AIMQUALIFICATIONS

AIM Qualifications

Suite of Skills for Working in Animal Care Industries Qualifications (AIMVOCs)

> "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	01/05/2018	Implementation of version 2 qualification, where the total credits required at some levels/sizes have been increased and some component credit sizes increased. Please contact your Business Development Manager for further clarification.
3	26/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 73).
4	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 9-13)
5	October 2020	Added 'Extended ERF Adaptation - Animal Care (AIMVOC)' to Appendices (page 73) Added information about adapted qualifications to 'Introduction' section (page 5)
6	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 5) (page 73)
7	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 14: Resource requirements Page 69: How these qualifications are assessed Page 71: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 72: Delivering the MCQ assessments Page 72: At the end of the MCQ assessments

Version Number	Date	Description
8	September 2021	Qualification withdrawal dates added (pages 10-14) for: Entry 1 Award in Skills for Working in Animal Care Industries 603/1527/1 Entry 1 Extended Award in Skills for Working in Animal Care Industries 603/1528/3 Entry 2 Award in Skills for Working in Animal Care Industries 603/1532/5 Entry 2 Extended Award in Skills for Working in Animal Care Industries 603/1533/7 Entry 2 Certificate in Skills for Working in Animal Care Industries 603/1534/9 Entry 2 Extended Certificate in Skills for Working in Animal Care Industries 603/1535/0 Entry 2 Diploma in Skills for Working in Animal Care Industries 603/1536/2 Entry 3 Extended Award in Skills for Working in Animal Care Industries 603/1544/1 Entry 3 Extended Certificate in Skills for Working in Animal Care Industries 603/1546/5 Level 1 Extended Award in Skills for Working in Animal Care Industries 603/1549/0 Level 1 Extended Certificate in Skills for Working in Animal Care Industries 603/1552/0 Level 2 Award in Skills for Working in Animal Care Industries 603/1554/4 Level 2 Extended Award in Skills for Working in Animal Care Industries 603/1555/6 Level 2 Certificate in Skills for Working in Animal Care Industries 603/1556/8 Level 2 Extended Certificate in Skills for Working in Animal Care Industries 603/1557/X Level 2 Diploma in Skills for Working in Animal Care Industries 603/1558/1

Version Number	Date	Description
10	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)
11	June 2022	The review date has been updated to 31/07/2025 for the following qualifications: AIM Qualification Entry 3 Award in Skills for Working in Animal Care Industries AIM Qualification Entry 3 Certificate in Skills for Working in Animal Care Industries AIM Qualification Entry 3 Diploma in Skills for Working in Animal Care Industries AIM Qualification Level 1 Award in Skills for Working in Animal Care Industries AIM Qualification Level 1 Certificate in Skills for Working in Animal Care Industries AIM Qualification Level 1 Diploma in Skills for Working in Animal Care Industries
12	October 2022	Removed 'VCRF adaptation/guidance' (from page 7 and 75)

Contents

Introduction

Welcome to the AIM Qualifications Suite of Skills for Working in Animal Care Industries Qualification Handbook.

Adapted Assessments

AIM Qualifications Entry Level 1 Award in Skills for Working in Animal Care Industries *603/1527/1 (expiring)*

AIM Qualifications Entry Level 1 Extended Award in Skills for Working in Animal Care Industries *603/1528/3 (expiring)*

AIM Qualifications Entry Level 2 Award in Skills for Working in Animal Care Industries *603/1532/5 (expiring)*

AIM Qualifications Entry Level 2 Extended Award in Skills for Working in Animal Care Industries *603/1533/7 (expiring)*

AIM Qualifications Entry Level 2 Certificate in Skills for Working in Animal Care Industries *603/1534/9 (expiring)*

AIM Qualifications Entry Level 2 Extended Certificate in Skills for Working in Animal Care Industries *603/1535/0 (expiring)*

AIM Qualifications Entry Level 2 Diploma in Skills for Working in Animal Care Industries *603/1536/2 (expiring)*

AIM Qualifications Entry Level 3 Award in Skills for Working in Animal Care Industries *603/1543/X*

AIM Qualifications Entry Level 3 Extended Award in Skills for Working in Animal Care Industries *603/1544/1 (expiring)*

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Animal Care Industries *603/1545/3*

AIM Qualifications Entry Level 3 Extended Certificate in Skills for Working in Animal Care Industries *603/1546/5 (expiring)*

AIM Qualifications Entry Level 3 Diploma in Skills for Working in Animal Care Industries *603/1547/7*

AIM Qualifications Level 1 Award in Skills for Working in Animal Care Industries *603/1548/9*

AIM Qualifications Level 1 Extended Award in Skills for Working in Animal Care Industries *603/1549/0 (expiring)*

AIM Qualifications Level 1 Certificate in Skills for Working in Animal Care Industries *603/1551/9*

AIM Qualifications Level 1 Extended Certificate in Skills for Working in Animal Care Industries *603/1552/0 (expiring)*

AIM Qualifications Level 1 Diploma in Skills for Working in Animal Care Industries *603/1553/2*

AIM Qualifications Level 2 Award in Skills for Working in Animal Care Industries *603/1554/4 (expiring)*

AIM Qualifications Level 2 Extended Award in Skills for Working in Animal Care Industries *603/1555/6 (expiring)*

AIM Qualifications Level 2 Certificate in Skills for Working in Animal Care Industries *603/1556/8 (expiring)*

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Animal Care Industries *603/1557/X (expiring)*

AIM Qualifications Level 2 Diploma in Skills for Working in Animal Care Industries *603/1558/1 (expiring)*

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.

Qualification Overview

Section One

About these Qualifications

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

The AIM Qualifications Suite of Skills for Working in Animal Care 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 animal care industries. These qualifications cover different areas of animal care, including general animal care, horse care, canine care, farm animal care and bird care. Learners will be able to develop practical care skills for a range of animals, whilst also developing the essential communication, information technology, English and maths skills they will need to succeed in the industry.

The introduction of laws on domestic and captive animals (the Animal Welfare Act 2006 and the Animal Welfare Act Scotland 2006) requires those working with animals to meet the responsibility for and to promote to others the duty of care of animals. These qualifications have been developed with industry experts putting Animal welfare at the forefront of the development, taking into account DEFRA Codes of Practice for the Welfare of Dogs and Horses.

These qualifications have been designed to allow learners to achieve the size and level of qualification most suitable for their needs and relevant to their stage of learning, providing an opportunity to work towards qualifications in small steps.
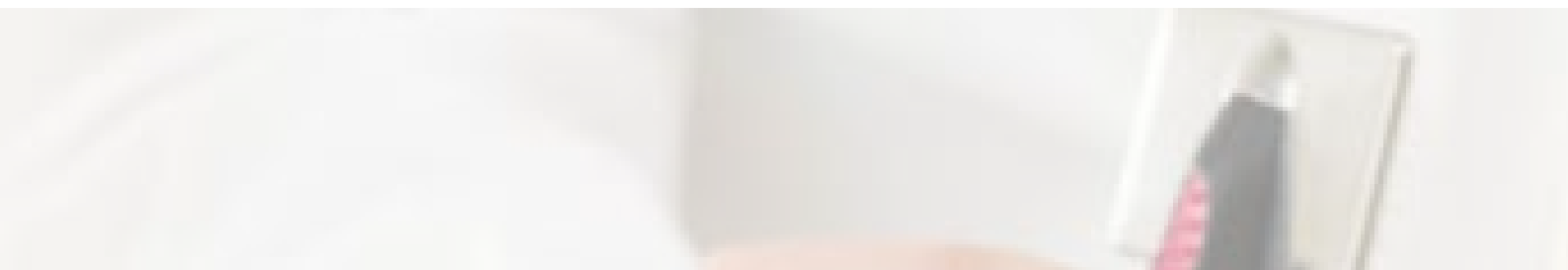
Entry 1 Qualifications

	AIM Qualification Entry 1 Award in Skills for Working in Animal Care Industries	AIM Qualification Entry 1 Extended Award in Skills for Working in Animal Care Industries
Qualification Family	Flexibilities	
Grading	Pass/Fail	
Geographical Coverage	England	
Operational Start Date	1st July 2017	
Last Learner Registration Date	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025
Sector	3.3 Animal Care and Veterinary Science	
Qualification Number	603/1527/1	603/1528/3
Learning Aim Reference	60315271	60315283
Guided Learning Hours	30	90
Total Qualification Time	30	90
Total Credits Required	3	9
Minimum Learner Age	N/A	N/A

Entry 2 Qualifications

	AIM Qualification Entry 2 Award in Skills for Working in Animal Care Industries	AIM Qualification Entry 2 Extended Award in Skills for Working in Animal Care Industries	AIM Qualification Entry 2 Certificate in Skills for Working in Animal Care Industries	AIM Qualification Entry 2 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualification Entry 2 Diploma in Skills for Working in Animal Care Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Last Learner Registration Date	30th April 2022	30th April 2022	30th April 2022	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025	30th April 2025	30th April 2025	30th April 2025
Sector	3.3 Animal Care and Veterinary Science				
Qualification Number	603/1532/5	603/1533/7	603/1534/9	603/1535/0	603/1536/2
Learning Aim Reference	60315325	60315337	60315349	60315350	60315362
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370

Entry 3 Qualifications

	AIM Qualification Entry 3 Award in Skills for Working in Animal Care Industries	AIM Qualification Entry 3 Extended Award in Skills for Working in Animal Care Industries	AIM Qualification Entry 3 Certificate in Skills for Working in Animal Care Industries	AIM Qualification Entry 3 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualification Entry 3 Diploma in Skills for Working in Animal Care Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
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	3.3 Animal Care and Veterinary Science				
Qualification Number	603/1543/X	603/1544/1	603/1545/3	603/1546/5	603/1547/7
Learning Aim Reference	6031543X	60315441	60315453	60315465	60315477
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370
Total Credits Required	3	9	15	27	37

Level 1 Qualifications

	AIM Qualification Level 1 Award in Skills for Working in Animal Care Industries	AIM Qualification Level 1 Extended Award in Skills for Working in Animal Care Industries	AIM Qualification Level 1 Certificate in Skills for Working in Animal Care Industries	AIM Qualification Level 1 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualification Level 1 Diploma in Skills for Working in Animal Care Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
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	3.3 Animal Care and Veterinary Science				
Qualification Number	603/1548/9	603/1549/0	603/1551/9	603/1552/0	603/1553/2
Learning Aim Reference	60315489	60315490	60315519	60315520	60315532
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 Qualification Level 2 Award in Skills for Working in Animal Care Industries	AIM Qualification Level 2 Extended Award in Skills for Working in Animal Care Industries	AIM Qualification Level 2 Certificate in Skills for Working in Animal Care Industries	AIM Qualification Level 2 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualification Level 2 Diploma in Skills for Working in Animal Care Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Last Learner Registration Date	30th April 2022	30th April 2022	30th April 2022	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025	30th April 2025	30th April 2025	30th April 2025
Sector	3.3 Animal Care and Veterinary Science				
Qualification Number	603/1554/4	603/1555/6	603/1556/8	603/1557/X	603/1558/1
Learning Aim Reference	60315544	60315556	60315568	6031557X	60315581
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

These qualifications have been designed to support learners to build on their knowledge and skills to progress onto higher level qualifications, supporting young people and adults to secure skilled employment to meet the needs of the economy.

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.
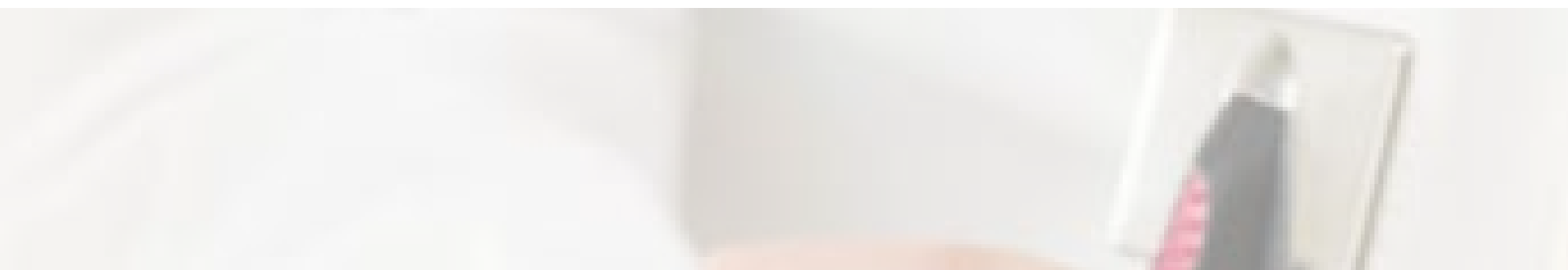
Qualification Structure and Components
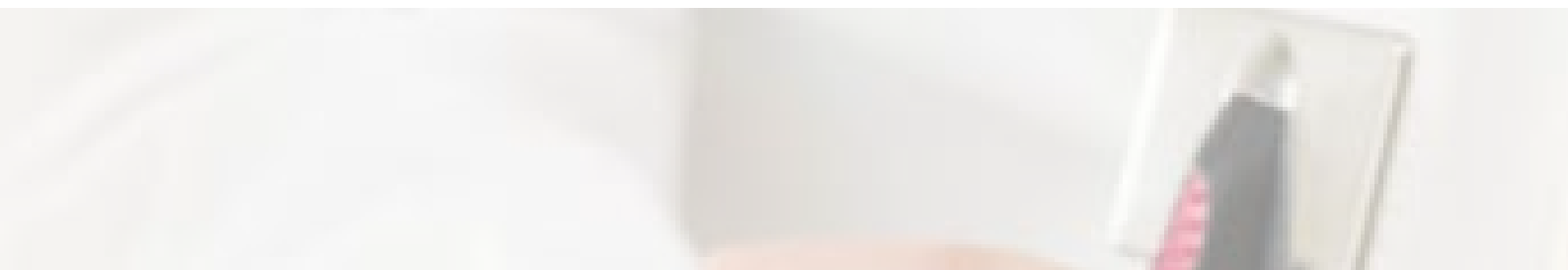
Qualification Structure: Entry 1 Qualifications

	AIM Qualification Entry 1 Award in Skills for Working in Animal Care Industries	AIM Qualifications Entry 1 Extended Award in Skills for Working in Animal Care Industries
Total Credits Required	**3**	**9**
Minimum Credits from Animal Care Group	3	6
Maximum Credits allowed from Employability Group (at Entry 1 only)	0	3

Full Description of Rules of Combination	*Learners must achieve a minimum of 3 credits from the Animal Care Group at Entry 1 only.*	*Learners must achieve 9 credits.* *A minimum of 6 credits must be achieved from the Animal Care Group, up to 3 credits of these may be achieved at Entry 2.* *A maximum of 3 credits may be achieved from the Employability Group, at Entry 1 only.*

Qualification Structure: Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Animal Care Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Animal Care Industries	AIM Qualifications Entry 2 Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Entry 2 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Entry 2 Diploma in Skills for Working in Animal Care Industries
Total Credits Required	**3**	**9**	**15**	**27**	**37**
Minimum Credits from Animal Care Group	3	6	10	17	25
Maximum Credits allowed from Employability Group (at Entry 2 Only)	0	3	5	10	12

Full Description of Rules of Combination	*Learners must achieve a minimum of 3 credits from the Animal Care Group at Entry 2 only.*	*Learners must achieve 9 credits.* *A minimum of 6 credits must be achieved from the Animal Care 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.*	*Learners must achieve 15 credits.* *A minimum of 10 credits must be achieved from the Animal Care Group, up to 5 credits of these may be achieved at Entry 1 and/or Entry 3.* *A maximum of 5 credits may be achieved from the Employability Group, at Entry 2 only.*	*Learners must achieve 27 credits.* *A minimum of 17 credits must be achieved from the Animal Care Group, up to 10 credits of these may be achieved at Entry 1 and/or Entry 3.* *A maximum of 10 credits may be achieved from the Employability Group, at Entry 2 only.*	*Learners must achieve 37 credits.* *A minimum of 25 credits must be achieved from the Animal Care Group, up to 12 credits of these may be achieved at Entry 1 and/or Entry 3.* *A maximum of 12 credits may be achieved from the Employability Group, at Entry 2 only.*

Qualification Structure: Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Animal Care Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Animal Care Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Entry 3 Diploma in Skills for Working in Animal Care Industries
Total Credits Required	**3**	**9**	**15**	**27**	**37**
Minimum Credits from Animal Care Group	3	6	10	17	25
Maximum Credits allowed from Employability Group (at Entry 3 only)	0	3	5	10	12

| Full Description of Rules of Combination | *Learners must achieve a minimum of 3 credits from the Animal Care Group at Entry 3 only.* | *Learners must achieve 9 credits.*

A minimum of 6 credits must be achieved from the Animal Care 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. | *Learners must achieve 15 credits.*

A minimum of 10 credits must be achieved from the Animal Care 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. | *Learners must achieve 27 credits.*

A minimum of 17 credits must be achieved from the Animal Care 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. | *Learners must achieve 37 credits.*

A minimum of 25 credits must be achieved from the Animal Care Group, up to 12 credits of these may be achieved at Entry 2 and/or Level 1.

A maximum of 12 credits may be achieved from the Employability Group, at Entry 3 only. |

Qualification Structure: Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Animal Care Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Animal Care Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Animal Care Industries
Total Credits Required	**6**	**9**	**15**	**26**	**36**
Minimum Credits from Animal Care 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 | *Learners must achieve a minimum of 6 credits from the Animal Care Group at Level 1 only.* | *Learners must achieve 9 credits.*

A minimum of 6 credits must be achieved from the Animal Care 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. | *Learners must achieve 15 credits.*

A minimum of 10 credits must be achieved from the Animal Care 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. | *Learners must achieve 26 credits.*

A minimum of 16 credits must be achieved from the Animal Care 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. | *Learners must achieve 36 credits.*

A minimum of 24 credits must be achieved from the Animal Care 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. |

Qualification Structure: Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Animal Care Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Animal Care Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Animal Care Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Animal Care Industries
Total Credits Required	**8**	**11**	**19**	**34**	**48**
Minimum Credits from Animal Care 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 | *Learners must achieve a minimum of 8 credits from the Animal Care Group at Level 2 only.* | *Learners must achieve 11 credits.*

A minimum of 7 credits must be achieved from the Animal Care Group, up to 4 credits of these may be achieved at Level 1 and/or Level 3.

A maximum of 4 credits may be achieved from the Employability Group, at Level 2 only. | Learners must achieve 19 credits.

A minimum of 13 credits must be achieved from the Animal Care Group, up to 6 credits of these may be achieved at Level 1 and/or Level 3.

A maximum of 6 credits may be achieved from the Employability Group, at Level 2 only. | Learners must achieve 34 credits.

A minimum of 23 credits must be achieved from the Animal Care Group, up to 11 credits of these may be achieved at Level 1 and/or Level 3.

A maximum of 11 credits may be achieved from the Employability Group, at Level 2 only. | Learners must achieve 48 credits.

A minimum of 33 credits must be achieved from the Animal Care Group, up to 15 credits of these may be achieved at Level 1 and/or Level 3.

A maximum of 15 credits may be achieved from the Employability Group, at Level 2 only. |

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:

Animal Care Group; which includes

- *Bird Care (page 24)*: learners will be introduced to birds. They will learn about different birds, where they live and the food they eat.
- *Canine Care* (*page 24*): this group covers grooming and bathing, interacting with and handling dogs.
- *Farm Animal Care (page 25)*: covers providing housing for and looking after farm animals. Learners will develop their practical skills in areas such as poultry care, weighing and moving farm animals.
- *General Animal Care (page 26)*: covers exercising, providing housing for and looking after animals. Learners also have the opportunities to feed, water and groom animals.
- *Horse Care (page 29)*: aims to develop learner's practical skills in horse care, such as inspecting and cleaning tack, preparing a horse for exercise and grooming and feeding horses. Learners may also muck out stables and prepare horses for travel.

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 and qualities, and their personal preferences to different careers. They will also develop their practical skills in searching for jobs and will look at how to apply for job vacancies.
- *Communication in the Workplace (page 35)*: raises awareness of the importance of effective communication in the workplace, including communicating with others about work tasks and dealing with conflict.

- *Confidence and Self Esteem (page 36)*: 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 36)*: 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.
- *Customer Service Skills (page 38)*: introduces learners to the importance of good customer service. They will look at the impact/consequences of both good and bad customer service and how to interact positively with customers.
- *CV Writing (page 39)*: 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 40)*: 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 40)*: this group provides learners with an opportunity to develop a range of desired employability skills, such as using tools and equipment for work tasks, marketing products and services, carrying out market research and working to standards.
- *Enterprise Skills (page 44)*: provide learners with opportunities to explore and undertake enterprise projects.
- *Environmental Awareness in the Workplace (page 44)*: raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.
- *Equality and Diversity at Work (page 45)*: introduces learners to the meaning of equality and diversity at work, its relevant legislation/policies and the need for positive approaches.
- *Health and Safety in the Workplace (page 45)*: 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 46):* where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).
- *Induction to Work (page 48)*: 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 49)*: this component group develops the learner's skills and knowledge in undertaking a recruitment interview.

- *Introduction to Vocational Industries (page 49)*: 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 50): these components are based on the National Standards for Adult Literacy and are fully referenced to the Adult Literacy Core Curriculum.*

- *Maths (page 52): these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.*

- *Mentoring (page 54)*: enables learners to develop their ability in mentoring others with a focus on developing good practice.

- *Personal Presentation at Work (page 55)*: looks at acceptable conventions for personal presentation in the workplace and the importance of first impressions.

- *Problem Solving in the Workplace (page 55)*: provides learners with an introduction to the range of problems that might occur in a workplace, and enables them to develop, implement and reflect on possible solutions.

- *Rights and Responsibilities at Work (page 56)*: 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 57)*: learners are introduced to the importance of appraisals and setting targets to improve own performance at work.

- *Speaking and Listening at Work (page 57)*: 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 58)*: 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 59)*: 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 60)*: aims to make learners aware of how they spend their time and how to how to use time management as a way of reducing stress.

- *Travelling to and from Work (page 61)*: introduces learners to the importance of getting to their place of work safely and on time.

- *Using ICT in the Workplace (page 61)*: aims to develop learner's skills in using ICT to carry out workplace tasks.

- *Using Money in the Workplace (page 62)*: 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 62)*: aims to develop learner's skills in using numeracy skills to carry out workplace tasks.

- *Using Writing Skills in the Workplace (page 63)*: aims to develop learner's skills in using writing skills to carry out workplace tasks.

- *Volunteering (page 64)*: 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 64)*: this group provides learners with an understanding for and the practical skills in undertaking work experience.

Animal Care Group

Animal Care Group: Bird Care Components

Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
					Assessment set by the centre			Assessment set by AIM		
Y/615/8972	Observing and Encouraging Birds	E2	2	20	✓	–	–	–	–	–

Animal Care Group: Canine Care Components

Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
					Assessment set by the centre			Assessment set by AIM		
A/615/9080	Dog Handling Skills	1	3	27	✓	–	✓	–	–	–
D/615/8908	Dog Interaction Skills	E2	2	20	✓	–	✓	–	–	–
F/616/9772	Dry Dogs and Prepare their Coat for Styling	3	4	21	✓	–	✓	–	–	–
L/615/8953	Interacting with Pet Puppies and Dogs	E2	2	20	✓	–	✓	–	–	–
F/615/9081	Looking After Puppies and Dogs	1	3	27	✓	–	✓	–	–	–

Animal Care Group: Farm Animal Care Components

Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
					Assessment set by the centre			Assessment set by AIM		
H/616/9618	Assist in Bedding Down Farm Animals	E1	2	20	✓	–	✓	–	–	–
R/615/8842	Assist in Catching Poultry	E2	2	20	✓	–	✓	–	–	–
M/615/8881	Check that Poultry are Healthy	E3	2	20	✓	–	✓	–	–	–
K/616/9779	Clean Farm Animal Accommodation	E3	2	20	✓	–	✓	–	–	–
D/615/8889	Clean Poultry Accommodation	E2	2	20	✓	–	✓	–	–	–
L/616/9774	Collect and Sort Poultry Eggs	E2	2	20	✓	–	✓	–	–	–
A/615/8902	Disinfect Poultry Accommodation	E3	2	20	✓	–	✓	–	–	–
R/615/8923	Farm Animal Housing	E2	1	10	✓	–	✓	–	–	–
F/616/9769	Feed and Water Poultry	E2	2	20	✓	–	✓	–	–	–
T/615/8929	Feed Farm Animals	E2	2	20	✓	–	✓	–	–	–
K/615/8930	Feed Young Farm Animals	E3	2	20	✓	–	✓	–	–	–
D/615/8939	Grading Poultry Eggs	E3	2	20	✓	–	✓	–	–	–
J/615/8966	Move a Farm Animal	E2	2	20	✓	–	✓	–	–	–
R/615/8968	Move and Prepare Farm Animal Pens	E3	2	20	✓	–	✓	–	–	–

Animal Care Group: Farm Animal 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/616/9761	Poultry Housing and Bedding	E3	2	20	✓	–	–	–	–	–
L/616/9645	Preparing and Operating a Tractor	1	3	27	✓	–	✓	–	–	–
J/615/9048	Recognise a Healthy Farm Animal	E3	2	20	✓	–	✓	–	–	–
F/615/9050	Recognise Farm Animals	E1	1	10	✓	–	✓	–	–	–
D/615/9055	Recognise Poultry	E2	1	10	✓	–	–	–	–	–
M/615/9061	Recognise Poultry	E3	1	10	✓	–	–	–	–	–
M/615/9075	Weigh Farm Animals	E3	2	20	✓	–	✓	–	–	–

Animal Care Group: General Animal 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
M/615/8931	Assist with Feeding and Watering an Animal	E1	2	20	✓	–	✓	–	–	–
J/616/9272	Assist with Restraining a Small Animal	E3	3	30	✓	–	✓	–	–	–
T/615/8848	Assist with the Maintenance and Cleaning of Animal Accommodation	1	2	18	✓	–	–	–	–	–
A/616/9785	Assist with the Maintenance of Equipment when Working with Animals	1	3	27	✓	–	–	–	–	–
R/616/9274	Assist with the Movement and Handling of Animals	1	2	18	✓	–	✓	–	–	–

Animal Care Group: General Animal 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
K/616/9782	Building Confidence: Working with Companion Animals	E3	3	30	✓	–	✓	–	–	–
D/616/9780	Care for Animals after they have Worked	2	6	36	✓	–	–	–	–	–
L/615/8886	Clean an Animal Enclosure/Pen	E2	2	20	✓	–	–	–	–	–
Y/616/9776	Cleaning Animal Care Workplace Environments	2	7	40	✓	–	–	–	–	–
T/616/9770	Evaluating Basic Animal Training Programmes	2	4	24	✓	–	–	–	–	–
J/615/8918	Exercising a Small Animal	E2	2	20	✓	–	✓	–	–	–
F/615/8920	Exploring Working with Animals	E2	1	10	✓	–	–	–	–	–
A/615/8933	Feeding and Watering Animals	E3	2	20	✓	–	✓	–	–	–
M/615/8945	Groom a Small Animal	E3	2	20	✓	–	✓	–	–	–
M/616/9766	Handle Animals to Enable them to Work Effectively	2	9	54	✓	–	✓	–	–	–
J/616/9949	Load and Unload Animals for Transportation	2	6	36	✓	–	✓	–	–	–
K/615/8958	Looking After and Caring for an Animal	E2	2	20	✓	–	✓	–	–	–
H/615/8960	Maintain a Fence used for Animals	E2	2	20	✓	–	✓	–	–	–
D/616/9763	Maintaining the Health and Wellbeing of Animals	2	9	54	–	–	✓	–	–	–
A/615/8964	Measuring and Feeding Concentrates to Animals/Livestock	E2	3	30	✓	–	✓	–	–	–
L/615/8967	Move and Exercise Animals	E3	3	30	✓	–	✓	–	–	–
Y/616/9762	Ordering and Storing Feedstuffs for Small Animals	1	1	9	✓	–	✓	–	–	–
H/615/8974	Pet Care	E2	1	10	✓	–	✓	–	–	–

Animal Care Group: General Animal Care						*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/615/8975	Planting to Attract Wildlife	E2	2	20	✓	–	✓	–	–	–	
L/616/9760	Prepare Feed for Animals	2	4	24	✓	–	✓	–	–	–	
Y/616/9759	Preparing and Storing Feedstuffs for Small Animals	1	2	18	✓	–	✓	–	–	–	
L/616/9757	Principles of Animal Care	1	3	27	✓	–	✓	–	–	–	
A/615/9029	Principles of Maintaining and Cleaning Animal Accommodation	1	2	18	✓	–	✓	–	–	–	
T/615/9031	Principles of the Maintenance of Equipment when Working with Animals	1	2	18	✓	–	✓	–	–	–	
Y/616/9650	Provide Feed and Water to Animals	2	4	24	✓	–	✓	–	–	–	
A/615/9046	Providing Bedding for an Animal Enclosure/Pen	E2	1	10	✓	–	✓	–	–	–	
H/616/9649	Recognise Small Animals	E2	1	10	✓	–	✓	–	–	–	
L/615/9066	Recognise Small Animals	E3	2	20	✓	–	✓	–	–	–	
Y/615/9068	Small Animal Housing and Bedding	E2	1	10	✓	–	✓	–	–	–	
D/615/9069	Small Animals: Parts of the Body	E2	1	10	✓	–	✓	–	–	–	
D/616/9648	Train Animals through Basic Training Programmes	2	5	32	✓	–	✓	–	–	–	
Y/616/9647	Using a Wheelbarrow	E1	2	20	✓	–	✓	–	–	–	
R/616/9646	Using a Wheelbarrow	E2	2	20	✓	–	✓	–	–	–	
A/615/9077	Working with Animals	E2	2	20	✓	–	✓	–	–	–	

Animal Care Group: Horse 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*	
K/616/9619	Assist in Caring for Horses After Exercise	E2	2	20	✓	–	✓	–	–	–	
H/616/9621	Assist in Caring for Horses' Hooves	E2	2	20	✓	–	✓	–	–	–	
K/616/9622	Assist in Carrying Out Equine Yard Duty	E2	2	20	✓	–	✓	–	–	–	
M/616/9623	Assist in Carrying Out Field Checks	E2	2	20	✓	–	✓	–	–	–	
T/616/9624	Assist in Checking a Horse for Health Conditions	E2	2	20	✓	–	✓	–	–	–	
A/616/9625	Assist in Cleaning Tack	E2	2	20	✓	–	✓	–	–	–	
F/616/9626	Assist with Feeding and Watering a Horse	E2	2	20	✓	–	✓	–	–	–	
L/615/8970	Assist with Mucking Out Stables	E2	2	20	✓	–	✓	–	–	–	
J/616/9627	Assist with Preparing a Horse for an Event	E1	2	20	✓	–	✓	–	–	–	
L/616/9628	Assist with Preparing a Horse for an Event	E2	2	20	✓	–	✓	–	–	–	
R/616/9629	Assist with Preparing a Horse for Travel	E2	2	20	✓	–	✓	–	–	–	
D/615/8875	Catch and Lead a Horse	E3	2	20	✓	–	✓	–	–	–	
K/615/8877	Check that a Horse is Healthy	E3	2	20	✓	–	✓	–	–	–	
A/615/8897	Contribute to Running an Equine Event	E2	2	20	✓	–	✓	–	–	–	
A/616/9768	Fit Tail Bandages on a Horse	E2	2	20	✓	–	✓	–	–	–	
D/615/8942	Groom a Horse	E2	2	20	✓	–	✓	–	–	–	

Animal Care Group: Horse 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/616/9767	Grooming and Washing Horses	1	2	18	✓	_	✓	_	_	_
F/615/8951	Identification of Colours and Markings on a Horse	E2	2	20	✓	_	✓	_	_	_
K/616/9765	Inspect Tack for Safety	E2	2	20	✓	_	✓	_	_	_
H/616/9764	Maintain the Health of Horses	1	6	54	✓	_	✓	_	_	_
R/616/9758	Preparing for Exercise and Aftercare of Horses	1	4	36	✓	_	✓	_	_	_
R/615/9067	Saddle and Bridle a Horse	E3	2	20	✓	_	✓	_	_	_

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	✓	–	–	–	–	–
M/616/0453	Developing Assertiveness	E1	2	20	✓	–	–	–	–	–
T/616/0454	Developing Assertiveness	E2	2	20	✓	–	–	–	–	–

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
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	✓	–	–	–	✓	–
A/616/0391	Conduct at Work	E1	2	20	✓	–	✓	–	–	–
F/616/0392	Conduct at Work	E2	2	20	✓	–	✓	–	–	–
J/616/0393	Conduct at Work	E3	3	30	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
A/616/0875	Personal Manner and Conduct	E1	2	20	✓	–	✓	–	–	–
F/616/0876	Personal Manner and Conduct	E2	2	20	✓	–	✓	–	–	–

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
A/616/0908	Relationships and Behaviour in the Workplace	E1	2	20	✓	–	–	–	–	–
T/616/0910	Relationships and Behaviour in the Workplace	E2	2	20	✓	–	–	–	–	–
A/616/0911	Relationships and Behaviour in the Workplace	E3	2	20	✓	–	–	–	–	–
D/616/0920	Responsible Work Practice	1	2	18	✓	–	✓	–	–	–
H/616/0921	Responsible Work Practice	2	1	8	✓	–	–	–	–	–

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
T/616/0342	Applying for Jobs or Courses	E1	2	20	✓	–	✓	–	–	–
A/616/0343	Applying for Jobs or Courses	E2	2	20	✓	–	✓	–	–	–
Y/616/0365	Career Planning	1	3	27	✓	–	–	–	–	–
M/616/9959	Career Planning	2	4	24	✓	–	–	–	–	–

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
M/616/0582	Exploring Occupational Areas	E1	2	20	✓	–	–	–	–	–
T/616/0583	Exploring Occupational Areas	E2	2	20	✓	–	–	–	–	–
A/616/0584	Exploring Occupational Areas	E3	2	20	✓	–	–	–	–	–
F/616/0585	Exploring the World of Work	E1	2	20	✓	–	–	–	–	–
J/616/0586	Exploring the World of Work	E2	2	20	✓	–	–	–	–	–
L/616/0587	Finding Jobs or Courses	E1	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	✓	–	–	–	✓	–

Employability Group: Career Planning and Job Search Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/9958	Job Seeking Skills	2	4	24	✓	_	_	_	✓	_
K/616/0855	Making Informed Career Choices	E1	2	20	✓	_	_	_	_	_
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

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0372	Communication in the Workplace	E1	2	20	✓	_	✓	_	_	_
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	✓	_	_	_	_	_

Employability: Confidence and Self Esteem Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0357	Building Confidence and Self Esteem	E1	2	20	✓	_	_	_	_	_
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

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/0337	Action Planning to Improve Performance at Work	E1	2	20	✓	_	_	_	_	_
M/616/0338	Action Planning to Improve Performance at Work	E2	2	20	✓	_	_	_	_	_
T/616/9963	Adapting to Change at Work	2	4	24	✓	_	_	_	_	_
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	✓	–	–	–	–	–
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	✓	–	–	–	✓	–
J/616/0474	Exploring a Curriculum Vitae (CV)	E1	2	20	✓	–	–	–	–	–
L/616/0475	Exploring a Curriculum Vitae (CV)	E2	2	20	✓	–	–	–	–	–
R/616/0896	Presenting Information about Self to an Employer	E1	2	20	✓	–	✓	–	–	–
Y/616/0897	Presenting Information about Self to an Employer	E2	2	20	✓	–	✓	–	–	–
F/616/1218	Writing a Curriculum Vitae (CV)	E1	1	10	✓	–	✓	–	–	–
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
K/616/0371	Carrying Out Work Tasks	E2	4	40	✓	–	✓	–	–	–
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	✓	–	✓	–	✓	–
H/616/0594	Following Instructions in the Workplace	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
H/616/0675	Introduction to Guiding Visitors	E1	2	20	✓	–	✓	–	–	–
K/616/0676	Introduction to Guiding Visitors	E2	2	20	✓	–	✓	–	–	–
M/616/0677	Introduction to Guiding Visitors	E3	2	20	✓	–	✓	–	–	–
T/616/0793	Introduction to the Use of Tools and Equipment for a Work Task	E1	2	20	✓	–	✓	–	–	–
J/616/0796	Introduction to the Use of Tools and Equipment for a Work Task	E2	2	20	✓	–	✓	–	–	–
Y/616/0799	Introduction to the Use of Tools and Equipment for a Work Task	E3	2	20	✓	–	✓	–	–	–
K/616/9975	Leadership Skills	2	4	24	✓	–	–	–	–	–
D/616/0853	Making a Work Product	E1	2	20	✓	–	✓	–	–	–
H/616/0854	Making a Work Product	E2	2	20	✓	–	✓	–	–	–
T/616/0857	Managing a Work Project	2	1	8	✓	–	✓	–	–	–

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
D/616/0867	Motivation	1	1	9	✓	–	–	–	–	–
H/616/0868	Negotiation Skills	1	6	54	✓	–	✓	–	–	–
T/616/9977	Negotiation Skills	2	8	48	✓	–	✓	–	–	–
D/616/0870	Participate in an Occupational Taster	E1	2	20	✓	–	✓	–	–	–
H/616/0871	Participate in an Occupational Taster	E2	2	20	✓	–	✓	–	–	–
K/616/0872	Participate in an Occupational Taster	E3	2	20	✓	–	✓	–	–	–
M/616/0873	Participating in Vocational Tasters	1	6	54	✓	–	✓	–	–	–
A/616/9995	Participating in Vocational Tasters	2	8	48	✓	–	✓	–	–	–
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	✓	–	–	–	–	–
J/617/0017	Research Skills	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
T/616/0938	Self Advocacy	E1	3	30	✓	–	✓	–	–	–
L/617/0018	Small Scale Research Project	2	8	48	✓	–	–	–	–	–
A/616/1038	Supporting Workers Whose First Language is not English	E3	3	30	✓	–	✓	–	–	–
L/616/1044	Supporting Workers Whose First Language is not English	1	3	27	✓	–	✓	–	–	–
H/616/1048	Take Part in a Work Activity	E3	1	10	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
R/617/0022	Use of Materials for a Work Task	2	3	16	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
M/616/1215	Working to Standards	E1	2	20	✓	–	–	–	–	–
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
H/616/0580	Exploring Enterprise	E1	2	20	✓	–	✓	–	–	–
K/616/1178	Undertaking an Enterprise Project	1	6	54	✓	–	✓	–	–	–
Y/617/0023	Undertaking an Enterprise Project	2	8	48	✓	–	✓	–	–	–

Employability: Environmental Awareness 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/616/0468	Environmental Awareness in the Workplace	E1	2	20	✓	–	✓	–	–	–
A/616/0469	Environmental Awareness in the Workplace	E2	2	20	✓	–	✓	–	–	–
M/616/0470	Environmental Awareness in the Workplace	E3	2	20	✓	–	–	–	–	–

Employability: Equality and Diversity 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
T/616/0471	Equality and Diversity at Work	E3	3	30	✓	–	–	–	–	–
A/616/0472	Equality and Diversity at Work	1	3	27	✓	–	–	–	✓	–
D/617/0024	Equality and Diversity at Work	2	4	24	✓	–	–	–	–	–

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
Y/616/0589	Follow Health and Safety Procedures in the Workplace	E3	1	10	✓	–	✓	–	–	–
L/616/0590	Follow Health and Safety Procedures in the Workplace	1	1	9	✓	–	✓	–	–	–
D/616/0593	Follow Health and Safety Procedures in the Workplace	2	1	8	✓	–	✓	–	–	–
R/616/0607	Health and Safety in the Workplace	E1	2	20	✓	–	✓	–	–	–
Y/616/0608	Health and Safety in the Workplace	E2	2	20	✓	–	✓	–	–	–
D/616/0612	Health and Safety in the Workplace	E3	3	30	✓	–	–	–	–	–
A/616/0617	Health and Safety in the Workplace	1	3	27	✓	–	–	–	✓	–
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	✓	–	–	–	–	–
K/616/1259	Email Skills	E3	1	10	✓	–	✓	–	–	–
D/616/1260	Email Skills	1	2	18	✓	–	✓	–	–	–
T/617/0076	Email Skills	2	4	24	✓	–	✓	–	–	–
M/616/1439	Enter and Save Information Using ICT	E1	1	10	✓	–	✓	–	–	–
H/616/1440	Enter and Save Information Using ICT	E2	1	10	✓	–	✓	–	–	–
K/616/1441	Find Information Using ICT	E1	1	10	✓	–	✓	–	–	–
M/616/1442	Find Information Using ICT	E2	1	10	✓	–	✓	–	–	–
Y/616/1273	Following Safe and Healthy Working Practices When Using ICT	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

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
T/616/1281	IT Maintenance for Users	1	2	18	✓	–	✓	–	–	–
R/616/1286	Presentation Software Skills	1	3	27	✓	–	✓	–	–	–
A/617/0077	Presentation Software Skills	2	5	32	✓	–	✓	–	–	–
D/616/1288	Selecting Information Using the Internet	E3	1	10	✓	–	✓	–	–	–
T/616/1443	Send and Receive Information Using ICT	E1	1	10	✓	–	✓	–	–	–
A/616/1444	Send and Receive Information Using ICT	E2	1	10	✓	–	✓	–	–	–
L/616/1304	Spreadsheet Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1305	Spreadsheet Software Skills	1	3	27	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
H/616/1311	Using Digital Photograph Processing Software	1	2	18	✓	–	✓	–	–	–

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/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
K/616/0340	Adjusting to a New Work Setting	E1	3	30	✓	–	✓	–	–	–
M/616/0341	Adjusting to a New Work Setting	E2	3	30	✓	–	✓	–	–	–
L/616/0637	Induction to the Workplace	E1	2	20	✓	–	–	–	–	–
L/616/1450	Induction to the Workplace	E2	2	20	✓	–	–	–	–	–

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	✓	–	✓	–	–	–
J/616/0894	Preparing for an Interview	E1	2	20	✓	–	–	–	–	–
L/616/0895	Preparing for an Interview	E2	2	20	✓	–	–	–	–	–
K/616/1181	Undertaking an Interview	E1	1	10	✓	–	✓	–	–	–
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/615/9296	Introduction to Animal Care Industries	E1	2	20	✓	–	–	–	–	–
H/615/9297	Introduction to Animal Care Industries	E2	2	20	✓	–	–	–	–	–
K/615/9298	Introduction to Animal Care Industries	E3	2	20	✓	–	–	–	–	–
M/615/9299	Introduction to Animal Care Industries	1	2	18	✓	–	–	–	–	–
F/617/0145	Introduction to Animal Care Industries	2	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
L/616/1321	Engage in Discussion	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
K/616/1326	Listen and Respond	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
T/616/1331	Read for Information	E1	3	30	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
D/616/1338	Read for Purpose and Meaning	E1	3	30	✓	–	✓	–	–	–
F/616/1350	Read for Purpose and Meaning	E2	3	30	✓	–	✓	–	–	–

Employability: Literacy Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					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	✓	–	✓	–	–	–
Y/616/1368	Speak to Communicate	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
K/616/1374	Write to Communicate	E1	3	30	✓	–	✓	–	–	–
M/616/1375	Write to Communicate	E2	3	30	✓	–	✓	–	–	–

Employability: Literacy Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					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

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/1390	Adding and Subtracting	E1	3	30	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
F/616/1400	Money and Time	E1	3	30	✓	–	✓	–	–	–

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	✓	–	✓	–	–	–

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	✓	–	✓	–	–	–
R/616/1420	Using Size, Shape and Space	E1	3	30	✓	–	✓	–	–	–
Y/616/1421	Using Size, Shape and Space	1	3	27	✓	–	✓	–	–	–
Y/617/0054	Using Size, Shape and Space	2	4	24	✓	–	✓	–	–	–
H/616/1423	Using Whole Numbers	E1	2	20	✓	–	✓	–	–	–
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			Assessment set by AIM		
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	✓	–	✓	–	–	–

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	✓	–	–	–	–	–

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
F/616/0442	Dealing with Change at Work	E3	3	30	✓	–	–	–	–	–
J/616/0443	Dealing with Change at Work	1	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/616/0926	Rights and Responsibilities at Work	E1	3	30	✓	–	–	–	–	–
J/616/0927	Rights and Responsibilities at Work	E2	3	30	✓	–	–	–	–	–
L/616/0928	Rights and Responsibilities at Work	E3	3	30	✓	–	–	–	–	–
T/616/1118	Understand Employment Responsibilities and Rights in Animal Care Industries	1	3	27	✓	–	–	–	–	–
F/617/0078	Understand Employment Responsibilities and Rights in Animal Care Industries	2	4	24	✓	–	–	–	–	–
M/616/1165	Understanding Pensions	1	1	9	✓	–	–	–	✓	–

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	✓	–	✓	–	–	–
K/616/0922	Reviewing and Reflecting on Own Progress	E1	3	20	✓	–	✓	–	–	–
M/616/0923	Reviewing and Reflecting on Own Progress	E2	3	30	✓	–	✓	–	–	–
M/616/0940	Setting Work-Related Targets	E1	2	20	✓	–	–	–	–	–
T/616/0941	Setting Work-Related Targets	E2	2	30	✓	–	–	–	–	–

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
K/616/1228	Speaking and Listening at Work	E1	3	30	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

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
Y/616/0396	Coping Strategies at Work	E1	2	20	✓	–	✓	–	–	–
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: 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
R/616/0350	Being Part of a Group	E1	2	20	✓	_	✓	_	_	_
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	✓	_	✓	_	_	_
K/616/1066	Team Building Skills	E3	3	30	✓	_	_	_	_	_
F/616/1073	Team Building Skills	1	3	27	✓	_	_	_	_	_
A/617/0063	Team Building Skills	2	4	24	✓	_	_	_	_	_
D/616/1095	Team Motivation	E3	3	30	✓	_	_	_	_	_
K/616/1097	Team Motivation	1	3	27	✓	_	_	_	_	_
J/617/0065	Team Motivation	2	4	24	✓	_	_	_	_	_
T/616/1099	Teamwork Skills	E3	3	30	✓	_	✓	_	_	_
D/616/1100	Teamwork Skills	1	3	27	✓	_	✓	_	_	_
L/617/0066	Teamwork Skills	2	4	24	✓	_	✓	_	_	_

Employability: Teamwork Skills Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1212	Working in a Team	E1	3	30	✓	–	✓	–	–	–
H/616/1213	Working in a Team	E2	3	30	✓	–	✓	–	–	–

Employability: Time Management Skills Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0861	Managing Your Time	E1	2	20	✓	–	✓	–	–	–
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	✓	–	–	–	–	–
D/616/1114	Time Management Skills	E1	1	10	✓	–	–	–	–	–
H/616/1115	Time Management Skills	E2	1	10	✓	–	–	–	–	–

Employability: Travelling to and From Work Components

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1002	Skills for Travelling To and From Work	E1	2	20	✓	–	✓	–	–	–
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

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/1192	Using ICT in the Workplace	E1	2	20	✓	–	✓	–	–	–
D/616/1193	Using ICT in the Workplace	E2	2	20	✓	–	✓	–	–	–
H/616/1194	Using ICT in the Workplace	E3	3	30	✓	–	✓	–	–	–
K/616/1195	Using ICT in the Workplace	1	3	27	✓	–	✓	–	–	–
D/617/0069	Using ICT in the Workplace	2	4	24	✓	–	✓	–	–	–
T/616/1197	Using ICT to Support Writing	E3	1	10	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	2	4	24	✓	–	✓	–	–	–
L/616/1156	Understanding Banks and Credit Cards	E3	3	30	✓	–	–	–	–	–
D/616/1159	Understanding Banks and Credit Cards	1	3	27	✓	–	–	–	–	–
F/616/1199	Using Money in the Workplace	E1	2	20	✓	–	✓	–	–	–
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
M/616/1201	Using Numeracy Skills in the Workplace	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
L/616/1206	Using Writing Skills in the Workplace	E1	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	✓	–	–	–	–	–
Y/616/1208	Volunteering	E1	2	20	✓	–	–	–	–	–
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
Y/616/0849	Learning from Work Placement	E1	2	20	✓	–	–	–	–	–
L/616/0850	Learning from Work Placement	E2	2	20	✓	–	–	–	–	–
M/616/0887	Preparation for a Work Placement	E1	2	20	✓	–	–	–	–	–
M/616/0890	Preparation for a Work Placement	E2	2	20	✓	–	–	–	–	–
T/616/0891	Preparation for Work Experience	E3	1	10	✓	–	–	–	–	–

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	✓	–	–	–	–	–
A/616/1184	Undertaking Work Experience	E3	3	30	✓	–	✓	–	–	–
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
- 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

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

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.

Section Four

Operational Guidance

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.

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.
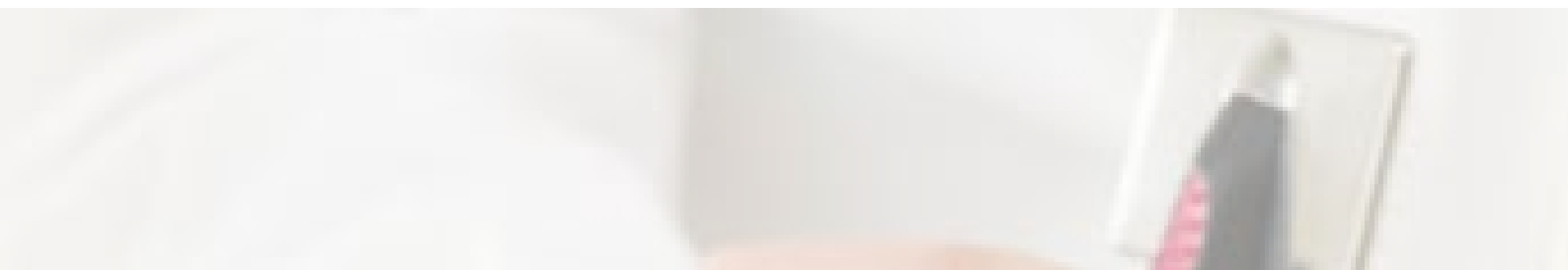
Delivering the MCQ assessments

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 AND LINKS

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

Appendix Title

A Guide to Assessing AIM Qualifications

Entry 1 Achievement Continuum

Entry 1 Learner Transcript Template

Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts

Skills for Working in Animal Care Industries (AIMVOC) Development Tracking Spreadsheet V1 May 18

Section Five

Appendices

AIM
Qualifications and Assessment Group