



AIMQUALIFICATIONS

Entry Level 2 Diploma in Living Independently

Qualification Number: 603/6302/2



Qualification Overview

Title:	AIM Qualifications Entry Level 2 Diploma in Living Independently
Qualification Number:	603/6302/2
Level:	Entry 2
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 3).
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 2) 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	E2	2	20	20	HC4/E2/NQ/001	L/504/1296
Building Confidence and Self-esteem	E2	2	20	20	HD6/E2/NQ/018	H/507/4093
Choosing Clothing and Footwear	E2	2	20	20	HB6/E2/NQ/004	L/507/2189
Drug and Alcohol Awareness	E2	2	20	20	HJ1/E2/NQ/004	K/507/2197
Health and Fitness	E2	3	30	30	HJ5/E2/NQ/002	T/507/2316
Looking after own Health and Hygiene	E2	2	20	20	HD8/E2/NQ/020	K/507/2362
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
Personal Health	E2	3	30	30	HJ1/E2/NQ/006	F/507/2383
Personal Presentation	E2	3	30	30	HB6/E2/NQ/006	J/507/2384
Personal Safety	E2	3	30	30	HB1/E2/NQ/028	R/507/2386
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
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Group B – Culture and Leisure

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Accessing Leisure Services	E2	3	30	30	HD6/E2/NQ/017	M/507/2184
Exploring Art	E2	3	30	30	HB1/E2/NQ/020	L/507/2290
Exploring Music	E2	3	30	30	HB1/E2/NQ/022	Y/507/2292
Exploring Performance	E2	3	30	30	HB1/E2/NQ/023	H/507/2294

Group C – Employment

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
Carry out a Practical Activity	E2	2	20	20	HC4/E2/NQ/037	K/507/4094
Follow Instructions	E2	2	20	20	HC4/E2/NQ/038	M/507/2296
Health and Safety Procedures in the Workplace	E2	2	20	20	HC4/E2/NQ/039	J/507/2319
Looking and Acting the Part in the Workplace	E2	2	20	20	HC4/E2/NQ/040	Y/507/2373
Participation in Team Activities	E2	3	30	30	HB7/E2/NQ/006	M/507/2380
Receiving and Responding to Information	E2	2	20	20	HD3/E2/NQ/008	H/507/2392
Volunteering	E2	2	20	20	HD5/E2/NQ/011	R/507/2405

Working as a Volunteer	E2	3	30	30	HD5/E2/NQ/012	Y/507/2406
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Group D – Food and Catering

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 Safety and Storage	E2	3	30	30	HD8/E2/NQ/013	F/507/2299
Make a Simple Meal	E2	3	30	30	HD8/E2/NQ/021	D/507/2374

Group E – General

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Environmental Issues	E2	2	20	20	HB1/E2/NQ/019	T/507/4096
Gardening for Pleasure	E2	3	30	30	HB9/E2/NQ/008	T/507/2302
Hobbies	E2	2	20	20	HB1/E2/NQ/024	R/507/2324
Living in a Diverse Society	E2	2	20	20	HD5/E2/NQ/009	F/507/2335
Pet Care	E2	3	30	30	HB1/E2/NQ/029	Y/507/2387

Group F – Home

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Household Cleaning	E2	3	30	30	HD8/E2/NQ/014	D/507/2326
Household Expenses	E2	3	30	30	HD8/E2/NQ/015	H/507/2327

Household Shopping	E2	3	30	30	HD8/E2/NQ/016	M/507/2329
Kitchen Hygiene	E2	1	10	10	HD8/E2/NQ/017	K/507/2331
Looking after Clothes	E2	3	30	30	HD8/E2/NQ/019	H/507/2361
Using Domestic Appliances	E2	2	20	20	HD8/E2/NQ/024	A/507/2401

Group G – Maths and English

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
Reading	E2	3	30	30	HD3/E2/NQ/007	Y/507/2390
Speaking	E2	2	20	20	HD3/E2/NQ/011	F/507/2397
Time	E2	1	10	10	HD4/E2/NQ/007	F/505/5566
Weight and Capacity	E2	1	10	10	HD4/E2/NQ/006	L/505/5568
Writing	E2	3	30	30	HD3/E2/NQ/012	D/507/2407

Group H – Out and About

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Getting about Safely	E2	3	30	30	HD6/E2/NQ/020	H/507/2313
Knowing the Local Community	E2	3	30	30	HD6/E2/NQ/021	T/507/2333
Using Public Transport – Buses and Trains	E2	3	30	30	HD6/E2/NQ/022	F/507/2402
Travelling to and From Work	E2	2	20	20	HC4/E2/NQ/014	J/504/1474

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 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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