

AIM Qualifications

Suite of Skills for Working in

Construction and Building

Industries Qualifications

Specification

VERSION 15 JULY 2025



Document version history

Version number	Date	Description
2	May 2018	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices.
4	September 2019	<ul style="list-style-type: none">RebrandedQualification family added to qualification details gridAmendment to the Level 1 Award 'Full Description of Rules of Combination in the Level 1 Award', to 6 credits (was 3), due to a typo.
5	October 2020	<ul style="list-style-type: none">Added 'Extended ERF Adaptation - Construction and Building Industries (AIMVOC)' to AppendicesAdded information about adapted qualifications to 'Introduction' section
6	May 2021	<ul style="list-style-type: none">Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance
7	June 2021	<ul style="list-style-type: none">Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method:<ul style="list-style-type: none">Page 14: Resource requirementsPage 92: How these qualifications are assessedPage 94: Scheduling learners for the online Multiple Choice Question (MCQ) assessmentsPage 95: Delivering the MCQ assessments: At the end of the MCQ assessments
8	September 2021	<ul style="list-style-type: none">Qualification withdrawal dates added for:<ul style="list-style-type: none">Entry 1 Award in Skills for Working in Construction and Building Industries 603/1675/5Entry 1 Extended Award in Skills for Working in Construction and Building Industries 603/1676/7Entry 1 Certificate in Skills for Working in Construction and Building Industries 603/1677/9Entry 1 Extended Certificate in Skills for Working in Construction and Building Industries 603/1678/0

		<ul style="list-style-type: none"> ▪ Entry 1 Diploma in Skills for Working in Construction and Building Industries 603/1679/2 ▪ Entry 2 Award in Skills for Working in Construction and Building Industries 603/1680/9 ▪ Entry 2 Extended Award in Skills for Working in Construction and Building Industries 603/1681/0 ▪ Entry 2 Certificate in Skills for Working in Construction and Building Industries 603/1682/2 ▪ Entry 2 Extended Certificate in Skills for Working in Construction and Building Industries 603/1683/4 ▪ Entry 2 Diploma in Skills for Working in Construction and Building Industries 603/1684/6 ▪ Entry 3 Extended Award in Skills for Working in Construction and Building Industries 603/1686/X ▪ Entry 3 Extended Certificate in Skills for Working in Construction and Building Industries 603/1689/5 ▪ Level 2 Diploma in Skills for Working in Construction and Building Industries 603/1703/6
9	December 2021	<ul style="list-style-type: none"> ▪ GLH changed from 9 to 10 for component Y/616/2813 Fitting Units for Interiors and component D/616/2814 Fix and Fit Work Surfaces ▪ GLH changed from 34 to 36 for component T/616/2835 Joinery Skills
10	March 2022	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Review date updated from 31/07/2022 to 31/07/2025 for the following qualifications: <ul style="list-style-type: none"> ▪ AIM Qualifications Entry 3 Award in Skills for Working in Construction and Building Industries ▪ AIM Qualifications Entry 3 Certificate in Skills for Working in Construction and Building Industries ▪ AIM Qualifications Entry 3 Diploma in Skills for Working in Construction and Building Industries
12	September 2022	<ul style="list-style-type: none"> ▪ Last paragraph relating to learner guides for qualifications removed as these were replaced by the qualification handbooks.
13	November 2022	<ul style="list-style-type: none"> ▪ Live qualifications for level 1 and level 2 have had their review date extended to 31/07/2025

14	March 2025	<ul style="list-style-type: none"> ▪ Component Understanding Disability and Accessibility – Level 1 - K/616/2900 has been added in the Construction and Building Group on page 28 ▪ Document rebrand
15	July 2025	<ul style="list-style-type: none"> ▪ Live qualifications for Entry 3, Level 1 and Level 2, have had their review date extended to 31/07/2027

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About us

Qualification specification

AIM Qualifications and Assessment Group is a leading Awarding Organisation supplying hundreds of centres with high-quality regulated vocational and technical qualifications. We also offer non-accredited provision and apprenticeship end-point assessments.

AIM qualifications cover a range of academic levels from Entry Level to Level 6 across a wide range of subject areas.

About this qualification specification

This specification is intended for tutors, internal quality assurers, centre managers and other staff within AIM recognised centres and/or prospective centres. It provides information about the structure and delivery of the qualification. The specification should be read in conjunction with the AIM Centre Handbook and other policy documents available on the website.

Offering this qualification

In order to offer this qualification, you must be an AIM recognised centre and be approved to deliver this qualification. If your centre is not yet recognised, please contact our business development team to discuss becoming an AIM recognised centre. They can advise you on the best qualifications for your organisation.

You can arrange a meeting by emailing businessdevelopment@aimgroup.org.uk or calling 0333 034 8833. More information can be found on: www.aim-group.org.uk/newcentre



Section 1 – Qualification overview

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

Adapted Assessments

Learners completing these qualifications who have been impacted by COVID-19 closures may be eligible for mitigations to their assessment under the temporary framework (VCRF). [Specific guidance can be found here](#)

AIM Qualifications Entry Level 3 Award in Skills for Working in Construction and Building Industries 603/1685/8

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Construction and Building Industries 603/1687/1

AIM Qualifications Entry Level 3 Diploma in Skills for Working in Construction and Building Industries 603/1690/1

AIM Qualifications Level 1 Award in Skills for Working in Construction and Building Industries 603/1691/3

AIM Qualifications Level 1 Extended Award in Skills for Working in Construction and Building Industries 603/1692/5

AIM Qualifications Level 1 Certificate in Skills for Working in Construction and Building Industries 603/1693/7

AIM Qualifications Level 1 Extended Certificate in Skills for Working in Construction and Building Industries 603/1694/9

AIM Qualifications Level 1 Diploma in Skills for Working in Construction and Building Industries 603/1695/0

AIM Qualifications Level 2 Award in Skills for Working in Construction and Building Industries 603/1698/6

AIM Qualifications Level 2 Extended Award in Skills for Working in Construction and Building Industries 603/1699/8

AIM Qualifications Level 2 Certificate in Skills for Working in Construction and Building Industries 603/1701/2

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Construction and Building Industries 603/1702/4

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 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 Construction and Building 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 construction and building industries.

These qualifications cover different areas of construction and building, including painting and decorating, carpentry and joinery, brickwork, plumbing, and landscaping. 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.

Qualification details

The following tables include the qualification details for:

Entry Level 1 Skills for Working in Construction and Building Industries Qualifications
Entry Level 2 Skills for Working in Construction and Building Industries Qualifications
Entry Level 3 Skills for Working in Construction and Building Industries Qualifications
Level 1 Skills for Working in Construction and Building Industries Qualifications
Level 2 Skills for Working in Construction and Building Industries Qualifications

Entry 1	Award	Extended award	Certificate	Extended Certificate	Diploma
Qualification family	Flexibilities				
Grading	Pass/Fail				
Geographical coverage	England				
Operational start date	01/07/2017				
Sector	5.2 Building and Construction				
Operational end date	30/04/2022	30/04/2022	30/04/2022	30/04/2022	30/04/2022
Certification end date	30/04/2025	30/04/2025	30/04/2025	30/04/2025	30/04/2025
Qualification number	603/1675/5	603/1676/7	603/1677/9	603/1678/0	603/1679/2
Guided Learning Hours (GLH)	30	90	150	270	370
Total Qualification Time (TQT)	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	Award	Extended award	Certificate	Extended Certificate	Diploma
Qualification family	Flexibilities				
Grading	Pass/Fail				
Geographical coverage	England				
Operational start date	01/07/2017				
Sector	5.2 Building and Construction				
Operational end date	30/04/2022	30/04/2022	30/04/2022	30/04/2022	30/04/2022
Certification end date	30/04/2025	30/04/2025	30/04/2025	30/04/2025	30/04/2025
Qualification number	603/1680/9	603/1681/0	603/1682/2	603/1683/4	603/1684/6
Guided Learning Hours (GLH)	30	90	150	270	370
Total Qualification Time (TQT)	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	Award	Extended award	Certificate	Extended Certificate	Diploma
Qualification family	Flexibilities				
Grading	Pass/Fail				
Geographical coverage	England				
Operational start date	01/07/2017				
Sector	5.2 Building and Construction				
Review date	31/07/2027	N/A	31/07/2027	N/A	31/07/2027
Operational end date	N/A	30/04/2022	N/A	30/04/2022	N/A
Certification end date	N/A	30/04/2025	N/A	30/04/2025	N/A
Qualification number	603/1685/8	603/1686/X	603/1687/1	603/1689/5	603/1690/1
Guided Learning Hours (GLH)	30	90	150	270	370
Total Qualification Time (TQT)	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

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Level 1	Award	Extended award	Certificate	Extended Certificate	Diploma
Qualification family	Flexibilities				
Grading	Pass/Fail				
Geographical coverage	England				
Operational start date	01/07/2017				
Sector	5.2 Building and Construction				
Review date	31/07/2027				
Qualification number	603/1691/3	603/1692/5	603/1693/7	603/1694/9	603/1695/0
Guided Learning Hours (GLH)	54	78	130	233	321
Total Qualification Time (TQT)	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	Award	Extended award	Certificate	Extended Certificate	Diploma
Qualification family	Flexibilities				
Grading	Pass/Fail				
Geographical coverage	England				
Operational start date	01/07/2017				
Sector	5.2 Building and Construction				
Review date	31/07/2027	31/07/2027	31/07/2027	31/07/2027	N/A
Operational end date	N/A	N/A	N/A	N/A	30/04/2022
Certification end date	N/A	N/A	N/A	N/A	30/04/2025
Qualification number	603/1698/6	603/1699/8	603/1701/2	603/1702/4	603/1703/6
Guided Learning Hours (GLH)	48	69	115	206	293
Total Qualification Time (TQT)	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

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Regulated Qualification Framework (RQF)

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size. Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”. Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Total Qualification Time (TQT) and Guided Learning Hours (GLH)

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 requirements

There are no entry requirements for these qualifications.

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.

Requirements to deliver this Qualification

As an Awarding Organisation, we require that:

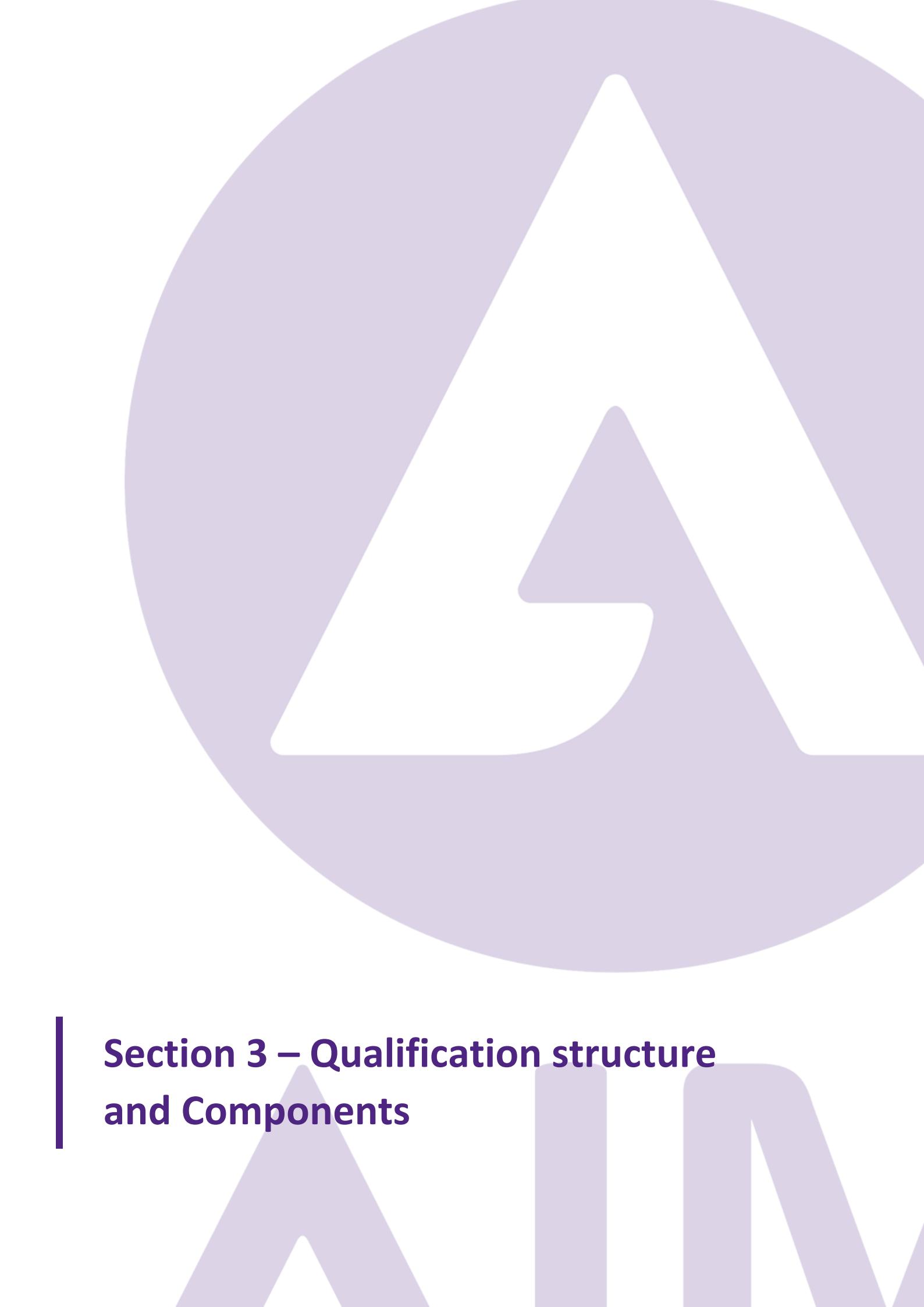
Centres should only deliver the components that they have the human and physical resources to deliver. For example, if a learner needs to demonstrate the use of tools in a specific environment, then the centre will need to have access to both the tools and the environment.

Assessors

Those assessing on the qualification should have either a teaching qualification at level 3 or above previous experience in assessing criteria based components. Assessors should have the knowledge and skills for at least the level above for each individual component that they deliver. New assessors should be supported with assessment decisions by the internal verification process.

Internal Verifiers

Those internally verifying on the programme must have a good understanding of the qualification and the internal verification process and must have sufficient knowledge of the components they internally verify to identify incorrect assessments or incorrect assessment decisions.



Section 3 – Qualification structure and Components

Qualification structure: Entry 1

	Award	Extended award	Certificate	Extended Certificate	Diploma
Total Credits Required	3	9	15	27	37
Minimum Credits allowed from Essential Group	3	6	10	17	25
Maximum Credits allowed from Chosen Group	0	3	5	10	12
Full Description of Rules of Combination	<p>Learners must achieve a minimum of 3 credits from the Construction and Building Group at Entry 1 only.</p>	<p>A minimum of 6 credits must be achieved from the Construction and Building Group, up to 3 credits of these may be achieved at Entry 2.</p> <p>A maximum of 3 credits may be achieved from the Employability Group, at Entry 1 only.</p>	<p>A minimum of 10 credits must be achieved from the Construction and Building Group, up to 5 credits of these may be achieved at Entry 2.</p> <p>A maximum of 5 credits may be achieved from the Employability Group, at Entry 1 only.</p>	<p>A minimum of 17 credits must be achieved from the Construction and Building Group, up to 10 credits of these may be achieved at Entry 2.</p> <p>A maximum of 10 credits may be achieved from the Employability Group, at Entry 1 only.</p>	<p>A minimum of 25 credits must be achieved from the Construction and Building Group, up to 12 credits of these may be achieved at Entry 2.</p> <p>A maximum of 12 credits may be achieved from the Employability Group, at Entry 1 only.</p>

Qualification structure: Entry 2

	Award	Extended award	Certificate	Extended Certificate	Diploma
Total Credits Required	3	9	15	27	37
Minimum Credits allowed from Essential Group	3	6	10	17	25
Maximum Credits allowed from Chosen Group	0	3	5	10	12
Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Construction and Building Group at Entry 2 only.	A minimum of 6 credits must be achieved from the Construction and Building 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.	A minimum of 10 credits must be achieved from the Construction and Building 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.	A minimum of 17 credits must be achieved from the Construction and Building 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 2 only.	A minimum of 25 credits must be achieved from the Construction and Building 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

	Award	Extended award	Certificate	Extended Certificate	Diploma
Total Credits Required	3	9	15	27	37
Minimum Credits allowed from Essential Group	3	6	10	17	25
Maximum Credits allowed from Chosen Group	0	3	5	10	12
Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Construction and Building Group at Entry 3 only.	A minimum of 6 credits must be achieved from the Construction and Building 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.	A minimum of 10 credits must be achieved from the Construction and Building 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.	A minimum of 17 credits must be achieved from the Construction and Building 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.	A minimum of 25 credits must be achieved from the Construction and Building 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

	Award	Extended award	Certificate	Extended Certificate	Diploma
Total Credits Required	6	9	15	26	36
Minimum Credits allowed from Essential Group	6	6	10	16	24
Maximum Credits allowed from Chosen Group	0	3	5	10	12
Full Description of Rules of Combination	Learners must achieve a minimum of 6 credits from the Construction and Building Group at Level 1 only.	A minimum of 6 credits must be achieved from the Construction and Building 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.	A minimum of 10 credits must be achieved from the Construction and Building 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.	A minimum of 16 credits must be achieved from the Construction and Building 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.	A minimum of 24 credits must be achieved from the Construction and Building 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

	Award	Extended award	Certificate	Extended Certificate	Diploma
Total Credits Required	8	11	19	34	48
Minimum Credits allowed from Essential Group	8	7	13	23	33
Maximum Credits allowed from Chosen Group	0	4	6	11	15
Full Description of Rules of Combination	<p>Learners must achieve a minimum of 8 credits from the Construction and Building Group at Level 2 only.</p>	<p>A minimum of 7 credits must be achieved from the Construction and Building Group, up to 4 credits of these may be achieved at Level 1.</p> <p>A maximum of 4 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>A minimum of 13 credits must be achieved from the Construction and Building Group, up to 6 credits of these may be achieved at Level 1.</p> <p>A maximum of 6 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>A minimum of 23 credits must be achieved from the Construction and Building Group, up to 11 credits of these may be achieved at Level 1.</p> <p>A maximum of 11 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>A minimum of 33 credits must be achieved from the Construction and Building Group, up to 15 credits of these may be achieved at Level 1.</p> <p>A maximum of 15 credits may be achieved from the Employability Group, at Level 2 only.</p>

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:

Construction and Building Group:

- General Construction and Building: covers a range of different practical skills including fitting units for interiors, joinery skills and carpentry hand skills.
- Brickwork: aims to develop the learner's knowledge and practical skills in basic bricklaying, building a cavity wall, and building corner walls.
- Carpentry and Joinery: covers carpentry and joinery skills, cutting wood-based materials, fix and fit work surfaces and construct a timber product using a selection of joints.
- Landscaping: covers a range of different skills for the construction and building industry, including fence construction, path construction and maintaining a footpath.
- Painting and Decorating: aims to enable learners to applying paint by brush and roller, develop their wallpapering skills, and prepare ceilings and walls for decoration.
- Plastering: covers plastering skills, laying sand and cement screeds and rendering techniques.
- Plumbing: aims to develop the learner's knowledge of plumbing skills, Pipework Skills and maintenance of plumbing systems.

Employability Group

- Accessing Services: looks at the commercial and financial services used within an employment setting, for example banks.
- Assertiveness and Decision Making Skills: 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: 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: 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: 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: allows learners to identify the value of confidence and self-esteem, what factors affect them and the effect on others' perceptions of an individual.

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- Continuing Professional Development (CPD): 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: 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: 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: 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: 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 : provide learners with opportunities to explore and undertake enterprise projects.
- Environmental Awareness in the Workplace (page 52): raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.
- Equality and Diversity at Work: 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: 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: where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).
- Induction to Work: 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: this component group develops the learner's skills and knowledge in undertaking a recruitment interview.
- Introduction to Vocational Industries: 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: these components are based on the National Standards for Adult Literacy and are fully referenced to the Adult Literacy Core Curriculum.
- Maths: these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.
- Mentoring: enables learners to develop their ability in mentoring others with a focus on developing good practice.

- Personal Presentation at Work: looks at acceptable conventions for personal presentation in the workplace and the importance of first impressions.
- Problem Solving in the Workplace: 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: 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: learners are introduced to the importance of appraisals and setting targets to improve own performance at work.
- Speaking and Listening at Work: 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: 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: 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: 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: introduces learners to the importance of getting to their place of work safely and on time.
- Using ICT in the Workplace: aims to develop learner's skills in using ICT to carry out workplace tasks.
- Using Money in the Workplace: 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: aims to develop learner's skills in using numeracy skills to carry out workplace tasks.
- Using Writing Skills in the Workplace: aims to develop learner's skills in using writing skills to carry out workplace tasks.
- Volunteering: 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: this group provides learners with an understanding for and the practical skills in undertaking work experience

Construction and Building Group

Key: PoE – Portfolio of evidence E – Exam P – Practical

Construction and Building Group: General Construction and Building				Assessment set by the centre			Assessment set by AIM			
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P
L/617/0603	<u>Building and Construction Tasks</u>	E3	3	30	✓		✓			
A/616/2772	<u>Carrying out Basic Building and Construction Tasks</u>	E1	2	20	✓		✓			
F/616/2773	<u>Carrying out Basic Building and Construction Tasks</u>	E2	2	20	✓		✓			
H/616/2796	<u>Cutting Metal</u>	E1	2	20	✓		✓			
D/616/2795	<u>Cutting Metal</u>	E2	2	20	✓		✓			
F/617/0677	<u>Diagnosing Faults in Domestic Appliances</u>	2	4	24	✓		✓			
K/616/2802	<u>Disability Access Audit</u>	1	3	27	✓		✓			
M/616/2803	<u>Disability Access Audit Review</u>	1	2	18	✓		✓			
R/616/2809	<u>Exploring Working in Construction and Building</u>	E2	1	10	✓					
A/616/2819	<u>Floor and Wall Tiling Techniques</u>	1	3	27	✓					
D/617/0685	<u>Installing a Domestic Appliance</u>	2	4	24	✓		✓			
D/616/2828	<u>Introduction to Environmental Sustainability</u>	1	1	9	✓					✓
L/616/3280	<u>Introduction to the Use of Tools and Equipment for a Work Task</u>	E3	3	30	✓		✓			
M/616/2848	<u>Mix and Lay Concrete</u>	E1	2	20	✓		✓			
K/616/2847	<u>Mix and Lay Concrete</u>	E2	2	20	✓		✓			
D/616/2859	<u>Participate in a Community Building Project</u>	1	3	27	✓		✓			
M/616/2865	<u>Planning a Disability Access Audit</u>	1	2	18	✓					
T/617/0613	<u>Principles of Building Construction, Information and Communication</u>	1	6	54	✓					✓
L/617/0701	<u>Replacing Modules in Domestic Appliances</u>	2	4	24	✓		✓			
H/616/2894	<u>Tiling Skills</u>	E1	2	20	✓		✓			
K/616/2895	<u>Tiling Skills</u>	E2	2	20	✓		✓			
M/616/2896	<u>Tiling Skills</u>	E3	3	30	✓		✓			
K/616/2900	<u>Understanding Disability and Accessibility</u>	1	3	27	✓					
K/616/2900	<u>Understanding Disability and Accessibility</u>	1	3	27	✓					✓
T/616/2902	<u>Use Masonry Building Materials</u>	E1	2	20	✓					

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Construction and Building Group: General Construction and Building

							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/616/2901	<u>Use Masonry Building Materials</u>	E2	2	20	✓							
F/616/2904	<u>Use Tools to Cut Masonry Building Materials</u>	E1	2	20	✓		✓					
A/616/2903	<u>Use Tools to Cut Masonry Building Materials</u>	E2	2	20	✓							
L/616/2906	<u>Using Construction Hand Tools</u>	E1	2	20	✓							
J/616/2905	<u>Using Construction Hand Tools</u>	E2	2	20	✓							
Y/616/2908	<u>Using Hand Tools for Metalwork</u>	E1	2	20	✓							
R/616/2907	<u>Using Hand Tools for Metalwork</u>	E2	2	20	✓							
A/616/2917	<u>Working in Construction and Building</u>	E2	2	20	✓		✓					

Construction and Building Group: Brickwork Components

							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
H/617/0588	<u>Advanced Brickwork Skills</u>	2	4	24	✓		✓					
F/616/2434	<u>Assisting in a Brickwork Workshop</u>	E3	3	30	✓		✓					
J/616/2435	<u>Basic Block Laying</u>	1	5	45	✓		✓					
L/616/2436	<u>Basic Bricklaying</u>	1	6	54	✓		✓					
Y/616/2438	<u>Block Laying Principles</u>	1	3	27	✓							
Y/617/0717	<u>Bricklaying Tools, Equipment and Materials</u>	1	3	27	✓		✓					

Construction and Building Group: Carpentry and Joinery Components

							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
J/616/2922	<u>Constructing Timber Finger Joints</u>	E3	2	20	✓		✓					
F/616/2790	<u>Constructing Timber Halving and Housing Joints</u>	E3	2	20	✓		✓					
J/616/2791	<u>Constructing Timber Mortise, Tenon and Bridle Joints</u>	E3	4	40	✓		✓					
T/616/2799	<u>Cutting Wood-Based Materials</u>	E1	2	20	✓		✓					
M/616/2798	<u>Cutting Wood-Based Materials</u>	E2	2	20	✓		✓					
L/617/0679	<u>Exploring Carpentry and Joinery</u>	2	7	40	✓		✓					

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Construction and Building Group: Carpentry and Joinery Components							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
Y/616/2813	<u>Fitting Units for Interiors</u>	1	1	10	✓		✓					
D/616/2814	<u>Fix and Fit Work Surfaces</u>	1	1	10	✓		✓					
M/616/2834	<u>Joinery Hand Tool Maintenance</u>	E3	2	20	✓							
T/616/2835	<u>Joinery Skills</u>	1	4	36	✓							
F/616/2837	<u>Know how to produce Basic Woodworking Joints</u>	1	3	27	✓							
M/616/2879	<u>Prepare Resources for Assembling Interiors</u>	1	1	9	✓		✓					
F/617/0730	<u>Produce Basic Woodworking Joints</u>	1	4	36	✓		✓					
Y/617/0703	<u>Timber in Construction</u>	2	4	24	✓		✓					
K/616/2914	<u>Woodwork Hand Tools</u>	E1	2	20	✓		✓					
D/616/2912	<u>Woodwork Hand Tools</u>	E2	2	20	✓		✓					
H/616/2913	<u>Woodwork Hand Tools</u>	E3	3	30	✓		✓					
T/617/0708	<u>Woodwork Jointing Skills</u>	2	4	24	✓		✓					

Construction and Building Group: Landscaping Components							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
R/616/2812	<u>Fence Construction</u>	E3	3	30	✓		✓					
A/616/2822	<u>Garden Hard Landscaping</u>	1	3	27	✓		✓					
F/616/2840	<u>Maintain a Fence</u>	E2	2	20	✓							
L/616/2842	<u>Maintain a Footpath</u>	E2	3	30	✓		✓					
R/616/2860	<u>Path Construction</u>	1	3	27	✓		✓					

Construction and Building Group: Painting and Decorating							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
K/617/0592	<u>Application of Papers to Walls and Ceilings</u>	2	8	48	✓		✓					
Y/617/0636	<u>Application of Surface Coatings</u>	2	8	48	✓		✓					
J/616/2421	<u>Apply Paint Systems by Brush and Roller</u>	1	6	54	✓		✓					

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Construction and Building Group: Painting and Decorating							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/617/0710	Apply Plain Papers	1	5	45	✓		✓					
A/617/0712	Applying a Set Pattern Wallpaper to Wall Areas	1	4	36	✓		✓					
F/617/0713	Applying Lining Paper to Ceiling and Wall Areas	1	4	36	✓		✓					
J/617/0714	Applying Lining Paper to Wall Areas	E3	4	40	✓		✓					
M/616/2428	Applying Paint by Brush	E3	2	20	✓		✓					
M/616/2431	Applying Solvent Borne Gloss Paint by Brush	1	3	27	✓		✓					
T/617/0594	Applying Water-Borne Paint by Brush and Roller	E3	2	20	✓		✓					
R/617/0716	Applying Woodchip Wallpaper to Ceiling and Wall Areas	1	4	36	✓		✓					
D/617/0721	Applying Woodchip Wallpaper to Wall Areas	E3	3	30	✓		✓					
H/617/0607	Construction Painting Skills	1	3	27	✓		✓					
D/616/2800	Decorative Paint Effects for Interior Walls	1	3	27	✓		✓					
T/616/2821	Free Brushwork and Decorative Motifs	1	2	18	✓		✓					
R/616/2826	Introduction to Decorative Treatments	E3	4	40	✓		✓					
Y/616/2830	Introduction to Graining and Marbling	1	4	36	✓		✓					
A/616/2853	Paint a Plastered Wall	E1	2	20	✓		✓					
T/616/2852	Paint a Plastered Wall	E2	2	20	✓		✓					
L/616/2856	Painting and Decorating Skills	E1	2	20	✓		✓					
R/616/2857	Painting and Decorating Skills	E2	2	20	✓		✓					
M/617/0609	Painting and Decorating Skills	E3	3	30	✓		✓					
Y/616/2858	Painting Ceilings and Walls	1	3	27	✓		✓					
L/617/0696	Preparation of Surfaces for Decoration	2	8	48	✓		✓					
K/616/2878	Prepare a Surface for Decorating	E1	2	20	✓		✓					
H/616/2877	Prepare a Surface for Decorating	E2	2	20	✓		✓					
K/616/2881	Preparing a Work Area for Decorating	E1	2	20	✓		✓					
H/616/2880	Preparing a Work Area for Decorating	E2	2	20	✓		✓					
M/616/2882	Preparing Ceiling and Walls for Decoration	1	1	9	✓		✓					
A/616/2884	Preparing for Painting	E1	2	20	✓		✓					
T/616/2883	Preparing for Painting	E2	2	20	✓		✓					

Construction and Building Group: Painting and Decorating							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
J/617/0700	<u>Producing Decorative Colour Effects</u>	2	8	48	✓		✓					
R/616/2910	<u>Wallpapering Skills</u>	1	3	27	✓		✓					
M/617/0707	<u>Wallpapering Skills</u>	2	4	24	✓		✓					

Construction and Building Group: Plastering							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
T/617/0711	<u>Apply Plaster Materials to Internal Backgrounds</u>	1	5	45	✓		✓					
Y/616/2424	<u>Applying Floating Coat to an Attached Pier</u>	1	3	27	✓		✓					
M/617/0643	<u>Applying Plastering Materials to External Backgrounds</u>	2	8	48	✓		✓					
T/617/0644	<u>Applying Plastering Materials to Interiors</u>	2	8	48	✓		✓					
K/617/0656	<u>Casting and Fixing Fibrous Plasterwork</u>	2	12	72	✓		✓					
Y/616/2780	<u>Casting from a Simple PVC or Cold Pour Mould</u>	E3	2	20	✓		✓					
L/616/2792	<u>Create an External Raised Ashlar Finish to an External Rendered Wall</u>	1	4	36	✓		✓					
R/616/2793	<u>Cutting and Fixing a Simple Panel Mould</u>	E3	3	30	✓		✓					
K/616/2797	<u>Cutting Plasterboard</u>	E3	3	30	✓		✓					
H/616/2815	<u>Fix and Skim Plasterboard with Staggered Joints</u>	1	3	27	✓		✓					
M/616/2817	<u>Fixing a Simple Fibrous Plaster Cast</u>	E3	2	20	✓		✓					
T/616/2818	<u>Fixing a Simple Square Panel with Semi-Circular Quadrant Corners</u>	1	3	27	✓		✓					
M/616/2820	<u>Forming a Rubbed up Finish by the Use of a Sponge and Float</u>	E3	4	40	✓		✓					
F/617/0727	<u>Internal Solid Two Coat Plasterwork Between Two Stop Beads</u>	2	4	24	✓							
H/617/0686	<u>Know How to Apply Plaster Materials to Internal Surfaces</u>	2	4	24	✓							
T/617/0689	<u>Laying Sand and Cement Screeds</u>	2	8	48	✓		✓					
M/616/2851	<u>Mixing Plaster Materials by Hand and Mechanical Methods</u>	E3	2	20	✓		✓					
F/617/0680	<u>Plasterboarding</u>	2	8	48	✓		✓					
T/616/2866	<u>Plastering Skills</u>	E1	2	20	✓		✓					
A/616/2867	<u>Plastering Skills</u>	E2	2	20	✓		✓					
F/616/2868	<u>Plastering Skills</u>	E3	3	30	✓		✓					

Construction and Building Group: Plastering							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
J/616/2869	<u>Plastering Techniques</u>	1	3	27	✓		✓					
R/616/2874	<u>Plastering to a Window Reveal</u>	1	3	27	✓		✓					
D/617/0699	<u>Produce Reverse Moulds for Fibrous Work</u>	2	8	48	✓		✓					
L/616/2890	<u>Rendering Techniques</u>	1	3	27	✓		✓					
Y/616/2892	<u>Spinning Quadrants for a Simple Panel Mould</u>	1	3	27	✓		✓					
D/616/2893	<u>The Use of a Hawk and Trowel in Internal Plastering</u>	E3	2	20	✓		✓					

Construction and Building Group: Plumbing							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
R/616/2437	<u>Basic Plumbing Science</u>	1	2	18	✓							
J/617/0678	<u>Domestic Plumbing Systems</u>	2	4	24	✓		✓					
A/616/2805	<u>Drilling and Fixing Components in Plumbing</u>	E3	2	20	✓		✓					
F/616/2806	<u>Drilling and Fixing of Plumbing Components</u>	1	2	18	✓		✓					
F/616/2823	<u>Installation of Plastic Rainwater Systems</u>	1	2	18	✓		✓					
D/616/2831	<u>Introduction to Working with Copper Pipe</u>	E3	6	60	✓		✓					
H/616/2832	<u>Introduction to Working with Plastic Pressure Pipe</u>	E3	3	30	✓		✓					
K/616/2833	<u>Introduction to Working with Plastic Soil and Waste Pipe</u>	E3	3	30	✓		✓					
Y/616/2844	<u>Maintenance of Plumbing Systems</u>	1	2	18	✓		✓					
D/616/2845	<u>Measurement and Marking out of Plumbing Materials</u>	1	2	18	✓		✓					
H/616/2846	<u>Measuring and Marking Out in Plumbing</u>	E3	2	20	✓		✓					
D/616/2862	<u>Pipework Skills</u>	E1	2	20	✓		✓					
H/616/2863	<u>Pipework Skills</u>	E2	2	20								
H/616/2863	<u>Pipework Skills</u>	E2	2	20	✓		✓					
K/616/2864	<u>Pipework Skills</u>	E3	3	30	✓		✓					
L/617/0729	<u>Plumbing Skills</u>	1	4	36	✓		✓					
K/617/0706	<u>Valves, Taps and Cisterns in Domestic Plumbing</u>	2	4	24	✓							
J/617/0731	<u>Working with Copper Pipe</u>	1	3	27	✓		✓					

Construction and Building Group: Plumbing							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
J/616/2919	Working with Low Carbon Steel Pipe	1	3	27	✓		✓					
A/616/2920	Working with Plastic Pressure Pipe	1	2	18	✓		✓					
Y/617/0619	Working with Plastic Soil and Waste Pipe	1	3	27	✓		✓					
L/616/2923	Working with Plastic Soil and Waste Pipe	E3	3	30	✓		✓					

Employability Group

Employability: Accessing Services							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
J/616/0331	<u>Accessing Commercial Services</u>	E1	3	30	ü		ü					
L/616/0332	<u>Accessing Commercial Services</u>	E2	3	30	ü		ü					
R/616/0333	<u>Accessing Commercial Services</u>	E3	3	30	ü		ü					
Y/616/0334	<u>Accessing Financial Services</u>	E1	3	30	ü		ü					
D/616/0335	<u>Accessing Financial Services</u>	E2	3	30	ü		ü					
H/616/0336	<u>Accessing Financial Services</u>	E3	3	30	ü		ü					

Employability: Assertiveness and Decision Making							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
R/616/0347	<u>Assertiveness and Decision Making Skills</u>	E3	3	30	✓		✓					
Y/616/0348	<u>Assertiveness and Decision Making Skills</u>	One	3	27	✓		✓					
L/616/9953	<u>Assertiveness and Decision Making Skills</u>	Two	4	24	✓		✓					
D/616/0450	<u>Decision Making Skills</u>	Two	1	8	✓							
M/616/0453	<u>Developing Assertiveness</u>	E1	2	20	✓							
T/616/0454	<u>Developing Assertiveness</u>	E2	2	20	✓							

Employability: Behaviour in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/616/0355	<u>Building and Managing Workplace Relationships</u>	One	3	27	✓							
Y/616/9955	<u>Building and Managing Workplace Relationships</u>	Two	4	24	✓							
J/616/0362	<u>Bullying and Harassment in the Workplace</u>	E3	1	10	✓							
L/616/0363	<u>Bullying and Harassment in the Workplace</u>	One	1	9	✓							✓
A/616/0391	<u>Conduct at Work</u>	E1	2	20	✓		✓					
F/616/0392	<u>Conduct at Work</u>	E2	2	20	✓		✓					
F/616/0392	<u>Conduct at Work</u>	E3	3	30	✓		✓					

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Employability: Behaviour in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/0394	<u>Conflict Resolution in the Workplace</u>	One	3	27	✓							
D/616/9956	<u>Conflict Resolution in the Workplace</u>	Two	4	24	✓							
Y/616/0446	<u>Dealing with Difficult Situations at Work</u>	E3	1	10	✓		✓					
D/616/0447	<u>Dealing with Difficult Situations at Work</u>	One	1	9	✓		✓					
A/616/0875	<u>Personal Manner and Conduct</u>	E1	2	20	✓		✓					
F/616/0876	<u>Personal Manner and Conduct</u>	E2	2	20	✓		✓					
A/616/0908	<u>Relationships and Behaviour in the Workplace</u>	E1	2	20	✓							
T/616/0910	<u>Relationships and Behaviour in the Workplace</u>	E2	2	20	✓							
A/616/0911	<u>Relationships and Behaviour in the Workplace</u>	E3	2	20	✓							
D/616/0920	<u>Responsible Work Practice</u>	One	2	18	✓		✓					
H/616/0921	<u>Responsible Work Practice</u>	Two	1	8	✓							

Employability: Career Planning and Job Search							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
T/616/0342	<u>Applying for Jobs or Courses</u>	E1	2	20	✓		✓					
A/616/0343	<u>Applying for Jobs or Courses</u>	E2	2	20	✓		✓					
R/616/0364	<u>Career Planning</u>	E3	3	30	✓							
Y/616/0365	<u>Career Planning</u>	One	3	27	✓							
M/616/9959	<u>Career Planning</u>	Two	4	24	✓							
M/616/0582	<u>Exploring Occupational Areas</u>	E1	2	20	✓							
T/616/0583	<u>Exploring Occupational Areas</u>	E2	2	20	✓							
A/616/0584	<u>Exploring Occupational Areas</u>	E3	2	20	✓							
F/616/0585	<u>Exploring the World of Work</u>	E1	2	20	✓							
J/616/0586	<u>Exploring the World of Work</u>	E2	2	20	✓							
L/616/0587	<u>Finding Jobs or Courses</u>	E1	2	20	✓							
R/616/0588	<u>Finding Jobs or Courses</u>	E2	2	20	✓							
H/616/9960	<u>Investigating a Career</u>	Two	4	24	✓							
L/616/0816	<u>Job Applications</u>	E3	1	10	✓		✓					

Employability: Career Planning and Job Search							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
Y/616/0818	<u>Job Applications</u>	One	1	9	✓		✓					
D/616/0819	<u>Job Seeking Skills</u>	E3	1	10	✓							
Y/616/0821	<u>Job Seeking Skills</u>	One	3	27	✓					✓		
K/616/9958	<u>Job Seeking Skills</u>	Two	4	24	✓					✓		
K/616/0855	<u>Making Informed Career Choices</u>	E1	2	20	✓							
M/616/0856	<u>Making Informed Career Choices</u>	E2	2	20	✓							
K/616/1214	<u>Working Patterns</u>	One	1	9	✓							

Employability: Communication in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/616/0372	<u>Communication in the Workplace</u>	E1	2	20	✓		✓					
T/616/0373	<u>Communication in the Workplace</u>	E2	2	20	✓		✓					
A/616/0374	<u>Communication in the Workplace</u>	E3	3	30	✓		✓					
J/616/0376	<u>Communication in the Workplace</u>	One	3	27	✓							
K/616/9961	<u>Communication in the Workplace</u>	Two	4	24	✓							

Employability: Confidence and Self Esteem							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
A/616/0357	<u>Building Confidence and Self Esteem</u>	E1	2	20	✓							
F/616/0358	<u>Building Confidence and Self Esteem</u>	E2	2	20	✓							
J/616/0359	<u>Building Confidence and Self Esteem</u>	E3	3	30	✓							
A/616/0360	<u>Building Confidence and Self Esteem</u>	One	3	27	✓					✓		
M/616/9962	<u>Building Confidence and Self Esteem</u>	Two	4	24	✓							

Employability: Continuing Professional Development							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	Two	4	24	✓							
H/616/0451	Developing a Personal Learning Programme	E3	3	30	✓							
K/616/0452	Developing a Personal Learning Programme	One	3	27	✓							
T/616/0597	Getting the Most Out of Training	E3	1	10	✓		✓					
F/616/0599	Getting the Most Out of Training	One	1	9	✓		✓					
A/616/9964	Improving Own Learning and Performance	Two	4	24	✓							
K/616/0631	Induction to a Training Course	E3	3	30	✓							
J/616/0636	Induction to a Training Course	One	3	27	✓							
F/616/0859	Managing Study	E3	3	30	✓		✓					
T/616/0860	Managing Study	One	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	One	1	9	✓							
K/616/1116	Transferable Skills and Training Needs	E3	3	30	✓							
M/616/1117	Transferable Skills and Training Needs	One	3	27	✓							
J/616/9966	Understanding Change in the Workplace	Two	3	16	✓							
A/616/1167	Understanding Progression Opportunities	E3	1	10	✓							
F/616/1168	Understanding Progression Opportunities	One	1	9	✓							
F/616/9965	Undertaking Professional Development	Two	4	24	✓		✓					

Employability: Customer Service Skills							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	✓							
M/616/0436	Customer Service Skills	One	3	27	✓							

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Employability: Customer Service Skills							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/9967	<u>Customer Service Skills</u>	Two	4	24	✓							

Employability: CV Writing							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
D/616/0352	<u>Building a Personal Career Portfolio</u>	One	3	27	✓							
R/616/9968	<u>Building a Personal Career Portfolio</u>	Two	4	24	✓							
R/616/0428	<u>Creating a Tailored Curriculum Vitae (CV)</u>	One	3	27	✓							
Y/616/9969	<u>Creating a Tailored Curriculum Vitae (CV)</u>	Two	4	24	✓							
H/616/0434	<u>Creating an Online Profile for Career Planning</u>	One	3	27	✓		✓					
L/616/9970	<u>Creating an Online Profile for Career Planning</u>	Two	4	24	✓		✓					
A/616/0441	<u>CV Writing</u>	E3	1	10	✓							✓
J/616/0474	<u>Exploring a Curriculum Vitae (CV)</u>	E1	2	20	✓							
L/616/0475	<u>Exploring a Curriculum Vitae (CV)</u>	E2	2	20	✓							
R/616/0896	<u>Presenting Information about Self to an Employer</u>	E1	2	20	✓		✓					
Y/616/0897	<u>Presenting Information about Self to an Employer</u>	E2	2	20	✓		✓					
F/616/1218	<u>Writing a Curriculum Vitae (CV)</u>	E1	1	10	✓		✓					
J/616/1219	<u>Writing a Curriculum Vitae (CV)</u>	E2	1	10	✓		✓					

Employability: Discrimination at Work							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/0458	<u>Discrimination at Work</u>	E3	3	30	✓							
J/616/0460	<u>Discrimination at Work</u>	One	3	27	✓							
R/616/9971	<u>Discrimination at Work</u>	Two	4	24	✓							

Employability: Employability Skills							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
K/616/0368	<u>Carrying out Market Research</u>	E1	2	20	✓		✓					
M/616/0369	<u>Carrying out Market Research</u>	E2	2	20	✓		✓					
H/616/0370	<u>Carrying Out Work Tasks</u>	E1	4	40	✓		✓					
K/616/0371	<u>Carrying Out Work Tasks</u>	E2	4	40	✓		✓					
A/616/0455	<u>Developing Meeting Skills</u>	E3	2	20	✓		✓					
F/616/0456	<u>Developing Meeting Skills</u>	One	2	18	✓		✓					
D/616/9973	<u>Developing Meeting Skills</u>	Two	3	16	✓		✓					
K/616/0466	<u>Employment Skills</u>	E3	3	30	✓		✓					
M/616/0467	<u>Employment Skills</u>	One	3	27	✓		✓				✓	
H/616/0594	<u>Following Instructions in the Workplace</u>	E1	2	20	✓		✓					
K/616/0595	<u>Following Instructions in the Workplace</u>	E2	2	20	✓		✓					
M/616/0596	<u>Following Instructions in the Workplace</u>	E3	2	20	✓		✓					
H/616/0675	<u>Introduction to Guiding Visitors</u>	E1	2	20	✓		✓					
K/616/0676	<u>Introduction to Guiding Visitors</u>	E2	2	20	✓		✓					
M/616/0677	<u>Introduction to Guiding Visitors</u>	E3	2	20	✓		✓					
T/616/0793	<u>Introduction to the Use of Tools and Equipment for a Work Task</u>	E1	2	20	✓		✓					
J/616/0796	<u>Introduction to the Use of Tools and Equipment for a Work Task</u>	E2	2	20	✓		✓					
Y/616/0799	<u>Introduction to the Use of Tools and Equipment for a Work Task</u>	E3	3	30	✓		✓					
K/616/9975	<u>Leadership Skills</u>	Two	4	24	✓							
D/616/0853	<u>Making a Work Product</u>	E1	2	20	✓		✓					
H/616/0854	<u>Making a Work Product</u>	E2	2	20	✓		✓					
T/616/0857	<u>Managing a Work Project</u>	Two	1	8	✓		✓					
J/616/0863	<u>Marketing Products and Services</u>	E1	2	20	✓		✓					
L/616/0864	<u>Marketing Products and Services</u>	E2	2	20	✓		✓					
D/616/0867	<u>Motivation</u>	One	1	9	✓							
H/616/0868	<u>Negotiation Skills</u>	One	6	54	✓		ü					
T/616/9977	<u>Negotiation Skills</u>	Two	8	48	✓		✓					
D/616/0870	<u>Participate in an Occupational Taster</u>	E1	2	20	✓		✓					
H/616/0871	<u>Participate in an Occupational Taster</u>	E2	2	20	✓		✓					

Employability: Employability Skills							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
K/616/0872	<u>Participate in an Occupational Taster</u>	E3	2	20	✓		✓					
M/616/0873	<u>Participating in Vocational Tasters</u>	One	6	54	✓		✓					
A/616/9995	<u>Participating in Vocational Tasters</u>	Two	8	48	✓		✓					
L/616/0881	<u>Practical Workshop Skills</u>	E1	2	20	✓		✓					
R/616/0882	<u>Practical Workshop Skills</u>	E2	2	20	✓		✓					
H/616/1454	<u>Pre-Press Skills in the Print Workshop</u>	One	3	27	✓		✓					
R/616/1224	<u>Presentation Skills</u>	E3	2	20	✓		✓					
Y/616/1225	<u>Presentation Skills</u>	One	2	18	✓		✓					
F/616/9996	<u>Presentation Skills</u>	Two	3	16	✓		✓					
M/616/1456	<u>Production Line Skills</u>	One	3	27	✓		✓					
Y/616/0902	<u>Promoting a Business</u>	E1	2	20	✓		✓					
D/616/0903	<u>Promoting a Business</u>	E2	2	20	✓		✓					
K/616/1455	<u>Quality Assurance and Control in a Production Workshop</u>	One	3	27	✓		✓					
F/616/0912	<u>Report Writing</u>	Two	1	8	✓							
R/616/0915	<u>Report Writing</u>	Three	1	7	✓							
D/616/0917	<u>Research Skills</u>	One	3	27	✓							
J/617/0017	<u>Research Skills</u>	Two	4	24	✓							
T/616/0938	<u>Self Advocacy</u>	E1	3	30	✓							
A/616/0939	<u>Selling Skills</u>	E2	2	20	✓		✓					
L/617/0018	<u>Small Scale Research Project</u>	Two	8	48	✓							
A/616/1038	<u>Supporting Workers Whose First Language is not English</u>	E3	3	30	✓		✓					
L/616/1044	<u>Supporting Workers Whose First Language is not English</u>	One	3	27	✓		✓					
H/616/1048	<u>Take Part in a Work Activity</u>	E3	1	10	✓		✓					
K/616/1052	<u>Take Part in a Work Activity</u>	One	1	9	✓		✓					
J/617/0020	<u>Take Part in a Work Activity</u>	Two	3	16	✓		✓					
R/616/1188	<u>Use of Materials for a Work Task</u>	One	2	18	✓		✓					
R/617/0022	<u>Use of Materials for a Work Task</u>	Two	3	16	✓		✓					
L/616/1190	<u>Use Tools and Equipment for a Work Task</u>	One	3	27	✓		✓					
H/616/9974	<u>Use Tools and Equipment for a Work Task</u>	Two	4	24	✓		✓					

Employability: Employability Skills							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
H/616/0580	Exploring Enterprise	E1	2	20	✓		✓					
K/616/0581	Exploring Enterprise	E2	2	20	✓		✓					
R/616/0929	Roles and Responsibilities in a Business Enterprise	E1	1	10	✓							
M/616/0937	Roles and Responsibilities in a Business Enterprise	E2	1	10	✓							
H/616/1177	Undertaking an Enterprise Project	E3	6	60	✓		✓					
K/616/1178	Undertaking an Enterprise Project	One	6	54	✓		✓					
Y/617/0023	Undertaking an Enterprise Project	Two	8	48	✓		✓					

Employability: Environmental Awareness							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
T/616/0471	Equality and Diversity at Work	E3	3	30	✓							
A/616/0472	Equality and Diversity at Work	One	3	27	✓					✓		
D/617/0024	Equality and Diversity at Work	Two	4	24	✓							

Employability: Health and Safety in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
Y/616/0589	<u>Follow Health and Safety Procedures in the Workplace</u>	E3	1	10	✓		✓					
L/616/0590	<u>Follow Health and Safety Procedures in the Workplace</u>	One	1	9	✓		✓					
D/616/0593	<u>Follow Health and Safety Procedures in the Workplace</u>	Two	1	8	✓		✓					
R/616/0607	<u>Health and Safety in the Workplace</u>	E1	2	20	✓		✓					
Y/616/0608	<u>Health and Safety in the Workplace</u>	E2	2	20	✓		✓					
D/616/0612	<u>Health and Safety in the Workplace</u>	E3	3	30	✓							
A/616/0617	<u>Health and Safety in the Workplace</u>	One	3	27	✓					✓		
H/617/0025	<u>Health and Safety in the Workplace</u>	Two	4	24	✓					✓		

Employability: ICT Components							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/616/1232	<u>Artwork and Imaging Software Skills</u>	One	3	27	✓		✓					
T/616/1233	<u>Audio and Video Software</u>	E2	2	20	✓		✓					
A/616/1234	<u>Audio Software Skills</u>	E3	2	20	✓		✓					
F/616/1235	<u>Audio Software Skills</u>	One	2	18	✓		✓					
J/617/0213	<u>Audio Software Skills</u>	Two	4	24	✓		✓					
L/616/1237	<u>Computer Basics</u>	E3	3	30	✓							
R/616/1238	<u>Computer Security and Privacy</u>	E3	3	30	✓							
Y/616/1239	<u>Creating and Publishing Websites</u>	One	3	27	✓		✓					
A/617/0080	<u>Creating and Publishing Websites</u>	Two	5	32	✓		✓					
R/616/1241	<u>Data Management Software Skills</u>	E3	2	20	✓		✓					
Y/616/1242	<u>Data Management Software Skills</u>	One	2	18	✓		✓					
F/617/0081	<u>Data Management Software Skills</u>	Two	4	24	✓		✓					
H/616/1244	<u>Database Software Skills</u>	E3	2	20	✓		✓					
K/616/1245	<u>Database Software Skills</u>	One	3	27	✓		✓					
J/617/0082	<u>Database Software Skills</u>	Two	5	32	✓		✓					
A/616/1248	<u>Design and Imaging Software Skills</u>	E3	2	20	✓		✓					
T/616/1250	<u>Design Software Skills</u>	One	3	27	✓		✓					

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							Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P	
A/616/1251	Desktop Publishing Software	E2	2	20	✓		✓				
F/616/1252	Desktop Publishing Software Skills	E3	2	20	✓		✓				
L/616/1254	Desktop Publishing Software Skills	One	3	27	✓		✓				
L/617/0214	Desktop Publishing Software Skills	Two	5	32	✓		✓				
Y/616/1256	Developing and Presenting Information Using ICT	E1	2	20	✓		✓				
D/616/1257	Developing and Presenting Information Using ICT	E2	2	20	✓		✓				
K/616/1438	Developing ICT Skills	E1	4	40	✓		✓				
H/616/1258	Digital Lifestyle	E3	3	30	✓						
K/616/1259	Email Skills	E3	1	10	✓		✓				
D/616/1260	Email Skills	One	2	18	✓		✓				
T/617/0076	Email Skills	Two	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	✓		✓				
H/616/1275	Graphics Software Skills	E3	1	10	✓		✓				
K/616/1276	Imaging Software Skills	One	3	27	✓		✓				
R/617/0215	Imaging Software Skills	Two	5	32	✓		✓				
T/616/1278	Internet Safety for IT Users	One	3	27	✓		✓			✓	
A/616/1279	IT Communications	One	2	18	✓		✓				
K/617/0026	IT Communications	Two	3	16	✓		✓				
T/616/1281	IT Maintenance for Users	One	2	18	✓		✓				
A/616/1282	IT User Fundamentals	E3	2	20	✓		✓				
F/616/1283	Multimedia Software Skills	One	3	27	✓		✓				
J/616/1284	Personal Digital Photograph Processing	E3	1	10	✓		✓				
L/616/1285	Presentation Software Skills	E3	2	20	✓		✓				
R/616/1286	Presentation Software Skills	One	3	27	✓		✓				

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Employability: ICT Components								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
A/617/0077	<u>Presentation Software Skills</u>	Two	5	32	✓		✓					
D/616/1288	<u>Selecting Information Using the Internet</u>	E3	1	10	✓		✓					
T/616/1443	<u>Send and Receive Information Using ICT</u>	E1	1	10	✓		✓					
A/616/1444	<u>Send and Receive Information Using ICT</u>	E2	1	10	✓		✓					
L/616/1304	<u>Spreadsheet Software Skills</u>	E3	2	20	✓		✓					
R/616/1305	<u>Spreadsheet Software Skills</u>	One	3	27	✓		✓					
M/617/0027	<u>Spreadsheet Software Skills</u>	Two	5	32	✓		✓					
D/616/1307	<u>The Internet and World Wide Web</u>	E3	3	30	✓		✓					
D/617/0217	<u>Understanding How to Use Computer Aided Design Software</u>	Two	4	24	✓							
T/617/0028	<u>Use E-Sources to Select Information</u>	Two	4	24	✓		✓					
D/616/1310	<u>Using a Raspberry Pi</u>	One	3	27	✓		✓					
H/616/1311	<u>Using Digital Photograph Processing Software</u>	One	2	18	✓		✓					
F/616/1445	<u>Using ICT: Safe Working Practices</u>	E2	2	20	✓							
K/616/1312	<u>Using Scratch Programming Language</u>	One	3	27	✓		✓					
M/616/1313	<u>Using the Internet</u>	One	3	27	✓		✓					
A/617/0029	<u>Using the Internet</u>	Two	5	32	✓		✓					
A/616/1315	<u>Video Software Skills</u>	E3	2	20	✓		✓					
F/616/1316	<u>Video Software Skills</u>	One	2	18	✓		✓					
Y/617/0216	<u>Video Software Skills</u>	Two	4	24	✓		✓					
L/616/1318	<u>Word Processing Software Skills</u>	E3	2	20	✓		✓					
R/616/1319	<u>Word Processing Software Skills</u>	One	3	27	✓		✓					
M/617/0030	<u>Word Processing Software Skills</u>	Two	5	32	✓		✓					

Employability: Induction to Work								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
K/616/0340	<u>Adjusting to a New Work Setting</u>	E1	3	30	✓		✓					
M/616/0341	<u>Adjusting to a New Work Setting</u>	E2	3	30	✓		✓					
L/616/0637	<u>Induction to the Workplace</u>	E1	2	20	✓							

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Employability: Induction to Work							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/1450	Induction to the Workplace	E2	2	20	✓							

Employability: Interview Techniques							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
Y/616/0883	Preparation for a Recruitment Interview	E3	2	20	ü		✓					
D/616/0884	Preparation for a Recruitment Interview	One	1	9	✓		✓					
A/617/0032	Preparation for a Recruitment Interview	Two	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	2	20	✓		✓					

Employability: Introduction to Vocational Industries							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/0654	Introduction to Construction and Building Industries	E1	2	20	✓							
R/616/0655	Introduction to Construction and Building Industries	E2	2	20	✓							
Y/616/0656	Introduction to Construction and Building Industries	E3	2	20	✓							
D/616/0657	Introduction to Construction and Building Industries	One	2	18	✓							✓
M/617/0206	Introduction to Construction and Building Industries	Two	3	16	✓							

Employability: Literacy Components							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	One	2	18	✓		✓					

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Employability: Literacy Components							Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P	
F/617/0033	<u>Engage in Discussion</u>	Two	3	16	✓		✓				
K/616/1326	<u>Listen and Respond</u>	E1	2	20	✓		✓				
M/616/1327	<u>Listen and Respond</u>	E2	2	20	✓		✓				
T/616/1328	<u>Listen and Respond</u>	E3	2	20	✓		✓				
A/616/1329	<u>Listen and Respond</u>	One	2	18	✓		✓				
J/617/0034	<u>Listen and Respond</u>	Two	3	16	✓		✓				
T/616/1331	<u>Read for Information</u>	E1	3	30	✓		✓				
A/616/1332	<u>Read for Information</u>	E2	3	30	✓		✓				
F/616/1333	<u>Read for Information</u>	E3	3	30	✓		✓				
J/616/1334	<u>Read for Information</u>	One	3	27	✓		✓				
L/617/0035	<u>Read for Information</u>	Two	4	24	✓		✓				
D/616/1338	<u>Read for Purpose and Meaning</u>	E1	3	30	✓		✓				
F/616/1350	<u>Read for Purpose and Meaning</u>	E2	3	30	✓		✓				
J/616/1365	<u>Read for Purpose and Meaning</u>	E3	3	30	✓		✓				
L/616/1366	<u>Read for Purpose and Meaning</u>	One	3	27	✓		✓				
R/617/0036	<u>Read for Purpose and Meaning</u>	Two	4	24	✓		✓				
Y/616/1368	<u>Speak to Communicate</u>	E1	2	20	✓		✓				
D/616/1369	<u>Speak to Communicate</u>	E2	2	20	✓		✓				
R/616/1370	<u>Speak to Communicate</u>	E3	2	20	✓		✓				
Y/616/1371	<u>Speak to Communicate</u>	One	2	18	✓		✓				
Y/617/0037	<u>Speak to Communicate</u>	Two	3	16	✓		✓				
K/616/1374	<u>Write to Communicate</u>	E1	3	30	✓		✓				
M/616/1375	<u>Write to Communicate</u>	E2	3	30	✓		✓				
T/616/1376	<u>Write to Communicate</u>	E3	3	30	✓		✓				
J/616/1379	<u>Write to Communicate</u>	One	3	27	✓		✓				
D/617/0038	<u>Write to Communicate</u>	Two	4	24	✓		✓				
Y/616/1385	<u>Write Accurately</u>	E2	3	30	✓		✓				
H/616/1387	<u>Write Accurately</u>	E3	3	30	✓		✓				
L/616/1383	<u>Write with Accuracy</u>	One	3	27	✓		✓				

Employability: Literacy Components							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/617/0044	Write Fluently and Accurately	Two	4	24	✓		✓					

Employability: Maths Components							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	One	3	27	✓		✓					
T/617/0045	Making Calculations	Two	4	24	✓		✓					
F/616/1400	Money and Time	E1	3	30	✓		✓					
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	One	3	27	✓		✓					
A/617/0046	Money, Time and Temperature	Two	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	✓		✓					
M/616/1408	Numbers, Decimals, Fractions and Percentages	One	3	27	✓		✓					
J/617/0048	Numbers, Decimals, Fractions and Percentages	Two	4	24	✓		✓					
M/616/1411	Numerical Relationships, Algebra and Ratios	One	2	18	✓		✓					
F/617/0050	Numerical Relationships, Algebra and Ratio	Two	3	16	✓		✓					
T/616/1412	Using and Communicating Data	E1	3	30	✓		✓					
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	One	3	27	✓		✓					
J/617/0051	Using and Communicating Data	Two	4	24	✓		✓					
R/616/1417	Using Probability	One	2	18	✓		✓					
L/617/0052	Using Probability	Two	3	16	✓		✓					

Employability: Maths Components								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
R/616/1420	<u>Using Size, Shape and Space</u>	E1	3	30	✓		✓					
D/616/1419	<u>Using Size, Shape and Measures</u>	E3	3	30	✓		✓					
Y/616/1421	<u>Using Size, Shape and Space</u>	One	3	27	✓		✓					
Y/617/0054	<u>Using Size, Shape and Space</u>	Two	4	24	✓		✓					

Employability: Mentoring								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
R/616/0865	<u>Mentoring</u>	Two	1	8	✓							
D/617/0055	<u>Mentoring Practice</u>	Two	3	16	✓		✓					
H/617/0056	<u>The Mentoring Process</u>	Two	4	24	✓							

Employability: Personal Presentation at Work								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
R/616/0851	<u>Looking and Acting the Part in the Workplace</u>	E1	2	20	✓		✓					
Y/616/0852	<u>Looking and Acting the Part in the Workplace</u>	E2	2	20	✓		✓					
J/616/0877	<u>Personal Presentation at Work</u>	E3	3	30	✓							
L/616/0878	<u>Personal Presentation at Work</u>	One	1	9	✓							
R/616/0879	<u>Personal Presentation at Work</u>	Two	1	8	✓							

Employability: Problem Solving in the Workplace								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
H/616/0448	<u>Dealing with Work-Related Problems</u>	E1	3	30	✓		✓					
K/616/0449	<u>Dealing with Work-Related Problems</u>	E2	4	40	✓		✓					
D/616/0898	<u>Problem Solving in the Workplace</u>	E3	3	30	✓							
H/616/0899	<u>Problem Solving in the Workplace</u>	One	3	27	✓							
K/617/0057	<u>Problem Solving in the Workplace</u>	Two	4	24	✓							

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Employability: Rights and Responsibilities at Work							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
F/616/0442	<u>Dealing with Change at Work</u>	E3	3	30	✓							
J/616/0443	<u>Dealing with Change at Work</u>	One	3	27	✓							
R/616/0462	<u>Employment Contract and Payslip Basics</u>	E3	1	10	✓							
Y/616/0463	<u>Employment Rights, Contracts and Pay</u>	One	3	27	✓					✓		
M/617/0058	<u>Employment Rights, Contracts and Pay</u>	Two	4	24	✓					✓		
F/616/0926	<u>Rights and Responsibilities at Work</u>	E1	3	30	✓							
J/616/0927	<u>Rights and Responsibilities at Work</u>	E2	3	30	✓							
L/616/0928	<u>Rights and Responsibilities at Work</u>	E3	3	30	✓							
L/616/1125	<u>Understand Employment Responsibilities and Rights in Construction and Building Industries</u>	One	3	27	✓							
D/617/0198	<u>Understand Employment Responsibilities and Rights in Construction and Building Industries</u>	Two	4	24	✓							

Employability: Setting Targets							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
F/616/0344	<u>Appraisals and Setting Targets</u>	E3	3	30	✓							
J/616/0345	<u>Appraisals and Setting Targets</u>	One	3	27	✓							
K/617/0060	<u>Appraisals and Setting Targets</u>	Two	4	24	✓							
K/616/0922	<u>Reviewing and Reflecting on Own Progress</u>	E1	3	30	✓			✓				
M/616/0923	<u>Reviewing and Reflecting on Own Progress</u>	E2	3	30	✓			✓				
M/616/0940	<u>Setting Work-Related Targets</u>	E1	2	20	✓							
T/616/0941	<u>Setting Work-Related Targets</u>	E2	2	20	✓							

Employability: Speaking and Listening at Work							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
K/616/1228	<u>Speaking and Listening at Work</u>	E1	3	30	✓			✓				
M/616/1229	<u>Speaking and Listening at Work</u>	E2	3	30	✓			✓				

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Employability: Speaking and Listening at Work							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
H/616/1230	Speaking and Listening at Work	E3	3	30	✓		✓					
K/616/1231	Speaking and Listening at Work	One	3	27	✓		✓					

Employability: Stress Management							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	One	2	18	✓		✓					
K/616/1018	Stress Management	E3	3	30	✓							
Y/616/1029	Stress and Stress Management Techniques	One	3	27	✓		✓					
M/617/0061	Stress and Stress Management Techniques	Two	4	24	✓		✓					

Employability: Teamwork Skills							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	One	3	27	✓		✓					
T/617/0062	Communication Skills for Group and Teamwork	Two	4	24	✓		✓					
K/616/1066	Team Building Skills	E3	3	30	✓							
F/616/1073	Team Building Skills	One	3	27	✓							
A/617/0063	Team Building Skills	Two	4	24	✓							
D/616/1095	Team Motivation	E3	3	30	✓							
K/616/1097	Team Motivation	One	3	27	✓							
J/617/0065	Team Motivation	Two	4	24	✓							
T/616/1099	Teamwork Skills	E3	3	30	✓		✓					

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Employability: Teamwork Skills								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
D/616/1100	Teamwork Skills	One	3	27	✓		✓					
L/617/0066	Teamwork Skills	Two	4	24	✓		✓					
D/616/1212	Working in a Team	E1	3	30	✓		✓					
H/616/1213	Working in a Team	E2	3	30	✓		✓					

Employability: Time Management Skills								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	One	3	27	✓							
R/617/0067	Time Management	Two	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								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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								Assessment set by the centre		Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
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	✓		✓					

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Employability: Using ICT in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
K/616/1195	<u>Using ICT in the Workplace</u>	One	3	27	✓		✓					
D/617/0069	<u>Using ICT in the Workplace</u>	Two	4	24	✓		✓					
T/616/1197	<u>Using ICT to Support Writing</u>	E3	1	10	✓		✓					
A/616/1198	<u>Using ICT to Support Writing</u>	One	1	9	✓		✓					

Employability: Using Money in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/0444	<u>Dealing with Debt</u>	E3	3	30	✓							
R/616/0445	<u>Dealing with Debt</u>	One	3	27	✓							
M/616/0601	<u>Handling Payment for Goods and Services</u>	E3	3	30	✓		✓					
T/616/0602	<u>Handling Payment for Goods and Services</u>	One	3	27	✓		✓					
R/617/0070	<u>Handling Payment for Goods and Services</u>	Two	4	24	✓		✓					
L/616/1156	<u>Understanding Banks and Credit Cards</u>	E3	2	20	✓							
D/616/1159	<u>Understanding Banks and Credit Cards</u>	One	3	27	✓							
F/616/1199	<u>Using Money in the Workplace</u>	E1	2	20	✓		✓					
K/616/1200	<u>Using Money in the Workplace</u>	E2	2	20	✓		✓					

Employability: Using Numeracy in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
M/616/1201	<u>Using Numeracy Skills in the Workplace</u>	E1	2	20	✓		✓					
T/616/1202	<u>Using Numeracy Skills in the Workplace</u>	E2	2	20	✓		✓					
A/616/1203	<u>Using Numeracy Skills in the Workplace</u>	E3	3	30	✓		✓					
F/616/1204	<u>Using Numeracy Skills in the Workplace</u>	One	3	27	✓		✓					
Y/617/0071	<u>Using Numeracy Skills in the Workplace</u>	Two	4	24	✓		✓					

Employability: Using Writing Skills in the Workplace							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
L/616/1206	<u>Using Writing Skills in the Workplace</u>	E1	2	20	✓		✓					
R/616/1207	<u>Using Writing Skills in the Workplace</u>	E2	2	20	✓		✓					
A/616/1220	<u>Writing Needs at Work</u>	E3	1	10	✓							
F/616/1221	<u>Writing Needs at Work</u>	One	1	9	✓							
J/616/1222	<u>Writing Notes and Emails</u>	E3	1	10	✓		✓					
L/616/1223	<u>Writing Notes and Emails</u>	One	1	9	✓		✓					

Employability: Volunteering							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
D/617/0072	<u>Learning from Volunteering</u>	Two	3	16	✓							
Y/616/1208	<u>Volunteering</u>	E1	2	20	✓							
D/616/1209	<u>Volunteering</u>	E2	2	20	✓							
R/616/1210	<u>Volunteering</u>	E3	2	20	✓							
Y/616/1211	<u>Volunteering</u>	One	1	9	✓							

Employability: Work Experience							Assessment set by the centre			Assessment set by AIM		
Component code	Component title	Level	Credit	GLH	PoE	E	P	PoE	E	P		
Y/616/0849	<u>Learning from Work Placement</u>	E1	2	20	✓							
L/616/0850	<u>Learning from Work Placement</u>	E2	2	20	✓							
M/616/0887	<u>Preparation for a Work Placement</u>	E1	2	20	✓							
M/616/0890	<u>Preparation for a Work Placement</u>	E2	2	20	✓							
T/616/0891	<u>Preparation for Work Experience</u>	E3	1	10	✓							
A/616/0892	<u>Preparation for Work Experience</u>	One	1	9	✓							
F/616/0893	<u>Preparation for Work Experience</u>	Two	1	8	✓							
A/616/1184	<u>Undertaking Work Experience</u>	E3	3	30	✓		✓					
F/616/1185	<u>Undertaking Work Experience</u>	One	3	27	✓		✓					
H/617/0073	<u>Undertaking Work Experience</u>	Two	4	24	✓		✓					

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Level descriptors

Components are assigned a level based in the current requirements for the RQF as issued by OFQUAL

Level	Knowledge descriptor	Skills descriptor
Entry 1	Progresses along a continuum that ranges from the most elementary of achievements to beginning to make use of knowledge and/or understanding that relate to the subject or immediate environment.	Progress along a continuum that ranges from the most elementary of achievements to beginning to make use of skills that relate to the subject or the immediate environment.
Entry 2	Has basic knowledge or understanding of a subject and/or can carry out simple, familiar tasks; and Knows the steps needed to complete simple activities.	Carry out simple, familiar tasks and activities. Follow instructions or use rehearsed steps to complete tasks and activities.
Entry 3	Has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and Knows and understands the steps needed to complete structured tasks and activities in familiar contexts.	Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.
Level 1	Has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and Is aware of aspects of information relevant to the area of study or work.	Use basic cognitive and practical skills to complete well-defined routine tasks. Select and use relevant information. Identify whether actions have been effective.
Level 2	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straight-forward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.



Section 4 – Assessment

Centre 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 ten 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.

Use of the Entry 1 Learner Transcript Template is optional.

Reasonable adjustment and special considerations

Reasonable adjustments and special considerations are available for all assessments, irrespective of whether they are internally or externally set. Where a learner or group of learners may not be able to access the assessment without reasonable adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the [AIM Qualifications reasonable adjustments and special considerations policy](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.



Section 5 – Operational guidance

Offering these qualifications

Centres wishing to offer these qualifications 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 these qualifications.

All procedures for the use of these qualifications, 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 qualifications

Centres wishing to offer these qualifications must complete and submit a qualification approval request.

This can be found on the AIM website when choosing a qualification. 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 to these qualifications via our Quartzweb portal, at this point you can also select their chosen components. Please ensure that learners are registered against the correct qualification and are aware of the rules of combination required to achieve the qualification.

For all registration and certification processes, please refer to the Quartzweb guidance document which can be downloaded from our website's centre handbooks and forms page. Details of assessment, internal verification and external verification can be found in the AIM Qualifications: Assessment 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.

Section 5 – Appendices and links

Appendices and links

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

Useful links

- Link 1 - [AIM Centre handbooks and forms](#)
- Link 2 - [AIM Qualifications: Assessment Handbook](#)
- Link 3 - [Fees and Charges](#)
- Link 4 - [Qualification Search](#)

Appendix

- Link 1 - [A Guide to Assessing AIM Qualification](#)
- Link 2 - [Entry 1 Achievement Continuum](#)
- Link 3 - [Entry 1 Learner Transcript Template](#)
- Link 4 - [Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts](#)
- Link 5 - [VCRF Guidance](#)

Command verbs

Entry 1, 2 and 3	
Demonstrate	Complete a practical task or activity.
Give (an example of...)	Provide a relevant example for the topic.
Give ways	Provide information to show understanding of the topic.
Identify	List or name the main points.
Label	Give the correct term to the topic, object, or activity.
List	Make a list of items, words, statements, or activity.
Name	Provide the correct words which identify the object or activity.
Order	Arrange in a logical way.
Outline	Identify, briefly, the main points.
Select	Choose.
State	Provide brief information about the topic in words, actions, or diagrams.

Level 1	
Compare	Looking at similarities and differences.
Demonstrate	Complete a practical task or activity to show competence.
Describe	Write or speak about the topic or activity.
Give (an example of...)	Provide relevant examples for the topic.
Give ways	Provide information about how to support the topic.
Identify	List or name the main points
Illustrate	Give clear information with examples (e.g. spoken, written, pictures, diagrams etc)
List	State or make a list of items, words, statements or comments
Outline	Identify briefly the main points
State	Give the main points in brief, clear sentences
Summarise	Briefly present the main points

Level 2

Assess	Give careful consideration to all the factors or events that apply and identify which are the most important or relevant. Make a judgement on the importance of something and come to a conclusion where needed.
Compare	Examine the subjects in detail looking at similarities and differences.
Define	State the meaning of a word or phrase or process.
Demonstrate	Apply skills in a practical situation.
Describe	Write or speak about the topic or activity giving information. Statements in the response need to be developed as they are often linked but do not need to include a justification or reason.
Estimate	Give an approximate decision or opinion using previous knowledge or experience.
Explain	Make clear. Give reasons for. An explanation requires a justification/exemplification of a point. The answer must contain some element of reasoning/justification, this can include mathematical/logical explanations.
Evaluate	Examine strengths and weaknesses. Make points for and against.
Give (an example of...)	Provide relevant examples for the topic.
Identify	Provide brief information about a subject, specific process, or activity.
Illustrate	Give clear information or descriptions with examples (e.g. spoken, written, pictures, diagrams etc).
Order	Place information in a logical sequence.
Outline	Identify or briefly describe the main points.
State	Give the main points in brief, clear sentences.
Summarise	Briefly present an abstract of the main points.

Level 3

Analyse	Learners present the outcome of methodical and detailed examination either: breaking down a theme, topic, or situation in order to interpret and study the interrelationships between the parts. and/or of information or data to interpret and study key trends and interrelationships.
Assess	Learners present careful consideration of varied factors or events that apply to a specific situation or identify those which are the most important or relevant and arrive at a conclusion.
Compare and Contrast	Learners can identify the main factors relating to two or more items/situations or aspects of a subject that is extended to explain the similarities, differences, advantages, and disadvantages. This is used to show depth of knowledge through selection and isolation of characteristics.
Create	To produce work in response to a brief or to apply skills and techniques to meet an intention.
Demonstrate	Learners' work or practice shows the ability to carry out and apply knowledge, understanding and/or skills in a practical situation.
Describe	Learners give a clear, objective account in their own words showing recall and, in some cases application, of the relevant features and information about a subject.
Discuss	Explore issues, lines of reasoning and situations, articulating different viewpoints.
Estimate	Give an approximate decision or opinion using previous knowledge or experience.
Evaluate	Review information then bring it together to form a conclusion, drawing on evidence including strengths, weaknesses, alternative actions, relevant data or information. Come to a supported judgement of a subject's qualities and relation to its context.
Explain	Learners' work shows clear details and gives reasons and/or evidence to support an opinion, view, or argument. It could show how conclusions are drawn.
Justify	Learners are able to give reasons or evidence to support an opinion, or prove something right or reasonable.
Outline	Learners provide a general description or plan showing the essential features of something but not the detail.
Summarise	Briefly present an abstract of the main points.

All levels

Calculate	Work out a numerical problem, showing how they arrived at their answer.
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