

# AIM Qualifications Suite of Applied Health and Safety Qualifications

**RESTRICTED**



## Document Version Control

Version Number	Date	Description
2	August 2018	Removal of qualifications credit values and amendment of TQT values
3	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications'  Qualification family added to qualification details grid (pages 7-9)
4	September 2022	Qualification review dates extended from 30/09/2022 to 31/07/2023

**AIM Qualifications Level 6 Certificate in Applied Health and Safety**

**601/5735/6**

**AIM Qualifications Level 6 Certificate in Personal Injury Liability**

**601/5750/1**

**AIM Qualifications Level 6 Diploma in Applied Health and Safety**

**601/5751/3**

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## Section 1 Qualification Overview

## Section One

### Qualification Overview

#### Introduction

Welcome to the AIM Qualification Handbook. We want to make your experience of working with AIM as pleasant as possible.

AIM is a national Awarding Organisation, offering a large number of Equal regulated qualifications at different levels and in a wide range of subject areas. Our qualifications 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.

We are licensed by the Quality Assurance Agency (QAA) to approve and certificate Access to Higher Education Diplomas.

We are also approved as an Apprenticeship Assessment Organisation (AAO)

This Qualification Handbook contains everything you need to know about this qualification/qualification suite and should be used by everyone involved with planning, delivery and assessment.

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

This document is copyright but may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

This Qualification Handbook is mapped to the Ofqual General Conditions of Recognition with references cited for each section as appropriate and the whole document is mapped to Ofqual General Conditions of Recognition C2.5 and E3.2.

## About the Qualification

Mapped to Ofqual General Conditions of Recognition: E3.2a/E3.3b

The AIM Qualifications Suite of Applied Health and Safety qualifications focuses on the application of legislation to service, retail and public sectors as well as the more traditional high risk industrial activities. In depth consideration is given to risks to public safety, such as visitors to shops and offices, tenants of buildings, pupils in education and patients in hospitals and care homes.

The recent changes to the health and safety regulatory landscape as a consequence of the Government's independent review, Reclaiming health and safety for all: an independent review of health and safety legislation (referred to as the "Löfstedt Report"), are fully integrated into the syllabus. There is a strong theme of "sensible health and safety" using a risk-based approach, rather than the broad application of inflexible standards. In particular, the social value of potentially higher risk activities is considered, with an emphasis on applying safety legislation and standards to enable beneficial activities to take place, rather than restricting them to avoid the fear of litigation.

Traditional qualifications focus on compliance with statutory duties and ensuring the safety and health of the workforce. In addition to these, the AIM Qualifications Level 6 Diploma in Applied Health and Safety considers the extra safeguards necessary to ensure that adequate steps have been taken to successfully defend personal injury claims that may arise. There is a focus on applying legislation and best practice to scenarios from the outset, rather than abstract learning of theories and legislation. Using case studies and problem-based learning, it will improve the learning experience and increase understanding and retention of fundamental concepts.

These qualifications have been developed using UK experts in each topic, experienced professionals, industry specialists, regulatory experts, senior academics and top barristers in the field. They are available through AIM and under licence to National Compliance and Risk Qualifications (NCRQ).

The Diploma has been accredited by the Institute for Occupational Safety and Health (IOSH) as meeting the requirement for graduate membership and is also aligned and mapped to the National Occupational Standards. The Level 6 Certificates in Applied Health and Safety and Personal Injury Liability are accredited by IOSH for meeting the requirements of associate membership.

Qualification	
AIM Qualifications Level 6 Certificate in Applied Health and Safety	
Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is graded <b>Pass/Merit/Distinction</b>
Progression Opportunities	Learners may progress onto the AIM Qualifications Level 6 Certificate in Personal

	Injury Liability and onto the AIM Qualifications Level 6 Diploma in Applied Health and Safety
Operational Start Date	01/05/2015
Last Registration Date	31/07/2023
Sector	14.2 Preparation for Work
Qualification Accreditation Number	601/5735/5
Learning Aim Reference	60157355
Total Qualification Time	140
Guided Learning Hours	50
Learner Age Range	18+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Qualification	
AIM Qualifications Level 6 Certificate in Personal Injury Liability	
Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is graded <b>Pass/Merit/Distinction</b>
Progression Opportunities	Learners may progress onto the AIM Qualifications Level 6 Diploma in Applied Health and Safety
Operational Start Date	01/05/2015
Last Registration Date	31/07/2023
Sector	14.2 Preparation for Work
Qualification Accreditation Number	601/5750/1
Learning Aim Reference	60157501
Total Qualification Time	140
Guided Learning Hours	50
Learner Age Range	18+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Qualification	
AIM Qualifications Level 6 Diploma in Applied Health and Safety	

Qualification Family	Professional
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is graded <b>Pass/Merit/Distinction</b>
Operational Start Date	01/05/2015
Last Registration Date	31/07/2023
Sector	14.2 Preparation for Work
Qualification Accreditation Number	601/5751/3
Learning Aim Reference	60157513
Total Qualification Time	380
Guided Learning Hours	150
Learner Age Range	18+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

## Entry Guidance

Mapped to Ofqual General Conditions of Recognition: E3.2b/c

GCSE grade C or above in English and maths (or equivalent). Proficiency in the use of basic IT, including email, internet-based research, the use of word processing software. A qualification in any subject at Level 3 or above. Where learners do not meet these criteria or if they indicate they would like an assessment then they will be contacted by a Tutor for an assessment of their development needs and action plan as appropriate. This prevents the need for individual assessments in every case where the learner has demonstrated their abilities by a qualification.

Those with no previous qualifications in health and safety are advised to take the AIM Qualifications Level 6 Certificate in Applied Health and Safety before the AIM Qualifications Level 6 Certificate in Personal Injury Liability.

## The End of the Accreditation Period

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated.

## Certificate End Date

The final date that certificates can be issued for this qualification is three years from the Last Registration Date.

AIM Qualifications Level 6 Certificate in Applied Health and Safety	30/09/2025
AIM Qualifications Level 6 Certificate in Personal Injury Liability	30/09/2025
AIM Qualifications Level 6 Diploma in Applied Health and Safety	30/09/2025

### Resource Requirements

Wide range of case studies relating to health and safety and civil claims – Where NCRQ would allow others to deliver the qualification on a satellite basis they will provide them with the training materials for them to use/adapt as they see fit.

## Section 2 Structure and Content

## Section Two

### Structure and Content

Mapped to Ofqual General Conditions of Recognition E3.3a/b

#### Qualification Structure and Unit Content

Mapped to Ofqual General Conditions of Recognition: E3.2d /e/f/g/h/j

Please select the unit title to view the individual unit content and assessment guidance.

Rules of Combination for: AIM Qualifications Level 6 Certificate in Applied Health and Safety					
To achieve this qualification learners must complete all the essential components. (E)					
Unit Reference Number	Unit Title	E/O	Level	Credit Value	GLH
M/507/0533	Principles of Health and Safety in the Workplace	<u>E</u>	6	14	40

Rules of Combination for: AIM Qualifications Level 6 Certificate in Personal Injury Liability					
To achieve this qualification learners must complete all the essential components. (E)					
Unit Reference Number	Unit Title	E/O	Level	Credit Value	GLH
J/507/0716	Personal Injury Liability	<u>E</u>	6	14	40

Rules of Combination for: AIM Qualifications Level 6 Diploma in Applied Health and Safety					
To achieve this qualification learners must complete all the essential components. (E)					
Unit Reference Number	Unit Title	M/O	Level	Credit Value	GLH
M/507/0533	Principles of Health and Safety in the Workplace	<u>M</u>	6	14	40
J/507/0716	Personal Injury Liability	<u>M</u>	6	14	40
L/507/0717	Workplace Hazards	<u>M</u>	6	14	40

## Credits from Unit Equivalences

Please contact AIM to request unit equivalences.

## Section 3 Assessment and Quality Assurance

## Section 3

### Assessment and Quality Assurance

#### 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
- A Diploma level Health and Safety qualification at Level 6 or above (for example AIM Qualifications Diploma in Applied Health and Safety, NEBOSH National Diploma in Health and Safety, Post Graduate Diploma in Health and Safety, MSc.
- At least 5 years experience working in health and safety in a wide range of environments – essential due to the “applied” nature of these qualifications.
- Assessors should 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) should 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 the Qualification is Assessed

Mapped to Ofqual General Conditions of Recognition: E3.2i

To be awarded the qualification, learners must provide evidence of achievement of all the assessment criteria for all the units specified in the rules of combination (see Section 2 for guidance on rules of combination). The assessment process is as follows:

- Suitable assessment tasks are internally set at your centre that allow learners to be able to provide evidence of achievement of the assessment criteria of the unit(s)
- All assessment tasks must be scrutinised by the Internal Verifier before they are delivered to your learners to ensure that they are fit for purpose
- Learners are assessed at the centre, using the IV approved assessment tasks
- The resulting assessed evidence is internally verified by an IV at the centre
- The assessed evidence is scrutinised by an AIM appointed External Verifier (EV) to ensure reliability and validity of assessment

A range of sample assessment materials are available on our website.

For more detailed guidance on working with AIM qualifications, please refer to “A Guide to Assessing AIM Qualifications” in the following link:

<http://www.aim-group.org.uk/resources/centre-handbook-and-forms/>

## Section 4 Operational Guidance

## Section 4

### Operational Guidance

#### Offering the 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](http://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.

#### 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.

#### 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](http://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.

# Section 5 Appendices

[Appendix 1– AIM Glossary of Assessment Terms](#)

# APPENDIX 1

## GLOSSARY OF ASSESSMENT TERMS

## Glossary of Assessment Terms

There are two main types of assessment: summative and formative. The key to good assessment practice is for Assessors to understand what each method contributes and to build their practice to maximise the effectiveness of each.

**Assessment Criteria:** descriptions by which the Assessor determines whether a learner has demonstrated achievement of the intended learning outcomes for a particular level.

**Formative Assessment:** designed to provide learners with feedback on progress and inform development.

**Summative Assessment:** provides a measure of achievement in respect of a learner's performance in relation to the intended learning outcomes. It contributes to the overall result of achieved/not achieved.

### Assessment Terms

Analyse	Identify separate factors, show how they are related and how each one contributes to the whole
Appraise	Consider the positive and negative points and give a reasoned judgement
Assess	Give consideration to all the factors or events that apply and then make a careful and valued judgement as to which are the most important or relevant
Comment critically	Give a view after consideration of all the evidence. In particular decide the importance of all the relevant positive and negative aspects
Compare/Contrast	Using the main factors that apply in two or more situations unpick the similarities and differences or advantages and disadvantages
Define	Make clear what a particular term means and give an example, if appropriate, to show what is meant
Demonstrate	Show by example
Describe	Give a clear overview that includes all the relevant features – 'painting a picture with words'

Design	Create a plan, proposal or brief to illustrate a concept or idea
Discuss	Take part in a conversation about a topic
Draw conclusions	Use the evidence provided to reach a reasoned judgement
Evaluate	Decide the degree to which a statement is true or the importance or value of something by reviewing the information.
Explain	Set out in detail the meaning of something, with reasons. More complex than describe or list, so it can help to give an example to show what is meant. Introduce the topic then give the 'how' or 'why'
Identify	Pin point or choose the right one or give a list of the main features
Illustrate	Include examples, a diagram, pictures or photographs to show what is meant
Interpret	Give the meaning of something
List	Provide the information in a list, rather than in continuous writing
Outline	Give a brief overview
Plan	Work out and decide how to carry out a task or activity
Select	Choose from a given range
State	Give a clear but brief account
Summarise	Write or articulate briefly the main points or essential features

## Contact AIM

For any queries, please contact AIM

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