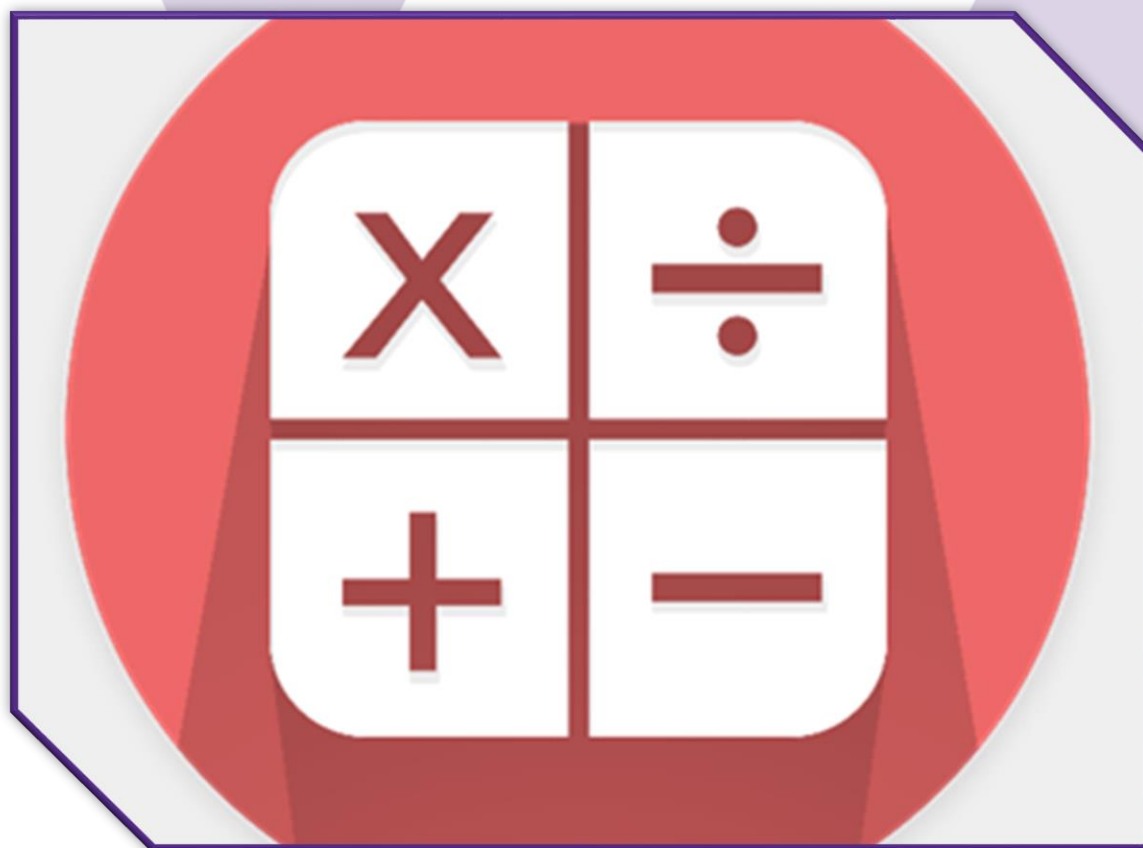


# AIM Qualifications Entry 3 Certificate in Mathematics Specification

**603/3802/7**

VERSION 2 September 2025



## Document version history

Version number	Date	Description
1	May 2024	<ul style="list-style-type: none"><li>▪ Document created</li></ul>
2	September 2025	<ul style="list-style-type: none"><li>▪ Amended all components- 'Assessment Summary' section</li><li>▪ Amended J/617/3001 'Shape and Space' component. Assessment Criteria corrected. Now version 2 on component document</li><li>▪ Amended K/617/2973 'Addition and Subtraction' component. Assessment Criteria numbering corrected. Now version 2 on component document</li><li>▪ Amended L/617/3002 'Time and Date' component. Assessment Criteria numbering corrected. Now version 2 on component document</li></ul>

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# About us

## Qualification specification for Entry 3 Certificate in Mathematics

AIM Qualifications and Assessment Group is a leading Awarding Organisation supplying hundreds of centres with high-quality regulated vocational and technical qualifications. We also offer non-accredited provision and apprenticeship end-point assessments.

AIM qualifications cover a range of academic levels from Entry Level to Level 6 across a wide range of subject areas. All our UK Level 3 qualifications carry UCAS tariff points which can count towards university entry requirements.

## About this qualification specification

This specification is intended for tutors, internal quality assurers, centre managers and other staff within AIM recognised centres and/or prospective centres. It provides information about the structure and delivery of the qualification. The specification should be read in conjunction with the AIM Centre Handbook and other policy documents available on the website and in the MIA portal.

## Offering this qualification

In order to offer this qualification, you must be an AIM recognised centre and be approved to deliver this qualification. If your centre is not yet recognised, please contact our business development team to discuss becoming an AIM recognised centre. They can advise you on the best qualifications for your organisation.

You can arrange a meeting by emailing [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) or calling [0333 034 8833](tel:03330348833). More information can be found on: [www.aim-group.org.uk/newcentre](http://www.aim-group.org.uk/newcentre)



## **Section 1 – Qualification overview**

## About this qualification

This qualification has been designed to provide learners with underpinning skills in basic mathematics. Through a careful selection of relevant units, learners will be able to prepare for Functional Skills qualifications at the relevant level, whilst developing maths skills that are essential for life and work.

## Qualification details

AIM Qualifications Entry 3 Certificate in Mathematics	
Qualification	Foundation
Assessment	Portfolio of Evidence
Grading	Pass/fail
Geographical coverage	England
Operational start date	01/11/2018
Review date	31/05/2027
Sector	14.1 Foundations for learning and life
Qualification number	603/3802/7
Guided Learning Hours (GLH)	103
Total Qualification Time (TQT)	148
Minimum learner age	Pre 16, 16+
Rules of combination	Learners must achieve a minimum of 14 credits from the Optional Units group.

## Regulated Qualification Framework (RQF)

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size. Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”. Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

## Total Qualification Time (TQT) and Guided Learning Hours (GLH)

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is **made up of two elements**:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore, the Total Qualification Time (TQT) for the qualification is 36 hours.

## Progression opportunities

On successful completion of the Entry Level 3 Award, learners may choose to progress to the Level 1 Award or directly to Level 1 Certificate in mathematics. Learners may also progress onto relevant level Functional Skills qualifications.

## Entry requirements

There are no entry requirements for this qualification.

## Requirements to deliver this Qualification

To offer this qualification, centres must ensure that tutors: hold or are working towards:

- relevant teaching qualification such as PTLLS, level 4 award in education and training or equivalents
- experience in delivery of entry level subjects

Centres must also ensure that they have in place an Internal Quality Assurance person who:

- holds or is working towards a level 4 award in internal quality assurance of assessment processes and practices or its equivalent
- has substantial experience of working in or assessing qualifications at entry levels
- is familiar with the assessment requirements of the qualification for which they are the internal quality assurer



## **Section 2 – Qualification structure**



## Qualification structure and components

This section details the rules of combinations for the qualifications. Select the component titles to view the component details.

Rules of combination for:		Entry 3 Certificate in Mathematics		
To achieve the Entry Level 3 Certificate in mathematics, learners must achieve a minimum of 14 credits from the Optional Units group.				
Component code	Component title	Level	Credit	GLH
Optional				
K/617/2973	<a href="#">Addition and Subtraction</a>	E3	2	18
M/617/2974	<a href="#">Decimals</a>	E3	2	12
A/617/2976	<a href="#">Division</a>	E3	2	14
J/617/2978	<a href="#">Fractions</a>	E3	2	14
F/617/2980	<a href="#">Handling Information and Data</a>	E3	2	13
L/617/2982	<a href="#">Measuring Capacity</a>	E3	2	13
D/617/2985	<a href="#">Measuring Length, Width, Height and Distance</a>	E3	2	13
M/617/2988	<a href="#">Measuring Temperature</a>	E3	2	13
F/617/2994	<a href="#">Measuring Weight</a>	E3	2	14
L/617/2996	<a href="#">Money</a>	E3	2	13
D/617/2999	<a href="#">Multiplication of Whole Numbers</a>	E3	2	14
J/617/3001	<a href="#">Shape and Space</a>	E3	2	13
L/617/3002	<a href="#">Time and Date</a>	E3	2	14
R/617/3003	<a href="#">Whole Numbers</a>	E3	2	13

## Level descriptors

Components are assigned a level based in the current requirements for the RQF as issued by OFQUAL.

Level	Knowledge descriptor	Skills descriptor
Entry 3	Has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and Knows and understands the steps needed to complete structured tasks and activities in familiar contexts.	Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.

### Entry 3 Certificate in Mathematics

[www.aimgroup.org.uk/qualifications](http://www.aimgroup.org.uk/qualifications)  
0333 034 8833



## **Section 3 – Assessment**



## How this qualification is assessed

Guidance on our expectations is available in the [AIM Qualifications: Assessment Handbook](#).

## Reasonable adjustment and special considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set. Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the [AIM Qualifications Reasonable Adjustments and Special Considerations Policy](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.



## **Section 4 – Operational guidance**

## Offering this qualification

Centres wishing to offer this qualification must be an AIM recognised centre.

New centres can apply to become a centre using the centre recognition application process on our website: [www.aim-group.org.uk](http://www.aim-group.org.uk).

We can advise centres of the best and most efficient methods for offering this qualification.

All procedures for the use of this qualification, including approval, registration of learners, verification and certification will be completed through AIM and all centres will have an allocated customer experience advisor to support them.

## Approval to offer qualifications

Centres wishing to offer this qualification must complete and submit a qualification approval request. [This can be found on the AIM website when choosing a qualification](#). Some qualifications require centres to have specific resources in place and/or their assessors/internal verifiers should hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval request.

## Registration and certification

Once your centre has approval to offer a qualification, you will be able to register learners to these qualifications via our Quartzweb portal, at this point you can also select their chosen components. Please ensure that learners are registered against the correct qualification and are aware of the rules of combination required to achieve the qualification.

For all registration and certification processes, please refer to the Quartzweb guidance document which can be downloaded from our website's [centre handbooks and forms page](#). Details of assessment, internal verification and external verification can be found in the [AIM Qualifications: Assessment Handbook](#).

Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.



## **Section 5 – Appendices and links**

## Appendices and links

Select an appendix or link from the list below to view the document.

### Useful links

Link 1 - [AIM Centre handbooks and forms](#)

Link 2 - [AIM Qualifications: Assessment Handbook](#)

Link 3 - [Fees and Charges](#)

Link 4 - [Qualification Search](#)

## Command verbs

Entry 1, 2 and 3	
<b>Demonstrate</b>	Complete a practical task or activity.
<b>Give (an example of...)</b>	Provide a relevant example for the topic.
<b>Give ways</b>	Provide information to show understanding of the topic.
<b>Identify</b>	List or name the main points.
<b>Label</b>	Give the correct term to the topic, object, or activity.
<b>List</b>	Make a list of items, words, statements, or activity.
<b>Name</b>	Provide the correct words which identify the object or activity.
<b>Order</b>	Arrange in a logical way.
<b>Outline</b>	Identify, briefly, the main points.
<b>Select</b>	Choose.
<b>State</b>	Provide brief information about the topic in words, actions, or diagrams.

All levels	
<b>Calculate</b>	Work out a numerical problem, showing how they arrived at their answer.