



AIMQUALIFICATIONS

Entry Level 1 Diploma in Living Independently

Qualification Number: 603/6278/9



Qualification Overview

Title:	AIM Qualifications Entry Level 1 Diploma in Living Independently
Qualification Number:	603/6278/9
Level:	Entry 1
Credit Value:	37 credits
Guided Learning Hours:	370 hours
Total Qualification Time:	370 hours
Qualification Objective:	This qualification will enable learners to develop skills, attributes, behaviours and values which allow them to move into employment and contribute effectively at work. Sustained and successful employment will be achieved through increased confidence and motivation of learners.
Progression Routes:	Learners can progress directly into employment or study at a higher level e.g. AIM Qualifications Entry Level Diploma in Living Independently (Entry 2).
Entry requirements:	There is no minimum age for access to this qualification. Centres ought to satisfy themselves, however, that learners have a level of maturity appropriate for units included in the courses that they offer.
Assessment method(s):	Assessment is through a Portfolio of Evidence/Workbook.

How is the qualification assessed?

The assessment process is as follows:

Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with Aim Qualifications.

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

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.

Qualification size

About the 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).

Guided Learning Hours (GLH)

GLH are defined as the time a learner spends 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. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or 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.

Rules of Combination and level for this qualification

To achieve the AIM Qualifications Midlands Entry Level Diploma in Living Independently (Entry 1) learners must achieve 37 credits from any units from any of the groups.

Group A – Personal Development

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Action Planning to Improve Performance	E1	2	20	20	HC4/E1/NQ/002	L/504/1234
Building Confidence and Self-esteem	E1	2	20	20	HC4/E1/NQ/036	D/507/2147
Choosing Clothing and Footwear	E1	2	20	20	HB6/E1/NQ/006	T/507/2140
Developing Independent Living Skills: Keeping Safe	E1	2	20	20	HD6/E1/NQ/018	K/502/4165
Drug and Alcohol Awareness	E1	2	20	20	HJ1/E1/NQ/004	K/507/2149
Health and Fitness	E1	3	30	30	HJ5/E1/NQ/002	K/507/2166
Looking after own Health and Hygiene	E1	2	20	20	HD8/E1/NQ/019	R/507/2193
Making Choices	E1	1	10	10	HB1/E1/NQ/055	J/507/2224
Personal Awareness	E1	2	20	20	HB1/E1/NQ/056	H/507/2229
Personal Care and Hygiene	E1	3	30	30	HB6/E1/NQ/007	Y/507/2230
Personal Health	E1	3	30	30	HJ1/E1/NQ/006	M/507/2234
Personal Presentation	E1	3	30	30	HB6/E1/NQ/008	F/507/2237
Personal Safety	E1	3	30	30	HB1/E1/NQ/057	L/507/2239

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Providing Personal Information	E1	2	20	20	HD2/E1/NQ/003	F/602/0004
Understanding Relationships	E1	2	20	20	HB7/E1/NQ/011	R/507/2260
Understanding Rights and Responsibilities	E1	3	30	30	HD5/E1/NQ/010	D/507/2262

Group B – Culture and Leisure

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Accessing Leisure Services	E1	3	30	30	HD6/E1/NQ/039	M/507/2136
Exploring Art	E1	3	30	30	HB1/E1/NQ/048	L/507/2158
Exploring Music	E1	3	30	30	HB1/E1/NQ/050	J/507/2160
Exploring Performance	E1	3	30	30	HB1/E1/NQ/051	L/507/2161

Group C – Employment

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for Jobs or Courses	E1	3	30	30	HC4/E1/NQ/035	A/507/2138
Carry out a Practical Activity	E1	2	20	20	HC4/E1/NQ/037	F/507/2139
Follow Instructions	E1	2	20	20	HC4/E1/NQ/038	R/507/2162
Health and Safety Procedures in the Workplace	E1	2	20	20	HC4/E1/NQ/039	M/507/2167
Looking and Acting the Part in the Workplace	E1	2	20	20	HB1/E1/NQ/054	L/507/2192

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Participation in Team Activities	E1	3	30	30	HB7/E1/NQ/010	D/507/2228
Receiving and Responding to Information	E1	2	20	20	HD3/E1/NQ/009	R/507/2243
Volunteering	E1	2	20	20	HD5/E1/NQ/011	Y/507/2275
Working as a Volunteer	E1	3	30	30	HD5/E1/NQ/012	H/507/2277

Group D – Food and Catering

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Cooking	E1	3	30	30	HD6/E1/NQ/040	Y/507/2146
Eating a Balanced Diet	E1	3	30	30	HJ1/E1/NQ/005	D/507/2150
Eating Out	E1	3	30	30	HD5/E1/NQ/007	A/507/2155
Everyday Food and Drink Preparation	E1	3	30	30	HD8/E1/NQ/011	J/507/2157
Food Safety and Storage	E1	3	30	30	HD8/E1/NQ/012	Y/507/2163
Make a Simple Meal	E1	3	30	30	HD8/E1/NQ/020	D/507/2195

Group E – General

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Environmental Issues	E1	2	20	20	HB1/E1/NQ/047	F/507/2156
Gardening for Pleasure	E1	3	30	30	HB9/E1/NQ/008	D/507/2164
Hobbies	E1	2	20	20	HB1/E1/NQ/052	T/507/2168
Living in a Diverse Society	E1	2	20	20	HD5/E1/NQ/009	R/507/2176
Pet Care	E1	3	30	30	HB1/E1/NQ/058	F/507/2240

Group F – Home

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Household Cleaning	E1	3	30	30	HD8/E1/NQ/013	A/507/2169
Household Expenses	E1	3	30	30	HD8/E1/NQ/014	M/507/2170
Household Shopping	E1	3	30	30	HD8/E1/NQ/015	T/507/2171
Kitchen Hygiene	E1	1	10	10	HD8/E1/NQ/016	F/507/2173
Looking after Clothes	E1	3	30	30	HD8/E1/NQ/018	H/507/2179
Using Domestic Appliances	E1	2	20	20	HD8/E1/NQ/023	M/507/2265

Group G – Maths and English

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Length, Width and Height	E1	1	10	10	HD4/E1/NQ/010	A/505/5503
Money	E1	1	10	10	HD4/E1/NQ/011	F/505/5504
Reading	E1	3	30	30	HD3/E1/NQ/008	L/507/2242
Speaking	E1	2	20	20	HD3/E1/NQ/012	D/507/2259
Time	E1	1	10	10	HD4/E1/NQ/017	R/505/5510
Weight and Capacity	E1	1	10	10	HD4/E1/NQ/018	Y/505/5511
Writing	E1	3	30	30	HD3/E1/NQ/013	D/507/2276

Group H – Out and About

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Getting about Safely	E1	3	30	30	HD6/E1/NQ/041	H/507/2165
Knowing the Local Community	E1	3	30	30	HD6/E1/NQ/042	J/507/2174
Using Public Transport – Buses and Trains	E1	3	30	30	HD6/E1/NQ/043	J/507/2269

Group I – Personal Progress

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Developing Communication Skills	E1	3	30	30	HD2/E1/NQ/004	L/506/3329
Developing Independent Living Skills: Keeping Safe	E1	2	20	20	HD6/E1/NQ/018	K/502/4165
Developing Independent Living Skills: Looking After Yourself	E1	2	20	20	HD6/E1/NQ/031	L/506/3332
Developing Reading Skills	E1	3	30	30	HD3/E1/NQ/002	R/506/3350
Developing Skills for the Workplace: Following Instructions	E1	2	20	20	HD6/E1/NQ/021	R/502/4449
Developing Skills for the Workplace: Health and Safety	E1	2	20	20	HD6/E1/NQ/022	L/502/4451
Developing Skills for the Workplace: Looking and Acting the Part	E1	2	20	20	HB6/E1/NQ/005	D/506/3352
Developing Writing Skills	E1	3	30	30	HD6/E1/NQ/032	A/506/3357
Early Mathematics: Developing Number Skills	E1	2	20	20	HD4/E1/NQ/020	F/506/3358

Early Mathematics: Measure	E1	2	20	20	HD4/E1/NQ/021	J/506/3359
Early Mathematics: Position	E1	2	20	20	HD4/E1/NQ/022	A/506/3360
Early Mathematics: Sequencing and Sorting	E1	3	30	30	HD4/E1/NQ/023	F/506/3361
Providing Personal Information	E1	2	20	20	HD2/E1/NQ/003	F/602/0004
Recognising Time Through Regular Events	E1	3	30	30	HB1/E1/NQ/030	K/601/9817
Travel within the Community: Going Places	E1	3	30	30	HD6/E1/NQ/033	K/506/3371

Level Descriptors

Units are assigned a level based on current RQF guidance issued by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Entry 1	Progresses along a continuum that ranges from the most elementary of achievements to beginning to make use of knowledge and/or understanding that relate to the subject or immediate environment.	Progress along a continuum that ranges from the most elementary of achievements to beginning to make use of skills that relate to the subject or the immediate environment.

Extracted from 'After the QCF A New Qualification Framework' October 2015

Requirements to deliver the qualification

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

A relevant teaching qualification such as a:

- Level 3 Award in Education and Training; or
- Level 4 Certificate in Education and Training; or
- Level 3 or 4 PTLLS (or equivalent) and
- Has experience of working in, or teaching qualifications in careers advice or employability.

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 experience of working in, or assessing qualifications in careers advice or employability.
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer

Support for centres

AIM Qualifications provide all of our centres with on-going support and advice on the use of AIM Qualifications units and qualifications, including the requirements for assessment.

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the AIM Qualifications requirements for centre recognition and adheres to all [policies and procedures](#).
- AIM Qualifications provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant AIM Qualifications documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification specification is accurate at the time of publication but is subject to change. AIM Qualifications will occasionally update qualification information, so please refer to the 'AIM Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification specifications.

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