



AIMQUALIFICATIONS

Handbook
for centre staff



AIM Qualifications

Suite of Personal Progress Qualifications

Version 6- May 2022

“ 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
3	19/11/2018	Update to TQT values (pages 8-10)
4	26/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 96).
5	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8) Geographical coverage updated to include Wales and Northern Ireland (pages 8-10)
6	May 2022	Review date updated to 31/12/2023 for the following qualifications: 600/5887/0 Entry Level Award in Personal Progress (Entry 1) 600/5886/9 Entry Level Certificate in Personal Progress (Entry 1) 600/5885/7 Entry Level Diploma in Personal Progress (Entry 1)

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Introduction

Welcome to the AIM Qualifications Suite of Personal Progress Qualifications Handbook. 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:

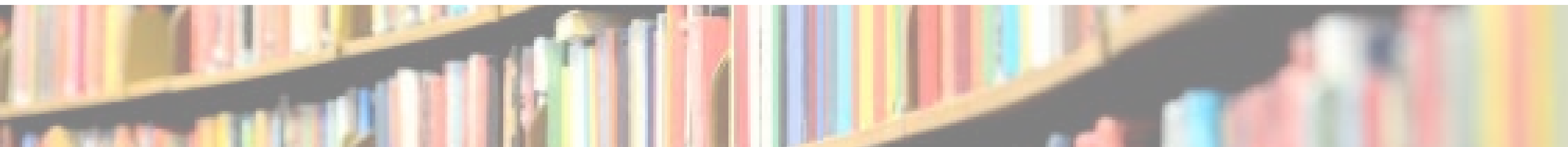
- AIM Qualifications Entry Level Award in Personal Progress (Entry 1) 600/5887/0
- AIM Qualifications Entry Level Certificate in Personal Progress (Entry 1) 600/5886/9
- AIM Qualifications Entry Level Diploma in Personal Progress (Entry 1) 600/5885/7

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

About Us

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

Qualification Overview



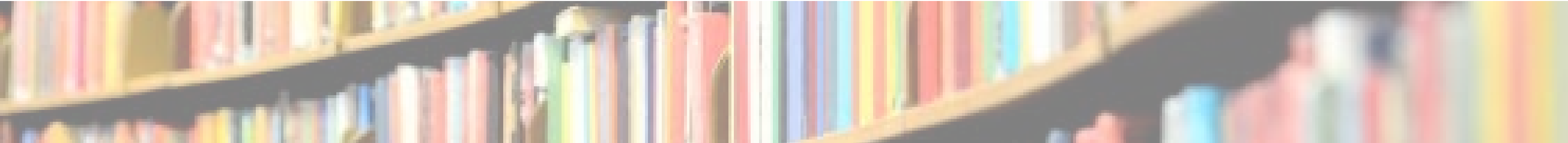
About these Qualifications

The AIM Qualifications Suite of Personal Progress qualification (Entry 1) is designed for learners operating at the earliest communication levels. This also includes learners who already have life skills but are working at, or just below, the Application stage of the Achievement Continuum. It gives learners recognition for their learning and promotes and supports progression over time.

The qualification is aimed at a wide variety of learners with individual abilities, interests, motivations and aspirations. These individuals will have a range of learning difficulties and will be working within the Entry 1 continuum levels previously known as pre-Entry.

Qualification Details

Qualification	
AIM Qualifications Entry Level Award in Personal Progress (Entry 1)	
Qualification Family	Flexibilities
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	<p>There are opportunities to progress laterally within the qualification across the different units and vertically along the Entry 1 achievement continuum.</p> <p>Learners from this qualification may also progress onto further learning at Entry 1 and Entry 2, such as the AIM Qualifications Independent Living or Exploring Work qualifications</p>
Geographical Coverage	England, Wales and Northern Ireland
Operational Start Date	01/07/2012
Review Date	31/12/2023
Sector	14.1 Foundations for Learning and Life
Qualification Number	600/5887/0
Learning Aim Reference	60058870
Guided Learning Hours (GLH)	80
Credit Value	8
Total Qualification Time (TQT)	80
Minimum Learner Age	N/A
Rules of Combination	Learners must achieve 8 credits in total. The credits can be taken from any combination of components within the qualification.



Qualification	
AIM Qualifications Entry Level Certificate in Personal Progress (Entry 1)	
Qualification Family	Flexibilities
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	<p>There are opportunities to progress laterally within the qualification across the different units and vertically along the Entry 1 achievement continuum.</p> <p>Learners from this qualification may also progress onto further learning at Entry 1 and Entry 2, such as the AIM Qualifications Independent Living or Exploring Work qualifications</p>
Geographical Coverage	England, Wales and Northern Ireland
Operational Start Date	01/07/2012
Review Date	31/12/2023
Sector	14.1 Foundations for Learning and Life
Qualification Number	600/5886/9
Learning Aim Reference	60058869
Guided Learning Hours (GLH)	140
Credit Value	14
Total Qualification Time (TQT)	140
Minimum Learner Age	N/A
Rules of Combination	Learners must achieve 14 credits in total. The credits can be taken from any combination of components within the qualification.

Qualification	
AIM Qualifications Entry Level Diploma in Personal Progress (Entry 1)	
Qualification Family	Flexibilities
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	<p>There are opportunities to progress laterally within the qualification across the different units and vertically along the Entry 1 achievement continuum.</p> <p>Learners from this qualification may also progress onto further learning at Entry 1 and Entry 2, such as the AIM Qualifications Independent Living or Exploring Work qualifications</p>
Geographical Coverage	England, Wales and Northern Ireland
Operational Start Date	01/07/2012
Review Date	31/12/2023
Sector	14.1 Foundations for Learning and Life
Qualification Number	600/5885/7
Learning Aim Reference	60058857
Guided Learning Hours (GLH)	370
Credit Value	37
Total Qualification Time (TQT)	370
Minimum Learner Age	N/A
Rules of Combination	Learners must achieve 37 credits in total. The credits can be taken from any combination of components within the qualification.

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

There are opportunities to progress laterally within the qualification across the different units and vertically along the Entry 1 achievement continuum. Learners from this qualification may also progress onto further learning at Entry 1 and Entry 2, such as the AIM Qualifications Independent Living or Exploring Work qualifications

Entry Guidance

There are no specific entry requirements for this qualification.

Qualification Dates

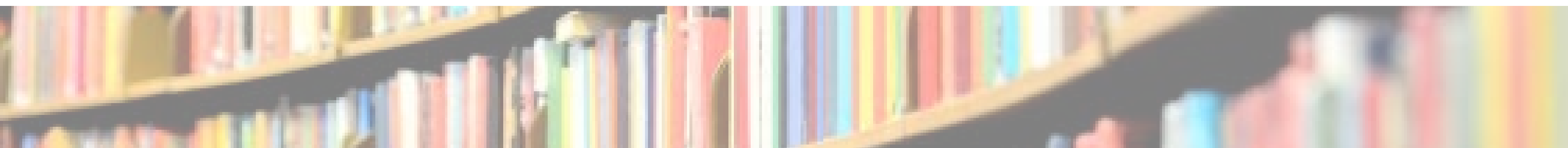
The qualification review date is the date by which we will have carried out a review of the qualification. We work with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date.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



Qualification Structure and Components

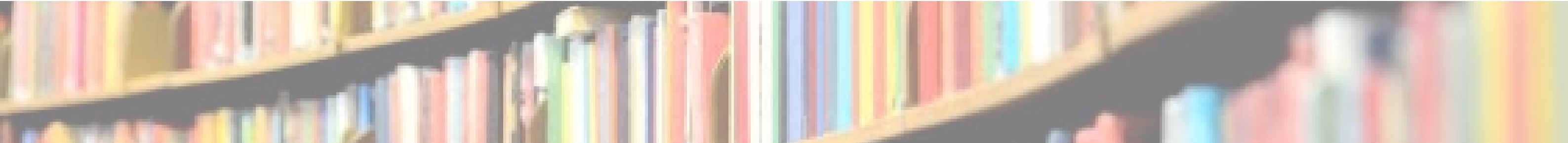
This section details the rules of combinations for these qualifications. Select the component title to view the component details.

Rules of Combination: AIM Qualifications Entry Level Award in Personal Progress (Entry 1)
Learners must achieve 8 credits in total. The credits can be taken from any combination of components within the qualification.

Rules of Combination: AIM Qualifications Entry Level Certificate in Personal Progress (Entry 1)
Learners must achieve 14 credits in total. The credits can be taken from any combination of components within the qualification.

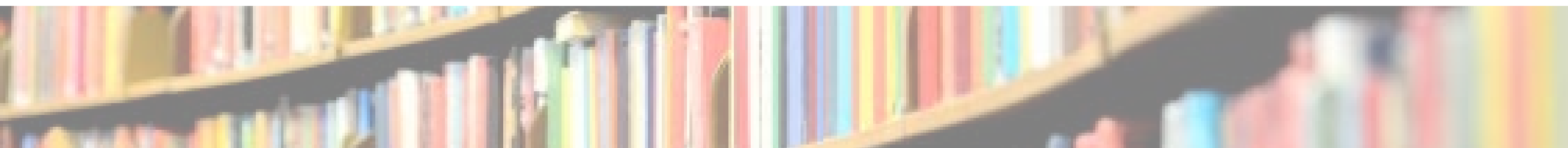
Rules of Combination: AIM Qualifications Entry Level Diploma in Personal Progress (Entry 1)
Learners must achieve 37 credits in total. The credits can be taken from any combination of components within the qualification.

Component Code	Component Title	Level	Credit Value	GLH
Components				
K/507/8971	Accessing the Community	E1	4	40
Y/502/4159	Dealing with Problems	E1	4	40
F/502/4317	Developing Communication Skills	E1	3	30
F/502/4169	Developing Community Participation Skills: Getting Out and About	E1	5	50
Y/502/4324	Developing ICT Skills	E1	4	40
A/502/4168	Developing Independent Living Skills: Being Healthy	E1	2	20
H/502/4164	Developing Independent Living Skills: Having Your Say	E1	3	30
K/502/4165	Developing Independent Living Skills: Keeping Safe	E1	2	20
M/502/4166	Developing Independent Living Skills: Looking After your Own Home	E1	2	20
A/502/4154	Developing Learning Skills: Learning to Learn	E1	5	50



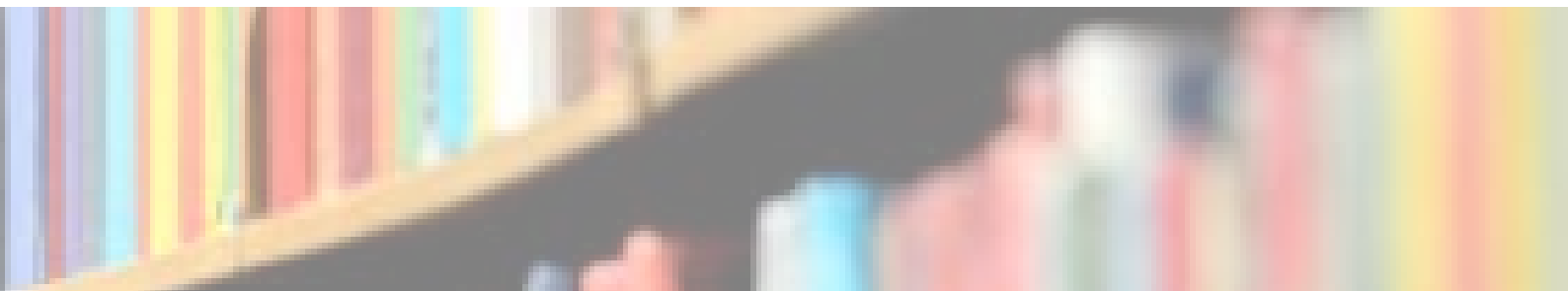
Component Code	Component Title	Level	Credit Value	GLH
Components				
F/502/4320	Developing Reading Skills	E1	3	30
Y/502/4422	Developing Self Awareness: All About Me	E1	3	30
R/502/4449	Developing Skills for the Workplace: Following Instructions	E1	2	20
J/502/4450	Developing Skills for the Workplace: Getting Things Done	E1	4	40
L/502/4451	Developing Skills for the Workplace: Health and Safety	E1	2	20
R/502/4452	Developing Skills for the Workplace: Looking and Acting the Part	E1	2	20
R/502/4323	Developing Writing Skills	E1	3	30
D/502/4325	Early Mathematics: Developing Number Skills	E1	2	20
M/502/4331	Early Mathematics: Measure	E1	2	20
K/502/4327	Early Mathematics: Position	E1	2	20
T/502/4332	Early Mathematics: Sequencing and Sorting	E1	3	30
T/502/4329	Early Mathematics: Shape	E1	2	20
M/507/8972	Encountering Experiences – Discovery	E1	4	40
T/507/8973	Encountering Experiences – Engagement with the World	E1	3	30

Component Code	Component Title	Level	Credit Value	GLH
Components				
R/502/4161	Encountering Experiences: Being a Part of Things	E1	3	30
T/502/4203	Engaging with the World Around You: Events	E1	3	30
F/502/4205	Engaging with the World Around You: Objects	E1	3	30
R/502/4175	Engaging with the World Around You: People	E1	3	30
L/502/4160	Getting on With Other People	E1	4	40
F/507/8975	Physical Development: Being Healthy	E1	3	30
K/502/4439	Rights and Responsibilities : Everybody Matters	E1	3	30
A/502/4171	Travel Within the Community: Going Places	E1	3	30
D/600/0438	Understanding what Money is Used For	E1	3	30
F/502/4172	Using Local Health Services	E1	2	20



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 are assessed through an internally set, internally marked and externally verified portfolio of evidence. A summary of the assessment is shown below. Guidance on our expectations is available in 'AIM Qualifications: Assessment handbook' available on the AIM website (www.aim-group.org.uk).

Components			Set by the centre			Set by AIM		
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/507/8971	Accessing the Community	E1	✓	–	✓	–	–	–
Y/502/4159	Dealing with Problems	E1	✓	–	✓	–	–	–
F/502/4317	Developing Communication Skills	E1	✓	–	✓	–	–	–
F/502/4169	Developing Community Participation Skills: Getting Out and About	E1	✓	–	✓	–	–	–
Y/502/4324	Developing ICT Skills	E1	✓	–	✓	–	–	–
A/502/4168	Developing Independent Living Skills: Being Healthy	E1	✓	–	✓	–	–	–
H/502/4164	Developing Independent Living Skills: Having Your Say	E1	✓	–	✓	–	–	–
K/502/4165	Developing Independent Living Skills: Keeping Safe	E1	✓	–	✓	–	–	–
M/502/4166	Developing Independent Living Skills: Looking After your Own Home	E1	✓	–	✓	–	–	–

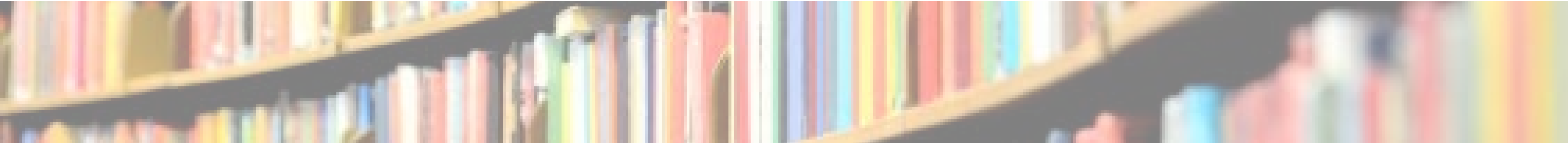
Components			Set by the centre			Set by AIM		
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/502/4154	Developing Learning Skills: Learning to Learn	E1	✓	–	✓	–	–	–
F/502/4320	Developing Reading Skills	E1	✓	–	✓	–	–	–
Y/502/4422	Developing Self Awareness: All About Me	E1	✓	–	✓	–	–	–
R/502/4449	Developing Skills for the Workplace: Following Instructions	E1	✓	–	✓	–	–	–
J/502/4450	Developing Skills for the Workplace: Getting Things Done	E1	✓	–	✓	–	–	–
L/502/4451	Developing Skills for the Workplace: Health and Safety	E1	✓	–	✓	–	–	–
R/502/4452	Developing Skills for the Workplace: Looking and Acting the Part	E1	✓	–	✓	–	–	–
R/502/4323	Developing Writing Skills	E1	✓	–	✓	–	–	–
D/502/4325	Early Mathematics: Developing Number Skills	E1	✓	–	✓	–	–	–
M/502/4331	Early Mathematics: Measure	E1	✓	–	✓	–	–	–
K/502/4327	Early Mathematics: Position	E1	✓	–	✓	–	–	–
T/502/4332	Early Mathematics: Sequencing and Sorting	E1	✓	–	✓	–	–	–

Components			Set by the centre			Set by AIM		
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/502/4329	Early Mathematics: Shape	E1	✓	–	✓	–	–	–
M/507/8972	Encountering Experiences – Discovery	E1	✓	–	✓	–	–	–
T/507/8973	Encountering Experiences – Engagement with the World	E1	✓	–	✓	–	–	–
R/502/4161	Encountering Experiences: Being a Part of Things	E1	✓	–	✓	–	–	–
T/502/4203	Engaging with the World Around You: Events	E1	✓	–	✓	–	–	–
F/502/4205	Engaging with the World Around You: Objects	E1	✓	–	✓	–	–	–
R/502/4175	Engaging with the World Around You: People	E1	✓	–	✓	–	–	–
L/502/4160	Getting on With Other People	E1	✓	–	✓	–	–	–
F/507/8975	Physical Development: Being Healthy	E1	✓	–	✓	–	–	–
K/502/4439	Rights and Responsibilities : Everybody Matters	E1	✓	–	✓	–	–	–
A/502/4171	Travel Within the Community: Going Places	E1	✓	–	✓	–	–	–
D/600/0438	Understanding what Money is Used For	E1	✓	–	✓	–	–	–

Components			Set by the centre			Set by AIM		
<i>Component Code</i>	<i>Component Title</i>	<i>Level</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>
F/502/4172	Using Local Health Services	E1	✓	–	✓	–	–	–

Section Four

Operational Guidance



Offering these Qualifications

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

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

Approval to Offer the Qualification

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

Registration and Certification

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

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

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

Fees and Charges

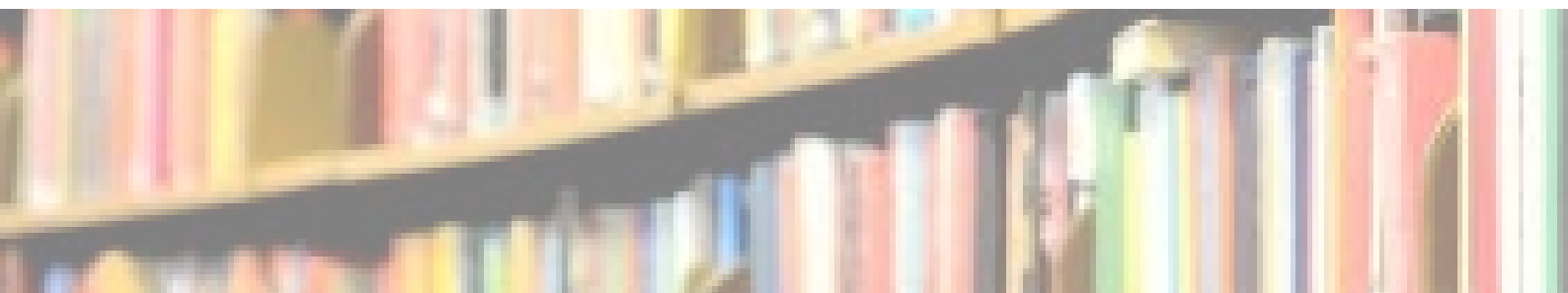
The AIM Fees and Charges brochure includes all qualification charges and is available on our website. Please note that registrations will not be processed if centre fees have not been paid.

APPENDICES AND LINKS

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

Appendix Name

1. [AIM Qualifications: Assessment handbook](#)
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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