



Prism User Guide - Centres

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Prism User Guides

Prism User Guides have been produced by Gateway Qualifications to support the implementation of the Prism software application developed by Creatio Ltd.

Prism is a web based software application designed to support awarding organisations and recognised Centre's meet regulatory requirements in the development, delivery, assessment and awarding of qualifications. Prism is used within Gateway Qualifications to meet the regulatory requirements of Ofqual regulated qualifications and QAA Access to HE Diplomas.

The Prism software application has the following features:

- Web based application – enabling remote access to all functionality.
- Continuous availability – work can be completed out of office hours.
- Centre access – to Gateway Qualifications Centre Agreement Terms and Conditions.
- Supports regulatory requirements – of both Ofqual and QAA.

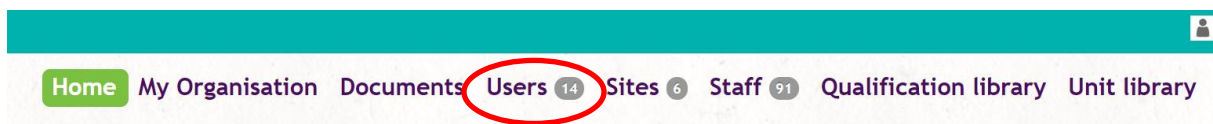
The guides are aimed at supporting and providing guidance to Gateway Qualifications Centres in using the Prism software application consistently. The guides will be updated progressively as new features are added to Prism.

Should you encounter any issues with the Prism application please call 01206 911211. On-going system support is provided by Creatio and any errors or defects will be logged within the helpdesk facility through the IT Manager.

How to set up a Prism user account

To enable additional users to be set up on Prism, one individual must be given 'Super User' status by Gateway Qualifications. This individual can then create additional user accounts to enable other individuals to view information within Prism.

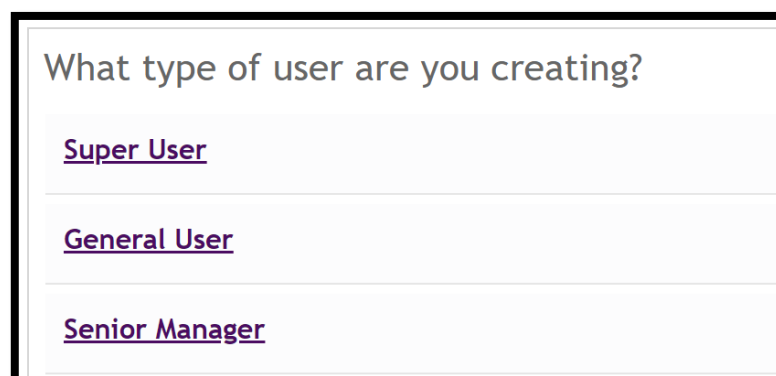
1. To be able to set up a user, you will need to be either a 'Super User' or 'Senior Manager'
2. Visit <https://prism.creatiogreen.com> and follow the log in process detailed previously.
3. On your 'Home' page, select 'Users'.



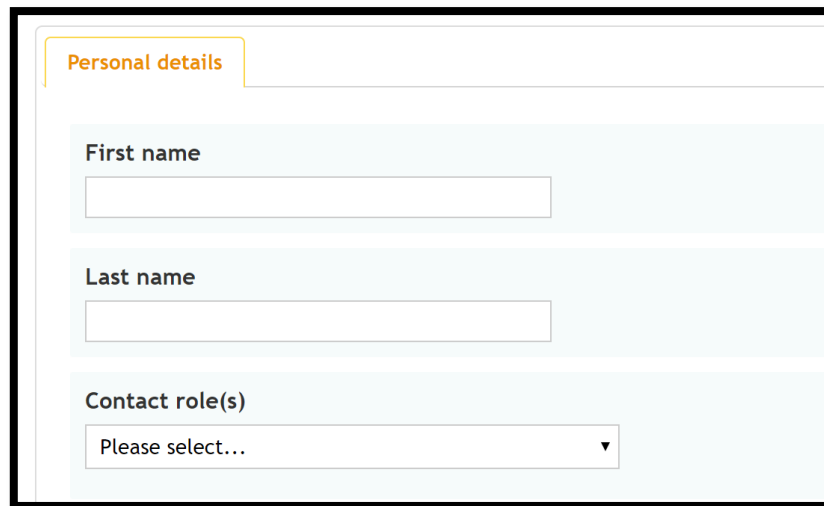
4. To add a new user, select the 'Add a user' button in the top right corner of the screen.



5. Select the type of user you wish to create –
 - General Users have a view only profile
 - Super Users and Senior Managers have a view, edit and accept documents profile.

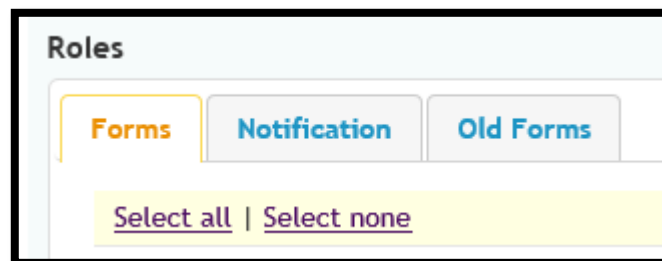


- Complete all of the relevant information regarding the individual, selecting the appropriate Contact Role.



The screenshot shows a form titled 'Personal details' with three input fields: 'First name', 'Last name', and 'Contact role(s)'. The 'Contact role(s)' field is a dropdown menu with the text 'Please select...' and a downward arrow.

- All tick box options shown under the three tabs within the section titled 'Roles' should be left blank. Select 'Save changes'.



The screenshot shows a section titled 'Roles' with three tabs: 'Forms', 'Notification', and 'Old Forms'. Below the tabs, there are two links: 'Select all' and 'Select none'.

- The new user will receive notification via e-mail that a new account has been set up for them.

Accepting the centre agreement terms and conditions

At the point of application to become a recognised centre and at the start of each academic year, centres are required to accept the terms and conditions of our Centre Agreement. The Senior Manager role, usually assigned to the Quality Assurance Contact, is responsible for completing this within your centre.

1. After logging into Prism, the notification below will be displayed on the right-hand side of the screen.

Gateway Qualifications documents requiring acceptance

LIVE

[Centre Agreement 2019-20.pdf](#) (570.04 KB)

Date document added 29/08/2019 Accept

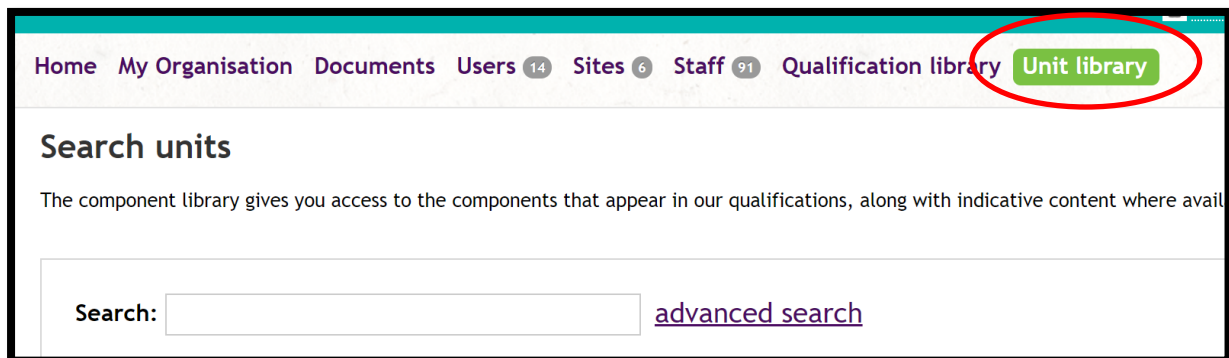
We have made some minor amendments to our Centre Agreement Terms and Conditions for 2019-20 to remove CCEA as a regulator and clarified the two parties who are named in this agreement. By clicking 'Accept' you are confirming you have the authority to accept on behalf of the Senior Leadership Team. Failure to complete this action could mean a delay in centre support and eventually lead to a removal of centre recognition. If you feel you should not be responsible for undertaking this, please email quality@gatewayqualifications.org.uk advising the name, email and role of the person in authority who should be assigned.

2. Click on the link to download the document.
3. Once read, click the Accept button which will register your centre's acceptance.

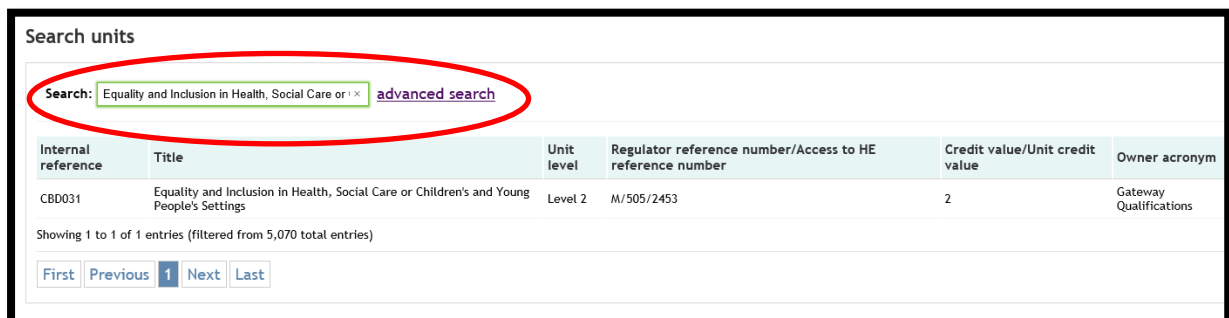
Accessing the unit library in Prism

The instructions below will enable you to access unit information.

1. From your home-screen, move the mouse over to the 'Unit library' icon and select it.



2. Search the title of the unit that you wish to view. **(Should multiple versions of the unit appear in the result list, please ensure that you refer back to the relevant Qualification Specification to confirm that the correct unit is being selected prior to delivery).**



- Once you have located your chosen unit, highlight the unit and press select. You will then see specific details about the unit, including Learning Outcomes, Documents and Linked Qualifications.

Units » RQF: *Equality and Inclusion in Health, Social Care and Children's and Young People's Settings*

Component details | Learning outcomes and/or Assessment criteria | Documents | Linked qualifications

Unit title
Equality and Inclusion in Health, Social Care and Children's and Young People's Settings

- Full details of the Learning Outcomes and Assessment Criteria for the individual unit are shown.

Component details | Learning outcomes and/or Assessment criteria | Documents | Linked qualifications

- Know the importance of equality and inclusion within health, social care and children's and young people's settings.
 - Give reasons why it is important in health, social care and children's and young people's settings to treat all service users fairly and to make them all feel welcome.
- Know about discrimination.
 - Give examples of different types of discrimination that could occur in health, social care and children's and young people's settings.
 - State why it is important not to discriminate.
- Know how health, social care and children's and young people's settings can demonstrate equality and inclusion.
 - Give examples of ways in which organisations can ensure that they are treating all service users fairly and making them feel welcome.

- For a list of all qualifications that contain the specific unit, please select the 'Linked qualifications' tab.

Component details | Learning outcomes and/or Assessment criteria | Documents | **Linked qualifications**

Search:

AO ref.	Title
126686	Gateway Qualifications Entry Level Certificate In Skills for Childcare (Entry 3)
126688	Gateway Qualifications Entry Level Diploma In Skills for Childcare (Entry 3)
126689	Gateway Qualifications Level 1 Certificate In Skills for Childcare
126691	Gateway Qualifications Level 1 Diploma In Skills for Childcare
126694	Gateway Qualifications Entry Level Certificate In Skills for Health and Social Care (Adults and Children) (Entry 3)
126697	Gateway Qualifications Entry Level Diploma In Skills for Health and Social Care (Adults and Children) (Entry 3)
126737	Gateway Qualifications Entry Level Award In Skills for Health and Social Care (Adults and Children) (Entry 3)
126852	Gateway Qualifications Level 1 Diploma In Vocational Studies
126853	Gateway Qualifications Level 1 Extended Certificate in Vocational Studies
126857	Gateway Qualifications Level 1 Certificate In Vocational Studies

Showing 1 to 10 of 13 entries

- The unit can be printed or exported as a Word template by using the following buttons, found in the top right corner.

Units » RQF: Equality and Inclusion in Health, Social Care and Children's and Young People's Settings

Component details | Learning outcomes and/or Assessment criteria | Documents | Linked qualifications

Print | Export as Word

- To return to the main Unit Library, select the 'Units' button.

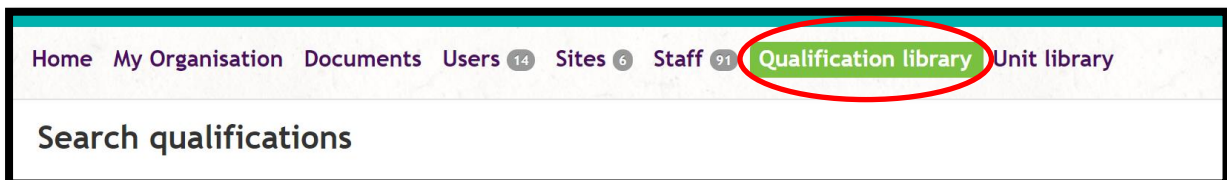
Units » RQF: Equality and Inclusion in Health, Social Care and Children's and Young People's Settings

Component details | Learning outcomes and/or Assessment criteria | Documents | Linked qualifications

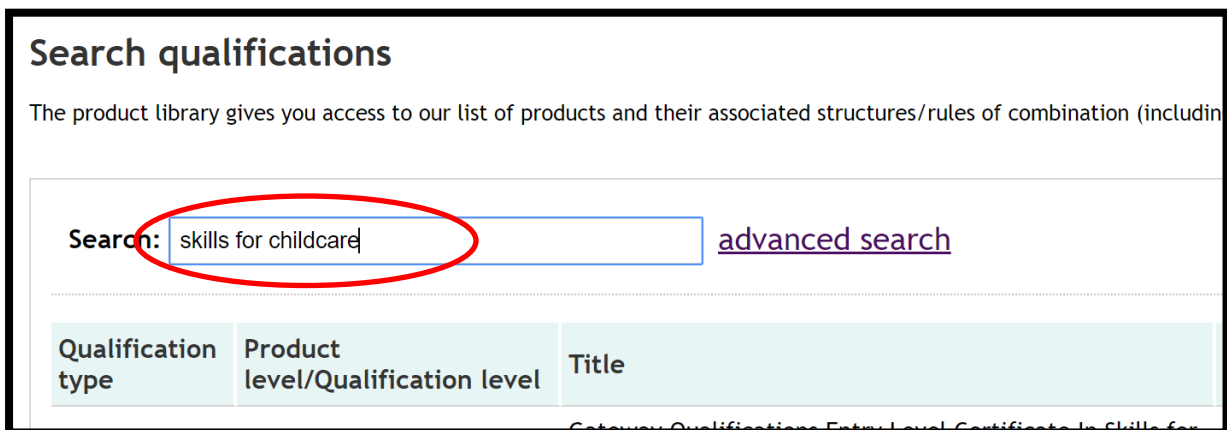
Print | Export as Word

Accessing the qualification library in Prism

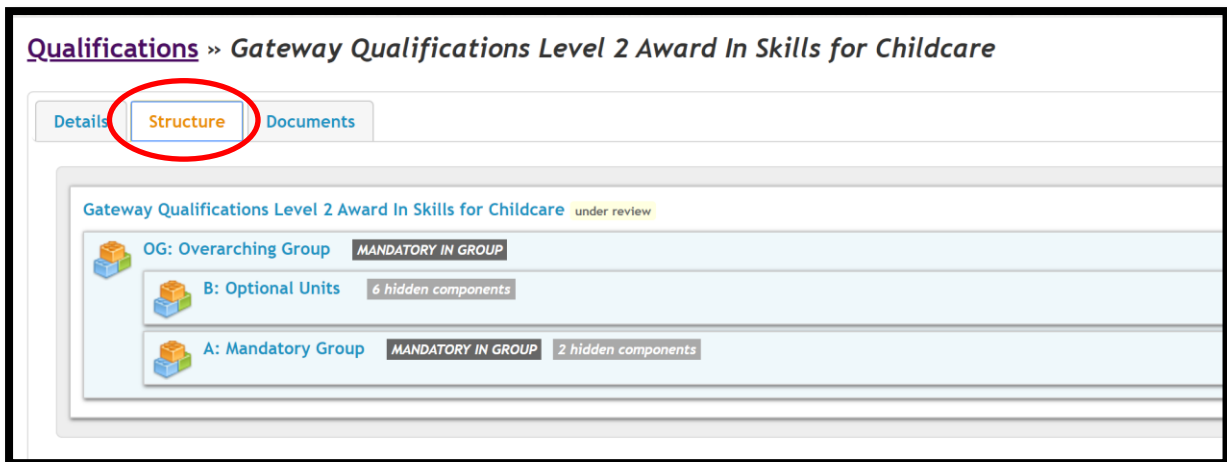
1. Units can also be viewed and exported via a linked qualification.
2. From the home-screen, move the mouse over to the 'Qualification library' icon and select it.



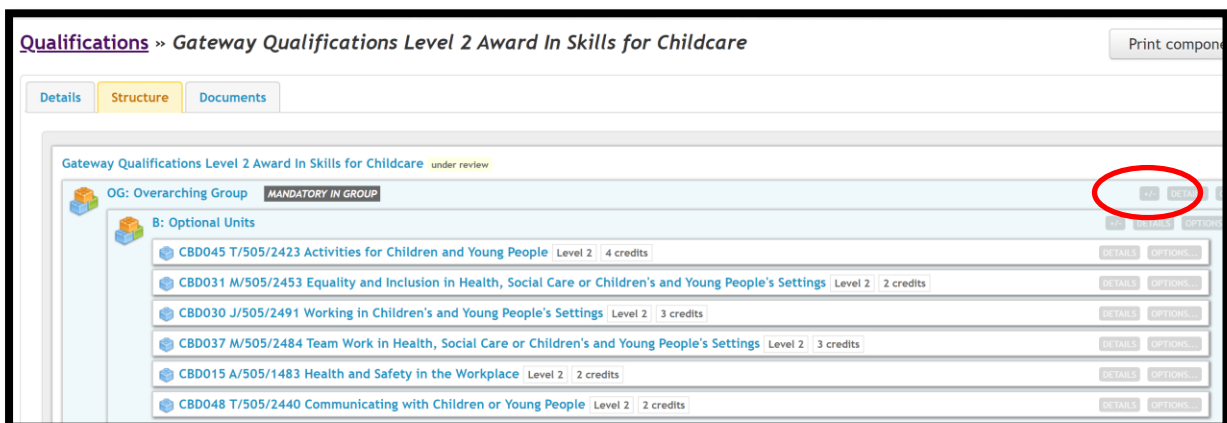
3. Search the title or qualification reference number of the qualification that you wish to view.



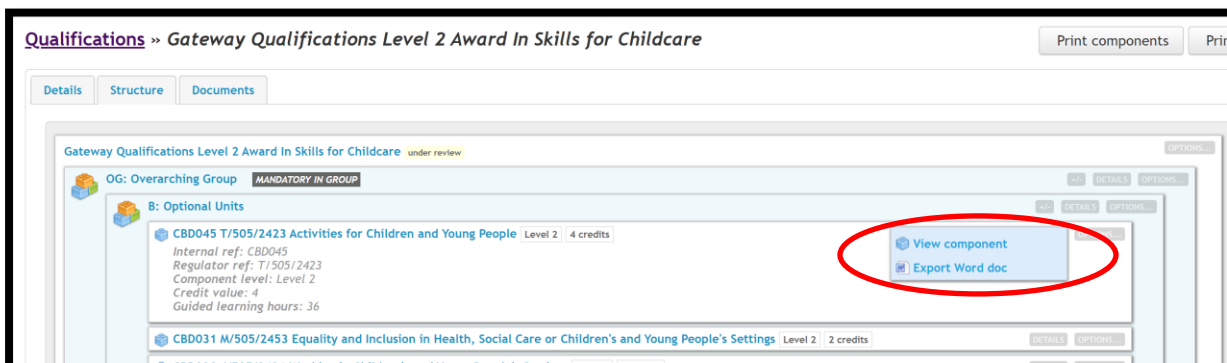
- Once you have chosen the qualification that you wish to view, select the “Structure” tab to view the units contained.



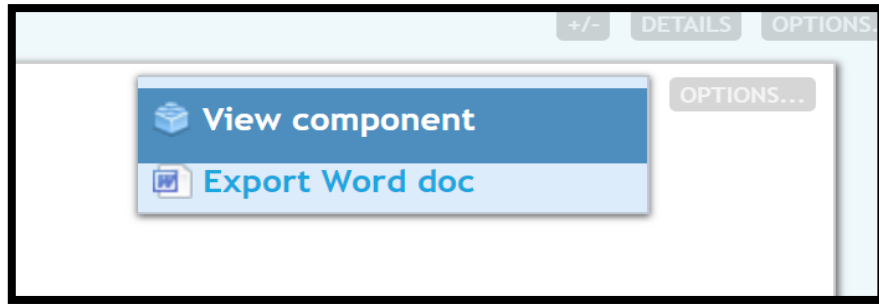
- To expand the units, click on the +/- symbol



- To drill down into the individual units, select the “Options” button on your chosen unit.



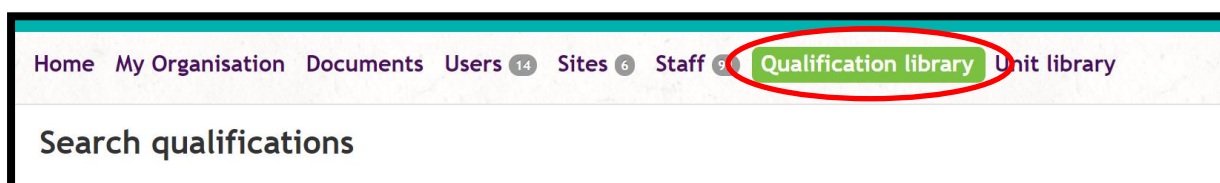
7. You then have the choice of viewing the unit (including Learning Outcomes, Documents and Linked Qualifications) or exporting it as a Word document.



Accessing support materials in Prism

The instructions below will enable you to access Support Materials for chosen qualifications (if your centre has been granted access by Gateway Qualifications).

1. Visit <https://prism.creatiogreen.com> and follow the log in process detailed previously.
2. From the home-screen, move the mouse over to the 'Qualification library' icon and select it.



This will bring up the entire Gateway Qualifications qualification library (as shown below).

The image shows the 'Qualification library' page. At the top, there is a search bar and a 'download' link. Below is a table listing various qualifications with columns for Qualification type, Product level/Qualification level, Title, Restricted?, Accreditation product reference/Qualification number, Approval/Sanction status, and Development status.

Qualification type	Product level/Qualification level	Title	Restricted?	Accreditation product reference/Qualification number	Approval/Sanction status	Development status
RQF	Level 1	Gateway Qualifications Level 1 Award In Understanding the Restorative Justice Process		600/6465/1	Live	details
RQF	Level 2	Gateway Qualifications Level 2 Award In Understanding the Restorative Justice Process		600/6466/3	Live	details
RQF	Level 2	Gateway Qualifications Level 2 Award In Awareness of Asperger Syndrome		601/4349/6	Live	details
RQF	Level 3	Gateway Qualifications Level 3 Award In Supporting Children and Young People with Autism		601/1977/9	Live	details
RQF	Level 3	Gateway Qualifications Level 3 Award In Training Management		601/1205/0	Live	details
RQF	Entry Level 1	Gateway Qualifications Entry Level Award In Personal Progress (Entry 1)		600/8464/9	Live	details
RQF	Entry Level 1	Gateway Qualifications Entry Level Certificate In Personal Progress (Entry 1)		600/8463/7	Live	details
RQF	Entry Level 1	Gateway Qualifications Entry Level Diploma In Personal Progress (Entry 1)		600/8462/5	Live	details
RQF	Entry Level 3	Gateway Qualifications Entry Level Certificate In Personal Learning and Thinking Skills (Entry 3)		600/8334/7	Live	details
RQF	Level 1	Gateway Qualifications Level 1 Certificate In Personal Learning and Thinking Skills		600/8335/9	Live	details

- To reduce the list of qualifications, click in the 'Search' box and specify the name of the qualification or suite of qualifications that you are looking for. For example 'Skills for Health and Social Care'.

Search qualifications

The product library gives you access to our list of products and their associated structures/rules of combination (including component details and content where available) along with support

Search: [advanced search](#)

Qualification type	Product level/Qualification level	Title	Restricted?	Accreditation product reference/Qualification number
RQF	Entry Level 3	Gateway Qualifications Entry Level Certificate In Skills for Health and Social Care (Adults and Children) (Entry 3)		600/8829/1
RQF	Entry Level 3	Gateway Qualifications Entry Level Diploma In Skills for Health and Social Care (Adults and Children) (Entry 3)		600/8831/X
RQF	Level 1	Gateway Qualifications Level 1 Certificate In Skills for Health and Social Care (Adults and Children)		600/8830/8
RQF	Level 1	Gateway Qualifications Level 1 Diploma In Skills for Health and Social Care (Adults and Children)		600/8832/1
RQF	Entry Level 3	Gateway Qualifications Entry Level Award In Skills for Health and Social Care (Adults and Children) (Entry 3)		600/9211/7
RQF	Level 1	Gateway Qualifications Level 1 Award In Skills for Health and Social Care (Adults and Children)		600/9212/9
RQF	Level 2	Gateway Qualifications Level 2 Award In Skills for Health and Social Care (Adults and Children)		600/9937/9
RQF	Level 2	Gateway Qualifications Level 2 Certificate In Skills for Health and Social Care (Adults and Children)		600/9938/0
RQF	Level 2	Gateway Qualifications Level 2 Extended Certificate in Skills for Health and Social Care (Adults and Children)		600/9939/2
RQF	Level 2	Gateway Qualifications Level 2 Diploma In Skills for Health and Social Care (Adults and Children)		601/0189/1

- To view the qualification, click on the individual entry or select 'details'.
- Once in the individual entry, you can view details about the qualification. Next select the 'Documents' tab.

Qualifications » Gateway Qualifications Level 2 Award In Skills for Health and Social Care (Adults and Children) (QCF)

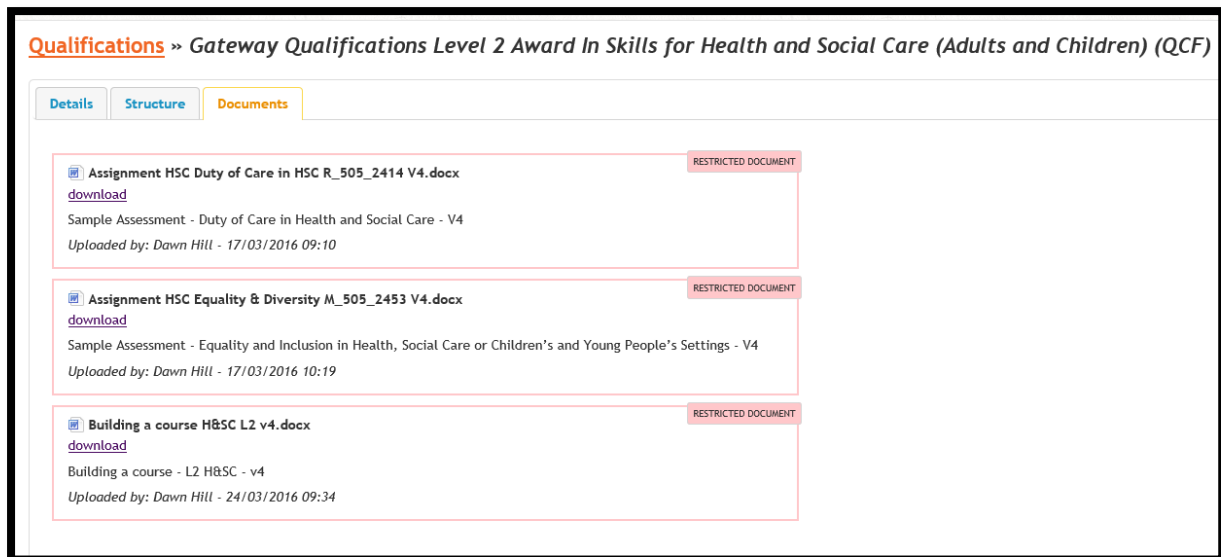
Details Structure **Documents**

Accreditation qualification reference (optional)
600/9937/9

Qualification type
QCF

Qualification level
Level 2

6. Within the 'Documents' tab, you will see the support documents. These can be downloaded as Microsoft Word documents.



Qualifications >> Gateway Qualifications Level 2 Award In Skills for Health and Social Care (Adults and Children) (QCF)

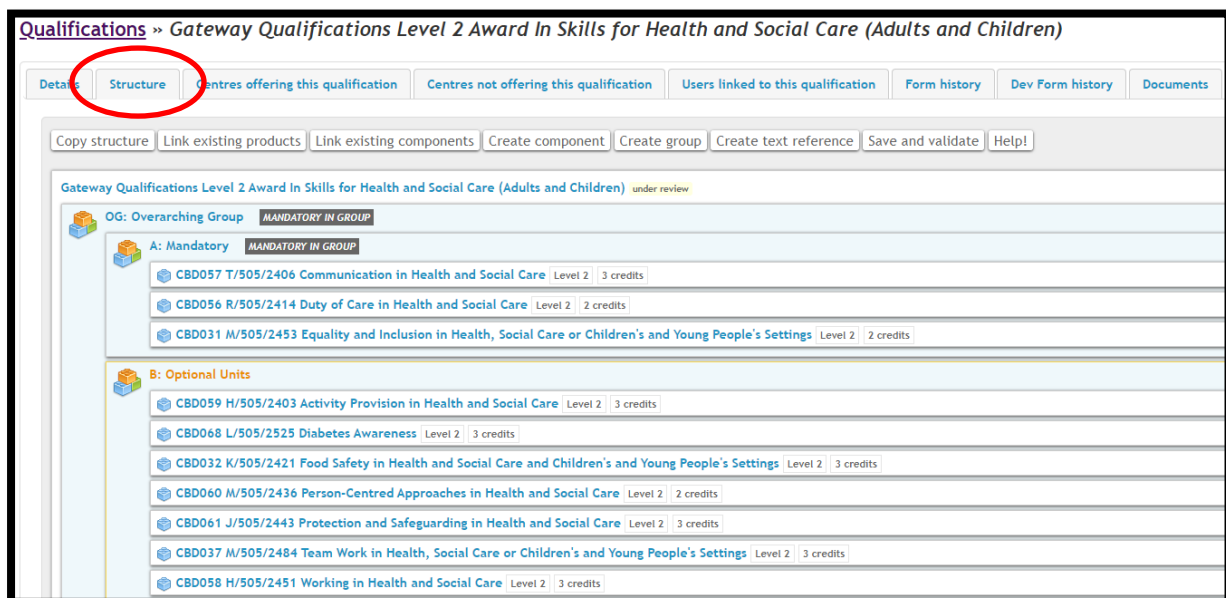
Details Structure **Documents**

[download](#) RESTRICTED DOCUMENT
Assignment HSC Duty of Care in HSC R_505_2414 V4.docx
Sample Assessment - Duty of Care in Health and Social Care - V4
Uploaded by: Dawn Hill - 17/03/2016 09:10

[download](#) RESTRICTED DOCUMENT
Assignment HSC Equality & Diversity M_505_2453 V4.docx
Sample Assessment - Equality and Inclusion in Health, Social Care or Children's and Young People's Settings - V4
Uploaded by: Dawn Hill - 17/03/2016 10:19

[download](#) RESTRICTED DOCUMENT
Building a course H&SC L2 v4.docx
Building a course - L2 H&SC - v4
Uploaded by: Dawn Hill - 24/03/2016 09:34

7. Support materials may also be available for individual units. To view the units within a qualification, select the 'Structure' tab and the Mandatory and Optional units of the qualification are displayed once +/- is clicked.



Qualifications >> Gateway Qualifications Level 2 Award In Skills for Health and Social Care (Adults and Children)

Details **Structure** Centres offering this qualification Centres not offering this qualification Users linked to this qualification Form history Dev Form history Documents

Copy structure Link existing products Link existing components Create component Create group Create text reference Save and validate Help!

Gateway Qualifications Level 2 Award In Skills for Health and Social Care (Adults and Children) *under review*

OG: Overarching Group **MANDATORY IN GROUP**

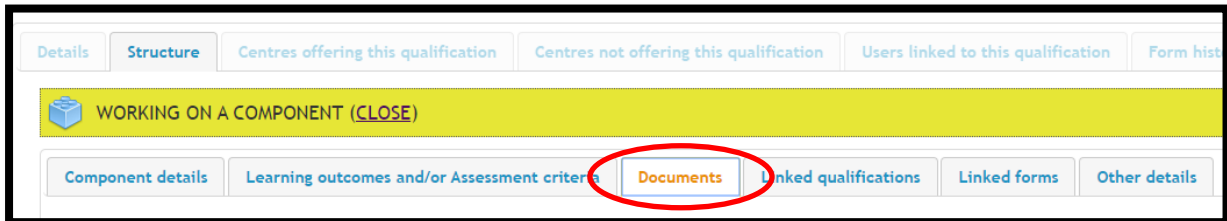
A: Mandatory **MANDATORY IN GROUP**

- CBD057 T/505/2406 Communication in Health and Social Care | Level 2 | 3 credits
- CBD056 R/505/2414 Duty of Care in Health and Social Care | Level 2 | 2 credits
- CBD031 M/505/2453 Equality and Inclusion in Health, Social Care or Children's and Young People's Settings | Level 2 | 2 credits

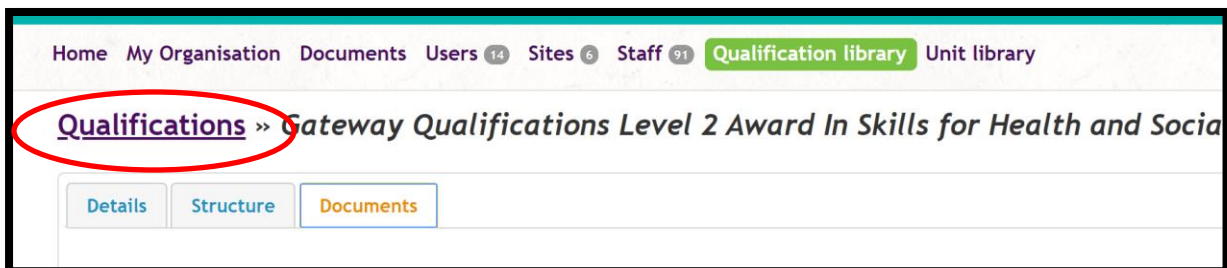
B: Optional Units

- CBD059 H/505/2403 Activity Provision in Health and Social Care | Level 2 | 3 credits
- CBD068 L/505/2525 Diabetes Awareness | Level 2 | 3 credits
- CBD032 K/505/2421 Food Safety in Health and Social Care and Children's and Young People's Settings | Level 2 | 3 credits
- CBD060 M/505/2436 Person-Centred Approaches in Health and Social Care | Level 2 | 2 credits
- CBD061 J/505/2443 Protection and Safeguarding in Health and Social Care | Level 2 | 3 credits
- CBD037 M/505/2484 Team Work in Health, Social Care or Children's and Young People's Settings | Level 2 | 3 credits
- CBD058 H/505/2451 Working in Health and Social Care | Level 2 | 3 credits

- To view an individual unit, select the 'Options' button in line with the required unit, then 'View component'. Once the unit is open, any support materials available will be found within the 'Documents' tab.



- To return to the full list of qualifications, cancel the viewing of the individual unit and select 'Qualifications'. This will take you back to the full qualification library.



Adding tutor/assessor and IQA staff to qualifications

Staff delivering, assessing or quality assuring the qualifications must be listed in the Staff tab against the related qualification(s).

1. To add staff please select the 'Staff' tab at the top of the page then 'Add a staff member'.

The screenshot shows the 'Staff' tab interface. At the top, there are two tabs: 'Staff to quals' and 'Quals to staff'. Below the tabs, there is a header 'Your centre's staff (Add a staff member)' with a red circle around the 'Add a staff member' link. Below this header, there are several input fields: 'Title/Access to HE Diploma title/Diploma title', 'Qualification type', 'Qualification level', 'Staff member name or ref', 'Role', and 'Suite'. Each of these fields has a 'Please select...' dropdown menu.

2. Once added, choose which qualifications the individual should be linked to using the link shown below.

The screenshot shows the 'Staff' tab interface. At the top, there are two tabs: 'Staff to quals' and 'Quals to staff'. Below the tabs, there is a header 'Your centre's staff (Add a staff member)'. Below this header, there are several input fields: 'Title/Diploma title/Access to HE Diploma title', 'Qualification type', 'Qualification level', 'Staff member name or ref', 'Role', and 'Suite'. Below these fields, there is a list of staff members. The first staff member is 'Test Person (details) (delete)'. The second staff member is 'Gateway Qualifications 7000674' with a red circle around the 'Add/remove links to quals' link. Below this link, there is a note: 'This staff member isn't linked to any quals at this awarding organisation. (Add/remove links to quals)'.

3. It is recommended to choose the role first then select the qualification applicable for the individual.

The screenshot shows the 'Please select...' dropdown menu. At the top, there are two tabs: 'Staff to quals' and 'Quals to staff'. Below the tabs, there is a header 'Your centre's staff (Add a staff member)'. Below this header, there are several input fields: 'Title/Diploma title/Access to HE Diploma title', 'Qualification type', 'Qualification level', 'Staff member name or ref', 'Role', and 'Suite'. The 'Role' dropdown menu is open, and 'Tutor / Assessor' is selected, circled in red. Below the dropdown menu, there are two buttons: 'select all' and 'select none'. Below these buttons, there is a table with the following data:

Qualification type	Qualification level	Title	Restricted?	Accreditation qualification reference/Qualification number	Qualification suites	Approval/Sanction status	Status	Role
RQF	Level 2	Gateway Qualifications Level 2 Award in Skills for Self Managers (126647)	No	600/8341/4		Live		Tutor / Assessor

4. This action needs to be carried out for all tutor/assessor and IQA staff against each qualification your centre is approved to deliver.