



Qualification Specification

GA Level 3 Certificate in Anatomy, Physiology and
Pathology

603/5679/0

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
GA Level 3 Certificate in Anatomy, Physiology and Pathology	603/5679/0	23/03/2020	01/04/2025

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 in clinical health, complementary or beauty therapy, non-surgical aesthetics, or sports-related fields.

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 (GLH): Definition

The activity of a learner 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 (TQT): Definition

The number of Guided Learning Hours assigned, plus an estimate of the number of study 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 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 learner is expected to undertake in order to complete each unit is expressed in the 'Study Time' above. This, including the GLH, provides the Total Qualification Time, or TQT, and represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner 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 education and training and is in line with guidance published by Ofqual on the allocation and expression of Total Qualification Time and Guided Learning Hours.

Level

The qualifications within this specification are designated at Level 3 on the Regulated Qualification Framework (RQF) according to the Level Descriptors for knowledge and understanding, which build on those used within the Qualifications and Credit Framework (QCF) and the European Qualifications Framework (EQF). This means that this qualification is considered by GA to lead to the outcome as follows:

Achievement at Level 3 reflects the ability to identify and use factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine, interpret and evaluate relevant information and ideas, and reflects an awareness of the nature of the area of study or work and different perspectives or approaches within the area of study or work.

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, sports-related sectors such as physiotherapy, or to enter other careers where knowledge of anatomy, physiology and pathology is a requirement.

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 related field 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 this qualification however Candidates should have a minimum of level two in English and maths (e.g. GCSE Grade C / Grade 4 or above) or equivalent.

It is recommended that prior to commencing a programme of study leading to this qualification, candidates receive detailed advice and guidance from the training provider in order to ensure the programme 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.

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

This qualification is 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

This qualification is available via GA Approved Centres in the UK and internationally. If you would like further information on offering this qualification, please contact us.

Our contact details appear on our website, www.gatehouseawards.org

Section 2: Qualification Delivery, Assessment & 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. Centres must provide specialist staff and high-quality learning materials.

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 can be delivered via two different models. These are outlined below:

Model 1: Continuous assessment (centre-assessed model)

This means that courses leading to this qualification is delivered by the centre and learners' work is internally assessed and internally moderated by centre staff to clearly show where learners have achieved the learning outcomes and qualification requirements in a portfolio of evidence. Centre staff must meet the requirements stipulated below.

Under this model, there is no requirement for external assessment.

Assessment, internal moderation and quality assurance activities are subject to external moderation and quality assurance conducted by GA. Centres operating this model are subject to the GA Centre Assessment and Standards Scrutiny (CASS) and General Moderation Policy.

Model 2: External assessment (GA-set examination model)

This means that centres may offer an externally set and externally assessed examination. The examination materials (paper based or online) are determined, issued and externally assessed and moderated by GA.

All examinations are conducted under controlled examination conditions, conducted and invigilated by centre staff. GA may conduct announced or unannounced observations of examination sessions from time to time.

Where learners pass this examination, the centre is NOT required to provide further evidence or assessment and internal moderation records.

Please note, where this qualification is delivered outside the UK, arrangements may vary from country to country.

The structure of the examination is as follows:

Number of questions

Examination Duration	60 minutes
Number of Questions	60
Question Types	Multiple-choice (ABCD)
Pass Mark	70%

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.

2.4 Registering Candidates and Unique Learner Numbers

Candidates must be registered through the Ark, the GA online Learner Management System.

Owing to the Total Qualification Time of this qualification, the validity period of registrations made will be 1 year. 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 learner's identity.

Learners are required to present photographic ID when they attend their examination.

2.6 Record Keeping

Records of learner's details, their work and any records of Reasonable Adjustments, Special Considerations and records containing learners' 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.

The centre must operate a safe and effective system of care and comply with clinical and information governance requirements, with appropriate policies and procedures in place to maintain confidentiality related to clients, staff and learners.

All records must be easily retrievable and made available to GA or the Regulator upon request.

Portfolios must be retained until the following External Quality Assurance visit to allow them to be sampled. Following external moderation and the award of a qualification by GA, centres may return portfolios to learners.

Records of all internal quality assurance and moderation activity undertaken must be kept and made available to GA upon request.

Section 3 – Centre Requirements: Assessment & Quality Assurance

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 the delivery, assessment and quality assurance of this qualification will be considered during the approval and re-approval process and at External Quality Assurance Visits.

The centre 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 centre 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 centre must also ensure that they have the management and administrative arrangements in place which are suitable to support the registration of candidates and the qualification delivery.

Requirements for Teachers (*Model 1 and Model 2*)

Teachers 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.

Teachers 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.

Where a Teacher does not hold teaching qualifications, they must ensure that they are able to demonstrate that they have delivered a minimum of 30 hours of teaching.

Requirements for Assessors (*Model 1 only*)

Assessors must hold relevant qualifications and have relevant expertise and experience.

GA recommends that Assessors hold relevant assessing qualifications suitable to support the making of appropriate and consistent assessment decisions.

Suitable assessing qualifications may include:

- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Award in Assessing Competence in the Work Environment

- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 3 or 4 PTLLS, or above (i.e. CTLLS or DTLLS)
- Level 3 or 4 Award/Certificate in Education and Training, Cert. Ed or PGCE
- Degree in Education
- Level 3 or 4 NVQ in Training and/or Learning & Development.

Assessors may be working towards a relevant equivalent teaching/assessing qualification under the guidance of a suitably qualified, experienced Assessor and their Internal Verifier.

Requirements for Internal Moderators (also referred to as an Internal Quality Assurers or IQAs) (Model 1 only)

Assessors may have one or several appointed Internal Moderators, who have responsibility for ensuring that the qualification is internally moderated and quality assured to ensure standardisation, reliability, validity and sufficiency of the Assessor's assessment decisions.

Internal Moderators therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally quality assuring. It is the centre's responsibility to select and appoint Internal Moderators.

To be able to perform the internal moderation and quality assurance role, an Internal Moderator must:

- have up-to-date working knowledge and experience of the specific occupational field
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following Assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - A1 Assess candidate performance using a range of methods
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - V1 Conduct internal quality assurance of the assessment process
 - D34 Internally verify the assessment process

- show current evidence of continuing professional development in assessment and quality assurance.
- In addition, Internal Moderators must be familiar with GA's qualification requirements.

Internal Moderators may be working towards a relevant equivalent quality assurance qualification under the guidance of a suitably qualified and experienced Internal Moderator.

The Internal Moderator must have relevant occupational experience and hold relevant qualifications in the particular subject area being assessed. They must hold a regulated qualification at least at the level of the qualification they are internally moderating.

Requirements for Invigilation Staff (Model 2 only)

In order to conduct GA examinations, centres must nominate an Invigilator. This must not be the candidate's teacher, relative, or anyone else from the centre who is known personally to the candidate other than via the centre's professional operations (please refer to the GA *Conflict of Interest Policy and Procedure* for more information).

The Invigilator is the member of staff who will conduct and oversee the examination.

It is important to note that this examination is marked by GA. Centre staff should therefore **NOT** refer to themselves as examiners, markers or assessors of this qualification when Model 2 *External Assessment* is used.

Centres must ensure that any all personnel employed in the role of Invigilator have read and understood the relevant *Instructions for Invigilators* and the *GA Regulations for Conducting Controlled Examinations*. Their details must be provided to GA upon request.

Centres are responsible for ensuring that all Invigilators maintain the standards required by GA. Failure to do so may affect Centre or Qualification Approval status.

- Paper based examinations must be invigilated by a Centre-appointed Invigilator. The minimum ratio of Invigilators per Candidates is 1:12. This means that one Invigilator can supervise no more than 12 Candidates.
- Online centre-based examinations must be invigilated by a Centre-appointed Invigilator. The minimum ratio of Invigilators per Candidates is 1:8. This means that one Invigilator can supervise no more than 8 Candidates.
- Online remotely invigilated examinations must be invigilated by a Centre-appointed Invigilator. The minimum ratio of Invigilators per Candidates is 1:4. This means that one Invigilator can supervise no more than 4 Candidates.

The Invigilator must have a means of communicating with another member of staff also trained in the invigilation procedure and present on the premises, should their assistance be

required in an emergency situation. The Invigilator should be able to summon their assistance without leaving the examination room.

3.2 Assessment of Candidates and Portfolio Requirements (*Model 1 only*)

Candidates are assessed on the evidence contained within their portfolio.

Candidates are expected to build a portfolio of evidence, clearly demonstrating where they have met the learning outcomes and qualification requirements.

Various types of evidence may be used, for example:

- essays/assignments
- short questions and answers
- workbooks
- professional discussions
- observations of performance in the workplace
- product evidence
- reflective accounts
- witness testimony
- records of questioning

Evidence in the portfolio should be mapped against the learning outcomes, reflect the type of evidence supplied and indicate its location within the portfolio. By using portfolio reference numbers, it will enable the learner, assessor, IQA and EQA to quickly locate the evidence submitted.

All evidence must meet CRAVES requirements.

3.3 CRAVES Requirements (*Model 1 only*)

Assessors must ensure that all evidence within the learner's portfolio judged to meet GA's 'CRAVES' requirements is:

- **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.

3.4 Internal Moderation and Quality Assurance Arrangements (*Model 1 only*)

Internal Moderators (also known as Internal Quality Assurers or 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 and moderation 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 and moderation strategy, which incorporates the number of learners, number of Assessors, and the experience and competency of Assessors.

Centre IQAs may wish to refer to the guidance documents provided by GA to approved centres (available on the Ark) in order to formulate an appropriate Sampling Strategy.

3.5 External Moderation and Quality Assurance Arrangements

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. These include:

- checking that the management of the centre and the management arrangements relating to the qualification are sufficient
- checking that resources to support the delivery of the qualifications, including physical resources and staffing, are in place and sufficient
- ensuring that the centre has appropriate policies and procedures in place relevant to the organisation and to the delivery and quality assurance of the qualifications
- the use of assessment materials and the arrangements in place to ensure that evidence for assessment is 'CRAVES' (Current, Reliable, Authentic, Valid, Evaluated and Sufficient)
- sampling assessment decisions against the qualification requirements across the range of levels, number of Assessors and assessment sites, according to the number of candidates
- the internal moderation and quality assurance arrangements

- sampling internal moderation records against the qualification requirements across the range of levels, number of Assessors and assessment sites, according to the number of candidates
- administrative arrangements
- adherence to the GA Regulations for Conducting Controlled Examinations, where external assessment is used
- ensuring that any actions from moderation and wider quality assurance activity have been carried out by the centre
- confirming any claims for RPL, reasonable adjustments or special considerations

Through discussions with centre staff, examining learner's work, moderation of assessment, talking to learners and reviewing documentation and systems, the GA EQA will provide the centre with full support, advice and guidance as necessary.

3.6 Venue Requirements

When delivering centre-based examinations, centres must ensure that a suitable examination room is provided which is appropriate and does not disadvantage or advantage candidates in any way. A quiet room, which is adequately heated, with desks, chairs and the required equipment, must be available in order to conduct examinations.

The examination room must be large enough to seat the number of candidates attending the examination session, whilst maintaining a minimum distance of 1.25 metres between each candidate.

Centres must also ensure that a suitable waiting area is provided for candidates to be seated prior to their examinations. This waiting area should be supervised at all times and candidates should not re-enter this waiting area after their examinations. This stipulation is in order to minimise the potential for candidate collusion, cheating or other forms of malpractice.

Centres who wish to offer online examinations must ensure that they are able to meet the technology requirements (see the *Technology Requirements for Gatehouse Awards Online Examinations* document for further details).

3.7 Equipment Requirements

Centres must ensure that all products and equipment used in the delivery and assessment of this qualification must be authorised by GA and confirmed as fit for purpose and compliant with current Health and Safety legislation and any other relevant regulations. This will be considered at approval and during the on-going monitoring of centres.

Where specific products and equipment are required for the delivery and assessment of a GA qualification, the suitability of the products and equipment at the centre will be considered during the centre and qualification approval process and at External Quality Assurance Visits.

Centres must ensure that the following resources are available:

- IT facilities to enable access to the GA website
- Access to email
- Scanner and printer / photocopier
- Secure storage facilities for the storage of examination materials prior to and immediately after an examination session (*under Model 2*)
- Facilities to securely destroy unused examination papers and to destroy completed Candidate scripts at the appropriate time, e.g. a shredder machine (*under Model 2*)

Additionally, centres who offer online exams under Model 2 must ensure that the following resources are available:

Hardware:

- PC, laptop, Mac or Macbook with fast processor
- Monitor
- Speakers
- Webcam (for remotely invigilated examinations)

Software:

- Windows 8.1 or above
- macOS 10.14 Mojave or above

A high-speed Broadband Internet Connection is also required.

3.8 Booking Examination Sessions (*Model 2 only*)

To book examination sessions, centres must use the Ark, GA's online learner management system. Each approved GA centre is provided with user accounts to allow approved staff access to the system.

In the UK, examination sessions must be booked a minimum of 2 days prior to the proposed examination date. All examinations must be conducted at the venue indicated at the time of booking.

Detailed information relating to the registration and exam bookings procedures can be found in the *Ark Guide and FAQ*, published on the GA website.

Arrangements for examination bookings may vary outside the UK. International Centres should contact GA directly for further information about the requirements for the registration of Candidates and booking examination sessions.

3.9 ID Requirements

It is the responsibility of the centre to have systems in place to confirm each learner's identity.

Learners are required to declare that all work submitted for assessment is their own work.

Candidates choosing the external examination assessment model must bring their identification documents on the day of the examination and the centre must check each candidate's ID to confirm their identity. Candidates attending without sufficient proof of their identity must not be permitted to take the examination.

At the end of the examination session, a centre staff member must ensure that a copy of the identification document is included in the submission package which is returned to GA containing all examination materials.

Centres may wish to refer to the *GA Guide on Candidate Identity Checks* for further information.

3.10 Regulations for Conducting Controlled Examinations

All GA examinations must be delivered under controlled examination conditions. Centres must ensure that all staff have access to and are familiar with the *GA Regulations for Conducting Controlled Examinations* document, which can be found on the GA website.

Paper Based Examination Materials

Paper based examination materials will be made available to the centre by secure online access a short time before the scheduled examination session start time. Materials accessed online must be printed by the centre, stored securely in order to ensure the security of the materials and only handed to candidates immediately prior to the commencement of the examination.

Examination materials will be clearly marked to enable centres to confirm that the version of assessment materials is correct for the particular candidate / cohort of candidates, as appropriate. Specific versions of examination materials for use will be issued for each scheduled session.

Examination Materials for these qualifications consist of:

- Candidate Examination Paper
- Candidate Instructions and Declaration
- Examination Report Form

All paper-based examination materials must be uploaded to GA within a maximum of two working days of the examination.

Should a centre wish to return the examination materials via postal service, prior agreement must be sought from GA. In such cases, the examination materials must be despatched within a maximum of 2 working days using a secure courier system.

Examination papers are NOT assessed by centre staff or by the GA Examination Observers (where present).

All records of candidate's papers and copies of their identification documents will be kept securely by GA for a minimum period of 2 years.

Online Examination Materials

All the materials for the online examination are accessed only by candidates via the GA assessment portal at the time of the examination session.

The centre is responsible for downloading the following examination materials from the Ark:

- Invigilator instructions
- Examination Report Form

Please note, for online examinations, the *Candidate Instructions and Declaration Form* must be made available to the candidate, who must sign and return the document to the Centre **before** the examination session.

Where online examinations are held, the centre must ensure that the following documents are returned to GA via the General Upload facility on the Ark within 2 working days of the date of the exam:

- Completed Candidate Instructions document
- Completed Examination Report Form

3.11 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 McGuinness – 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.

3.12 Results and Certification

Under Model 1

Centres may make claims for certification via the Ark when learners complete and the Assessor and Internal Moderator have confirmed achievement. Such claims for certification are subject to successful external moderation (EQA). Following the External Moderator’s confirmation of a learner’s achievement, GA will authorise claims for the certification of learners, details of which will be visible to the centre in the centre’s Ark account. Certificates are usually issued within 10 working days of the award of the qualification.

Under Model 2

Candidate examination results are made available to centres 10 working days after the date of the examination. Examination Results Notifications are available for the centre to provide candidates with details of their examination results.

Certificate Issue

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 learners who have achieved sufficient credits and met the rules of combination for the qualification they are registered for. If a learner has not achieved sufficient credits or failed to meet 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.

3.13 Direct Claims Status (DCS)

Direct Claim Status is not available for this qualification.

3.14 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.

3.15 Ongoing Support

There are a number of documents on the GA website that centres and learners may find useful: www.gatehouseawards.org

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

Within the centre, a named Examinations Officer is responsible for ensuring that all information and documents provided to centre staff and learners 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.

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.

Learners should always speak to a member of staff at the centre for information relating to GA and our qualifications prior to approaching GA directly.

Contact details for GA can be found on the GA website www.gatehouseawards.org.

Document Specification:					
Purpose:	To detail the specifications of the: GA Level 3 Certificate in Anatomy, Physiology and Pathology Qualification				
Accountability:	GA Governing Body	Responsibility:	GA Compliance Manager		
Version:	3	Effective From:	Sept 2023	Indicative Review Date:	Sept 2026
Links to Ofqual GCR	E3; G6; G7; H2	Other relevant documents:	GA Centre Handbook GA Candidate Access Policy GA Malpractice & Maladministration Policy Technology Requirements for Online Exams SEB Installation Guide Online Examination Instructions to Candidates Practical Guide to Conducting Examinations GA CASS and General Moderation Policy		