



AIMQUALIFICATIONS

Handbook

for centre staff



**AIM Qualifications
Suite of Skills for Curtain Making and Soft Furnishings
Qualifications (VCRF)**

“

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

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

Carol Harmston, AIM Centre

”



Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	14/02/2019	AIM Level 2 Qualifications in Skills for Curtain Making and Soft Furnishings and AIM Qualifications Level 3 Award in Skills for Curtain Making and Soft Furnishings removed from Handbook as they expired 31/12/2018. Following a review Credit removed (pages 7-9 and 12-15) Update to TQT values (pages 7-9)
3	18/04/2019	AIM Qualifications Level 3 Certificate in Skills for Curtain Making and Soft Furnishings operational start date amended (page 9)
4	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 7-9)
5	04/12/2019	AIM Level 2 Diploma in Skills for Curtain Making and Soft Furnishings has been extended from 31/12/2019. The review date has been updated to 31/11/2022.
6	October 2020	Added 'Extended ERF Adaptation - Creative Adaptation' to Appendix (page 23) Added information about adapted qualifications to 'About this Qualification' section (page 7)
7	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 7) (page 23)

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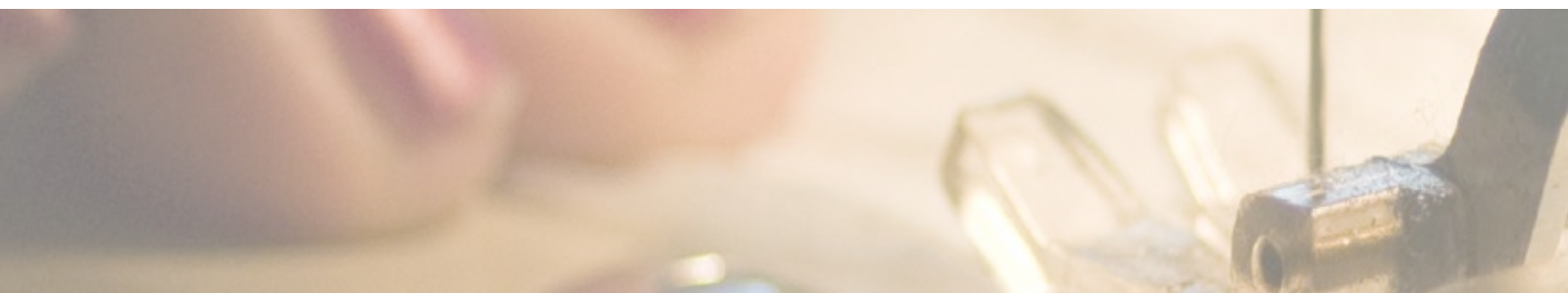
Introduction

Welcome to the AIM Qualifications Suite of Skills for Curtain Making and Soft Furnishings Qualification Handbook. 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



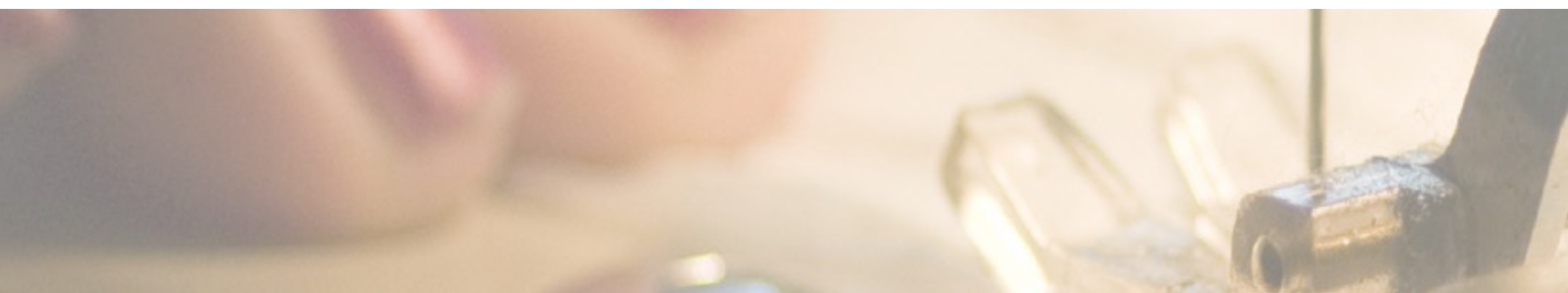
About these Qualifications

The Suite of Curtain Making and Soft Furnishings qualifications provide a realistic introduction to the skills needs of the soft furnishings industry. These practical skills based qualifications equip learners with all the necessary skills and confidence to go on to make high quality hand sewn window treatments and soft furnishings. They include the design and making of curtains, Roman blinds, London blinds, upholstered pelmets, swags & tails, cushions and trimmings. The qualifications enable learners to develop new skills and to enhance existing skills by learning professional techniques.

The qualifications are offered at both Level 2 and Level 3, and suit a wide range of abilities from beginners to those wishing to set up and run their own soft furnishing business. They have been written and structured to link technical and practical skills with creative skills that will appeal to a broad range of learners.

Adapted Assessments

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



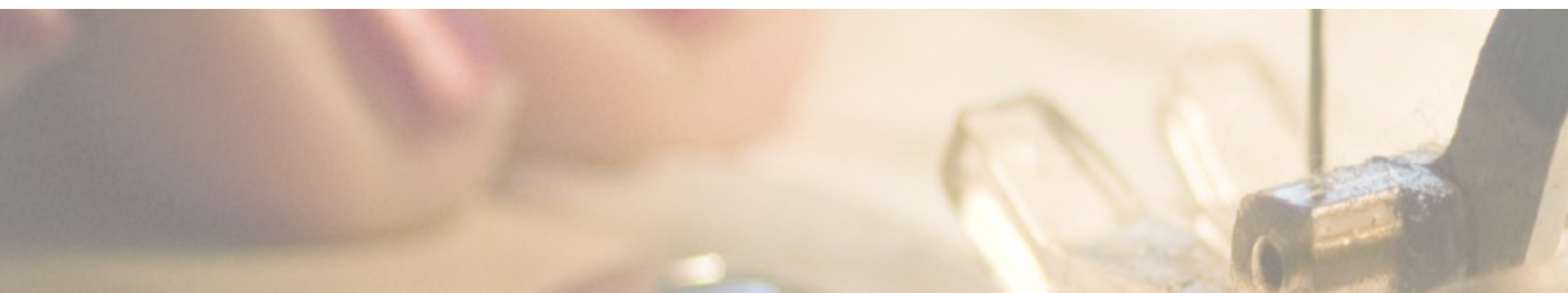
Qualification Details

Qualification	
AIM Qualifications Level 2 Certificate in Skills for Curtain Making and Soft Furnishings	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/10/2011
Review Date	30/11/2022
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	600/3432/4
Learning Aim Reference	60034324
Guided Learning Hours (GLH)	192
Total Qualification Time (TQT)	313
Learner Age	16+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Qualification	
AIM Qualifications Level 2 Diploma in Skills for Curtain Making and Soft Furnishings	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/10/2011
Review Date	31/11/2022
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	600/3431/2
Learning Aim Reference	600/3431/2
Guided Learning Hours (GLH)	296
Total Qualification Time (TQT)	482
Learner Age	16+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Qualification	
AIM Qualifications Level 3 Certificate in Skills for Curtain Making and Soft Furnishings	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/11/2011
Review Date	30/11/2022
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	600/3526/2
Learning Aim Reference	60035262
Guided Learning Hours (GLH)	189
Total Qualification Time (TQT)	355
Learner Age	16+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Qualification	
AIM Qualifications Level 3 Diploma in Skills for Curtain Making and Soft Furnishings	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	01/10/2011
Review Date	30/11/2022
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	600/3506/7
Learning Aim Reference	60035067
Guided Learning Hours (GLH)	349
Total Qualification Time (TQT)	656
Learner Age	16+
Rules of Combination	To achieve this qualification learners must complete all the essential components.



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

- AIM Qualifications Level 2 Certificate and/or Diploma in Skills for Curtain Making and Soft Furnishings
- AIM Qualifications Level 3 Award, Certificate and/or Diploma in Skills for Curtain Making and Soft Furnishings
- Employment in curtain making or soft furnishing

Entry Guidance

There are no specific entry requirements for this qualification, but it is advised that learners have a minimum of Level 1 in literacy and numeracy (or equivalent).

For Level 3, learners need to have achieved a Level 2 Skills in Curtain Making and Soft Furnishings, (or equivalent), or be able to demonstrate a basic mastery of the skills.

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

Learners must have access to facilities that will allow them to fulfil the practical aspects of the qualification.



Section Two

Qualification Structure and Components



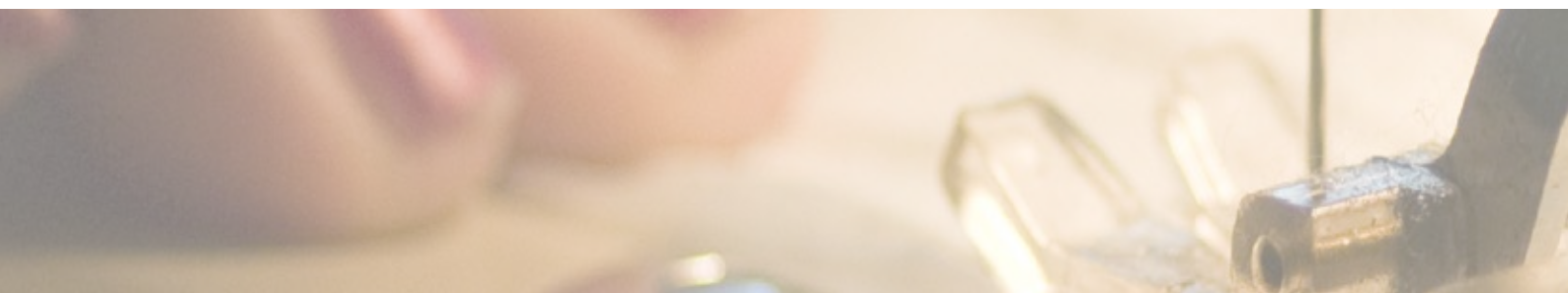
Qualification Structure and Components

This section details the rules of combinations for these qualifications. Select the component titles to view the component details.

Rules of combination for: AIM Qualifications Level 2 Certificate in Skills for Curtain Making and Soft Furnishings

To achieve this qualification learners must complete all the essential components.

Component Code	Component Title	Level	GLH
Essential			
K/503/5635	Constructing a Roman Blind	2	32
F/503/5592	Constructing Hand Sewn Buckram Headers	2	24
J/503/5545	Fabric Selection and Colour Theory	2	24
J/503/5609	Flange Cushion Construction	2	24
L/503/5546	Measuring and Estimation for Curtain Making	2	24
R/503/5547	Pattern Matching	2	16
K/503/5585	Practical Curtain Construction	2	24
Y/503/5548	Window Treatments: Mitres and Hand-Stitching Techniques	2	24



Rules of combination for: AIM Qualifications Level 2 Diploma In Skills for Curtain Making and Soft Furnishings

To achieve this qualification learners must complete all the essential components.

Component Code	Component Title	Level	GLH
Essential			
F/503/5642	Constructing a London Blind	2	24
F/503/5639	Constructing a Padded Pelmet	2	24
T/503/5640	Constructing a Plain Tieback	2	32
K/503/5635	Constructing a Roman Blind	2	32
F/503/5592	Constructing Hand Sewn Buckram Headers	2	24
J/503/5545	Fabric Selection and Colour Theory	2	24
J/503/5609	Flange Cushion Construction	2	24
L/503/5546	Measuring and Estimation for Curtain Making	2	24
R/503/5547	Pattern Matching	2	16
K/503/5585	Practical Curtain Construction	2	24
L/503/5644	Setting up a Soft Furnishings Business	2	24
Y/503/5548	Window Treatments: Mitres and Hand-Stitching Techniques	2	24

Rules of combination for: AIM Qualifications Level 3 Certificate in Skills for Curtain Making and Soft Furnishings

To achieve this qualification learners must complete all the essential components.

Component Code	Component Title	Level	GLH
Essential			
J/503/5741	Constructing a Roman Blind	3	28
F/503/5592	Constructing Hand Sewn Buckram Headers	2	24
F/503/5740	Constructing Piped Crescent Tiebacks and Cushions	3	21
M/503/5670	Estimation for Soft Furnishings	3	21
J/503/5545	Fabric Selection and Colour Theory	2	24
L/503/5739	Lined and Interlined Curtain Construction	3	42
L/503/5658	Window Treatments: Mitres, Hand Stitching Techniques and Pattern Matching	3	21



Rules of combination for: AIM Qualifications Level 3 Diploma in Skills for Curtain Making and Soft Furnishings

To achieve this qualification learners must complete all the essential components.

Component Code	Component Title	Level	GLH
Essential			
J/503/5741	Constructing a Roman Blind	3	28
F/503/5592	Constructing Hand Sewn Buckram Headers	2	24
K/503/5781	Constructing Padded Pelmet	3	21
F/503/5740	Constructing Piped Crescent Tiebacks and Cushions	3	21
M/503/5782	Constructing Swags and Tails	3	35
M/503/5670	Estimation for Soft Furnishings	3	21
J/503/5545	Fabric Selection and Colour Theory	2	24
L/503/5739	Lined and Interlined Curtain Construction	3	42
L/503/5644	Setting up a Soft Furnishings Business	2	24
L/503/5658	Window Treatments: Mitres, Hand Stitching Techniques and Pattern Matching	3	21

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

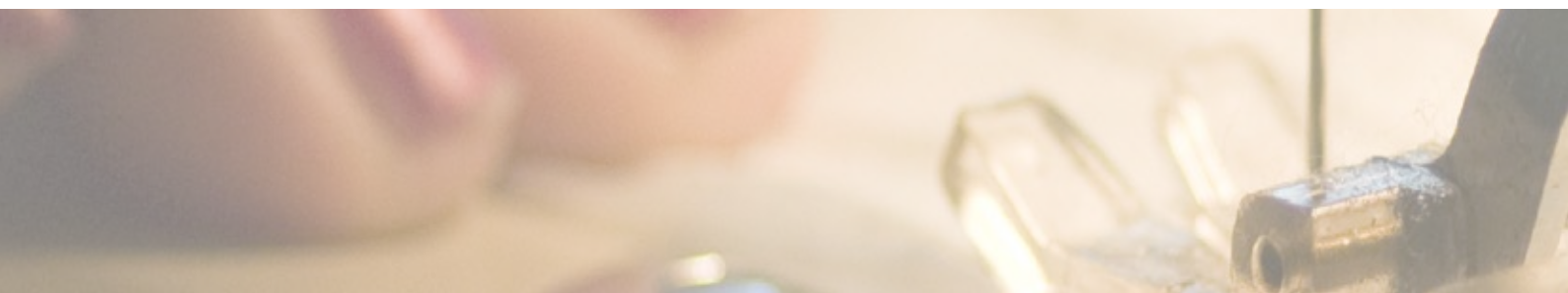
Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- 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

In addition, Assessors and Internal Verifiers must have proven experience and/or qualifications in Curtain Making and Soft Furnishings.

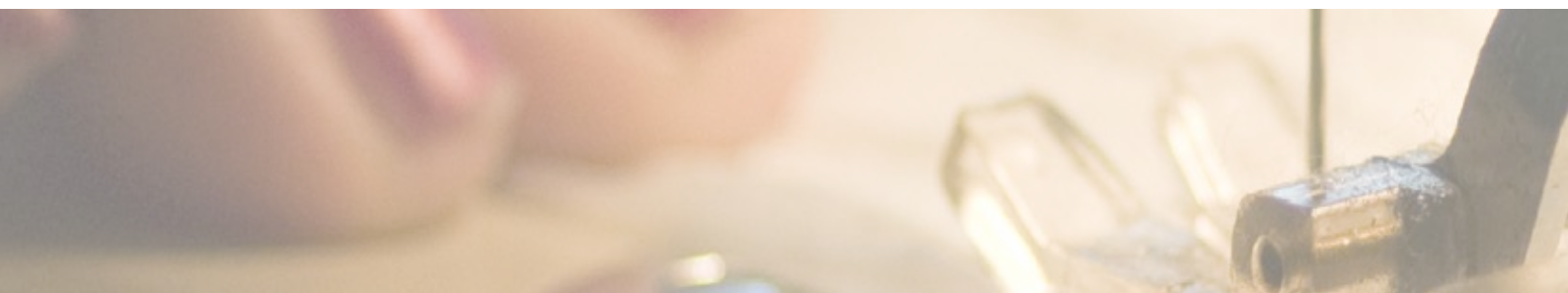


How these Qualifications are Assessed

These qualifications are assessed through an internally set, internally marked and externally verified portfolio of evidence. A summary of the assessment of each component is shown below. Guidance on our expectations is available in [Appendix 1 – A Guide to Assessing AIM Qualifications](#).

Components			Set by the centre			Set by AIM		
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/503/5642	Constructing a London Blind	2	✓	–	✓	–	–	–
F/503/5636	Constructing a Padded Pelmet	2	✓	–	✓	–	–	–
T/503/5640	Constructing a Plain Tieback	2	✓	–	✓	–	–	–
K/503/5635	Constructing a Roman Blind	2	✓	–	✓	–	–	–
F/503/5592	Constructing Hand Sewn Buckram Headers	2	✓	–	✓	–	–	–
J/503/5545	Fabric Selection and Colour Theory	2	✓	–	✓	–	–	–
J/503/5609	Flange Cushion Construction	2	✓	–	✓	–	–	–
L/503/5546	Measuring and Estimation for Curtain Making	2	✓	–	✓	–	–	–
R/503/5547	Pattern Matching	2	✓	–	✓	–	–	–
K/503/5585	Practical Curtain Construction	2	✓	–	✓	–	–	–

Components			Set by the centre			Set by AIM		
<i>Component Code</i>	<i>Component Title</i>	<i>Level</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>
L/503/5644	Setting up a Soft Furnishings Business	2	✓	-	✓	-	-	-
Y/503/5548	Window Treatments: Mitres and Hand-Stitching Techniques	2	✓	-	✓	-	-	-
J/503/5741	Constructing a Roman Blind	3	✓	-	✓	-	-	-
K/503/5781	Constructing Padded Pelmet	3	✓	-	✓	-	-	-
F/503/5740	Constructing Piped Crescent Tiebacks and Cushions	3	✓	-	✓	-	-	-
M/503/5782	Constructing Swags and Tails	3	✓	-	✓	-	-	-
M/503/5670	Estimation for Soft Furnishings	3	✓	-	✓	-	-	-
L/503/5739	Lined and Interlined Curtain Construction	3	✓	-	✓	-	-	-
L/503/5658	Window Treatments: Mitres, Hand Stitching Techniques and Pattern Matching	3	✓	-	✓	-	-	-



Section Four

Operational Guidance



Offering these Qualifications

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.

Fees and Charges

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



Section Five

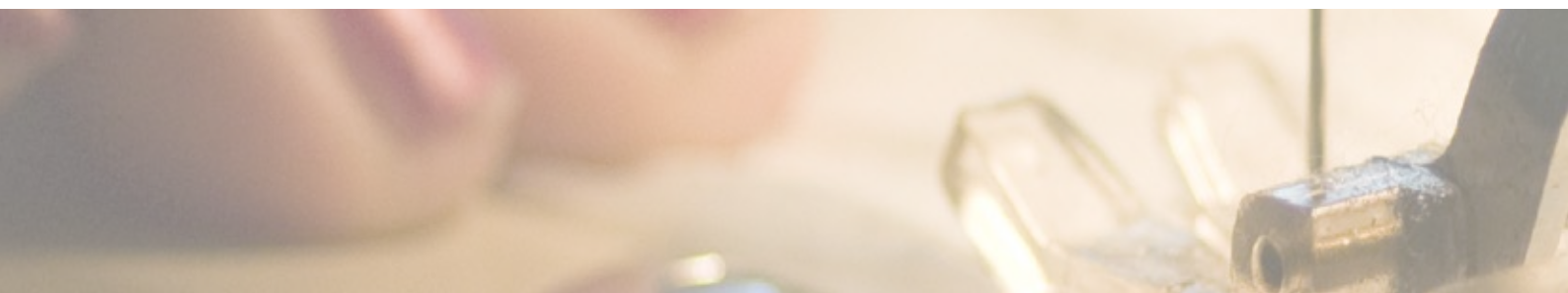
Appendices

Appendices and Links

Appendix Title

A Guide to Assessing AIM Qualifications

VCRF Guidance





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