



# AIMQUALIFICATIONS

## Level 1 Award in Employability and Development Skills

Qualification Number: 603/6261/3



**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

**Pathway 14** Carpentry and Joinery

**Pathway 15** Health and Social Care

## Qualification Overview

|                                  |  |
|----------------------------------|--|
| <b>Title:</b>                    | AIM Qualifications Level 1 Award in Employability and Development Skills   |
| <b>Qualification Number:</b>     | 603/6261/3   |
| <b>Level:</b>                    | Level 1  |
| <b>Credit Value:</b>             | 6 credits  |
| <b>Guided Learning Hours:</b>    | 60 hours   |
| <b>Total Qualification Time:</b> | 60 hours   |
| <b>Qualification Objective:</b>  | <p>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 apprenticeships.</p> |
| <b>Progression Routes:</b>       | <p>Learners can progress directly into employment or study at a higher level e.g. AIM Qualifications Level 2 Award in Employability and Development Skills.</p>  |
| <b>Entry requirements:</b>       | <p>There are no entry requirements for this qualification, except for a minimum age of 14.</p>   |
| <b>Assessment method(s):</b>     | <p>Assessment is through a Portfolio of Evidence/Workbook.</p>   |

## 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 Level 1 Award in Employability and Development Skills learners must achieve 6 credits from any combination of units in Optional Groups A to O.

Learners may achieve a maximum of 3 credits from Optional Group X.

In order to achieve an Award in an Endorsed Pathway, learners must achieve a minimum of 6 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 Awareness for the Individual              | 1     | 3      | 27  | 30  | HH3/1/NQ/006 | F/505/8791            |
| Assertive Living                                  | 1     | 3      | 30  | 30  | HB1/1/NQ/210 | L/506/0558            |
| Budgeting and Money Management                    | 1     | 1      | 9   | 10  | HD6/1/NQ/013 | J/505/4435            |
| Business and the Community                        | 1     | 1      | 9   | 10  | AA3/1/NQ/004 | F/507/0598            |
| Citizen Social Science                            | 1     | 2      | 15  | 20  | HB1/1/NQ/256 | L/617/4831            |
| Critical Thinking                                 | 1     | 3      | 24  | 30  | HB1/1/NQ/169 | J/505/1955            |
| Developing Confidence and Self-Esteem             | 1     | 1      | 9   | 10  | HB6/1/NQ/011 | A/506/5318            |
| Developing Own Interpersonal Skills               | 1     | 3      | 27  | 30  | HB7/1/NQ/012 | D/504/8429            |
| Developing Personal Confidence and Self-Awareness | 1     | 3      | 27  | 30  | HB1/1/NQ/215 | D/504/8432            |
| Developing Skills for Independent Life            | 1     | 3      | 27  | 30  | HD6/1/NQ/016 | J/506/0560            |
| Improving Own Confidence                          | 1     | 3      | 27  | 30  | HB1/1/NQ/220 | L/506/0656            |

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Personal Development                                  | 1     | 3      | 27  | 30  | HB1/1/NQ/225 | Y/506/0577            |
| Preparing for an Interview                            | 1     | 1      | 9   | 10  | HC4/1/NQ/108 | M/507/0614            |
| Preparing for Work                                    | 1     | 2      | 16  | 20  | HC4/1/NQ/080 | K/505/4444            |
| Take Part in an Activity                              | 1     | 1      | 9   | 10  | HB1/1/NQ/228 | A/504/8714            |
| Understanding Diversity within Society                | 1     | 3      | 27  | 30  | HE4/1/NQ/020 | F/505/8807            |
| Understanding Motivation                              | 1     | 1      | 9   | 10  | HE4/1/NQ/024 | D/506/5327            |
| Understanding Prejudice and Discrimination            | 1     | 3      | 27  | 30  | HE4/1/NQ/022 | J/506/0638            |
| Understanding Self in Conflict                        | 1     | 3      | 27  | 30  | HB1/1/NQ/235 | D/506/1987            |
| Understanding Stress and Stress Management Techniques | 1     | 3      | 27  | 30  | HB3/1/NQ/005 | H/506/0601            |

## Group B – Animal Care – Pathway 2

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Assist with Animal Accommodation                            | 1     | 2      | 18  | 20  | SH2/1/NQ/001 | R/600/0470            |
| Assist with Feedstuffs for Small Animals                    | 1     | 2      | 18  | 20  | SF2/1/NQ/001 | H/600/0473            |
| Assist with Maintaining the Health and Wellbeing of Animals | 1     | 6      | 50  | 60  | SP5/1/NQ/001 | H/502/5119            |
| Assist with the Care of Animals                             | 1     | 2      | 18  | 20  | SH2/1/NQ/002 | A/502/4588            |
| Assist with the Movement and Handling of Small Animals      | 1     | 1      | 9   | 10  | SH2/1/NQ/003 | T/502/5710            |
| Communication in the Workplace                              | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Developing Confidence Working with Animals                  | 1     | 3      | 27  | 30  | SP2/1/NQ/004 | H/507/9486            |
| Group and Teamwork Communication Skills                     | 1     | 3      | 27  | 30  | HB1/1/NQ/213 | K/506/0664            |
| Health and Safety in a Practical Environment                | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Principles of Dealing with Animal Accommodation             | 1     | 2      | 18  | 20  | SH2/1/NQ/004 | D/600/0469            |
| Principles of Dealing with Feedstuffs for Small Animals     | 1     | 1      | 9   | 10  | SP2/1/NQ/002 | Y/600/0471            |
| Principles of the Care of Animals                           | 1     | 2      | 18  | 20  | SH2/1/NQ/005 | F/502/4589            |
| Principles of the Movement and Handling of Small Animals    | 1     | 2      | 18  | 20  | SH2/1/NQ/006 | L/502/5714            |
| Using Teamwork Skills                                       | 1     | 3      | 27  | 30  | HB1/1/NQ/240 | D/506/0676            |



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

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Apply Foundation and Plain Papers                           | 1     | 5      | 50  | 50  | TG2/1/NQ/035 | F/505/0304            |
| Apply Paint Systems by Brush and Roller                     | 1     | 6      | 60  | 60  | TG8/1/NQ/021 | J/505/0305            |
| Bricklaying Principles                                      | 1     | 3      | 30  | 30  | TG2/1/NQ/030 | T/505/0607            |
| Brickwork Skills  | 1     | 4      | 34  | 40  | TG2/1/NQ/036 | T/505/0476            |
| Constructing a Cavity Wall Using Bricklaying Skills         | 1     | 3      | 27  | 30  | TG2/1/NQ/026 | L/504/9625            |
| Constructing a Half Brick Wall Using Bricklaying Skills     | 1     | 3      | 27  | 30  | TG2/1/NQ/027 | Y/504/9627            |
| Constructing a One Brick Wide Wall Using Bricklaying Skills | 1     | 3      | 27  | 30  | TG2/1/NQ/028 | H/504/9629            |
| Health and Safety in a Practical Environment                | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Know How to Carry Out Basic Blocklaying                     | 1     | 2      | 20  | 20  | TG2/1/NQ/037 | J/506/2017            |
| Plastering Techniques                                       | 1     | 3      | 27  | 30  | TG1/1/NQ/011 | A/508/5715            |
| Preparing Ceilings and Walls for Decoration                 | 1     | 1      | 10  | 10  | TG8/1/NQ/025 | T/505/0669            |
| Responsible Work Practice                                   | 1     | 1      | 9   | 10  | HC1/1/NQ/024 | Y/504/9370            |
| Use of Tools and Equipment for Bricklaying                  | 1     | 3      | 27  | 30  | TG2/1/NQ/039 | F/505/8614            |
| Using Decorative Paint Effects for Interior Walls           | 1     | 3      | 27  | 30  | TG8/1/NQ/022 | F/505/4398            |
| Wallpapering Skills   | 1     | 3      | 27  | 30  | TG8/1/NQ/028 | K/505/0751            |

## Group D – Childcare – Pathway 4

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Caring for Young Children   | 1     | 3      | 27  | 30  | HF7/1/NQ/003 | T/505/3054            |
| Developing Language and Communication Skills in Children                                | 1     | 3      | 27  | 30  | HF7/1/NQ/005 | R/505/5880            |
| Developing Skills for Listening to Children   | 1     | 3      | 27  | 30  | HF1/1/NQ/034 | H/504/8514            |
| Play for Early Learning   | 1     | 3      | 27  | 30  | HF1/1/NQ/035 | J/505/1602            |
| The Physical and Psychological Needs of Children  | 1     | 3      | 27  | 30  | HF1/1/NQ/036 | K/505/1611            |
| Understanding Child Development   | 1     | 3      | 27  | 30  | HF1/1/NQ/029 | T/506/0974            |
| Understanding Children's Social and Emotional Development                               | 1     | 3      | 27  | 30  | HF1/1/NQ/030 | L/505/8650            |
| Understanding Growth, Social and Emotional Development of Children                      | 1     | 3      | 27  | 30  | HF1/1/NQ/031 | H/505/8606            |
| Understanding Play  | 1     | 3      | 27  | 30  | HF1/1/NQ/037 | J/506/0977            |
| Understanding the Intellectual and Language Development of Children from Birth to Eight | 1     | 3      | 27  | 30  | HF1/1/NQ/038 | H/506/5328            |
| Using Craft Activities with Children and Young People                                   | 1     | 3      | 27  | 30  | HF1/1/NQ/033 | L/506/0978            |
| Working with your Child to Develop Literacy Skills                                      | 1     | 3      | 27  | 30  | HD3/1/NQ/032 | F/504/8892            |
| Working with your Child to Develop Numeracy Skills                                      | 1     | 3      | 27  | 30  | HD4/1/NQ/062 | J/504/8893            |

## Group E – Computers and Software – Pathway 5

| Title                       | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|-----------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Audio Software              | 1     | 2      | 15  | 20  | CQ6/1/NQ/001 | K/502/4389            |
| Database Software           | 1     | 3      | 20  | 30  | CP2/1/NQ/001 | H/502/4553            |
| Design Software             | 1     | 3      | 20  | 30  | CQ5/1/NQ/001 | M/502/4572            |
| Desktop Publishing Software | 1     | 3      | 20  | 30  | CQ2/1/NQ/001 | Y/502/4565            |
| Multimedia Software         | 1     | 3      | 20  | 30  | CQ6/1/NQ/002 | Y/502/4615            |
| Presentation Software       | 1     | 3      | 20  | 30  | CQ0/1/NQ/001 | K/502/4621            |
| Spreadsheet Software        | 1     | 3      | 20  | 30  | CP3/1/NQ/001 | A/502/4624            |
| Using Email                 | 1     | 2      | 15  | 20  | CR3/1/NQ/001 | J/502/4299            |
| Using Mobile IT Devices     | 1     | 2      | 15  | 20  | CN4/1/NQ/001 | H/502/4374            |
| Using the Internet          | 1     | 3      | 20  | 30  | CR3/1/NQ/002 | T/502/4296            |
| Video Software              | 1     | 2      | 15  | 20  | CQ6/1/NQ/003 | K/502/4392            |
| Website Software            | 1     | 3      | 20  | 30  | CQ0/1/NQ/002 | L/502/4630            |
| Word Processing Software    | 1     | 3      | 20  | 30  | CQ1/1/NQ/001 | L/502/4627            |

## Group F – Employability – Pathway 6

| Title                          | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Applying for a Job             | 1     | 1      | 10  | 10  | HC6/1/NQ/009 | K/505/3049            |
| Career Preparation             | 1     | 1      | 9   | 10  | HC1/1/NQ/030 | L/506/0737            |
| Carry Out a Practical Activity | 1     | 3      | 30  | 30  | HC4/1/NQ/111 | T/507/3711            |
| Communication in the Workplace | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Customer Service Skills        | 1     | 3      | 27  | 30  | HC4/1/NQ/109 | J/507/1123            |

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| CV Writing  | 1     | 1      | 9   | 10  | HC4/1/NQ/067 | L/505/3058            |
| Employment Rights, Contracts and Pay                  | 1     | 3      | 27  | 30  | HC4/1/NQ/099 | R/505/8794            |
| Group and Teamwork Communication Skills               | 1     | 3      | 27  | 30  | HB1/1/NQ/213 | K/506/0664            |
| Health and Safety Awareness in a Working Environment  | 1     | 1      | 9   | 10  | HC4/1/NQ/093 | J/504/8487            |
| Health and Safety in a Practical Environment          | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Interview Skills                                      | 1     | 1      | 10  | 10  | HC6/1/NQ/011 | H/505/3065            |
| Pay and Payslips                                      | 1     | 1      | 9   | 10  | AA4/1/NQ/001 | D/507/0611            |
| Personal Career Planning                              | 1     | 3      | 27  | 30  | HC1/1/NQ/029 | M/504/7527            |
| Personal Presentation in the Workplace                | 1     | 1      | 9   | 10  | HB6/1/NQ/009 | K/504/9504            |
| Prepare for Interview                                 | 1     | 1      | 9   | 10  | HC4/1/NQ/095 | R/506/0738            |
| Presentation Skills                                   | 1     | 2      | 18  | 20  | HB1/1/NQ/219 | T/504/8131            |
| Problem Solving in the Workplace                      | 1     | 3      | 27  | 30  | HB4/1/NQ/001 | H/505/8587            |
| Recognising and Respecting Diversity in the Workplace | 1     | 1      | 9   | 10  | HC1/1/NQ/023 | L/503/4896            |
| Responsible Work Practice                             | 1     | 1      | 9   | 10  | HC1/1/NQ/024 | Y/504/9370            |
| Rights and Responsibilities in the Workplace          | 1     | 1      | 8   | 10  | HC1/1/NQ/025 | T/504/5214            |
| Understanding Equal Opportunities                     | 1     | 3      | 27  | 30  | HE4/1/NQ/021 | M/506/0634            |
| Using Teamwork Skills                                 | 1     | 3      | 27  | 30  | HB1/1/NQ/240 | D/506/0676            |
| Working in a Group                                    | 1     | 3      | 24  | 30  | HB1/1/NQ/176 | D/505/2092            |

## Group G – Hair and Beauty – Pathway 7

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Communication in the Workplace               | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Colour Hair Using Temporary Colour           | 1     | 3      | 30  | 30  | HL7/1/NQ/001 | R/600/4874            |
| Hand Care                                    | 1     | 3      | 30  | 30  | HL1/1/NQ/006 | H/617/9324            |
| Health and Safety in a Practical Environment | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Nail Art Application                         | 1     | 3      | 30  | 30  | HL4/1/NQ/002 | H/505/6144            |
| Plaiting and Twisting Hair                   | 1     | 3      | 30  | 30  | HL7/1/NQ/003 | Y/502/3805            |
| Providing Manicure Treatments                | 1     | 3      | 30  | 30  | HL1/1/NQ/007 | M/617/9326            |
| Reception Duties                             | 1     | 3      | 22  | 30  | BA3/1/NQ/003 | R/617/6404            |
| Salon Reception Duties                       | 1     | 3      | 22  | 30  | HL7/1/NQ/004 | R/600/6334            |
| Skin Care                                    | 1     | 3      | 30  | 30  | HL1/1/NQ/008 | T/617/9327            |
| Styling Men's Hair                           | 1     | 3      | 30  | 30  | HL7/1/NQ/005 | A/502/3795            |
| Styling Women's Hair                         | 1     | 3      | 30  | 30  | HL7/1/NQ/006 | F/502/3796            |

## Group H – Horticulture – Pathway 8

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Cultivating Compost and Soils                | 1     | 3      | 27  | 30  | SE3/1/NQ/004 | L/506/1015            |
| Cultivating Herbs                            | 1     | 3      | 27  | 30  | SE2/1/NQ/032 | R/506/1016            |
| Developing Skills in Garden Horticulture     | 1     | 3      | 27  | 30  | SE2/1/NQ/033 | L/503/9225            |
| Health and Safety in a Practical Environment | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Horticulture                                 | 1     | 3      | 30  | 30  | SA2/1/NQ/002 | T/507/3563            |
| Pest Control                                 | 1     | 1      | 9   | 10  | SE4/1/NQ/005 | K/505/6565            |
| Plant Propagation                            | 1     | 3      | 27  | 30  | SE2/1/NQ/005 | M/504/0755            |
| Plant Selection                              | 1     | 3      | 27  | 30  | SE2/1/NQ/006 | M/504/0738            |
| Problem Solving in the Workplace             | 1     | 3      | 27  | 30  | HB4/1/NQ/001 | H/505/8587            |
| Responsible Work Practice                    | 1     | 1      | 9   | 10  | HC1/1/NQ/024 | Y/504/9370            |
| Understanding Organic Horticulture           | 1     | 3      | 27  | 30  | SE3/1/NQ/005 | F/506/1030            |
| Understanding Plant Pruning                  | 1     | 1      | 9   | 10  | SE2/1/NQ/027 | D/505/6577            |
| Understanding Soils and Crop Plants          | 1     | 3      | 27  | 30  | SD2/1/NQ/001 | F/506/1013            |
| Understanding Sowing and Growing Techniques  | 1     | 3      | 27  | 30  | SE2/1/NQ/031 | Y/506/1034            |

## Group I – Hospitality and Catering – Pathway 9

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Basic Food Preparation and Cooking           | 1     | 3      | 30  | 30  | NF1/1/NQ/006 | K/505/3052            |
| Communication in the Workplace               | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Customer Service in the Hospitality Industry | 1     | 3      | 20  | 30  | NA1/1/NQ/016 | A/504/9393            |
| Food Hygiene                                 | 1     | 4      | 40  | 40  | NH3/1/NQ/001 | F/616/6578            |
| Food Service                                 | 1     | 3      | 30  | 30  | NA1/1/NQ/017 | M/506/0813            |
| Food Preparation and Presentation            | 1     | 3      | 30  | 30  | NE1/1/NQ/001 | F/507/3551            |
| Food Safety and Storage                      | 1     | 3      | 30  | 30  | HD8/1/NQ/009 | K/507/3740            |
| Group and Teamwork Communication Skills      | 1     | 3      | 27  | 30  | HB1/1/NQ/213 | K/506/0664            |
| Health and Safety in a Practical Environment | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Preparing and Serving Drinks                 | 1     | 3      | 27  | 30  | NB2/1/NQ/005 | D/505/8636            |
| Responsible Work Practice                    | 1     | 1      | 9   | 10  | HC1/1/NQ/024 | Y/504/9370            |
| Using Kitchen Equipment                      | 1     | 1      | 10  | 10  | NF1/1/NQ/007 | R/505/3272            |
| Using Teamwork Skills                        | 1     | 3      | 27  | 30  | HB1/1/NQ/240 | D/506/0676            |

## Group J – Motor Vehicles – Pathway 10

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Checking and Maintaining a Car's Tyre Pressure and Tread | 1     | 1      | 9   | 10  | XS1/1/NQ/013 | A/505/3055            |
| Identification of Basic External and Internal Car Parts  | 1     | 3      | 27  | 30  | XS1/1/NQ/021 | T/506/0988            |
| Problem Solving in the Workplace                         | 1     | 3      | 27  | 30  | HB4/1/NQ/001 | H/505/8587            |
| Responsible Road Vehicle Ownership                       | 1     | 2      | 20  | 20  | HD5/1/NQ/004 | H/504/8691            |
| Responsible Work Practice                                | 1     | 1      | 9   | 10  | HC1/1/NQ/024 | Y/504/9370            |
| Teamwork Skills  | 1     | 2      | 20  | 20  | HB7/1/NQ/008 | J/503/0992            |
| Tools, Equipment and Materials for Vehicle Maintenance   | 1     | 4      | 30  | 40  | XS1/1/NQ/006 | F/600/3297            |

## Group K – Performing Arts – Pathway 11

| Title                           | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---------------------------------|-------|--------|-----|-----|--------------|-----------------------|
| Acoustic Recording Techniques   | 1     | 6      | 60  | 60  | LK1/1/NQ/001 | H/504/7122            |
| Acting Skills                   | 1     | 4      | 40  | 40  | LC4/1/NQ/001 | K/504/7123            |
| Backstage Skills                | 1     | 3      | 27  | 30  | LE1/1/NQ/001 | M/504/7124            |
| Composing Music                 | 1     | 6      | 54  | 60  | LF5/1/NQ/002 | J/504/7128            |
| Composing Music Collaboratively | 1     | 8      | 50  | 80  | LF5/1/NQ/001 | A/504/7126            |
| Costume for Performance         | 1     | 3      | 27  | 30  | LE5/1/NQ/001 | F/504/7130            |



| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Dance Skills  | 1     | 4      | 4   | 40  | LB4/1/NQ/001 | J/504/7131            |
| Design for Performance                                  | 1     | 6      | 6   | 60  | LE2/1/NQ/001 | R/504/7133            |
| Developing DJing Skills                                 | 1     | 3      | 27  | 30  | LK4/1/NQ/003 | H/506/0825            |
| Developing Performance Improvisation Techniques         | 1     | 3      | 27  | 30  | LC4/1/NQ/024 | M/506/0830            |
| Developing Technical Skills for Performance in the Arts | 1     | 3      | 27  | 30  | LC4/1/NQ/025 | R/506/0836            |
| Devising Drama  | 1     | 3      | 27  | 30  | LC4/1/NQ/002 | K/504/7140            |
| Group Devised Drama Project                             | 1     | 3      | 27  | 30  | LC4/1/NQ/003 | T/504/7142            |
| Hair and Make-up for Performance                        | 1     | 3      | 27  | 30  | LE5/1/NQ/002 | J/504/7176            |
| Health and Safety for Performing Arts                   | 1     | 1      | 9   | 10  | LE1/1/NQ/003 | F/504/7144            |
| Ideas for Music Composition                             | 1     | 1      | 6   | 10  | LF5/1/NQ/003 | J/504/7145            |
| Improvisation and Performance                           | 1     | 3      | 27  | 30  | LC4/1/NQ/004 | R/504/7147            |
| Improvisation Techniques                                | 1     | 3      | 27  | 30  | LC4/1/NQ/005 | D/504/7149            |
| Introduction to Composing Music                         | 1     | 6      | 54  | 60  | LF5/1/NQ/012 | T/504/4953            |
| Lyric Composition                                       | 1     | 4      | 25  | 40  | LF5/1/NQ/004 | Y/504/7151            |
| Making Dance  | 1     | 3      | 27  | 30  | LB5/1/NQ/001 | D/504/7152            |
| Music Ensemble Skills                                   | 1     | 6      | 54  | 60  | LH1/1/NQ/003 | J/507/3017            |
| Music for Performance                                   | 1     | 3      | 27  | 30  | LF5/1/NQ/005 | H/504/7153            |
| Music Skills for Solo Performance                       | 1     | 6      | 54  | 60  | LF1/1/NQ/002 | D/505/8619            |
| Musical Theatre   | 1     | 3      | 27  | 30  | LC1/1/NQ/007 | D/506/0838            |
| Oral Storytelling Skills                                | 1     | 3      | 27  | 30  | LC4/1/NQ/006 | F/504/7158            |

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Performing in a Production   | 1     | 3      | 27  | 30  | LE1/1/NQ/002 | J/504/7159            |
| Performing Physical Theatre  | 1     | 3      | 27  | 30  | LC1/1/NQ/008 | A/505/4898            |
| Presenting Performing Arts Work  | 1     | 3      | 27  | 30  | LC5/1/NQ/001 | T/507/5829            |
| Promoting a Performing Arts Event  | 1     | 4      | 30  | 40  | LC4/1/NQ/007 | L/504/7163            |
| Rehearsal Skills   | 1     | 3      | 30  | 30  | LC4/1/NQ/008 | R/504/7164            |
| Rehearsing for a Production  | 1     | 3      | 27  | 30  | LC1/1/NQ/009 | T/506/0845            |
| Set and Meet Goals in the Performing Arts  | 1     | 3      | 24  | 30  | LC4/1/NQ/009 | Y/504/7165            |
| Set Building   | 1     | 3      | 30  | 30  | LE2/1/NQ/002 | F/504/7189            |
| Song Writing Skills  | 1     | 3      | 24  | 30  | LF5/1/NQ/006 | D/504/7166            |
| Song Writing Skills in Popular Music   | 1     | 6      | 54  | 60  | LF5/1/NQ/013 | F/506/0847            |
| Sound and Audio Production Skills  | 1     | 3      | 27  | 30  | LK1/1/NQ/009 | L/505/0998            |
| Sound Production and Recording   | 1     | 4      | 21  | 40  | LK1/1/NQ/002 | H/504/7167            |
| Stage Lighting   | 1     | 3      | 37  | 30  | LE3/1/NQ/001 | K/504/7168            |
| Stage Make Up for Performers   | 1     | 3      | 27  | 30  | LE1/1/NQ/007 | F/616/0683            |
| Taking Part in a Performance   | 1     | 3      | 30  | 30  | LC4/1/NQ/026 | T/507/6009            |
| Teamwork and Communication Skills for Performing Arts                                  | 1     | 3      | 27  | 30  | LE1/1/NQ/004 | H/504/7170            |
| Technical Skills for Performance   | 1     | 4      | 40  | 40  | LE1/1/NQ/005 | K/504/7171            |
| Understanding the Use of Digital Sampling Techniques for Composing and Producing Music | 1     | 3      | 27  | 30  | LK1/1/NQ/010 | L/506/0852            |

## Group L – Retail Skills – Pathway 12

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Using a Digital Audio Workstation                     | 1     | 3      | 30  | 30  | LK1/1/NQ/003 | T/504/7173            |
| Using Aural Skills in Music                           | 1     | 3      | 27  | 30  | LF5/1/NQ/014 | L/505/1004            |
| Using the Internet as a Medium for Music              | 1     | 3      | 26  | 30  | LK1/1/NQ/004 | R/504/7178            |
| Working in the Performing Arts                        | 1     | 3      | 24  | 30  | LE1/1/NQ/006 | Y/504/7179            |
| Communication in the Workplace                        | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Customer Service Skills                               | 1     | 3      | 27  | 30  | HC4/1/NQ/109 | J/507/1123            |
| Health and Safety in a Practical Environment          | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Presentation Skills                                   | 1     | 2      | 18  | 20  | HB1/1/NQ/219 | T/504/8131            |
| Problem Solving in the Workplace                      | 1     | 3      | 27  | 30  | HB4/1/NQ/001 | H/505/8587            |
| Understanding Business Communication                  | 1     | 3      | 27  | 30  | AF3/1/NQ/003 | H/506/0548            |
| Understanding Customer Service                        | 1     | 3      | 27  | 30  | BA3/1/NQ/002 | A/506/1043            |
| Understanding the Business of Retail                  | 1     | 1      | 8   | 10  | BC3/1/NQ/001 | A/502/5756            |
| Understanding the Retail Selling Process              | 1     | 2      | 13  | 20  | BC3/1/NQ/002 | T/502/5805            |
| Recognising and Respecting Diversity in the Workplace | 1     | 1      | 9   | 10  | HC1/1/NQ/023 | L/503/4896            |
| Responsible Work Practice                             | 1     | 1      | 9   | 10  | HC1/1/NQ/024 | Y/504/9370            |
| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
| Rights and Responsibilities in the Workplace          | 1     | 1      | 8   | 10  | HC1/1/NQ/025 | T/504/5214            |

|                                   |   |   |    |    |              |            |
|-----------------------------------|---|---|----|----|--------------|------------|
| Understanding Equal Opportunities | 1 | 3 | 27 | 30 | HE4/1/NQ/021 | M/506/0634 |
| Using Teamwork Skills             | 1 | 3 | 27 | 30 | HB1/1/NQ/240 | D/506/0676 |
| Working in a Group                | 1 | 3 | 24 | 30 | HB1/1/NQ/176 | D/505/2092 |

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

| Title                                    | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Developing Angling Skills                | 1     | 3      | 27  | 30  | MH4/1/NQ/003 | J/505/8629            |
| How the Body Works                       | 1     | 4      | 30  | 40  | MA2/1/NQ/019 | K/507/9487            |
| Planning a Fitness Programme             | 1     | 3      | 27  | 30  | MA2/1/NQ/003 | F/504/8200            |
| Principles of Conducting Sports Coaching | 1     | 3      | 27  | 30  | MA4/1/NQ/001 | K/617/8949            |
| Sport and Active Leisure Project         | 1     | 4      | 30  | 40  | MA1/1/NQ/012 | J/505/8727            |
| Taking Part in Exercise and Fitness      | 1     | 4      | 30  | 40  | MA1/1/NQ/010 | A/505/7221            |
| Taking Part in Sport                     | 1     | 3      | 27  | 30  | MA1/1/NQ/013 | R/505/1330            |
| The Angling Environment                  | 1     | 3      | 27  | 30  | MH4/1/NQ/005 | T/507/9492            |

## Group N – Carpentry and Joinery – Pathway 14

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Assemble Units for Interiors                                  | 1     | 1      | 10  | 10  | TE3/1/NQ/004 | L/505/0306            |
| Carpentry Hand Skills   | 1     | 3      | 30  | 30  | TG7/1/NQ/015 | J/506/0512            |
| Communication in the Workplace                                | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Fitting Units for Interiors                                   | 1     | 1      | 10  | 10  | TE3/1/NQ/005 | F/506/2002            |
| Fix and Fit Work Surfaces                                     | 1     | 1      | 10  | 10  | TE3/1/NQ/006 | R/506/2005            |
| Group and Teamwork Communication Skills                       | 1     | 3      | 27  | 30  | HB1/1/NQ/213 | K/506/0664            |
| Health and Safety in a Practical Environment                  | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Know How to Maintain and Use Carpentry and Joinery Hand Tools | 1     | 2      | 20  | 20  | TG2/1/NQ/038 | H/506/2011            |
| Know How to Produce Basic Woodworking Joints                  | 1     | 3      | 30  | 30  | TG7/1/NQ/014 | T/506/2014            |
| Carry Out a Practical Activity                                | 1     | 3      | 30  | 30  | HC4/1/NQ/111 | T/507/3711            |
| Using and Maintaining Woodworking Tools                       | 1     | 3      | 27  | 30  | TG7/1/NQ/016 | J/506/3247            |
| Using Teamwork Skills   | 1     | 3      | 27  | 30  | HB1/1/NQ/240 | D/506/0676            |
| Use of Tools and Equipment for a Practical Activity           | 1     | 2      | 18  | 20  | HC1/1/NQ/039 | A/507/4181            |
| Working in a Group  | 1     | 3      | 24  | 30  | HB1/1/NQ/176 | D/505/2092            |

## Group O – Health and Social Care – Pathway 15

| Title  | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|--|-------|--------|-----|-----|--------------|-----------------------|
| Awareness of Communication in Adult Social care                            | 1     | 2      | 15  | 20  | PT1/1/NQ/004 | A/502/9662            |
| Awareness of the Role and Responsibilities of the Adult Social Care Worker | 1     | 1      | 10  | 10  | PT1/1/NQ/005 | F/502/9727            |
| Awareness of the Skills and Attitudes needed to Work in Adult Social Care  | 1     | 1      | 8   | 10  | PT1/1/NQ/006 | M/502/9660            |
| Communication in the Workplace   | 1     | 3      | 27  | 30  | HC1/1/NQ/028 | J/504/7517            |
| Critical Thinking  | 1     | 3      | 24  | 30  | HB1/1/NQ/169 | J/505/1955            |
| Developing Own Interpersonal Skills  | 1     | 3      | 27  | 30  | HB7/1/NQ/012 | D/504/8429            |
| Health and Safety in a Practical Environment                               | 1     | 1      | 9   | 10  | HC1/1/NQ/022 | Y/505/4441            |
| Improving Own Confidence   | 1     | 3      | 27  | 30  | HB1/1/NQ/220 | L/506/0656            |
| Introduction to Dementia Awareness   | 1     | 2      | 15  | 20  | PH4/1/NQ/001 | H/507/8936            |
| Introduction to Drug Awareness for the Individual                          | 1     | 3      | 27  | 30  | HH3/1/NQ/007 | H/506/1215            |
| Introduction to the Adult Social Care Sector                               | 1     | 1      | 10  | 10  | PT1/1/NQ/007 | F/502/9579            |
| Introduction to the Values and Principles of Adult Social Care             | 1     | 1      | 10  | 10  | PT1/1/NQ/008 | D/502/9590            |
| Issues of Substance Misuse   | 1     | 1      | 9   | 10  | HH3/1/NQ/008 | H/504/8688            |
| Understanding Diversity within Society                                     | 1     | 3      | 27  | 30  | HE4/1/NQ/020 | F/505/8807            |

| Title   | Level | Credit | GLH | TQT | Unit code    | Unit reference number |
|---|-------|--------|-----|-----|--------------|-----------------------|
| Understanding Prejudice and Discrimination  | 1     | 3      | 27  | 30  | HE4/1/NQ/022 | J/506/0638            |
| Understanding Self in Conflict  | 1     | 3      | 27  | 30  | HB1/1/NQ/235 | D/506/1987            |
| Understanding Stress and Stress Management Techniques   | 1     | 3      | 27  | 30  | HB3/1/NQ/005 | H/506/0601            |
| Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker | 1     | 3      | 27  | 30  | PT1/1/NQ/019 | J/505/3270            |
| Understanding the Role and Responsibilities of the Adult Social Care Worker                   | 1     | 1      | 8   | 10  | PT1/1/NQ/026 | R/507/8933            |

## Optional Group X – Entry 3 Units

| Title   | Level | Credit | GLH | TQT | Unit code     | Unit reference number |
|---|-------|--------|-----|-----|---------------|-----------------------|
| Checking and Maintaining Fluid Levels on a Car          | E3    | 1      | 10  | 10  | XS1/E3/NQ/036 | Y/506/9554            |
| Introduction to Group and Teamwork Communication Skills | E3    | 3      | 30  | 30  | HB1/E3/NQ/118 | H/506/9718            |
| Personal Development Skills                             | E3    | 3      | 30  | 30  | HB1/E3/NQ/043 | J/504/8182            |
| 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            |
| Vehicle Maintenance and Repair                          | E3    | 2      | 20  | 20  | XS1/E3/NQ/032 | A/505/4402            |



## 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<br>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.  |
| <b>Level 1</b> | Has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and<br>Is aware of aspects of information relevant to the area of study or work. | Use basic cognitive and practical skills to complete well-defined routine tasks. Select and use relevant information. Identify whether actions have been effective. |

*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:

- 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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