



# AIM Qualifications

## Suite of Skills for Working in Health, Lifestyle and Science Industries (AIMVOCs) Qualifications

“

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

”

## Document Version History

Version Number	Date	Description
2	26/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 69).
3	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 10-14)
4	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 15: Resource requirements Page 65: How these qualifications are assessed Page 67: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 68: Delivering the MCQ assessments Page 68: At the end of the MCQ assessments
5	September 2021	Qualification withdrawal dates added (pages 11-15) for: Entry 1 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1815/6 Entry 2 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1820/X Entry 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1821/1 Entry 3 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1827/2 Entry 3 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1829/6 Level 1 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1834/X Level 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1837/5 Level 2 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1839/9

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
6	March 2022	An optional MCQ assessment method has been added to the following components: Building Confidence and Self Esteem (A/616/0360) and Bullying and Harassment in the Workplace (L/616/0363)
7	June 2022	The review date has been updated to 31/07/2025 for the following qualifications: AIM Qualifications Entry 3 Award in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Entry 3 Certificate in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 1 Award in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 1 Extended Award in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 1 Certificate in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 1 Diploma in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 2 Award in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 2 Certificate in Skills for Working in Health, Lifestyle and Science Industries AIM Qualifications Level 2 Diploma in Skills for Working in Health, Lifestyle and Science Industries
8	September 2022	Centre staff requirement <i>Tutors must be fully conversant with the Animal Welfare Act 2006 and relevant codes of practice, such as the DEFRA Codes of Practice for the Welfare of Dogs and Horses</i> removed as it is not a requirement for these qualifications (page 65)

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# Introduction

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Welcome to the AIM Qualifications Suite of Skills for Working in Health, Lifestyle and Science Industries Qualification Handbook.

## Entry 1

AIM Qualifications Entry Level 1 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1815/6 (expiring)

## Entry 2

AIM Qualifications Entry Level 2 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1820/X (expiring)

AIM Qualifications Entry Level 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1821/1 (expiring)

## Entry 3

AIM Qualifications Entry Level 3 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1826/0

AIM Qualifications Entry Level 3 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1827/2 (expiring)

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1828/4

AIM Qualifications Entry Level 3 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1829/6 (expiring)

## Level 1

AIM Qualifications Level 1 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1831/4

AIM Qualifications Qualifications Level 1 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1832/6

AIM Qualifications Level 1 Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1833/8

AIM Qualifications Level 1 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1834/X (expiring)

AIM Qualifications Level 1 Diploma in Skills for Working in Health, Lifestyle and Science Industries 603/1835/1

## Level 2

AIM Qualifications Level 2 Award in Skills for Working in Health, Lifestyle and Science Industries 603/1836/3

AIM Qualifications Level 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries 603/1837/5 (expiring)

AIM Qualifications Level 2 Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1838/7

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries 603/1839/9 (expiring)

AIM Qualifications Level 2 Diploma in Skills for Working in Health, Lifestyle and Science Industries 603/1840/5

This Handbook contains everything you need to know about these qualifications 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.



# Section One

## Qualification Overview



# About these Qualifications

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The AIM Qualifications Suite of AIMVOC qualifications are suitable for learners pre-and post-16, who wish to develop their knowledge and skills in a range of vocational areas:

- Animal Care
- Business, Administration and Customer Service
- Catering and Hospitality
- Child Care
- Construction and Building
- Creative and Design
- Hair and Beauty
- Horticulture
- Transport and Logistics

The AIM Qualifications Suite of Skills for Working in Health, Lifestyle and Science Industries (AIMVOCs) Qualifications provide opportunities for learners to develop their skills and knowledge to enable them to start or build on a career in a range of sport, travel and tourism and health industries. These qualifications have been developed in conjunction with employers, training providers and subject matter experts.

This combination of knowledge and experience has resulted in a suite of qualifications which truly reflect the knowledge, skills and understanding which individuals require when employed in these roles. Details about each qualification can be found later in this document, however, all qualifications are based on three guiding principles. These are as follows.

## Vocational Teaching, Learning and Assessment

All qualifications have strong emphasis on vocational teaching, learning and assessment where learners develop a practical understanding of key competences based on fundamental underpinning knowledge.

This approach enables centres to deliver dynamic and interactive teaching where role plays, scenarios and demonstrations are key teaching, learning and assessment tools.

## Flexible Curriculum

All qualifications present centres with an opportunity to determine the most appropriate content for a qualification where, through appropriate rules of combination, learners can engage with components above or below their primary level of study. This enables centres to select components which present both a challenge and variety to a learner's experience.

## Developing Employability Skills

All qualifications present centres with an opportunity to combine (subject to rules of combination criteria) components focused on developing employability skills. These skills are aimed at meeting the expectations of employers and are transferable from one operational role to another.

Employability components will add further variety to curricula design which, when delivered in particular sequences, can support a learner's understanding of, and engagement with, vocationally specific components.

These qualifications range from Entry 1 to Level 2 of the Regulated Qualifications Framework (RQF). As such, these qualifications are recognised internationally as well as within the UK which will support a learner who is seeking employment in a health, lifestyle and science industry, or one who is seeking to progress within their role.

To ensure these qualifications maintains its currency and meets the requirements of employers, all qualifications are periodically reviewed. Representatives from employers training providers, subject matter experts and the broader subject sector area are key stakeholders in all periodic reviews.



## Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Skills for Working in Health, Lifestyle and Science Industries
Qualification Family	Flexibilities
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	1st August 2018
Last Learner Registration Date	30th April 2022
Last Certification End Date	30th April 2025
Sector	1.3 Health and Social Care
Qualification Number	603/1815/6
Learning Aim Reference	60318156
Guided Learning Hours	30
Total Qualification Time	30
Total Credits Required	3
Minimum Learner Age	N/A

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## Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries
Qualification Family	Flexibilities	
Grading	Pass/Fail	
Geographical Coverage	England	
Operational Start Date	1st August 2018	
Last Learner Registration Date	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025
Sector	1.3 Health and Social Care	
Qualification Number	603/1820/X	603/1821/1
Learning Aim Reference	6031820X	60318211
Guided Learning Hours	30	90
Total Qualification Time	30	90
Total Credits Required	3	9
Minimum Learner Age	N/A	N/A

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## Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries
Qualification Family	Flexibilities			
Grading	Pass/Fail			
Geographical Coverage	England			
Operational Start Date	1st August 2018			
Review Date	31st July 2025	N/A	31st July 2025	N/A
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025
Sector	1.3 Health and Social Care			
Qualification Number	603/1826/0	603/1827/2	603/1828/4	603/1829/6
Learning Aim Reference	60318260	60318272	60318284	60318296
Guided Learning Hours	30	90	150	270
Total Qualification Time	30	90	150	270
Total Credits Required	3	9	15	27
Minimum Learner Age	N/A	N/A	N/A	N/A

## Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Health, Lifestyle and Science Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st August 2018				
Review Date	31st July 2025	31st July 2025	31st July 2025	N/A	31st July 2025
Last Learner Registration Date	N/A	N/A	N/A	30th April 2022	N/A
Last Certification End Date	N/A	N/A	N/A	30th April 2025	N/A
Sector	1.3 Health and Social Care				
Qualification Number	603/1831/4	603/1832/6	603/1833/8	603/1834/X	603/1835/1
Learning Aim Reference	60318314	60318326	60318338	6031834X	60318351
Guided Learning Hours	54	78	130	233	321
Total Qualification Time	60	87	146	261	360
Total Credits Required	6	9	15	26	36
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A

## Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Health, Lifestyle and Science Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st August 2018				
Review Date	31st July 2025	N/A	31st July 2025	N/A	31st July 2025
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022	N/A
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025	N/A
Sector	1.3 Health and Social Care				
Qualification Number	603/1836/3	603/1837/5	603/1838/7	603/1839/9	603/1840/5
Learning Aim Reference	60318363	60318375	60318387	60318399	60318405
Guided Learning Hours	48	69	115	206	293
Total Qualification Time	78	112	187	336	478
Total Credits Required	8	11	19	34	48
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A

## 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-supervised contact hours
- the number of hours spent on preparation, studying and the assessment that is non-supervised

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 can progress within the suite of Skills for Health, Lifestyle and Science Industries or exit this pathway at any point to undertake a qualification at the same or higher level and within the same subject area.

## Entry Guidance

There are no entry requirements for these qualifications.

## Qualification Dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with employers, industry experts and training providers to make any changes necessary to ensure validity and reflect recent developments. 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

You must ensure that your centre has appropriate resources in place to deliver the components in these qualifications. If your centre uses the online Multiple Choice Question (MCQ) assessment method, they must ensure they have the appropriate resources in place to deliver the externally set, invigilated assessment. Further information on our requirements can be found in Section 3: Assessment.



# Section Two

## Qualification Structure and Components



## Qualification Structure: Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Skills for Working in Health, Lifestyle and Science Industries
<b>Total Credits Required</b>	<b>3</b>
Minimum Credits from Health, Lifestyle and Science Group	3
Maximum Credits allowed from Employability Group (at Entry 1 only)	0

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Health, Lifestyle and Science Group at Entry 1 only.</i>
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## Qualification Structure: Entry 2 Qualifications

	AIM Qualifications Entry 2 Award for Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries
<b>Total Credits Required</b>	<b>3</b>	<b>9</b>
Minimum Credits from Health, Lifestyle and Science Group	3	6
Maximum Credits allowed from Employability Group (at Entry 2 only)	0	3

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Health, Lifestyle and Science Group at Entry 2 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Health, Lifestyle and Science Group, up to 3 credits of these may be achieved at Entry 1 and/or Entry 3. A maximum of 3 credits may be achieved from the Employability Group, at Entry 2 only.</i>
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## Qualification Structure: Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries
<b>Total Credits Required</b>	<b>3</b>	<b>9</b>	<b>15</b>	<b>27</b>
Minimum Credits from Health, Lifestyle and Science Group	3	6	10	17
Maximum Credits allowed from Employability Group (at Entry 3 only)	0	3	5	10

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Health, Lifestyle and Science Group at Entry 3 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Health, Lifestyle and Science Group, up to 3 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 3 credits may be achieved from the Employability Group, at Entry 3 only.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Health, Lifestyle and Science Group, up to 5 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 5 credits may be achieved from the Employability Group, at Entry 3 only.</i>	<i>Learners must achieve 27 credits. A minimum of 17 credits must be achieved from the Health, Lifestyle and Science Group, up to 10 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 10 credits may be achieved from the Employability Group, at Entry 3 only.</i>

## Qualification Structure: Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Health, Lifestyle and Science Industries
<b>Total Credits Required</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>26</b>	<b>36</b>
Minimum Credits from Health, Lifestyle and Science Group	6	6	10	16	24
Maximum Credits allowed from Employability Group (at Level 1 only)	0	3	5	10	12

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 6 credits from the Health, Lifestyle and Science Group at Level 1 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Health, Lifestyle and Science Group, up to 3 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 3 credits may be achieved from the Employability Group, at Level 1 only.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Health, Lifestyle and Science Group, up to 5 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 5 credits may be achieved from the Employability Group, at Level 1 only.</i>	<i>Learners must achieve 26 credits. A minimum of 16 credits must be achieved from the Health, Lifestyle and Science Group, up to 10 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 10 credits may be achieved from the Employability Group, at Level 1 only.</i>	<i>Learners must achieve 36 credits. A minimum of 24 credits must be achieved from the Health, Lifestyle and Science Group, up to 12 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 12 credits may be achieved from the Employability Group, at Level 1 only.</i>

## Qualification Structure: Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Health, Lifestyle and Science Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Health, Lifestyle and Science Industries
<b>Total Credits Required</b>	<b>8</b>	<b>11</b>	<b>19</b>	<b>34</b>	<b>48</b>
Minimum Credits from Health, Lifestyle and Science Group	8	7	13	23	33
Maximum Credits allowed from Employability Group (at Level 2 only)	0	4	6	11	15

Full Description of Rules of Combination	<p><i>Learners must achieve a minimum of 8 credits from the Health, Lifestyle and Science Group at Level 2 only.</i></p>	<p><i>Learners must achieve 11 credits.</i></p> <p><i>A minimum of 7 credits must be achieved from the Health, Lifestyle and Science Group, up to 4 credits of these may be achieved at Level 1 and/or Level 3.</i></p> <p><i>A maximum of 4 credits may be achieved from the Employability Group, at Level 2 only.</i></p>	<p><i>Learners must achieve 19 credits.</i></p> <p><i>A minimum of 13 credits must be achieved from the Health, Lifestyle and Science Group, up to 6 credits of these may be achieved at Level 1 and/or Level 3.</i></p> <p><i>A maximum of 6 credits may be achieved from the Employability Group, at Level 2 only.</i></p>	<p><i>Learners must achieve 34 credits.</i></p> <p><i>A minimum of 23 credits must be achieved from the Health, Lifestyle and Science Group, up to 11 credits of these may be achieved at Level 1 and/or Level 3.</i></p> <p><i>A maximum of 11 credits may be achieved from the Employability Group, at Level 2 only.</i></p>	<p><i>Learners must achieve 48 credits.</i></p> <p><i>A minimum of 33 credits must be achieved from the Health, Lifestyle and Science Group, up to 15 credits of these may be achieved at Level 1 and/or Level 3.</i></p> <p><i>A maximum of 15 credits may be achieved from the Employability Group, at Level 2 only.</i></p>
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## Components

Please refer to Section 2 for the rules of combinations for the specific qualification sizes and levels. Components with the same title at different levels are barred against each other. The full list of components for these qualifications are displayed in the following groups:

### Health, Lifestyle and Science Group; which includes

- *Health and Social Care (page 25)*: this group covers topics in healthy living, health promotion, nutrition and health and fitness programmes. Learners will have the opportunity to look at the role of the care worker in different settings and also provides an introduction to counselling skills and what this involves.
- *Sport, Leisure and Recreation (page 27)*: learners will have the opportunity to develop their knowledge and skills in a range of different sport and leisure contexts. This group includes the principles of coaching, planning and leading sports events and also looks at the impact of sports and leisure on the environment. Learners will also be introduced to risk assessments and legislation covering this sector.
- *Travel and Tourism (page 29)*: this component group looks at the different skills required to work in the industry. Learners will develop their knowledge of different tourist destinations, the developments in the sector and will also look at the impact of travel and tourism on the environment. Learners have the opportunity to develop their practical skills in promoting, planning and leading visits to different types of destinations.

### Employability Group; which includes

- *Assertiveness and Decision Making Skills (page 31)*: provides the opportunity for learners to develop their assertiveness and decision making skills. Learners will learn the importance of speaking up for themselves, developing negotiation skills and the benefits of assertiveness.
- *Behaviour in the Workplace (page 32)*: learners will develop their knowledge and skills in behaving appropriately at work. This component group includes looking at the consequences of bullying and harassment at work, how to deal with difficult situations and the importance of professional behaviour in the workplace.
- *Career Planning and Job Searching (page 33)*: this component group provides learners with the opportunity to explore their options for their future by looking at their own personal strengths

- *Communication Skills in the Workplace (page 34)*: learners will be introduced to the principles of effective communication in a workplace. Learners will explore diverse ways in which people communicate in the workplace and when it is appropriate to use these different methods of communication.
- *Confidence and Self Esteem (page 35)*: allows learners to identify the value of confidence and self-esteem, what factors affect them and the effect on others' perceptions of an individual.
- *Continuing Professional Development (CPD) (page 35)*: this component group includes looking at career development, own current situation in terms of training needs, planning for progression and how to get the most out of training.
- *CV Writing (page 38)*: this group will develop practical skills in presenting Information about themselves to a prospective employer and also looks at the use of online profiles for career planning.
- *Discrimination at Work (page 39)*: these components aim to raise a learner's awareness of discrimination at work by gaining an understanding of discriminatory words and actions, possible consequences and ways to avoid this happening.
- *Employability Skills (page 39)*: this group provides learners with an opportunity to develop a range of desired employability skills, such as using tools and equipment for work tasks and working to standards.
- *Equality and Diversity at Work (page 42)*: introduces learners to the meaning of equality and diversity at work, its relevant legislation/policies and the need for positive approaches.
- *Environmental Awareness in the Workplace (page 42)*: raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.
- *Health and Safety in the Workplace (page 43)*: aims to introduce learners to health and safety in the workplace, including potential hazards and risks, common basic safety signs, safe practices and protective equipment.
- *ICT (page 43)*: where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).
- *Induction to Work (page 45)*: aims to provide learners with an induction to their workplace, how to adjust to their new work setting and introduces their role in the workplace.
- *Interview Techniques (page 46)*: this component group develops the learner's skills and knowledge in undertaking a recruitment interview.
- *Introduction to Vocational Industries (page 46)*: this group provides learners with the opportunity to look at the roles and activities within typical job roles in a range of different sectors.



- *Literacy (page 47):* these components are based on the National Standards for Adult Literacy and are fully referenced to the Adult Literacy Core Curriculum.
- *Maths (page 49):* these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.
- *Mentoring (page 51):* enables learners to develop their ability in mentoring others with a focus on developing good practice.
- *Rights and Responsibilities at Work (page 52):* this component group looks at an employee's responsibilities and rights at work, including the principles of their employment contract, pension schemes and pay.
- *Setting Targets (page 53):* learners are introduced to the importance of appraisals and setting targets to improve own performance at work.
- *Speaking and Listening at Work (page 53):* provides learners with an introduction into how to communicate effectively and appropriately in the workplace, taking into account the role of body language played in communication.
- *Stress Management (page 54):* enables learners to have a basic understanding of stress and issues that can arise at work. Learners will explore a range of stress management techniques and coping strategies.
- *Teamwork Skills (page 55):* provides learners with an introduction on how to work in a team, how their own behaviour affects other group members and the various factors that motivate people in team situations.
- *Time Management Skills (page 55):* aims to make learners aware of how they spend their time and how to use time management as a way of reducing stress.
- *Travelling to and from Work (page 56):* introduces learners to the importance of getting to their place of work safely and on time.
- *Using ICT in the Workplace (page 56):* aims to develop learner's skills in using ICT to carry out workplace tasks.
- *Using Money in the Workplace (page 57):* this group introduces learners to using money in the workplace, including handling cash payments for products and services, how to deal with debt and the uses of banks and credit cards.
- *Using Numeracy Skills in the Workplace (page 57):* aims to develop learner's skills in using numeracy skills to carry out workplace tasks.
- *Using Writing Skills in the Workplace (page 58):* aims to develop learner's skills in using writing skills to carry out workplace tasks.

- *Volunteering (page 59):* this group provides learners with an understanding of what it means to be a volunteer. It covers the types of organisations where volunteering opportunities are available, the benefits of volunteering and the rights and responsibilities of volunteers.
- *Work Experience (page 59):* this group provides learners with an understanding for and the practical skills in undertaking work experience.

## Health, Lifestyle and Science Group

Health, Lifestyle and Science Group: Health and Social Care Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/617/1848	Being Active and Healthy	E2	1	10	✓	–	–	–	–	–
T/617/1843	Exploring Working in Health and Social Care	E1	1	10	✓	–	–	–	–	–
Y/617/1852	Health and Fitness	E3	3	30	✓	–	✓	–	–	–
R/617/1882	Health Promotion in Care Settings	Two	4	24	✓	–	–	–	–	–
Y/617/1866	Health and Lifestyle; Factors and Consequences	One	2	18	✓	–	–	–	✓	–
D/617/1867	Healthy Lifestyle; The Essentials	One	2	18	✓	–	–	–	✓	–
H/617/1868	Introducing Counselling Skills	One	6	54	✓	–	✓	–	–	–
K/617/1872	Mental Health and Well-being; The Fundamentals	One	2	18	✓	–	–	–	✓	–
K/617/1855	Nutrition and Weight Management	E3	4	40	✓	–	–	–	–	–
H/617/1885	Nutrition, Healthy Eating and Weight Management	Two	4	24	✓	–	–	–	–	–
M/617/1856	Physical Activity, Diet and Health	E3	4	40	✓	–	–	–	–	–
K/617/1886	Planning a Health and Fitness Programme for Others	Two	5	32	✓	–	✓	–	–	–

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Health, Lifestyle and Science Group: Health and Social Care Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/617/1857	Planning a Healthy Diet	E3	3	30	✓	–	✓	–	–	–
T/617/1888	Providing Personal Care in Care Settings	Two	4	24	✓	–	–	–	–	–
A/617/1889	Providing Personal Care to Support Individuals to Eat and Drink	Two	4	24	✓	–	–	–	–	–
Y/617/1902	Psychology	Two	4	24	✓	–	–	–	–	–
M/617/1890	Psychology and Sport; The Relationship	Two	4	24	✓	–	–	–	–	–
R/617/1851	Supporting Others to be Healthy and Active	E2	2	20	✓	–	✓	–	–	–
F/617/1876	The Human Body	One	1	9	✓	–	–	–	–	–
D/617/1898	The Role of the Care Worker in Caring for a Person with Dementia	Two	4	24	✓	–	–	–	–	–
J/617/1877	The Roles and Responsibilities of the Care Worker	One	4	36	✓	–	–	–	✓	–
L/617/1900	Understanding Physical Disabilities	Two	4	24	✓	–	–	–	–	–

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Health, Lifestyle and Science Group: Sport, Leisure and Recreation Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/617/1846	Assist in Planning an Expedition	E2	1	10	✓	–	✓	–	–	–
J/617/1863	Assisting a Fitness Instructor	One	4	36	✓	–	✓	–	–	–
L/617/1864	Assisting a Sport or Leisure Leader	One	4	36	✓	–	✓	–	–	–
L/617/1847	Assisting at a Sport or Leisure Event	E2	2	20	✓	–	✓	–	–	–
L/617/1881	Coaching; Principles and Practice	Two	5	32	✓	–	✓	–	–	–
K/617/1905	Engaging in Individual Sports	Three	12	63	✓	–	✓	–	–	–
M/617/1906	Engaging in Team Sports	Three	12	63	✓	–	✓	–	–	–
A/617/1844	Exploring Working in the Sports or Leisure Sectors	E1	1	10	✓	–	–	–	–	–
D/617/1853	Introduction to Coaching	E3	3	30	✓	–	✓	–	–	–
D/617/1870	Introduction to Sport and Leisure Legislation	One	2	18	✓	–	–	–	–	–
Y/617/1883	Leading a Sport or Active Leisure Event	Two	5	32	✓	–	✓	–	–	–
A/617/1858	Planning a Sport or Leisure Event	E3	3	30	✓	–	✓	–	–	–
M/617/1873	Planning an Expedition	One	3	27	✓	–	✓	–	–	–

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Health, Lifestyle and Science Group: Sport, Leisure and Recreation Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/617/1891	Reducing the Environmental Impact of Sports and Leisure Activities	Two	3	16	✓	–	–	–	–	–
J/617/1894	Risk Assessment in a Sports and Leisure Context	Two	3	16	✓	–	✓	–	–	–
F/617/1862	Risks and Hazards in Sport and Active Leisure	E3	2	20	✓	–	–	–	–	–
L/617/1895	Services Supporting Sport and Leisure	Two	3	16	✓	–	–	–	–	–
R/617/1896	Sport and Leisure Marketing	Two	4	24	✓	–	✓	–	–	–
T/617/1874	Supporting an Expedition Leader	One	6	54	✓	–	✓	–	–	–
Y/617/1897	Sustainability in Sports and Leisure	Two	1	8	✓	–	–	–	–	–

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Health, Lifestyle and Science Group: Travel and Tourism Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/617/1903	Cruising as a Holiday Destination	Three	7	35	✓	–	–	–	–	–
R/617/1865	Developments in Travel and Tourism	One	2	18	✓	–	–	–	–	–
H/617/1904	Emerging Travel and Tourism Opportunities	Three	5	28	✓	–	–	–	–	–
F/617/1845	Exploring Working in Travel and Tourism	E1	1	10	✓	–	–	–	–	–
K/617/1869	Introduction to IT in Travel and Tourism Operations	One	2	18	✓	–	–	–	–	–
Y/617/1849	Introduction to Tourist Destinations	E2	1	10	✓	–	–	–	–	–
H/617/1871	Introduction to Travel and Tourism Legislation	One	2	18	✓	–	–	–	–	–
D/617/1884	Leading a Visit to a Travel and Tourism Destination	Two	5	32	✓	–	✓	–	–	–
H/617/1854	Marketing Travel and Tourism Destinations	E3	3	30	✓	–	–	–	–	–
F/617/1859	Planning a Visit to a Tourist Destination	E3	3	30	✓	–	✓	–	–	–
M/617/1887	Planning Business Travel	Two	4	24	✓	–	✓	–	–	–
L/617/1850	Promoting Travel and Tourism Destinations	E2	2	20	✓	–	✓	–	–	–
F/617/1893	Reducing the Environmental Impact of Travel and Tourism Operations	Two	3	16	✓	–	–	–	–	–

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Health, Lifestyle and Science Group: Travel and Tourism Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/617/1860	Researching International Tourist Destinations	E3	3	30	✓	–	–	–	–	–
A/617/1861	Researching UK Tourist Destinations	E3	2	20	✓	–	–	–	–	–
M/617/2215	Sustainability in Travel and Tourism	Two	1	8	✓	–	–	–	–	–
A/617/1875	The Airline Industry	One	2	18	✓	–	–	–	–	–
H/617/1899	The Travel and Tourism Environment	Two	4	24	✓	–	–	–	–	–
T/617/1907	Working Overseas in Travel and Tourism	Three	5	28	✓	–	–	–	–	–

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## Employability Group

Employability Group: Assertiveness and Decision Making Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0347	Assertiveness and Decision Making Skills	E3	3	30	✓	–	✓	–	–	–
Y/616/0348	Assertiveness and Decision Making Skills	1	3	27	✓	–	✓	–	–	–
L/616/9953	Assertiveness and Decision Making Skills	2	4	24	✓	–	✓	–	–	–
D/616/0450	Decision Making Skills	2	1	8	✓	–	–	–	–	–
T/616/0454	Developing Assertiveness	E2	2	20	✓	–	–	–	–	–

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Employability Group: Behaviour in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/9963	Adapting to Change at Work	2	4	24	✓	–	–	–	–	–
M/616/0355	Building and Managing Workplace Relationships	1	3	27	✓	–	–	–	–	–
Y/616/9955	Building and Managing Workplace Relationships	2	4	24	✓	–	–	–	–	–
J/616/0362	Bullying and Harassment in the Workplace	E3	1	10	✓	–	–	–	–	–
L/616/0363	Bullying and Harassment in the Workplace	1	1	9	✓	–	–	–	✓	–
F/616/0392	Conduct at Work	E2	2	20	✓	–	✓	–	–	–
L/616/0394	Conflict Resolution in the Workplace	1	3	27	✓	–	–	–	–	–
D/616/9956	Conflict Resolution in the Workplace	2	4	24	✓	–	–	–	–	–
Y/616/0446	Dealing with Difficult Situations at Work	E3	1	10	✓	–	✓	–	–	–
D/616/0447	Dealing with Difficult Situations at Work	1	1	9	✓	–	✓	–	–	–
F/616/0876	Personal Manner and Conduct	E2	2	20	✓	–	✓	–	–	–
T/616/0910	Relationships and Behaviour in the Workplace	E2	2	20	✓	–	–	–	–	–
D/616/0920	Responsible Work Practice	1	2	18	✓	–	✓	–	–	–
H/616/0921	Responsible Work Practice	2	1	8	✓	–	–	–	–	–

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Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0343	Applying for Jobs or Courses	E2	2	20	✓	–	✓	–	–	–
R/616/0364	Career Planning	E3	3	30	✓	–	✓	–	–	–
Y/616/0365	Career Planning	1	3	27	✓	–	–	–	–	–
M/616/9959	Career Planning	2	4	24	✓	–	–	–	–	–
T/616/0583	Exploring Occupational Areas	E2	2	20	✓	–	–	–	–	–
J/616/0586	Exploring the World of Work	E2	2	20	✓	–	–	–	–	–
R/616/0588	Finding Jobs or Courses	E2	2	20	✓	–	–	–	–	–
H/616/9960	Investigating a Career	2	4	24	✓	–	–	–	–	–
L/616/0816	Job Applications	E3	1	10	✓	–	✓	–	–	–
Y/616/0818	Job Applications	1	1	9	✓	–	✓	–	–	–
D/616/0819	Job Seeking Skills	E3	1	10	✓	–	–	–	–	–
Y/616/0821	Job Seeking Skills	1	3	27	✓	–	✓	–	–	–

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Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/9958	Job Seeking Skills	2	4	24	✓	–	–	–	✓	–
M/616/0856	Making Informed Career Choices	E2	2	20	✓	–	–	–	–	–
K/616/1214	Working Patterns	1	1	9	✓	–	–	–	–	–

Employability Group: Communication in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0373	Communication in the Workplace	E2	2	20	✓	–	✓	–	–	–
A/616/0374	Communication in the Workplace	E3	3	30	✓	–	✓	–	–	–
J/616/0376	Communication in the Workplace	1	3	27	✓	–	–	–	–	–
K/616/9961	Communication in the Workplace	2	4	24	✓	–	–	–	–	–

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Employability: Confidence and Self Esteem Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0358	Building Confidence and Self Esteem	E2	2	20	✓	–	–	–	–	–
J/616/0359	Building Confidence and Self Esteem	E3	3	30	✓	–	–	–	–	–
A/616/0360	Building Confidence and Self Esteem	1	3	27	✓	–	–	–	✓	–
M/616/9962	Building Confidence and Self Esteem	2	4	24	✓	–	–	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0338	Action Planning to Improve Performance at Work	E2	2	20	✓	–	–	–	–	–
H/616/0451	Developing a Personal Learning Programme	E3	3	30	✓	–	–	–	–	–
K/616/0452	Developing a Personal Learning Programme	1	3	27	✓	–	–	–	–	–
T/616/0597	Getting the Most Out of Training	E3	1	10	✓	–	✓	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0599	Getting the Most Out of Training	1	1	9	✓	–	✓	–	–	–
A/616/9964	Improving Own Learning and Performance	2	4	24	✓	–	–	–	–	–
K/616/0631	Induction to a Training Course	E3	3	30	✓	–	–	–	–	–
J/616/0636	Induction to a Training Course	1	3	27	✓	–	–	–	–	–
F/616/0859	Managing Study	E3	3	30	✓	–	✓	–	–	–
T/616/0860	Managing Study	1	3	27	✓	–	✓	–	–	–
J/616/0880	Planning for Progression	E3	1	10	✓	–	–	–	–	–
T/616/0924	Reviewing Your Situation at Work	E3	1	10	✓	–	–	–	–	–
A/616/0925	Reviewing Your Situation at Work	1	1	9	✓	–	–	–	–	–
K/616/1116	Transferable Skills and Training Needs	E3	3	30	✓	–	–	–	–	–
M/616/1117	Transferable Skills and Training Needs	1	3	27	✓	–	–	–	–	–
J/616/9966	Understanding Change in the Workplace	2	3	16	✓	–	–	–	–	–
A/616/1167	Understanding Progression Opportunities	E3	1	10	✓	–	–	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/1168	Understanding Progression Opportunities	1	1	9	✓	–	–	–	–	–
F/616/9965	Undertaking Professional Development	2	4	24	✓	–	✓	–	–	–

Employability: Customer Service Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0436	Customer Service Skills	E1	2	20	✓	–	–	–	–	–
T/616/0437	Customer Service Skills	E2	2	20	✓	–	–	–	–	–
A/616/0438	Customer Service Skills	E3	3	30	✓	–	–	–	–	–
F/616/0439	Customer Service Skills	1	3	27	✓	–	–	–	✓	–
L/616/9967	Customer Service Skills	2	4	24	✓	–	–	–	–	–

Employability: CV Writing Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0352	Building a Personal Career Portfolio	1	3	27	✓	–	–	–	–	–
R/616/9968	Building a Personal Career Portfolio	2	4	24	✓	–	–	–	–	–
R/616/0428	Creating a Tailored Curriculum Vitae (CV)	1	3	27	✓	–	–	–	–	–
Y/616/9969	Creating a Tailored Curriculum Vitae (CV)	2	4	24	✓	–	–	–	–	–
H/616/0434	Creating an Online Profile for Career Planning	1	3	27	✓	–	✓	–	–	–
L/616/9970	Creating an Online Profile for Career Planning	2	4	24	✓	–	✓	–	–	–
A/616/0441	CV Writing	E3	1	10	✓	–	–	–	✓	–
L/616/0475	Exploring a Curriculum Vitae (CV)	E2	2	20	✓	–	–	–	–	–
Y/616/0897	Presenting Information about Self to an Employer	E2	2	20	✓	–	✓	–	–	–
J/616/1219	Writing a Curriculum Vitae (CV)	E2	1	10	✓	–	✓	–	–	–

Employability: Discrimination at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0458	Discrimination at Work	E3	3	30	✓	–	–	–	–	–
J/616/0460	Discrimination at Work	1	3	27	✓	–	–	–	–	–
R/616/9971	Discrimination at Work	2	4	24	✓	–	–	–	–	–

Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0369	Carrying out Market Research	E2	2	20	✓	–	✓	–	–	–
K/616/0371	Carrying out Work Tasks	E2	4	40	✓	–	✓	–	–	–
A/616/0455	Developing Meeting Skills	E3	2	20	✓	–	✓	–	–	–
F/616/0456	Developing Meeting Skills	1	2	18	✓	–	✓	–	–	–
D/616/9973	Developing Meeting Skills	2	3	16	✓	–	✓	–	–	–
K/616/0466	Employment Skills	E3	3	30	✓	–	✓	–	–	–
M/616/0467	Employment Skills	1	3	27	✓	–	✓	–	✓	–
K/616/0595	Following Instructions in the Workplace	E2	2	20	✓	–	✓	–	–	–

Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0596	Following Instructions in the Workplace	E3	2	20	✓	-	✓	-	-	-
K/616/0676	Introduction to Guiding Visitors	E2	2	20	✓	-	✓	-	-	-
K/616/9975	Leadership Skills	2	4	24	✓	-	-	-	-	-
T/616/0857	Managing a Work Project	2	1	8	✓	-	✓	-	-	-
D/616/0867	Motivation	1	1	9	✓	-	-	-	-	-
H/616/0868	Negotiation Skills	1	6	54	✓	-	✓	-	-	-
T/616/9977	Negotiation Skills	2	8	48	✓	-	✓	-	-	-
H/616/0871	Participate in an Occupational Taster	E2	2	20	✓	-	✓	-	-	-
M/616/0873	Participating in Vocational Tasters	1	6	54	✓	-	✓	-	-	-
A/616/9995	Participating in Vocational Tasters	2	8	48	✓	-	✓	-	-	-
R/616/1224	Presentation Skills	E3	2	20	✓	-	✓	-	-	-
Y/616/1225	Presentation Skills	1	2	18	✓	-	✓	-	-	-
F/616/9996	Presentation Skills	2	3	16	✓	-	✓	-	-	-
F/616/0912	Report Writing	2	1	8	✓	-	-	-	-	-
D/616/0917	Research Skills	1	3	27	✓	-	-	-	-	-

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Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/617/0017	Research Skills	2	4	24	✓	–	–	–	–	–
A/616/0939	Selling Skills	E2	2	20	✓	–	✓	–	–	–
L/617/0018	Small Scale Research Project	2	8	48	✓	–	–	–	–	–
L/616/1044	Supporting Workers Whose First Language is not English	1	3	27	✓	–	✓	–	–	–
K/616/1052	Take Part in a Work Activity	1	1	9	✓	–	✓	–	–	–
J/617/0020	Take Part in a Work Activity	2	3	16	✓	–	✓	–	–	–
R/616/1188	Use of Materials for a Work Task	1	2	18	✓	–	✓	–	–	–
L/616/1190	Use Tools and Equipment for a Work Task	1	3	27	✓	–	✓	–	–	–
H/616/9974	Use Tools and Equipment for a Work Task	2	4	24	✓	–	✓	–	–	–
T/616/1216	Working to Standards	E2	2	20	✓	–	–	–	–	–
A/616/1217	Working to Standards	E3	3	30	✓	–	–	–	–	–

Employability: Enterprise Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/1178	Undertaking an Enterprise Project	1	6	54	✓	–	✓	–	–	–
Y/617/0023	Undertaking an Enterprise Project	2	8	48	✓	–	✓	–	–	–

Employability: Equality and Diversity at Work Components					Assessment set by the centre					
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0472	Equality and Diversity at Work	1	3	27	✓	–	–	–	✓	–
D/617/0024	Equality and Diversity at Work	2	4	24	✓	–	–	–	–	–

Employability: Environmental Awareness in the Workplace Components					Assessment set by the centre					
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0469	Environmental Awareness in the Workplace	E2	2	20	✓	–	✓	–	–	–
M/616/0470	Environmental Awareness in the Workplace	E3	2	20	✓	–	–	–	–	–

Employability: Health and Safety in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0590	Follow Health and Safety Procedures in the Workplace	1	1	9	✓	–	✓	–	–	–
A/616/0617	Health and Safety in the Workplace	1	3	27	✓	–	–	–	✓	–
D/616/0593	Follow Health and Safety Procedures in the Workplace	2	1	8	✓	–	✓	–	–	–
H/617/0025	Health and Safety in the Workplace	2	4	24	✓	–	–	–	✓	–

Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1237	Computer Basics	E3	3	30	✓	–	–	–	–	–
R/616/1238	Computer Security and Privacy	E3	3	30	✓	–	–	–	–	–
D/616/1257	Developing and Presenting Information Using ICT	E2	2	20	✓	–	✓	–	–	–
K/616/1259	Email Skills	E3	1	10	✓	–	✓	–	–	–
D/616/1260	Email Skills	1	2	18	✓	–	✓	–	–	–
T/617/0076	Email Skills	2	4	24	✓	–	✓	–	–	–

Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1274	Following Safe and Healthy Working Practices When Using ICT	E2	2	20	✓	–	✓	–	–	–
T/616/1278	Internet Safety for IT Users	1	3	27	✓	–	✓	–	✓	–
A/616/1279	IT Communications	1	2	18	✓	–	✓	–	–	–
K/617/0026	IT Communications	2	3	16	✓	–	✓	–	–	–
A/616/1282	IT User Fundamentals	E3	2	20	✓	–	✓	–	–	–
T/616/1281	IT Maintenance for Users	1	2	18	✓	–	✓	–	–	–
D/616/1288	Selecting Information Using the Internet	E3	1	10	✓	–	✓	–	–	–
L/616/1304	Spreadsheet Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1305	Spreadsheet Software Skills	1	3	27	✓	–	✓	–	–	–

Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/617/0027	Spreadsheet Software Skills	2	5	32	✓	–	✓	–	–	–
D/616/1307	The Internet and World Wide Web	E3	3	30	✓	–	✓	–	–	–
T/617/0028	Use E-Sources to Select Information	2	4	24	✓	–	✓	–	–	–
F/616/1445	Using ICT: Safe Working Practices	E2	2	20	✓	–	–	–	–	–
M/616/1313	Using the Internet	1	3	27	✓	–	✓	–	–	–
A/617/0029	Using the Internet	2	5	32	✓	–	✓	–	–	–
L/616/1318	Word Processing Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1319	Word Processing Software Skills	1	3	27	✓	–	✓	–	–	–
M/617/0030	Word Processing Software Skills	2	5	32	✓	–	✓	–	–	–

Employability: Induction to Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0341	Adjusting to a New Work Setting	E2	3	30	✓	–	✓	–	–	–
L/616/1450	Induction to the Workplace	E2	2	20	✓	–	–	–	–	–

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Employability: Interview Techniques Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0883	Preparation for a Recruitment Interview	E3	2	20	✓	–	✓	–	–	–
D/616/0884	Preparation for a Recruitment Interview	1	1	9	✓	–	✓	–	–	–
A/617/0032	Preparation for a Recruitment Interview	2	3	16	✓	–	✓	–	–	–
L/616/0895	Preparing for an Interview	E2	2	20	✓	–	–	–	–	–
M/616/1182	Undertaking an Interview	E2	1	10	✓	–	✓	–	–	–

Employability: Introduction to Vocational Industries at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0772	Introduction to Health, Lifestyle and Science Industries	E2	2	20	✓	–	–	–	–	–
M/616/0775	Introduction to Health, Lifestyle and Science Industries	E3	2	20	✓	–	–	–	–	–
T/616/0776	Introduction to Health, Lifestyle and Science Industries	One	2	18	✓	–	–	–	–	–
T/617/0210	Introduction to Health, Lifestyle and Science Industries	Two	3	16	✓	–	–	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/1322	Engage in Discussion	E2	2	20	✓	–	✓	–	–	–
Y/616/1323	Engage in Discussion	E3	2	20	✓	–	✓	–	–	–
D/616/1324	Engage in Discussion	1	2	18	✓	–	✓	–	–	–
F/617/0033	Engage in Discussion	2	3	16	✓	–	✓	–	–	–
M/616/1327	Listen and Respond	E2	2	20	✓	–	✓	–	–	–
T/616/1328	Listen and Respond	E3	2	20	✓	–	✓	–	–	–
A/616/1329	Listen and Respond	1	2	18	✓	–	✓	–	–	–
J/617/0034	Listen and Respond	2	3	16	✓	–	✓	–	–	–
A/616/1332	Read for Information	E2	3	30	✓	–	✓	–	–	–
F/616/1333	Read for Information	E3	3	30	✓	–	✓	–	–	–
J/616/1334	Read for Information	1	3	27	✓	–	✓	–	–	–
L/617/0035	Read for Information	2	4	24	✓	–	✓	–	–	–
F/616/1350	Read for Purpose and Meaning	E2	3	30	✓	–	✓	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/1365	Read for Purpose and Meaning	E3	3	30	✓	–	✓	–	–	–
L/616/1366	Read for Purpose and Meaning	1	3	27	✓	–	✓	–	–	–
R/617/0036	Read for Purpose and Meaning	2	4	24	✓	–	✓	–	–	–
D/616/1369	Speak to Communicate	E2	2	20	✓	–	✓	–	–	–
R/616/1370	Speak to Communicate	E3	2	20	✓	–	✓	–	–	–
Y/616/1371	Speak to Communicate	1	2	18	✓	–	✓	–	–	–
Y/617/0037	Speak to Communicate	2	3	16	✓	–	✓	–	–	–
Y/616/1385	Write Accurately	E2	3	30	✓	–	✓	–	–	–
H/616/1387	Write Accurately	E3	3	30	✓	–	✓	–	–	–
M/617/0044	Write Fluently and Accurately	2	4	24	✓	–	✓	–	–	–
M/616/1375	Write to Communicate	E2	3	30	✓	–	✓	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1376	Write to Communicate	E3	3	30	✓	–	✓	–	–	–
J/616/1379	Write to Communicate	1	3	27	✓	–	✓	–	–	–
D/617/0038	Write to Communicate	2	4	24	✓	–	✓	–	–	–
L/616/1383	Write with Accuracy	1	3	27	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/1392	Addition, Subtraction and Multiplication	E2	3	30	✓	–	✓	–	–	–
A/616/1394	Making Calculations	E3	3	30	✓	–	✓	–	–	–
J/616/1396	Making Calculations	1	3	27	✓	–	✓	–	–	–
T/617/0045	Making Calculations	2	4	24	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1402	Money, Time and Temperature	E2	3	30	✓	–	✓	–	–	–
Y/616/1404	Money, Time and Temperature	E3	3	30	✓	–	✓	–	–	–
H/616/1406	Money, Time and Temperature	1	3	27	✓	–	✓	–	–	–
A/617/0046	Money, Time and Temperature	2	4	24	✓	–	✓	–	–	–
M/616/1408	Numbers, Decimals, Fractions and Percentages	1	3	27	✓	–	✓	–	–	–
J/617/0048	Numbers, Decimals, Fractions and Percentages	2	4	24	✓	–	✓	–	–	–
F/617/0050	Numerical Relationships, Algebra and Ratio	2	3	16	✓	–	✓	–	–	–
M/616/1411	Numerical Relationships, Algebra and Ratios	1	2	18	✓	–	✓	–	–	–
A/616/1413	Using and Communicating Data	E2	3	30	✓	–	✓	–	–	–
F/616/1414	Using and Communicating Data	E3	3	30	✓	–	✓	–	–	–
J/616/1415	Using and Communicating Data	1	3	27	✓	–	✓	–	–	–
J/617/0051	Using and Communicating Data	2	4	24	✓	–	✓	–	–	–
R/616/1417	Using Probability	1	2	18	✓	–	✓	–	–	–

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Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/617/0052	Using Probability	2	3	16	✓	–	✓	–	–	–
D/616/1419	Using Size, Shape and Measures	E3	3	30	✓	–	✓	–	–	–
Y/616/1421	Using Size, Shape and Space	1	3	27	✓	–	✓	–	–	–
Y/617/0054	Using Size, Shape and Space	2	4	24	✓	–	✓	–	–	–
T/616/1426	Using Whole Numbers and Fractions	E2	2	20	✓	–	✓	–	–	–
F/616/1431	Using Whole Numbers, Decimals, Fractions and Percentages	E3	2	20	✓	–	✓	–	–	–

Employability: Mentoring Components					Assessment set by the centre					
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0865	Mentoring	2	1	8	✓	–	✓	–	–	–
D/617/0055	Mentoring Practice	2	3	16	✓	–	–	–	–	–
H/617/0056	The Mentoring Process	2	4	24	✓	–	✓	–	–	–

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Employability: Personal Presentation at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0851	Looking and Acting the Part in the Workplace	E1	2	20	✓	–	✓	–	–	–
Y/616/0852	Looking and Acting the Part in the Workplace	E2	2	20	✓	–	✓	–	–	–
J/616/0877	Personal Presentation at Work	E3	3	30	✓	–	–	–	–	–
L/616/0878	Personal Presentation at Work	1	1	9	✓	–	–	–	–	–
R/616/0879	Personal Presentation at Work	2	1	8	✓	–	–	–	–	–

Employability: Problem Solving in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/0448	Dealing with Work-Related Problems	E1	3	30	✓	–	✓	–	–	–
K/616/0449	Dealing with Work-Related Problems	E2	4	40	✓	–	✓	–	–	–
D/616/0898	Problem Solving in the Workplace	E3	3	30	✓	–	–	–	–	–
H/616/0899	Problem Solving in the Workplace	1	3	27	✓	–	–	–	–	–
K/617/0057	Problem Solving in the Workplace	2	4	24	✓	–	–	–	–	–

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Employability: Rights and Responsibilities at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/0443	Dealing with Change at Work	One	3	27	✓	–	–	–	–	–
R/616/0462	Employment Contract and Payslip Basics	E3	1	10	✓	–	–	–	–	–
Y/616/0463	Employment Rights, Contracts and Pay	1	3	27	✓	–	–	–	✓	–
M/617/0058	Employment Rights, Contracts and Pay	2	4	24	✓	–	–	–	✓	–
F/616/1137	Understand Employment Responsibilities and Rights in Health, Lifestyle and Science Industries	1	3	27	✓	–	–	–	–	–
Y/617/0202	Understand Employment Responsibilities and Rights in Health, Lifestyle and Science Industries	2	4	24	✓	–	–	–	–	–
D/616/1162	Understanding Pensions	E3	1	10	✓	–	–	–	–	–
M/616/1165	Understanding Pensions	1	1	9	✓	–	–	–	✓	–

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Employability: Setting Targets Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0344	Appraisals and Setting Targets	E3	3	30	✓	–	✓	–	–	–
J/616/0345	Appraisals and Setting Targets	1	3	27	✓	–	✓	–	–	–
K/617/0060	Appraisals and Setting Targets	2	4	24	✓	–	✓	–	–	–
M/616/0923	Reviewing and Reflecting on Own Progress	E2	3	30	✓	–	✓	–	–	–
T/616/0941	Setting Work-Related Targets	E2	2	20	✓	–	–	–	–	–

Employability: Stress Management Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0397	Coping Strategies at Work	E2	2	20	✓	–	✓	–	–	–
H/616/0398	Coping Strategies at Work	E3	2	20	✓	–	✓	–	–	–
L/616/0427	Coping Strategies at Work	1	2	18	✓	–	✓	–	–	–
K/616/1018	Stress Management	E3	3	30	✓	–	–	–	–	–
Y/616/1029	Stress and Stress Management Techniques	1	3	27	✓	–	✓	–	–	–
M/617/0061	Stress and Stress Management Techniques	2	4	24	✓	–	✓	–	–	–

Employability: Speaking and Listening at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/1229	Speaking and Listening at Work	E2	3	30	✓	–	✓	–	–	–
H/616/1230	Speaking and Listening at Work	E3	3	30	✓	–	✓	–	–	–
K/616/1231	Speaking and Listening at Work	1	3	27	✓	–	✓	–	–	–

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Employability: Teamwork Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0351	Being Part of a Group	E2	2	20	✓	–	✓	–	–	–
D/616/0383	Communication Skills for Group and Teamwork	E3	3	30	✓	–	–	–	–	–
H/616/0384	Communication Skills for Group and Teamwork	1	3	27	✓	–	✓	–	–	–
T/617/0062	Communication Skills for Group and Teamwork	2	4	24	✓	–	✓	–	–	–
F/616/1073	Team Building Skills	1	3	27	✓	–	–	–	–	–
A/617/0063	Team Building Skills	2	4	24	✓	–	–	–	–	–
K/616/1097	Team Motivation	1	3	27	✓	–	–	–	–	–
J/617/0065	Team Motivation	2	4	24	✓	–	–	–	–	–
D/616/1100	Teamwork Skills	1	3	27	✓	–	✓	–	–	–
L/617/0066	Teamwork Skills	2	4	24	✓	–	✓	–	–	–

Employability: Time Management Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0862	Managing Your Time	E2	2	20	✓	–	✓	–	–	–
L/616/1108	Time Management	E3	3	30	✓	–	–	–	–	–
R/616/1109	Time Management	1	3	27	✓	–	–	–	–	–
R/617/0067	Time Management	2	4	24	✓	–	–	–	–	–
H/616/1115	Time Management Skills	E2	1	10	✓	–	–	–	–	–

Employability: Travelling to and From Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/1003	Skills for Travelling To and From Work	E2	2	20	✓	–	✓	–	–	–
T/616/1006	Skills for Travelling To and From Work	E3	1	10	✓	–	✓	–	–	–

Employability: Using ICT in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1193	Using ICT in the Workplace	E2	2	20	✓	–	✓	–	–	–
K/616/1195	Using ICT in the Workplace	1	3	27	✓	–	✓	–	–	–
D/617/0069	Using ICT in the Workplace	2	4	24	✓	–	✓	–	–	–
A/616/1198	Using ICT to Support Writing	1	1	9	✓	–	✓	–	–	–

Employability: Using Money in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0444	Dealing with Debt	E3	3	30	✓	–	–	–	–	–
R/616/0445	Dealing with Debt	1	3	27	✓	–	–	–	–	–
M/616/0601	Handling Payment for Goods and Services	E3	3	30	✓	–	✓	–	–	–
T/616/0602	Handling Payment for Goods and Services	1	3	27	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	2	4	24	✓	–	✓	–	–	–
L/616/1156	Understanding Banks and Credit Cards	E3	2	20	✓	–	–	–	–	–
D/616/1159	Understanding Banks and Credit Cards	1	3	27	✓	–	–	–	–	–
K/616/1200	Using Money in the Workplace	E2	2	20	✓	–	✓	–	–	–

Employability: Using Numeracy Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1202	Using Numeracy Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–

Employability: Using Numeracy Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/1203	Using Numeracy Skills in the Workplace	E3	3	30	✓	–	✓	–	–	–
F/616/1204	Using Numeracy Skills in the Workplace	1	3	27	✓	–	✓	–	–	–
Y/617/0071	Using Numeracy Skills in the Workplace	2	4	24	✓	–	✓	–	–	–

Employability: Using Writing Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/1207	Using Writing Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–
A/616/1220	Writing Needs at Work	E3	1	10	✓	–	–	–	–	–
F/616/1221	Writing Needs at Work	1	1	9	✓	–	–	–	–	–
J/616/1222	Writing Notes and Emails	E3	1	10	✓	–	✓	–	–	–
L/616/1223	Writing Notes and Emails	1	1	9	✓	–	✓	–	–	–

Employability: Volunteering Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/617/0072	Learning from Volunteering	2	3	16	✓	–	–	–	–	–
D/616/1209	Volunteering	E2	2	20	✓	–	–	–	–	–
R/616/1210	Volunteering	E3	2	20	✓	–	–	–	–	–
Y/616/1211	Volunteering	1	1	9	✓	–	–	–	–	–

Employability: Work Experience Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0892	Preparation for Work Experience	1	1	9	✓	–	✓	–	–	–
F/616/0893	Preparation for Work Experience	2	1	8	✓	–	✓	–	–	–
F/616/1185	Undertaking Work Experience	1	3	27	✓	–	✓	–	–	–
H/617/0073	Undertaking Work Experience	2	4	24	✓	–	✓	–	–	–

# Section Three

## Assessment

### 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 an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess Candidate Performance using a Range of Methods
- D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence

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 these Qualifications are Assessed

These qualifications may be assessed through:

- 1) an internally set, internally marked and externally verified portfolio of evidence. Guidance on our expectations is available in 'A Guide to Assessing AIM Qualifications' available in Section 5: Appendices.
- 2) an externally set, externally marked online multiple choice exam (for particular components only). The online multiple choice exam must be invigilated by an AIM approved invigilator.

Centres may use one or both of the above assessment methods in the assessment of the qualification.

Where a multiple choice exam is available for a particular component, this will be stated on the individual component. Where a component may be assessed through either a portfolio of evidence, or an externally set, externally marked online multiple choice exam, the centre must choose one of these assessment methods in the assessment of that component.

## Entry 1 Achievement Continuum

Learners completing Entry 1 components within these qualifications are assessed using the **Entry 1 Achievement Continuum**. The Continuum describes the characteristics the learner should display at each of the 10 stages, from Encounter to Application.

Assessors may record their assessment judgements on the **Entry 1 Learner Transcript Template** indicating the stage on the continuum at which the learner has achieved the assessment. Where possible, the Assessor statement should use the terminology of the Achievement Continuum to reflect what the learner has achieved.

A full version of the Entry 1 Achievement Continuum and Entry 1 Achievement Continuum Component Transcript template can be found in Section 5: Appendices.

Use of the Entry 1 Learner Transcript Template is optional.



# Operational Guidance

## Section Four

### 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](http://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](http://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.

### Scheduling learners for the online Multiple Choice Question (MCQ) assessments

Once your learners have been registered against the relevant qualification(s) using the process above, you are now able to schedule your learners for the MCQ assessments using XAMS. Please refer to the XAMS centre guidance document for details.

Please note you need to schedule your learners at least 48 hours before the planned time of assessment.



## Delivering the MCQ assessments

Assessments must be delivered following the requirements in the AIM invigilation guidance for external assessments.

## At the end of the MCQ assessment

Once the learner has completed the assessment, you can check the result in the results screen on XAMs. The results are automatically sent to AIM, and where learners have met the rules of combination for the particular qualification, they will be issued with a qualification certificate with details of the qualification and components achieved. Please refer to the Being an AIM centre document for service standard times on the issuing of learner certificates.

## 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

# Section Five

## APPENDICES AND LINKS

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Select an appendix from the list below to view the document.

### Appendix

1. A Guide to Assessing AIM Qualifications
2. Entry 1 Achievement Continuum
3. Entry 1 Learner Transcript Template
4. Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts



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