



AIMQUALIFICATIONS

Level 1 Diploma in Employability and Development Skills

Qualification Number: 603/6263/7



Includes Endorsed Pathways:

Pathway 1 Personal Development

Pathway 2 Animal Care

Pathway 3 Building and Construction

Pathway 4 Carpentry and Joinery

Pathway 5 Childcare

Pathway 6 Computers and Software

Pathway 7 Employability

Pathway 8 Hair and Beauty

Pathway 9 Health and Social Care

Pathway 10 Horticulture

Pathway 11 Hospitality and Catering

Pathway 12 Performing Arts

Pathway 13 Retail Skills

Pathway 14 Sport and Leisure

Qualification Overview

Title:	AIM Qualifications Level 1 Diploma in Employability and Development Skills
Qualification Number:	603/6263/7
Level:	Level 1
Credit Value:	37 credits
Guided Learning Hours:	370 hours
Total Qualification Time:	370 hours
Qualification Objective:	<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>
Progression Routes:	<p>Learners can progress directly into employment or study at a higher level e.g. AIM Qualifications Level 2 Diploma in Employability and Development Skills.</p>
Entry requirements:	<p>There are no entry requirements for this qualification, except for a minimum age of 14.</p>
Assessment method(s):	<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 Diploma in Employability and Development Skills learners must achieve a minimum of 37 credits from any combination of units in Optional Groups A to O.

In order to achieve a Diploma in an Endorsed Pathway, learners must achieve a minimum of 37 credits. 25 credits must come from the Optional Unit Group for that Pathway. The remaining 12 credits may be made up from any combination of units in Optional Groups A to O.

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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 – Carpentry and Joinery – Pathway 4

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 E – Childcare – Pathway 5

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 F – Computers and Software – Pathway 6

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 G – Employability – Pathway 7

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
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 H – Hair and Beauty – Pathway 8

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 I - Health and Social Care - Pathway 9

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

Group J – Horticulture – Pathway 10

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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 K – Hospitality and Catering – Pathway 11

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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 L – Motor Vehicles

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 M – Performing Arts – Pathway 12

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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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
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

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
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 N – Retail Skills – Pathway 13

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
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 O – Sport and Leisure – Pathway 14

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

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 knowledge and understanding to carry out structured tasks and activities in familiar contexts; and Knows and understands the steps needed to complete structured tasks and activities in familiar contexts.	Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.

Extracted from 'After the QCF A New Qualification Framework' October 2015

Requirements to deliver the qualification

To offer this qualification, centres must ensure that tutors: hold or are working towards:

A relevant teaching qualification such as a:

- Level 3 Award in Education and Training; or
- Level 4 Certificate in Education and Training; or
- Level 3 or 4 PTLLS (or equivalent) and
- Has experience of working in, or teaching qualifications in the relevant sector areas, 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 the relevant sector areas, 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.

The information provided in this qualification specification is accurate at the time of publication but is subject to change. AIM Qualifications will occasionally update qualification information, so please refer to the 'AIM Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification specifications.

AIM Qualifications
Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA
Tel: (01902) 624230

Office Hours:
Monday to Thursday - 9.00 am to 5.00 pm
Friday - 9.00 am to 4.00 pm

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