AIMQUALIFICATIONS

AIM Qualifications

Suite of Skills for Working in Catering and Hospitality Industries Qualifications (AIMVOCs)

Version 12 - October 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
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 75).
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 - Catering and Hospitality (AIMVOC)' to Appendices (page 75) 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 75)
7	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 14: Resource requirements Page 71: How these qualifications are assessed Page 73: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 74: Delivering the MCQ assessments Page 74: 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 Catering and Hospitality Industries 603/1621/4 Entry 1 Extended Award in Skills for Working in Catering and Hospitality Industries 603/1622/6 Entry 1 Certificate in Skills for Working in Catering and Hospitality Industries 603/1623/8 Entry 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries 603/1624/X Entry 1 Diploma in Skills for Working in Catering and Hospitality Industries 603/1625/1 Entry 2 Award in Skills for Working in Catering and Hospitality Industries 603/1626/3 Entry 2 Extended Award in Skills for Working in Catering and Hospitality Industries 603/1627/5 Entry 2 Certificate in Skills for Working in Catering and Hospitality Industries 603/1629/9 Entry 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries 603/1630/5 Entry 2 Diploma in Skills for Working in Catering and Hospitality Industries 603/1631/7 Entry 3 Extended Award in Skills for Working in Catering and Hospitality Industries 603/1633/0 Entry 3 Extended Certificate in Skills for Working in Catering and Hospitality Industries 603/1635/4 Level 1 Extended Award in Skills for Working in Catering and Hospitality Industries 603/1639/1 Level 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries 603/1641/X

Version Number	Date	Description
8	September 2021	Qualification withdrawal dates added (pages 11-15) for: Level 2 Award in Skills for Working in Catering and Hospitality Industries 603/1643/3 Level 2 Extended Award in Skills for Working in Catering and Hospitality Industries 603/1644/5 Level 2 Certificate in Skills for Working in Catering and Hospitality Industries 603/1645/7 Level 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries 603/1646/9
9	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)
10	June 2022	The review date has been updated to 31/07/2025 for the following qualifications: AIM Qualifications Entry 3 Award in Skills for Working in Catering and Hospitality Industries AIM Qualifications Entry 3 Certificate in Skills for Working in Catering and Hospitality Industries AIM Qualifications Entry 3 Diploma in Skills for Working in Catering and Hospitality Industries AIM Qualifications Level 1 Award in Skills for Working in Catering and Hospitality Industries AIM Qualifications Level 1 Certificate in Skills for Working in Catering and Hospitality Industries AIM Qualifications Level 1 Diploma in Skills for Working in Catering and Hospitality Industries
11	September 2022	Last paragraph relating to learner guides for qualifications removed as these were replaced by the qualification handbooks.
12	October 2022	Removed 'VCRF adaptation/guidance' (from page 7 and 77)

Contents

Introduction

Welcome to the AIM Qualifications Suite of Skills for Working in Catering and Hospitality Industries Qualification Handbook.

Adapted Assessments

AIM Qualifications Entry Level 1 Award in Skills for Working in Catering and Hospitality Industries *603/1621/4 (expiring)*

AIM Qualifications Entry Level 1 Extended Award in Skills for Working in Catering and Hospitality Industries *603/1622/6 (expiring)*

AIM Qualifications Entry Level 1 Certificate in Skills for Working in Catering and Hospitality Industries *603/1623/8 (expiring)*

AIM Qualifications Entry Level 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries *603/1624/X (expiring)*

AIM Qualifications Entry Level 1 Diploma in Skills for Working in Catering and Hospitality Industries *603/1625/1 (expiring)*

AIM Qualifications Entry Level 2 Award in Skills for Working in Catering and Hospitality Industries *603/1626/3 (expiring)*

AIM Qualifications Entry Level 2 Extended Award in Skills for Working in Catering and Hospitality Industries *603/1627/5 (expiring)*

AIM Qualifications Entry Level 2 Certificate in Skills for Working in Catering and Hospitality Industries *603/1629/9 (expiring)*

AIM Qualifications Entry Level 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries *603/1630/5 (expiring)*

AIM Qualifications Entry Level 2 Diploma in Skills for Working in Catering and Hospitality Industries *603/1631/7 (expiring)*

AIM Qualifications Entry Level 3 Award in Skills for Working in Catering and Hospitality Industries *603/1632/9*

AIM Qualifications Entry Level 3 Extended Award in Skills for Working in Catering and Hospitality Industries *603/1633/0 (expiring)*

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Catering and Hospitality Industries *603/1634/2*

AIM Qualifications Entry Level 3 Extended Certificate in Skills for Working in Catering and Hospitality Industries *603/1635/4 (expiring)*

AIM Qualifications Entry Level 3 Diploma in Skills for Working in Catering and Hospitality Industries *603/1636/6*

AIM Qualifications Level 1 Award in Skills for Working in Catering and Hospitality Industries *603/1638/X*

AIM Qualifications Level 1 Extended Award in Skills for Working in Catering and Hospitality Industries *603/1639/1 (expiring)*

AIM Qualifications Level 1 Certificate in Skills for Working in Catering and Hospitality Industries *603/1640/8*

AIM Qualifications Level 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries *603/1641/X (expiring)*

AIM Qualifications Level 1 Diploma in Skills for Working in Catering and Hospitality Industries *603/1642/1*

AIM Qualifications Level 2 Award in Skills for Working in Catering and Hospitality Industries *603/1643/3 (expiring)*

AIM Qualifications Level 2 Extended Award in Skills for Working in Catering and Hospitality Industries *603/1644/5 (expiring)*

AIM Qualifications Level 2 Certificate in Skills for Working in Catering and Hospitality Industries *603/1645/7 (expiring)*

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries *603/1646/9 (expiring)*

AIM Qualifications Level 2 Diploma in Skills for Working in Catering and Hospitality Industries *603/1647/0 (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

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 Catering and Hospitality 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 catering and hospitality industries.

These qualifications cover different areas of catering and hospitality, including a range of different practical cooking skills, food hygiene and storage, menu planning, hospitality services, customer services and the principles of working in hospitality. Learners will also be able to develop the essential communication, information technology, English and maths skills they will need to succeed in the industry.

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 Qualifications Entry 1 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Diploma in Skills for Working in Catering and Hospitality 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	7.4 Hospitality and Catering				
Qualification Number	603/1621/4	603/1622/6	603/1623/8	603/1624/X	603/1625/1
Learning Aim Reference	60316214	60316226	60316238	6031624X	60316251
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370
Total Credits Required	3	9	15	27	37
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A

Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Diploma in Skills for Working in Catering and Hospitality 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	7.4 Hospitality and Catering				
Qualification Number	603/1626/3	603/1627/5	603/1629/9	603/1630/5	603/1631/7
Learning Aim Reference	60316263	60316275	60316299	60316305	60316317
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370
Total Credits Required	3	9	15	27	37
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A

Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Diploma in Skills for Working in Catering and Hospitality 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	7.4 Hospitality and Catering				
Qualification Number	603/1632/9	603/1633/0	603/1634/2	603/1635/4	603/1636/6
Learning Aim Reference	60316329	60316330	60316342	60316354	60316366
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370

Level 1 Qualifications

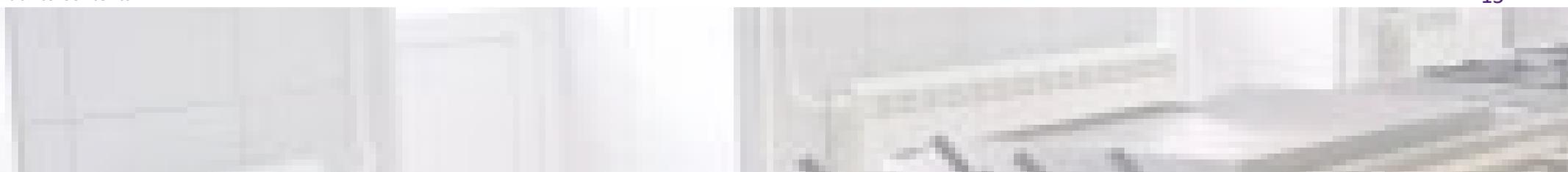|	AIM Qualifications Level 1 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Catering and Hospitality 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	7.4 Hospitality and Catering				
Qualification Number	603/1638/X	603/1639/1	603/1640/8	603/1641/X	603/1642/1
Learning Aim Reference	6031638X	60316391	60316408	6031641X	60316421
Guided Learning Hours	54	78	130	233	321
Total Qualification Time	60	87	146	261	360

Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Catering and Hospitality 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	7.4 Hospitality and Catering				
Qualification Number	603/1643/3	603/1644/5	603/1645/7	603/1646/9	603/1647/0
Learning Aim Reference	60316433	60316445	60316457	60316469	60316470
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-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

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 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

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 Qualifications Entry 1 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 1 Diploma in Skills for Working in Catering and Hospitality Industries
Total Credits Required	**3**	**9**	**15**	**27**	**37**
Minimum Credits from Catering and Hospitality Group	3	6	10	17	25
Maximum Credits allowed from Employability Group	0	3	5	10	12

| Full Description of Rules of Combination | Learners must achieve a minimum of 3 credits from the Catering and Hospitality Group at Entry 1. | Learners must achieve 9 credits.

A minimum of 6 credits must be achieved from the Catering and Hospitality 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. | Learners must achieve 15 credits.

A minimum of 10 credits must be achieved from the Catering and Hospitality Group, up to 5 credits of these may be achieved at Entry 2.

A maximum of 5 credits may be achieved from the Employability Group, at Entry 1 only. | Learners must achieve 27 credits.

A minimum of 17 credits must be achieved from the Catering and Hospitality Group, up to 10 credits of these may be achieved at Entry 2.

A maximum of 10 credits may be achieved from the Employability Group, at Entry 1 only. | Learners must achieve 37 credits.

A minimum of 25 credits must be achieved from the Catering and Hospitality Group, up to 12 credits of these may be achieved at Entry 2.

A maximum of 12 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 Catering and Hospitality Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 2 Diploma in Skills for Working in Catering and Hospitality Industries
Total Credits Required	**3**	**9**	**15**	**27**	**37**
Minimum Credits from Catering and Hospitality Group	3	6	10	17	25
Maximum Credits allowed from Employability Group	0	3	5	10	12

| Full Description of Rules of Combination | Learners must achieve a minimum of 3 credits from the Catering and Hospitality Group at Entry 2. | Learners must achieve 9 credits.

A minimum of 6 credits must be achieved from the Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Entry 3 Diploma in Skills for Working in Catering and Hospitality Industries
Total Credits Required	**3**	**9**	**15**	**27**	**37**
Minimum Credits from Catering and Hospitality Group	3	6	10	15	25
Maximum Credits allowed from Employability Group	0	3	5	10	12

Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Catering and Hospitality Group at Entry 3.	Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Catering and Hospitality 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 Catering and Hospitality 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 15 credits must be achieved from the Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Catering and Hospitality Industries
Total Credits Required	**6**	**9**	**15**	**26**	**36**
Minimum Credits from Catering and Hospitality Group	6	6	10	16	24
Maximum Credits allowed from Employability Group	0	3	5	10	12

Full Description of Rules of Combination	Learners must achieve a minimum of 6 credits from the Catering and Hospitality Group at Level 1.	Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Catering and Hospitality Industries
Total Credits Required	**8**	**11**	**19**	**34**	**48**
Minimum Credits from Catering and Hospitality Group	8	7	13	23	33
Maximum Credits allowed from Employability Group	0	4	6	11	15

	AIM Qualifications Level 2 Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Catering and Hospitality Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Catering and Hospitality Industries
Full Description of Rules of Combination	*Learners must achieve a minimum of 8 credits from the Catering and Hospitality Group at Level 2.*	*Learners must achieve 11 credits.* *A minimum of 7 credits must be achieved from the Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality 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 Catering and Hospitality 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:

Catering and Hospitality Group; which includes

- *Cooking Skills (page 24)*: covers a range of different practical cooking skills, including preparing for and cooking meat, fish, vegetable and rice dishes. Learners will also have the opportunity to explore different kitchen equipment including the safe use of knives.

- *Food Safety and Hygiene (page 28)*: aims to develop the learner's knowledge and practical skills in the safe and hygienic handling, storage and disposal of food.

- *Menu Planning* (*page 32*): learners will be able to prepare and plan for menus, identifying food costs, including ingredients and other costs.

- *Hospitality (page 30):* covers a range of different skills for the hospitality sector, including preparing and service drinks, event planning, providing linen services and learning about bookings and orders.

- *Customer Service in Hospitality (page 29):* aims to enable learners to present themselves properly and develop good customer service skills in the hospitality industry.

- *Working in Hospitality and Catering (page 29):* learners will be able to evaluate the skills learnt whilst working in the industries.

Employability Group; which includes

- *Assertiveness and Decision Making Skills (page 33)*: 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 34)*: 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 35)*: 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 37)*: 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 38)*: 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 38)*: 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 40)*: 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 41)*: 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 42)*: 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 42)*: 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 46)*: provide learners with opportunities to explore and undertake enterprise projects.

- *Environmental Awareness in the Workplace (page 46)*: raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.

- *Equality and Diversity at Work (page 47)*: 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 47)*: 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 48):* where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).

- *Induction to Work (page 50)*: 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 51)*: this component group develops the learner's skills and knowledge in undertaking a recruitment interview.

- *Introduction to Vocational Industries (page 51)*: this group provides learners with the opportunity to look at the roles and activities within typical job roles in a sector.

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

- *Maths (page 54): these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.*

- *Mentoring (page 56)*: enables learners to develop their ability in mentoring others with a focus on developing good practice.

- *Personal Presentation at Work (page 57)*: looks at acceptable conventions for personal presentation in the workplace and the importance of first impressions.

- *Problem Solving in the Workplace (page 57)*: 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 58)*: 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 59)*: learners are introduced to the importance of appraisals and setting targets to improve own performance at work.

- *Speaking and Listening at Work (page 59)*: 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 60)*: 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 61)*: 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 62)*: 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 63)*: introduces learners to the importance of getting to their place of work safely and on time.

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

- *Using Money in the Workplace (page 64)*: 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 64)*: aims to develop learner's skills in using numeracy skills to carry out workplace tasks.

- *Using Writing Skills in the Workplace (page 65)*: aims to develop learner's skills in using writing skills to carry out workplace tasks.

- *Volunteering (page 66)*: 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 66)*: this group provides learners with an understanding for and the practical skills in undertaking work experience.

Catering and Hospitality Group

Catering and Hospitality Group: Cooking Skills Components						Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/1855	Baking Bread	E1	2	20	✓	–	✓	–	–	–
H/616/1857	Baking Bread	E2	2	20	✓	–	✓	–	–	–
J/616/1852	Baking Bread and Dough Products	E3	3	30	✓	–	✓	–	–	–
L/616/1853	Baking Bread and Dough Products	One	3	27	✓	–	✓	–	–	–
R/616/9551	Baking Bread, Pastry, Cakes and Biscuits	Two	8	48	✓	–	✓	–	–	–
L/616/1867	Basic Cooking Skills	E1	2	20	✓	–	✓	–	–	–
Y/616/1869	Basic Cooking Skills	E2	2	20	✓	–	✓	–	–	–
R/616/1871	Basic Cooking Skills	E3	2	20	✓	–	✓	–	–	–
Y/616/1872	Basic Cooking Techniques	E1	2	20	✓	–	–	–	–	–
T/616/9557	Basic Cooking Techniques	E2	2	20	✓	–	–	–	–	–
H/616/1874	Basic Food Preparation and Cooking	E3	2	20	✓	–	✓	–	–	–
K/616/1875	Basic Food Preparation and Cooking	One	3	27	✓	–	✓	–	–	–
F/616/1879	Catering: Knife Skills	E2	2	20	✓	–	✓	–	–	–
F/616/9559	Cold Food Preparation	One	3	27	✓	–	✓	–	–	–

Catering and Hospitality Group: Cooking 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/616/9560	Cook and Finish Basic Fish Dishes	Two	4	24	✓	–	✓	–	–	–
A/616/9561	Cook and Finish Basic Meat Dishes	Two	4	24	✓	–	✓	–	–	–
F/616/9562	Cook and Finish Basic Vegetable Dishes	Two	4	24	✓	–	✓	–	–	–
J/616/9563	Cooking Skills	Two	4	24	✓	–	✓	–	–	–
H/616/1891	Cooking with Dairy Products and Eggs	Two	1	8	✓	–	✓	–	–	–
K/616/9605	Cooking with Meat, Fish and Vegetables	Two	5	32	✓	–	✓	–	–	–
A/616/9933	Cooking with Rice, Grains and Pulses	Two	4	24	✓	–	✓	–	–	–
J/616/1902	Following a Recipe	E1	2	20	✓	–	✓	–	–	–
L/616/1903	Following a Recipe	E2	2	20	✓	–	✓	–	–	–
R/616/1904	Food and Drink Preparation	E1	3	30	✓	–	✓	–	–	–
Y/616/1905	Food and Drink Preparation	E2	3	30	✓	–	✓	–	–	–
Y/616/1919	Food, Drink and Cooking	E1	3	30	✓	–	–	–	–	–
L/616/1920	Food, Drink and Cooking	E2	3	30	✓	–	–	–	–	–
L/616/9595	Food, Drink and Cooking	E3	3	30	✓	–	–	–	–	–

Catering and Hospitality Group: Cooking 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/616/1925	Kitchen Equipment	One	1	10	✓	–	✓	–	–	–
L/616/9936	Kitchen Skills	Two	4	24	✓	–	✓	–	–	–
T/616/1927	Maintain, Handle and Clean Knives	One	3	27	✓	–	✓	–	–	–
Y/616/9597	Prepare and Cook Fish	One	3	27	✓	–	✓	–	–	–
Y/616/1936	Prepare and Cook Food by Baking, Roasting and Grilling	One	3	27	✓	–	✓	–	–	–
D/616/1937	Prepare and Cook Food by Boiling, Poaching and Steaming	One	3	27	✓	–	✓	–	–	–
H/616/1938	Prepare and Cook Food by Deep Frying and Shallow Frying	One	3	27	✓	–	✓	–	–	–
K/616/1939	Prepare and Cook Food by Stewing and Braising	One	3	27	✓	–	✓	–	–	–
D/616/1940	Prepare and Cook Fruit and Vegetables	E3	3	30	✓	–	✓	–	–	–
R/616/1952	Prepare and Cook Meat and Poultry	One	3	27	✓	–	✓	–	–	–
D/616/9598	Prepare and Finish Simple Salad and Fruit Dishes	One	2	18	✓	–	✓	–	–	–
K/617/0897	Prepare and Mix Spice and Herb Blends	Two	3	16	✓	–	✓	–	–	–

Catering and Hospitality Group: Cooking 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/616/9599	Prepare and Present Food for Cold Presentation	Two	4	24	✓	–	✓	–	–	–
L/616/9600	Prepare Fish for Basic Dishes	Two	4	24	✓	–	✓	–	–	–
T/616/1958	Prepare Hot and Cold Sandwiches	One	2	18	✓	–	✓	–	–	–
R/616/9601	Prepare Meat for Basic Dishes	Two	4	24	✓	–	✓	–	–	–
M/616/9606	Prepare Vegetables for Basic Dishes	Two	4	24	✓	–	✓	–	–	–
T/616/9607	Prepare, Cook and Finish Basic Cold and Hot Desserts	Two	5	32	✓	–	✓	–	–	–
A/616/9608	Prepare, Cook and Finish Basic Egg Dishes	Two	5	32	✓	–	✓	–	–	–
F/616/9609	Prepare, Cook and Finish Basic Pasta Dishes	Two	5	32	✓	–	✓	–	–	–
T/616/9610	Prepare, Cook and Finish Complex Bread and Dough Products	Three	5	28	✓	–	✓	–	–	–
F/616/1977	Produce Basic Egg Dishes	One	3	27	✓	–	✓	–	–	–
J/616/1981	Regeneration of Pre-Prepared Food	One	3	27	✓	–	✓	–	–	–

Catering and Hospitality Group: Food Safety and Hygiene 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/616/1908	Food Hygiene and Storage	E1	3	30	✓	_	_	_	_	_
M/616/1909	Food Hygiene and Storage	E2	3	30	✓	_	_	_	_	_
H/616/1910	Food Hygiene and Storage	E3	3	30	✓	_	_	_	_	_
M/616/1912	Food Hygiene and Storage	One	3	27	✓	_	_	_	_	_
F/616/1915	Food Hygiene Skills	E1	2	20	✓	_	✓	_	_	_
J/616/1916	Food Hygiene Skills	E2	2	20	✓	_	✓	_	_	_
L/616/1917	Food Hygiene Skills	E3	2	20	✓	_	✓	_	_	_

Catering and Hospitality Group: Customer Service in the Hospitality Industry 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/616/1894	Customer Service in the Hospitality Industry	E3	1	10	✓	_	✓	_	_	_
A/616/1895	Customer Service in the Hospitality Industry	One	1	9	✓	_	✓	_	_	_
A/616/9611	Principles of Customer Service in Hospitality	Two	1	8	✓	_	_	_	_	_

Catering and Hospitality Group: Working in Hospitality and Catering 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/616/1898	Exploring Working in Catering	E1	1	10	✓	_	_	_	_	_
R/616/1899	Exploring Working in Catering	E2	1	10	✓	_	_	_	_	_
F/616/2000	Working in Catering	E1	2	20	✓	_	✓	_	_	_
J/616/2001	Working in Catering	E2	2	20	✓	_	✓	_	_	_
A/616/1900	Exploring Working in Hospitality	E1	1	10	✓	_	_	_	_	_
F/616/1901	Exploring Working in Hospitality	E2	1	10	✓	_	_	_	_	_
L/616/2002	Working in Hospitality	E1	2	20	✓	_	✓	_	_	_
R/616/2003	Working in Hospitality	E2	2	20	✓	_	✓	_	_	_

Catering and Hospitality Group: Hospitality 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/616/9552	Barista Skills	Two	4	24	✓	–	✓	–	–	–
M/616/1876	Bookings, Orders and Payments in the Hospitality Industry	E3	2	20	✓	–	–	–	–	–
R/616/9937	Carry Out Periodic Room Servicing and Deep Cleaning	Two	4	24	✓	–	✓	–	–	–
A/616/1881	Clean Windows from the Inside	One	2	18	✓	–	✓	–	–	–
A/616/9558	Cleaning and Servicing a Range of Housekeeping Areas	Two	4	24	✓	–	✓	–	–	–
J/616/1883	Cleaning and Storing Cutlery and Crockery	E2	2	20	✓	–	✓	–	–	–
Y/616/1886	Collect Linen and Make Beds	One	3	27	✓	–	✓	–	–	–
F/616/1896	Displaying Merchandise	E3	3	30	✓	–	✓	–	–	–
J/616/1897	Event Planning	One	3	27	✓	–	–	–	–	–
R/616/1918	Food Service	One	3	27	✓	–	✓	–	–	–
Y/616/1922	Guest Services in the Hospitality Industry	E3	2	20	✓	–	✓	–	–	–
F/616/9934	Hotel Reservations	Two	4	24	✓	–	–	–	–	–
J/616/9935	Housekeeping in Hospitality	Two	4	24	✓	–	–	–	–	–
R/616/9596	Portering and Concierge Duties	One	2	18	✓	–	–	–	–	–

Catering and Hospitality Group: Hospitality Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/1933	Prepare and Clear Areas for Counter and Takeaway Service	One	3	27	✓	–	✓	–	–	–
Y/616/1967	Preparing and Clearing a Dining Area	E1	1	10	✓	–	✓	–	–	–
D/616/1968	Preparing and Clearing a Dining Area	E2	1	10	✓	–	✓	–	–	–
H/616/1972	Preparing and Serving Drinks	One	3	27	✓	–	✓	–	–	–
M/616/1974	Preparing Drinks and Snacks	E1	2	20	✓	–	✓	–	–	–
T/616/1975	Preparing Drinks and Snacks	E2	2	20	✓	–	✓	–	–	–
J/616/1978	Provide a Counter and Takeaway Service	One	3	27	✓	–	✓	–	–	–
D/616/9939	Providing a Linen Service	Two	4	24	✓	–	✓	–	–	–
F/616/9612	Reception, Billing and Cashier Procedures for Front Office Staff	Two	4	24	✓	–	–	–	–	–
L/616/1982	Serving Food and Drink	E3	3	30	✓	–	✓	–	–	–
R/616/9940	Use of Different Chemicals and Equipment in Housekeeping	Two	5	32	✓	–	✓	–	–	–

Catering and Hospitality Group: Menu Planning 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/616/1906	Food Commodities	E3	1	10	✓	_	_	_	_	_
A/616/1928	Meeting Special Dietary Needs	One	2	18	✓	_	_	_	_	_
F/616/1929	Menu Planning	One	2	18	✓	_	_	_	_	_
T/616/1930	Planning and Preparing Food for an Event	E1	2	20	✓	_	✓	_	_	_
A/616/1931	Planning and Preparing Food for an Event	E2	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					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					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/9958	Job Seeking Skills	2	4	24	✓	–	–	–	✓	–
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					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/616/0372	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					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/616/0357	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					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/616/0337	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	✓	–	–	–	–	–
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
H/616/0370	Carrying Out Work Tasks	E1	4	40	✓	_	✓	_	_	_
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	✓	–	✓	–	–	–
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	✓	–	–	–	–	–
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
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	✓	–	–	–	–	–
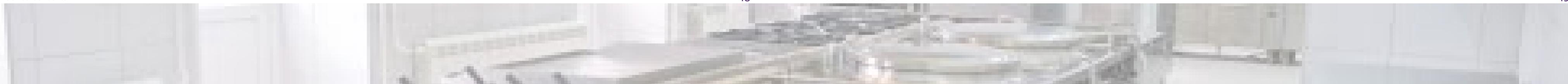
Employability: Equality and Diversity at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0471	Equality and Diversity at Work	E3	3	30	✓	–	–	–	–	–
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
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
H/616/0644	Introduction to Catering and Hospitality Industries	E1	2	20	✓	–	–	–	–	–
K/616/0645	Introduction to Catering and Hospitality Industries	E2	2	20	✓	–	–	–	–	–
M/616/0646	Introduction to Catering and Hospitality Industries	E3	2	20	✓	–	–	–	–	–
T/616/0647	Introduction to Catering and Hospitality Industries	1	2	18	✓	–	–	–	✓	–
J/617/0146	Introduction to Catering and Hospitality 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					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/1365	Read for Purpose and Meaning	E3	3	30	✓	–	✓	–	–	–
L/616/1366	Read for Purpose and Meaning	1	3	27	✓	–	✓	–	–	–
R/617/0036	Read for Purpose and Meaning	2	4	24	✓	–	✓	–	–	–
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					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1376	Write to Communicate	E3	3	30	✓	–	✓	–	–	–
J/616/1379	Write to Communicate	1	3	27	✓	–	✓	–	–	–
D/617/0038	Write to Communicate	2	4	24	✓	–	✓	–	–	–
L/616/1383	Write with Accuracy	1	3	27	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
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/616/1121	Understand Employment Responsibilities and Rights in Catering and Hospitality Industries	1	3	27	✓	–	–	–	–	–
T/617/0059	Understand Employment Responsibilities and Rights in Catering and Hospitality 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	3	✓	–	✓	–	–	–
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	20	✓	–	–	–	–	–

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						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/616/1212	Working in a Team	E1	3	30	✓	–	✓	–	–	–
H/616/1213	Working in a Team	E2	3	30	✓	–	✓	–	–	–

Employability: Time Management Skills Components						Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
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						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/616/1002	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						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/616/1192	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	✓	–	✓	–	–	–
T/616/0602	Handling Payment for Goods and Services	1	3	27	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	2	4	24	✓	–	✓	–	–	–
L/616/1156	Understanding Banks and Credit Cards	E3	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

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

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

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

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

How these Qualifications are Assessed

These qualifications may be assessed through:

1) an internally set, internally marked and externally verified portfolio of evidence. Guidance on our expectations is available in 'A Guide to Assessing AIM Qualifications' available in Section 5: Appendices.

2) an externally set, externally marked online multiple choice exam (for particular components only). The online multiple choice exam must be invigilated by an AIM approved invigilator.

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

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

Entry 1 Achievement Continuum

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

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

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

Use of the Entry 1 Learner Transcript Template is optional.

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 Creative and Design Industries (AIMVOC) Development Tracking Spreadsheet V1 May 18

Section Five

Appendices

AIM
Qualifications and Assessment Group