



Please note the L3 Award in Understanding the Principles and Practices of Assessment will be withdrawn from any new learner registrations on 31/07/2020. Please contact AIM for further information on 01332 341822.

AIM Qualifications

Suite of Assessor Qualifications

**L3 Award in Understanding the Principles and Practices of Assessment
WITHDRAWN ON 31/07/2020**

“

I would like to convey my thanks to you all at AIM for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Centre

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Document Version History

Version Number	Date	Description
2	26/11/2018	Update to TQT value and credit removed (pages 8-9) Credit removed (pages 12-13)
3	15/02/2019	Following review credit applied and TQT value updated (pages 8-9) Credit applied (pages 12-13)
4	26/06/2019	Qualification withdrawn and end dates for Level 3 Award in Understanding the Principles and Practices of Assessment (page 8): Operational End Date added: 31/07/2020 Certification End Date added: 31/07/2023
5	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 8-9)
6	October 2020	Added 'Extended ERF Adaptation - Education' to Appendix (page 21) Added information about adapted qualifications to 'About this Qualification' section (page 7)
7	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 7) (page 21)
8	May 2022	Review date updated to 31/12/2023 for the following qualifications: 600/6348/8 Level 3 Certificate in Assessing Vocational Achievement 600/6350/6 Level 3 Award in Assessing Vocationally Related Achievement 600/6351/8 Level 3 Award in Assessing Competence in the Work Environment
9	October 2022	Removed 'VCRF adaptation/guidance' (from page 7)

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Introduction

Welcome to the AIM Suite of Assessor Qualification Handbook. This Handbook contains everything you need to know about this qualification and is intended for Tutors, Assessors, Internal Verifiers and other staff involved with the planning, delivery and assessment.

This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

About Us

AIM is a national and international Awarding Organisation. We offer a large number of regulated qualifications at different levels and in a wide range of subject areas, Access to Higher Education Diplomas and End Point Assessments. Our products are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally. We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

Qualification Overview

About this Qualification

The Suite of Assessor qualifications is suitable for learners aspiring to or currently undertaking an assessor role. The suite comprises the following qualifications:

- **The AIM Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment (600/6349/X)** is a knowledge based qualification suitable for those who wish to gain an understanding of the principles and practice of assessment without any requirement to demonstrate competence as an assessor.
- **The AIM Qualifications Level 3 Award in Assessing Vocationally Related Achievement (600/6350/6)** is for assessors who deliver non-NVQ or non-competence-based vocational qualifications within the RQF.
The AIM Qualifications Level 3 Award in Assessing Vocationally Related Achievement (600/6350/6)
- **The AIM Qualifications Level 3 Award in Assessing Competence in the Work Environment (600/6351/8)** is for assessors who deliver qualifications that use the term ‘NVQ’ in their title and for other non-NVQ qualifications which confirm occupational competence.
The AIM Qualifications Level 3 Award in Assessing Competence in the Work Environment (600/6351/8)
- **The AIM Qualifications Level 3 Certificate in Assessing Vocational Achievement (600/6348/8)** is for assessors whose role involves the assessment of both occupational competence and vocationally related achievement.
The AIM Qualifications Level 3 Certificate in Assessing Vocational Achievement (600/6348/8)

These qualifications are specified as a requirement by some Awarding Organisations and Sectors Skills Councils in order to assess certain qualifications, successful achievement will help the learner evidence this demand.

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Qualification Details

Qualification	
AIM Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment	
Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	01/08/2012
Operational End Date	31/07/2020
Certification End Date	31/07/2023
Sector	13.1 Teaching and Lecturing
Qualification Number	600/6349/X
Learning Aim Reference	6006349X
Credit Value	3
Guided Learning Hours (GLH)	24
Total Qualification Time (TQT)	30
Learner Age	16+

Qualification	
AIM Qualifications Level 3 Award in Assessing Vocationally Related Achievement	
Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	01/08/2012
Review Date	31/12/2023
Sector	13.1 Teaching and Lecturing
Qualification Number	600/6350/6
Learning Aim Reference	60063506
Credit Value	9
Guided Learning Hours (GLH)	54
Total Qualification Time (TQT)	90
Learner Age	16+

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Qualification	
AIM Qualifications Level 3 Award in Assessing Competence in the Work Environment	
Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	01/08/2012
Review Date	31/12/2023
Sector	13.1 Teaching and Lecturing
Qualification Number	600/6351/8
Learning Aim Reference	60063518
Credit Value	9
Guided Learning Hours (GLH)	54
Total Qualification Time (TQT)	90
Learner Age	16+

Qualification	
AIM Qualifications Level 3 Certificate in Assessing Vocational Achievement	
Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	01/08/2012
Review Date	31/12/2023
Sector	13.1 Teaching and Lecturing
Qualification Number	600/6348/8
Learning Aim Reference	60063488
Credit Value	15
Guided Learning Hours (GLH)	84
Total Qualification Time (TQT)	150
Learner Age	16+

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Total Qualification Time and Guided Learning Hours

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

Progression Opportunities

Learners may progress into further learning in related areas such as Assessor, Internal or External Quality Assurance Qualifications.

Entry Guidance

Candidates taking the competence units need to have access to learners in order to carry out assessments.

Qualification Dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource Requirements

There are no specific resource requirements for these qualifications.

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Qualification Structure

Section Two

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Qualification Structure and Components

This section details the rules of combinations for this qualification. Select the component titles to view the component details.

Rules of combination for: AIM Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment WITHDRAWN ON 31/07/2020					
To achieve this qualification learners must complete the single essential component.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Essential					
01	D/601/5313	Understanding the Principles and Practices of Assessment	Three	24	3

Rules of combination for: AIM Qualifications Level 3 Award in Assessing Vocationally Related Achievement					
To achieve this qualification learners must complete all the essential components.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Essential					
01	F/601/5319	Assess Vocational Skills, Knowledge and Understanding	Three	30	6
02	D/601/5313	Understanding the Principles and Practices of Assessment	Three	24	3

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Rules of combination for: AIM Qualifications Level 3 Award in Assessing Competence in the Work Environment					
To achieve this qualification learners must complete all the essential components.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Essential					
01	H/601/5314	Assess Occupational Competence in the Work Environment	Three	30	6
02	D/601/5313	Understanding the Principles and Practices of Assessment	Three	24	3

Rules of combination for: AIM Qualifications Level 3 Certificate in Assessing Vocational Achievement					
To achieve this qualification learners must complete all the essential components.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Essential					
01	H/601/5314	Assess Occupational Competence in the Work Environment	Three	30	6
02	F/601/5319	Assess Vocational Skills, Knowledge and Understanding	Three	30	6
03	D/601/5313	Understanding the Principles and Practices of Assessment	Three	24	3

Assessment

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Centre Staff Requirements

As an Awarding Organisation, we require that:

Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

Assessors have up-to-date working knowledge and experience of best practice in assessment and quality assurance. Suitable teaching qualifications include:

- be occupationally competent in the units they are assessing
- hold one of the following qualifications or their recognised equivalent:
- the Level 3 Award in Assessing Competence in the Work Environment or
- the Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess candidate performance using a range of methods
- D32 Assess candidate performance and D33 Assess candidates using differing sources of evidence

In addition Assessors must show current evidence of continuing professional development in assessment and verification.

Internal Verifiers (IV) have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:

- Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

How this Qualification is Assessed

This qualification is assessed through an internally set, internally marked and externally verified portfolio of evidence. Each component is graded Pass, Merit or Distinction. A minimum of Pass must be achieved for each of the components to achieve the qualification.

A summary of the assessment of each component is shown below. Guidance on our expectations is available in Appendix 1 – A Guide to Assessing AIM Qualifications.

The AIM Qualifications Level 3 Award in Understanding the Principles and Practices of Assessment
WITHDRAWN ON 31/07/2020

Essential Components				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	D/601/5313	Understanding the Principles and Practices of Assessment	Three	✓	–	–	–	–	–

The AIM Qualifications Level 3 Award in Assessing Vocationally Related Achievement

Essential Components				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	F/601/5319	Assess Vocational Skills, Knowledge and Understanding	Three	✓	–	–	–	–	–
02	D/601/5313	Understanding the Principles and Practices of Assessment	Three	✓	–	–	–	–	–

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The AIM Qualifications Level 3 Award in Assessing Competence in the Work Environment

Essential Components				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	H/601/5314	Assess Occupational Competence in the Work Environment	Three	✓	–	–	–	–	–
02	D/601/5313	Understanding the Principles and Practices of Assessment	Three	✓	–	–	–	–	–

The AIM Qualifications Level 3 Certificate in Assessing Vocational Achievement

Essential Components				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	H/601/5314	Assess Occupational Competence in the Work Environment	Three	✓	–	–	–	–	–
02	F/601/5319	Assess Vocational Skills, Knowledge and Understanding	Three	✓	–	–	–	–	–
03	D/601/5313	Understanding the Principles and Practices of Assessment	Three	✓	–	–	–	–	–

Operational Guidance

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Offering this Qualification

Centres wishing to offer this qualification must be an AIM recognised centre. New centres can apply to become a centre using the centre recognition application process on our website (www.aim-group.org.uk).

We can advise centres of the best and most efficient methods for offering this qualification. All procedures for the use of this qualification, including approval, registration of learners, verification and certification will be completed through AIM and all centres will have an allocated customer experience advisor to support them.

Approval to Offer the Qualification

Centres wishing to offer this qualification must complete and submit a Qualification Approval request (found on the AIM website). Some qualifications require centres to have specific resources in place and/or their assessors/ internal verifiers should hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval request.

Registration and Certification

Once your centre has approval to offer a qualification, you will be able to register learners using the AIM portal. Learners must be registered onto the correct qualification via the portal. Centres then select their chosen components.

For all registration and certification processes, please refer to the portal guidance document which can be downloaded from our website (www.aim-group.org.uk). Details of assessment, internal verification and external verification can be found in Appendix 1 - A guide to assessing AIM qualifications of this handbook.

Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.

Fees and Charges

The AIM Fees and Charges brochure includes all qualification charges and is available on our website. Please note that registrations will not be processed if centre fees have not been paid.

Appendices and Links

Appendix Title

A Guide to Assessing AIM Qualifications



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