



**AIM**QUALIFICATIONS

## Level 1 Certificate in Work Ready Skills

Qualification Number: 603/6110/4



## Qualification Overview

<b>Title:</b>	AIM Qualifications Level 1 Certificate in Work Ready Skills
<b>Qualification Number:</b>	603/6110/4
<b>Level:</b>	Level 1
<b>Credit Value:</b>	15 credits
<b>Guided Learning Hours:</b>	121 hours
<b>Total Qualification Time:</b>	150 hours
<b>Qualification Objective:</b>	This qualification will enable learners to develop skills, attributes, behaviours, and values which allow them to move into employment and contribute effectively at work. Sustained and successful employment will be achieved through increased confidence and motivation of learners.
<b>Progression Routes:</b>	Learners can progress directly into employment or study at a higher level e.g. AIM Qualifications Level 2 Award in Employability.
<b>Entry requirements:</b>	There are no entry requirements for this qualification, except for a minimum age of 14.
<b>Assessment method(s):</b>	Assessment is through a Portfolio of Evidence/Workbook.

## How is the qualification assessed?

The assessment process is as follows:

### Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with Aim Qualifications.

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

### Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the AIM Qualifications [Reasonable Adjustments and Special Considerations Policy](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

## Qualification size

### About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

### Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

### Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

## Rules of Combination and level for this qualification

To achieve the AIM Qualifications Level 1 Certificate in Work Ready Skills, learners must achieve the **15** credits from any unit group.

There are no **Optional** units for this qualification.

### Group A – Personal Development Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<a href="#">Bullying and Harassment</a>	1	2	18	20	HB1/1/NQ/258	L/618/2783
<a href="#">Coaching Skills</a>	1	1	9	10	HB7/1/NQ/017	R/618/2784
<a href="#">Dealing with Difficult Situations</a>	1	1	9	10	HB7/1/NQ/019	D/618/2786
<a href="#">Developing Confidence and Self-Esteem</a>	1	1	9	10	HB6/1/NQ/011	A/506/5318
<a href="#">Developing Own Interpersonal Skills</a>	1	3	27	30	HB7/1/NQ/012	D/504/8429
<a href="#">Improving Assertiveness and Decision- Making</a>	1	3	27	30	HB6/1/NQ/010	D/505/8555
<a href="#">Peer Mentoring</a>	1	1	10	10	GB7/1/NQ/001	K/618/2791
<a href="#">Understanding Cultural Differences in the Workplace</a>	1	3	27	30	HB1/1/NQ/260	F/618/2795
<a href="#">Valuing Equality and Diversity</a>	1	2	16	20	HB1/1/NQ/196	F/600/7804

## Group B – Workplace Skills

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
<a href="#">Appraisals and Setting Targets</a>	1	3	27	30	HB2/1/NQ/003	F/618/2781
<a href="#">Behaviours, Attitudes and Attributes Required for Employment</a>	1	1	9	10	HB8/1/NQ/001	J/618/2782
<a href="#">Communication in the Workplace</a>	1	3	27	30	HC1/1/NQ/028	J/504/7517
<a href="#">Customer Service Skills</a>	1	3	27	30	HC4/1/NQ/109	J/507/1123
<a href="#">Dealing with Change in Employment</a>	1	2	18	20	HB7/1/NQ/018	Y/618/2785
<a href="#">Discrimination at Work</a>	1	3	27	30	HB7/1/NQ/020	H/618/2787
<a href="#">Efficient Work Practice</a>	1	1	8	10	AF2/1/NQ/004	K/618/2936
<a href="#">Employment Rights, Contracts and Pay</a>	1	3	27	30	HC4/1/NQ/099	R/505/8794
<a href="#">Getting to Know an Organisation</a>	1	3	27	30	HD6/1/NQ/020	K/507/2717
<a href="#">Health and Safety Awareness in a Working Environment</a>	1	1	9	10	HC4/1/NQ/093	J/504/8487
<a href="#">Health and Safety in a Practical Environment</a>	1	1	9	10	HC1/NQ/022	Y/505/4441
<a href="#">Information, Advice and Guidance in the Workplace</a>	1	3	27	30	HB1/1/NQ/259	K/618/2788
<a href="#">Information Management Skills</a>	1	3	27	30	GF1/1/NQ/001	M/618/2937
<a href="#">Manage Own Performance in a Business Environment</a>	1	2	14	20	AY4/1/NQ/003	M/618/2789

<a href="#">Managing Stress in the Workplace</a>	1	1	9	10	HB7/1/NQ/021	H/618/2790
<a href="#">Pay and Payslips</a>	1	1	9	10	AA4/1/NQ/001	D/507/0611
<a href="#">Personal Presentation in the Workplace</a>	1	1	9	10	HB6/1/NQ/009	K/504/9504
<a href="#">Planning and Completing a Project</a>	1	3	20	30	HD2/1/NQ/003	M/618/2792
<a href="#">Prioritisation Skills</a>	1	3	20	30	HD2/1/NQ/004	T/618/2793
<a href="#">Recognising and Respecting Diversity in the Workplace</a>	1	1	9	10	HC1/1/NQ/023	L/503/4896
<a href="#">Recognising Leadership Skills</a>	1	1	9	10	HD5/1/NQ/008	A/618/2794
<a href="#">Rights and Responsibilities in the Workplace</a>	1	1	8	10	HC1/1/NQ/025	T/504/5214
<a href="#">Time Management</a>	1	3	27	30	AF2/1/NQ/002	L/504/8717
<a href="#">Understanding Pay</a>	1	3	27	30	HB1/1/NQ/110	Y/504/8204
<a href="#">Understanding Pensions</a>	1	3	27	30	HC7/1/NQ/006	J/618/2796
<a href="#">Understanding Professional Relationships</a>	1	2	18	20	HB8/1/NQ/002	L/618/2797
<a href="#">Understanding Progression Opportunities</a>	1	1	9	10	HB2/1/NQ/004	R/618/2798
<a href="#">Understanding Structures in the Workplace</a>	1	2	18	20	HC1/1/NQ/026	H/54/9520

## 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>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 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 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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