



AIMQUALIFICATIONS

Level 1 Award in Skills for Living and Work

Qualification Number: 603/6272/8



Includes endorsed pathways:

Pathway 1 Personal Development Skills

Pathway 2 Work Skills

Pathway 3 Arts and Photography Skills

Pathway 4 Crafts Skills

Pathway 5 Food and Drink Skills

Pathway 6 Land and Environment Skills

Qualification Overview

Title:	AIM Qualifications Level 1 Award in Skills for Living and Work
Qualification Number:	603/6272/8
Level:	Level 1
Credit Value:	6 credits
Guided Learning Hours:	60 hours
Total Qualification Time:	60 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 learning environments, or 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 vocational skills, this qualification will equip learners to enter the work 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 Photography, Craft Skills, Food and Drink Skills and Land and Environment Skills.</p>
Progression Routes:	<p>On successful completion of the AIM Qualifications Level 1 Diploma in Skills for Living and Work, learners may progress to further learning at the same level or may progress to similar qualifications at a higher level, including the AIM Qualifications Level 2 Award in Skills for Living and Work. Learners may also progress onto Traineeships, Apprenticeships or directly into paid employment.</p>

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 Level 1 Award in Skills for Living and Work, learners must achieve a minimum of 6 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 6 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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Active Citizenship in the Local Community</u>	L1	1	9	10	HE4/1/NQ/017	L/504/8510
<u>Applying for Jobs or Courses</u>	L1	3	27	30	HC6/1/NQ/012	T/507/3708
<u>Approaches to Learning</u>	L1	1	9	10	HE4/1/NQ/018	D/505/5297
<u>Beliefs and Values</u>	L1	1	9	10	HB1/1/NQ/189	L/503/0962
<u>Bicycle Maintenance and Repair</u>	L1	3	27	30	XS8/1/NQ/008	J/507/3518
<u>Building Confidence and Self Esteem</u>	L1	3	30	30	HB7/1/NQ/014	M/507/3710
<u>Bullying and Harassment</u>	L1	2	18	20	HB1/1/NQ/258	L/618/2783
<u>Community Health Champions</u>	L1	6	20	60	PA9/1/NQ/003	J/617/5248
<u>Dealing with Difficult Situations</u>	L1	1	9	10	HB7/1/NQ/019	D/618/2786
<u>Developing Self</u>	L1	2	9	20	HB1/1/NQ/204	Y/505/7257
<u>Drugs and Substance Misuse</u>	L1	1	9	10	HH3/1/NQ/005	T/503/0969

<u>Follow Instructions</u>	L1	1	10	10	HC4/1/NQ/112	T/507/3739
<u>Health and Fitness</u>	L1	3	30	30	HJ5/1/NQ/001	M/507/3741
<u>Healthy Lifestyles</u>	L1	2	18	20	HJ1/1/NQ/012	M/507/5778
<u>Identity, Equality and Diversity</u>	L1	2	14	20	HB1/1/NQ/205	D/505/7258
<u>Induction to College</u>	L1	3	27	30	HB1/1/NQ/253	R/507/6146
<u>Issues of Substance Misuse</u>	L1	1	9	10	HH3/1/NQ/008	H/504/8688
<u>Making Decisions</u>	L1	1	9	10	HB1/1/NQ/192	Y/503/0981
<u>Making Financial Decisions</u>	L1	1	9	10	HE1/1/NQ/008	Y/507/0610
<u>Managing Own Personal Relationships with Others</u>	L1	3	27	30	HB1/1/NQ/223	D/506/0712
<u>Managing Your Own Learning</u>	L1	3	27	30	HB1/1/NQ/224	L/505/8552
<u>Personal Budgeting and Managing Money</u>	L1	3	27	30	HE1/1/NQ/011	M/507/9488
<u>Personal Identity and Self-Esteem</u>	L1	1	9	10	HB1/1/NQ/193	H/503/0983
<u>Recognising and Dealing with Bullying</u>	L1	2	18	20	HH1/1/NQ/001	J/503/0989
<u>Repair a Cycle Puncture</u>	L1	1	9	10	XS8/1/NQ/009	A/507/3600
<u>Self-Development</u>	L1	2	20	20	HB1/1/NQ/254	F/507/5946
<u>Striving for Excellence in a Vocational Skill</u>	L1	6	60	60	HC4/1/NQ/106	F/506/4476
<u>Understanding What Volunteering is About</u>	L1	1	10	10	HD5/1/NQ/005	L/506/0799

Group B – Work Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Action Planning for Own Development</u>	L1	1	8	10	HB1/1/NQ/177	J/505/3107
<u>Applying for Jobs or Courses</u>	L1	3	27	30	HC6/1/NQ/012	T/507/3708
<u>Carry out a Practical Activity</u>	L1	3	30	30	HC4/1/NQ/111	T/507/3711
<u>Computer Security and Privacy</u>	L1	1	10	10	CP4/1/NQ/009	L/507/3715
<u>Getting to Know an Organisation</u>	L1	3	27	30	HD6/1/NQ/020	K/507/2717
<u>Health and Safety Awareness in a Working Environment</u>	L1	1	9	10	HC4/1/NQ/119	J/508/1571
<u>Health and Safety Procedures in the Workplace</u>	L1	2	20	20	HC4/1/NQ/113	T/507/3742
<u>Making a Product</u>	L1	2	18	20	HC4/1/NQ/110	T/507/3580
<u>Positive Attitudes and Behaviours at Work</u>	L1	1	10	10	AF2/1/NQ/003	K/507/5827
<u>Practical Workshop Skills</u>	L1	1	9	10	HB1/1/NQ/125	F/504/8987
<u>Solving Problems at Work</u>	L1	2	20	20	HB4/1/NQ/002	T/507/6057
<u>Undertaking an Enterprise Project</u>	L1	3	27	30	HC4/1/NQ/118	Y/507/6018
<u>Use of Materials in a Practical Activity</u>	L1	2	18	20	HC1/1/NQ/037	H/507/1131
<u>Use of Tools and Equipment for a Practical Activity</u>	L1	2	18	20	HC1/1/NQ/039	A/507/4181

<u>Working as Part of a Group</u>	L1	2	20	20	HB1/1/NQ/255	D/507/6053
<u>Working in Craft</u>	L1	3	24	30	JA2/1/NQ/002	A/504/7725
<u>Working on a Farm</u>	L1	2	20	20	HC4/1/NQ/115	J/507/4202
<u>Working with Animals</u>	L1	2	20	20	HC4/1/NQ/116	R/507/4221

Group C – Arts and Photography Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Art and Design Project</u>	L1	3	30	30	JC1/1/NQ/006	A/507/5394
<u>Art Project</u>	L1	3	23	30	JA2/1/NQ/003	A/504/9099
<u>Cave Painting to Early Christian Art</u>	L1	3	30	30	JA3/1/NQ/002	T/507/4101
<u>Drawing</u>	L1	3	21	30	JB2/1/NQ/001	M/504/9102
<u>Digital Photography</u>	L1	3	24	30	JA1/1/NQ/001	K/504/9101
<u>Imaging Software</u>	L1	3	20	30	CQ5/1/NQ/010	R/505/3062
<u>Materials Exploration for Art and Design</u>	L1	3	17	30	JA2/1/NQ/005	J/504/9106
<u>Painting with Oils</u>	L1	3	27	30	JB2/1/NQ/004	L/504/9107
<u>Painting with Water Based Media</u>	L1	3	27	30	JB2/1/NQ/005	R/504/9108
<u>Photography - Using a Camera and Accessories</u>	L1	2	18	20	LE2/1/NQ/006	Y/508/1574

<u>Photography – Using a Tripod</u>	L1	1	9	10	LE2/1/NQ/005	H/508/1576
<u>Photography Using Film</u>	L1	3	27	30	JA1/1/NQ/015	T/508/1579
<u>Processing Black and White Film</u>	L1	3	30	30	JA1/1/NQ/005	Y/504/9112
<u>Working in Visual Art</u>	L1	3	24	30	JA1/1/NQ/009	T/504/9117
<u>Working with Digital Images</u>	L1	3	28	30	JA1/1/NQ/011	F/504/9119

Group D – Craft Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Balloon Decoration</u>	L1	3	28	30	JF4/1/NQ/001	M/504/7706
<u>Bronze Casting</u>	L1	3	27	30	JH2/1/NQ/004	D/617/6096
<u>Bronze Tool Casting</u>	L1	3	27	30	JH2/1/NQ/001	Y/507/3524
<u>Candle Making</u>	L1	3	27	30	JG4/1/NQ/001	T/504/7707
<u>Card Making</u>	L1	3	27	30	JG7/1/NQ/001	A/504/7708
<u>Ceramics</u>	L1	3	27	30	JR1/1/NQ/001	F/504/7709
<u>Clay Work Skills</u>	L1	3	27	30	JR1/1/NQ/003	M/507/5425
<u>Craft Design Project</u>	L1	3	27	30	JC1/1/NQ/001	T/504/7710
<u>Craft Design Style</u>	L1	3	26	30	JC1/1/NQ/002	A/504/7711
<u>Creative Craft</u>	L1	3	27	30	JF1/1/NQ/001	F/504/7712
<u>Developing Mask Making Skills</u>	L1	3	27	30	JF4/1/NQ/004	J/507/3549
<u>Early Christian to Modern Art</u>	L1	3	30	30	JA7/1/NQ/001	L/507/4105
<u>Embroidery</u>	L1	3	28	30	JL2/1/NQ/001	J/504/7713
<u>Enterprise in Craft</u>	L1	3	26	30	JA2/1/NQ/001	D/504/7751

<u>Exploring 3D Design Crafts</u>	L1	3	30	30	JC4/1/NQ/001	Y/507/5712
<u>Floral Art Skills</u>	L1	3	26	30	JG2/1/NQ/001	R/504/7714
<u>Flower Arranging with Dry Material</u>	L1	3	28	30	JG2/1/NQ/002	Y/504/7715
<u>Flower Arranging with Fresh Material</u>	L1	3	28	30	JG2/1/NQ/003	Y/504/7716
<u>Glass Blowing</u>	L1	3	27	30	WF2/1/NQ/001	Y/617/2757
<u>Glass Cutting</u>	L1	3	27	30	JR2/1/NQ/006	D/617/2761
<u>Glass Engraving</u>	L1	3	27	30	JR2/1/NQ/007	T/617/2765
<u>Glass Mould Blowing</u>	L1	3	27	30	WF2/1/NQ/002	F/617/3417
<u>Green Woodwork</u>	L1	3	27	30	SG4/1/NQ/001	R/505/6558
<u>Green Woodworking – Stool Making</u>	L1	3	27	30	SG4/1/NQ/002	L/617/3405
<u>Hand Knitting Skills</u>	L1	3	30	30	JK7/1/NQ/004	Y/507/5774
<u>Iron Forge</u>	L1	3	27	30	JH2/1/NQ/003	H/617/3412
<u>Iron Forge Skills</u>	L1	3	27	30	SK1/1/NQ/004	T/507/5815
<u>Jewellery Making</u>	L1	3	27	30	JH6/1/NQ/003	F/617/4700
<u>Leatherwork</u>	L1	3	27	30	JL9/1/NQ/002	H/617/4706
<u>Mask Making</u>	L1	3	27	30	JF4/1/NQ/002	H/504/7718
<u>Metal Spinning</u>	L1	3	30	30	JH2/1/NQ/005	D/617/6101
<u>Metalwork Crafts</u>	L1	3	27	30	JH2/1/NQ/002	Y/507/3586
<u>Model Making</u>	L1	3	27	30	JF4/1/NQ/003	K/504/7719
<u>Narrow Boat Navigation</u>	L1	3	27	30	NM6/1/NQ/002	L/617/3422
<u>Pewter Casting</u>	L1	3	27	30	JH2/1/NQ/006	F/617/6110
<u>Spoon Forging</u>	L1	3	30	30	XD4/1/NQ/001	K/617/3427
<u>Stained Glass</u>	L1	3	27	30	JR2/1/NQ/005	K/507/6007
<u>Stitched Surface Decoration</u>	L1	3	28	30	JK1/1/NQ/001	K/504/7722
<u>Textile Crafts</u>	L1	3	27	30	JK4/1/NQ/001	J/507/3602
<u>Textiles</u>	L1	3	27	30	JK1/1/NQ/002	M/504/7723

<u>Textiles - Felting</u>	L1	3	27	30	JL4/1/NQ/001	D/617/3358
<u>Tool Construction</u>	L1	3	27	30	WK1/1/NQ/001	T/507/6012
<u>Toy Making</u>	L1	3	27	30	JF3/1/NQ/001	T/504/7724
<u>Using Craft Skills with Natural Materials</u>	L1	3	27	30	MA1/1/NQ/015	A/507/6061
<u>Willow Work</u>	L1	3	27	30	JP8/1/NQ/001	Y/617/3441
<u>Woodworking Crafts</u>	L1	3	27	30	JP3/1/NQ/002	K/507/3611
<u>Wool Preparation for Plant Dying</u>	L1	3	27	30	JL6/1/NQ/003	K/507/6041
<u>Wool Processing</u>	L1	3	27	30	JP3/1/NQ/003	M/507/3612
<u>Wool: Raw Material to Finished Product</u>	L1	3	30	30	JL6/1/NQ/004	A/507/6044
<u>Working in Craft</u>	L1	3	24	30	JA2/1/NQ/002	A/504/7725
<u>Working with Wood</u>	L1	3	27	30	JP3/1/NQ/001	F/504/7726

Group E – English Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Reading</u>	L1	3	30	30	HD3/1/NQ/037	J/507/3745
<u>Speaking</u>	L1	2	20	20	HD3/1/NQ/039	F/507/3758
<u>Writing</u>	L1	3	30	30	HD3/1/NQ/040	M/507/3769

Group F – Food and Drink Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Bread Making</u>	L1	3	27	30	NE1/1/NQ/009	M/617/4630
<u>Cooking</u>	L1	3	30	30	HB1/1/NQ/250	K/507/3737
<u>Everyday Food and Drink Preparation</u>	L1	3	27	30	HD8/1/NQ/010	K/507/4175
<u>Food Preparation and Presentation</u>	L1	3	27	30	NE1/1/NQ/001	F/507/3551
<u>Food Safety and Storage</u>	L1	3	30	30	HD8/1/NQ/009	K/507/3740

Group G – Land and Environment Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>Animal Husbandry</u>	L1	3	27	30	SH2/1/NQ/018	T/507/3515
<u>Care of Animals</u>	L1	2	18	20	SH2/1/NQ/020	K/507/6282
<u>Coppice Products</u>	L1	3	27	30	SG6/1/NQ/001	F/505/6555
<u>Coppicing</u>	L1	3	27	30	SG6/1/NQ/002	L/505/6557
<u>Countryside Management</u>	L1	3	27	30	QA9/1/NQ/004	R/507/3537
<u>Dairy Farming</u>	L1	3	27	30	SH6/1/NQ/001	K/507/3544
<u>Environmental Issues</u>	L1	3	30	30	HB1/1/NQ/251	M/507/3738
<u>Fish Farming Skills</u>	L1	3	30	30	SJ2/1/NQ/002	M/617/3364
<u>Green Woodwork</u>	L1	3	27	30	SG4/1/NQ/001	R/505/6558
<u>Green Woodworking – Stool Making</u>	L1	3	27	30	SG4/1/NQ/002	L/617/3405
<u>Habitat Management</u>	L1	2	18	20	QA1/1/NQ/005	K/506/9025

<u>Horticulture</u>	L1	3	27	30	SA2/1/NQ/002	T/507/3563
<u>Maintenance of Grass Surfaces</u>	L1	3	27	30	SE2/1/NQ/034	J/507/5821
<u>Organic Market Garden Autumn/Winter</u>	L1	3	27	30	SE3/1/NQ/006	D/507/3590
<u>Organic Market Garden Spring/Summer</u>	L1	3	27	30	SE3/1/NQ/007	K/507/3592
<u>Organic Market Garden Winter/Spring</u>	L1	3	24	30	SE3/1/NQ/008	J/507/3597
<u>Practical Woodland Management</u>	L1	3	30	30	QA1/1/NQ/008	R/507/6020
<u>Preparing and Maintaining Animal Accommodation</u>	L1	2	18	20	SH2/1/NQ/019	H/507/6281
<u>Recycling, Managing Waste</u>	L1	3	30	30	HD3/1/NQ/038	D/507/3752
<u>Soil Care</u>	L1	3	30	30	SD1/1/NQ/002	A/507/4116
<u>Use of Materials in a Practical Activity</u>	L1	2	18	20	HC1/1/NQ/037	H/507/1131
<u>Use of Tools and Equipment for a Practical Activity</u>	L1	2	18	20	HC1/1/NQ/039	A/507/4181
<u>Using a Tractor</u>	L1	3	27	30	SK1/1/NQ/003	Y/507/3605
<u>Woodland Kitchen</u>	L1	3	27	30	NA1/1/NQ/018	H/507/3610
<u>Working on a Farm</u>	L1	2	20	20	HC4/1/NQ/115	J/507/4202
<u>Working with Animals</u>	L1	2	20	20	HC4/1/NQ/116	R/507/4221

Group H – Math Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<u>2 Dimensional Shapes</u>	L1	1	9	10	HD4/1/NQ/076	M/507/6283
<u>Addition and Subtraction</u>	L1	1	9	10	HD4/1/NQ/077	T/507/6284
<u>Calculating Using Decimals in Everyday Contexts</u>	L1	1	9	10	HD4/1/NQ/044	K/504/2939
<u>Calculations with Sets of Data</u>	L1	1	9	10	HD4/1/NQ/047	H/504/2941
<u>Data Handling</u>	L1	1	9	10	HD4/1/NQ/048	K/504/2942
<u>Date and Time</u>	L1	1	9	10	HD4/1/NQ/078	T/507/6317
<u>Length</u>	L1	1	9	10	HD4/1/NQ/079	A/507/6318
<u>Measure: Date and Time</u>	L1	1	9	10	HD4/1/NQ/051	A/504/2945
<u>Measuring Capacity</u>	L1	1	9	10	HD4/1/NQ/080	F/507/6319
<u>Measuring Weight</u>	L1	1	9	10	HD4/1/NQ/083	J/507/6323
<u>Money</u>	L1	1	10	10	HD4/1/NQ/075	A/507/3743
<u>Money Management</u>	L1	3	27	30	HD8/1/NQ/006	K/506/6240
<u>Multiplication and Division of Whole Numbers</u>	L1	2	18	20	HD4/1/NQ/081	T/507/6320
<u>Temperature</u>	L1	1	9	10	HD4/1/NQ/082	F/507/6322
<u>Understanding and Using 2D shapes</u>	L1	1	9	10	HD4/1/NQ/065	A/506/0927
<u>Understanding and Using Fractions</u>	L1	2	18	20	HD4/1/NQ/067	J/506/0929
<u>Understanding and Using Percentages</u>	L1	2	18	20	HD4/1/NQ/068	A/506/0930
<u>Understanding Length, Weight and Capacity</u>	L1	1	9	10	HD4/1/NQ/084	M/507/9491
<u>Understanding Perimeter and Area</u>	L1	1	9	10	HD4/1/NQ/085	A/507/9493
<u>Understanding Place Value in Decimal Numbers</u>	L1	1	9	10	HD4/1/NQ/053	L/504/2951

<u>Understanding Scale Diagrams</u>	L1	1	9	10	HD4/1/NQ/059	R/504/2952
<u>Understanding Volume</u>	L1	1	9	10	HD4/1/NQ/086	F/507/9494
<u>Understanding Whole Numbers in Written and Numeric Form</u>	L1	2	18	20	HD4/1/NQ/072	D/505/9673

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...)
Level 1	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 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:

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.

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Friday - 9.00 am to 4.00 pm

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