



AIMQUALIFICATIONS

Handbook
for centre staff



AIM Qualifications

Suite of Skills for Working in Creative and Design Industries Qualifications (AIMVOCs)

Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	01/05/2018	Implementation of version 2 qualification, where the total credits required at some levels/sizes have been increased and some component credit sizes increased. Please contact your Business Development Manager for further clarification.
3	26/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 85).
4	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 10-14)
5	October 2020	Added 'Extended ERF Adaptation - Creative Industries (AIMVOC)' to Appendices (page 84) Added information about adapted qualifications to 'Introduction' section (page 5)
6	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 5) (page 84)
7	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 14: Resource requirements Page 80: How these qualifications are assessed Page 82: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 83: Delivering the MCQ assessments Page 83: At the end of the MCQ assessments



Version Number	Date	Description
8	September 2021	<p>Qualification withdrawal dates added (pages 10-14) for:</p> <p>Entry 1 Extended Award in Skills for Working in Creative and Design Industries 603/1708/5 Entry 1 Certificate in Skills for Working in Creative and Design Industries 603/1709/7 Entry 1 Extended Certificate in Skills for Working in Creative and Design Industries 603/1710/3 Entry 1 Diploma in Skills for Working in Creative and Design Industries 603/1711/5</p> <p>Entry 2 Extended Award in Skills for Working in Creative and Design Industries 603/1713/9 Entry 2 Certificate in Skills for Working in Creative and Design Industries 603/1714/0 Entry 2 Extended Certificate in Skills for Working in Creative and Design Industries 603/1925/2 Entry 2 Diploma in Skills for Working in Creative and Design Industries 603/1715/2</p> <p>Entry 3 Extended Award in Skills for Working in Creative and Design Industries 603/1719/X Entry 3 Extended Certificate in Skills for Working in Creative and Design Industries 603/1722/X</p> <p>Level 1 Extended Award in Skills for Working in Creative and Design Industries 603/1725/5 Level 1 Extended Certificate in Skills for Working in Creative and Design Industries 603/1727/9</p> <p>Level 2 Extended Award in Skills for Working in Creative and Design Industries 603/1730/9 Level 2 Extended Certificate in Skills for Working in Creative and Design Industries 603/1732/2</p>

Version Number	Date	Description
9	March 22	An optional MCQ assessment method has been added to the following components: Building Confidence and Self Esteem (A/616/0360) and Bullying and Harassment in the Workplace (L/616/0363)
10	June 2022	Review date updated from 31/07/2022 to 31/07/2025 for the following qualifications: AIM Qualifications Entry 1 Award in Skills for Working in Creative and Design Industries AIM Qualifications Entry 2 Award in Skills for Working in Creative and Design Industries AIM Qualifications Entry 3 Award in Skills for Working in Creative and Design Industries AIM Qualifications Entry 3 Certificate in Skills for Working in Creative and Design Industries AIM Qualifications Entry 3 Diploma in Skills for Working in Creative and Design Industries AIM Qualifications Level 1 Award in Skills for Working in Creative and Design Industries AIM Qualifications Level 1 Certificate in Skills for Working in Creative and Design Industries AIM Qualifications Level 1 Diploma in Skills for Working in Creative and Design Industries AIM Qualifications Level 2 Award in Skills for Working in Creative and Design Industries
11	September 2022	Last paragraph relating to learner guides for qualifications removed as these were replaced by the qualification handbooks.
12	October 2022	Removed 'VCRF adaptation/guidance' (from page 7 and 87)



“

I would like to convey my thanks to you all at AIM for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Centre

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Contents

Introduction	6
SECTION ONE - QUALIFICATION OVERVIEW	
About these Qualifications	9
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification Structure	16
Components:	22
Creative and Design Group	26
Employability Group	44
SECTION THREE - ASSESSMENT	
Centre Staff Requirements	80
How these Qualifications are Assessed	81
Entry 1 Achievement Continuum	81
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering these Qualifications	83
Approval to Offer these Qualifications	83
Registration and Certification	83
SECTION FIVE - APPENDICES	
A Guide to Assessing AIM Qualifications	86
Entry 1 Achievement Continuum	86
Entry 1 Learner Transcript Template	86
Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts	86
Skills for Working in Creative and Design Industries (AIMVOC) Development Tracking Spreadsheet	86



Introduction

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

Adapted Assessments

AIM Qualifications Entry Level 1 Award in Skills for Working in Creative and Design Industries 603/1707/3

AIM Qualifications Entry Level 1 Extended Award in Skills for Working in Creative and Design Industries 603/1708/5 *(expiring)*

AIM Qualifications Entry Level 1 Certificate in Skills for Working in Creative and Design Industries 603/1709/7 *(expiring)*

AIM Qualifications Entry Level 1 Extended Certificate in Skills for Working in Creative and Design Industries 603/1710/3 *(expiring)*

AIM Qualifications Entry Level 1 Diploma in Skills for Working in Creative and Design Industries 603/1711/5 *(expiring)*

AIM Qualifications Entry Level 2 Award in Skills for Working in Creative and Design Industries 603/1712/7

AIM Qualifications Entry Level 2 Extended Award in Skills for Working in Creative and Design Industries 603/1713/9 *(expiring)*

AIM Qualifications Entry Level 2 Certificate in Skills for Working in Creative and Design Industries 603/1714/0 *(expiring)*

AIM Qualifications Entry Level 2 Extended Certificate in Skills for Working in Creative and Design Industries 603/1925/2 *(expiring)*

AIM Qualifications Entry Level 2 Diploma in Skills for Working in Creative and Design Industries 603/1715/2 *(expiring)*

AIM Qualifications Entry Level 3 Award in Skills for Working in Creative and Design Industries 603/1718/8

AIM Qualifications Entry Level 3 Extended Award in Skills for Working in Creative and Design Industries 603/1719/X *(expiring)*

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Creative and Design Industries 603/1721/8

AIM Qualifications Entry Level 3 Extended Certificate in Skills for Working in Creative and Design Industries 603/1722/X *(expiring)*

AIM Qualifications Entry Level 3 Diploma in Skills for Working in Creative and Design Industries 603/1723/1

AIM Qualifications Level 1 Award in Skills for Working in Creative and Design Industries 603/1724/3

AIM Qualifications Level 1 Extended Award in Skills for Working in Creative and Design Industries 603/1725/5 *(expiring)*

AIM Qualifications Level 1 Certificate in Skills for Working in Creative and Design Industries 603/1726/7

AIM Qualifications Level 1 Extended Certificate in Skills for Working in Creative and Design Industries 603/1727/9 *(expiring)*

AIM Qualifications Level 1 Diploma in Skills for Working in Creative and Design Industries 603/1728/0

AIM Qualifications Level 2 Award in Skills for Working in Creative and Design Industries 603/1729/2

AIM Qualifications Level 2 Extended Award in Skills for Working in Creative and Design Industries 603/1730/9 *(expiring)*

AIM Qualifications Level 2 Certificate in Skills for Working in Creative and Design Industries 603/1731/0

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Creative and Design Industries 603/1732/2 *(expiring)*

AIM Qualifications Level 2 Diploma in Skills for Working in Creative and Design Industries 603/1733/4

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 Us

AIM is a national and international Awarding Organisation. We offer a large number of regulated qualifications at different levels and in a wide range of subject areas, Access to Higher Education Diplomas and End Point Assessments.

Our products are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.



Section One

Qualification Overview

[Back to Contents](#)



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 Creative and Design 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 creative and design industries.

These qualifications cover different areas of creative and design industries, including art and design, craft, music, performance and photography. Learners will also be able to develop the essential communication, information technology, English and maths skills they will need to succeed in the industry.

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



Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 1 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 1 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 1 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 1 Diploma in Skills for Working in Creative and Design Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Review Date	31st July 2025	N/A	N/A	N/A	N/A
Last Learner Registration Date	N/A	30th April 2022	30th April 2022	30th April 2022	30th April 2022
Last Certification End Date	N/A	30th April 2025	30th April 2025	30th April 2025	30th April 2025
Sector	9.2 Crafts, Creative Arts and Design				
Qualification Number	603/1707/3	603/1708/5	603/1709/7	603/1710/3	603/1711/5
Learning Aim Reference	60317073	60317085	60317097	60317103	60317115
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370
Total Credits Required	3	9	15	27	37
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A

Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 2 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 2 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 2 Diploma in Skills for Working in Creative and Design Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Review Date	31st July 2025	N/A	N/A	N/A	N/A
Last Learner Registration Date	N/A	30th April 2022	30th April 2022	30th April 2022	30th April 2022
Last Certification End Date	N/A	30th April 2025	30th April 2025	30th April 2025	30th April 2025
Sector	9.2 Crafts, Creative Arts and Design				
Qualification Number	603/1712/7	603/1713/9	603/1714/0	603/1925/2	603/1715/2
Learning Aim Reference	60317127	60317139	60317140	60319252	60317152
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370
Total Credits Required	3	9	15	27	37
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A



Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Entry 3 Diploma in Skills for Working in Creative and Design Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Review Date	31st July 2025	N/A	31st July 2025	N/A	31st July 2025
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022	N/A
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025	N/A
Sector	9.2 Crafts, Creative Arts and Design				
Qualification Number	603/1718/8	603/1719/X	603/1721/8	603/1722/X	603/1723/1
Learning Aim Reference	60317188	6031719X	60317218	6031722X	60317231
Guided Learning Hours	30	90	150	270	370
Total Qualification Time	30	90	150	270	370
Total Credits Required	3	9	15	27	37
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A

Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Creative and Design Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Review Date	31st July 2025	N/A	31st July 2025	N/A	31st July 2025
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022	N/A
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025	N/A
Sector	9.2 Crafts, Creative Arts and Design				
Qualification Number	603/1724/3	603/1725/5	603/1726/7	603/1727/9	603/1728/0
Learning Aim Reference	60317243	60317255	60317267	60317279	60317280
Guided Learning Hours	54	78	130	233	321
Total Qualification Time	60	87	146	261	360
Total Credits Required	6	9	15	26	36
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A



Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Creative and Design Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st July 2017				
Review Date	31st July 2025	N/A	31st July 2025	N/A	31st July 2025
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022	N/A
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025	N/A
Sector	9.2 Crafts, Creative Arts and Design				
Qualification Number	603/1729/2	603/1730/9	603/1731/0	603/1732/2	603/1733/4
Learning Aim Reference	60317292	60317309	60317310	60317322	60317334
Guided Learning Hours	48	69	115	206	293
Total Qualification Time	78	112	187	336	478
Total Credits Required	8	11	19	34	48
Minimum Learner Age	N/A	N/A	N/A	N/A	N/A



Total Qualification Time and Guided Learning Hours

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

Progression Opportunities

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

Entry Guidance

There are no entry requirements for these qualifications.

Qualification Dates

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

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource Requirements

You must ensure that your centre has appropriate resources in place to deliver the components in these qualifications. If your centre uses the online Multiple Choice Question (MCQ) assessment method, they must ensure they have the appropriate resources in place to deliver the externally set, invigilated assessment. Further information on our requirements can be found in Section 3: Assessment.



Section Two

Qualification Structure and Components



Qualification Structure: Entry 1 Qualifications

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

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

Qualification Structure: Entry 2 Qualifications

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

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



Qualification Structure: Entry 3 Qualifications

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

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Creative and Design Group at Entry 3.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Creative and Design 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.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Creative and Design 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.</i>	<i>Learners must achieve 27 credits. A minimum of 15 credits must be achieved from the Creative and Design 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.</i>	<i>Learners must achieve 37 credits. A minimum of 25 credits must be achieved from the Creative and Design 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.</i>

Qualification Structure: Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Creative and Design Industries
Total Credits Required	6	9	15	26	36
Minimum Credits from Creative and Design Group	6	6	10	16	24
Maximum Credits allowed from Employability Group	0	3	5	10	12

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 6 credits from the Creative and Design Group at Level 1.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Creative and Design 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.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Creative and Design 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.</i>	<i>Learners must achieve 26 credits. A minimum of 16 credits must be achieved from the Creative and Design 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.</i>	<i>Learners must achieve 36 credits. A minimum of 24 credits must be achieved from the Creative and Design 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.</i>



Qualification Structure: Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Creative and Design Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Creative and Design Industries
Total Credits Required	8	11	19	34	48
Minimum Credits from Creative and Design Group	8	7	13	23	33
Maximum Credits allowed from Employability Group	0	4	6	11	15

Full Description of Rules of Combination	<p>Learners must achieve a minimum of 8 credits from the Creative and Design Group at Level 2.</p>	<p>Learners must achieve 11 credits.</p> <p>A minimum of 7 credits must be achieved from the Creative and Design Group, up to 4 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 4 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>Learners must achieve 19 credits.</p> <p>A minimum of 13 credits must be achieved from the Creative and Design Group, up to 6 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 6 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>Learners must achieve 34 credits.</p> <p>A minimum of 23 credits must be achieved from the Creative and Design Group, up to 11 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 11 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>Learners must achieve 48 credits.</p> <p>A minimum of 33 credits must be achieved from the Creative and Design Group, up to 15 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 15 credits may be achieved from the Employability Group, at Level 2 only.</p>
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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:

Creative and Design Group; which includes

- *Art and Design (page 24)*: covers a range of skills including drawing, researching methods for painting, discovering arts and culture and looking at mixed media.
- *Craft (page 29)*: aims to develop the learner's knowledge and practical skills in cake design, balloon decoration, jewellery making and glass fusing design.
- *Music (page 33)*: learners will develop their skills in solo performances, composing music and lyrics, live sound, recording with a mixing desk and leading a performance workshop.
- *Performance (page 36)*: covers a range of different skills including dancing and acting, devising drama, lighting for live performances and make up performance.
- *Photography (page 40)*: learners will develop their skills in video software, using a camera, digital imaging and printing and lighting and photography.

Employability Group; which includes

- *Assertiveness and Decision Making Skills (page 42)*: provides the opportunity for learners to develop their assertiveness and decision making skills. Learners will learn the importance of speaking up for themselves, developing negotiation skills and the benefits of assertiveness.
- *Behaviour in the Workplace (page 43)*: learners will develop their knowledge and skills in behaving appropriately at work. This component group includes looking at the consequences of bullying and harassment at work, how to deal with difficult situations and the importance of professional behaviour in the workplace.
- *Career Planning and Job Searching (page 44)*: this component group provides learners with the opportunity to explore their options for their future by looking at their own personal strengths and qualities, and their personal preferences to different careers. They will also develop their practical skills in searching for jobs and will look at how to apply for job vacancies.
- *Communication in the Workplace (page 46)*: raises awareness of the importance of effective communication in the workplace, including communicating with others about work tasks and dealing with conflict.

- *Confidence and Self Esteem (page 47)*: allows learners to identify the value of confidence and self-esteem, what factors affect them and the effect on others' perceptions of an individual.
- *Continuing Professional Development (CPD) (page 47)*: this component group includes looking at career development, own current situation in terms of training needs, planning for progression and how to get the most out of training.
- *Customer Service Skills (page 49)*: introduces learners to the importance of good customer service. They will look at the impact/consequences of both good and bad customer service and how to interact positively with customers.
- *CV Writing (page 50)*: this group will develop practical skills in presenting Information about themselves to a prospective employer and also looks at the use of online profiles for career planning.
- *Discrimination at Work (page 51)*: these components aim to raise a learner's awareness of discrimination at work by gaining an understanding of discriminatory words and actions, possible consequences and ways to avoid this happening.
- *Employability Skills (page 51)*: this group provides learners with an opportunity to develop a range of desired employability skills, such as using tools and equipment for work tasks, marketing products and services, carrying out market research and working to standards.
- *Enterprise Skills (page 55)*: provide learners with opportunities to explore and undertake enterprise projects.
- *Environmental Awareness in the Workplace (page 55)*: raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.
- *Equality and Diversity at Work (page 56)*: introduces learners to the meaning of equality and diversity at work, its relevant legislation/policies and the need for positive approaches.
- *Health and Safety in the Workplace (page 56)*: aims to introduce learners to health and safety in the workplace, including potential hazards and risks, common basic safety signs, safe practices and protective equipment.
- *ICT (page 57)*: where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).
- *Induction to Work (page 59)*: aims to provide learners with an induction to their workplace, how to adjust to their new work setting and introduces their role in the workplace.
- *Interview Techniques (page 60)*: this component group develops the learner's skills and knowledge in undertaking a recruitment interview.



- *Introduction to Vocational Industries (page 60)*: this group provides learners with the opportunity to look at the roles and activities within typical job roles in a range of different sectors.
- *Literacy (page 61)*: these components are based on the National Standards for Adult Literacy and are fully referenced to the Adult Literacy Core Curriculum.
- *Maths (page 63)*: these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.
- *Mentoring (page 65)*: enables learners to develop their ability in mentoring others with a focus on developing good practice.
- *Personal Presentation at Work (page 66)*: looks at acceptable conventions for personal presentation in the workplace and the importance of first impressions.
- *Problem Solving in the Workplace (page 66)*: provides learners with an introduction to the range of problems that might occur in a workplace, and enables them to develop, implement and reflect on possible solutions.
- *Rights and Responsibilities at Work (page 67)*: this component group looks at an employee's responsibilities and rights at work, including the principles of their employment contract, pension schemes and pay.
- *Setting Targets (page 68)*: learners are introduced to the importance of appraisals and setting targets to improve own performance at work.
- *Speaking and Listening at Work (page 68)*: provides learners with an introduction into how to communicate effectively and appropriately in the workplace, taking into account the role of body language played in communication.
- *Stress Management (page 69)*: enables learners to have a basic understanding of stress and issues that can arise at work. Learners will explore a range of stress management techniques and coping strategies.
- *Teamwork Skills (page 70)*: provides learners with an introduction on how to work in a team, how their own behaviour affects other group members and the various factors that motivate people in team situations.
- *Time Management Skills (page 71)*: aims to make learners aware of how they spend their time and how to use time management as a way of reducing stress.
- *Travelling to and from Work (page 72)*: introduces learners to the importance of getting to their place of work safely and on time.

- *Using ICT in the Workplace (page 72)*: aims to develop learner's skills in using ICT to carry out workplace tasks.
- *Using Money in the Workplace (page 73)*: this group introduces learners to using money in the workplace, including handling cash payments for products and services, how to deal with debt and the uses of banks and credit cards.
- *Using Numeracy Skills in the Workplace (page 73)*: aims to develop learner's skills in using numeracy skills to carry out workplace tasks.
- *Using Writing Skills in the Workplace (page 74)*: aims to develop learner's skills in using writing skills to carry out workplace tasks.
- *Volunteering (page 75)*: this group provides learners with an understanding of what it means to be a volunteer. It covers the types of organisations where volunteering opportunities are available, the benefits of volunteering and the rights and responsibilities of volunteers.
- *Work Experience (page 75)*: this group provides learners with an understanding for and the practical skills in undertaking work experience.



Creative and Design Group

Creative and Design Group: Art and Design Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/617/0408	3D Printing	E3	3	30	✓	–	✓	–	–	–
F/617/0436	3D Printing	1	3	27	✓	–	✓	–	–	–
T/617/0417	Art & Design: Colour Theory	1	3	27	✓	–	✓	–	–	–
L/617/0472	Art & Design: Colour Theory	2	4	24	✓	–	–	–	–	–
A/617/0418	Art & Design: Explore Mixed Media	1	4	36	✓	–	✓	–	–	–
F/617/0405	Art and Design Project	E2	2	20	✓	–	–	–	–	–
F/617/0419	Art Appreciation	1	3	27	✓	–	✓	–	–	–
Y/617/0409	Art Appreciation	E3	3	30	✓	–	✓	–	–	–
R/617/0473	Art Appreciation	2	4	24	✓	–	–	–	–	–
H/617/0476	Collaboration in the Arts	2	4	24	✓	–	–	–	–	–
F/616/3714	Create Materials for Display	E1	3	30	✓	–	✓	–	–	–
J/616/3715	Create Materials for Display	E2	3	30	✓	–	✓	–	–	–
T/616/3712	Creating with Mixed Media	E1	3	30	✓	–	✓	–	–	–
A/616/3713	Creating with Mixed Media	E2	3	30	✓	–	✓	–	–	–

Creative and Design Group: Art and Design Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/3660	Creative Development: Art Mediums	1	3	27	✓	–	✓	–	–	–
M/616/3661	Creative Development: Colours	1	3	27	✓	–	✓	–	–	–
L/617/0410	Creative Development: Colours	E3	3	30	✓	–	✓	–	–	–
D/616/3767	Creative Development: Shape and Form	E3	3	30	✓	–	✓	–	–	–
T/616/3662	Design Project	1	3	27	✓	–	–	–	–	–
F/617/0484	Design Project	2	4	24	✓	–	✓	–	–	–
A/617/0533	Design Project	3	4	21	✓	–	✓	–	–	–
F/617/0534	Design Software	3	8	40	✓	–	✓	–	–	–
L/617/0424	Design Styles	1	3	27	✓	–	✓	–	–	–
J/617/0485	Design Styles	2	4	24	✓	–	–	–	–	–
H/616/3818	Designing a Mood Board	E3	3	30	✓	–	✓	–	–	–
R/617/0425	Discovering Arts and Culture	1	3	27	✓	–	✓	–	–	–
J/616/3696	Drawing	1	3	27	✓	–	✓	–	–	–
R/617/0490	Drawing	2	4	24	✓	–	✓	–	–	–
Y/616/3699	Drawing and Painting – Human Figure, Colour	1	3	27	✓	–	✓	–	–	–



Creative and Design Group: Art and Design Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/617/0491	Drawing for Painting	2	4	24	✓	–	✓	–	–	–
D/617/0492	Drawing: Development Methods	2	4	24	✓	–	✓	–	–	–
R/616/3782	Explore Graphic Processes, Materials and Techniques	1	3	27	✓	–	✓	–	–	–
M/617/0402	Exploring 2D: Development	E1	2	20	✓	–	✓	–	–	–
J/617/0406	Exploring 2D: Development	E2	2	20	✓	–	✓	–	–	–
A/616/3825	Exploring 2D: Development	E3	2	20	✓	–	✓	–	–	–
Y/617/0412	Exploring 2D: Ideas	E3	2	20	✓	–	✓	–	–	–
D/617/0413	Exploring 2D: Outcome	E3	2	20	✓	–	✓	–	–	–
L/617/0407	Exploring 3D: Development	E2	2	20	✓	–	✓	–	–	–
H/617/0414	Exploring 3D: Development	E3	2	20	✓	–	✓	–	–	–
K/616/3819	Exploring 3D: Ideas	E3	2	20	✓	–	✓	–	–	–
K/616/3822	Exploring 3D: Outcome	E3	2	20	✓	–	–	–	–	–
J/616/3701	Graphic Design Software	1	3	27	✓	–	–	–	–	–
K/617/0494	Graphic Design Software	2	4	24	✓	–	✓	–	–	–
D/617/0427	Life Drawing	1	3	27	✓	–	✓	–	–	–
A/617/0502	Life Drawing	2	4	24	✓	–	✓	–	–	–

Creative and Design Group: Art and Design Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/617/0505	Linear Drawing	2	4	24	✓	–	✓	–	–	–
R/617/0540	Linear Drawing	3	4	21	✓	–	✓	–	–	–
Y/617/0510	Materials Exploration	2	4	24	✓	–	–	–	–	–
D/617/0511	Mixed Media	2	4	24	✓	–	✓	–	–	–
M/617/0416	Mixed Media in 2D	E3	3	30	✓	–	✓	–	–	–
K/617/0513	Organising a Community Arts Activity or Project	2	4	24	✓	–	✓	–	–	–
K/616/3674	Painting	1	3	27	✓	–	✓	–	–	–
A/616/3775	Painting and Drawing	E3	3	30	✓	–	✓	–	–	–
M/617/0514	Painting: Appropriation	2	4	24	✓	–	✓	–	–	–
T/616/3676	Painting: Oils	1	3	27	✓	–	✓	–	–	–
T/617/0515	Painting: Surface and Form	2	4	24	✓	–	✓	–	–	–
F/616/3678	Painting: Watercolour	1	3	27	✓	–	✓	–	–	–
Y/617/0524	Research Methods for Painting	2	4	24	✓	–	✓	–	–	–
L/616/3814	Stencilling Techniques	E2	1	10	✓	–	✓	–	–	–
M/616/3689	The Creative Process	E1	3	30	✓	–	✓	–	–	–
K/617/0527	The Origins of Modern Art	2	4	24	✓	–	✓	–	–	–



Creative and Design Group: Art and Design Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/617/0528	Tonal Drawing Methods	2	4	24	✓	–	✓	–	–	–
Y/616/3685	Using Software in the Arts	1	3	27	✓	–	✓	–	–	–
L/616/3683	Visual Language	1	3	27	✓	–	✓	–	–	–
M/617/0545	Work with Volunteers in a Creative and Cultural Context	3	5	24	✓	–	✓	–	–	–
F/616/3681	Working in Art and Design	E2	2	20	✓	–	✓	–	–	–

Creative and Design Group: Craft Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/3346	Balloon Decoration	1	3	27	✓	–	✓	–	–	–
D/616/3347	Basic Craft Skills	E3	3	30	✓	–	✓	–	–	–
M/617/0531	Cake Decoration	3	4	21	✓	–	✓	–	–	–
H/616/3351	Candle Making	1	3	27	✓	–	✓	–	–	–
A/616/3596	Card Design	1	2	18	✓	–	✓	–	–	–
D/617/0475	Ceramics: Research and Design	2	4	24	✓	–	✓	–	–	–
M/616/3353	Clothing Design	E3	3	30	✓	–	✓	–	–	–
L/617/0469	Commercial Garment Patterns	1	3	27	✓	–	✓	–	–	–
M/616/3384	Constructing Bags with Fabric	1	3	27	✓	–	✓	–	–	–
F/617/0470	Constructing Knitted Garments	1	3	27	✓	–	✓	–	–	–
R/616/3359	Craft Skills	1	3	27	✓	–	✓	–	–	–
A/617/0421	Craft Workshop Practice	1	3	27	✓	–	✓	–	–	–
L/616/3635	Creating a Fashion Accessory	E1	3	30	✓	–	✓	–	–	–
J/616/3634	Creating a Fashion Accessory	E2	3	30	✓	–	✓	–	–	–
D/616/3638	Creating a Garment	E1	3	30	✓	–	✓	–	–	–



Creative and Design Group: Craft Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/3642	Creating a Garment	E2	3	30	✓	–	✓	–	–	–
T/616/3368	Creative Craft Skills	1	3	27	✓	–	✓	–	–	–
F/617/0422	Creative Embroidery	1	3	27	✓	–	✓	–	–	–
K/617/0480	Creative Machine Embroidery	2	4	24	✓	–	✓	–	–	–
L/616/3392	Designing and Making Curtains	E3	3	30	✓	–	✓	–	–	–
D/616/3459	Enterprise in Craft	1	3	27	✓	–	✓	–	–	–
R/616/3460	Explore Craft Ideas	1	2	18	✓	–	✓	–	–	–
Y/616/3377	Fabric Construction Techniques	1	3	27	✓	–	✓	–	–	–
T/616/3466	Flower Arranging with Dry Material	1	3	27	✓	–	✓	–	–	–
A/616/3467	Flower Arranging with Fresh Material	1	3	27	✓	–	✓	–	–	–
F/616/3468	Garment Construction	1	3	27	✓	–	✓	–	–	–
J/616/3469	Garment Construction Skills	E3	3	30	✓	–	✓	–	–	–
H/617/0493	Garment Construction Skills	2	4	24	✓	–	✓	–	–	–
Y/617/0426	Glass Fusing Design and Production	1	2	18	✓	–	✓	–	–	–
M/616/3630	Hand Building Ceramics	1	4	36	✓	–	✓	–	–	–
D/616/3476	Hand Embroidery	1	3	27	✓	–	✓	–	–	–

Creative and Design Group: Craft Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/617/0496	Hand Knitting Design	2	4	24	✓	–	✓	–	–	–
A/617/0497	Hand Knitting Skills	2	4	24	✓	–	✓	–	–	–
L/617/0536	Hand Knitting Skills: Home Interiors Products	3	8	42	✓	–	✓	–	–	–
J/617/0499	Interior Design in Context	2	4	24	✓	–	–	–	–	–
Y/617/0538	Interior Design in Context	3	4	21	✓	–	–	–	–	–
J/616/3486	Jewellery Making	1	3	27	✓	–	✓	–	–	–
K/617/0429	Making a Kameez/Dress	1	3	27	✓	–	✓	–	–	–
D/617/0430	Making Ceramics	1	3	27	✓	–	✓	–	–	–
D/617/0508	Making Ceramics	2	4	24	✓	–	✓	–	–	–
F/616/3552	Making Decorated Textiles	1	4	36	✓	–	✓	–	–	–
F/616/3471	Making Shalwar/Trousers	1	3	27	✓	–	✓	–	–	–
L/616/3554	Mask Making	1	3	27	✓	–	✓	–	–	–
R/616/3555	Measuring and Cutting Skills for Garment Construction	1	3	27	✓	–	✓	–	–	–
K/616/3559	Mixed Media: Collage	1	3	27	✓	–	✓	–	–	–
J/616/3598	Model Making	1	2	18	✓	–	✓	–	–	–
H/616/3561	Modelling with Clay	1	3	27	✓	–	✓	–	–	–
R/616/3586	Preparation for Garment Construction	1	2	18	✓	–	✓	–	–	–



Creative and Design Group: Craft Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/3588	Printmaking with Found Materials	1	4	36	✓	–	✓	–	–	–
L/617/0519	Printmaking: Experimental Methods	2	4	24	✓	–	✓	–	–	–
H/616/3589	Producing Soft Furnishings	E3	3	30	✓	–	✓	–	–	–
J/616/3472	Sewing Garments	1	3	27	✓	–	✓	–	–	–
H/617/0431	Sewing Machine Maintenance	1	6	54	✓	–	✓	–	–	–
K/617/0432	Sewing Machine Techniques	1	3	27	✓	–	✓	–	–	–
M/617/0433	Sewing Skills	1	3	27	✓	–	✓	–	–	–
K/616/3593	Silversmithing	1	2	18	✓	–	✓	–	–	–
A/616/9513	Stained Glass	1	3	27	✓	–	✓	–	–	–
M/616/3594	Sugar Craft	1	2	18	✓	–	✓	–	–	–
K/616/3612	Textile Crafts	E3	3	30	✓	–	✓	–	–	–
M/616/3613	Textile Design	1	3	27	✓	–	✓	–	–	–
J/616/3617	Themed Face Painting	1	3	27	✓	–	✓	–	–	–
T/616/3595	Toy Making	1	2	18	✓	–	✓	–	–	–
M/616/3465	Traditional Floral Arrangements	1	3	27	✓	–	✓	–	–	–
H/616/3639	Using a Sewing Machine	E1	2	20	✓	–	✓	–	–	–

35

[Back to Contents](#)

Creative and Design Group: Craft Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/3641	Using a Sewing Machine	E2	2	20	✓	–	✓	–	–	–
Y/616/3640	Working in Craft	E1	1	10	✓	–	✓	–	–	–
K/616/3643	Working in Craft	E2	2	20	✓	–	✓	–	–	–
K/616/3626	Working in the Fashion Industry	1	3	27	✓	–	–	–	–	–

Creative and Design Group: Music Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/3326	Acoustic Recording Techniques	1	6	54	✓	–	✓	–	–	–
F/616/3647	Audio and Video Software	E3	2	20	✓	–	✓	–	–	–
L/616/3621	Aural Skills	1	3	27	✓	–	✓	–	–	–
H/616/3348	Basic Performance Skills	E3	3	30	✓	–	✓	–	–	–
K/617/0477	Composing Lyrics	2	4	24	✓	–	✓	–	–	–
A/616/3355	Composing Music	1	3	27	✓	–	✓	–	–	–
A/616/3386	Creative Writing Skills	1	3	27	✓	–	✓	–	–	–

36

[Back to Contents](#)

Creative and Design Group: Music Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/617/0481	Creative Writing Skills	2	4	24	✓	–	✓	–	–	–
T/617/0532	Creative Writing Skills	3	4	21	✓	–	✓	–	–	–
J/617/0423	Digital Audio Workstation (DAW) Techniques	1	5	45	✓	–	✓	–	–	–
T/617/0482	Digital Audio Workstation (DAW) Techniques	2	7	40	✓	–	✓	–	–	–
L/616/3571	Development through Improvisation	1	3	27	✓	–	✓	–	–	–
K/616/3433	DJ Skills	1	3	27	✓	–	✓	–	–	–
Y/616/3458	Electronic Music Production	E3	3	30	✓	–	✓	–	–	–
J/616/3648	Exploring Music	E3	3	30	✓	–	✓	–	–	–
L/616/3330	History and Styles of Music	1	3	27	✓	–	–	–	–	–
R/617/0537	Instrumental Stylistic Techniques	3	8	42	✓	–	✓	–	–	–
M/617/0500	Investigating Film Music	2	8	48	✓	–	–	–	–	–
T/617/0501	Leading a Performance Workshop	2	4	24	✓	–	✓	–	–	–
R/617/0506	Live Sound	2	5	32	✓	–	✓	–	–	–
J/616/3567	Musical Ensemble Performance	1	6	54	✓	–	✓	–	–	–
Y/617/0541	Performing Live	3	5	28	✓	–	✓	–	–	–
J/617/0518	Planning and Promoting an Event	2	4	24	✓	–	✓	–	–	–

Creative and Design Group: Music Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/3432	Principles of Music	1	2	18	✓	–	–	–	–	–
J/617/0521	Recording with a Mixing Desk	2	4	24	✓	–	✓	–	–	–
R/616/3622	Sampling Techniques for Music Production	1	3	27	✓	–	✓	–	–	–
T/616/3645	Solo Performance	E2	4	40	✓	–	✓	–	–	–
Y/616/3606	Solo Performance	E3	3	30	✓	–	✓	–	–	–
F/616/3633	Solo Performance	1	6	54	✓	–	✓	–	–	–
D/616/3607	Sound and Audio Production Skills	1	3	27	✓	–	✓	–	–	–
D/617/0525	Sound and Audio Production Skills	2	4	24	✓	–	✓	–	–	–
D/617/0542	Sound Checking a Band	3	5	28	✓	–	✓	–	–	–
J/616/3570	Storytelling Skills	1	2	18	✓	–	✓	–	–	–
F/616/3616	The Theory of Music	1	6	54	✓	–	✓	–	–	–
H/616/3334	Using Computers for Sound and Music	1	2	18	✓	–	✓	–	–	–
A/616/3632	Using the Internet as a Musician	1	3	27	✓	–	✓	–	–	–
A/616/3646	Working in Music	E2	2	20	✓	–	✓	–	–	–
L/616/3344	Working Backstage	1	3	27	✓	–	✓	–	–	–



Creative and Design Group: Performance Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/3328	Acting Skills	1	3	27	✓	–	✓	–	–	–
J/617/0471	Acting Skills	2	4	24	✓	–	✓	–	–	–
Y/617/0474	Assisting in Inclusive Dance Leadership	2	3	16	✓	–	✓	–	–	–
M/617/0478	Contemporary Dance	2	10	64	✓	–	✓	–	–	–
T/617/0420	Costume for Performance	1	3	27	✓	–	✓	–	–	–
T/617/0479	Costume for Performance	2	5	32	✓	–	✓	–	–	–
M/616/3367	Creating Sets and Stages	E3	3	30	✓	–	✓	–	–	–
D/616/3462	Dance Skills	1	4	36	✓	–	✓	–	–	–
R/617/0411	Design for Performance	E3	4	40	✓	–	✓	–	–	–
L/616/3389	Design for Performance	1	6	54	✓	–	✓	–	–	–
A/617/0483	Design for Performance	2	8	48	✓	–	✓	–	–	–
L/617/0486	Develop Varied Dance Pieces	2	4	24	✓	–	✓	–	–	–
K/616/3609	Developing Performance Skills	E3	3	30	✓	–	✓	–	–	–
D/616/3431	Devising and Directing Dance	1	4	36	✓	–	✓	–	–	–
J/616/3424	Devising and Directing Drama	1	4	36	✓	–	✓	–	–	–

Creative and Design Group: Performance Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/617/0487	Devising Drama	2	4	24	✓	–	✓	–	–	–
A/617/0404	Exploring 3D: Development	E1	2	20	✓	–	✓	–	–	–
K/617/0415	Exploring Dance	E3	4	40	✓	–	✓	–	–	–
L/616/3649	Exploring Performance	E3	3	30	✓	–	✓	–	–	–
L/616/3473	Group Devised Project: Drama	1	3	27	✓	–	✓	–	–	–
M/617/0495	Group Devised Project: Drama	2	4	24	✓	–	✓	–	–	–
J/617/0535	Group Devised Project: Drama	3	8	42	✓	–	✓	–	–	–
F/616/3423	Improvisation Techniques in Performance	1	3	27	✓	–	✓	–	–	–
F/617/0498	Improvisation Techniques in Performance	2	4	24	✓	–	✓	–	–	–
T/616/3483	Introduction to the Performing Arts	E3	3	30	✓	–	✓	–	–	–
F/617/0503	Lighting for Live Performance	2	4	24	✓	–	✓	–	–	–
H/617/0428	Make-up and Hair for Performance	1	3	27	✓	–	✓	–	–	–
Y/617/0507	Make-up for Performance	2	4	24	✓	–	✓	–	–	–
T/616/3547	Making Dance	1	3	27	✓	–	✓	–	–	–
D/616/3364	Making Dance	E3	3	30	✓	–	✓	–	–	–



Creative and Design Group: Performance Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/617/0509	Making Dance	2	4	24	✓	–	✓	–	–	–
H/616/3365	Making Drama	E3	3	30	✓	–	✓	–	–	–
A/616/3565	Music for Performance	1	3	27	✓	–	✓	–	–	–
H/617/0512	Music for Performance	2	4	24	✓	–	✓	–	–	–
M/616/3420	Performance Skill Development	1	4	36	✓	–	✓	–	–	–
Y/616/3573	Performance Workshop	E3	3	30	✓	–	✓	–	–	–
H/616/3575	Performing Physical Theatre	1	3	27	✓	–	✓	–	–	–
T/616/3581	Physical Performance Skills	E3	3	30	✓	–	✓	–	–	–
F/617/0517	Plan, Lead and Evaluate a Series of Dance Sessions	2	4	24	✓	–	✓	–	–	–
F/616/3583	Plan, Lead and Review a Dance Activity	1	2	18	✓	–	✓	–	–	–
Y/616/3587	Preparing Performing Arts Work	1	3	27	✓	–	✓	–	–	–
F/617/0520	Professional Development in the Performing Arts Industry	2	4	24	✓	–	✓	–	–	–
D/616/3591	Promoting a Performing Arts Event	1	4	36	✓	–	✓	–	–	–
L/617/0522	Rehearsal Skills	2	4	24	✓	–	✓	–	–	–
D/616/3610	Technical Skills for Performance	1	3	27	✓	–	✓	–	–	–

Creative and Design Group: Performance Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/617/0526	Technical Skills for Performance	2	4	24	✓	–	✓	–	–	–
H/617/0543	The Context of Performance	3	7	35	✓	–	–	–	–	–
F/616/3650	Using Technical Equipment for a Theatre Performance	1	4	32	✓	–	✓	–	–	–
J/616/3651	Using the Body in a Dramatic Context	E3	3	30	✓	–	✓	–	–	–
R/616/3653	Working in the Performing Arts	E2	2	20	✓	–	✓	–	–	–
M/616/3627	Working in the Performing Arts	1	3	27	✓	–	–	–	–	–
K/617/0530	Working in the Performing Arts	2	4	24	✓	–	–	–	–	–
T/617/0546	Working in the Performing Arts	3	7	35	✓	–	–	–	–	–



Creative and Design Group: Photography Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/3350	Camera and Darkroom Skills	1	3	27	✓	–	✓	–	–	–
Y/617/0488	Digital Imaging and Printing	2	5	32	✓	–	✓	–	–	–
D/617/0489	Digital Photography	2	4	24	✓	–	✓	–	–	–
H/616/3463	Film Production Skills	1	6	54	✓	–	✓	–	–	–
K/616/3464	Film Production Skills	E3	6	60	✓	–	✓	–	–	–
M/616/3482	Introduction to Film Making	1	3	27	✓	–	✓	–	–	–
F/616/3597	Introduction to Photography	1	2	18	✓	–	✓	–	–	–
J/617/0504	Lighting in Photography	2	4	24	✓	–	✓	–	–	–
D/617/0539	Lighting in Photography	3	5	28	✓	–	✓	–	–	–
A/617/0516	Photographic Project	2	8	48	✓	–	✓	–	–	–
R/617/0523	Research Informed Picture Making	2	5	32	✓	–	✓	–	–	–
K/617/0544	Using a Camera	3	8	42	✓	–	✓	–	–	–
T/617/0434	Using a Camera and Accessories	1	3	27	✓	–	✓	–	–	–
T/617/0529	Using a Camera and Accessories	2	5	32	✓	–	✓	–	–	–
A/617/0435	Using a Tripod with a Camera	1	1	9	✓	–	✓	–	–	–

Creative and Design Group: Photography Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/3579	Using a Tripod with a Camera	2	1	9	✓	–	✓	–	–	–
Y/616/3430	Using a Digital Camera	E3	3	30	✓	–	✓	–	–	–
Y/616/3623	Video Software	1	2	18	✓	–	✓	–	–	–
R/616/3636	Working in Photography	E2	2	20	✓	–	✓	–	–	–



Employability Group

Employability Group: Assertiveness and Decision Making Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0347	Assertiveness and Decision Making Skills	E3	3	30	✓	–	✓	–	–	–
Y/616/0348	Assertiveness and Decision Making Skills	1	3	27	✓	–	✓	–	–	–
L/616/9953	Assertiveness and Decision Making Skills	2	4	24	✓	–	✓	–	–	–
D/616/0450	Decision Making Skills	2	1	8	✓	–	–	–	–	–
M/616/0453	Developing Assertiveness	E1	2	20	✓	–	–	–	–	–
T/616/0454	Developing Assertiveness	E2	2	20	✓	–	–	–	–	–

Employability Group: Behaviour in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0355	Building and Managing Workplace Relationships	1	3	27	✓	–	–	–	–	–
Y/616/9955	Building and Managing Workplace Relationships	2	4	24	✓	–	–	–	–	–
J/616/0362	Bullying and Harassment in the Workplace	E3	1	10	✓	–	–	–	–	–
L/616/0363	Bullying and Harassment in the Workplace	1	1	9	✓	–	–	–	✓	–
A/616/0391	Conduct at Work	E1	2	20	✓	–	✓	–	–	–
F/616/0392	Conduct at Work	E2	2	20	✓	–	✓	–	–	–
J/616/0393	Conduct at Work	E3	3	30	✓	–	✓	–	–	–
L/616/0394	Conflict Resolution in the Workplace	1	3	27	✓	–	–	–	–	–
D/616/9956	Conflict Resolution in the Workplace	2	4	24	✓	–	–	–	–	–
Y/616/0446	Dealing with Difficult Situations at Work	E3	1	10	✓	–	✓	–	–	–
D/616/0447	Dealing with Difficult Situations at Work	1	1	9	✓	–	✓	–	–	–
A/616/0875	Personal Manner and Conduct	E1	2	20	✓	–	✓	–	–	–
F/616/0876	Personal Manner and Conduct	E2	2	20	✓	–	✓	–	–	–



Employability Group: Behaviour in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0908	Relationships and Behaviour in the Workplace	E1	2	20	✓	–	–	–	–	–
T/616/0910	Relationships and Behaviour in the Workplace	E2	2	20	✓	–	–	–	–	–
A/616/0911	Relationships and Behaviour in the Workplace	E3	2	20	✓	–	–	–	–	–
D/616/0920	Responsible Work Practice	1	2	18	✓	–	✓	–	–	–
H/616/0921	Responsible Work Practice	2	1	8	✓	–	–	–	–	–

Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0342	Applying for Jobs or Courses	E1	2	20	✓	–	✓	–	–	–
A/616/0343	Applying for Jobs or Courses	E2	2	20	✓	–	✓	–	–	–
Y/616/0365	Career Planning	1	3	27	✓	–	–	–	–	–
M/616/9959	Career Planning	2	4	24	✓	–	–	–	–	–

Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0582	Exploring Occupational Areas	E1	2	20	✓	–	–	–	–	–
T/616/0583	Exploring Occupational Areas	E2	2	20	✓	–	–	–	–	–
A/616/0584	Exploring Occupational Areas	E3	2	20	✓	–	–	–	–	–
F/616/0585	Exploring the World of Work	E1	2	20	✓	–	–	–	–	–
J/616/0586	Exploring the World of Work	E2	2	20	✓	–	–	–	–	–
L/616/0587	Finding Jobs or Courses	E1	2	20	✓	–	–	–	–	–
R/616/0588	Finding Jobs or Courses	E2	2	20	✓	–	–	–	–	–
H/616/9960	Investigating a Career	2	4	24	✓	–	–	–	–	–
L/616/0816	Job Applications	E3	1	10	✓	–	✓	–	–	–
Y/616/0818	Job Applications	1	1	9	✓	–	✓	–	–	–
D/616/0819	Job Seeking Skills	E3	1	10	✓	–	–	–	–	–
Y/616/0821	Job Seeking Skills	1	3	27	✓	–	–	–	✓	–



Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/9958	Job Seeking Skills	2	4	24	✓	–	–	–	✓	–
K/616/0855	Making Informed Career Choices	E1	2	20	✓	–	–	–	–	–
M/616/0856	Making Informed Career Choices	E2	2	20	✓	–	–	–	–	–
K/616/1214	Working Patterns	1	1	9	✓	–	–	–	–	–

Employability Group: Communication in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0372	Communication in the Workplace	E1	2	20	✓	–	✓	–	–	–
T/616/0373	Communication in the Workplace	E2	2	20	✓	–	✓	–	–	–
A/616/0374	Communication in the Workplace	E3	3	30	✓	–	✓	–	–	–
J/616/0376	Communication in the Workplace	1	3	27	✓	–	–	–	–	–
K/616/9961	Communication in the Workplace	2	4	24	✓	–	–	–	–	–

Employability: Confidence and Self Esteem Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0357	Building Confidence and Self Esteem	E1	2	20	✓	–	–	–	–	–
F/616/0358	Building Confidence and Self Esteem	E2	2	20	✓	–	–	–	–	–
J/616/0359	Building Confidence and Self Esteem	E3	3	30	✓	–	–	–	–	–
A/616/0360	Building Confidence and Self Esteem	1	3	27	✓	–	–	–	✓	–
M/616/9962	Building Confidence and Self Esteem	2	4	24	✓	–	–	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/0337	Action Planning to Improve Performance at Work	E1	2	20	✓	–	–	–	–	–
M/616/0338	Action Planning to Improve Performance at Work	E2	2	20	✓	–	–	–	–	–
T/616/9963	Adapting to Change at Work	2	4	24	✓	–	–	–	–	–
H/616/0451	Developing a Personal Learning Programme	E3	3	30	✓	–	–	–	–	–
K/616/0452	Developing a Personal Learning Programme	1	3	27	✓	–	–	–	–	–
T/616/0597	Getting the Most Out of Training	E3	1	10	✓	–	✓	–	–	–



Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0599	Getting the Most Out of Training	1	1	9	✓	–	✓	–	–	–
A/616/9964	Improving Own Learning and Performance	2	4	24	✓	–	–	–	–	–
K/616/0631	Induction to a Training Course	E3	3	30	✓	–	–	–	–	–
J/616/0636	Induction to a Training Course	1	3	27	✓	–	–	–	–	–
T/616/0860	Managing Study	1	3	27	✓	–	✓	–	–	–
J/616/0880	Planning for Progression	E3	1	10	✓	–	–	–	–	–
T/616/0924	Reviewing Your Situation at Work	E3	1	10	✓	–	–	–	–	–
A/616/0925	Reviewing Your Situation at Work	1	1	9	✓	–	–	–	–	–
K/616/1116	Transferable Skills and Training Needs	E3	3	30	✓	–	–	–	–	–
M/616/1117	Transferable Skills and Training Needs	1	3	27	✓	–	–	–	–	–
J/616/9966	Understanding Change in the Workplace	2	3	16	✓	–	–	–	–	–
A/616/1167	Understanding Progression Opportunities	E3	1	10	✓	–	–	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/1168	Understanding Progression Opportunities	1	1	9	✓	–	–	–	–	–
F/616/9965	Undertaking Professional Development	2	4	24	✓	–	✓	–	–	–

Employability: Customer Service Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0436	Customer Service Skills	E1	2	20	✓	–	–	–	–	–
T/616/0437	Customer Service Skills	E2	2	20	✓	–	–	–	–	–
A/616/0438	Customer Service Skills	E3	3	30	✓	–	–	–	–	–
F/616/0439	Customer Service Skills	1	3	27	✓	–	–	–	✓	–
L/616/9967	Customer Service Skills	2	4	24	✓	–	–	–	–	–



Employability: CV Writing Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0352	Building a Personal Career Portfolio	1	3	27	✓	–	–	–	–	–
R/616/9968	Building a Personal Career Portfolio	2	4	24	✓	–	–	–	–	–
R/616/0428	Creating a Tailored Curriculum Vitae (CV)	1	3	27	✓	–	–	–	–	–
Y/616/9969	Creating a Tailored Curriculum Vitae (CV)	2	4	24	✓	–	–	–	–	–
H/616/0434	Creating an Online Profile for Career Planning	1	3	27	✓	–	✓	–	–	–
L/616/9970	Creating an Online Profile for Career Planning	2	4	24	✓	–	✓	–	–	–
A/616/0441	CV Writing	E3	1	10	✓	–	–	–	✓	–
J/616/0474	Exploring a Curriculum Vitae (CV)	E1	2	20	✓	–	–	–	–	–
L/616/0475	Exploring a Curriculum Vitae (CV)	E2	2	20	✓	–	–	–	–	–
R/616/0896	Presenting Information about Self to an Employer	E1	2	20	✓	–	✓	–	–	–
Y/616/0897	Presenting Information about Self to an Employer	E2	2	20	✓	–	✓	–	–	–
F/616/1218	Writing a Curriculum Vitae (CV)	E1	1	10	✓	–	✓	–	–	–
J/616/1219	Writing a Curriculum Vitae (CV)	E2	1	10	✓	–	✓	–	–	–

Employability: Discrimination at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0458	Discrimination at Work	E3	3	30	✓	–	–	–	–	–
J/616/0460	Discrimination at Work	1	3	27	✓	–	–	–	–	–
R/616/9971	Discrimination at Work	2	4	24	✓	–	–	–	–	–

Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/0370	Carrying Out Work Tasks	E1	4	40	✓	–	✓	–	–	–
K/616/0371	Carrying Out Work Tasks	E2	4	40	✓	–	✓	–	–	–
F/616/0456	Developing Meeting Skills	1	2	18	✓	–	✓	–	–	–
D/616/9973	Developing Meeting Skills	2	3	16	✓	–	✓	–	–	–
K/616/0466	Employment Skills	E3	3	30	✓	–	✓	–	–	–
M/616/0467	Employment Skills	1	3	27	✓	–	✓	–	✓	–
H/616/0594	Following Instructions in the Workplace	E1	2	20	✓	–	✓	–	–	–



Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0596	Following Instructions in the Workplace	E3	2	20	✓	–	✓	–	–	–
H/616/0675	Introduction to Guiding Visitors	E1	2	20	✓	–	✓	–	–	–
K/616/0676	Introduction to Guiding Visitors	E2	2	20	✓	–	✓	–	–	–
M/616/0677	Introduction to Guiding Visitors	E3	2	20	✓	–	✓	–	–	–
J/616/0796	Introduction to the Use of Tools and Equipment for a Work Task	E2	2	20	✓	–	✓	–	–	–
Y/616/0799	Introduction to the Use of Tools and Equipment for a Work Task	E3	2	20	✓	–	✓	–	–	–
K/616/9975	Leadership Skills	2	4	24	✓	–	–	–	–	–
D/616/0853	Making a Work Product	E1	2	20	✓	–	✓	–	–	–
H/616/0854	Making a Work Product	E2	2	20	✓	–	✓	–	–	–
T/616/0857	Managing a Work Project	2	1	8	✓	–	✓	–	–	–

Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0867	Motivation	1	1	9	✓	–	–	–	–	–
H/616/0868	Negotiation Skills	1	6	54	✓	–	✓	–	–	–
T/616/9977	Negotiation Skills	2	8	48	✓	–	✓	–	–	–
D/616/0870	Participate in an Occupational Taster	E1	2	20	✓	–	✓	–	–	–
H/616/0871	Participate in an Occupational Taster	E2	2	20	✓	–	✓	–	–	–
K/616/0872	Participate in an Occupational Taster	E3	2	20	✓	–	✓	–	–	–
M/616/0873	Participating in Vocational Tasters	1	6	54	✓	–	✓	–	–	–
A/616/9995	Participating in Vocational Tasters	2	8	48	✓	–	✓	–	–	–
Y/616/1225	Presentation Skills	1	2	18	✓	–	✓	–	–	–
F/616/9996	Presentation Skills	2	3	16	✓	–	✓	–	–	–
F/616/0912	Report Writing	2	1	8	✓	–	–	–	–	–
D/616/0917	Research Skills	1	3	27	✓	–	–	–	–	–
J/617/0017	Research Skills	2	4	24	✓	–	–	–	–	–



Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0938	Self Advocacy	E1	3	30	✓	–	✓	–	–	–
L/617/0018	Small Scale Research Project	2	8	48	✓	–	–	–	–	–
A/616/1038	Supporting Workers Whose First Language is not English	E3	3	30	✓	–	✓	–	–	–
L/616/1044	Supporting Workers Whose First Language is not English	1	3	27	✓	–	✓	–	–	–
H/616/1048	Take Part in a Work Activity	E3	1	10	✓	–	✓	–	–	–
K/616/1052	Take Part in a Work Activity	1	1	9	✓	–	✓	–	–	–
J/617/0020	Take Part in a Work Activity	2	3	16	✓	–	✓	–	–	–
R/616/1188	Use of Materials for a Work Task	1	2	18	✓	–	✓	–	–	–
R/617/0022	Use of Materials for a Work Task	2	3	16	✓	–	✓	–	–	–
L/616/1190	Use Tools and Equipment for a Work Task	1	3	27	✓	–	✓	–	–	–
H/616/9974	Use Tools and Equipment for a Work Task	2	4	24	✓	–	✓	–	–	–
M/616/1215	Working to Standards	E1	2	20	✓	–	–	–	–	–
T/616/1216	Working to Standards	E2	2	20	✓	–	–	–	–	–
A/616/1217	Working to Standards	E3	3	30	✓	–	–	–	–	–

Employability: Enterprise Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/0580	Exploring Enterprise	E1	2	20	✓	–	✓	–	–	–
H/616/1177	Undertaking an Enterprise Project	E3	6	60	✓	–	✓	–	–	–
K/616/1178	Undertaking an Enterprise Project	1	6	54	✓	–	✓	–	–	–
Y/617/0023	Undertaking an Enterprise Project	2	8	48	✓	–	✓	–	–	–

Employability: Environmental Awareness in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0468	Environmental Awareness in the Workplace	E1	2	20	✓	–	✓	–	–	–
A/616/0469	Environmental Awareness in the Workplace	E2	2	20	✓	–	✓	–	–	–
M/616/0470	Environmental Awareness in the Workplace	E3	2	20	✓	–	–	–	–	–



Employability: Equality and Diversity at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0471	Equality and Diversity at Work	E3	3	30	✓	-	-	-	-	-
A/616/0472	Equality and Diversity at Work	1	3	27	✓	-	-	-	✓	-
D/617/0024	Equality and Diversity at Work	2	4	24	✓	-	-	-	-	-

Employability: Health and Safety in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0589	Follow Health and Safety Procedures in the Workplace	E3	1	10	✓	-	✓	-	-	-
L/616/0590	Follow Health and Safety Procedures in the Workplace	1	1	9	✓	-	✓	-	-	-
D/616/0593	Follow Health and Safety Procedures in the Workplace	2	1	8	✓	-	✓	-	-	-
R/616/0607	Health and Safety in the Workplace	E1	2	20	✓	-	✓	-	-	-
Y/616/0608	Health and Safety in the Workplace	E2	2	20	✓	-	✓	-	-	-
D/616/0612	Health and Safety in the Workplace	E3	3	30	✓	-	-	-	-	-
A/616/0617	Health and Safety in the Workplace	1	3	27	✓	-	-	-	✓	-
H/617/0025	Health and Safety in the Workplace	2	4	24	✓	-	-	-	✓	-

Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1237	Computer Basics	E3	3	30	✓	-	-	-	-	-
R/616/1238	Computer Security and Privacy	E3	3	30	✓	-	-	-	-	-
Y/616/1256	Developing and Presenting Information Using ICT	E1	2	20	✓	-	✓	-	-	-
K/616/1438	Developing ICT Skills	E1	4	40	✓	-	✓	-	-	-
K/616/1259	Email Skills	E3	1	10	✓	-	✓	-	-	-
D/616/1260	Email Skills	1	2	18	✓	-	✓	-	-	-
T/617/0076	Email Skills	2	4	24	✓	-	✓	-	-	-
M/616/1439	Enter and Save Information Using ICT	E1	1	10	✓	-	✓	-	-	-
H/616/1440	Enter and Save Information Using ICT	E2	1	10	✓	-	✓	-	-	-
K/616/1441	Find Information Using ICT	E1	1	10	✓	-	✓	-	-	-
M/616/1442	Find Information Using ICT	E2	1	10	✓	-	✓	-	-	-
Y/616/1273	Following Safe and Healthy Working Practices When Using ICT	E1	2	20	✓	-	✓	-	-	-
D/616/1274	Following Safe and Healthy Working Practices When Using ICT	E2	2	20	✓	-	✓	-	-	-
T/616/1278	Internet Safety for IT Users	1	3	27	✓	-	✓	-	✓	-
A/616/1279	IT Communications	1	2	18	✓	-	✓	-	-	-
K/617/0026	IT Communications	2	3	16	✓	-	✓	-	-	-



Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1281	IT Maintenance for Users	1	2	18	✓	–	✓	–	–	–
R/616/1286	Presentation Software Skills	1	3	27	✓	–	✓	–	–	–
A/617/0077	Presentation Software Skills	2	5	32	✓	–	✓	–	–	–
D/616/1288	Selecting Information Using the Internet	E3	1	10	✓	–	✓	–	–	–
T/616/1443	Send and Receive Information Using ICT	E1	1	10	✓	–	✓	–	–	–
A/616/1444	Send and Receive Information Using ICT	E2	1	10	✓	–	✓	–	–	–
L/616/1304	Spreadsheet Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1305	Spreadsheet Software Skills	1	3	27	✓	–	✓	–	–	–
M/617/0027	Spreadsheet Software Skills	2	5	32	✓	–	✓	–	–	–
D/616/1307	The Internet and World Wide Web	E3	3	30	✓	–	✓	–	–	–
T/617/0028	Use E-Sources to Select Information	2	4	24	✓	–	✓	–	–	–
H/616/1311	Using Digital Photograph Processing Software	1	2	18	✓	–	✓	–	–	–

Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/1313	Using the Internet	1	3	27	✓	–	✓	–	–	–
A/617/0029	Using the Internet	2	5	32	✓	–	✓	–	–	–
L/616/1318	Word Processing Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1319	Word Processing Software Skills	1	3	27	✓	–	✓	–	–	–
M/617/0030	Word Processing Software Skills	2	5	32	✓	–	✓	–	–	–

Employability: Induction to Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/0340	Adjusting to a New Work Setting	E1	3	30	✓	–	✓	–	–	–
M/616/0341	Adjusting to a New Work Setting	E2	3	30	✓	–	✓	–	–	–
L/616/0637	Induction to the Workplace	E1	2	20	✓	–	–	–	–	–
L/616/1450	Induction to the Workplace	E2	2	20	✓	–	–	–	–	–



Employability: Interview Techniques Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0883	Preparation for a Recruitment Interview	E3	2	20	✓	–	✓	–	–	–
D/616/0884	Preparation for a Recruitment Interview	1	1	9	✓	–	✓	–	–	–
A/617/0032	Preparation for a Recruitment Interview	2	3	16	✓	–	✓	–	–	–
J/616/0894	Preparing for an Interview	E1	2	20	✓	–	–	–	–	–
L/616/0895	Preparing for an Interview	E2	2	20	✓	–	–	–	–	–
K/616/1181	Undertaking an Interview	E1	1	10	✓	–	✓	–	–	–
M/616/1182	Undertaking an Interview	E2	1	10	✓	–	✓	–	–	–

Employability: Introduction to Vocational Industries at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/615/9296	Introduction to Creative and Design Industries	E1	2	20	✓	–	–	–	–	–
A/616/0665	Introduction to Digital Technology Industries	E1	2	20	✓	–	–	–	–	–
H/616/0661	Introduction to Creative and Design Industries	E2	2	20	✓	–	–	–	–	–
F/616/0666	Introduction to Digital Technology Industries	E2	2	20	✓	–	–	–	–	–
K/616/0662	Introduction to Creative and Design Industries	E3	2	20	✓	–	–	–	–	–
J/616/0667	Introduction to Digital Technology Industries	E3	2	20	✓	–	–	–	–	–
M/616/0663	Introduction to Creative and Design Industries	1	2	18	✓	–	–	–	–	–
L/616/0668	Introduction to Digital Technology Industries	1	2	18	✓	–	–	–	–	–
T/617/0207	Introduction to Creative and Design Industries	2	3	16	✓	–	–	–	–	–
A/617/0208	Introduction to Digital Technology Industries	2	3	16	✓	–	–	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1321	Engage in Discussion	E1	2	20	✓	–	✓	–	–	–
R/616/1322	Engage in Discussion	E2	2	20	✓	–	✓	–	–	–
Y/616/1323	Engage in Discussion	E3	2	20	✓	–	✓	–	–	–
D/616/1324	Engage in Discussion	1	2	18	✓	–	✓	–	–	–
F/617/0033	Engage in Discussion	2	3	16	✓	–	✓	–	–	–
K/616/1326	Listen and Respond	E1	2	20	✓	–	✓	–	–	–
M/616/1327	Listen and Respond	E2	2	20	✓	–	✓	–	–	–
T/616/1328	Listen and Respond	E3	2	20	✓	–	✓	–	–	–
A/616/1329	Listen and Respond	1	2	18	✓	–	✓	–	–	–
J/617/0034	Listen and Respond	2	3	16	✓	–	✓	–	–	–
T/616/1331	Read for Information	E1	3	30	✓	–	✓	–	–	–
A/616/1332	Read for Information	E2	3	30	✓	–	✓	–	–	–
F/616/1333	Read for Information	E3	3	30	✓	–	✓	–	–	–
J/616/1334	Read for Information	1	3	27	✓	–	✓	–	–	–
L/617/0035	Read for Information	2	4	24	✓	–	✓	–	–	–
D/616/1338	Read for Purpose and Meaning	E1	3	30	✓	–	✓	–	–	–
F/616/1350	Read for Purpose and Meaning	E2	3	30	✓	–	✓	–	–	–



Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/1365	Read for Purpose and Meaning	E3	3	30	✓	–	✓	–	–	–
L/616/1366	Read for Purpose and Meaning	1	3	27	✓	–	✓	–	–	–
R/617/0036	Read for Purpose and Meaning	2	4	24	✓	–	✓	–	–	–
Y/616/1368	Speak to Communicate	E1	2	20	✓	–	✓	–	–	–
D/616/1369	Speak to Communicate	E2	2	20	✓	–	✓	–	–	–
R/616/1370	Speak to Communicate	E3	2	20	✓	–	✓	–	–	–
Y/616/1371	Speak to Communicate	1	2	18	✓	–	✓	–	–	–
Y/617/0037	Speak to Communicate	2	3	16	✓	–	✓	–	–	–
Y/616/1385	Write Accurately	E2	3	30	✓	–	✓	–	–	–
H/616/1387	Write Accurately	E3	3	30	✓	–	✓	–	–	–
M/617/0044	Write Fluently and Accurately	2	4	24	✓	–	✓	–	–	–
K/616/1374	Write to Communicate	E1	3	30	✓	–	✓	–	–	–
M/616/1375	Write to Communicate	E2	3	30	✓	–	✓	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1376	Write to Communicate	E3	3	30	✓	–	✓	–	–	–
J/616/1379	Write to Communicate	1	3	27	✓	–	✓	–	–	–
D/617/0038	Write to Communicate	2	4	24	✓	–	✓	–	–	–
L/616/1383	Write with Accuracy	1	3	27	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/1390	Adding and Subtracting	E1	3	30	✓	–	✓	–	–	–
M/616/1392	Addition, Subtraction and Multiplication	E2	3	30	✓	–	✓	–	–	–
A/616/1394	Making Calculations	E3	3	30	✓	–	✓	–	–	–
J/616/1396	Making Calculations	1	3	27	✓	–	✓	–	–	–
T/617/0045	Making Calculations	2	4	24	✓	–	✓	–	–	–
F/616/1400	Money and Time	E1	3	30	✓	–	✓	–	–	–



Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1402	Money, Time and Temperature	E2	3	30	✓	–	✓	–	–	–
Y/616/1404	Money, Time and Temperature	E3	3	30	✓	–	✓	–	–	–
H/616/1406	Money, Time and Temperature	1	3	27	✓	–	✓	–	–	–
A/617/0046	Money, Time and Temperature	2	4	24	✓	–	✓	–	–	–
M/616/1408	Numbers, Decimals, Fractions and Percentages	1	3	27	✓	–	✓	–	–	–
J/617/0048	Numbers, Decimals, Fractions and Percentages	2	4	24	✓	–	✓	–	–	–
F/617/0050	Numerical Relationships, Algebra and Ratio	2	3	16	✓	–	✓	–	–	–
M/616/1411	Numerical Relationships, Algebra and Ratios	1	2	18	✓	–	✓	–	–	–
A/616/1413	Using and Communicating Data	E2	3	30	✓	–	✓	–	–	–
F/616/1414	Using and Communicating Data	E3	3	30	✓	–	✓	–	–	–
J/616/1415	Using and Communicating Data	1	3	27	✓	–	✓	–	–	–
J/617/0051	Using and Communicating Data	2	4	24	✓	–	✓	–	–	–
R/616/1417	Using Probability	1	2	18	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/617/0052	Using Probability	2	3	16	✓	–	✓	–	–	–
D/616/1419	Using Size, Shape and Measures	E3	3	30	✓	–	✓	–	–	–
R/616/1420	Using Size, Shape and Space	E1	3	30	✓	–	✓	–	–	–
Y/616/1421	Using Size, Shape and Space	1	3	27	✓	–	✓	–	–	–
Y/617/0054	Using Size, Shape and Space	2	4	24	✓	–	✓	–	–	–
H/616/1423	Using Whole Numbers	E1	2	20	✓	–	✓	–	–	–
T/616/1426	Using Whole Numbers and Fractions	E2	2	20	✓	–	✓	–	–	–
F/616/1431	Using Whole Numbers, Decimals, Fractions and Percentages	E3	2	20	✓	–	✓	–	–	–

Employability: Mentoring Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0865	Mentoring	2	1	8	✓	–	✓	–	–	–
D/617/0055	Mentoring Practice	2	3	16	✓	–	–	–	–	–
H/617/0056	The Mentoring Process	2	4	24	✓	–	✓	–	–	–



Employability: Personal Presentation at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0851	Looking and Acting the Part in the Workplace	E1	2	20	✓	–	✓	–	–	–
Y/616/0852	Looking and Acting the Part in the Workplace	E2	2	20	✓	–	✓	–	–	–
J/616/0877	Personal Presentation at Work	E3	3	30	✓	–	–	–	–	–
L/616/0878	Personal Presentation at Work	1	1	9	✓	–	–	–	–	–
R/616/0879	Personal Presentation at Work	2	1	8	✓	–	–	–	–	–

Employability: Problem Solving in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/0448	Dealing with Work-Related Problems	E1	3	30	✓	–	✓	–	–	–
K/616/0449	Dealing with Work-Related Problems	E2	4	40	✓	–	✓	–	–	–
D/616/0898	Problem Solving in the Workplace	E3	3	30	✓	–	–	–	–	–
H/616/0899	Problem Solving in the Workplace	1	3	27	✓	–	–	–	–	–
K/617/0057	Problem Solving in the Workplace	2	4	24	✓	–	–	–	–	–

Employability: Rights and Responsibilities at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0442	Dealing with Change at Work	E3	3	30	✓	–	–	–	–	–
J/616/0443	Dealing with Change at Work	1	3	27	✓	–	–	–	–	–
R/616/0462	Employment Contract and Payslip Basics	E3	1	10	✓	–	–	–	–	–
Y/616/0463	Employment Rights, Contracts and Pay	1	3	27	✓	–	–	–	✓	–
M/617/0058	Employment Rights, Contracts and Pay	2	4	24	✓	–	–	–	✓	–
F/616/0926	Rights and Responsibilities at Work	E1	3	30	✓	–	–	–	–	–
J/616/0927	Rights and Responsibilities at Work	E2	3	30	✓	–	–	–	–	–
L/616/0928	Rights and Responsibilities at Work	E3	3	30	✓	–	–	–	–	–
Y/616/1127	Understand Employment Responsibilities and Rights in Creative and Design Industries	1	3	27	✓	–	–	–	–	–
H/616/1129	Understand Employment Responsibilities and Rights in Digital Technology Industries	1	3	27	✓	–	–	–	–	–
H/617/0199	Understand Employment Responsibilities and Rights in Creative and Design Industries	2	4	24	✓	–	–	–	–	–
L/617/0200	Understand Employment Responsibilities and Rights in Digital Technology Industries	2	4	24	✓	–	–	–	–	–
M/616/1165	Understanding Pensions	1	1	9	✓	–	–	–	✓	–



Employability: Setting Targets Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0344	Appraisals and Setting Targets	E3	3	30	✓	–	✓	–	–	–
J/616/0345	Appraisals and Setting Targets	1	3	27	✓	–	✓	–	–	–
K/617/0060	Appraisals and Setting Targets	2	4	24	✓	–	✓	–	–	–
K/616/0922	Reviewing and Reflecting on Own Progress	E1	3	20	✓	–	✓	–	–	–
M/616/0923	Reviewing and Reflecting on Own Progress	E2	3	30	✓	–	✓	–	–	–
M/616/0940	Setting Work-Related Targets	E1	2	20	✓	–	–	–	–	–
T/616/0941	Setting Work-Related Targets	E2	2	30	✓	–	–	–	–	–

Employability: Speaking and Listening at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/1228	Speaking and Listening at Work	E1	3	30	✓	–	✓	–	–	–
M/616/1229	Speaking and Listening at Work	E2	3	30	✓	–	✓	–	–	–
H/616/1230	Speaking and Listening at Work	E3	3	30	✓	–	✓	–	–	–
K/616/1231	Speaking and Listening at Work	1	3	27	✓	–	✓	–	–	–

[Back to Contents](#)

Employability: Stress Management Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0396	Coping Strategies at Work	E1	2	20	✓	–	✓	–	–	–
D/616/0397	Coping Strategies at Work	E2	2	20	✓	–	✓	–	–	–
H/616/0398	Coping Strategies at Work	E3	2	20	✓	–	✓	–	–	–
L/616/0427	Coping Strategies at Work	1	2	18	✓	–	✓	–	–	–
K/616/1018	Stress Management	E3	3	30	✓	–	–	–	–	–
Y/616/1029	Stress and Stress Management Techniques	1	3	27	✓	–	✓	–	–	–
M/617/0061	Stress and Stress Management Techniques	2	4	24	✓	–	✓	–	–	–

[Back to Contents](#)



Employability: Teamwork Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0350	Being Part of a Group	E1	2	20	✓	–	✓	–	–	–
Y/616/0351	Being Part of a Group	E2	2	20	✓	–	✓	–	–	–
D/616/0383	Communication Skills for Group and Teamwork	E3	3	30	✓	–	–	–	–	–
H/616/0384	Communication Skills for Group and Teamwork	1	3	27	✓	–	✓	–	–	–
T/617/0062	Communication Skills for Group and Teamwork	2	4	24	✓	–	✓	–	–	–
K/616/1066	Team Building Skills	E3	3	30	✓	–	–	–	–	–
F/616/1073	Team Building Skills	1	3	27	✓	–	–	–	–	–
A/617/0063	Team Building Skills	2	4	24	✓	–	–	–	–	–
D/616/1095	Team Motivation	E3	3	30	✓	–	–	–	–	–
K/616/1097	Team Motivation	1	3	27	✓	–	–	–	–	–
J/617/0065	Team Motivation	2	4	24	✓	–	–	–	–	–
T/616/1099	Teamwork Skills	E3	3	30	✓	–	✓	–	–	–
D/616/1100	Teamwork Skills	1	3	27	✓	–	✓	–	–	–
L/617/0066	Teamwork Skills	2	4	24	✓	–	✓	–	–	–



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

Employability: Time Management Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0861	Managing Your Time	E1	2	20	✓	–	✓	–	–	–
F/616/0862	Managing Your Time	E2	2	20	✓	–	✓	–	–	–
L/616/1108	Time Management	E3	3	30	✓	–	–	–	–	–
R/616/1109	Time Management	1	3	27	✓	–	–	–	–	–
R/617/0067	Time Management	2	4	24	✓	–	–	–	–	–
D/616/1114	Time Management Skills	E1	1	10	✓	–	–	–	–	–
H/616/1115	Time Management Skills	E2	1	10	✓	–	–	–	–	–

Employability: Travelling to and From Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1002	Skills for Travelling To and From Work	E1	2	20	✓	–	✓	–	–	–
H/616/1003	Skills for Travelling To and From Work	E2	2	20	✓	–	✓	–	–	–
T/616/1006	Skills for Travelling To and From Work	E3	1	10	✓	–	✓	–	–	–

Employability: Using ICT in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/1192	Using ICT in the Workplace	E1	2	20	✓	–	✓	–	–	–
D/616/1193	Using ICT in the Workplace	E2	2	20	✓	–	✓	–	–	–
H/616/1194	Using ICT in the Workplace	E3	3	30	✓	–	✓	–	–	–
K/616/1195	Using ICT in the Workplace	1	3	27	✓	–	✓	–	–	–
D/617/0069	Using ICT in the Workplace	2	4	24	✓	–	✓	–	–	–
T/616/1197	Using ICT to Support Writing	E3	1	10	✓	–	✓	–	–	–
A/616/1198	Using ICT to Support Writing	1	1	9	✓	–	✓	–	–	–



Employability: Using Money in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0444	Dealing with Debt	E3	3	30	✓	–	–	–	–	–
R/616/0445	Dealing with Debt	1	3	27	✓	–	–	–	–	–
M/616/0601	Handling Payment for Goods and Services	E3	3	30	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	2	4	24	✓	–	✓	–	–	–
L/616/1156	Understanding Banks and Credit Cards	E3	3	30	✓	–	–	–	–	–
D/616/1159	Understanding Banks and Credit Cards	1	3	27	✓	–	–	–	–	–
F/616/1199	Using Money in the Workplace	E1	2	20	✓	–	✓	–	–	–
K/616/1200	Using Money in the Workplace	E2	2	20	✓	–	✓	–	–	–

Employability: Using Numeracy Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/1201	Using Numeracy Skills in the Workplace	E1	2	20	✓	–	✓	–	–	–
T/616/1202	Using Numeracy Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–

[Back to Contents](#)

76

Employability: Using Numeracy Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/1203	Using Numeracy Skills in the Workplace	E3	3	30	✓	–	✓	–	–	–
F/616/1204	Using Numeracy Skills in the Workplace	1	3	27	✓	–	✓	–	–	–
Y/617/0071	Using Numeracy Skills in the Workplace	2	4	24	✓	–	✓	–	–	–

Employability: Using Writing Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/1207	Using Writing Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–
L/616/1206	Using Writing Skills in the Workplace	E1	2	20	✓	–	✓	–	–	–
A/616/1220	Writing Needs at Work	E3	1	10	✓	–	–	–	–	–
F/616/1221	Writing Needs at Work	1	1	9	✓	–	–	–	–	–
J/616/1222	Writing Notes and Emails	E3	1	10	✓	–	✓	–	–	–
L/616/1223	Writing Notes and Emails	1	1	9	✓	–	✓	–	–	–

[Back to Contents](#)

77



Employability: Volunteering Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/617/0072	Learning from Volunteering	2	3	16	✓	–	–	–	–	–
Y/616/1208	Volunteering	E1	2	20	✓	–	–	–	–	–
D/616/1209	Volunteering	E2	2	20	✓	–	–	–	–	–
R/616/1210	Volunteering	E3	2	20	✓	–	–	–	–	–
Y/616/1211	Volunteering	1	1	9	✓	–	–	–	–	–

Employability: Work Experience Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0849	Learning from Work Placement	E1	2	20	✓	–	–	–	–	–
L/616/0850	Learning from Work Placement	E2	2	20	✓	–	–	–	–	–
M/616/0887	Preparation for a Work Placement	E1	2	20	✓	–	–	–	–	–
M/616/0890	Preparation for a Work Placement	E2	2	20	✓	–	–	–	–	–
T/616/0891	Preparation for Work Experience	E3	1	10	✓	–	–	–	–	–

Employability: Work Experience Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0892	Preparation for Work Experience	1	1	9	✓	–	–	–	–	–
F/616/0893	Preparation for Work Experience	2	1	8	✓	–	–	–	–	–
A/616/1184	Undertaking Work Experience	E3	3	30	✓	–	✓	–	–	–
F/616/1185	Undertaking Work Experience	1	3	27	✓	–	✓	–	–	–
H/617/0073	Undertaking Work Experience	2	4	24	✓	–	✓	–	–	–



Section Three

Assessment



Centre Staff Requirements

As an Awarding Organisation, we require that:

Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

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

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

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

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

How these Qualifications are Assessed

These qualifications may be assessed through:

- 1) an internally set, internally marked and externally verified portfolio of evidence. Guidance on our expectations is available in 'A Guide to Assessing AIM Qualifications' available in Section 5: Appendices.
- 2) an externally set, externally marked online multiple choice exam (for particular components only). The online multiple choice exam must be invigilated by an AIM approved invigilator.

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

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

Entry 1 Achievement Continuum

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

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

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

Use of the Entry 1 Learner Transcript Template is optional.



Operational Guidance

Section Four

Offering this Qualification

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

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

Approval to Offer the Qualification

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

Registration and Certification

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

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

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

Scheduling learners for the online Multiple Choice Question (MCQ) assessments

Once your learners have been registered against the relevant qualification(s) using the process above, you are now able to schedule your learners for the MCQ assessments using XAMS. Please refer to the XAMS centre guidance document for details.

Please note you need to schedule your learners at least 48 hours before the planned time of assessment.



Delivering the MCQ assessments

Assessments must be delivered following the requirements in the AIM invigilation guidance for external assessments.

At the end of the MCQ assessment

Once the learner has completed the assessment, you can check the result in the results screen on XAMs. The results are automatically sent to AIM, and where learners have met the rules of combination for the particular qualification, they will be issued with a qualification certificate with details of the qualification and components achieved. Please refer to the Being an AIM centre document for service standard times on the issuing of learner certificates.

Fees and Charges

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



Appendices

Section Five

APPENDICES AND LINKS

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

Appendix Title

A Guide to Assessing AIM Qualifications

Entry 1 Achievement Continuum

Entry 1 Learner Transcript Template

Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts

Skills for Working in Creative and Design Industries (AIMVOC) Development Tracking Spreadsheet V1 May 18





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