



AIM QUALIFICATIONS

Entry 2 Certificate in Skills for Living and Work Qualification Number: 603/6270/4



Includes endorsed pathways:

Pathway 1 Personal Development Skills

Pathway 2 Work Skills

Pathway 3 Arts and Crafts Skills

Pathway 4 Food and Drink Skills

Pathway 5 Land and Environment Skills

Qualification Overview

Title:	AIM Qualifications Entry 2 Certificate in Skills for Living and Work
Qualification Number:	603/6270/4
Level:	Entry 2
Credit Value:	15 credits
Guided Learning Hours:	150 hours
Total Qualification Time:	150 hours
Qualification Objective:	<p>This qualification has been designed to provide routes into employment or further study for those learners in foundation, supported or residential and other learning environments, where a mainstream curriculum would not meet learner needs or offer routes into sustained employment.</p> <p>By providing learning and skills across a range of unit content, including personal development, employment or self-employment via a range of suitable vocational skills, these qualifications will equip learners to enter the world of work, study and adult life.</p> <p>This qualification also includes endorsed pathways, giving learners the opportunity to study a range of skills in an area of special interest or identified for further learning. These include Personal Development, Work Skills, Arts and Crafts Skills, Food and Drink Skills and Land and Environment Skills.</p>
Progression Routes:	<p>On successful completion of the AIM Qualifications Entry Level Certificate in Skills for Living and Work (Entry 2), learners may progress to further learning at the same level or may progress directly only similar qualifications at higher levels, including the AIM Qualifications Entry Level 3 Certificate in Skills for Living and Work (Entry 3).</p>

Entry requirements:	There are no entry requirements for this qualification, except for a minimum age of 14.
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 Entry 2 Certificate in Skills for Living and Work, learners must achieve a minimum of 15 credits from any combination of units in Optional Groups A to G.

In order to achieve a Diploma in an Endorsed Pathway, learners must achieve a minimum of 15 credits from the unit group for that pathway.

Group A – Personal Development Skills – Pathway 1

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for Jobs or Courses	E2	3	30	30	HC4/E2/NQ/036	D/507/4092
Bicycle Maintenance and Repair	E2	3	30	30	XS8/E2/NQ/001	A/507/3337
Building Confidence and Self Esteem	E2	2	20	20	HD6/E2/NQ/018	H/507/4093
Developing Assertiveness	E2	2	20	20	HB7/E2/NQ/005	H/507/2196
Drug and Alcohol Awareness	E2	2	20	20	HJ1/E2/NQ/004	K/507/2197
Exploring Performance	E2	3	30	30	HB1/E2/NQ/023	H/507/2294
Follow Instructions	E2	2	20	20	HC4/E2/NQ/038	M/507/2296
Getting about Safely	E2	3	30	30	HD6/E2/NQ/020	H/507/2313
Health and Fitness	E2	3	30	30	HJ5/E2/NQ/002	T/507/2316

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Induction to College	E2	3	30	30	HB1/E2/NQ/030	D/507/5789
Knowing the Local Community	E2	3	30	30	HD6/E2/NQ/021	T/507/2333
Law and Order	E2	2	20	20	HD5/E2/NQ/008	A/507/2334
Living in a Diverse Society	E2	2	20	20	HD5/E2/NQ/009	F/507/2335
Making Choices	E2	1	10	10	HB1/E2/NQ/026	H/507/2375
Personal Awareness	E2	2	20	20	HB1/E2/NQ/027	T/507/2381
Personal Care and Hygiene	E2	3	30	30	HB6/E2/NQ/005	A/507/2382
Self-Advocacy	E2	3	30	30	HD3/E2/NQ/010	A/507/2396
Understanding Relationships	E2	2	20	20	HB7/E2/NQ/007	L/507/2399
Understanding Rights and Responsibilities	E2	3	30	30	HD5/E2/NQ/010	T/507/2400
Volunteering	E2	2	20	30	HD5/E2/NQ/011	R/507/2405

Group B – Work Skills – Pathway 2

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Action Planning to Improve Performance	E2	2	20	20	HC4/E2/NQ/001	L/504/1296
Applying for Jobs and Courses	E2	2	20	20	HC4/E2/NQ/002	R/504/1297
Applying for Jobs or Courses	E2	3	30	30	HC4/E2/NQ/036	D/507/4092
Carry out a Practical Activity	E2	2	20	20	HC4/E2/NQ/037	K/507/4094
Carry out a Practical Activity in the Workplace	E2	2	20	20	HC4/E2/NQ/004	M/504/1307
Follow Instructions in the Workplace	E2	2	20	20	HC4/E2/NQ/007	M/504/1470
Health and Safety Procedures in the Workplace	E2	2	20	20	HC4/E2/NQ/039	J/507/2319
Health and Safety Procedures in the Workplace	E2	2	20	20	HC4/E2/NQ/008	T/504/1471
Looking and Acting the Part in the Workplace	E2	2	20	20	HC4/E2/NQ/040	Y/507/2373
Looking and Acting the Part in the Workplace	E2	2	20	20	HC4/E2/NQ/010	M/504/1288
Making a Product	E2	2	20	20	HC4/E2/NQ/041	D/507/4108
Making Career Choices	E2	2	20	20	HC4/E2/NQ/012	T/504/1292
Managing Money	E2	1	10	10	HB1/E2/NQ/018	A/504/1293
Preparing for and Taking Part in an Interview	E2	2	20	20	HC4/E2/NQ/013	J/504/1295

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Travelling to and from Work	E2	2	20	20	HC4/E2/NQ/014	J/504/1474
Understanding a Pay Slip	E2	1	10	10	HC4/E2/NQ/015	L/504/1475
Undertaking an Enterprise Project	E2	3	30	30	HC4/E2/NQ/044	M/507/5876
Using Communication Skills in a Workplace	E2	2	20	20	HC4/E2/NQ/017	R/504/1476
Working with Others	E2	2	20	20	HC4/E2/NQ/034	K/504/1466

Group C – Arts and Crafts Skills – Pathway 3

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Bronze Casting	E2	3	30	30	JH2/E2/NQ/004	R/617/6094
Bronze Tool Casting	E2	3	30	30	JH2/E2/NQ/001	F/507/3338
Craft Skills	E2	3	30	30	JF4/E2/NQ/001	A/507/3340
Glass Cutting	E2	3	30	30	JR2/E2/NQ/004	H/617/2759
Glass Engraving	E2	3	30	30	JR2/E2/NQ/005	K/617/2763
Glass Mould Blowing	E2	3	30	30	WF2/E2/NQ/002	T/617/3415
Green Woodwork	E2	3	30	30	SG4/E2/NQ/002	J/617/3385
Iron Forge	E2	3	30	30	JH2/E2/NQ/003	Y/617/3410

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Jewellery Making	E2	3	30	30	JH6/E3/NQ/002	Y/617/4699
Leatherwork	E2	3	30	30	JL9/E2/NQ/002	Y/617/4704
Metal Spinning	E2	3	30	30	JH2/E2/NQ/005	M/617/6099
Narrow Boat Navigation	E2	3	30	30	NM6/E2/NQ/002	F/617/3420
Pewter Casting	E2	3	30	30	JH2/E2/NQ/006	M/617/6104
Spoon Forging	E2	3	30	30	XD4/E2/NQ/001	D/617/3425
Textile Craft	E2	3	30	30	JK4/E2/NQ/001	R/507/3506
Textiles - Felt	E2	3	30	30	JL4/E2/NQ/001	R/617/3356
Textiles (Weaving)	E2	3	30	30	JK4/E2/NQ/002	H/617/7170
Willow Work	E2	3	30	30	JP8/E2/NQ/001	K/617/3430
Woodworking Crafts	E2	3	30	30	JP3/E2/NQ/001	H/507/3512

Group D – English Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Reading	E2	3	30	30	HD3/E2/NQ/007	Y/507/2390
Receiving and Responding to Information	E2	2	20	20	HD3/E2/NQ/008	H/507/2392
Speaking	E2	2	20	20	HD3/E2/NQ/011	F/507/2397
Writing	E2	3	30	30	HD3/E2/NQ/012	D/507/2407

Group E – Food and Drink Skills - Pathway 4

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Bread Making	E2	3	30	30	NE1/E2/NQ/002	D/617/4607
Cooking	E2	3	30	30	HD6/E2/NQ/019	M/507/4095
Eating a Balanced Diet	E2	3	30	30	HJ1/E2/NQ/005	T/507/2414
Eating Out	E2	3	30	30	HD5/E2/NQ/007	T/507/2199
Everyday Food and Drink Preparation	E2	3	30	30	HD8/E2/NQ/012	Y/507/2289
Food Preparation and Presentation	E2	3	30	30	NE1/E2/NQ/001	R/507/3344
Food Safety and Storage	E2	3	30	30	HD8/E2/NQ/013	F/507/2299
Kitchen Hygiene	E2	1	10	10	HD8/E2/NQ/017	K/507/2331
Make a Simple Meal	E2	3	30	30	HD8/E2/NQ/021	D/507/2374

Group F – Land and Environment Skills - Pathway 5

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Animal Husbandry	E2	3	30	30	SH2/E2/NQ/001	T/507/3336
Coppice Products	E2	3	30	30	SG6/E2/NQ/001	Y/507/5452
Coppicing	E2	3	30	30	SG6/E2/NQ/002	H/507/5468
Countryside Management	E2	3	30	30	QA9/E2/NQ/001	J/507/3339
Environmental Issues	E2	2	20	20	HB1/E2/NQ/019	T/507/4096
Fish Farming Skills	E2	3	30	30	SJ2/E2/NQ/002	D/617/3361
Green Woodwork	E2	3	30	30	SG4/E2/NQ/002	J/617/3385
Horticulture	E2	3	30	30	SA2/E2/NQ/001	D/507/3492
Organic Market Garden Autumn/ Winter	E2	3	30	30	SE3/E2/NQ/001	A/507/3497
Organic Market Garden Spring/ Summer	E2	3	30	30	SE3/E2/NQ/002	J/507/3499
Organic Market Garden Winter/Spring	E2	3	30	30	SE3/E2/NQ/003	M/507/3500
Recycling, Managing Waste	E2	2	20	20	HD3/E2/NQ/009	K/507/2393
Working with Animals	E2	2	20	20	HC4/E2/NQ/043	L/507/4217

Group G – Maths Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Length	E2	1	10	10	HD4/E2/NQ/003	F/505/5552
Money	E2	1	10	10	HD4/E2/NQ/004	J/505/5553
Time	E2	1	10	10	HD4/E2/NQ/007	F/505/5566
Weight and Capacity	E2	2	20	20	HD4/E2/NQ/006	L/505/5568

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 2	Has basic knowledge or understanding of a subject and/or can carry out simple, familiar tasks; and Knows the steps needed to complete simple activities.	Carry out simple, familiar tasks and activities. Follow instructions or use rehearsed steps to complete tasks and activities.

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 arts and crafts, land-based studies, catering and food services, careers advice or employability at Entry Levels

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 arts and crafts, land-based studies, catering and food services, careers advice or employability at Entry Levels
- 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.

AIM Qualifications
Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA
Tel: (01902) 624230

Office Hours:
Monday to Thursday - 9.00 am to 5.00 pm
Friday - 9.00 am to 4.00 pm

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