



**AIM**QUALIFICATIONS

## Entry Level 3 Diploma in Living Independently

Qualification Number: 603/6303/4



## Qualification Overview

<b>Title:</b>	AIM Qualifications Entry Level 3 Diploma in Living Independently
<b>Qualification Number:</b>	603/6303/4
<b>Level:</b>	Entry 3
<b>Credit Value:</b>	37 credits
<b>Guided Learning Hours:</b>	370 hours
<b>Total Qualification Time:</b>	370 hours
<b>Qualification Objective:</b>	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.
<b>Progression Routes:</b>	Learners can progress directly into employment or study at a higher level.
<b>Entry requirements:</b>	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.
<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 Midlands Entry Level Diploma in Living Independently (Entry 3) 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	E3	2	20	20	HC4/E3/NQ/091	Y/504/1625
Building Confidence and Self-esteem	E3	2	20	20	HB7/E3/NQ/012	T/507/2591
Choosing Clothing and Footwear	E3	2	20	20	HB6/E3/NQ/010	D/507/2293
Drug and Alcohol Awareness	E3	2	20	20	HJ1/E3/NQ/029	K/507/2300
Health and Fitness	E3	3	30	30	HJ5/E3/NQ/008	L/507/2385
Looking after Own Health and Hygiene	E3	2	20	20	HD8/E3/NQ/028	T/507/2476
Making Choices	E3	1	10	10	HB1/E3/NQ/142	A/507/2480
Personal Awareness	E3	2	20	20	HB1/E3/NQ/143	T/507/2431
Personal Care and Hygiene	E3	3	30	30	HB6/E3/NQ/011	A/507/2432
Personal Health	E3	3	30	30	HJ1/E3/NQ/031	H/507/2487
Personal Presentation	E3	3	30	30	HB6/E3/NQ/012	H/507/2490
Personal Safety	E3	3	30	30	HB1/E3/NQ/144	A/507/2494
Self Advocacy	E3	3	30	30	HD3/E3/NQ/035	L/507/2922

Understanding Relationships	E3	2	20	20	HB7/E3/NQ/015	Y/507/2440
Understanding Rights and Responsibilities	E3	3	30	30	HD5/E3/NQ/019	H/507/2442

### Group B – Culture and Leisure

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Accessing Leisure Services	E3	3	30	30	HD6/E3/NQ/032	J/507/2241
Exploring Art	E3	3	30	30	HB1/E3/NQ/137	T/507/2364
Exploring Music	E3	3	30	30	HB1/E3/NQ/139	L/507/2368
Exploring Performance	E3	3	30	30	HB1/E3/NQ/140	R/507/2369

### Group C – Employment

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for Jobs or Courses	E3	3	30	30	HC6/E3/NQ/012	T/507/2252
Carry out a Practical Activity	E3	2	20	20	HC4/E3/NQ/143	T/507/2266
Follow Instructions	E3	2	20	20	HC4/E3/NQ/144	J/507/2370
Health and Safety Procedures in the Workplace	E3	2	20	20	HC4/E3/NQ/145	T/507/2509
Looking and Acting the Part in the Workplace	E3	2	20	20	HB1/E3/NQ/146	T/507/3384
Making Career Choices	E3	2	20	20	HC4/E3/NQ/100	M/504/1484
Participation in Team Activities	E3	3	30	30	HB7/E3/NQ/014	D/507/2486

Receiving and Responding to Information	E3	2	20	20	HD3/E3/NQ/032	D/507/2505
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### Group D – Food and Catering

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Cooking	E3	3	30	30	HB1/E3/NQ/135	T/507/2297
Eating a Balanced Diet	E3	3	30	30	HJ1/E3/NQ/030	F/507/2304
Eating Out	E3	3	30	30	HD5/E3/NQ/016	K/507/2328
Everyday Food and Drink Preparation	E3	3	30	30	HD8/E3/NQ/022	M/507/2346
Food Safety and Storage	E3	3	30	30	HD8/E3/NQ/023	L/507/2371
Make a Simple Meal	E3	3	30	30	HD8/E3/NQ/030	J/507/2479

### Group E – General

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Computer Games	E3	1	10	10	HB9/E3/NQ/009	K/507/2295
Environmental Issues	E3	2	20	20	HB1/E3/NQ/136	M/507/2332
Gardening for Pleasure	E3	3	30	30	HB9/E3/NQ/010	R/507/2372
Hobbies	E3	2	20	20	HB1/E3/NQ/141	H/507/2389
Living in a Diverse Society	E3	2	20	20	HD5/E3/NQ/018	M/507/2475
Money Management	E3	3	30	30	HD8/E3/NQ/015	F/506/6230
Pet Care	E3	3	30	30	HB1/E3/NQ/145	F/507/2433
Recycling, Managing Waste	E3	2	20	20	HD3/E3/NQ/033	L/507/2435

## Group F – Home

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Financial Products	E3	1	10	10	HD4/E3/NQ/047	T/506/6225
Household Cleaning	E3	3	30	30	HD8/E3/NQ/024	D/507/2391
Household Expenses	E3	3	30	30	HD8/E3/NQ/025	T/507/2395
Household Shopping	E3	3	30	30	HD8/E3/NQ/026	J/507/2398
Housing Applications	E3	1	10	10	HB1/E3/NQ/109	A/506/6226
Kitchen Hygiene	E3	1	10	10	HD8/E3/NQ/027	L/507/2421
Looking after Clothes	E3	3	30	30	HD8/E3/NQ/029	M/507/2427
Living Safely in a Home	E3	1	10	10	HD8/E3/NQ/013	F/506/6227
Responsibilities of a Tenant	E3	2	20	20	HD8/E3/NQ/016	J/506/6231
Tenancy and Employment	E3	1	10	10	HD8/E3/NQ/017	R/506/6233
Using Domestic Appliances	E3	2	20	20	HD8/E3/NQ/031	K/507/2443

## Group G – Maths and English

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Distance, Length, Weight and Capacity	E3	2	20	20	HD4/E3/NQ/031	A/505/5632
Money	E3	1	10	10	HD4/E3/NQ/032	R/505/5636
Reading	E3	3	30	30	HD3/E3/NQ/031	R/507/2503
Speaking	E3	2	20	20	HD3/E3/NQ/034	K/507/2507
Time	E3	1	10	10	HD4/E3/NQ/049	A/506/9725
Time and Temperature	E3	1	10	10	HD4/E3/NQ/034	J/505/5648
Writing	E3	3	30	30	HD3/E3/NQ/036	F/507/2447

## Group H – Out and About

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Getting about Safely	E3	3	30	30	HD6/E3/NQ/033	K/507/2376
Knowing the Local Community	E3	3	30	30	HD6/E3/NQ/034	R/507/2422
Using Public Transport – Buses and Trains	E3	3	30	30	HD6/E3/NQ/035	M/507/2444

### 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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