



Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

AIM Qualifications

Suite of Internal Quality Assurance of Assessment
Qualifications

600/6374/9 and 600/6375/0 WITHDRAWN

“

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

”

2

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Document Version History

Version Number	Date	Description
2	12/12/2018	Update to TQT value and Credit removed (pages 8-10) Credit removed (pages 13-14)
3	22/02/2019	Following review TQT values updated and credit applied (pages 8-10) Credit applied (pages 13-14)
4	26/06/2019	Qualifications withdrawn and end dates (page 8 and 10): Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice: Operational End Date added: 31/12/2019 Certification End Date added: 31/12/2022 Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice: 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 8-10)
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	October 2022	Removed 'VCRF adaptation/guidance' (from page 7)

3

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Contents

Introduction	5
SECTION ONE - QUALIFICATION OVERVIEW	
About these Qualifications	7
SECTION TWO - QUALIFICATION STRUCTURE AND COMPONENTS	
Qualification Structure and Components	13
SECTION THREE - ASSESSMENT	
Centre Staff Requirements	16
How these Qualifications are Assessed	17
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering these Qualifications	19
Approval to Offer these Qualifications	19
Registration and Certification	19
SECTION FIVE - APPENDICES	
A Guide to Assessing AIM Qualifications	21

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Introduction

Welcome to the AIM Qualifications Suite of Internal Quality Assurance of Assessment 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.

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Qualification Overview

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

About this Qualification

The Suite of Internal Quality Assurance Qualifications is suitable for learners currently undertaking an internal verifier or internal moderator role or who aspire to become moderators/verifiers. The suite comprises three qualifications:

The following qualification is suitable for learners currently undertaking an internal verifier or internal moderator role or who aspire to become moderators/verifiers:

- **Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice** is a knowledge based qualification suitable for those who wish to gain an understanding of the principles and practice of verification without any requirement to demonstrate competence as an internal verifier.

The following qualifications are suitable for learners currently undertaking an internal verifier or internal moderator role:

- **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** for those who maintain the quality of assessment from within an organisation or assessment centre, in an internal verification or moderation role.
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** is for those who lead a team of internal quality assurance staff.

These qualifications are specified as a requirement by some awarding organisations and sectors skills councils in order to carry out an internal verification role for certain qualifications.

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Qualification Details

Qualification	
AIM Qualifications Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	
Qualification Family	Professional
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners may progress within this Suite of Internal Quality Assurance of Assessment qualifications or onto: Awards and Certificates within the Suite of External Quality Assurance qualifications at Level 4. Education and Training qualifications
Geographical Coverage	England
Operational Start Date	01/08/2012
Operational End Date	31/12/2019
Certification End Date	31/12/2022
Sector	13.1 Teaching and Lecturing
Qualification Number	600/6374/9
Learning Aim Reference	60063749
Credit Value	6
Guided Learning Hours (GLH)	45
Total Qualification Time (TQT)	60
Learner Age	16+
Rules of Combination	To achieve this qualification learners must achieve the single essential component.

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Qualification	
AIM Qualifications Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	
Qualification Family	Professional
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners may progress within this Suite of Internal Quality Assurance of Assessment qualifications or onto: Awards and Certificates within the Suite of External Quality Assurance qualifications at Level 4. Education and Training qualifications
Geographical Coverage	England
Operational Start Date	01/08/2012
Review Date	31/12/2023
Sector	13.1 Teaching and Lecturing
Qualification Number	600/6373/7
Learning Aim Reference	60063737
Credit Value	12
Guided Learning Hours (GLH)	90
Total Qualification Time (TQT)	120
Learner Age	16+

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Qualification	
AIM Qualifications Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	
Qualification Family	Professional
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners may progress within this Suite of Internal Quality Assurance of Assessment qualifications or onto: Awards and Certificates within the Suite of External Quality Assurance qualifications at Level 4. Education and Training qualifications
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	600/6375/0
Learning Aim Reference	60063750
Credit Value	17
Guided Learning Hours (GLH)	115
Total Qualification Time (TQT)	170

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

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 within this Suite of Internal Quality Assurance of Assessment qualifications or onto:

Awards and Certificates within the Suite of External Quality Assurance qualifications at Level 4.

Education and Training qualifications

Entry Guidance

There are no specific entry requirements for this qualification.

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. You must ensure that your centre has appropriate resources in place to deliver the component(s) in this qualification.

Qualification Structure

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 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice WITHDRAWN ON 31/12/2019				
To achieve this qualification learners must achieve the single essential component.				
Component Code	Component Title	Level	GLH	Credit Value
Essential				
T/601/5320	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	Four	45	6

Rules of combination for: AIM Qualifications Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice				
To achieve this qualification learners must achieve all the essential components.				
Component Code	Component Title	Level	GLH	Credit Value
Essential				
T/601/5320	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	Four	45	6
A/601/5321	Internally Assure the Quality of Assessment	Four	45	6

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Rules of combination for: AIM Qualifications Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice WITHDRAWN ON 31/07/2020				
To achieve this qualification learners must achieve all the essential components.				
Component Code	Component Title	Level	GLH	Credit Value
Essential				
T/601/5320	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	Four	45	6
A/601/5321	Internally Assure the Quality of Assessment	Four	45	6
H/600/9674	Plan, Allocate and Monitor Work in own Area of Responsibility	Four	25	5

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Section Three

Assessment

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

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

In addition, specifically for these qualifications, Assessors must hold a Level 5 Leadership and Management qualification or equivalent.

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

In addition, specifically for these qualifications, Internal Verifiers must hold a Level 5 Leadership and Management qualification or equivalent.

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

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.

Essential Components		Set by the centre			Set by AIM			
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/601/5320	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	Four	✓	–	–	–	–	–
A/601/5321	Internally Assure the Quality of Assessment	Four	✓	–	–	–	–	–
H/600/9674	Plan, Allocate and Monitor Work in own Area of Responsibility	Four	✓	–	–	–	–	–

Operational Guidance

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

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

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.

Appendices and Links

Appendix Title

A Guide to Assessing AIM Qualifications



[Back to Contents](#)

21

Please note that 600/6374/9 and 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM for further information on 01332 341822.



+44 (0)1332 341822



enquiries@aim-group.org.uk



www.aim-group.org.uk

AIM Qualifications and Assessment Group
3 Pride Point Drive
Pride Park
Derby
DE24 8BX