



AIMQUALIFICATIONS

Entry Level Diploma in Skills for Living and Work (Entry 3)



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 Level Diploma in Skills for Living and Work (Entry 3)
Qualification Number:	603/6299/6
Level:	Entry 3
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 3), 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 Level 1 Award in Skills for Living and Work.
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 Level Diploma in Skills for Living and Work (Entry 3), learners must achieve a minimum of **37 credits** from any combination of units in Optional Groups A to H.

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 H.

Group A – Personal Development Skills – Pathway 1

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
Alcohol and Drug Misuse Awareness	E3	3	30	30	HH3/E3/NQ/005	J/506/9534
Aspects of Citizenship	E3	3	30	30	HE4/E3/NQ/006	J/504/8425
Becoming a Volunteer	E3	1	10	10	PR3/E3/NQ/003	F/617/8844
Budgeting	E3	1	10	10	HE1/E3/NQ/004	T/506/9691
Building Confidence and Self Esteem	E3	2	20	20	HB7/E3/NQ/012	T/507/2591
Citizenship	E3	3	30	30	HB1/E3/NQ/110	H/506/9556
Dealing with Debt	E3	3	30	30	HE1/E3/NQ/005	Y/506/9568
Developing a Personal Learning Programme	E3	3	30	30	HB1/E3/NQ/111	D/506/9569
Developing Assertiveness	E3	2	20	20	HB7/E3/NQ/013	A/507/2298
Domestic Skills	E3	3	30	30	HB1/E3/NQ/113	K/506/9574
Financial Products	E3	1	10	10	HD4/E3/NQ/047	T/506/6225
Follow Instructions	E3	2	20	20	HC4/E3/NQ/144	J/507/2370
Getting about Safely	E3	3	30	30	HD6/E3/NQ/033	K/507/2376
Health and Fitness	E3	3	30	30	HJ5/E3/NQ/008	L/507/2385
Healthy Lifestyles	E3	2	20	20	HJ1/E3/NQ/032	H/507/5776

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Individual Rights and Responsibilities	E3	1	10	10	HB1/E3/NQ/115	L/506/9714
Induction to College	E3	3	30	30	HB1/E3/NQ/147	K/507/5794
Introduction to a Training Course	E3	3	30	30	HB1/E3/NQ/117	D/506/9717
Issues of Substance Misuse	E3	1	10	10	HH3/E3/NQ/006	D/506/9720
Knowing the Local Community	E3	3	30	30	HD6/E3/NQ/034	R/507/2422
Law and Order	E3	2	20	20	HD5/E3/NQ/017	H/507/2473
Learning to Learn	E3	1	10	10	HB1/E3/NQ/082	K/505/3116
Living in a Diverse Society	E3	2	20	20	HD5/E3/NQ/018	M/507/2475
Living in the Community	E3	3	30	30	HD6/E3/NQ/026	K/506/9722
Making Choices in Pursuit of Personal Goals	E3	3	30	30	HB1/E3/NQ/121	R/506/9729
Personal Budgeting and Managing Money	E3	3	30	30	HE1/E3/NQ/006	K/506/9736
Personal Learning Goals	E3	3	30	30	HB1/E3/NQ/125	H/506/9721
Personal Safety	E3	3	30	30	HB1/E3/NQ/144	A/507/2494
Rights and Responsibilities of Citizenship	E3	3	30	30	HC1/E3/NQ/020	H/506/9797
Self Development	E3	2	20	20	HB1/E3/NQ/148	A/507/5945
Study Skills	E3	3	30	30	HB1/E3/NQ/045	H/504/8187
Tenancy and Employment	E3	1	10	10	HD8/E3/NQ/017	R/506/6233
The Local Community	E3	1	10	10	HB1/E3/NQ/132	F/506/9824
Volunteering	E3	2	20	20	HD5/E3/NQ/020	A/507/2446
Working Towards Goals	E3	2	20	20	HB1/E3/NQ/150	H/507/6054

Group B – Work Skills – Pathway 2

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Action Planning for Own Development	E3	1	10	10	HB1/E3/NQ/080	F/505/3106
Applying for a Job	E3	1	10	10	HC6/E3/NQ/005	H/505/3180
Applying for Jobs or Courses	E3	3	30	30	HC6/E3/NQ/012	T/507/2252
Building Working Relationships with Colleagues	E3	2	20	20	HC4/E3/NQ/151	M/508/0303
Career Progression	E3	1	10	10	HC1/E3/NQ/024	R/507/5398
Carry out a Practical Activity in the Workplace	E3	2	20	20	HC4/E3/NQ/094	Y/504/1639
Conduct in the Workplace	E3	1	10	10	AF2/E3/NQ/001	R/507/5434
Employment Contract and Payslip Basics	E3	1	10	10	HC4/E3/NQ/130	R/504/8864
Follow Instructions in the Work Place	E3	2	20	20	HC4/E3/NQ/096	J/504/1684
Getting to Know an Organisation	E3	3	27	30	HD6/E3/NQ/037	K/507/2720
Health and Safety in a Practical Environment	E3	1	10	10	HC1/E3/NQ/025	R/508/0309
Health and Safety Procedures in the Workplace	E3	2	20	20	HC4/E3/NQ/145	T/507/2509
Interview Skills	E3	1	10	10	HC6/E3/NQ/007	Y/505/3189
IT User Fundamentals	E3	3	20	30	CN0/E3/NQ/014	F/507/6059
Learning from Work Placement	E3	1	10	10	HC4/E3/NQ/149	L/507/5819
Looking and Acting the Part in the Work Place	E3	2	20	20	HB1/E3/NQ/146	T/507/3384

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Making a Product	E3	2	20	20	HC4/E3/NQ/146	Y/507/4110
Managing Money	E3	1	10	10	HB1/E3/NQ/087	T/504/1485
Managing Own Health at Work	E3	1	10	10	AF2/E3/NQ/002	Y/507/5824
Preparing for and Taking Part in an Interview	E3	2	20	20	HC4/E3/NQ/101	D/504/1626
Recognising Employment Opportunities	E3	1	10	10	HC4/E3/NQ/124	K/504/8529
Safe Learning in the Workplace	E3	1	10	10	AF2/E3/NQ/004	K/507/5830
Skills for Gaining Employment	E3	3	30	30	HC6/E3/NQ/011	H/506/9802
Speaking Confidently at Work	E3	1	10	10	AF3/E3/NQ/002	D/507/6005
Travelling to and from Work	E3	2	20	20	HC4/E3/NQ/102	H/504/1692
Understanding a Pay Slip	E3	1	10	10	HC4/E3/NQ/103	Y/504/1673
Understanding Cultural Differences	E3	3	30	30	HC4/E3/NQ/137	L/506/9826
Understanding Money at Work	E3	2	20	20	HC1/E3/NQ/015	J/505/6136
Undertaking an Enterprise Project	E3	3	30	30	HC4/E3/NQ/150	F/507/6014
Use of Materials in a Practical Activity	E3	3	30	30	HC1/E3/NQ/022	K/507/1115
Use of Tools and Equipment for a Practical Activity	E3	2	20	20	HC1/E3/NQ/023	T/507/1120
Using Communication Skills in a Work Place	E3	2	20	20	HC4/E3/NQ/105	J/504/1698
Using ICT Equipment in a Work Place	E3	2	20	20	HC4/E3/NQ/035	H/504/1627
Using ICT Skills in a Work Place	E3	2	20	20	HC4/E3/NQ/106	L/504/1699

Group C – Arts and Crafts Skills - Pathway 3

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basic Craft Skills	E3	3	30	30	JF1/E3/NQ/004	Y/508/2093
Bronze Casting	E3	3	30	30	JH2/E3/NQ/004	Y/617/6095
Bronze Tool Casting	E3	3	30	30	JH2/E3/NQ/001	J/507/3521
Ceramics	E3	3	30	30	JR1/E3/NQ/003	Y/507/4169
Clay Work Skills	E3	3	30	30	JR1/E3/NQ/004	R/507/5420
Coppice Products	E3	3	30	30	SG6/E3/NQ/001	A/507/5461
Coppicing	E3	3	30	30	SG6/E3/NQ/002	T/507/5524
Craft Design Project	E3	3	30	30	JC1/E3/NQ/006	R/507/4171
Craft Skills	E3	3	30	30	JA2/E3/NQ/004	F/506/9564
Creative Craft	E3	3	30	30	JF1/E3/NQ/003	D/507/4173
Fish Farming Skills	E3	3	30	30	SJ2/E3/NQ/002	H/617/3362
Glass Blowing	E3	3	30	30	WF2/E3/NQ/001	M/507/5750
Glass Cutting	E3	3	30	30	JR2/E3/NQ/004	Y/617/2760
Glass Engraving	E3	3	30	30	JR2/E3/NQ/005	M/617/2764
Glass Mould Blowing	E3	3	30	30	WF2/E3/NQ/003	A/617/3416
Green Woodwork	E3	3	30	30	SG6/E3/NQ/003	R/617/3387
Hot Glass	E3	3	30	30	WF2/E3/NQ/002	J/617/2768
Iron Forge	E3	3	30	30	JH2/E3/NQ/003	D/617/3411
Iron Forge Skills	E3	3	30	30	SK1/E3/NQ/002	F/507/5798
Jewellery Making	E3	3	30	30	JH6/E3/NQ/002	Y/617/4699
Leatherwork	E3	3	30	30	JL9/E3/NQ/002	D/617/4705
Making a Timber Product	E3	3	30	30	WK1/E3/NQ/004	R/507/5823
Making an Art or Craft Product	E3	2	20	20	JG7/E3/NQ/001	F/507/3579

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Metalwork Crafts	E3	3	30	30	JH2/E3/NQ/002	A/507/3581
Narrow Boat Navigation	E3	3	30	30	NM6/E3/NQ/002	J/617/3421
Practical Workshop Skills	E3	1	10	10	HB1/E3/NQ/051	A/504/8986
Spoon Forging	E3	3	30	30	XD4/E3/NQ/001	H/617/3426
Stained Glass	E3	3	30	30	JR2/E3/NQ/003	H/507/6006
Textile Craft	E3	3	30	30	JK4/E3/NQ/001	F/507/3596
Textiles - Felting	E3	3	30	30	JL4/E3/NQ/001	Y/617/3357
Textiles (Weaving)	E3	3	30	30	JK4/E3/NQ/002	T/617/7173
Use of Materials in a Practical Activity	E3	3	30	30	HC1/E3/NQ/022	K/507/1115
Use of Tools and Equipment for a Practical Activity	E3	2	20	20	HC1/E3/NQ/023	T/507/1120
Using Craft Skills with Natural Materials	E3	3	30	30	MA1/E3/NQ/015	R/507/3599
Willow Work	E3	3	30	30	JP8/E3/NQ/001	Y/617/3438
Woodworking Crafts	E3	3	30	30	JP3/E3/NQ/001	R/507/3604
Working in Craft	E3	3	30	30	JA2/E3/NQ/005	F/507/4196
Working with Wood	E3	3	30	30	JP3/E3/NQ/003	Y/507/4222

Group D – English Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Reading	E3	3	30	30	HD3/E3/NQ/031	R/507/2503
Receiving and Responding to Information	E3	2	20	20	HD3/E3/NQ/032	D/507/2505
Speaking	E3	2	20	20	HD3/E3/NQ/034	K/507/2507
Writing	E3	3	30	30	HD3/E3/NQ/036	F/507/2447

Group E – Food and Drink Skills - Pathway 4

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Bread Making	E3	3	30	30	NE1/E3/NQ/002	R/617/4698
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 Preparation and Presentation	E3	3	30	30	NE1/E3/NQ/001	T/507/3532
Food Safety and Storage	E3	3	30	30	HD8/E3/NQ/023	L/507/2371
Kitchen Hygiene	E3	1	10	10	HD8/E3/NQ/027	L/507/2421
Make a Simple Meal	E3	3	30	30	HD8/E3/NQ/030	J/507/2479

Group F – Land and Environment Skills - Pathway 5

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Animal Husbandry	E3	3	30	30	SH2/E3/NQ/003	F/507/3517
Care of Farm Animals	E3	6	60	60	SH2/E3/NQ/004	L/507/5397
Carry out a Practical Activity	E3	2	20	20	HC4/E3/NQ/143	T/507/2266
Coppice Products	E3	3	30	30	SG6/E3/NQ/001	A/507/5461
Coppicing	E3	3	30	30	SG6/E3/NQ/002	T/507/5524
Countryside Management	E3	3	30	30	QA9/E3/NQ/001	R/507/3523
Dairy Farming	E3	3	30	30	SH6/E3/NQ/001	D/507/3525
Environmental Issues	E3	2	20	20	HB1/E3/NQ/136	M/507/2332
Garden Horticulture	E3	3	30	30	SG4/E3/NQ/004	H/505/6466
Horticulture	E3	3	30	30	SA2/E3/NQ/001	R/507/3554
Green Woodwork	E3	3	30	30	SG6/E3/NQ/003	R/617/3387
Ground Preparation for Planting or Sowing	E3	3	30	30	SE2/E3/NQ/037	K/507/5763
Habitat Management	E3	3	30	30	QA1/E3/NQ/001	F/507/5770
Making a Timber Product	E3	3	30	30	WK1/E3/NQ/004	R/507/5823
Organic Market Garden Autumn/Winter	E3	3	30	30	SE3/E3/NQ/001	D/507/3587
Organic Market Garden Spring/Summer	E3	3	30	30	SE3/E3/NQ/002	H/507/3591
Organic Market Garden Winter/Spring	E3	3	30	30	SE3/E3/NQ/003	T/507/3594
Plant Flower Bulbs for Bedding	E3	3	30	30	SE2/E3/NQ/038	H/507/5826
Practical Skills for Maintaining Plants	E3	3	30	30	SE2/E3/NQ/039	M/507/5828
Practical Woodland Management	E3	3	30	30	QA1/E3/NQ/002	K/507/6024
Recycling, Managing Waste	E3	2	20	20	HD3/E3/NQ/033	L/507/2435
Soil Care	E3	3	30	30	SD1/E3/NQ/001	T/507/4115

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Use of Materials in a Practical Activity	E3	3	30	30	HC1/E3/NQ/022	K/507/1115
Use of Tools and Equipment for a Practical Activity	E3	2	20	20	HC1/E3/NQ/023	T/507/1120
Woodland Kitchen	E3	3	30	30	NA1/E3/NQ/012	L/507/3603
Working on a Farm	E3	2	20	20	HC4/E3/NQ/147	R/507/4199
Working with Animals	E3	2	20	20	HC4/E3/NQ/148	R/507/4218
Working with Wood	E3	3	30	30	JP3/E3/NQ/003	Y/507/4222

Group G – Maths Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Addition	E3	2	20	20	HD4/E3/NQ/035	K/505/5609
Distance, Length, Weight and Capacity	E3	2	20	20	HD4/E3/NQ/031	A/505/5632
Handling Information and Data	E3	2	20	20	HD4/E3/NQ/057	F/617/2980
Money	E3	1	10	10	HD4/E3/NQ/032	R/505/5636
Time and Date	E3	2	14	20	HD4/E3/NQ/065	L/617/3002

Group H – Information Technology

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Computer Security and Privacy	E3	2	20	20	CQ6/E3/NQ/011	D/505/6367
Information Technology	E3	3	30	30	CP4/E3/NQ/005	M/505/5644
Online Basics	E3	1	10	10	CR1/E3/NQ/002	A/506/8171
Using Mobile IT Devices	E3	1	10	10	CQ6/E3/NQ/015	L/505/6378
Using Social Media	E3	1	10	10	CR1/E3/NQ/003	F/506/8172
Using Software	E3	1	10	10	CN1/E3/NQ/004	J/506/8173

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 3	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 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 and Assessment Group

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