



AIMQUALIFICATIONS

Handbook

for centre staff



AIM Qualifications

Suite of Garden Design Qualifications (VCRF)

Version 8 - January 2022

“

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
3	27/11/2018	Update to TQT values and credit removed (Pages 8-10) Credit removed (Pages 13-15)
4	02/05/2019	Component (D/504/1125) title name changed for accuracy and to match the wording on the linked component (page 15)
5	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 8-10)
6	October 2020	Added 'Extended ERF Adaptation - Garden Design' 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)
8	January 2022	<ul style="list-style-type: none"> - Qualification withdrawal dates added for: <i>(see page 8)</i> 'AIM Qualifications Level 2 Certificate in Garden Design (600/5883/3)' - Qualification review dates updated for: <i>(see pages 9 - 10)</i> 'AIM Qualifications Level 2 Diploma in Garden Design Skills (601/0336/X)' 'AIM Qualifications Level 3 Diploma in Garden Design (600/5882/1)'



Contents

Introduction	5
SECTION ONE - QUALIFICATION OVERVIEW	
About these Qualifications	7
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification Structure and Components	13
SECTION THREE - ASSESSMENT	
Centre Staff Requirements	17
How these Qualifications are Assessed	18
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering these Qualifications	21
Approval to Offer these Qualifications	21
Registration and Certification	21
SECTION FIVE - APPENDICES	
A Guide to Assessing AIM Qualifications	23
VCRF Guidance	23



Introduction

Welcome to the AIM Qualifications Suite of Garden Design 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.

We also provide Learner Guides for our qualifications. These learner-friendly documents detail everything your learners will need to know about the qualification they are undertaking; the content of the qualification, how they will be assessed, what the qualification could lead to and any additional information to help them successfully achieve. These are available to download on our website (www.aim-group.org.uk) or alternatively contact us to access these.

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.

Qualification Overview

Section One



About these Qualifications

These qualifications have been designed to provide an introduction to garden design, which is a growing market. They are aimed at the

- home owner who wants to improve their garden (without the additional expense of a professional designer)
- prospective designer, seeking to pursue a career within garden design

They introduce learners to the role of the garden designer and to the background of garden design. They include an overview of presentation techniques used in garden design and of the ways in which different types of plants can be utilised. The qualifications are also about the use of plants and construction products to enhance gardens and outdoor spaces. Both qualifications are suitable for learners with little or no knowledge of the subject area.

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 Garden Design	
Qualification Family	Technical
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	From the Level 2 Certificate learners can progress to the Level 2 and/or Level 3 Diploma or into employment.
Geographical Coverage	England
Operational Start Date	01/07/2012
Last Learner Registration Date	31/07/2022
Last Certification Date	31/07/2025
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	600/5883/3
Learning Aim Reference	60058833
Guided Learning Hours (GLH)	175
Total Qualification Time (TQT)	285
Learner Age	16+
Rules of Combination	To achieve this qualification learners must complete all the essential components.



Qualification Details

Qualification	
AIM Qualifications Level 2 Diploma in Garden Design	
Qualification Family	Technical
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	From the Level 2 Diploma learners can progress to the Level 3 Diploma or into employment.
Geographical Coverage	England
Operational Start Date	01/08/2013
Review Date	31/12/2023
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	601/0336/X
Learning Aim Reference	6010336X
Guided Learning Hours (GLH)	287
Total Qualification Time (TQT)	468
Learner Age	16+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Qualification Details

Qualification	
AIM Qualifications Level 3 Diploma in Garden Design	
Qualification Family	Technical
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	From the Level 3 Diploma learners can progress on to a Foundation Degree or into employment.
Geographical Coverage	England
Operational Start Date	01/07/2012
Review Date	31/12/2023
Sector	9.2 Crafts, Creative Arts and Design
Qualification Number	600/5882/1
Learning Aim Reference	60058821
Guided Learning Hours (GLH)	276
Total Qualification Time (TQT)	519
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

From the Level 2 Certificate learners can progress to the Level 2 and/or Level 3 Diploma or into employment. From the Level 2 Diploma learners can progress to the Level 3 Diploma or into employment. From the Level 3 Diploma learners can progress on to a Foundation Degree or into employment.

Entry Guidance

There are no specific 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

There are no specific resource requirements for these qualifications.

Qualification Structure and Components



Qualification Structure and Components

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

Rules of Combination for: AIM Qualifications Level 2 Certificate in Garden Design			
To achieve this qualification learners must complete all the essential components.			
Component Code	Component Title	Level	GLH
Essential			
J/504/1118	Background to Garden Design	Two	24
Y/504/1124	Garden Design: Presentation Techniques	Three	28
F/504/1117	Garden Design: Understanding Plants	Two	32
L/504/1122	Selecting Plant Types for Garden Design	Three	35
L/504/1119	Understanding the Components of Garden Design	Two	32
M/504/1128	Understanding the Role of a Garden Designer	Two	24

Rules of Combination for: AIM Qualifications Level 2 Diploma in Garden Design			
To achieve this qualification learners must complete all the essential components.			
Component Code	Component Title	Level	GLH
Essential			
J/504/1118	Background to Garden Design	Two	24
Y/504/1124	Garden Design: Presentation Techniques	Three	28
R/505/2901	Garden Design: Selecting Furniture and Features	Two	24
F/504/1117	Garden Design: Understanding Plants	Two	32
J/504/1121	Garden Design: Using Hard Landscaping Materials	Two	24
Y/505/2902	Produce a Garden Design	Two	32
D/505/2903	Professional Practice for Garden Design	Two	32
L/504/1122	Selecting Plant Types for Garden Design	Three	35
L/504/1119	Understanding the Components of Garden	Two	32
M/504/1128	Understanding the Role of a Garden Designer	Two	24



Rules of Combination for: AIM Qualifications Level 3 Diploma in Garden Design			
To achieve this qualification learners must complete all the essential components.			
Component Code	Component Title	Level	GLH
Essential			
J/504/1118	Background to Garden Design	Two	24
Y/504/1124	Garden Design: Presentation Techniques	Three	28
F/504/1120	Garden Design: Selecting Furniture and Features	Three	21
F/504/1117	Garden Design: Understanding Plants	Two	32
J/504/1121	Garden Design: Using Hard Landscaping Materials	Two	24
D/504/1125	Produce Garden Designs	Three	28
H/504/1126	Professional Practice for Garden Design	Three	28
L/504/1122	Selecting Plant Types for Garden Design	Three	35
L/504/1119	Understanding the Components of Garden Design	Two	32
M/504/1128	Understanding the Role of a Garden Designer	Two	24

Assessment and Quality Assurance



Centre Staff Requirements

As an Awarding Organisation, we require that:

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

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

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:

Extensive garden design experience and/or hold garden design qualifications

How are these Qualifications 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
J/504/1118	Background to Garden Design	Two	✓	–	–	–	–	–
Y/504/1124	Garden Design: Presentation Techniques	Three	✓	–	✓	–	–	–
F/504/1117	Garden Design: Understanding Plants	Two	✓	–	–	–	–	–
L/504/1122	Selecting Plant Types for Garden Design	Three	✓	–	✓	–	–	–
L/504/1119	Understanding the Components of Garden	Two	✓	–	✓	–	–	–
M/504/1128	Understanding the Role of a Garden Designer	Two	✓	–	–	–	–	–
Y/504/1124	Garden Design: Presentation Techniques	Three	✓	–	✓	–	–	–
R/505/2901	Garden Design: Selecting Furniture and Features	Two	✓	–	✓	–	–	–



Section Four

Operational Guidance

Components			Set by the centre			Set by AIM		
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/504/1121	Garden Design: Using Hard Landscaping Materials	Two	✓	-	✓	-	-	-
Y/505/2902	Produce a Garden Design	Two	✓	-	-	-	-	-
D/505/2903	Professional Practice for Garden Design	Two	✓	-	-	-	-	-
L/504/1122	Selecting Plant Types for Garden Design	Three	✓	-	✓	-	-	-
L/504/1119	Understanding the Components of Garden Design	Two	✓	-	✓	-	-	-



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 these Qualifications

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

