



# AIM QUALIFICATIONS

## Entry 3 Certificate in Employability and Development Skills

Qualification Number: 603/6259/5



**Includes Endorsed Pathways:**

**Pathway 1** Personal Development

**Pathway 2** Animal Care

**Pathway 3** Building and Construction

**Pathway 4** Childcare

**Pathway 5** Computers and Software

**Pathway 6** Employability

**Pathway 7** Hair and Beauty

**Pathway 8** Horticulture

**Pathway 9** Hospitality and Catering

**Pathway 10** Motor Vehicles

**Pathway 11** Performing Arts

**Pathway 12** Retail Skills

**Pathway 13** Sport and Leisure

## Qualification Overview

<b>Title:</b>	AIM Qualifications Entry 3 Certificate in Employability and Development Skills
<b>Qualification Number:</b>	603/6259/5
<b>Level:</b>	Entry 3
<b>Credit Value:</b>	15 credits
<b>Guided Learning Hours:</b>	150 hours
<b>Total Qualification Time:</b>	150 hours
<b>Qualification Objective:</b>	This qualification has been designed to allow learners who are ready to enter the workplace to find a relevant, appropriate vocational area, and give them opportunity to develop essential personal development and employability skills along with specific vocationally-related skills in a simulated or real work environment. Successful completion of this qualification will prepare learners to move into their first paid or unpaid role, or to take on a Traineeship and will support them in gaining or working towards full Level 2 qualifications or relevant
<b>Progression Routes:</b>	Learners can progress directly into employment or study at a higher level e.g. AIM Qualifications Level 1 Certificate in Employability and Development Skills.
<b>Entry requirements:</b>	There are no entry requirements for this qualification, except for a minimum age of 14.
<b>Assessment method(s):</b>	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 3 Award in Certificate in Employability and Development Skills learners must achieve 15 credits from any units from any combination units in Optional Groups A to M.

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

### Group A - Personal Development – Pathway 1

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Alcohol and Drug Misuse Awareness	E3	3	30	30	HH3/E3/NQ/005	J/506/9534
Applying for Jobs or Courses	E3	2	20	20	HC4/E3/NQ/092	Y/504/1480
Assertiveness Skills	E3	3	30	30	HB6/E3/NQ/009	L/506/9681
Health and Safety Awareness	E3	1	10	10	HB5/E3/NQ/005	F/506/9709
Making Choices	E3	1	10	10	HB1/E3/NQ/142	A/507/2480
Managing Social Relationships	E3	2	20	20	HD5/E3/NQ/012	J/506/9730
Personal Development	E3	3	30	30	HB1/E3/NQ/124	H/506/9735
Personal Development Skills	E3	3	30	30	HB1/E3/NQ/043	J/504/8182
Understanding Cultural Differences	E3	3	30	30	HC4/E3/NQ/137	L/506/9826
Understanding Diversity in Society	E3	3	30	30	HB7/E3/NQ/011	F/506/9726
Understanding Self and Others	E3	3	30	30	HB1/E3/NQ/133	L/506/9728

## Group B – Animal Care – Pathway 2

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assist with Catching and Restraining a Small Animal	E3	2	20	20	SP2/E3/NQ/005	Y/506/9683
Check that a Small Animal is Healthy	E3	3	30	30	SP1/E3/NQ/002	L/506/9745
Communication in the Workplace	E3	2	20	20	HD2/E3/NQ/002	A/508/0305
Developing Confidence Working with Animals	E3	3	30	30	SP2/E3/NQ/006	A/506/9756
Groom a Small Animal	E3	2	20	20	SP2/E3/NQ/007	T/506/9707
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Problem Solving Skills for Work	E3	2	20	20	HC7/E3/NQ/004	J/505/3219
Recognise Types and Parts of the Body of Small Animals	E3	2	20	20	SP1/E3/NQ/003	D/506/9796
Show Visitors Around a Small Animal Enterprise	E3	2	20	20	SM1/E3/NQ/002	M/506/9799
Take Part in an Activity	E3	1	10	10	HB1/E3/NQ/130	Y/506/9716

### Group C – Building and Construction – Pathway 3

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Building a Three Course Half Brick Wall	E3	3	30	30	TG2/E3/NQ/017	T/506/9741
Building a Three Brick Square Hollow	E3	3	30	30	TG2/E3/NQ/016	L/506/9552
Building Working Relationships with Colleagues	E3	2	20	20	HC4/E3/NQ/151	M/508/0303
Carrying out Plastering Operations	E3	2	20	20	TG8/E3/NQ/011	H/508/0315
Cutting and Hanging Wall Coverings	E3	3	30	30	TG8/E3/NQ/008	D/506/8793
Health and Safety: Construction	E3	3	30	30	TF4/E3/NQ/003	F/506/9712
Introduction to Brickwork	E3	3	30	30	TG2/E3/NQ/011	R/505/3191
Introduction to Carpentry and Joinery	E3	3	30	30	TG7/E3/NQ/001	Y/505/3192
Introduction to Environmental Sustainability	E3	1	10	10	TC3/E3/NQ/002	T/508/0321
Painting and Decorating Skills	E3	3	30	30	TG8/E3/NQ/009	J/506/8805
Preparing to Work in Construction	E3	3	30	30	TG1/E3/NQ/005	J/506/9758
Site Carpentry Skills	E3	2	20	20	WK1/E3/NQ/006	H/508/0329

## Group D – Childcare – Pathway 4

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Caring for a Child	E3	3	30	30	HF1/E3/NQ/026	J/506/9744
Caring for Young Children and Babies	E3	3	30	30	HF7/E3/NQ/001	L/505/5876
Introduction to Food and Nutrition for Children and Young People	E3	3	30	30	HF1/E3/NQ/018	R/505/3210
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	20	HB1/E3/NQ/094	J/505/8548
Planning Physical Care Needs of Young Children	E3	3	30	30	HF1/E3/NQ/005	R/504/8184
Preparing, Presenting and Storing Food for Children	E3	3	30	30	HF7/E3/NQ/002	Y/505/5878
Respecting Children as Individuals	E3	3	30	30	HF1/E3/NQ/006	Y/504/8185
Skills for Listening to Children	E3	3	30	30	HF1/E3/NQ/029	K/506/9803
Young Parenthood	E3	2	20	20	HD5/E3/NQ/015	R/506/9746

## Group E – Computers and Software – Pathway 5

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Audio and Video Software	E3	2	15	20	CQ6/E3/NQ/006	Y/505/6366
Computer Security and Privacy	E3	2	20	20	CQ6/E3/NQ/011	D/505/6367
Design and Imaging Software	E3	2	15	20	CQ6/E3/NQ/009	H/505/6371
Digital Lifestyle	E3	1	10	10	CP5/E3/NQ/005	A/506/1771
IT User Fundamentals	E3	2	20	20	CN0/E3/NQ/012	K/505/3214
Presentation Software	E3	2	20	20	CQ5/E3/NQ/005	A/505/3217
Using Email	E3	1	10	10	CR3/E3/NQ/011	Y/505/3225
Using the Internet	E3	1	10	10	CR3/E3/NQ/012	H/505/3227
Word Processing	E3	2	20	20	CQ1/E3/NQ/006	A/506/9742

## Group F – Employability – Pathway 6

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for a Job	E3	1	10	10	HC6/E3/NQ/005	H/505/3180
Career Preparation	E3	1	10	10	HC1/E3/NQ/018	R/506/9553
Communication in the Workplace	E3	2	20	20	HD2/E3/NQ/002	A/508/0305
Customer Service Skills	E3	3	30	30	HC4/E3/NQ/134	L/506/9566
CV Writing	E3	1	10	10	HC4/E3/NQ/074	A/505/3184
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Individual Rights and Responsibilities	E3	1	10	10	HB1/E3/NQ/115	L/506/9714
Introduction to Group and Teamwork Communication Skills	E3	3	30	30	HB1/E3/NQ/118	H/506/9718
Prepare for a Recruitment Interview	E3	2	20	20	HC6/E3/NQ/010	D/506/9684
Problem Solving Skills for Work	E3	2	20	20	HC7/E3/NQ/004	J/505/3219
Responsible Work Practice	E3	1	10	10	HC1/E3/NQ/017	L/505/5697
Take Part in an Activity	E3	1	10	10	HB1/E3/NQ/130	Y/506/9716
Teamwork Skills	E3	3	30	30	HB1/E3/NQ/131	K/506/9817
Working with Others	E3	1	10	10	HC4/E3/NQ/141	J/506/9789

## Group G – Hair and Beauty – Pathway 7

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Facial Cleanse, Tone and Massage	E3	3	30	30	HL1/E3/NQ/009	J/505/6394
Hair Plaiting	E3	3	30	30	HL7/E3/NQ/018	A/506/9708
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	30	HL7/E3/NQ/011	L/505/3187
Hairdressing: Introduction to Health and Safety	E3	3	30	30	HL7/E3/NQ/019	T/506/9755
Hairdressing: Introduction to Working Relationships	E3	3	30	30	HL7/E3/NQ/020	M/506/9754
Hand Care	E3	3	30	30	HL1/E3/NQ/012	M/506/8796
Introduction to Hair and Beauty Sector	E3	2	20	20	HL7/E3/NQ/021	F/506/8799
Presenting a Professional Image in a Salon	E3	2	20	20	HL1/E3/NQ/007	F/505/3218
Shampooing and Conditioning	E3	2	20	20	HL7/E3/NQ/015	A/505/6134
Skin Care	E3	3	30	30	HL1/E3/NQ/013	A/506/8820

## Group H – Horticulture – Pathway 8

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Cultivating Plant Cuttings	E3	3	30	30	SG4/E3/NQ/003	H/505/6449
Garden Horticulture	E3	3	30	30	SG4/E3/NQ/004	H/505/6466
Garden Maintenance Skills	E3	3	30	30	SG4/E3/NQ/005	K/505/6467
Horticulture	E3	3	30	30	SA2/E3/NQ/001	R/507/3554
Introduction to Propagation of Plants	E3	3	30	30	SE2/E3/NQ/027	Y/505/3211
Planting in a Container	E3	3	30	30	SG4/E3/NQ/007	T/505/6469
Practical Skills for Maintaining Plants	E3	3	30	30	SE2/E3/NQ/039	M/507/5828
Soil Care	E3	3	30	30	SD1/E3/NQ/001	T/507/4115
Sowing and Growing Plants	E3	3	30	30	SE2/E3/NQ/030	K/505/3195
Using and Maintaining Garden Tools	E3	3	30	30	SE2/E3/NQ/036	M/506/9771

## Group I – Hospitality and Catering – Pathway 9

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basic Cooking	E3	2	20	20	NF4/E3/NQ/007	K/505/3181
Basic Food Hygiene	E3	2	20	20	NH3/E3/NQ/001	J/616/6579
Basic Food Preparation	E3	2	20	20	NF4/E3/NQ/008	M/505/3182
Communication in the Workplace	E3	2	20	20	HD2/E3/NQ/002	A/508/0305
Customer Service in the Hospitality Industry	E3	1	10	10	NA1/E3/NQ/005	T/505/3183
Food Safety and Storage	E3	3	30	30	HD8/E3/NQ/018	A/506/9577
Food, Drink and Cooking	E3	3	30	30	HD6/E3/NQ/008	T/504/8176
Guest Services in the Hospitality Industry	E3	2	20	20	NA1/E3/NQ/009	L/505/6090
Introduction to Catering	E3	1	10	10	HC4/E3/NQ/152	L/508/0339
Introduction to the Hospitality Industry	E3	1	10	10	NA1/E3/NQ/007	H/505/3213
Serving Food and Drink	E3	2	20	20	NA1/E3/NQ/010	T/505/6133
Skills for Setting a Table	E3	1	10	10	HD6/E3/NQ/027	M/506/9804

## Group J – Motor Vehicles – Pathway 10

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Check and Maintain Motor Vehicle External Lights	E3	1	10	10	XS1/E3/NQ/040	Y/508/0344
Checking and Maintaining Car Tyre Pressure and Tread	E3	1	10	10	XS1/E3/NQ/021	T/505/4401
Checking and Maintaining Fluid Levels on a Car	E3	1	10	10	XS1/E3/NQ/036	Y/506/9554
Motor Vehicle Workshop Tools and Equipment	E3	2	20	20	XS1/E3/NQ/024	T/505/3216
Problem Solving Skills for Work	E3	2	20	20	HC7/E3/NQ/004	J/505/3219
Remove and Replace Motor Vehicle Road Wheels	E3	1	10	10	XS5/E3/NQ/002	T/508/0318
Remove and Replace Spark Plugs	E3	1	10	10	XS4/E3/NQ/002	L/508/0311
Routine Motorcycle Checks	E3	2	20	20	XS1/E3/NQ/025	A/505/3220
Routine Vehicle Checks	E3	2	10	20	XS1/E3/NQ/026	F/505/3221
Routine Wheel and Tyre Checks	E3	2	10	20	XS1/E3/NQ/027	J/505/3222
Teamwork Skills	E3	3	30	30	HB1/E3/NQ/131	K/506/9817
Valeting a Car Interior	E3	3	30	30	XS1/E3/NQ/038	T/506/9786
Vehicle Maintenance and Repair	E3	2	20	20	XS1/E3/NQ/032	A/505/4402

## Group K – Performing Arts – Pathway 11

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Backstage Skills	E3	3	30	30	LE2/E3/NQ/001	L/618/3724
Basic Performance Skills	E3	3	30	30	LC1/E3/NQ/006	R/618/3725
Developing Performance Skills	E3	3	30	30	LC5/E3/NQ/001	R/507/5532
Explore Acting Skills	E3	3	30	30	LC1/E3/NQ/007	Y/618/3726
Exploring Performance	E3	3	30	30	HB1/E3/NQ/140	R/507/2369
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Improvisation and Performance	E3	3	30	30	LC1/E3/NQ/008	D/618/3727
Performance Skills	E3	3	30	30	LE1/E3/NQ/001	D/506/9734
Physical Performance Skills	E3	3	30	30	LC1/E3/NQ/005	R/506/9715
Rehearsal Skills	E3	3	30	30	LC4/E3/NQ/005	H/618/3728
Taking Part in a Performance	E3	3	30	30	LC4/E3/NQ/004	M/507/6008

## Group L – Retail Skills – Pathway 12

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assertiveness Skills	E3	3	30	30	HB6/E3/NQ/009	L/506/9681
Communication in the Workplace	E3	2	20	20	HD2/E3/NQ/002	A/508/0305
Customer Service Skills	E3	3	30	30	HC4/E3/NQ/134	L/506/9566
Handling Stock in a Retail Environment	E3	3	30	30	BC3/E3/NQ/001	A/504/8177
Handling Telephone Calls from Customers	E3	2	20	20	AY7/E3/NQ/008	K/505/6355
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Introduction to Group and Teamwork Communication Skills	E3	3	30	30	HB1/E3/NQ/118	H/506/9718
Introduction to Retail	E3	2	20	20	HC4/E3/NQ/090	D/505/3212
Keeping the Work Area Clean and Safe in a Retail Environment	E3	3	30	30	BC3/E3/NQ/002	F/504/8178
Looking After Customers in a Retail Environment	E3	3	30	30	BC3/E3/NQ/003	J/504/8179
Money	E3	1	10	10	HD4/E3/NQ/032	R/505/5636

### Group M – Sport and Leisure – Pathway 13

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assisting at a Sport or Active Leisure Event	E3	3	30	30	MA1/E3/NQ/014	F/506/9550
Developing Angling Skills	E3	3	30	30	MH4/E3/NQ/003	A/505/8594
Developing Skills for a Healthy Lifestyle	E3	3	30	30	HJ1/E3/NQ/021	J/504/8490
Health and Fitness	E3	3	30	30	HJ5/E3/NQ/006	T/505/7203
Healthy Lifestyles	E3	2	20	20	HJ1/E3/NQ/032	H/507/5776
Improving Own Fitness	E3	3	30	30	HJ5/E3/NQ/007	A/506/8798
Indoor Team Games	E3	3	30	30	MA3/E3/NQ/003	D/506/9703
Narrow Boat Navigation	E3	3	30	30	NM6/E3/NQ/001	R/507/3585
Participating in Leisure Activities	E3	3	30	30	MA2/E3/NQ/001	F/504/8181
Take Part in an Activity	E3	1	10	10	HB1/E3/NQ/130	Y/506/9716
Taking Part in Sport	E3	3	30	30	MA1/E3/NQ/005	R/505/7208
Teamwork Skills	E3	3	30	30	HB1/E3/NQ/131	K/506/9817
The Angling Environment	E3	3	30	30	MH4/E3/NQ/005	M/506/9821
Working with Others	E3	1	10	10	HC4/E3/NQ/141	J/506/9789

## 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...)
<b>Entry 3</b>	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.

*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.

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*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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