



AIMQUALIFICATIONS

Handbook

for centre staff



AIM Qualifications

**Level 1 Award in Environmental Sustainability
(600/5653/8)**

Version 5 - July 2021

“

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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Document Version History

Version Number	Date	Description
2	23/11/2018	Update to TQT value and remove credits (page 8) Credits removed (page 11)
3	15/02/2019	Following review credit applied (page 8 and 11) update to TQT value (page 8)
4	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)
5	July 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 9: Resource requirements Page 14: How this qualification is assessed Page 17: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 17: Delivering the MCQ assessments Page 17: At the end of the MCQ assessments



Contents

Introduction	5
SECTION ONE - QUALIFICATION OVERVIEW	
About this Qualification	7
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification Structure and Components	11
SECTION THREE - ASSESSMENT	
Centre Staff Requirements	13
How this Qualification is Assessed	14
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering this Qualification	16
Approval to Offer this Qualification	16
Registration and Certification	16
SECTION FIVE - APPENDICES	
A Guide to Assessing AIM Qualifications	19



Introduction

Welcome to the AIM Qualifications Level 1 Award in Environmental Sustainability (600/5653/8) Qualification Handbook. This Handbook contains everything you need to know about this qualification 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



About this Qualification

The Level 1 Award in Environmental Sustainability is designed to give the learner knowledge and understanding of the basic principles of sustainability and environmental impacts. The qualifications introduce the learner to key issues in sustainability, raising awareness of the topic and encouraging them to consider their role in helping to make sustainable choices. The qualifications may be used as an induction programme or as part of a wider vocational context e.g. Study Programmes, Traineeships.

Public bodies including schools, colleges and other learning providers are encouraged to demonstrate the provision of sustainability within their curriculum offer as well as through their operational activities. Learning providers are accountable for this in the new Ofsted Common Inspection Framework.

Qualification Details

Qualification	
AIM Qualifications Level 1 Award in Environmental Sustainability	
Qualification Family	Flexibilities
Assessment	Various: see Section 3: Assessment
Grading	There is no grading for this qualification
Progression Opportunities	These qualifications can be used as an introduction to (or for) an integral part of a wide range of programmes
Geographical Coverage	England
Operational Start Date	01/06/2012
Review Date	31/12/2023
Sector	3.4 Environmental Conservation
Qualification Number	600/5653/8
Learning Aim Reference	60056538
Credit Value	2
Guided Learning Hours (GLH)	20
Total Qualification Time (TQT)	21
Minimum Learner Age	N/A
Rules of Combination	To achieve this qualification learners must complete the single essential component.



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 can be used as an introduction to (or for) an integral part of a wide range of programmes.

Entry Guidance

There are no specific entry requirements for this qualification.

Qualification Dates

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

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

Resource Requirements

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



Qualification Structure and Components

Section Two

Qualification Structure and Components

This section details the rules of combinations for this qualification. Select the component title to view the component details.

Rules of combination for: AIM Qualifications Level 1 Award in Environmental Sustainability				
To achieve this qualification learners must complete the single essential component.				
Component Code	Component Title	Level	GLH	Credit Value
Essential				
L/602/1107	Environmental Sustainability	One	20	2



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 this Qualification is Assessed

This qualification 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. The online multiple choice exam must be invigilated by an AIM approved invigilator.

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

Components		Set by the centre			Set by AIM			
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/602/1107	Environmental Sustainability	One	✓	–	–	–	✓	–



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 Name

A Guide to Assessing AIM Qualifications





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