



AIM Qualifications Suite of Employability Skills Qualifications

“

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	05/11/2018	<p>1) Updated structure requirements (credits required) for the following qualifications:</p> <ul style="list-style-type: none"> - Level 1 Extended Certificate - Level 1 Diploma - Level 2 Award - Level 2 Extended Award - Level 2 Certificate - Level 2 Extended Certificate - Level 2 Diploma <p>2) Component credit values increased for the following size components:</p> <ul style="list-style-type: none"> - Level 2 - Level 3 <p>3) Structure amendment; the following 2 component groups are now available as Essential Groups (were previously Chosen Groups):</p> <ul style="list-style-type: none"> - Introduction to Vocational Industries - Rights and Responsibilities at Work
3	14/02/2019	Rules of combination amended for AIM Qualifications Level 2 Extended Award in Employability Skills (<i>learners may achieve 3 credits from Level 1 and/or Level 3 components</i>).
4	28/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 74).
5	02/05/2019	Operational start date for all qualifications amended for accuracy (pages 9-13)
6	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 9-13)

Version Number	Date	Description
7	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 15: Resource requirements Page 71: How these qualifications are assessed Page 73: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 74: Delivering the MCQ assessments Page 74: At the end of the MCQ assessments
8	February 2022	<ul style="list-style-type: none"> - Qualification review dates updated for: <i>(see pages 10-14)</i> All qualifications, except Level 2 Extended Certificate (see below) - Qualification withdrawal dates added for: <i>(see pages 14)</i> 'AIM Qualifications Level 2 Extended Certificate in Employability Skills (603/1497/7)'
9	March 2022	<ul style="list-style-type: none"> - Component M/616/4793 Interpersonal Skills, Level 1 added as an optional component in the Essential group on page 35 - An optional MCQ assessment method has been added to the following components: Building Confidence and Self Esteem (A/616/0360), Interpersonal Skills (M/616/4793), Bullying and Harassment in the Workplace (L/616/0363), Introduction to Business, Administration and Customer Service Industries (R/616/0641), Introduction to Child Care Industries (F/616/0652), Introduction to Hair and Beauty Industries (T/616/0681), Introduction to Horticulture Industries (H/616/0790).

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Introduction

Welcome to the AIM Qualifications Suite of Employability Skills Qualification Handbook.

AIM Qualifications Entry Level 1 Award in Employability Skills *603/1471/0*

AIM Qualifications Entry Level 1 Extended Award in Employability Skills *603/1472/2*

AIM Qualifications Entry Level 1 Certificate in Employability Skills *603/1473/4*

AIM Qualifications Entry Level 1 Extended Certificate in Employability Skills *603/1474/6*

AIM Qualifications Entry Level 1 Diploma in Employability Skills *603/1475/8*

AIM Qualifications Entry Level 2 Award in Employability Skills *603/1476/X*

AIM Qualifications Entry Level 2 Extended Award in Employability Skills *603/1477/1*

AIM Qualifications Entry Level 2 Certificate in Employability Skills *603/1478/3*

AIM Qualifications Entry Level 2 Extended Certificate in Employability Skills *603/1479/5*

AIM Qualifications Entry Level 2 Diploma in Employability Skills *603/1481/3*

AIM Qualifications Entry Level 3 Award in Employability Skills *603/1483/7*

AIM Qualifications Entry Level 3 Extended Award in Employability Skills *603/1484/9*

AIM Qualifications Entry Level 3 Certificate in Employability Skills *603/1485/0*

AIM Qualifications Entry Level 3 Extended Certificate in Employability Skills *603/1486/2*

AIM Qualifications Entry Level 3 Diploma in Employability Skills *603/1487/4*

AIM Qualifications Level 1 Award in Employability Skills *603/1488/6*

AIM Qualifications Level 1 Extended Award in Employability Skills *603/1489/8*

AIM Qualifications Level 1 Certificate in Employability Skills *603/1490/4*

AIM Qualifications Level 1 Extended Certificate in Employability Skills *603/1492/8*

AIM Qualifications Level 1 Diploma in Employability Skills *603/1493/X*

AIM Qualifications Level 2 Award in Employability Skills *603/1494/1*

AIM Qualifications Level 2 Extended Award in Employability Skills *603/1495/3*

AIM Qualifications Level 2 Certificate in Employability Skills *603/1496/5*

AIM Qualifications Level 2 Extended Certificate in Employability Skills *603/1497/7*

AIM Qualifications Level 2 Diploma in Employability Skills *603/1498/9*

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.

We are also approved as an End Point Assessment Organisation (EPAO).



Section One

Qualification Overview

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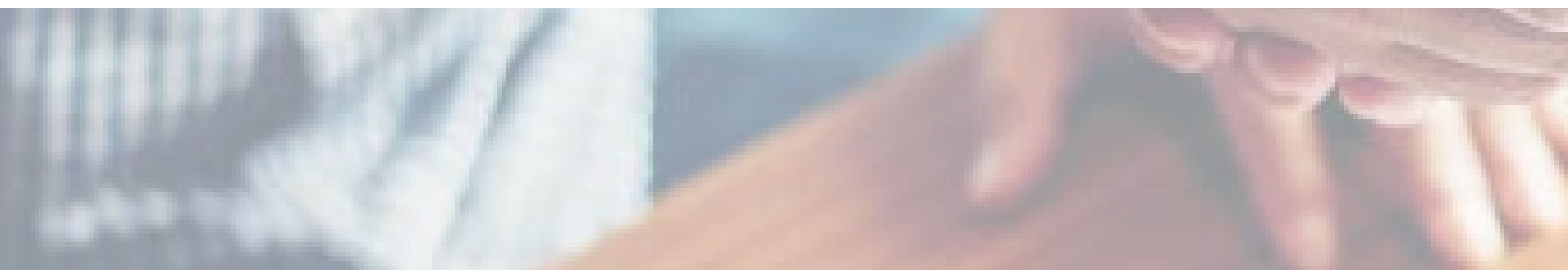
About these Qualifications

The AIM Qualifications Suite of Employability Skills are designed to build the confidence and self-esteem of learners. They encourage the development of values, personal attributes and interpersonal skills that contribute to success in the workplace.

This suite of qualifications aim to cultivate positive attitudes to work, with the development of essential work skills and behaviours such as communication, teamwork and problem-solving. Successful learners are empowered to apply for, secure and sustain meaningful employment.

Qualification Features

- Available from Entry 1 – Level 2
- Flexible progression opportunities available
- Retained popular features from QCF favourites, for example credit-based accumulation and transferable components across the different sizes of qualifications
- Available for learners to achieve a number of small introductory vocational components
- Literacy, numeracy and ICT components available
- Use of the Entry 1 Achievement Continuum for components and qualifications at Entry 1
- A wide range of assessment methods available to suit the individual learner



Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Employability Skills	AIM Qualifications Entry 1 Extended Award in Employability Skills	AIM Qualifications Entry 1 Certificate in Employability Skills	AIM Qualifications Entry 1 Extended Certificate in Employability Skills	AIM Qualifications Entry 1 Diploma in Employability Skills
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England, Wales				
Operational Start Date	1st October 2017				
Review Date	31st July 2025				
Sector	14.2 - Preparation for Work				
Qualification Number	603/1471/0	603/1472/2	603/1473/4	603/1474/6	603/1475/8
Learning Aim Reference	60314710	60314722	60314734	60314746	60314758
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 Employability Skills	AIM Qualifications Entry 2 Extended Award in Employability Skills	AIM Qualifications Entry 2 Certificate in Employability Skills	AIM Qualifications Entry 2 Extended Certificate in Employability Skills	AIM Qualifications Entry 2 Diploma in Employability Skills
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England, Wales				
Operational Start Date	1st October 2017				
Review Date	31st July 2025				
Sector	14.2 - Preparation for Work				
Qualification Number	603/1476/X	603/1477/1	603/1478/3	603/1479/5	603/1481/3
Learning Aim Reference	6031476X	60314771	60314783	60314795	60314813
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 Employability Skills	AIM Qualifications Entry 3 Extended Award in Employability Skills	AIM Qualifications Entry 3 Certificate in Employability Skills	AIM Qualifications Entry 3 Extended Certificate in Employability Skills	AIM Qualifications Entry 3 Diploma in Employability Skills
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England, Wales				
Operational Start Date	1st October 2017				
Review Date	31st July 2025				
Sector	14.2 - Preparation for Work				
Qualification Number	603/1483/7	603/1484/9	603/1485/0	603/1486/2	603/1487/4
Learning Aim Reference	60314837	60314849	60314850	60314862	60314874
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 Employability Skills	AIM Qualifications Level 1 Extended Award in Employability Skills	AIM Qualifications Level 1 Certificate in Employability Skills	AIM Qualifications Level 1 Extended Certificate in Employability Skills	AIM Qualifications Level 1 Diploma in Employability Skills
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England, Wales				
Operational Start Date	1st October 2017				
Review Date	31st July 2025				
Sector	14.2 - Preparation for Work				
Qualification Number	603/1488/6	603/1489/8	603/1490/4	603/1492/8	603/1493/X
Learning Aim Reference	60314886	60314898	60314904	60314928	6031493X
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 Employability Skills	AIM Qualifications Level 2 Extended Award in Employability Skills	AIM Qualifications Level 2 Certificate in Employability Skills	AIM Qualifications Level 2 Extended Certificate in Employability Skills	AIM Qualifications Level 2 Diploma in Employability Skills
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England, Wales				
Operational Start Date	1st October 2017				
Review Date	Level 2 Award - 31st July 2025 Level 2 Extended Award - 31st July 2025 Level 2 Certificate - 31st July 2025 Level 2 Diploma - 31st July 2025				
Last Learner Registration Date	Level 2 Extended Certificate only - 31st July 2022				
Last Certification Date	Level 2 Extended Certificate only - 31st July 2025				
Sector	14.2 - Preparation for Work				
Qualification Number	603/1494/1	603/1495/3	603/1496/5	603/1497/7	603/1498/9
Learning Aim Reference	60314941	60314953	60314965	60314977	60314989
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.

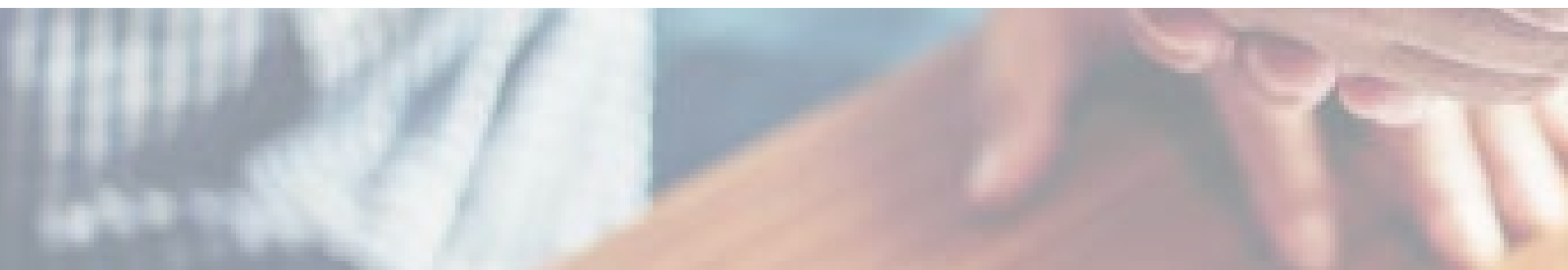
Qualification Dates

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.

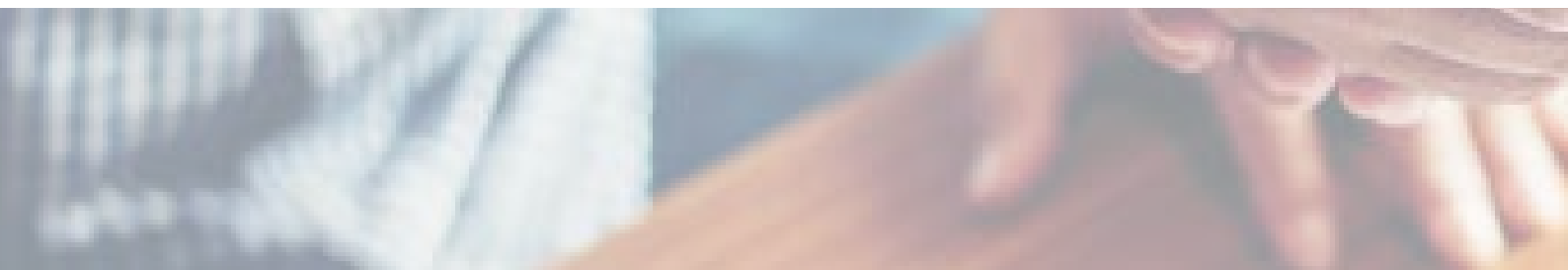
Resource Requirements

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 (Components with the same title at different levels are barred against each other)

	AIM Qualifications Entry 1 Award in Employability Skills	AIM Qualifications Entry 1 Extended Award in Employability Skills	AIM Qualifications Entry 1 Certificate in Employability Skills	AIM Qualifications Entry 1 Extended Certificate in Employability Skills	AIM Qualifications Entry 1 Diploma in Employability Skills
Total Credits Required	3	9	15	27	37
Required Credits from the Core Group	3	3	3	3	3
Minimum Credits allowed from Essential Group	N/A	3	6	15	21
Maximum Credits allowed from Chosen Group	N/A	3	6	9	13

Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Core Component Group at Entry 1.	Learners must achieve a minimum of 9 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 1, and a minimum of 3 must be achieved from the Essential Component Group. The remaining 3 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 3 credits may be achieved at Entry 2.	Learners must achieve a minimum of 15 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 1, and a minimum of 6 credits must be achieved from the Essential Component Group. The remaining 6 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 6 credits may be achieved at Entry 2.	Learners must achieve a minimum of 27 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 1, and a minimum of 15 credits must be achieved from the Essential Component Group. The remaining 9 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 9 credits may be achieved at Entry 2.	Learners must achieve a minimum of 37 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 1, and a minimum of 21 credits must be achieved from the Essential Component Group. The remaining 13 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 12 credits may be achieved at Entry 2.

Qualification Structure: Entry 2 Qualifications (Components with the same title at different levels are barred against each other)

	AIM Qualifications Entry 2 Award in Employability Skills	AIM Qualifications Entry 2 Extended Award in Employability Skills	AIM Qualifications Entry 2 Certificate in Employability Skills	AIM Qualifications Entry 2 Extended Certificate in Employability Skills	AIM Qualifications Entry 2 Diploma in Employability Skills
Total Credits Required	3	9	15	27	37
Required Credits allowed from Core Group	3	3	3	3	3
Maximum Credits allowed from Essential Group	N/A	3	6	15	21
Maximum Credits allowed from Chosen Group	N/A	3	6	9	13

Full Description of Rules of Combination	Learners must achieve 3 credits from the Core Component Group at Entry 2 only.	Learners must achieve a minimum of 9 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 2, and a minimum of 3 credits must be achieved from the Essential Component Group. The remaining 3 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 3 credits may be achieved at Entry 1 and/or Entry 3.	Learners must achieve a minimum of 15 credits in total. Exactly 3 credits must be achieved from the Core Component Group at Entry 2, and a maximum of 6 credits must be achieved from the Essential Component Group. The remaining 6 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 6 credits may be achieved at Entry 1 and/or Entry 3.	Learners must achieve a minimum of 27 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 2, and a minimum of 15 credits must be achieved from the Essential Component Group. The remaining 9 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 9 credits may be achieved at Entry 1 and/or Entry 3.	Learners must achieve a minimum of 37 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 2, and a minimum of 21 credits must be achieved from the Essential Component Group. The remaining 13 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 12 credits may be achieved at Entry 1 and/or Entry 3.

Qualification Structure: Entry 3 Qualifications *(Components with the same title at different levels are barred against each other)*

	AIM Qualifications Entry 3 Award in Employability Skills	AIM Qualifications Entry 3 Extended Award in Employability Skills	AIM Qualifications Entry 3 Certificate in Employability Skills	AIM Qualifications Entry 3 Extended Certificate in Employability Skills	AIM Qualifications Entry 3 Diploma in Employability Skills
Total Credits Required	3	9	15	27	37
Required Credits from the Core Group	3	3	3	3	3
Minimum Credits allowed from Essential Group	N/A	3	6	15	21
Maximum Credits allowed from Chosen Group	N/A	3	6	9	13

Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Core Component Group at Entry 3.	Learners must achieve a minimum of 9 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 3, and a minimum of 3 credits must be achieved from the Essential Component Group. The remaining 3 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 3 credits may be achieved at Entry 2 and/or Level 1.	Learners must achieve a minimum of 15 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 3, and a minimum of 6 credits must be achieved from the Essential Component Group. The remaining 6 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 6 credits may be achieved at Entry 2 and/or Level 1.	Learners must achieve a minimum of 27 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 3, and a minimum of 15 credits must be achieved from the Essential Component Group. The remaining 9 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 9 credits may be achieved at Entry 2 and/or Level 1.	Learners must achieve a minimum of 37 credits in total. Exactly 3 credits must be achieved from the Core Group at Entry 3, and a minimum of 21 credits must be achieved from the Essential Component Group. The remaining 13 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 12 credits may be achieved at Entry 2 and/or Level 1.

Qualification Structure: Level 1 Qualifications *(Components with the same title at different levels are barred against each other)*

	AIM Qualifications Level 1 Award in Employability Skills	AIM Qualifications Level 1 Extended Award in Employability Skills	AIM Qualifications Level 1 Certificate in Employability Skills	AIM Qualifications Level 1 Extended Certificate in Employability Skills	AIM Qualifications Level 1 Diploma in Employability Skills
Total Credits Required	6	9	15	26	36
Required Credits from the Core Group	3	3	3	3	3
Minimum Credits allowed from Essential Group	3	3	6	15	21
Maximum Credits allowed from Chosen Group	N/A	3	6	8	12

Full Description of Rules of Combination	Learners must achieve 6 credits in total. Learners must achieve exactly 3 credits from the core component group and 3 credits from the essential component group. All of the credits must be at the Level 1.	Learners must achieve a minimum of 9 credits in total. Exactly 3 credits must be achieved from the Core Group at Level 1, and a minimum of 3 must be achieved from the Essential Component Group. The remaining 3 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 3 credits may be achieved at Entry 3 and/or Level 2.	Learners must achieve a minimum of 15 credits in total. Exactly 3 credits must be achieved from the Core Group at Level 1, and a minimum of 6 must be achieved from the Essential Component Group. The remaining 6 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 6 credits may be achieved at Entry 3 and/or Level 2.	Learners must achieve a minimum of 26 credits in total. Exactly 3 credits must be achieved from the Core Group at Level 1, and a minimum of 15 must be achieved from the Essential Component Group. The remaining 8 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 8 credits may be achieved at Entry 3 and/or Level 2.	Learners must achieve a minimum of 36 credits in total. Exactly 3 credits must be achieved from the Core Group at Level 1, and a minimum of 21 must be achieved from the Essential Component Group. The remaining 12 credits may be achieved from either the Chosen Group or the Essential Group. A maximum of 12 credits may be achieved at Entry 3 and/or Level 2.

Qualification Structure: Level 2 Qualifications *(Components with the same title at different levels are barred against each other)*

	AIM Qualifications Level 2 Award in Employability Skills	AIM Qualifications Level 2 Extended Award in Employability Skills	AIM Qualifications Level 2 Certificate in Employability Skills	AIM Qualifications Level 2 Extended Certificate in Employability Skills	AIM Qualifications Level 2 Diploma in Employability Skills
Total Credits Required	8	11	19	34	48
Required Credits from the Core Group	4	4	4	4	4
Minimum Credits allowed from Essential Group	4	7	8	19	27
Maximum Credits allowed from Chosen Group	N/A	N/A	7	11	17

Full Description of Rules of Combination	<p><i>Learners must achieve 8 credits in total.</i></p> <p><i>Learners must achieve exactly 4 credits from the core component group and 4 credits from the essential component group.</i></p> <p><i>All of the credits must be at Level 2.</i></p>	<p><i>Learners must achieve a minimum of 11 credits in total.</i></p> <p><i>Exactly 4 credits must be achieved from the Core Group at Level 2, and a minimum of 7 must be achieved from the Essential Component Group.</i></p> <p><i>A maximum of 3 credits may be achieved at Level 1 and/or Level 3.</i></p>	<p><i>Learners must achieve a minimum of 19 credits in total.</i></p> <p><i>Exactly 4 credits must be achieved from the Core Group at Level 2, and a minimum of 8 must be achieved from the Essential Component Group.</i></p> <p><i>The remaining 7 credits may be achieved from either the Chosen Group or the Essential Group.</i></p> <p><i>A maximum of 7 credits may be achieved at Level 1 and/or Level 3.</i></p>	<p><i>Learners must achieve a minimum of 34 credits in total.</i></p> <p><i>Exactly 4 credits must be achieved from the Core Group at Level 2, and a minimum of 19 must be achieved from the Essential Component Group.</i></p> <p><i>The remaining 11 credits may be achieved from either the Chosen Group or the Essential Group.</i></p> <p><i>A maximum of 11 credits may be achieved at Level 1 and/or Level 3.</i></p>	<p><i>Learners must achieve a minimum of 48 credits in total.</i></p> <p><i>Exactly 4 credits must be achieved from the Core Group at Level 2, and a minimum of 27 must be achieved from the Essential Component Group.</i></p> <p><i>The remaining 17 credits may be achieved from either the Chosen Group or the Essential Group.</i></p> <p><i>A maximum of 17 credits may be achieved at Level 1 and/or Level 3.</i></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:

Core Component Group:

The Psychology of Success

The topics within this CORE group are all variations on the theme of 'The Psychology of Success'. These topics have in common two main threads: understanding the skills that support the development of a growth mind-set and attitude, and being able to apply planning skills, including adapting to change on the other.

In practice, most learning providers will be either formally or informally carrying out these steps as part of their normal support to their learners.

At the lower Entry Levels (E1, E2) there is a single 3 credit component:

- a) Action Planning for Success. This includes the setting of personal improvement goals

At Entry 3, learners may choose ONE component from

- a) Action Planning for Personal Success. This component focuses on self-awareness by the learner in identifying their own strengths and areas for self-improvement and introduce the concept of action planning.
- b) Setting Goals for Personal Development
- c) Personal Emotional Resilience

At Level 1 and Level 2, learners may choose ONE component from:

- a) Understanding How to Be Successful: These components place the emphasis on understanding and applying models of success that can be applied to any walk of life. This includes recognising the importance of characteristics such as persistence and showing how to manage challenges that effect the need for change when seeking to achieve personal goals. Further, at Level 2 learners will demonstrate an understanding of the concept and attributes associated with a growth mind-set.
- b) Setting Goals for Personal Development: These components are more reflective, requiring the learner to self-assess their own skills, interests and experiences, and then to examine the resources available to support achieving their identified goal(s). This includes developing a specific plan of action to achieve the desired goal(s), whilst also recognising potential barriers to progress.
- c) Action Planning for Personal Success: These components emphasis prioritising a specific goal or target arising from self-analysis and then planning the specific activities and setting deadlines. This includes reviewing progress, making amendments to plans as required and identifying how they can use their experiences to help their own future progress.
- d) Personal Emotional Resilience: These components focus on individual capacity to manage change and to recognise how mental approaches can help to support this. This includes understanding what is meant by personal emotional resilience and identifying their own personal strengths and weaknesses in relation to their emotional resilience. It also helps learners to examine things that can be done for improvement in this area and developing an action plan and how to implement this

Essential Component Group: which includes topics on behaviour in the workplace, communication in the workplace, equality and diversity at work, problem solving in the workplace, teamwork skills, volunteering etc.

Chosen Component Group: which includes components in ICT, maths and English.



Core Group

Component Code	Component Title	Level	Credit Value	GLH	Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/2403	Action Planning for Personal Success	E1	3	30	✓	–	–	–	–	–
J/616/2404	Action Planning for Personal Success	E2	3	30	✓	–	–	–	–	–
L/616/2405	Action Planning for Personal Success	E3	3	30	✓	–	–	–	–	–
R/616/2406	Action Planning for Personal Success	One	3	27	✓	–	–	–	–	–
F/617/0193	Action Planning for Personal Success	Two	4	24	✓	–	–	–	–	–
D/616/2408	Personal Emotional Resilience	E3	3	30	✓	–	–	–	–	–
H/616/2409	Personal Emotional Resilience	One	3	27	✓	–	–	–	–	–
J/617/0194	Personal Emotional Resilience	Two	4	24	✓	–	–	–	–	–
T/504/8582	Setting Goals for Personal Development	E3	3	30	✓	–	–	–	–	–
H/616/2412	Setting Goals for Personal Development	One	3	27	✓	–	–	–	–	–
L/617/0195	Setting Goals for Personal Development	Two	4	24	✓	–	–	–	–	–
T/616/2415	Understanding How to be Successful	One	3	27	✓	–	–	–	✓	–
R/617/0196	Understanding How to be Successful	Two	4	24	✓	–	–	–	✓	–

Essential Group

Component Code	Component Title	Level	Credit Value	GLH	Essential: Accessing Services			Assessment set by the centre			Assessment set by AIM		
					Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/0331	Accessing Commercial Services	E1	3	30	✓	–	✓	–	–	–	–	–	–
L/616/0332	Accessing Commercial Services	E2	3	30	✓	–	✓	–	–	–	–	–	–
R/616/0333	Accessing Commercial Services	E3	3	30	✓	–	✓	–	–	–	–	–	–
Y/616/0334	Accessing Financial Services	E1	3	30	✓	–	✓	–	–	–	–	–	–
D/616/0335	Accessing Financial Services	E2	3	30	✓	–	✓	–	–	–	–	–	–
H/616/0336	Accessing Financial Services	E3	3	30	✓	–	✓	–	–	–	–	–	–

Essential: Assertiveness and Decision Making										
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	One	3	27	✓	–	–	–	–	–
L/616/9953	Assertiveness and Decision Making Skills	Two	4	24	✓	–	–	–	–	–
D/616/0450	Decision Making Skills	Two	1	8	✓	–	–	–	–	–
M/616/0453	Developing Assertiveness	E1	2	20	✓	–	–	–	–	–
T/616/0454	Developing Assertiveness	E2	2	20	✓	–	–	–	–	–

Essential: Behaviour in the Workplace					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	One	3	27	✓	–	–	–	–	–
Y/616/9955	Building and Managing Workplace Relationships	Two	4	24	✓	–	–	–	–	–
J/616/0362	Bullying and Harassment in the Workplace	E3	1	10	✓	–	–	–	–	–
L/616/0363	Bullying and Harassment in the Workplace	One	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	One	3	27	✓	–	–	–	–	–
D/616/9956	Conflict Resolution in the Workplace	Two	4	24	✓	–	–	–	–	–
Y/616/0446	Dealing with Difficult Situations at Work	E3	1	10	✓	–	✓	–	–	–
D/616/0447	Dealing with Difficult Situations at Work	One	1	9	✓	–	✓	–	–	–
A/616/0875	Personal Manner and Conduct	E1	2	20	✓	–	✓	–	–	–
F/616/0876	Personal Manner and Conduct	E2	2	20	✓	–	✓	–	–	–
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	✓	–	–	–	–	–

Essential: Behaviour in the Workplace

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/616/0920	Responsible Work Practice	One	2	18	✓	–	✓	–	–	–
H/616/0921	Responsible Work Practice	Two	1	8	✓	–	–	–	–	–

Essential: Career Planning and Job Search

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	✓	–	✓	–	–	–
R/616/0364	Career Planning	E3	3	30	✓	–	–	–	–	–
Y/616/0365	Career Planning	One	3	27	✓	–	–	–	–	–
M/616/9959	Career Planning	Two	4	24	✓	–	–	–	–	–
J/617/0180	Career Planning	Three	4	21	✓	–	–	–	–	–
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	✓	–	–	–	–	–

Essential: Career Planning and Job Search					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/616/0585	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	Two	4	24	✓	-	-	-	-	-
L/616/0816	Job Applications	E3	1	10	✓	-	✓	-	-	-
Y/616/0818	Job Applications	One	1	9	✓	-	✓	-	-	-
D/616/0819	Job Seeking Skills	E3	1	10	✓	-	-	-	-	-
Y/616/0821	Job Seeking Skills	One	3	27	✓	-	-	-	✓	-
K/616/9958	Job Seeking Skills	Two	4	24	✓	-	-	-	✓	-
K/616/0855	Making Informed Career Choices	E1	2	20	✓	-	-	-	-	-
M/616/0856	Making Informed Career Choices	E2	2	20	✓	-	-	-	-	-
K/616/0905	Recognising Employment Opportunities	Three	1	7	✓	-	-	-	-	-
K/616/1214	Working Patterns	One	1	9	✓	-	-	-	-	-

Essential: Communication in the Workplace					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	One	3	27	✓	-	-	-	-	-
K/616/9961	Communication in the Workplace	Two	4	24	✓	-	-	-	-	-
L/617/0181	Communication in the Workplace	Three	4	21	✓	-	-	-	-	-

Essential: Confidence and Self Esteem					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	One	3	27	✓	-	-	-	✓	-
M/616/9962	Building Confidence and Self Esteem	Two	4	24	✓	-	-	-	-	-

Essential: Continuing Professional Development					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	Two	4	24	✓	–	–	–	–	–
H/616/0451	Developing a Personal Learning Programme	E3	3	30	✓	–	–	–	–	–
K/616/0452	Developing a Personal Learning Programme	One	3	27	✓	–	–	–	–	–
T/616/0597	Getting the Most Out of Training	E3	1	10	✓	–	✓	–	–	–
F/616/0599	Getting the Most Out of Training	One	1	9	✓	–	✓	–	–	–
A/616/9964	Improving Own Learning and Performance	Two	4	24	✓	–	–	–	–	–
Y/617/0183	Improving Own Learning and Performance	Three	4	21	✓	–	–	–	–	–
K/616/0631	Induction to a Training Course	E3	3	30	✓	–	–	–	–	–
J/616/0636	Induction to a Training Course	One	3	27	✓	–	–	–	–	–
F/616/0859	Managing Study	E3	3	30	✓	–	✓	–	–	–
T/616/0860	Managing Study	One	3	27	✓	–	✓	–	–	–
J/616/0880	Planning for Progression	E3	1	10	✓	–	–	–	–	–
T/616/0924	Reviewing Your Situation at Work	E3	1	10	✓	–	–	–	–	–
A/616/0925	Reviewing Your Situation at Work	One	1	9	✓	–	–	–	–	–

Essential: Continuing Professional Development					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/616/1116	Transferable Skills and Training Needs	E3	3	30	✓	–	–	–	–	–
M/616/1117	Transferable Skills and Training Needs	One	3	27	✓	–	–	–	–	–
J/616/9966	Understanding Change in the Workplace	Two	3	16	✓	–	–	–	–	–
A/616/1167	Understanding Progression Opportunities	E3	1	10	✓	–	–	–	–	–
F/616/1168	Understanding Progression Opportunities	One	1	9	✓	–	–	–	–	–
F/616/9965	Undertaking Professional Development	Two	4	24	✓	–	–	–	–	–

Essential: Customer Service Skills					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	One	3	27	✓	–	–	–	✓	–
L/616/9967	Customer Service Skills	Two	4	24	✓	–	–	–	–	–

Essential: CV Writing					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	One	3	27	✓	-	-	-	-	-
R/616/9968	Building a Personal Career Portfolio	Two	4	24	✓	-	-	-	-	-
Y/617/0233	Building a Personal Career Portfolio	Three	4	21	✓	-	-	-	-	-
R/616/0428	Creating a Tailored Curriculum Vitae (CV)	One	3	27	✓	-	-	-	-	-
Y/616/9969	Creating a Tailored Curriculum Vitae (CV)	Two	4	24	✓	-	-	-	-	-
H/616/0434	Creating an Online Profile for Career Planning	One	3	27	✓	-	✓	-	-	-
L/616/9970	Creating an Online Profile for Career Planning	Two	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	✓	-	✓	-	-	-

Essential: Discrimination at Work					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	One	3	27	✓	-	-	-	-	-
R/616/9971	Discrimination at Work	Two	4	24	✓	-	-	-	-	-

Essential: Employability Skills					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/616/0368	Carrying out Market Research	E1	2	20	✓	-	✓	-	-	-
M/616/0369	Carrying out Market Research	E2	2	20	✓	-	✓	-	-	-
H/616/0370	Carrying Out Work Tasks	E1	4	40	✓	-	✓	-	-	-
K/616/0371	Carrying Out Work Tasks	E2	4	40	✓	-	✓	-	-	-
L/617/0231	Creative Arts Workshops and Presentations	Two	8	48	✓	-	✓	-	-	-
A/616/0455	Developing Meeting Skills	E3	2	20	✓	-	✓	-	-	-
F/616/0456	Developing Meeting Skills	One	2	18	✓	-	✓	-	-	-
D/616/9973	Developing Meeting Skills	Two	3	16	✓	-	✓	-	-	-

Essential: Employability Skills					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/616/0466	Employment Skills	E3	3	30	✓	–	✓	–	–	–
M/616/0467	Employment Skills	One	3	27	✓	–	–	–	✓	–
H/616/0594	Following Instructions in the Workplace	E1	2	20	✓	–	✓	–	–	–
K/616/0595	Following Instructions in the Workplace	E2	2	20	✓	–	✓	–	–	–
M/616/0596	Following Instructions in the Workplace	E3	2	20	✓	–	✓	–	–	–
M/616/4793	Interpersonal Skills	L1	3	27	✓	–	–	–	✓	–
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	✓	–	✓	–	–	–
T/616/0793	Introduction to the Use of Tools and Equipment for a Work Task	E1	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	3	30	✓	–	✓	–	–	–
K/616/9975	Leadership Skills	Two	4	24	✓	–	–	–	–	–
D/617/0184	Leadership Skills	Three	4	21	✓	–	–	–	–	–
D/616/0853	Making a Work Product	E1	2	20	✓	–	✓	–	–	–
H/616/0854	Making a Work Product	E2	2	20	✓	–	✓	–	–	–

Essential: Employability Skills					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/616/0857	Managing a Work Project	Two	1	8	✓	–	–	–	–	–
A/616/0858	Managing a Work Project	Three	1	7	✓	–	–	–	–	–
J/616/0863	Marketing Products and Services	E1	2	20	✓	–	✓	–	–	–
L/616/0864	Marketing Products and Services	E2	2	20	✓	–	✓	–	–	–
D/616/0867	Motivation	One	1	9	✓	–	–	–	–	–
H/616/0868	Negotiation Skills	One	6	54	✓	–	✓	–	–	–
T/616/9977	Negotiation Skills	Two	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	One	6	54	✓	–	✓	–	–	–
A/616/9995	Participating in Vocational Tasters	Two	8	48	✓	–	✓	–	–	–
R/617/0232	Practical Presentation Skills	Two	4	24	✓	–	✓	–	–	–
L/616/0881	Practical Workshop Skills	E1	2	20	✓	–	✓	–	–	–
R/616/0882	Practical Workshop Skills	E2	2	20	✓	–	✓	–	–	–
H/616/1454	Pre-Press Skills in the Print Workshop	One	3	27	✓	–	✓	–	–	–
R/616/1224	Presentation Skills	E3	2	20	✓	–	✓	–	–	–

Essential: Employability Skills					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/616/1225	Presentation Skills	One	2	18	✓	-	✓	-	-	-
F/616/9996	Presentation Skills	Two	3	16	✓	-	✓	-	-	-
H/617/0185	Presentation Skills	Three	4	21	✓	-	✓	-	-	-
M/616/1456	Production Line Skills	One	3	27	✓	-	✓	-	-	-
Y/616/0902	Promoting a Business	E1	2	20	✓	-	✓	-	-	-
D/616/0903	Promoting a Business	E2	2	20	✓	-	✓	-	-	-
K/616/1455	Quality Assurance and Control in a Production Workshop	One	3	27	✓	-	✓	-	-	-
F/616/0912	Report Writing	Two	1	8	✓	-	-	-	-	-
R/616/0915	Report Writing	Three	1	7	✓	-	-	-	-	-
D/616/0917	Research Skills	One	3	27	✓	-	-	-	-	-
J/617/0017	Research Skills	Two	4	24	✓	-	-	-	-	-
M/617/0187	Research Skills	Three	8	42	✓	-	-	-	-	-
T/616/0938	Self Advocacy	E1	3	30	✓	-	-	-	-	-
A/616/0939	Selling Skills	E2	2	20	✓	-	✓	-	-	-
L/617/0018	Small Scale Research Project	Two	8	48	✓	-	-	-	-	-

Essential: Employability Skills					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/616/1038	Supporting Workers Whose First Language is not English	E3	3	30	✓	-	✓	-	-	-
L/616/1044	Supporting Workers Whose First Language is not English	One	3	27	✓	-	✓	-	-	-
H/616/1048	Take Part in a Work Activity	E3	1	10	✓	-	✓	-	-	-
K/616/1052	Take Part in a Work Activity	One	1	9	✓	-	✓	-	-	-
J/617/0020	Take Part in a Work Activity	Two	3	16	✓	-	✓	-	-	-
R/616/1188	Use of Materials for a Work Task	One	2	18	✓	-	-	-	-	-
R/617/0022	Use of Materials for a Work Task	Two	3	16	✓	-	-	-	-	-
L/616/1190	Use Tools and Equipment for a Work Task	One	3	27	✓	-	✓	-	-	-
H/616/9974	Use Tools and Equipment for a Work Task	Two	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	✓	-	-	-	-	-

Essential: Enterprise Skills					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	✓	–	✓	–	–	–
K/616/0581	Exploring Enterprise	E2	2	20	✓	–	✓	–	–	–
R/616/0929	Roles and Responsibilities in a Business Enterprise	E1	1	10	✓	–	–	–	–	–
M/616/0937	Roles and Responsibilities in a Business Enterprise	E2	1	10	✓	–	–	–	–	–
H/616/1177	Undertaking an Enterprise Project	E3	6	60	✓	–	✓	–	–	–
K/616/1178	Undertaking an Enterprise Project	One	6	54	✓	–	–	–	–	–
Y/617/0023	Undertaking an Enterprise Project	Two	8	48	✓	–	–	–	–	–
T/617/0191	Undertaking an Enterprise Project	Three	8	42	✓	–	–	–	–	–

Essential: Environmental Awareness					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	✓	–	–	–	–	–

Essential: Equality and Diversity at Work					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	One	3	27	✓	–	–	–	✓	–
D/617/0024	Equality and Diversity at Work	Two	4	24	✓	–	–	–	–	–

Essential: Health and Safety in the Workplace					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	One	1	9	✓	–	✓	–	–	–
D/616/0593	Follow Health and Safety Procedures in the Workplace	Two	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	One	3	27	✓	–	–	–	✓	–
H/617/0025	Health and Safety in the Workplace	Two	4	24	✓	–	–	–	✓	–

Essential: Induction to Work					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	✓	–	–	–	–	–

Essential: Interview Techniques					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	One	1	9	✓	–	–	–	–	–
A/617/0032	Preparation for a Recruitment Interview	Two	3	16	✓	–	–	–	–	–
J/616/0894	Preparing for an Interview	E1	2	20	✓	–	–	–	–	–
L/616/0895	Preparing for an Interview	E2	2	20	✓	–	–	–	–	–
K/616/1181	Undertaking an Interview	E1	1	10	✓	–	✓	–	–	–
M/616/1182	Undertaking an Interview	E2	1	10	✓	–	✓	–	–	–

Essential: Introduction to Vocational Industries					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 Animal Care Industries	E1	2	20	✓	–	–	–	–	–
H/615/9297	Introduction to Animal Care Industries	E2	2	20	✓	–	–	–	–	–
K/615/9298	Introduction to Animal Care Industries	E3	2	20	✓	–	–	–	–	–
M/615/9299	Introduction to Animal Care Industries	One	2	18	✓	–	–	–	–	–
F/617/0145	Introduction to Animal Care Industries	Two	3	16	✓	–	–	–	–	–
R/616/0638	Introduction to Business, Administration and Customer Service Industries	E1	2	20	✓	–	–	–	–	–
Y/616/0639	Introduction to Business, Administration and Customer Service Industries	E2	2	20	✓	–	–	–	–	–
L/616/0640	Introduction to Business, Administration and Customer Service Industries	E3	2	20	✓	–	–	–	–	–
R/616/0641	Introduction to Business, Administration and Customer Service Industries	One	2	18	✓	–	–	–	✓	–
L/617/0147	Introduction to Business, Administration and Customer Service Industries	Two	3	16	✓	–	–	–	–	–
H/616/0644	Introduction to Catering and Hospitality Industries	E1	2	20	✓	–	–	–	–	–
K/616/0645	Introduction to Catering and Hospitality Industries	E2	2	20	✓	–	–	–	–	–
M/616/0646	Introduction to Catering and Hospitality Industries	E3	2	20	✓	–	–	–	–	–

Essential: Introduction to Vocational Industries					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/616/0647	Introduction to Catering and Hospitality Industries	One	2	18	✓	–	–	–	✓	–
J/617/0146	Introduction to Catering and Hospitality Industries	Two	3	16	✓	–	–	–	–	–
F/616/0649	Introduction to Child Care Industries	E1	2	20	✓	–	–	–	–	–
T/616/0650	Introduction to Child Care Industries	E2	2	20	✓	–	–	–	–	–
A/616/0651	Introduction to Child Care Industries	E3	2	20	✓	–	–	–	–	–
F/616/0652	Introduction to Child Care Industries	One	2	18	✓	–	–	–	✓	–
K/617/0205	Introduction to Child Care Industries	Two	3	16	✓	–	–	–	–	–
L/616/0654	Introduction to Construction and Building Industries	E1	2	20	✓	–	–	–	–	–
R/616/0655	Introduction to Construction and Building Industries	E2	2	20	✓	–	–	–	–	–
Y/616/0656	Introduction to Construction and Building Industries	E3	2	20	✓	–	–	–	–	–
D/616/0657	Introduction to Construction and Building Industries	One	2	18	✓	–	–	–	✓	–
M/617/0206	Introduction to Construction and Building Industries	Two	3	16	✓	–	–	–	–	–
D/616/0660	Introduction to Creative and Design Industries	E1	2	20	✓	–	–	–	–	–
H/616/0661	Introduction to Creative and Design Industries	E2	2	20	✓	–	–	–	–	–
K/616/0662	Introduction to Creative and Design Industries	E3	2	20	✓	–	–	–	–	–
M/616/0663	Introduction to Creative and Design Industries	One	2	18	✓	–	–	–	–	–

Essential: Introduction to Vocational Industries					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/617/0207	Introduction to Creative and Design Industries	Two	3	16	✓	–	–	–	–	–
A/616/0665	Introduction to Digital Technology Industries	E1	2	20	✓	–	–	–	–	–
F/616/0666	Introduction to Digital Technology Industries	E2	2	20	✓	–	–	–	–	–
J/616/0667	Introduction to Digital Technology Industries	E3	2	20	✓	–	–	–	–	–
L/616/0668	Introduction to Digital Technology Industries	One	2	18	✓	–	–	–	–	–
A/617/0208	Introduction to Digital Technology Industries	Two	3	16	✓	–	–	–	–	–
J/616/0670	Introduction to Engineering and Manufacturing Industries	E1	2	20	✓	–	–	–	–	–
L/616/0671	Introduction to Engineering and Manufacturing Industries	E2	2	20	✓	–	–	–	–	–
R/616/0672	Introduction to Engineering and Manufacturing Industries	E3	2	20	✓	–	–	–	–	–
Y/616/0673	Introduction to Engineering and Manufacturing Industries	One	2	18	✓	–	–	–	✓	–
F/617/0209	Introduction to Engineering and Manufacturing Industries	Two	3	16	✓	–	–	–	–	–
T/616/0678	Introduction to Hair and Beauty Industries	E1	2	20	✓	–	–	–	–	–
A/616/0679	Introduction to Hair and Beauty Industries	E2	2	20	✓	–	–	–	–	–
M/616/0680	Introduction to Hair and Beauty Industries	E3	2	20	✓	–	–	–	–	–
T/616/0681	Introduction to Hair and Beauty Industries	One	2	18	✓	–	–	–	✓	–
T/617/0157	Introduction to Hair and Beauty Industries	Two	3	16	✓	–	–	–	–	–

Essential: Introduction to Vocational Industries					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/616/0771	Introduction to Health, Lifestyle and Science Industries	E1	2	20	✓	-	-	-	-	-
D/616/0772	Introduction to Health, Lifestyle and Science Industries	E2	2	20	✓	-	-	-	-	-
M/616/0775	Introduction to Health, Lifestyle and Science Industries	E3	2	20	✓	-	-	-	-	-
T/616/0776	Introduction to Health, Lifestyle and Science Industries	One	2	18	✓	-	-	-	-	-
T/617/0210	Introduction to Health, Lifestyle and Science Industries	Two	3	16	✓	-	-	-	-	-
J/616/0782	Introduction to Horticulture Industries	E1	2	20	✓	-	-	-	-	-
Y/616/0785	Introduction to Horticulture Industries	E2	2	20	✓	-	-	-	-	-
H/616/0787	Introduction to Horticulture Industries	E3	2	20	✓	-	-	-	-	-
H/616/0790	Introduction to Horticulture Industries	One	2	18	✓	-	-	-	✓	-
A/617/0211	Introduction to Horticulture Industries	Two	3	16	✓	-	-	-	-	-
L/616/0802	Introduction to Transport and Logistics Industries	E1	2	20	✓	-	-	-	-	-
D/616/0805	Introduction to Transport and Logistics Industries	E2	2	20	✓	-	-	-	-	-
H/616/0806	Introduction to Transport and Logistics Industries	E3	2	20	✓	-	-	-	-	-
A/616/0813	Introduction to Transport and Logistics Industries	One	2	18	✓	-	-	-	✓	-
F/617/0212	Introduction to Transport and Logistics Industries	Two	3	16	✓	-	-	-	-	-

Essential: Mentoring					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	Two	1	8	✓	-	-	-	-	-
D/617/0055	Mentoring Practice	Two	3	16	✓	-	✓	-	-	-
H/617/0056	The Mentoring Process	Two	4	24	✓	-	-	-	-	-

Essential: Personal Presentation at Work					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	One	1	9	✓	-	-	-	-	-
R/616/0879	Personal Presentation at Work	Two	1	8	✓	-	-	-	-	-

Essential: Problem Solving in the Workplace					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	One	3	27	✓	–	–	–	–	–
K/617/0057	Problem Solving in the Workplace	Two	4	24	✓	–	–	–	–	–
K/617/0186	Problem Solving in the Workplace	Three	4	21	✓	–	–	–	–	–

Essential: Rights and Responsibilities at Work					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	One	3	27	✓	–	–	–	–	–
R/616/0462	Employment Contract and Payslip Basics	E3	1	10	✓	–	–	–	–	–
Y/616/0463	Employment Rights, Contracts and Pay	One	3	27	✓	–	–	–	✓	–
M/617/0058	Employment Rights, Contracts and Pay	Two	4	24	✓	–	–	–	✓	–
R/617/0182	Employment Rights, Contracts and Pay	Three	4	21	✓	–	–	–	–	–

Essential: Rights and Responsibilities at Work					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/616/0926	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	✓	–	–	–	–	–
T/616/1118	Understand Employment Responsibilities and Rights in Animal Care Industries	One	3	27	✓	–	–	–	–	–
F/617/0078	Understand Employment Responsibilities and Rights in Animal Care Industries	Two	4	24	✓	–	–	–	–	–
A/616/1119	Understand Employment Responsibilities and Rights in Business, Administration and Customer Service Industries	One	3	27	✓	–	–	–	–	–
R/617/0148	Understand Employment Responsibilities and Rights in Business, Administration and Customer Service Industries	Two	4	24	✓	–	–	–	–	–
T/616/1121	Understand Employment Responsibilities and Rights in Catering and Hospitality Industries	One	3	27	✓	–	–	–	–	–
T/617/0059	Understand Employment Responsibilities and Rights in Catering and Hospitality Industries	Two	4	24	✓	–	–	–	–	–
F/616/1123	Understand Employment Responsibilities and Rights in Child Care Industries	One	3	27	✓	–	–	–	–	–
Y/617/0197	Understand Employment Responsibilities and Rights in Child Care Industries	Two	4	24	✓	–	–	–	–	–
L/616/1125	Understand Employment Responsibilities and Rights in Construction and Building Industries	One	3	27	✓	–	–	–	–	–
D/617/0198	Understand Employment Responsibilities and Rights in Construction and Building Industries	Two	4	24	✓	–	–	–	–	–

Essential: Rights and Responsibilities at Work					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/616/1127	Understand Employment Responsibilities and Rights in Creative and Design Industries	One	3	27	✓	-	-	-	-	-
H/617/0199	Understand Employment Responsibilities and Rights in Creative and Design Industries	Two	4	24	✓	-	-	-	-	-
H/616/1129	Understand Employment Responsibilities and Rights in Digital Technology Industries	One	3	27	✓	-	-	-	-	-
L/617/0200	Understand Employment Responsibilities and Rights in Digital Technology Industries	Two	4	24	✓	-	-	-	-	-
D/616/1131	Understand Employment Responsibilities and Rights in Engineering and Manufacturing Industries	One	3	27	✓	-	-	-	-	-
R/617/0201	Understand Employment Responsibilities and Rights in Engineering and Manufacturing Industries	Two	4	24	✓	-	-	-	-	-
K/616/1133	Understand Employment Responsibilities and Rights in Hair and Beauty Industries	One	3	27	✓	-	-	-	-	-
L/617/0083	Understand Employment Responsibilities and Rights in Hair and Beauty Industries	Two	4	24	✓	-	-	-	-	-
F/616/1137	Understand Employment Responsibilities and Rights in Health, Lifestyle and Science Industries	One	3	27	✓	-	-	-	-	-
Y/617/0202	Understand Employment Responsibilities and Rights in Health, Lifestyle and Science Industries	Two	4	24	✓	-	-	-	-	-

Essential: Rights and Responsibilities at Work					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/616/1144	Understand Employment Responsibilities and Rights in Horticulture Industries	One	3	27	✓	-	-	-	-	-
D/617/0203	Understand Employment Responsibilities and Rights in Horticulture Industries	Two	4	24	✓	-	-	-	-	-
T/616/1152	Understand Employment Responsibilities and Rights in Transport and Logistics Industries	One	3	27	✓	-	-	-	-	-
H/617/0204	Understand Employment Responsibilities and Rights in Transport and Logistics Industries	Two	4	24	✓	-	-	-	-	-
D/616/1162	Understanding Pensions	E3	1	10	✓	-	-	-	-	-
M/616/1165	Understanding Pensions	One	1	9	✓	-	-	-	✓	-

Essential: Setting Targets					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	One	3	27	✓	-	-	-	-	-
K/617/0060	Appraisals and Setting Targets	Two	4	24	✓	-	-	-	-	-

Essential: Setting Targets					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/616/0922	Reviewing and Reflecting on Own Progress	E1	3	30	✓	–	✓	–	–	–
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	20	✓	–	–	–	–	–

Essential: Speaking and Listening at Work					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	One	3	27	✓	–	✓	–	–	–

Essential: Stress Management					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	One	2	18	✓	–	✓	–	–	–
Y/616/1029	Stress and Stress Management Techniques	One	3	27	✓	–	✓	–	–	–
M/617/0061	Stress and Stress Management Techniques	Two	4	24	✓	–	–	–	–	–
T/617/0188	Stress and Stress Management Techniques	Three	8	42	✓	–	–	–	–	–
K/616/1018	Stress Management	E3	3	30	✓	–	–	–	–	–

Essential: Teamwork Skills					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	One	3	27	✓	–	✓	–	–	–
T/617/0062	Communication Skills for Group and Teamwork	Two	4	24	✓	–	✓	–	–	–

Essential Components: Teamwork Skills					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/616/1066	Team Building Skills	E3	3	30	✓	-	-	-	-	-
F/616/1073	Team Building Skills	One	3	27	✓	-	-	-	-	-
A/617/0063	Team Building Skills	Two	4	24	✓	-	-	-	-	-
D/616/1095	Team Motivation	E3	3	30	✓	-	-	-	-	-
K/616/1097	Team Motivation	One	3	27	✓	-	-	-	-	-
J/617/0065	Team Motivation	Two	4	24	✓	-	-	-	-	-
T/616/1099	Teamwork Skills	E3	3	30	✓	-	✓	-	-	-
D/616/1100	Teamwork Skills	One	3	27	✓	-	✓	-	-	-
L/617/0066	Teamwork Skills	Two	4	24	✓	-	✓	-	-	-
A/617/0189	Teamwork Skills	Three	4	21	✓	-	✓	-	-	-
M/617/0190	Theory of Team Building Skills	Three	4	21	✓	-	-	-	-	-
D/616/1212	Working in a Team	E1	3	30	✓	-	✓	-	-	-
H/616/1213	Working in a Team	E2	3	30	✓	-	✓	-	-	-

Essential: Time Management Skills					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	One	3	27	✓	-	-	-	-	-
R/617/0067	Time Management	Two	4	24	✓	-	-	-	-	-
Y/616/1113	Time Management	Three	1	7	✓	-	-	-	-	-
D/616/1114	Time Management Skills	E1	1	10	✓	-	-	-	-	-
H/616/1115	Time Management Skills	E2	1	10	✓	-	-	-	-	-

Essential: Travelling To and From Work					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	✓	-	✓	-	-	-

Essential: Using ICT in the Workplace					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	One	3	27	✓	–	✓	–	–	–
D/617/0069	Using ICT in the Workplace	Two	4	24	✓	–	✓	–	–	–
T/616/1197	Using ICT to Support Writing	E3	1	10	✓	–	✓	–	–	–
A/616/1198	Using ICT to Support Writing	One	1	9	✓	–	✓	–	–	–

Essential: Using Money in the Workplace					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	One	3	27	✓	–	–	–	–	–
M/616/0601	Handling Payment for Goods and Services	E3	3	30	✓	–	✓	–	–	–
T/616/0602	Handling Payment for Goods and Services	One	3	27	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	Two	4	24	✓	–	✓	–	–	–

Essential: Using Money in the Workplace					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/616/1156	Understanding Banks and Credit Cards	E3	2	20	✓	–	–	–	–	–
D/616/1159	Understanding Banks and Credit Cards	One	3	27	✓	–	–	–	–	–
F/616/1199	Using Money in the Workplace	E1	2	20	✓	–	✓	–	–	–
K/616/1200	Using Money in the Workplace	E2	2	20	✓	–	✓	–	–	–

Essential: Using Numeracy in the Workplace					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	✓	–	✓	–	–	–
A/616/1203	Using Numeracy Skills in the Workplace	E3	3	30	✓	–	✓	–	–	–
F/616/1204	Using Numeracy Skills in the Workplace	One	3	27	✓	–	✓	–	–	–
Y/617/0071	Using Numeracy Skills in the Workplace	Two	4	24	✓	–	✓	–	–	–

Essential: Using Writing Skills in the Workplace					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/616/1206	Using Writing Skills in the Workplace	E1	2	20	✓	–	✓	–	–	–
R/616/1207	Using Writing Skills in the Workplace	E2	2	20	✓	–	–	–	–	–
A/616/1220	Writing Needs at Work	E3	1	10	✓	–	–	–	–	–
F/616/1221	Writing Needs at Work	One	1	9	✓	–	–	–	–	–
J/616/1222	Writing Notes and Emails	E3	1	10	✓	–	–	–	–	–
L/616/1223	Writing Notes and Emails	One	1	9	✓	–	–	–	–	–

Essential: Volunteering					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	Two	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	One	1	9	✓	–	–	–	–	–

Essential: Work Experience					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	✓	–	–	–	–	–
A/616/0892	Preparation for Work Experience	One	1	9	✓	–	–	–	–	–
F/616/0893	Preparation for Work Experience	Two	1	8	✓	–	–	–	–	–
A/616/1184	Undertaking Work Experience	E3	3	30	✓	–	✓	–	–	–
F/616/1185	Undertaking Work Experience	One	3	27	✓	–	✓	–	–	–
H/617/0073	Undertaking Work Experience	Two	4	24	✓	–	✓	–	–	–
A/617/0192	Undertaking Work Experience	Three	4	21	✓	–	✓	–	–	–

Chosen Group

Chosen: 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/616/1232	Artwork and Imaging Software Skills	One	3	27	✓	–	✓	–	–	–
T/616/1233	Audio and Video Software	E2	2	20	✓	–	✓	–	–	–
A/616/1234	Audio Software Skills	E3	2	20	✓	–	✓	–	–	–
F/616/1235	Audio Software Skills	One	2	18	✓	–	✓	–	–	–
J/617/0213	Audio Software Skills	Two	4	24	✓	–	✓	–	–	–
L/616/1237	Computer Basics	E3	3	30	✓	–	–	–	–	–
R/616/1238	Computer Security and Privacy	E3	3	30	✓	–	–	–	–	–
Y/616/1239	Creating and Publishing Websites	One	3	27	✓	–	✓	–	–	–
A/617/0080	Creating and Publishing Websites	Two	5	32	✓	–	✓	–	–	–
R/616/1241	Data Management Software Skills	E3	2	20	✓	–	✓	–	–	–
Y/616/1242	Data Management Software Skills	One	2	18	✓	–	✓	–	–	–
F/617/0081	Data Management Software Skills	Two	4	24	✓	–	✓	–	–	–
H/616/1244	Database Software Skills	E3	2	20	✓	–	✓	–	–	–

Chosen: 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
K/616/1245	Database Software Skills	One	3	27	✓	–	✓	–	–	–
J/617/0082	Database Software Skills	Two	5	32	✓	–	✓	–	–	–
A/616/1248	Design and Imaging Software Skills	E3	2	20	✓	–	✓	–	–	–
T/616/1250	Design Software Skills	One	3	27	✓	–	✓	–	–	–
A/616/1251	Desktop Publishing Software	E2	2	20	✓	–	✓	–	–	–
F/616/1252	Desktop Publishing Software Skills	E3	2	20	✓	–	✓	–	–	–
L/616/1254	Desktop Publishing Software Skills	One	3	27	✓	–	✓	–	–	–
L/617/0214	Desktop Publishing Software Skills	Two	5	32	✓	–	✓	–	–	–
Y/616/1256	Developing and Presenting Information Using ICT	E1	2	20	✓	–	✓	–	–	–
D/616/1257	Developing and Presenting Information Using ICT	E2	2	20	✓	–	✓	–	–	–
H/616/1258	Digital Lifestyle	E3	3	30	✓	–	–	–	–	–
K/616/1259	Email Skills	E3	1	10	✓	–	✓	–	–	–
D/616/1260	Email Skills	One	2	18	✓	–	✓	–	–	–
T/617/0076	Email Skills	Two	4	24	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Chosen: 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
K/616/1441	Find Information Using ICT	E1	1	10	✓	–	✓	–	–	–
M/616/1442	Find Information Using ICT	E2	1	10	✓	–	✓	–	–	–
H/616/1275	Graphics Software Skills	E3	1	10	✓	–	✓	–	–	–
K/616/1276	Imaging Software Skills	One	3	27	✓	–	✓	–	–	–
R/617/0215	Imaging Software Skills	Two	5	32	✓	–	✓	–	–	–
T/616/1278	Internet Safety for IT Users	One	3	27	✓	–	–	–	✓	–
A/616/1279	IT Communications	One	2	18	✓	–	✓	–	–	–
K/617/0026	IT Communications	Two	3	16	✓	–	✓	–	–	–
T/616/1281	IT Maintenance for Users	One	2	18	✓	–	✓	–	–	–
A/616/1282	IT User Fundamentals	E3	2	20	✓	–	✓	–	–	–
F/616/1283	Multimedia Software Skills	One	3	27	✓	–	✓	–	–	–
F/617/0226	PC Maintenance – Hardware	Two	4	24	✓	–	✓	–	–	–
R/617/0229	PC Maintenance – Software	Two	4	24	✓	–	✓	–	–	–
J/616/1284	Personal Digital Photograph Processing	E3	1	10	✓	–	✓	–	–	–

Chosen: 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/616/1285	Presentation Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1286	Presentation Software Skills	One	3	27	✓	–	✓	–	–	–
A/617/0077	Presentation Software Skills	Two	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	One	3	27	✓	–	✓	–	–	–
M/617/0027	Spreadsheet Software Skills	Two	5	32	✓	–	✓	–	–	–
D/616/1307	The Internet and World Wide Web	E3	3	30	✓	–	✓	–	–	–
D/617/0217	Understanding How to Use Computer Aided Design Software	Two	4	24	✓	–	–	–	–	–
T/617/0028	Use E-Sources to Select Information	Two	4	24	✓	–	✓	–	–	–
D/616/1310	Using a Raspberry Pi	One	3	27	✓	–	✓	–	–	–
H/616/1311	Using Digital Photograph Processing Software	One	2	18	✓	–	✓	–	–	–
F/616/1445	Using ICT: Safe Working Practices	E2	2	20	✓	–	–	–	–	–
K/616/1312	Using Scratch Programming Language	One	3	27	✓	–	✓	–	–	–

Chosen: 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	One	3	27	✓	-	✓	-	-	-
A/617/0029	Using the Internet	Two	5	32	✓	-	✓	-	-	-
A/616/1315	Video Software Skills	E3	2	20	✓	-	✓	-	-	-
F/616/1316	Video Software Skills	One	2	18	✓	-	✓	-	-	-
Y/617/0216	Video Software Skills	Two	4	24	✓	-	✓	-	-	-
L/616/1318	Word Processing Software Skills	E3	2	20	✓	-	✓	-	-	-
R/616/1319	Word Processing Software Skills	One	3	27	✓	-	✓	-	-	-
M/617/0030	Word Processing Software Skills	Two	5	32	✓	-	✓	-	-	-

Chosen: 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	One	2	18	✓	–	✓	–	–	–
F/617/0033	Engage in Discussion	Two	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	One	2	18	✓	–	✓	–	–	–
J/617/0034	Listen and Respond	Two	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	One	3	27	✓	–	–	–	–	–
L/617/0035	Read for Information	Two	4	24	✓	–	–	–	–	–
D/616/1338	Read for Purpose and Meaning	E1	3	30	✓	–	–	–	–	–
F/616/1350	Read for Purpose and Meaning	E2	3	30	✓	–	–	–	–	–

Chosen: 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	One	3	27	✓	–	–	–	–	–
R/617/0036	Read for Purpose and Meaning	Two	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	One	2	18	✓	–	✓	–	–	–
Y/617/0037	Speak to Communicate	Two	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	Two	4	24	✓	–	–	–	–	–
K/616/1374	Write to Communicate	E1	3	30	✓	–	–	–	–	–
M/616/1375	Write to Communicate	E2	3	30	✓	–	–	–	–	–

Chosen: 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	One	3	27	✓	-	-	-	-	-
D/617/0038	Write to Communicate	Two	4	24	✓	-	-	-	-	-
L/616/1383	Write with Accuracy	One	3	27	✓	-	-	-	-	-

Chosen: 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	One	3	27	✓	-	-	-	-	-
T/617/0045	Making Calculations	Two	4	24	✓	-	-	-	-	-
F/616/1400	Money and Time	E1	3	30	✓	-	-	-	-	-

Chosen: 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	One	3	27	✓	-	-	-	-	-
A/617/0046	Money, Time and Temperature	Two	4	24	✓	-	-	-	-	-
M/616/1408	Numbers, Decimals, Fractions and Percentages	One	3	27	✓	-	-	-	-	-
J/617/0048	Numbers, Decimals, Fractions and Percentages	Two	4	24	✓	-	-	-	-	-
F/617/0050	Numerical Relationships, Algebra and Ratio	Two	3	16	✓	-	-	-	-	-
M/616/1411	Numerical Relationships, Algebra and Ratios	One	2	18	✓	-	-	-	-	-
T/616/1412	Using and Communicating Data	E1	3	30	✓	-	-	-	-	-
A/616/1413	Using and Communicating Data	E2	3	30	✓	-	-	-	-	-
F/616/1414	Using and Communicating Data	E3	3	30	✓	-	-	-	-	-
J/616/1415	Using and Communicating Data	One	3	27	✓	-	-	-	-	-
J/617/0051	Using and Communicating Data	Two	4	24	✓	-	-	-	-	-
R/616/1417	Using Probability	One	2	18	✓	-	-	-	-	-

Chosen: 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	Two	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	One	3	27	✓	-	-	-	-	-
Y/617/0054	Using Size, Shape and Space	Two	4	24	✓	-	-	-	-	-
H/616/1423	Using Whole Numbers	E1	2	20	✓	-	-	-	-	-
T/616/1426	Using Whole Numbers and Fractions	E2	2	20	✓	-	-	-	-	-
F/616/1431	Using Whole Numbers, Decimals, Fractions and Percentages	E3	2	20	✓	-	-	-	-	-

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

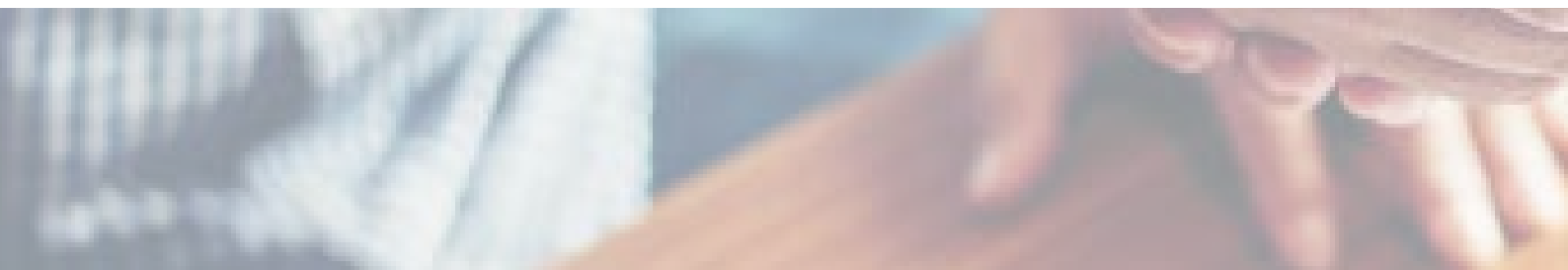
Assessments must be delivered following the requirements in the AIM invigilation guidance for external assessments.

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

1. A Guide to Assessing AIM Qualifications
2. Entry 1 Achievement Continuum
3. Entry 1 Learner Transcript Template
4. Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts





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