



## Qualification Specification

GA Level 3 Certificate in Anatomy, Physiology and Pathology

603/5679/0

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## Section 1 - Qualifications Overview

### **1.1 Introduction: About the Gatehouse Awards Level 3 Anatomy, Physiology and Pathology Qualification.**

Gatehouse Awards (GA) qualifications are designed to give Candidates the skills to be active in the modern labour market and progress in their career and/or into higher level study.

This specification covers the GA Level 3 Certificate in Anatomy, Physiology and Pathology Qualification. The qualification has been developed in order to underpin the knowledge and understanding requirements in the National Occupational Standards for Clinical Health Skills, Complementary Therapies and Healthcare, and Beauty Therapy Aesthetics. The qualification is aimed at meeting the needs of Candidates, employers and wider industry.

This document provides Centre staff, Candidates and employers with an overview of the qualification content as well as the assessment and quality assurance requirements for this qualification.

The qualification is regulated by the Office of Qualifications and Examinations Regulations (Ofqual) in England and is part of the Regulated Qualifications Framework (RQF). All versions of this qualification are listed on the Register of Regulated Qualifications which is operated by Ofqual at <http://register.ofqual.gov.uk>.

These qualifications are not designed to replace any existing qualifications.

### **1.2 Qualification Title, Qualification Number and Important Dates**

Qualification Title and Level	Qualification Number	Operational Start Date	Operational Review Date
<b>GA Level 2 Certificate in Anatomy, Physiology and Pathology</b>	<b>603/5679/0</b>	<b>23/03/2020</b>	<b>01/04/2025</b>

### **1.3 Qualification Aims and Objectives**

The aim of this qualification is to provide Candidates with a sound foundation to pursue further learning and work as a clinical health worker, complementary therapist or beauty therapist working in non-surgical aesthetic practice.

This qualification will provide Candidates' with knowledge and understanding of anatomy, physiology and pathology, including the cells and tissues of the body, and the structure, function and pathologies of the skin, hair and nails. It also covers the support and movement systems of the body (skeletal and muscular systems), the integration and co-ordination systems of the body (nervous system, endocrine system and the eye and ear), and the processing and transporting functions of the body (the respiratory, circulatory, digestive, lymphatic and urinary systems). The qualification also includes the reproductive system and the pathological disease process.

This qualification can be relied upon by employers to indicate that an individual has the knowledge and understanding to undertake a specific role in the workplace.

### 1.4 Qualification Structure and Overview: Units, GLH, TQT and Credit Values

The GA Anatomy, Physiology and Pathology qualification is listed on the Ofqual Register of Regulated Qualifications as part of the Regulated Qualifications Framework (RQF).

The structure of this qualification is as follows:

GA Level 3 Certificate in Anatomy, Physiology and Pathology					
Mandatory Unit	Level	Unit Ref	Credits	GLH*	Study Time*
Anatomy, Physiology and Pathology	3	F/618/0450	19	150	40
Total:			19	150	TQT* 190

#### \*Guided Learning Hours: Definition

The activity of a Candidate in being taught or instructed by – or otherwise participating in education or training under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

#### Total Qualification Time: Definition

The number of Guided Learning Hours assigned, plus an estimate of the number of study hours a Candidate will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed 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.

The number of study hours a Candidate is expected to undertake in order to complete each unit is expressed in the ‘Study Time’ above. This, which is inclusive of the GLH, provides the Total Qualification Time and represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Candidate to achieve and demonstrate the achievement of the level of attainment necessary for the award of this qualification.

The estimates for Guided Learning Hours and Total Qualification Time above have been produced with due regard to information gathered from those with experience in the Community Interpreting field and is in line with guidance published by Ofqual on the allocation and expression of Total Qualification Time and Guided Learning Hours.

### 1.5 Intended Audience, Age and Entry Requirements

The GA Level 3 Certificate in Anatomy, Physiology and Pathology qualification is intended as initial training for Candidates whose current or desired job role requires them to develop knowledge and

understanding of Anatomy, Physiology and Pathology, and for Candidates wishing to develop more advanced skills in the clinical healthcare, complementary or beauty therapy (non-surgical aesthetics) sectors.

It is designed for those who are currently employed or wish to be employed in a specific role requiring knowledge of anatomy, physiology and pathology and who wish to acquire a formal qualification.

Those involved already working in a clinical healthcare, complementary therapy or beauty therapy (non-surgical aesthetics) role may consider the GA Level 3 Certificate in Anatomy, Physiology and Pathology qualification as a refresher or continuing professional development option.

The qualification is available to Candidates aged 16 and over.

There are no formal academic entry requirements for these qualifications however Candidates should have a minimum of level two in English and maths (e.g. GCSE Grade C or above) or equivalent.

Approved GA Centres must provide detailed advice and guidance to Candidates in order to ensure the programme and qualification will meet their needs.

## **1.6 Rules of Combination**

The Rules of Combination for these qualifications are:

- In order to achieve the GA Level 3 Certificate in Anatomy, Physiology and Pathology qualification, Candidates must complete 1 Mandatory Units and achieve 19 credits.

There are no further rules of combination.

## **1.7 Recognition of Prior Learning and Transfer of Credits**

Recognition of Prior Learning (RPL) is a method of assessing whether a learner's previous experience and achievements meet the standard requirements of a GA Unit or Units prior to the Candidate taking the assessment for the qualification, or part of the qualification, they are registered for.

Any prior learning must be relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and GA will subsequently amend the requirements which a Candidate must have satisfied before they are assessed as eligible to be awarded the qualification.

Where there is evidence that the Candidate's knowledge and skills are current, valid and sufficient the use of RPL may be acceptable for recognising achievement of a unit, units or whole qualification. The requirement for RPL in such instances will include a consideration of the currency of the knowledge gained by the Candidate at the time they undertook the prior learning.

RPL cannot be guaranteed in instances where industry practice or legislation has significantly changed in the time since the prior learning was undertaken / a previous award was issued.

No transfer of credits is permitted for these qualifications.

## 1.8 Relationship to Other Qualifications & Progression Opportunities

The GA Anatomy, Physiology and Pathology qualification are ideal qualifications to provide the knowledge and understanding of anatomy, physiology and pathology required to work in the field of clinical healthcare, complementary or beauty therapy (non-surgical aesthetics).

Candidates may progress onto further qualifications in clinical health care, complementary therapy or beauty therapy (non-surgical aesthetics) at a higher level, for example qualifications at Level 3 or above in:

- Aromatherapy
- Reflexology
- Massage Therapy
- Health and Social care
- Nursing
- Dermaplaning
- Skin peeling
- Mesotherapy
- Electrocautery
- Micro-needling
- Dermal Fillers/Botulinum Toxin A

## 1.9 Language of Assessment

These qualifications are offered in English.

Further information concerning the provision of qualification and assessment materials in other languages may be obtained from GA.

## 1.10 Grading

These qualifications are not graded on a scale. Candidates are assessed as Pass or Fail..

## 1.11 Qualification Availability

These qualifications are available in the UK and internationally.

If you would like further information on becoming an Approved Centre, please contact us. Our contact details appear on the front page of this publication and on our website [www.gatehouseawards.org](http://www.gatehouseawards.org).

## Section 2 – Qualification Delivery and Quality Assurance Model

### 2.1 Teaching and Learning Requirements

Courses leading to the GA Anatomy, Physiology and Pathology qualification can consist of e-learning, distance learning or classroom-based courses offered through approved GA Centres.

Candidates must have suitable access to teaching staff as well as technical support. Specialist staff, high quality learning materials and access to assessment opportunities are essential for all Centres.

Centres may access further details and guidance on the content of teaching and learning via the Ark (GA’s online Learner Management System, available to all GA Approved Centres).

### 2.2 Assessment and Quality Assurance Model

This qualification is delivered by GA approved Centres and is internally assessed and quality assured by the Centre to clearly show where Candidates have achieved the learning outcomes.

Assessment and quality assurance activities are sampled by a GA External Quality Assurer (EQA).

### 2.3 Learning Outcomes

The Learning Outcomes for this qualification are:

Learning Outcome	The Candidate will:
1	understand cells and tissues of the body
2	understand the skin, hair and nails
3	understand the skeletal system
4	understand the muscular system
5	understand the nervous system
6	understand the eyes and the ears
7	understand the endocrine system
8	understand the respiratory system
9	understand the cardiovascular system
10	understand the lymphatic system
11	understand the digestive system
12	understand the urinary system
13	understand the reproductive system
14	understand the pathological disease process

Detailed guidance, assessment requirements and specific content to support teaching, learning and assessment relating to each Learning Outcome is provided to Approved Centres and can be downloaded from the Centre Support area of the Ark.

## **2.4 Registering Candidates and Unique Learner Numbers**

Candidates must be registered through the Ark. Owing to the Total Qualification Time of the qualification, the validity period of registrations made will be 52 weeks. Should a Candidate not have achieved in the timescale, a new registration is required.

Each approved GA Centre is provided with a user account to allow approved staff access to the online system.

Where the Unique Learner Number (ULN) of a Candidate is known, this should be provided at the point of registration in order for GA to issue updates to the Learner Record Service.

## **2.5 ID Requirements**

It is the responsibility of the Centre to have systems in place to confirm each Candidate's identity and produce evidence to GA upon request.

## **2.6 Record Keeping**

Records of Candidates' details, their work and any records of Reasonable Adjustments, Special Considerations and records containing Candidate's personal details must be kept by the Centre in line with the Data Protection Act 2018 (including GDPR and all relevant privacy regulations) for a minimum of 2 years.

Records of all activity undertaken must be kept and must be easily retrievable and made available to GA or the Regulator upon request.

## **Section 3 – Centre Requirements and Quality Assurance Arrangements**

Centres offering the GA Anatomy, Physiology and Pathology qualification must ensure that they have the following resources in place.

### **3.1 Staff**

The knowledge and experience of all staff involved in course delivery, assessment and quality assurances will be considered during the approval and re-approval process and at External Quality Assurance Visits.

The Centres must ensure that they hold up-to-date and detailed information about their staff and must make records available to GA upon request. The information GA expects the course provider to hold for each member of staff includes, as a minimum:

- current up to date CV
- copies of relevant qualification certificates
- relevant and up to date CPD (Continuous Professional Development) records

The Centres must ensure that they have the management and administrative arrangements in place which are suitable to support the registration of Candidates.

### **Requirements for Teachers/Assessors**

Teachers/Assessors must possess a teaching qualification appropriate for the level of qualification they are delivering, e.g. PTLLS, CTLLS, DTLLS, Level 3 Award/Level 4 Certificate/Level 5 Diploma in Education and Training, Cert Ed/PGCE or equivalent/higher.

Assessors must possess a relevant qualification in assessment, e.g. Level 3 Award in Assessing Competence in the Work Environment, Level 3 Award in Assessing Vocationally Related Achievement, Level 3 Award in Understanding the Principles and Practices of Assessment, Level 3 Certificate in Assessing Vocational Achievement or legacy qualifications such as A1 or D32/D33 (or equivalent)

Teachers /Assessors must show current evidence of continuing professional development in teaching and assessment and hold a qualification which includes the subject being taught at the same level or above and have successfully assessed learners for other qualifications.

### **Requirements for Internal Quality Assurers (IQAs)**

This qualification is assessed by Centre staff and subsequently internally quality assured to ensure standardisation, reliability, validity and sufficiency of the Assessor's assessment decisions.

IQAs are therefore required to hold a relevant qualification, e.g. Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes & Practice, legacy qualifications e.g. D34/D35, V1, or equivalent.

IQAs must have relevant knowledge, experience, competences and qualifications in the qualification they are internally quality assuring and have an excellent working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance.

IQAs must also undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they internally quality assure.

IQAs must support teachers and assessors in the delivery and assessment of a qualification, which includes sampling, observations of teaching, learning and assessment and providing full feedback and support to teachers and assessors.

### 3.2 Assessment of Candidates

Assessors must ensure that all evidence judged to meet GA's 'CRAVES' requirements:

- **Current:** the work is relevant at the time of the assessment
- **Reliable:** the work is consistent with that produced by other learners
- **Authentic:** the work is the Candidate's own work
- **Valid:** the work is relevant and appropriate to the subject being assessed and is at the required level
- **Evaluated:** where the learner has not been assessed as competent, the deficiencies have been clearly and accurately identified via feedback to the learner
- **Sufficient:** the work covers the expected learning outcomes and any range statements as specified in the criteria or requirements in the assessment strategy.

### 3.3 Internal Quality Assurance of Assessment

IQAs ensure that Assessors are assessing to the same standards, i.e. consistently and reliably, and that assessment decisions are correct. IQA activities will include:

- ensuring Assessors are suitably experienced and qualified in line with the qualification requirements
- sampling assessments and assessment decisions
- ensuring that assessment decisions meet the GA 'CRAVES' requirements (Current, Reliable, Authentic, Valid, Evaluated and Sufficient)
- conducting standardisation of assessment decisions
- providing Assessors with clear and constructive feedback
- supporting Assessors and providing training and development where appropriate
- ensuring any stimulus or materials used for the purposes of assessment are fit for purpose

Sampling of assessment will be planned and carried out in line with a clear IQA strategy, which incorporates the number of Candidates, number of Assessors, and the experience and competency of Assessors.

IQAs may wish to refer to the guidance provided in Appendix 1 of this document in order to formulate an appropriate Sampling Strategy.

### **3.4 External Quality Assurance (EQA)**

All GA Approved Centres are entitled to two EQA visits per year. Additional visits can be requested, for which there may be an additional charge.

EQA activities will focus on the Centre's continuing adherence to and maintenance of the GA *Centre Approval Criteria* and the criteria and requirements for the specific qualifications for which it holds approval.

Through discussions with Centre staff, examining Candidate's work (where applicable), talking to Candidates and reviewing documentation and systems, the GA EQA will provide the Centre with full support, advice and guidance as necessary.

### **3.5 Venue Requirements**

When training premises are used in the delivery of teaching and assessment of these qualifications, they must have suitable access, in line with Disability Discrimination and Diversity & Equality law and regulations and any other regulations which apply.

### **3.6 Equipment**

All equipment used in the delivery of these qualifications must be fit for purpose and comply with current Health and Safety legislation.

### **3.7 Teaching and Learning Resources**

Teaching and learning resources for these qualifications are developed by individual Centres in line with the assessment requirements.

Centres delivering classroom-based or e-learning course delivery must ensure that their teaching and learning resources are high quality and are relevant and up-to-date, in order to allow Candidates to adequately prepare for assessment.

All delivery and assessment resources should be inclusive of the principles of equality and diversity and the safeguarding of Candidates.

### **Useful Resources**

Any references to books, journals, websites or other third party materials and publications made in this Qualification Specification are made in good faith only and GA does not accept responsibility for the content of such materials or any opinions expressed within them.

- Anatomy and Physiology – Therapy Basics, by Helen McGuiness – 4th edition. Publisher Hodder Arnold ISBN: 9780340908082
- Atlas of Skeletal Muscles. 4th Edition – Stone, R J & stone JA (2003) McGraw Hill Higher Education. ISBN: 0071199012
- Gray’s Anatomy: The Anatomical Basis of Medicine & Surgery. 38th Edition. Gray, H et al (1995) – Churchill Livingstone. ISBN: 0805350861
- Illustrated Medical Dictionary. The British Medical Association (2002) – Dorling Kindersley. ISBN: 0751333832
- ITEC textbook: An Introductory Guide to Anatomy & Physiology by Louise Tucker
- The Concise Book of Muscles by Chris Jarmey – ISBN: 1556434669
- Trail Guide to the Body: How to Locate Muscles, Bones and More! – Andrew Biel – 3rd Revised Edition. Books of Discover. ISBN: 0-9658535-5-4.

### **3.8 Results and Certification**

Following a successful external quality assurance visit, the Centre must make claims for certification via the Ark, the GA Learner Management System. Certificates are usually issued within 10 working days.

The qualification certificate will indicate both the title and the level at which the qualification is achieved.

Certificates will only be issued to Candidates who have achieved sufficient credits and met the rules of combination for the qualification they are registered for. If a Candidate has not achieved sufficient credits and met the rules of combination, the qualification certificate will not be issued.

Replacement certificates are available upon request.

Amendments to certificates are available upon request but may require the Centre to provide evidence of the need for any amendment (e.g. learner proof of identification) and will involve the return of the original certificate. Replacements and amendments may incur an additional charge.

### **3.9 Direct Claims Status (DCS)**

Direct Claim Status is not available for these qualifications.

### **3.10 Enquiries and Appeals**

GA has an appeals procedure in accordance with the arrangements for regulated qualifications.

General enquiries can be made at any time and should be directed to a GA Centre Administrator.

### 3.11 Ongoing Support

There are a number of documents on the GA website that Centres and Candidates may find useful: [www.gatehouseawards.org](http://www.gatehouseawards.org)

The website is updated regularly with news, information about GA qualifications, sample materials, updates on regulations and other important notices for Centres and Candidates.

Within the Centre, a named Examinations Officer is responsible for ensuring that all information and documents provided to Centre staff and Candidates are correct and up to date.

GA must be kept up to date with contact details of all changes of personnel so Centres can be provided with the best level of support and guidance. Contact details for GA are:

Gatehouse Awards Ltd  
Address: 64 Daisy Hill, Dewsbury, WF13 1LJ  
Tel: + 44 (0) 1924 609 250

Email: [info@gatehouseawards.org](mailto:info@gatehouseawards.org)  
Web: [www.gatehouseawards.org](http://www.gatehouseawards.org)

At the time of approval, Centres are assigned a designated Centre Administrator who is their primary point of contact for all aspects of service or support. Candidates should always speak to a member of staff at the Centre for information relating to GA and our qualifications prior to approaching GA directly.

## Appendix 1: Sampling Strategy: Information for Centres

When planning and carrying out internal quality assurance activities, it is important that the internal quality assurance team work to a sound sampling strategy to ensure that standardisation of assessment decisions takes place.

A Centre's sampling strategy involves reviewing the quality of Assessor's judgements, which will include reviewing Candidate work.

The Candidate work may be sampled before the Candidate has completed the full qualification, for example by sampling one or two units as the Candidate completes them.

The Internal Quality Assurer (IQA) should check that planning and reviewing has taken place and feedback is given to Candidates by the Assessor. The IQA will also check and confirm the accuracy of the application of any mark schemes, guidance and overall assessment decisions.

The IQA will therefore be able to evaluate the quality and consistency of the Assessor's assessment decisions and be able to identify any problems at an early stage. It will highlight individual Assessor training and development needs, which in turn can inform the programme of CPD for the assessment team as a whole.

The IQA must plan quality assurance activities as outlined below.

### Sampling

Sampling should enable the IQA to evaluate how Assessors have reached their decisions. The IQA must be able to follow clear documentation which clearly shows that Assessors have checked that the evidence presented meets the rules of evidence.

Evidence must be confirmed by Assessors as '**CRAVES**'

- **Current:** the work is relevant at the time of the assessment
- **Reliable:** the work is consistent with that produced by other Learners
- **Authentic:** the work is the Candidate's own work
- **Valid:** the work is relevant and appropriate to the subject being assessed and is at the required level
- **Evaluated:** Where the Learner has not been assessed as competent, the deficiencies have been clearly and accurately identified via feedback to the Learner resulting in improvements in knowledge or competency leading to the award
- **Sufficient:** the work covers the expected learning outcomes and any range statements as specified in the criteria or requirements in the assessment strategy.

### What do IQAs need to consider when planning the sample?

Work from every Candidate must be sampled and the IQA should consider the following when considering the volume of work per Candidate that they should sample:

- The Candidates' ethnic origin, age and gender to ensure a representative range is sampled
- The Assessors' experience and qualifications, workload and their occupational competence. For example, if Assessors are qualified and experienced it may not be necessary to look at more than one or two units per Candidate. If Assessors have less than 12 months' experience, are new to the Centre or a particular qualification, or perhaps have not assessed for a length of time, the IQA will need to sample substantially more of their decisions for the first 6 - 12 months
- The full range of assessment methods used for any one qualification, for example observation, witness testimony, professional discussion, reflective accounts, questioning, assignments, products, RPL, simulation, etc.
- Previous feedback to Assessors regarding good practice and/or involved highlighting development needs, for example If the IQA has a particular concern regarding the assessment decisions of a particular Assessor
- Whether any changes have been implemented relating to the assessment of the qualification or its units, for example the Awarding Organisation makes amendments to the qualification specification, or instances where industry practice or legislation has changed
- The range of locations where assessments have taken place
- The sampling process must not be determined by any rule of thumb such as '10%.'

## Sampling Plan

The IQA must develop a sampling plan at the beginning of the Candidate's (or cohort's) programme and record, on the plan, which units/assessment methods they plan to sample, and when.

Copies of sampling plans should be made available to other IQAs and the assessment team, and sampling carried out according to the plan. Where variations are made, these should be recorded on the plan.

## Completing a Sample Record

The IQA should record the quality assurance sampling activities on a Sample Record. As a minimum, this record must indicate the Assessor's decision, the content of the sample, the IQA's decision and relevant feedback to the Assessor.

Where IQAs agree with the assessment decisions, certification claims can go ahead. Where IQAs do not agree with the assessment decisions, full feedback must be given to the Assessor, with action points agreed which relate to the Assessor's areas for improvement.

Sampling must take place before any certification claims are made by the Centre and all records, including those of standardisation meetings, feedback to Assessors and CPD activity should be made available to the GA-appointed External Quality Assurer (EQA) upon request.

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Links to Ofqual GCR	E3; G6; G7	Other relevant documents:	GA Centre Handbook GA Candidate Access Policy GA Malpractice & Maladministration Policy		