Recognition

Gatehouse Awards officially recognises materials under two different categories:

Endorsed Materials:

To be eligible for endorsement, materials must relate directly and significantly to an existing Gatehouse Awards qualification, unit or sets thereof.

Any resources submitted for consideration as Endorsed Materials will be fully reviewed by subject-experts to ensure they meet the essential criteria.

If so, the materials will be granted the right to feature the Gatehouse Awards logo, include a statement relating to their endorsed status with Gatehouse Awards, be featured in any relevant Qualification Specifications made available by Gatehouse Awards, and be featured on the Gatehouse Awards website.

Endorsed materials may also be made available by Gatehouse Awards alongside the qualification(s) to which they directly relate.

Signposted Materials:

From time-to-time, Gatehouse Awards may encounter resources which relate to the areas in which it makes qualifications available, but are not necessarily directly or significantly related to any of its qualifications, or groups thereof.

In such situations, it is desirable to provide a signposting service to Centres and Candidates taking a Gatehouse Awards qualification in those areas to ensure that they have ready access to officially recognised, relevant, high-quality resources to allow them the best chance to complete their qualifications.

Any resources submitted for consideration will be reviewed by subject-experts to ensure they meet the criteria.

Resources that Gatehouse Awards encounters directly, or has brought to its attention by other parties (e.g. a Centre) that it feels may benefit its Candidates or Centres may be Signposted upon explicit agreement with the legal owner. Alternatively, the legal owner may be invited to submit the resources for Endorsement, as appropriate.

Signposted materials will be featured in any relevant Qualification Specifications made available by Gatehouse Awards, and be featured on the Gatehouse Awards website but, will not be granted the right to feature the Gatehouse Awards logo, or to include a statement relating to their recognised status with Gatehouse Awards.

4. Criteria for Official Recognition

When considering whether to officially recognise resources and materials, Gatehouse Awards will apply the criteria below.

Gatehouse Awards reserves the right to apply these criteria with a very wide definition of certain terms, for example, when considering whether content could be misleading, ambiguous or offensive.

Endorsed Materials:

- The resource must be available for distribution on at least national-level.
- If made available in any language other than English, the resource(s) must be translated by a competent person, organisation or authority.
- The resource must relate directly and significantly to a Gatehouse Awards qualification, unit or sets thereof.
- The resource must include content, language and style which is commensurate with the level and type of the qualification, or set thereof, to which it related.
- The resource must not include any misleading statements, guarantees or claims as to it allowing Candidates to achieve or be awarded a Gatehouse Awards qualification.
- The resource must be free from undue bias and must not include any content which is likely to unduly disadvantage Candidates who share a common attribute or characteristic.
- The resource must not include any content which is morally or ethically inappropriate, or that Gatehouse Awards would not want to be associated with.
- The resource must not make reference to its suitability to support any specific roles within the delivery, assessment or award of Gatehouse Awards qualifications – for example 'Assessor Guidance', 'Interlocutor Tips and Tricks'.

Signposted Materials:

- The resource must be available for distribution on at least national-level.
- The resource must relate to an area in which Gatehouse Awards makes qualification, or set thereof, available.
- The resource must include content, language and style which is commensurate with the level and type of the qualification, or set thereof, to which it related.
- The resource must not include any misleading statements, guarantees or claims as to it allowing Candidates to achieve or be awarded a Gatehouse Awards qualification.
- The resource must be free from undue bias and must not include any content which is likely to unduly disadvantage Candidates who share a common attribute or characteristic.
- The resource must not include any content which is morally or ethically inappropriate, or that Gatehouse Awards would not want to be associated with.
- The resource must not make reference to its suitability to support any specific roles within the delivery, assessment or award of Gatehouse Awards qualifications – for example ‘Assessor Guidance’, ‘Interlocutor Tips and Tricks’.

5. Fees for Official Recognition

Endorsed Materials:

Owing to the broad range of the materials which can be considered by Gatehouse Awards for Endorsement, a comprehensive list of fees and timescales that will cover all eventualities would be impractical to produce.

However, in the interests of providing substantive guidance, and upon the understanding that all submissions will be considered, and fees applied on a case-by-case basis, the following may serve to inform producers and publishers as to the likely fees that will be charged for Endorsement of their resources and materials:

Size of Resource	Guideline Fee
1 – 100 pages / 1 hour online course	£300
101 – 200 pages / 1.5 hour online course	£400
201 – 300 pages / 2 hour online course	£500
301 – 400 pages / 2.5 hour online course	£600
401+ pages / 3+ hour online course	£750

Should a resubmission need to undergo further review following feedback, the fee applicable will be equivalent to 35% of the initial charge.

Signposted Materials:

To allow producers the opportunity to secure official recognition of their work and its quality without incurring any costs, there is no charge applicable for materials to become Signposted by Gatehouse Awards. This will also allow Gatehouse Awards to seek out existing materials and extend the opportunity of signposting to producers, under its programme of official recognition. Whilst there is no charge for recognition as Signposted Materials, Gatehouse Awards cannot extend any guarantees as to how long it will take to process a submission, nor can it provide extensive feedback on submissions that do not meet the full criteria for Signposting.

6. Timescales for Official Recognition

Endorsed Materials:

Gatehouse Awards aims to fully review all submissions for Endorsement within 20 working days of the request and all supporting documentation being received. Should a resubmission need to undergo further review following feedback, Gatehouse Awards will aim to review the revised submission within 10 working days of the request and all supporting documentation being received.

If an applicant provides a provisional publication date for the resource which is sooner than the extent of the above timescales and the request is not unreasonable, Gatehouse Awards will endeavour to ensure that the submission is fully considered in a time that will allow this deadline to be met.

Should it become likely that these timescales cannot be met by Gatehouse Awards, it will contact the applicant as soon as is practicable.

Signposted Materials:

As Gatehouse Awards undertakes requests to Signpost resources at no charge, no guarantees can be made as to how long the process will take. Submissions will be considered in the order they are received and the actual processing time will depend on the availability of subject-experts and other administrative resources.

7. Feedback Following Review

Endorsed Materials:

Where a submission has been deemed, upon review by its subject-experts, to not meet the criteria for recognition, Gatehouse Awards will endeavour to provide extensive and constructive feedback to the applicant so that they may address any concerns and have the opportunity to secure official recognition by resubmitting the amended resources for consideration.

As stated above, reduced fees and timescales will be applicable to the resubmission of any materials.

Signposted Materials:

Where a resource cannot be Signposted, Gatehouse Awards will endeavour to provide constructive feedback to the applicant so that they may address any concerns and have the opportunity to secure official recognition. However, as no fees are charges for the signposting of materials, Gatehouse Awards cannot guarantee that it will provide extensive feedback to this end.

8. Right of Appeal

Endorsed Materials:

Where Gatehouse Awards chooses not to endorse submitted resources, any appeals raised will be considered under the Gatehouse Awards *Appeals Policy and Procedure*, which is available upon request and may be published on the website and varied from time-to-time.

Signposted Materials:

As the signposting process is undertaken at no cost to the applicant, no right of appeal is extended where Gatehouse Awards chooses not to signposted submitted resources.

9. Proof of Endorsement

Endorsed Materials:

Endorsed materials will be granted the right to include the Gatehouse Awards logo compliant with the Gatehouse Awards *Copyright and Use of Logo Statement* and the stipulations below:

1. The Gatehouse Awards logo must appear in a prominent place on the resource – for example on the front cover of physical and digital publications, or in the introduction to a video.
2. The logo may also appear on the inside cover, introduction pages or credits, as appropriate.
3. The logo may be resized to reflect styling choices; however its size must be larger than or equal to 50% of the size of the publisher’s logo featured in a similar context, however it must not be placed or sized in such a way that a user could reasonably assume that Gatehouse Awards published or produced the resource.
4. The logo must not be changed or distorted in any way, except resizing compliant with point 3., above.

Endorsed materials will be granted the right to include a statement of endorsement compliant with the stipulations below:

1. One of the following statements must be featured beneath the iteration of the Gatehouse Awards logo in point 1., above:
 - a. This resource is endorsed by Gatehouse Awards.
 - b. This resource is endorsed by Gatehouse Awards to help users achieve [insert full qualification name as it appears on the Ofqual ‘Register of Regulated Qualifications’]
2. The following statement must appear clearly in a prominent and relevant place within the materials, for instance the inside cover, introduction pages or credits:

“This resource is endorsed by Gatehouse Awards to help users achieve [insert full qualification name as it appears on the Ofqual ‘Register of Regulated Qualifications’]. To secure this recognition, the resource has been subject to quality checks in line with the Gatehouse Awards *Criteria for Official Recognition* available at www.gatehouseawards.org”

All pages, slides, or portions of any endorsed resources that feature the Gatehouse Awards logo and/or the statement of endorsement must be submitted to Gatehouse Awards for approval prior to any publication or distribution taking place.

Gatehouse Awards will endeavour to ensure that any submissions made for this purpose are processed in a timely manner, taking into consideration and deadlines or timescales imposed upon the publisher by parties other than Gatehouse Awards.

Signposted Materials:

Submitted resources determined as meeting the Gatehouse Awards criteria for Signposting will be featured within any relevant qualification specifications, and on the relevant section of the Gatehouse Awards website.

Signposted materials will not be granted the right to include any logos or statements of recognition from Gatehouse Awards.