



AIMQUALIFICATIONS

Level 3 Award in Delivering Information, Advice or Guidance

Qualification Number: 601/0362/0



Qualification Overview

Title:	AIM Qualifications Level 3 Award in Delivering Information, Advice or Guidance
Qualification Number:	601/0362/0
Level:	Level 3
Credit Value:	9 credits
Guided Learning Hours:	63 hours
Total Qualification Time:	86 hours
Qualification Objective:	<p>This qualification can be used flexibly to meet learner needs. Depending on the context of the learning and the needs of each individual learner the Level 3 Award can:</p> <ul style="list-style-type: none">● Develop knowledge and/or skills in order to gain recognition at a higher level or any different role● Develop knowledge and/or skills relevant to a particular specialisation within an occupation or set of occupations● Update knowledge and/or skills relating to technical, process or best practices changes and requirements <p>These Qualifications are designed to:</p> <ul style="list-style-type: none">● Develop effective practice in area of IAG● Understand the role and boundaries of an IAG worker● Enhance existing practice in area of IAG● Identify the IAG needs of clients● Broaden knowledge in own area of IAG● Be able to signpost clients onto relevant services.
Progression Routes:	<p>This qualification is suitable for those who already deliver Information, Advice, and Guidance work, either paid or as a volunteer. This will enable learners to make informed choices and develop further skills in the area of advice work.</p>
Entry requirements:	<p>There are no entry requirements for this qualification, except for a minimum age of 19. This is due to the complex nature of advice work and the level of competence required from the learner.</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 3 Award in Delivering Information, Advice or Guidance, learners must achieve the **9** credits from the Mandatory unit group.

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying Interaction Skills for Information, Advice and Guidance	3	6	42	60	PS3/3/NQ/004	J/502/7994
Information, Advice or Guidance - Principles and Practice	3	3	21	30	PS3/3/NQ/010	A/502/8950

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 3	Ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.	Use factual, procedural, and theoretical understanding to complete tasks and address problems Interpret and evaluate relevant information and ideas Be aware of the nature of the area of study or work Have awareness of different perspectives or approaches within the area of study or work

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

Requirements to deliver the qualification

Centres wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

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 and Assessment Group

Registered Office:

3 Pride Point Drive
Pride Park
Derby
DE24 8BX

Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA

Office Hours:

Monday to Thursday - 9.00 am to 5.00 pm
Friday - 9.00 am to 4.00 pm

Tel: 0 8 4 4 2 2 5 3 3 7 7