



Qualification Number: 603/6273/X



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 Certificate in Skills for Living and Work
Qualification Number:	603/6273/X
Level:	Level 1
Credit Value:	15 credits
Guided Learning Hours:	150 hours
Total Qualification Time:	150 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 Certificate 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 Certificate in Skills for Living and Work, learners must achieve a minimum of 15 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 15 credits from the unit group for that pathway.

Group A – Personal Development Skills

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

Follow Instructions	L1	1	10	10	HC4/1/NQ/112	T/507/3739
Health and Fitness	L1	3	30	30	HJ5/1/NQ/001	M/507/3741
Healthy Lifestyles	L1	2	18	20	HJ1/1/NQ/012	M/507/5778
Identity, Equality and Diversity	L1	2	14	20	HB1/1/NQ/205	D/505/7258
Induction to College	L1	3	27	30	HB1/1/NQ/253	R/507/6146
Issues of Substance Misuse	L1	1	9	10	HH3/1/NQ/008	H/504/8688
Making Decisions	L1	1	9	10	HB1/1/NQ/192	Y/503/0981
Making Financial Decisions	L1	1	9	10	HE1/1/NQ/008	Y/507/0610
Managing Own Personal Relationships with Others	L1	3	27	30	HB1/1/NQ/223	D/506/0712
Managing Your Own Learning	L1	3	27	30	HB1/1/NQ/224	L/505/8552
Personal Budgeting and Managing Money	L1	3	27	30	HE1/1/NQ/011	M/507/9488
Personal Identity and Self-Esteem	L1	1	9	10	HB1/1/NQ/193	H/503/0983
Recognising and Dealing with Bullying	L1	2	18	20	HH1/1/NQ/001	J/503/0989
Repair a Cycle Puncture	L1	1	9	10	XS8/1/NQ/009	A/507/3600
Self-Development	L1	2	20	20	HB1/1/NQ/254	F/507/5946
Striving for Excellence in a Vocational Skill	L1	6	60	60	HC4/1/NQ/106	F/506/4476
Understanding What Volunteering is About	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
Action Planning for Own Development	L1	1	8	10	HB1/1/NQ/177	J/505/3107
Applying for Jobs or Courses	L1	3	27	30	HC6/1/NQ/012	T/507/3708
Carry out a Practical Activity	L1	3	30	30	HC4/1/NQ/111	T/507/3711
Computer Security and Privacy	L1	1	10	10	CP4/1/NQ/009	L/507/3715
Getting to Know an Organisation	L1	3	27	30	HD6/1/NQ/020	K/507/2717
Health and Safety Awareness in a Working Environment	L1	1	9	10	HC4/1/NQ/119	J/508/1571
Health and Safety Procedures in the Workplace	L1	2	20	20	HC4/1/NQ/113	T/507/3742
Making a Product	L1	2	18	20	HC4/1/NQ/110	T/507/3580
Positive Attitudes and Behaviours at Work	L1	1	10	10	AF2/1/NQ/003	K/507/5827
Practical Workshop Skills	L1	1	9	10	HB1/1/NQ/125	F/504/8987
Solving Problems at Work	L1	2	20	20	HB4/1/NQ/002	T/507/6057
Undertaking an Enterprise Project	L1	3	27	30	HC4/1/NQ/118	Y/507/6018
Use of Materials in a Practical Activity	L1	2	18	20	HC1/1/NQ/037	H/507/1131
Use of Tools and Equipment for a Practical Activity	L1	2	18	20	HC1/1/NQ/039	A/507/4181

Working as Part of a Group	L1	2	20	20	HB1/1/NQ/255	D/507/6053
Working in Craft	L1	3	24	30	JA2/1/NQ/002	A/504/7725
Working on a Farm	L1	2	20	20	HC4/1/NQ/115	J/507/4202
Working with Animals	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
Art and Design Project	L1	3	30	30	JC1/1/NQ/006	A/507/5394
Art Project	L1	3	23	30	JA2/1/NQ/003	A/504/9099
Cave Painting to Early Christian Art	L1	3	30	30	JA3/1/NQ/002	T/507/4101
Drawing	L1	3	21	30	JB2/1/NQ/001	M/504/9102
Digital Photography	L1	3	24	30	JA1/1/NQ/001	K/504/9101
Imaging Software	L1	3	20	30	CQ5/1/NQ/010	R/505/3062
Materials Exploration for Art and Design	L1	3	17	30	JA2/1/NQ/005	J/504/9106
Painting with Oils	L1	3	27	30	JB2/1/NQ/004	L/504/9107
Painting with Water Based Media	L1	3	27	30	JB2/1/NQ/005	R/504/9108
Photography - Using a Camera and Accessories	L1	2	18	20	LE2/1/NQ/006	Y/508/1574

Photography – Using a Tripod	L1	1	9	10	LE2/1/NQ/005	H/508/1576
Photography Using Film	L1	3	27	30	JA1/1/NQ/015	T/508/1579
Processing Black and White Film	L1	3	30	30	JA1/1/NQ/005	Y/504/9112
Working in Visual Art	L1	3	24	30	JA1/1/NQ/009	T/504/9117
Working with Digital Images	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
Balloon Decoration	L1	3	28	30	JF4/1/NQ/001	M/504/7706
Bronze Casting	L1	3	27	30	JH2/1/NQ/004	D/617/6096
Bronze Tool Casting	L1	3	27	30	JH2/1/NQ/001	Y/507/3524
Candle Making	L1	3	27	30	JG4/1/NQ/001	T/504/7707
Card Making	L1	3	27	30	JG7/1/NQ/001	A/504/7708
Ceramics	L1	3	27	30	JR1/1/NQ/001	F/504/7709
Clay Work Skills	L1	3	27	30	JR1/1/NQ/003	M/507/5425
Craft Design Project	L1	3	27	30	JC1/1/NQ/001	T/504/7710
Craft Design Style	L1	3	26	30	JC1/1/NQ/002	A/504/7711
Creative Craft	L1	3	27	30	JF1/1/NQ/001	F/504/7712
Developing Mask Making Skills	L1	3	27	30	JF4/1/NQ/004	J/507/3549
Early Christian to Modern Art	L1	3	30	30	JA7/1/NQ/001	L/507/4105
Embroidery	L1	3	28	30	JL2/1/NQ/001	J/504/7713
Enterprise in Craft	L1	3	26	30	JA2/1/NQ/001	D/504/7751

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

Textiles - Felting	L1	3	27	30	JL4/1/NQ/001	D/617/3358
Tool Construction	L1	3	27	30	WK1/1/NQ/001	T/507/6012
Toy Making	L1	3	27	30	JF3/1/NQ/001	T/504/7724
Using Craft Skills with Natural Materials	L1	3	27	30	MA1/1/NQ/015	A/507/6061
Willow Work	L1	3	27	30	JP8/1/NQ/001	Y/617/3441
Woodworking Crafts	L1	3	27	30	JP3/1/NQ/002	K/507/3611
Wool Preparation for Plant Dying	L1	3	27	30	JL6/1/NQ/003	K/507/6041
Wool Processing	L1	3	27	30	JP3/1/NQ/003	M/507/3612
Wool: Raw Material to Finished Product	L1	3	30	30	JL6/1/NQ/004	A/507/6044
Working in Craft	L1	3	24	30	JA2/1/NQ/002	A/504/7725
Working with Wood	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
Reading	L1	3	30	30	HD3/1/NQ/037	J/507/3745
Speaking	L1	2	20	20	HD3/1/NQ/039	F/507/3758
Writing	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
Bread Making	L1	3	27	30	NE1/1/NQ/009	M/617/4630
Cooking	L1	3	30	30	HB1/1/NQ/250	K/507/3737
Everyday Food and Drink Preparation	L1	3	27	30	HD8/1/NQ/010	K/507/4175
Food Preparation and Presentation	L1	3	27	30	NE1/1/NQ/001	F/507/3551
Food Safety and Storage	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
Animal Husbandry	L1	3	27	30	SH2/1/NQ/018	T/507/3515
Care of Animals	L1	2	18	20	SH2/1/NQ/020	K/507/6282
Coppice Products	L1	3	27	30	SG6/1/NQ/001	F/505/6555
Coppicing	L1	3	27	30	SG6/1/NQ/002	L/505/6557
Countryside Management	L1	3	27	30	QA9/1/NQ/004	R/507/3537
Dairy Farming	L1	3	27	30	SH6/1/NQ/001	K/507/3544
Environmental Issues	L1	3	30	30	HB1/1/NQ/251	M/507/3738
Fish Farming Skills	L1	3	30	30	SJ2/1/NQ/002	M/617/3364
Green Woodwork	L1	3	27	30	SG4/1/NQ/001	R/505/6558
Green Woodworking – Stool Making	L1	3	27	30	SG4/1/NQ/002	L/617/3405
Habitat Management	L1	2	18	20	QA1/1/NQ/005	K/506/9025

Horticulture	L1	3	27	30	SA2/1/NQ/002	T/507/3563
Maintenance of Grass Surfaces	L1	3	27	30	SE2/1/NQ/034	J/507/5821
Organic Market Garden Autumn/Winter	L1	3	27	30	SE3/1/NQ/006	D/507/3590
Organic Market Garden Spring/Summer	L1	3	27	30	SE3/1/NQ/007	K/507/3592
Organic Market Garden Winter/Spring	L1	3	24	30	SE3/1/NQ/008	J/507/3597
Practical Woodland Management	L1	3	30	30	QA1/1/NQ/008	R/507/6020
Preparing and Maintaining Animal Accommodation	L1	2	18	20	SH2/1/NQ/019	H/507/6281
Recycling, Managing Waste	L1	3	30	30	HD3/1/NQ/038	D/507/3752
Soil Care	L1	3	30	30	SD1/1/NQ/002	A/507/4116
Use of Materials in a Practical Activity	L1	2	18	20	HC1/1/NQ/037	H/507/1131
Use of Tools and Equipment for a Practical Activity	L1	2	18	20	HC1/1/NQ/039	A/507/4181
Using a Tractor	L1	3	27	30	SK1/1/NQ/003	Y/507/3605
Woodland Kitchen	L1	3	27	30	NA1/1/NQ/018	H/507/3610
Working on a Farm	L1	2	20	20	HC4/1/NQ/115	J/507/4202
Working with Animals	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
2 Dimensional Shapes	L1	1	9	10	HD4/1/NQ/076	M/507/6283
Addition and Subtraction	L1	1	9	10	HD4/1/NQ/077	T/507/6284
Calculating Using Decimals in Everyday Contexts	L1	1	9	10	HD4/1/NQ/044	K/504/2939
Calculations with Sets of Data	L1	1	9	10	HD4/1/NQ/047	H/504/2941
Data Handling	L1	1	9	10	HD4/1/NQ/048	K/504/2942
Date and Time	L1	1	9	10	HD4/1/NQ/078	T/507/6317
Length	L1	1	9	10	HD4/1/NQ/079	A/507/6318
Measure: Date and Time	L1	1	9	10	HD4/1/NQ/051	A/504/2945
Measuring Capacity	L1	1	9	10	HD4/1/NQ/080	F/507/6319
Measuring Weight	L1	1	9	10	HD4/1/NQ/083	J/507/6323
Money	L1	1	10	10	HD4/1/NQ/075	A/507/3743
Money Management	L1	3	27	30	HD8/1/NQ/006	K/506/6240
Multiplication and Division of Whole Numbers	L1	2	18	20	HD4/1/NQ/081	T/507/6320
Temperature	L1	1	9	10	HD4/1/NQ/082	F/507/6322
Understanding and Using 2D shapes	L1	1	9	10	HD4/1/NQ/065	A/506/0927
Understanding and Using Fractions	L1	2	18	20	HD4/1/NQ/067	J/506/0929
Understanding and Using Percentages	L1	2	18	20	HD4/1/NQ/068	A/506/0930
Understanding Length, Weight and Capacity	L1	1	9	10	HD4/1/NQ/084	M/507/9491
Understanding Perimeter and Area	L1	1	9	10	HD4/1/NQ/085	A/507/9493
Understanding Place Value in Decimal Numbers	L1	1	9	10	HD4/1/NQ/053	L/504/2951

Understanding Scale Diagrams	L1	1	9	10	HD4/1/NQ/059	R/504/2952
Understanding Volume	L1	1	9	10	HD4/1/NQ/086	F/507/9494
Understanding Whole Numbers in Written and Numeric Form	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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