



Level 3 Award in

Qualification Number: 603/0679/8



Qualification Overview

Title:	AIM Qualifications Level 3 Award in Employability and Leadership Skills
Qualification Number:	603/0679/8
Level:	Level 3
Credit Value:	10 credits
Guided Learning Hours:	84 hours
Total Qualification Time:	100 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 qualification can:</p> <ul style="list-style-type: none">● prepare individuals to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding;● prepare learners for employment;● support a role in the workplace;● encourage engagement in learning. <p>This qualification has been designed to enable learners to:</p> <ul style="list-style-type: none">● Develop a range of employability skills;● gain workplace leadership skills;● acquire transferable skills;● develop personal skills and increase confidence.
Progression Routes:	Learners are equipped to provide leadership roles encouraging employability especially when considering different career and progression options. The qualifications also meet the needs of learners engaged in 16-19 study programmes and those undertaking traineeships.

This qualification is withdrawn as of 31/10/2025, the final certification date is 31/10/2028

Entry requirements:	There are no entry requirements for this qualification, except for a minimum age of 16. Centres ought to satisfy themselves that learners have a level of maturity appropriate for units included in the courses that they offer.
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 3 Award in Employability and Leadership Skills, learners must achieve 10 credits from the Mandatory unit group.

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

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Analyse and Present Business Data	3	6	24	50	AY5/3/NQ/002	L/508/0664
Analyse and Report Data	3	6	30	58	AY5/3/NQ/001	Y/601/2538
Applying Coaching Skills to Improve Performance within an Organisation	3	3	21	30	MA4/3/NQ/002	A/505/4822
Applying Interaction Skills for Information, Advice or Guidance	3	6	42	60	PS3/3/NQ/004	J/502/7994
Approaches to Counselling Skills	3	3	20	30	PS1/3/NQ/001	M/504/8211
Building a Personal Career Portfolio	3	3	21	30	HB1/3/NQ/014	A/504/7496
Chair and Lead Meetings	3	3	10	28	AF6/3/NQ/001	M/508/1029
Communication in the Workplace	3	3	21	30	HC1/3/NQ/003	L/504/7521
Contribute to the Improvement of Business Performance	3	6	33	55	AB2/3/NQ/001	Y/508/0909
Database Software	3	6	45	55	CP2/3/NQ/001	T/502/4556
Desktop Publishing Software	3	5	40	50	CQ2/3/NQ/001	H/502/4567

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Developing Interpersonal Skills	3	1	7	10	HB7/3/NQ/002	M/507/8549
Developing Leadership Skills	3	3	21	30	HB1/3/NQ/026	J/615/2827
Developing Personal Study Skills	3	6	42	60	HB1/3/NQ/027	L/615/2828
Developing Presentation Skills	3	3	21	30	HB1/3/NQ/028	R/615/2829
Developing Research Skills	3	6	42	60	HB1/3/NQ/029	J/615/2830
Implement Change	3	5	28	45	AG1/3/NQ/005	H/508/1044
Improving Own Learning and Performance	3	3	21	30	HB1/3/NQ/020	F/504/8276
Information, Advice or Guidance – Principles and Practice	3	3	21	30	PS3/3/NQ/010	A/502/8950
Learning Champions in the Workplace	3	3	21	30	GB8/3/NQ/001	R/505/7418
Manage an Office Facility	3	4	21	36	AB2/3/NQ/002	A/508/0921
Manage Individuals' Development in the Workplace	3	3	10	27	AJ5/3/NQ/001	T/508/1047
Managing Your Own Learning	3	3	21	30	HB1/3/NQ/021	A/505/8742
Mentoring Practice	3	3	24	30	HB1/3/NQ/025	K/506/5850
Monitor Information Systems	3	8	53	75	AY5/3/NQ/003	T/508/0450
Negotiate in a Business Environment	3	4	18	38	AY5/3/NQ/006	L/508/0924

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Nutrition and Healthy Eating	3	3	21	30	PS3/3/NQ/025	M/504/8967
Participate in a Project	3	3	19	28	AG6/3/NQ/001	J/508/0548
Personal Career Planning	3	3	21	30	HC1/3/NQ/004	J/505/8680
Personal Career Preparation	3	1	7	10	HC1/3/NQ/005	K/505/6047
Presentation Software	3	6	45	55	CQ0/3/NQ/003	F/508/1164
Principles of Coaching within an Organisation	3	6	42	60	GB7/3/NQ/001	T/505/4821
Principles of Digital Marketing and Research	3	7	50	66	BF2/3/NQ/001	J/508/1232
Principles of Marketing and Evaluation	3	7	50	68	BA1/3/NQ/004	T/508/1243
Principles of Social Media within a Business	3	6	42	60	BF2/3/NQ/002	M/508/1256
Problem Solving Skills	3	3	21	30	HB1/3/NQ/022	D/506/4579
Project Management Software	3	5	40	50	CP6/3/NQ/001	H/502/4620
Recognising Employment Opportunities	3	1	7	10	HC4/3/NQ/007	D/504/8687
Research Skills for Academic Study	3	2	10	20	HC7/3/NQ/001	J/504/8991
Resolve Customers' Complaints	3	4	22	36	AB2/3/NQ/005	F/508/1584
Spreadsheet Software	3	6	45	55	CP3/3/NQ/002	K/508/1174

Support Individuals who are Bereaved	3	4	30	40	PT1/3/NQ/030	A/601/7909
Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Theory of Team Building Skills	3	3	21	30	HB1/3/NQ/023	F/504/8715
Understand Mental Well-Being and Mental Health Promotion	3	3	14	30	PR4/3/NQ/019	M/508/2343
Understand the Customer Service Environment	3	5	40	55	AY4/3/NQ/001	T/508/1260
Understanding Employment Rights, Contracts and Pay	3	3	21	30	HC4/3/NQ/011	L/615/2831
Understanding Social Diversity in the Community	3	1	7	10	HE4/3/NQ/003	Y/615/2833
Understanding Stress and Stress Management Techniques	3	4	28	40	HB3/3/NQ/004	R/615/2832
Undertaking an Enterprise Project	3	6	42	60	HC4/3/NQ/009	K/504/8868
Using Coaching Skills	3	4	30	40	GB7/3/NQ/002	M/505/4820
Using Teamwork Skills	3	3	21	30	HB1/3/NQ/024	Y/506/1423
Website Software	3	5	40	48	CQ0/3/NQ/004	J/508/1179
Word Processing Software	3	6	45	58	CQ1/3/NQ/002	A/508/1180
Work Experience	3	1	7	10	HC4/3/NQ/010	R/505/5829

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	<p>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine.</p> <p>Can interpret and evaluate relevant information and ideas.</p> <p>Is aware of the nature of the area of study or work.</p> <p>Is aware of different perspectives or approaches within the area of study or work.</p>	<p>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>

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
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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