



AIMQUALIFICATIONS

Entry 2 Diploma in Skills for Living and Work Qualification Number: 603/6298/4



Includes endorsed pathways:

Pathway 1 Personal Development Skills

Pathway 2 Work Skills

Pathway 3 Arts and Crafts Skills

Pathway 4 Land and Environment Skills

Qualification Overview

Title:	AIM Qualifications Entry 2 Diploma in Skills for Living and Work
Qualification Number:	603/6298/4
Level:	Entry 2
Credit Value:	37 credits
Guided Learning Hours:	370 hours
Total Qualification Time:	370 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:	On successful completion of the AIM Qualifications Entry Level Diploma in Skills for Living and Work (Entry 2), learners may progress to further learning at the same level or may progress directly on to similar qualifications at higher levels, including the AIM Qualifications Entry Level Diploma in Skills for Living and Work (Entry 3).

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 Diploma in Skills for Living and Work, learners must achieve a minimum of 37 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 25 credits from the unit group for that pathway. The remaining 12 credits may be made up of any combination of units in Optional Unit groups A to G.

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
<u>Induction to College</u>	E2	3	30	30	HB1/E2/NQ/030	D/507/5789
<u>Knowing the Local Community</u>	E2	3	30	30	HD6/E2/NQ/021	T/507/2333
<u>Law and Order</u>	E2	2	20	20	HD5/E2/NQ/008	A/507/2334
<u>Living in a Diverse Society</u>	E2	2	20	20	HD5/E2/NQ/009	F/507/2335
<u>Making Choices</u>	E2	1	10	10	HB1/E2/NQ/026	H/507/2375
<u>Personal Awareness</u>	E2	2	20	20	HB1/E2/NQ/027	T/507/2381
<u>Personal Care and Hygiene</u>	E2	3	30	30	HB6/E2/NQ/005	A/507/2382
<u>Self-Advocacy</u>	E2	3	30	30	HD3/E2/NQ/010	A/507/2396
<u>Understanding Relationships</u>	E2	2	20	20	HB7/E2/NQ/007	L/507/2399
<u>Understanding Rights and Responsibilities</u>	E2	3	30	30	HD5/E2/NQ/010	T/507/2400
<u>Volunteering</u>	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
<u>Action Planning to Improve Performance</u>	E2	2	20	20	HC4/E2/NQ/001	L/504/1296
<u>Applying for Jobs and Courses</u>	E2	2	20	20	HC4/E2/NQ/002	R/504/1297
<u>Applying for Jobs or Courses</u>	E2	3	30	30	HC4/E2/NQ/036	D/507/4092
<u>Carry out a Practical Activity</u>	E2	2	20	20	HC4/E2/NQ/037	K/507/4094
<u>Carry out a Practical Activity in the Workplace</u>	E2	2	20	20	HC4/E2/NQ/004	M/504/1307
<u>Follow Instructions in the Workplace</u>	E2	2	20	20	HC4/E2/NQ/007	M/504/1470
<u>Health and Safety Procedures in the Workplace</u>	E2	2	20	20	HC4/E2/NQ/039	J/507/2319
<u>Health and Safety Procedures in the Workplace</u>	E2	2	20	20	HC4/E2/NQ/008	T/504/1471
<u>Looking and Acting the Part in the Workplace</u>	E2	2	20	20	HC4/E2/NQ/040	Y/507/2373
<u>Looking and Acting the Part in the Workplace</u>	E2	2	20	20	HC4/E2/NQ/010	M/504/1288
<u>Making a Product</u>	E2	2	20	20	HC4/E2/NQ/041	D/507/4108
<u>Making Career Choices</u>	E2	2	20	20	HC4/E2/NQ/012	T/504/1292
<u>Managing Money</u>	E2	1	10	10	HB1/E2/NQ/018	A/504/1293
<u>Preparing for and Taking Part in an Interview</u>	E2	2	20	20	HC4/E2/NQ/013	J/504/1295

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Travelling to and from Work</u>	E2	2	20	20	HC4/E2/NQ/014	J/504/1474
<u>Understanding a Pay Slip</u>	E2	1	10	10	HC4/E2/NQ/015	L/504/1475
<u>Undertaking an Enterprise Project</u>	E2	3	30	30	HC4/E2/NQ/044	M/507/5876
<u>Using Communication Skills in a Workplace</u>	E2	2	20	20	HC4/E2/NQ/017	R/504/1476
<u>Working with Others</u>	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
<u>Bronze Casting</u>	E2	3	30	30	JH2/E2/NQ/004	R/617/6094
<u>Bronze Tool Casting</u>	E2	3	30	30	JH2/E2/NQ/001	F/507/3338
<u>Craft Skills</u>	E2	3	30	30	JF4/E2/NQ/001	A/507/3340
<u>Glass Cutting</u>	E2	3	30	30	JR2/E2/NQ/004	H/617/2759
<u>Glass Engraving</u>	E2	3	30	30	JR2/E2/NQ/005	K/617/2763
<u>Glass Mould Blowing</u>	E2	3	30	30	WF2/E2/NQ/002	T/617/3415
<u>Green Woodwork</u>	E2	3	30	30	SG4/E2/NQ/002	J/617/3385
<u>Iron Forge</u>	E2	3	30	30	JH2/E2/NQ/003	Y/617/3410

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Jewellery Making</u>	E2	3	30	30	JH6/E3/NQ/002	Y/617/4699
<u>Leatherwork</u>	E2	3	30	30	JL9/E2/NQ/002	Y/617/4704
<u>Metal Spinning</u>	E2	3	30	30	JH2/E2/NQ/005	M/617/6099
<u>Narrow Boat Navigation</u>	E2	3	30	30	NM6/E2/NQ/002	F/617/3420
<u>Pewter Casting</u>	E2	3	30	30	JH2/E2/NQ/006	M/617/6104
<u>Spoon Forging</u>	E2	3	30	30	XD4/E2/NQ/001	D/617/3425
<u>Textile Craft</u>	E2	3	30	30	JK4/E2/NQ/001	R/507/3506
<u>Textiles - Felt</u>	E2	3	30	30	JL4/E2/NQ/001	R/617/3356
<u>Textiles (Weaving)</u>	E2	3	30	30	JK4/E2/NQ/002	H/617/7170
<u>Willow Work</u>	E2	3	30	30	JP8/E2/NQ/001	K/617/3430
<u>Woodworking Crafts</u>	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
<u>Reading</u>	E2	3	30	30	HD3/E2/NQ/007	Y/507/2390
<u>Receiving and Responding to Information</u>	E2	2	20	20	HD3/E2/NQ/008	H/507/2392
<u>Speaking</u>	E2	2	20	20	HD3/E2/NQ/011	F/507/2397
<u>Writing</u>	E2	3	30	30	HD3/E2/NQ/012	D/507/2407

Group E – Food and Drink Skills

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

Group F – Land and Environment Skills - Pathway 4

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Animal Husbandry</u>	E2	3	30	30	SH2/E2/NQ/001	T/507/3336
<u>Coppice Products</u>	E2	3	30	30	SG6/E2/NQ/001	Y/507/5452
<u>Coppicing</u>	E2	3	30	30	SG6/E2/NQ/002	H/507/5468
<u>Countryside Management</u>	E2	3	30	30	QA9/E2/NQ/001	J/507/3339
<u>Environmental Issues</u>	E2	2	20	20	HB1/E2/NQ/019	T/507/4096
<u>Fish Farming Skills</u>	E2	3	30	30	SJ2/E2/NQ/002	D/617/3361
<u>Green Woodwork</u>	E2	3	30	30	SG4/E2/NQ/002	J/617/3385
<u>Horticulture</u>	E2	3	30	30	SA2/E2/NQ/001	D/507/3492
<u>Organic Market Garden Autumn/ Winter</u>	E2	3	30	30	SE3/E2/NQ/001	A/507/3497
<u>Organic Market Garden Spring/ Summer</u>	E2	3	30	30	SE3/E2/NQ/002	J/507/3499
<u>Organic Market Garden Winter/Spring</u>	E2	3	30	30	SE3/E2/NQ/003	M/507/3500
<u>Recycling, Managing Waste</u>	E2	2	20	20	HD3/E2/NQ/009	K/507/2393
<u>Working with Animals</u>	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
<u>Length</u>	E2	1	10	10	HD4/E2/NQ/003	F/505/5552
<u>Money</u>	E2	1	10	10	HD4/E2/NQ/004	J/505/5553
<u>Time</u>	E2	1	10	10	HD4/E2/NQ/007	F/505/5566
<u>Weight and Capacity</u>	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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