



AIMQUALIFICATIONS

Level 2 Certificate in Employability and Development Skills

Qualification Number: 603/6265/0



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 and Land-based Studies

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

Pathway 16 Travel, Tourism and Hospitality

Pathway 17 Business Administration

Pathway 18 Business Skills

Qualification Overview

Title:	AIM Qualifications Level 2 Certificate in Employability and Development Skills
Qualification Number:	603/6265/0
Level:	Level 2
Credit Value:	15 credits
Guided Learning Hours:	150 hours
Total Qualification Time:	150 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:	Learners can progress directly into employment or study at a higher level.
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 2 Certificate in Employability and Development Skills learners must achieve 15 credits from any combination of units in Optional Groups A to R.

In order to achieve an Award in an Endorsed Pathway, learners must achieve a minimum of 15 credits from the unit group for that pathway.

Group A - Personal Development – Pathway 1

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Beliefs and Values	2	1	8	10	HB1/2/NQ/100	R/503/0963
Budgeting and Money Management	2	1	8	10	HD6/2/NQ/001	J/507/7004
Citizen Social Science	2	2	15	20	HB1/2/NQ/174	R/617/4832
Conflict Resolution	2	3	24	30	HB1/2/NQ/141	M/504/8726
Critical Thinking	2	3	24	30	HB1/2/NQ/085	A/505/1967
Developing Confidence and Self-Esteem	2	1	8	10	HB1/2/NQ/160	A/507/1099
Developing Own Interpersonal Skills	2	3	24	30	HB1/2/NQ/128	D/506/0662
Developing Personal Confidence and Self Awareness	2	3	24	30	HB1/2/NQ/129	D/504/8527
Equality and Diversity	2	3	24	30	HC4/2/NQ/014	R/505/1974
Improving Own Assertiveness and Decision Making Skills	2	3	24	30	HB6/2/NQ/008	F/505/8709
Improving Punctuation and Grammar Skills	2	3	24	30	HD3/2/NQ/021	L/504/8488
Learning from Volunteering	2	2	16	20	PT1/2/NQ/080	D/505/7194
Personal Development	2	3	24	30	HB1/2/NQ/163	K/507/7013

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Recognising and Dealing with Bullying	2	2	16	20	HB1/2/NQ/116	T/505/7301
Risk Management	2	1	8	10	AG8/2/NQ/001	Y/505/6738
Stress and Stress Management	2	3	24	30	HB3/2/NQ/003	H/504/8819
Teamwork Building Skills	2	3	24	30	HB1/2/NQ/134	H/504/8657
Time Management Skills	2	2	16	20	HB1/2/NQ/113	K/505/5500
Understanding and Managing Emotions	2	3	24	30	HF3/2/NQ/001	H/505/7195
Understanding Relationships	2	2	16	20	HB7/2/NQ/011	J/503/1009
Understanding Risk	2	1	8	10	HB1/2/NQ/106	F/503/1011
Working in a Group	2	3	24	30	HB1/2/NQ/093	A/505/2164

Group B – Animal Care – Pathway 2

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Animal Husbandry	2	3	24	30	SH2/2/NQ/004	T/617/1521
Care of Animals	2	1	9	10	SH2/2/NQ/005	A/617/1522
Communication in the Workplace	2	2	16	20	HC4/2/NQ/015	D/505/4456
Handle Animals	2	2	15	20	SP2/2/NQ/001	J/502/1466
Health and Safety in a Practical Environment	2	1	8	10	HC1/2/NQ/032	T/507/1182
Practical Animal Care	2	4	18	36	SN4/2/NQ/003	T/617/7755

Practical Animal Handling and Restraint	2	2	17	20	SN4/2/NQ/004	F/617/7712
Prepare Feed for Animals	2	2	15	20	SP2/2/NQ/006	Y/508/6404
Principles of Animal Health	2	2	18	20	SN4/2/NQ/005	L/617/7714
Principles of Hygiene, Cleaning and Disinfection in an Animal Care Environment	2	2	16	20	SN4/2/NQ/011	M/617/8399
Reception and Administrative Duties in an Animal Care Environment	2	3	25	30	SN4/2/NQ/008	D/617/7751
Selecting, Preparing and Maintaining Animal Accommodation	2	2	14	20	SP2/2/NQ/007	F/617/1523
Team Building Skills	2	3	24	30	HB1/2/NQ/134	H/504/8657
Veterinary Medicines in an Animal Care Environment	2	3	27	30	SN4/2/NQ/010	M/617/7754
Welcome, Receive and Care for Visitors to Sites	2	3	23	30	SF2/2/NQ/001	A/502/1609
Working in a Group	2	3	24	30	HB1/2/NQ/093	A/505/2164
Working with Animals	2	2	14	20	SP2/2/NQ/008	J/617/1524

Group C – Building and Construction – Pathway 3

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Build Brick and Block Walls	2	2	16	20	TG2/2/NQ/008	M/508/4948
Carry Out Maintenance and Minor Repairs	2	3	24	30	TH9/2/NQ/001	D/505/8426
Clean and Maintain External Surfaces and Areas	2	3	16	30	TH9/2/NQ/002	H/505/8427
Communication in the Workplace	2	2	16	20	HC4/2/NQ/015	D/505/4456
Developing Brickwork Bonding Skills	2	3	24	30	TG2/2/NQ/009	A/508/4998
Developing Woodwork Jointing Skills	2	3	24	30	TG7/2/NQ/011	L/508/4956
Health and Safety in Construction	2	3	24	30	TE1/2/NQ/001	D/505/4425
Identify and Cut Bricks and Blocks by Machine	2	1	8	10	TG2/2/NQ/010	R/508/4957
Identifying Types of Timber Used in Construction	2	3	24	30	TG7/2/NQ/007	H/505/4345
Introduction to Building and Construction	2	1	8	10	HC4/2/NQ/062	R/508/4960
Introduction to Self Employment	2	2	10	20	HC4/2/NQ/041	F/504/6530
Responsible Work Practice	2	1	8	10	HC1/2/NQ/017	A/505/4481
Solving Problems in the Workplace	2	3	24	30	HC4/2/NQ/020	K/505/4489
Teamwork Skills	2	3	24	30	HB1/2/NQ/099	D/505/4490
Understanding Risk	2	1	8	10	HB1/2/NQ/106	F/503/1011
Using and Maintaining Woodworking Tools	2	3	24	30	TG7/2/NQ/009	R/507/7023

Welcome, Receive and Care for Visitors to Sites	2	3	23	30	SF2/2/NQ/001	A/502/1609
Working in a Group	2	3	24	30	HB1/2/NQ/093	A/505/2164

Group D – Childcare – Pathway 4

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Child Minding	2	2	15	20	PT2/2/NQ/018	J/505/7190
Developing Skills for Listening to Children	2	3	24	30	HJ2/2/NQ/009	L/508/5881
Dyslexia	2	2	24	30	PT2/2/NQ/011	F/505/7365
Introduction to Child Care	2	1	8	10	HC4/2/NQ/065	D/508/5416
Language and Communication Development in Children	2	6	48	60	HF1/2/NQ/024	A/506/2581
Play for Early Learning	2	6	48	60	HF1/2/NQ/034	F/508/5442
Supporting a Child with Reading	2	3	24	30	HD5/2/NQ/001	D/508/5450
Supporting a Child with Writing	2	3	24	30	HD3/2/NQ/032	H/508/5451
Understanding Child Protection Theory	2	3	24	30	HF1/2/NQ/029	Y/508/5706
Understanding Children's Social and Emotional Development	2	3	24	30	HF1/2/NQ/032	R/508/5882
Understanding How Children Learn	2	3	24	30	HF1/2/NQ/033	M/508/5856
Understanding How to Meet the Physical Needs of Children	2	3	24	30	HF7/2/NQ/011	R/505/3305

Understanding the Care of Babies under Twelve Months	2	3	24	30	HF1/2/NQ/030	L/508/5878
Understanding the Importance of Play	2	3	24	30	HF1/2/NQ/031	R/508/5879

Group E – Computers and Software – Pathway 5

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Audio Software	2	3	27	30	CQ6/2/NQ/001	D/502/4390
Data Management Software	2	3	27	30	CY0/2/NQ/002	J/502/4559
Introduction to the Information and Communication Technology Sector	2	1	8	10	HC4/2/NQ/072	J/508/5426
IT Communication Fundamentals	2	2	18	20	CP4/2/NQ/001	D/502/4292
IT Software Fundamentals	2	3	20	30	CP0/2/NQ/009	K/505/6419
Presentation Software	2	4	30	40	CQ5/2/NQ/008	D/505/3260
Presentations and Slideshows	2	3	24	30	CQ5/2/NQ/003	L/505/2119
Spreadsheet Software	2	4	30	40	CP3/2/NQ/004	L/505/3299
Use Office Equipment	2	4	18	40	AY8/2/NQ/001	M/505/9127
Using Email	2	3	20	30	CR3/2/NQ/005	D/505/3310
Using Mobile IT Devices	2	2	15	20	CN4/2/NQ/003	H/505/3311
Using the Internet	2	4	30	40	CR3/2/NQ/006	K/505/3312
Word Processing Software	2	4	30	40	CQ1/2/NQ/004	M/505/3313

Group F – Employability – Pathway 6

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for a Job	2	1	10	10	HC6/2/NQ/008	Y/505/3175
Career Planning	2	3	24	30	HC1/2/NQ/027	F/504/8648
Communicating Information	2	1	8	10	HC7/2/NQ/003	A/504/7515
Communication in the Workplace	2	2	16	20	HC4/2/NQ/015	D/505/4456
Customer Care	2	3	24	30	HC4/2/NQ/016	H/505/4460
Customer Service Skills	2	3	24	30	HC4/2/NQ/054	R/507/1173
Data Protection and Confidentiality in a Working Environment	2	3	24	30	AJ4/2/NQ/001	H/505/6712
Exploring Job Opportunities	2	1	8	10	HC6/2/NQ/006	L/504/9494
Health and Safety in a Practical Environment	2	1	8	10	HC1/2/NQ/032	T/507/1182
Health and Safety in a Working Environment	2	3	24	30	HC4/2/NQ/059	D/507/7008
Interview Skills	2	1	10	10	HC6/2/NQ/007	D/505/3288
Introduction to Self Employment	2	2	10	20	HC4/2/NQ/041	F/504/6530
Investigating a Career	2	3	24	30	HC6/2/NQ/010	L/504/8572
Meet and Welcome Visitors	2	3	23	30	AY7/2/NQ/002	Y/505/3290
Pay and Payslips	2	1	8	10	AA4/2/NQ/001	D/507/0673
Personal Presentation in the Workplace	2	1	8	10	HB6/2/NQ/010	J/507/7228
Preparation for Work	2	3	27	30	HC4/2/NQ/061	F/507/7017
Principles of Resolving Customer Service Problems	2	2	10	20	NB1/2/NQ/002	M/505/6180

Problem Solving Skills	2	3	24	30	HB1/2/NQ/162	M/507/6056
Recognising and Respecting Diversity in the Workplace	2	1	8	10	HC1/2/NQ/021	A/504/9507
Responsible Work Practice	2	1	8	10	HC1/2/NQ/017	A/505/4481
Rights and Responsibilities in the Workplace	2	2	16	20	HC1/2/NQ/018	F/505/4482
Solving Problems in the Workplace	2	3	24	30	HC4/2/NQ/020	K/505/4489
Take Part in an Activity	2	1	8	10	HB1/2/NQ/147	K/505/9174
Team Building Skills	2	3	24	30	HB1/2/NQ/134	H/504/8657
Team Motivation	2	3	24	30	HB1/2/NQ/145	H/504/8853
Teamwork Skills	2	3	24	30	HB1/2/NQ/099	D/505/4490
The Employment Relationship	2	3	24	30	AJ2/2/NQ/001	K/505/6744
The Individual in Organisations	2	3	24	30	AA3/2/NQ/004	M/505/6745
Time Management Skills	2	2	16	20	HB1/2/NQ/113	K/505/5500
Understanding Change in the Workplace	2	2	16	20	HC4/2/NQ/021	H/505/4491
Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8	10	HB1/2/NQ/164	J/507/7021
Understanding Structures in the Workplace	2	3	24	30	HC1/2/NQ/019	M/505/4493
Welcome, Receive and Care for Visitors to Sites	2	3	23	30	SF2/2/NQ/001	A/502/1609
Work Experience	2	1	8	10	HC4/2/NQ/040	A/504/9362

Group G – Hair and Beauty – Pathway 7

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying Make-up	2	3	27	30	HL7/2/NQ/001	H/505/6418
Communication in the Workplace	2	2	16	20	HC4/2/NQ/015	D/505/4456
Customer Service Skills	2	3	24	30	HC4/2/NQ/054	R/507/1173
Dealing with Bookings	2	1	10	10	NA1/2/NQ/008	K/505/6176
Display Stock to Promote Sales in a Salon	2	3	24	30	HL6/2/NQ/001	M/505/6177
Health and Safety in a Practical Environment	2	1	8	10	HC1/2/NQ/032	T/507/1182
Introduction to Hairdressing and Beauty	2	1	8	10	HC4/2/NQ/066	K/508/5418
Nail Art	2	3	26	30	HL4/2/NQ/001	Y/505/6450
Personal Presentation in the Workplace	2	1	8	10	HB6/2/NQ/010	J/507/7228
Promote Products and Services to Clients in a Salon	2	3	28	30	HL6/2/NQ/005	A/508/5889
Provide Information and Advice to Customers in a Salon Environment	2	3	25	30	HL6/2/NQ/003	A/505/6182
Reception, Billing and Cashier Procedures for Front Office Staff	2	3	24	30	ND3/2/NQ/006	R/508/4943
Salon Reception Duties	2	3	24	30	HL6/2/NQ/006	M/508/5890
Shampoo and Condition Hair	2	1	10	10	HL7/2/NQ/002	A/505/6456
Solving Problems in the Workplace	2	3	24	30	HC4/2/NQ/020	K/505/4489
Team Motivation	2	3	24	30	HB1/2/NQ/145	H/504/8853
Teamwork Skills	2	3	24	30	HB1/2/NQ/099	D/505/4490

Group H – Horticulture and Land-based Studies – Pathway 8

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Establishing Plants or Seeds in Soil	2	4	30	40	SE2/2/NQ/010	A/502/1223
Introduction to Land Based Industries	2	1	8	10	HC4/2/NQ/031	R/504/9898
Maintain Moisture Levels for Crops or Plants	2	2	15	20	SE2/2/NQ/012	R/502/0854
Plant Nomenclature, Terminology and Identification	2	5	38	50	SE2/2/NQ/023	A/502/1979
Plant Propagation Skills	2	3	24	30	SE2/2/NQ/041	F/508/6462
Plant Selection	2	3	24	30	SE2/2/NQ/042	T/508/6443
Prepare and Cultivate Sites Ready for Planting Crops	2	4	30	40	SE2/2/NQ/025	A/502/0251
Provide Nutrients to Crops or Plants	2	2	15	20	SE2/2/NQ/014	L/502/0853
Select and Prepare Interior Plant Displays	2	6	45	60	SE2/2/NQ/020	A/502/1173
Understanding Grazing Systems	2	3	24	30	SA1/2/NQ/004	T/505/6472
Understanding How to Conserve Grass as Hay and Silage	2	3	24	30	SA1/2/NQ/005	A/505/6473
Understanding How to Grow Fruit and Vegetables	2	3	24	30	SE2/2/NQ/021	L/505/3304
Understanding Organic Horticulture	2	3	24	30	SE3/2/NQ/003	D/505/3307

Group I – Hospitality and Catering – Pathway 9

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Baking Bread, Pastry, Cakes and Biscuits	2	4	32	40	NE2/2/NQ/002	H/505/6158
Cooking with Meat, Fish and Vegetables	2	4	32	40	NE4/2/NQ/001	H/505/6175
Developing Cooking Skills	2	3	24	30	NF4/2/NQ/004	R/508/4909
Developing Good Practice Skills for use in the Kitchen	2	3	24	30	NH3/2/NQ/002	R/505/3286
Food Safety in Catering	2	1	9	10	NA1/2/NQ/002	Y/505/3287
Introduction to Catering	2	1	8	10	HC4/2/NQ/064	Y/508/5415
Preparation and Clearing of Service Areas	2	3	26	30	NA1/2/NQ/009	T/505/6178
Preparing Basic Fish Dishes	2	1	8	10	NF1/2/NQ/006	H/508/4929
Preparing Pasta Dishes	2	1	8	10	NF1/2/NQ/007	K/508/4933
Preparing Rice, Pulse and Grain Dishes	2	1	8	10	NF1/2/NQ/008	J/508/4938
Preparing Vegetable Dishes	2	1	8	10	NF1/2/NQ/009	J/508/4941
Principles of Food Safety when Providing Food and Drink for Individuals	2	2	15	20	PL5/2/NQ/006	L/508/6612
Principles of Preparing and Clearing Areas for Table Service	2	2	15	20	NB1/2/NQ/006	M/507/9667
Principles of Producing Basic Fish Dishes	2	1	8	10	NF1/2/NQ/001	K/505/3293
Principles of Producing Basic Pasta Dishes	2	1	8	10	NF1/2/NQ/002	M/505/3294
Principles of Producing Basic Rice, Pulse and Grain Dishes	2	1	8	10	NF1/2/NQ/003	T/505/3295

Principles of Producing Basic Vegetable Dishes	2	1	8	10	NF1/2/NQ/004	A/505/3296
Principles of Setting Up and Closing a Kitchen	2	1	7	10	NF6/2/NQ/002	L/508/4942
Service of Alcoholic and Non-Alcoholic Drinks	2	1	10	10	NB2/2/NQ/001	F/505/6183
Service of Food at Table	2	1	10	10	NB1/2/NQ/004	J/505/6184
Understanding Food Hygiene	2	3	24	30	NF1/2/NQ/005	M/505/6471
Using Grains, Pulses and Dairy Produce in Cooking	2	3	24	30	NB1/2/NQ/014	D/508/4945

Group J – Motor Vehicles – Pathway 10 Future development

Group K – Performing Arts – Pathway 11

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Acting Skills	2	4	40	40	LC4/2/NQ/002	T/504/7125
Applying Make-up	2	3	26	30	HL7/2/NQ/001	H/505/6418
Backstage Skills	2	3	27	30	LE1/2/NQ/002	F/504/7127
Costume for Performance	2	3	27	30	LE5/2/NQ/002	D/504/7135
Design for Performance	2	6	50	60	LE2/2/NQ/001	K/504/7137
Devising Drama	2	3	24	30	LC4/2/NQ/001	M/504/7138
Discovering Music	2	3	27	30	JA1/2/NQ/020	T/508/4997
DJ Skills	2	3	25	30	LK4/2/NQ/002	F/505/7527
Exploring a Career in the Creative Sector	2	2	16	20	LC4/2/NQ/022	K/508/5001
Group Devised Drama Project	2	3	24	30	LC4/2/NQ/003	T/504/7139

Health and Safety for Performing Arts	2	2	16	20	LE1/2/NQ/001	M/504/7141
Improvisation and Performance	2	3	24	30	LC4/2/NQ/004	A/504/7143
Introduction to the Creative Industries	2	1	8	10	HC4/2/NQ/071	Y/508/5009
Making Dance	2	3	24	30	LB5/2/NQ/002	K/504/7154
Music for Performance	2	3	24	30	LF5/2/NQ/004	T/504/7156
Music Improvisation and Performance Skills	2	3	24	30	LC4/2/NQ/023	L/508/5010
Music Journalism	2	6	48	60	KD3/2/NQ/001	R/505/7533
Musical Ensemble Skills	2	6	52	60	LF1/2/NQ/002	M/504/7155
Oral Storytelling for Performance	2	3	24	30	LC4/2/NQ/006	A/504/7157
Performing in a Production	2	3	24	30	LE1/2/NQ/003	A/504/7160
Performing Physical Theatre	2	3	24	30	LC1/2/NQ/001	J/504/7162
Planning and Building a Set	2	3	27	30	LE2/2/NQ/002	M/504/7169
Promoting a Performing Arts Event	2	4	30	40	LC4/2/NQ/007	M/504/7172
Set and Meet Goals in the Performing Arts	2	3	24	30	LC4/2/NQ/008	F/504/7175
Sound and Audio Production Skills	2	3	26	30	LK1/2/NQ/009	D/505/7535
Teamwork and Communication Skills for Performing Arts	2	3	24	30	LE1/2/NQ/004	H/504/7184
Technical Skills for Performance	2	4	35	40	LE1/2/NQ/005	K/504/7185
The Internet as a Tool for Music Promotion	2	3	24	30	LK3/2/NQ/001	M/504/7186
Using a Digital Audio Workstation	2	3	30	30	LK1/2/NQ/003	T/504/7187

Working in the Performing Arts	2	3	24	30	LC4/2/NQ/009	A/504/7188
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Group L – Retail Skills – Pathway 12

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Communication in the Workplace	2	2	16	20	HC4/2/NQ/015	D/505/4456
Customer Service Skills	2	3	24	30	HC4/2/NQ/054	R/507/1173
Developing Confidence and Self-Esteem	2	1	8	10	HB1/2/NQ/160	A/507/1099
Display and Sell Goods	2	3	24	30	BC3/2/NQ/007	M/505/8429
Health and Safety in a Practical Environment	2	1	8	10	HC1/2/NQ/032	T/507/1182
Introduction to Retail	2	1	8	10	HC4/2/NQ/070	A/508/5424
Personal Presentation in the Workplace	2	1	8	10	HB6/2/NQ/010	J/507/7228
Team Building Skills	2	3	24	30	HB1/2/NQ/134	H/504/8657
Team Motivation	2	3	24	30	HB1/2/NQ/145	H/504/8853
Teamwork Skills	2	3	24	30	HB1/2/NQ/099	D/505/4490
Understanding Contributions to the Effectiveness of a Retail Business	2	3	22	30	BC3/2/NQ/013	J/508/5880
Understanding Customer Service in the Retail Sector	2	3	22	30	BA3/2/NQ/003	F/508/5876
Understanding Environmental Sustainability in the Retail Sector	2	3	16	30	BC3/2/NQ/014	H/508/5871

Understanding How a Retail Business Maintains Health and Safety on its Premises	2	2	15	20	BC3/2/NQ/008	D/508/5870
Understanding How Individuals and Teams Contribute to the Effectiveness of a Retail Business	2	3	22	30	BC3/2/NQ/009	K/508/5869
Understanding Retail Consumer Law	2	2	16	20	EC3/2/NQ/003	R/508/5834
Understanding the Control, Receipt and Storage of Stock in a Retail Business	2	2	17	20	BC3/2/NQ/010	T/508/5776
Understanding the Handling of Customer Payments in a Retail Business	2	1	8	10	BC3/2/NQ/011	Y/508/5835
Understanding the Retail Selling Process	2	2	15	20	BC3/2/NQ/012	F/508/5764

Group M – Sport and Leisure – Pathway 13

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basketball	2	3	24	30	MA2/2/NQ/001	H/505/7228
Effects of Exercise on the Body Systems	2	3	24	30	MA2/2/NQ/002	K/505/7229
Healthy Lifestyles	2	2	16	20	HJ1/2/NQ/003	F/503/0974
Introduction to Sport and Leisure	2	1	8	10	MA1/2/NQ/015	F/508/5425
Narrow Boat Navigation	2	3	24	30	NM6/2/NQ/001	J/507/3681
Nutrition and Weight Management	2	6	48	60	PA1/2/NQ/026	A/508/5438
Personal Physical Fitness	2	3	24	30	MA2/2/NQ/003	D/505/7230
Soccer	2	3	24	30	MA2/2/NQ/004	A/505/9003

Sport Activity	2	3	24	30	MA2/2/NQ/005	K/505/7232
Taking Part in Sport for Personal Improvement	2	3	24	30	MA1/2/NQ/008	M/505/7233
Understanding Nutrition, Performance and Healthy Eating	2	3	24	30	PA1/2/NQ/027	M/508/5873
Understanding the Leisure Industry	2	3	24	30	NL1/2/NQ/002	T/508/5907
Weight Training - Practical	2	6	48	60	MD9/2/NQ/001	T/505/7234
Weight Training - Theory	2	6	48	60	MD9/2/NQ/002	A/505/7235
Wilderness Living and Survival Skills Campfire, Tool Craft and Orientation Skills	2	3	24	30	MA8/2/NQ/015	T/505/9002
Wilderness Living and Survival Skills, Shelter and Travel Craft	2	3	24	30	MA8/2/NQ/013	L/505/7238
Wilderness Living and Survival Skills, Water, Food and Trail Craft	2	3	24	30	MA8/2/NQ/014	J/505/7237

Group N – Carpentry and Joinery – Pathway 14

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Building Services Techniques in Construction	2	4	32	40	TH1/2/NQ/001	D/505/4375
Common Plumbing Practices	2	3	24	30	TH3/2/NQ/009	T/508/4952
Developing Woodwork Jointing Skills	2	3	24	30	TG7/2/NQ/011	L/508/4956
Electrical Operations	2	4	32	40	TH2/2/NQ/003	K/505/4377
Exploring Carpentry and Joinery	2	3	25	30	TG7/2/NQ/006	R/505/4339
Exploring Plastering and Dry-lining Operations	2	3	25	30	TG8/2/NQ/007	Y/505/4343
Lighting and Power Circuits	2	3	24	30	TH2/2/NQ/002	L/505/4257
Plastering Techniques	2	3	24	30	TG8/2/NQ/009	A/507/7016
Plumbing Operations	2	4	32	40	TH3/2/NQ/007	M/505/9919
Roofing Operations	2	4	32	40	TG6/2/NQ/001	T/505/4379
Trowel Operations	2	4	32	40	TG2/2/NQ/004	M/505/4381
Using and Maintaining Woodworking Tools	2	3	24	30	TG7/2/NQ/009	R/507/7023
Wall and Floor Tiling	2	4	32	40	TG4/2/NQ/001	T/505/4382
Wallpapering Skills	2	3	24	30	TG8/2/NQ/010	H/507/7026

Group O – Health and Social Care – Pathway 15

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Ageing and the Older Person	2	3	24	30	PT2/2/NQ/025	H/508/5434
Awareness of Models of Disability	2	2	15	20	PA1/2/NQ/012	R/508/1637
Awareness of Sensory Loss	2	2	16	20	PA9/2/NQ/009	R/508/1640
Care Planning Skills for the Care Worker	2	3	24	30	PA1/2/NQ/028	K/508/5435
Contribute to Health and Safety in Health and Social Care	2	4	33	40	PT1/2/NQ/099	L/508/3502
Dementia Awareness	2	2	17	20	PT1/2/NQ/085	F/508/1746
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	1	9	10	PT1/2/NQ/023	H/601/5474
Introduction to Health and Social Care	2	1	8	10	HC4/2/NQ/067	H/508/5420
Introductory Awareness of Autistic Spectrum Conditions	2	2	17	20	PT1/2/NQ/087	T/508/2019
Principles of Communication in Adult Social Care Settings	2	2	17	20	PT1/2/NQ/024	L/602/2905
Principles of Diversity, Equality and Inclusion in Adult Social Care Settings	2	2	18	20	PT1/2/NQ/025	H/602/3039
Principles of Personal Development in Adult Social Care Settings	2	2	17	20	PT1/2/NQ/026	L/602/3035
Principles of Safeguarding and Protection in Health and Social Care	2	3	26	30	PT1/2/NQ/027	A/601/8574

Providing Personal Care in Care Settings	2	3	24	30	PA1/2/NQ/029	H/508/5448
Safeguarding Adults	2	2	16	20	PR4/2/NQ/004	K/507/1888
Stroke Awareness	2	3	28	30	HF8/2/NQ/001	J/508/2171
Support Care Plan Activities	2	2	13	20	HF8/2/NQ/002	L/508/2172
Support Individuals to Eat and Drink	2	2	15	20	PT1/2/NQ/089	T/508/2182
Support Person Centred Thinking and Planning	2	5	34	50	PR3/2/NQ/001	M/508/2231
The Principles of Infection Prevention and Control	2	3	30	30	PL3/2/NQ/002	R/508/2254
The Role of the Care Worker in Caring for the Person with Dementia	2	3	24	30	PT1/2/NQ/110	L/508/5458
The Role of the Health and Social Care Worker	2	2	14	20	PS1/2/NQ/002	J/508/2252
Understand Health and Safety in Social Care Settings	2	4	40	40	PT1/2/NQ/028	R/602/3179
Understand How to Handle Information in Social Care Settings	2	1	9	10	PT1/2/NQ/074	A/505/3301
Understand How to Handle Information in Social Care Settings	2	1	9	10	PT1/2/NQ/029	Y/602/3118
Understand Person-Centred Approaches in Adult Social Care Settings	2	4	34	40	PT1/2/NQ/030	J/602/3180
Understand the Context of Supporting Individuals with Learning Disabilities	2	4	35	40	PR4/2/NQ/011	J/508/2347
Understand the Role of the Social Care Worker	2	1	9	10	PT1/2/NQ/031	A/602/3113
Understanding Continence Care	2	3	24	30	PT2/2/NQ/026	L/508/5850

Understanding Disability, Society and the Law	2	3	24	30	PT1/2/NQ/111	D/508/5853
Understanding Hearing Impairment	2	3	24	30	PT2/2/NQ/027	H/508/5854
Understanding Human Behaviour in Relationships	2	3	24	30	HJ2/2/NQ/007	J/505/1681
Understanding Mental Health in Adults	2	2	12	20	PS2/2/NQ/002	K/505/7196
Understanding Record Keeping for the Care Worker	2	3	24	30	PA6/2/NQ/005	J/508/5877
Understanding Visual Impairment	2	3	24	30	PT2/2/NQ/028	L/508/5508
Working with Dignity in Health and Social Care	2	3	24	30	PT2/2/NQ/024	R/506/6345

Group P –Travel, Tourism and Hospitality – Pathway 16

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Cleaning and Servicing of Hospitality Areas	2	3	24	30	NA1/2/NQ/007	Y/505/6173
Customer Service for the Travel and Tourism Industry	2	3	24	30	NK1/2/NQ/006	D/508/6064
Dealing with Bookings	2	1	10	10	NA1/2/NQ/008	K/505/6176
Hotel Reservations	2	3	24	30	NA1/2/NQ/018	J/508/4910
Housekeeping in Hospitality	2	3	24	30	ND4/2/NQ/004	A/508/4919
Introduction to Hospitality	2	1	8	10	HC4/2/NQ/068	D/508/4928
Introduction to Travel and Tourism	2	1	8	10	HC4/2/NQ/073	R/508/5428
Principles of Customer Service in Hospitality Leisure Travel and Tourism	2	2	16	20	NA1/2/NQ/003	M/505/3179

The Business of Travel and Tourism	2	3	24	30	NK2/2/NQ/011	F/508/5988
Travel and Tourism Support Services	2	4	32	40	NK2/2/NQ/005	K/505/6291
Travel Planning	2	3	24	30	NK2/2/NQ/006	M/505/6292
UK Travel and Tourism Destinations	2	3	24	30	NK2/2/NQ/003	K/505/3262
Understanding Airline and Airport Operations	2	3	18	30	NK2/2/NQ/007	T/505/6293
Understanding Careers in Leisure and Tourism	2	3	24	30	MA1/2/NQ/007	J/505/3303
Understanding Hotel Reservation Systems	2	3	24	30	ND3/2/NQ/007	Y/508/4944
Understanding the Environmental Impact of Leisure and Tourism in the UK	2	3	24	30	NK1/2/NQ/007	L/508/5914
Understanding the Tourism Industry	2	3	24	30	NK1/2/NQ/004	H/505/3308
Understanding the Travel and Tourism Industry	2	3	24	30	NK1/2/NQ/008	K/508/5905
Understanding the Use of Technology in Travel and Tourism	2	3	24	30	NK2/2/NQ/012	R/508/5901
Understanding the Work of a Resort Representative	2	3	24	30	NK2/2/NQ/013	L/508/5900
Welcome, Receive and Care for Visitors to Sites	2	3	23	30	SF2/2/NQ/001	A/502/1609
Worldwide Travel and Tourism Destinations	2	3	27	30	NK2/2/NQ/009	A/505/6294

Group Q – Business Administration – Pathway 17

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Administer Finance	2	4	21	40	AB2/2/NQ/005	T/508/0870
Administer Human Resource Records	2	3	28	30	AJ2/2/NQ/003	F/508/0452
Administer Parking Dispensations	2	3	25	30	AC3/2/NQ/001	J/508/0453
Administer the Recruitment and Selection Process	2	3	25	30	AY6/2/NQ/012	Y/508/0456
Buddy a Colleague to Develop Their Skills	2	3	19	30	AZ3/2/NQ/001	R/508/0469
Contribute to the Organisation of an Event	2	3	23	30	AF6/2/NQ/003	R/508/0472
Employee Rights and Responsibilities	2	2	16	20	AC4/2/NQ/001	Y/508/0473
Handle Mail	2	3	15	30	AZ3/2/NQ/005	D/508/0474
Maintain and Issue Stationery and Supplies	2	3	18	30	AZ3/2/NQ/006	H/508/0475
Organise Business Travel or Accommodation	2	4	23	40	AF6/2/NQ/004	A/508/0479
Prepare Text from Notes Using Touch Typing	2	4	26	40	AZ1/2/NQ/001	M/508/0480
Prepare Text from Recorded Audio Instruction	2	4	15	40	AZ1/2/NQ/002	T/508/0481
Prepare Text from Shorthand	2	6	46	60	AZ2/2/NQ/001	F/508/0483
Produce Business Documents	2	3	24	30	AZ3/2/NQ/008	Y/508/0490
Produce Minutes of Meetings	2	3	13	30	AF6/2/NQ/005	K/508/0493

Provide Administrative Support for Meetings	2	4	28	40	AF6/2/NQ/006	D/508/0510
Store and Retrieve Information	2	4	19	40	AY5/2/NQ/008	F/508/0516

Group R – Business Skills – Pathway 18

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Advertising Practice	2	3	24	30	JA1/2/NQ/022	R/508/4988
Business Development	2	3	24	30	AA3/2/NQ/001	R/505/6706
Business Skills	2	3	24	30	AY6/2/NQ/005	Y/505/6707
Business Studies	2	3	24	30	AY5/2/NQ/001	D/505/6708
Communicate in a Business Environment	2	3	18	30	AY6/2/NQ/002	L/505/3285
International Aspects of Business	2	3	24	30	AA3/2/NQ/002	R/505/6723
Introduction to Business Administration	2	1	8	10	HC4/2/NQ/063	R/508/5414
Leaflet and Poster Production and Distribution	2	2	16	20	KA2/2/NQ/002	J/505/7531
Manage Own Performance in a Business Environment	2	2	16	20	AY6/2/NQ/007	L/505/6364
Marketing	2	3	24	30	BA1/2/NQ/002	K/505/6730
Marketing Research	2	3	24	30	BA1/2/NQ/003	A/505/6733
Minute Taking	2	3	24	30	AF6/2/NQ/002	L/505/6736
Negotiation Skills	2	3	24	30	HB1/2/NQ/127	Y/504/7781
Solve Business Problems	2	3	24	30	AY5/2/NQ/005	R/505/6365
Understanding Business Organisations	2	3	24	30	AY7/2/NQ/005	J/508/5765

Understanding the Business Environment	2	3	24	30	AY5/2/NQ/009	L/508/5766
Work in a Business Environment	2	2	18	20	AY6/2/NQ/003	T/505/3314
Work with Other People in a Business Environment	2	3	24	30	AY6/2/NQ/013	R/508/5767

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 2	<p>Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straight-forward problems.</p> <p>Can interpret relevant information and ideas.</p> <p>Is aware of a range of information that is relevant to the area of study or work.</p>	<p>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective actions have been.</p>

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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