



AIMQUALIFICATIONS

Handbook

for centre staff



AIM Qualifications

Suite of Photo Imaging Qualifications

Version 7 - February 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.

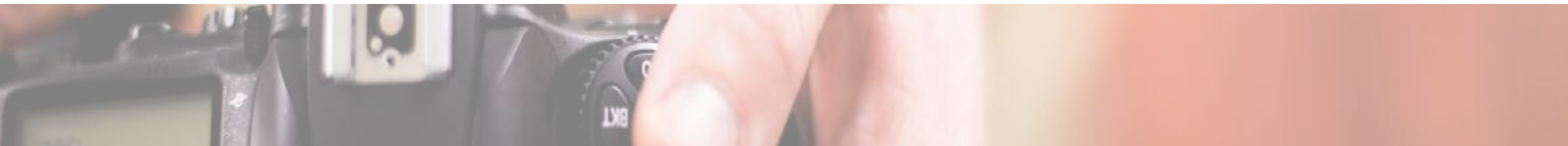
It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Centre



Document Version History

Version Number	Date	Description
2	01/03/2019	Following review update to TQT values (pages 8-10) Rules of Combination clarified for AIM Qualifications Level 4 Diploma in Photo Imaging - Learners must achieve a total of 57 credits (pages 10 and 20)
3	02/05/2019	Level 3 certificate and Level 3 diploma operational start date amended for accuracy (pages 8-9)
4	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8) Learner purpose statements added to Appendices (page 34)
5	01/10/2020	Review date extended from 31/07/2021 to 31/07/2023 (pages 8-9)
6	07/12/2021	GLH was missing so added to all tables Component 60 credit changed from 6 to 5 (page 21)
7	February 2022	- Qualification withdrawal dates added for: <i>(see pages 8-10)</i> 'AIM Qualifications Level 3 Certificate in Photo Imaging (603/0347/5)' 'AIM Qualifications Level 3 Diploma in Photo Imaging (603/0349/9)' 'AIM Qualifications Level 4 Diploma in Photo Imaging (603/0767/5)'



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Introduction

Welcome to the AIM Qualifications Suite of Photo Imaging Qualification Handbook. This Handbook contains everything you need to know about these qualifications and is intended for Tutors, Assessors, Internal Verifiers and other staff involved with the planning, delivery and assessment.

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

About Us

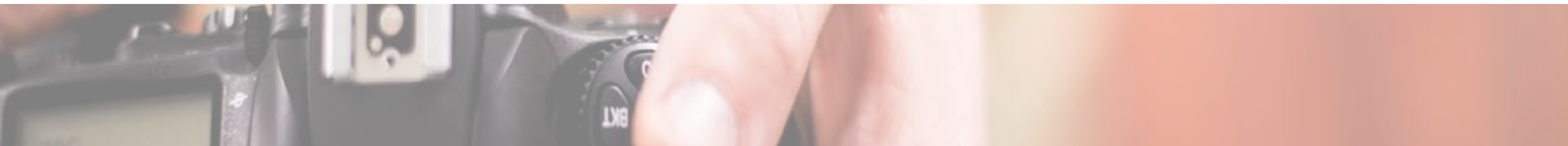
We are a national Awarding Organisation, offering a large number of Ofqual regulated qualifications at different levels and in a wide range of subject areas. Our qualifications are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

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

Qualification Overview

Section One



About these Qualifications

The AIM Qualifications Suite of Photo Imaging Qualifications is suitable for learners who work in, or want to work in photography and non-photography roles. Photography roles may focus on:

- Schools photography
- Staff photography
- Commercial photography
- Wedding and portrait (social/high street) photography
- Event photography
- Studio photography specialising in advertising or fashion
- Cruise ship photography

Other areas of photographic employment are within the police or fire services as accident investigation/crime scene photographers, retail or health and social care roles, or within the communications departments of companies in a wide range of sectors.

Non-photography roles are available in digital imaging bureaux/prolabs and photo retail/minilabs. Roles for advanced apprentices in these areas include minilab printer, trainee digital imaging technician and picture library keyworder.

Learners will explore areas ranging from proper equipment use, image capture, specialist photography and the printing, presentation and storage of photos. Specialist components, such as photo journalism are also available.

The AIM Qualifications Level 3 Certificate in Photo Imaging (Knowledge) and Level 3 Diploma in Photo Imaging (Competence) form part of the Level 3 Advanced Apprenticeship in Photo Imaging; with an aim to attract new entrants into the photo imaging sector, through a structured and employer-led framework.

The AIM Qualifications Level 4 Diploma in Photo Imaging is a stand-a-lone qualification and all three qualifications can be delivered outside of apprenticeship frameworks.

Qualification Details

Qualification	
AIM Qualifications Level 3 Certificate in Photo Imaging	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	1st September 2016
Last Learner Registration Date	31st July 2022
Last Certification Date	31st July 2025
Sector	9.3 Media and Communication
Qualification Number	603/0347/5
Learning Aim Reference	60303475
Credit Value	13
Guided Learning Hours (GLH)	100
Total Qualification Time (TQT)	130
Learner Age	16+
Rules of Combination	Learners must achieve a minimum of 13 credits from any combination of components to achieve this qualification.

Qualification	
AIM Qualifications Level 3 Diploma in Photo Imaging	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	1st September 2016
Last Learner Registration Date	31st July 2022
Last Certification Date	31st July 2025
Sector	9.3 Media and Communication
Qualification Number	603/0349/9
Learning Aim Reference	60303499
Credit Value	47
Guided Learning Hours (GLH)	212
Total Qualification Time (TQT)	470
Learner Age	16+
Rules of Combination	<p>Learners must achieve 47 credits from a chosen pathway:</p> <p><u>Photography Pathway</u></p> <p>Learners must achieve 47 credits to achieve this qualification. Learners must achieve 34 credits from the Essential Components and a minimum of 13 credits from the Chosen Components (maximum of 11 credits may be taken from the Optional Retail Components).</p> <p><u>Non-Photography Pathway</u></p> <p>Learners must achieve 47 credits to achieve this qualification. Learners must achieve 24 credits from the Essential Components and a minimum of 23 credits from the Chosen Components (maximum of 11 credits may be taken from the Optional Retail Components).</p>

Qualification	
AIM Qualifications Level 4 Diploma in Photo Imaging	
Qualification Family	Technical
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	1st December 2016
Last Learner Registration Date	31st July 2022
Last Certification Date	31st July 2025
Sector	9.3 Media and Communication
Qualification Number	603/0767/5
Learning Aim Reference	60307675
Credit Value	57
Guided Learning Hours (GLH)	329
Total Qualification Time (TQT)	570
Learner Age	16+
Rules of Combination	<p>Learners must achieve 57 credits overall.</p> <p>Learners must achieve 37 credits from the Essential Components and a minimum of 20 credits from the Chosen Components. A maximum of 16 credits may be achieved from Optional Group B. Components with the same title at different levels are barred and cannot be taken together.</p>

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

Learners may progress into job roles in photo imaging, such as:

- Trainee/assistant photographer
- Trainee/assistant staff photographer
- Trainee investigative/crime scene photographer
- Junior minilab printer
- Junior digital imaging technician
- Picture library keyworder

Entry Guidance

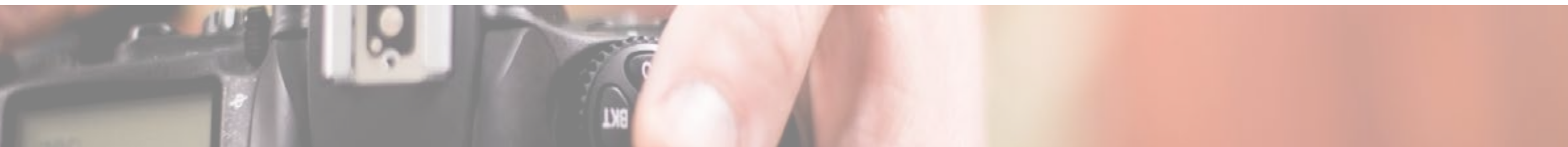
Learners must be aged 16 or over at the beginning of their learning and should be working in the photo imaging industry.

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.

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 3 Certificate in Photo Imaging					
Learners must achieve a minimum of 13 credits from any combination of components to achieve this qualification.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Essential					
01	J/615/6358	Photo Image Output	Three	60	8
02	F/600/1971	Photo Image Capture	Three	70	10
03	J/615/6277	Photo Image Presentation	Three	30	5
04	L/615/6278	Photo Image Management	Three	60	8
05	R/615/6279	Photo Image Storage	Three	30	5
06	J/615/6280	Studio Photography	Three	70	10
07	L/615/6281	Location Photography	Three	70	10
08	R/615/6282	Prepare for Crime Scene and Evidential Impression Photography	Three	30	6
09	Y/615/6283	Crime Scene Photography	Three	30	5
10	H/615/6285	Evidential Impression Photography	Three	30	5
11	K/615/6286	Digital Image Manipulation	Two	30	8

Rules of combination for: AIM Qualifications Level 3 Diploma in Photo Imaging					
Learners must achieve 47 credits from 1 chosen pathway. See below for specific pathway rules of combinations.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Photography Pathway: Learners must achieve 47 credits to achieve this qualification. Learners must achieve 34 credits from the Essential Components and a minimum of 13 credits from the Chosen Components (maximum of 11 credits may be taken from the Optional Retail Components). Components with the same title at different levels are barred against each other.					
Essential Components					
12	L/600/8969	Understand Legal and Ethical Requirements Relating to Photo Imaging	Three	40	5
13	R/600/9010	Contribute to Good Working Relationships	Two	30	4
14	Y/600/9011	Ensure Your Own Actions Reduce Risks to Health and Safety	Two	30	4
15	Y/600/8974	Agree the Photo Imaging Brief	Three	40	5
16	M/600/9001	Undertake Colour Management Procedures	Three	50	6
17	F/600/8984	Undertake the Photographic Assignment	Three	60	10
Chosen Components					
18	M/600/8978	Plan and Organise the Photographic Assignment	Three	50	7
19	J/615/6294	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Three	40	6
20	Y/615/6297	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Four	20	7
21	D/615/6298	Start Up and Shut Down Laboratory Equipment	Two	20	2
22	L/615/6300	Maintain the Imaging System	Three	24	4
23	F/600/9004	Undertake Image Asset Management	Three	40	5

Chosen Components Continued					
24	T/600/8948	Manage and Market Own Freelance Services	Three	60	9
25	Y/615/6302	Facilitate and Manage Trainees	Three	15	3
26	H/615/6304	Improve the Customer Relationship	Three	47	7
27	M/615/6306	Manage Professional Development	Two	20	4
28	A/615/6308	Manage Professional Development	Three	20	4
29	F/615/6309	Use Minilab Equipment to Process and Print Images	Two	60	6
30	T/615/6310	Operate a Digital Kiosk to Edit and Enhance Images	Two	40	5
31	A/615/6311	Process Exposed Films	Two	30	7
32	F/615/6312	Print Photographic Images by Hand	Two	70	10
33	J/615/6313	Print Photographic Images by Machine	Two	60	6
34	R/615/6315	Produce Scanned Images	Two	32	5
35	M/600/8995	Undertake Technical Adjustment of Images	Three	60	7
36	F/600/8998	Prepare Image Output	Three	50	6
37	D/615/6317	Send and Receive Data Digitally	Two	15	3
38	H/615/6318	Plan, Set Up and Control the Digital Workflow	Four	11	3
39	D/615/6320	Research and Access Images	Two	28	5

Chosen Components Continued					
40	H/615/6321	Source and Acquire Images	Two	40	7
41	K/615/6322	Carry out the Process of Image Cataloguing	Two	20	4
42	T/615/6324	Store and Preserve Images	Two	25	5
43	L/600/8387	Record Audiovisual Journalistic Material	Three	60	7
44	R/600/8391	Edit Audiovisual Journalistic Material	Three	60	7
Optional Retail Components					
45	Y/615/6333	Keep Stock on Sale at Required Levels in a Retail Environment	One	20	3
46	D/615/6334	Display Stock to Promote Sales to Customers in a Retail Environment	Two	34	6
47	H/615/6335	Provide Information and Advice to Customers in a Retail Environment	Two	34	5
48	F/505/0450	Maximise Product Sales in a Retail Environment	Two	30	5
49	K/615/6336	Process Payments for Purchases in a Retail Environment	Two	41	5
50	M/615/6337	Source Required Goods and Services in a Retail Environment	Three	21	10
51	T/615/6338	Monitor and Evaluate the Quality of Service Provided by External Suppliers	Three	56	9
52	A/615/6339	Maintain the Availability of Goods for Sale to Customers in a Retail Environment	Three	55	11
53	T/615/6341	Audit Stock Levels and Stock Inventories in a Retail Environment	Three	29	6
54	F/615/6343	Evaluate the Receipt of Payments from Customers	Three	35	9

Rules of combination for: AIM Qualifications Level 3 Diploma in Photo Imaging

Learners must achieve 47 credits from 1 chosen pathway. See below for specific pathway rules of combinations.

No.	Component Code	Component Title	Level	GLH	Credit Value
Non-Photography Pathway: Learners must achieve 47 credits to achieve this qualification. Learners must achieve 24 credits from the Essential Components and a minimum of 23 credits from the Chosen Components (maximum of 11 credits may be taken from the Optional Retail Components). Components with the same title at different levels are barred against each other.					
Essential Components					
12	L/600/8969	Understand Legal and Ethical Requirements Relating to Photo Imaging	Three	40	5
13	R/600/9010	Contribute to Good Working Relationships	Two	30	4
14	Y/600/9011	Ensure Your Own Actions Reduce Risks to Health and Safety	Two	30	4
15	Y/600/8974	Agree the Photo Imaging Brief	Three	40	5
16	M/600/9001	Undertake Colour Management Procedures	Three	50	6
Chosen Components					
18	M/600/8978	Plan and Organise the Photographic Assignment	Three	50	7
19	J/615/6294	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Three	40	6
20	Y/615/6297	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Four	20	7
21	D/615/6298	Start Up and Shut Down Laboratory Equipment	Two	20	2
22	L/615/6300	Maintain the Imaging System	Three	24	4
23	F/600/9004	Undertake Image Asset Management	Three	40	5

Chosen Components Continued

24	T/600/8948	Manage and Market Own Freelance Services	Three	60	9
25	Y/615/6302	Facilitate and Manage Trainees	Three	15	3
26	H/615/6304	Improve the Customer Relationship	Three	47	7
27	M/615/6306	Manage Professional Development	Two	20	4
28	A/615/6308	Manage Professional Development	Three	20	4
29	F/615/6309	Use Minilab Equipment to Process and Print Images	Two	60	6
30	T/615/6310	Operate a Digital Kiosk to Edit and Enhance Images	Two	40	5
31	A/615/6311	Process Exposed Films	Two	30	7
32	F/615/6312	Print Photographic Images by Hand	Two	70	10
33	J/615/6313	Print Photographic Images by Machine	Two	60	6
34	R/615/6315	Produce Scanned Images	Two	32	5
35	M/600/8995	Undertake Technical Adjustment of Images	Three	60	7
36	F/600/8998	Prepare Image Output	Three	50	6
37	D/615/6317	Send and Receive Data Digitally	Two	15	3
38	H/615/6318	Plan, Set Up and Control the Digital Workflow	Four	11	3
39	D/615/6320	Research and Access Images	Two	28	5

Chosen Components Continued					
40	H/615/6321	Source and Acquire Images	Two	40	7
41	K/615/6322	Carry out the Process of Image Cataloguing	Two	20	4
42	T/615/6324	Store and Preserve Images	Two	25	5
43	L/600/8387	Record Audiovisual Journalistic Material	Three	60	7
44	R/600/8391	Edit Audiovisual Journalistic Material	Three	60	7
Optional Retail Components					
45	Y/615/6333	Keep Stock on Sale at Required Levels in a Retail Environment	One	20	3
46	D/615/6334	Display Stock to Promote Sales to Customers in a Retail Environment	Two	34	6
47	H/615/6335	Provide Information and Advice to Customers in a Retail Environment	Two	34	5
48	F/505/0450	Maximise Product Sales in a Retail Environment	Two	30	5
49	K/615/6336	Process Payments for Purchases in a Retail Environment	Two	41	5
50	M/615/6337	Source Required Goods and Services in a Retail Environment	Three	21	10
51	T/615/6338	Monitor and Evaluate the Quality of Service Provided by External Suppliers	Three	56	9
52	A/615/6339	Maintain the Availability of Goods for Sale to Customers in a Retail Environment	Three	55	11
53	T/615/6341	Audit Stock Levels and Stock Inventories in a Retail Environment	Three	29	6
54	F/615/6343	Evaluate the Receipt of Payments from Customers	Three	35	9

Rules of combination for: AIM Qualifications Level 4 Diploma in Photo Imaging					
Learners must achieve 57 credits overall.					
Learners must achieve 37 credits from the Essential Components and a minimum of 20 credits from the Chosen Components. A maximum of 16 credits may be achieved from Optional Group B. Components with the same title at different levels are barred and cannot be taken together.					
No.	Component Code	Component Title	Level	GLH	Credit Value
Essential Components					
12	L/600/8969	Understand Legal and Ethical Requirements Relating to Photo Imaging	Three	40	5
55	F/615/6326	Develop Procedures to Control Risks to Health and Safety	Four	20	5
56	L/615/6328	Conduct an Assessment of Risks in the Workplace	Three	20	4
15	Y/600/8974	Agree the Photo Imaging Brief	Three	20	5
57	J/615/6330	Maintain Colour Management Procedures	Four	50	8
58	L/615/6331	Maintain Image Asset Management Procedures	Four	35	7
38	H/615/6318	Plan, Set Up and Control the Digital Workflow	Four	11	3
Chosen Components					
59	R/600/9587	Develop, Maintain and Review Personal Networks	Four	25	4
23	F/600/8984	Undertake the Photographic Assignment	Three	60	10
18	M/600/8978	Plan and Organise the Photographic Assignment	Three	50	7
19	J/615/6294	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Three	40	6
20	Y/615/6297	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Four	20	7
35	M/600/8995	Undertake Technical Adjustment of Images	Three	60	7

36	F/600/8998	Prepare Image Output	Three	50	6
37	D/615/6317	Send and Receive Data Digitally	Two	15	3
22	L/615/6300	Maintain the Imaging System	Three	24	4
40	H/615/6321	Source and Acquire Images	Two	40	7
24	T/600/8948	Manage and Market Own Freelance Services	Three	60	9
43	L/600/8387	Record Audiovisual Journalistic Material	Three	60	7
60	M/615/6404	Support Learning and Development within Own Area of Responsibility	Four	25	5
44	R/600/8391	Edit Audiovisual Journalistic Material	Three	60	7
Optional Group B					
61	T/615/6405	Monitor and Solve Customer Service Problems	Three	40	6
62	A/615/6406	Manage the Achievement of Customer Satisfaction	Four	25	5
63	F/615/6407	Analyse the Market in which your Organisation Operates	Four	25	5
64	J/615/6408	Develop and Implement Marketing Plans	Four	25	6
65	L/615/6409	Plan and Manage a Project	Four	30	8
66	F/615/6410	Develop and Implement a Risk Assessment Plan in Own Area of Responsibility	Four	20	6
67	J/615/6411	Manage Physical Resources	Four	25	3
68	L/615/6412	Manage a Budget for Own Area or Activity of Work	Five	30	7
69	R/615/6413	Manage Risk in Own Area of Responsibility	Four	25	4
70	Y/615/6414	Manage Product Development and Marketing	Five	20	7



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

In addition, specifically for these qualifications, Assessors must have verifiable and relevant current industry experience and competence of the occupational working area at or above the level being assessed and evidence the quality of occupational experience to ensure the credibility of the assessment judgements.

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, specifically for these qualifications, Internal Verifiers must have verifiable and relevant current industry experience and competence of the occupational working area at or above the level being verified and evidence the quality of occupational experience to ensure the credibility of the assessment judgements.



How are these Qualifications Assessed

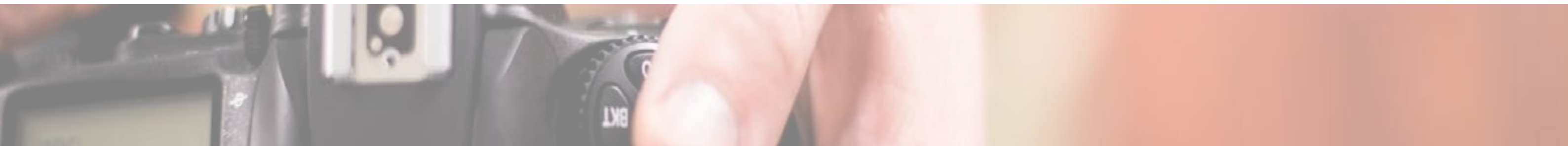
These qualifications are assessed through an internally set, internally marked and externally verified portfolio of evidence. A summary of the assessment of each component is shown below. Guidance on our expectations is available in Appendix 1 – A Guide to Assessing AIM Qualifications.

Components									
				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	J/615/6358	Photo Image Output	Three	✓	–	✓	–	–	–
02	F/600/1971	Photo Image Capture	Three	✓	–	✓	–	–	–
03	J/615/6277	Photo Image Presentation	Three	✓	–	✓	–	–	–
04	L/615/6278	Photo Image Management	Three	✓	–	✓	–	–	–
05	R/615/6279	Photo Image Storage	Three	✓	–	✓	–	–	–
06	J/615/6280	Studio Photography	Three	✓	–	✓	–	–	–
07	L/615/6281	Location Photography	Three	✓	–	✓	–	–	–
08	R/615/6282	Prepare for Crime Scene and Evidential Impression Photography	Three	✓	–	✓	–	–	–
09	Y/615/6283	Crime Scene Photography	Three	✓	–	✓	–	–	–
10	H/615/6285	Evidential Impression Photography	Three	✓	–	✓	–	–	–

Components		Set by the centre			Set by AIM				
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
11	K/615/6286	Digital Image Manipulation	Two	✓	–	✓	–	–	–
12	L/600/8969	Understand Legal and Ethical Requirements Relating to Photo Imaging	Three	✓	–	–	–	–	–
13	R/600/9010	Contribute to Good Working Relationships	Two	✓	–	✓	–	–	–
14	Y/600/9011	Ensure Your Own Actions Reduce Risks to Health and Safety	Two	✓	–	✓	–	–	–
15	Y/600/8974	Agree the Photo Imaging Brief	Three	✓	–	✓	–	–	–
16	M/600/9001	Undertake Colour Management Procedures	Three	✓	–	✓	–	–	–
17	F/600/8984	Undertake the Photographic Assignment	Three	✓	–	✓	–	–	–
18	M/600/8978	Plan and Organise the Photographic Assignment	Three	✓	–	✓	–	–	–
19	J/615/6294	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Three	✓	–	✓	–	–	–
20	Y/615/6297	Evaluate and Acquire Photo Imaging Technology and/or Equipment	Four	✓	–	✓	–	–	–

Components			Set by the centre			Set by AIM			
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
21	D/615/6298	Start Up and Shut Down Laboratory Equipment	Two	✓	-	✓	-	-	-
22	L/615/6300	Maintain the Imaging System	Three	✓	-	✓	-	-	-
23	F/600/9004	Undertake Image Asset Management	Three	✓	-	✓	-	-	-
24	T/600/8948	Manage and Market Own Freelance Services	Three	✓	-	✓	-	-	-
25	Y/615/6302	Facilitate and Manage Trainees	Three	✓	-	✓	-	-	-
26	H/615/6304	Improve the Customer Relationship	Three	✓	-	✓	-	-	-
27	M/615/6306	Manage Professional Development	Two	✓	-	✓	-	-	-
28	A/615/6308	Manage Professional Development	Three	✓	-	✓	-	-	-
29	F/615/6309	Use Minilab Equipment to Process and Print Images	Two	✓	-	✓	-	-	-
30	T/615/6310	Operate a Digital Kiosk to Edit and Enhance Images	Two	✓	-	✓	-	-	-
31	A/615/6311	Process Exposed Films	Two	✓	-	✓	-	-	-

Components			Set by the centre			Set by AIM			
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
32	F/615/6312	Print Photographic Images by Hand	Two	✓	-	✓	-	-	-
33	J/615/6313	Print Photographic Images by Machine	Two	✓	-	✓	-	-	-
34	R/615/6315	Produce Scanned Images	Two	✓	-	✓	-	-	-
35	M/600/8995	Undertake Technical Adjustment of Images	Three	✓	-	✓	-	-	-
36	F/600/8998	Prepare Image Output	Three	✓	-	✓	-	-	-
37	D/615/6317	Send and Receive Data Digitally	Two	✓	-	✓	-	-	-
38	H/615/6318	Plan, Set Up and Control the Digital Workflow	Four	✓	-	✓	-	-	-
39	D/615/6320	Research and Access Images	Two	✓	-	✓	-	-	-
40	H/615/6321	H/615/6321	Two	✓	-	✓	-	-	-
41	K/615/6322	K/615/6322	Two	✓	-	✓	-	-	-
42	T/615/6324	T/615/6324	Two	✓	-	✓	-	-	-
43	L/600/8387	L/600/8387	Three	✓	-	✓	-	-	-



Components			Set by the centre			Set by AIM			
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
44	R/600/8391	Edit Audiovisual Journalistic Material	Three	✓	-	✓	-	-	-
45	Y/615/6333	Keep Stock on Sale at Required Levels in a Retail Environment	One	✓	-	✓	-	-	-
46	D/615/6334	Display Stock to Promote Sales to Customers in a Retail Environment	Two	✓	-	✓	-	-	-
47	H/615/6335	Provide Information and Advice to Customers in a Retail Environment	Two	✓	-	✓	-	-	-
48	F/505/0450	Maximise Product Sales in a Retail Environment	Two	✓	-	✓	-	-	-
49	K/615/6336	Process Payments for Purchases in a Retail Environment	Two	✓	-	✓	-	-	-
50	M/615/6337	Source Required Goods and Services in a Retail Environment	Three	✓	-	✓	-	-	-
51	T/615/6338	Monitor and Evaluate the Quality of Service Provided by External Suppliers	Three	✓	-	✓	-	-	-
52	A/615/6339	Maintain the Availability of Goods for Sale to Customers in a Retail Environment	Three	✓	-	✓	-	-	-
53	T/615/6341	Audit Stock Levels and Stock Inventories in a Retail Environment	Three	✓	-	✓	-	-	-

Components			Set by the centre			Set by AIM			
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
54	F/615/6343	Evaluate the Receipt of Payments from Customers	Three	✓	-	✓	-	-	-
55	F/615/6326	Develop Procedures to Control Risks to Health and Safety	Four	✓	-	✓	-	-	-
56	L/615/6328	Conduct an Assessment of Risks in the Workplace	Three	✓	-	✓	-	-	-
57	J/615/6330	Maintain Colour Management Procedures	Four	✓	-	✓	-	-	-
58	L/615/6331	Maintain Image Asset Management Procedures	Four	✓	-	✓	-	-	-
59	R/600/9587	Develop, Maintain and Review Personal Networks	Four	✓	-	✓	-	-	-
60	M/615/6404	Support Learning and Development within Own Area of Responsibility	Four	✓	-	✓	-	-	-
61	T/615/6405	Monitor and Solve Customer Service Problems	Three	✓	-	✓	-	-	-
62	A/615/6406	Manage the Achievement of Customer Satisfaction	Four	✓	-	✓	-	-	-
63	F/615/6407	Analyse the Market in which your Organisation Operates	Four	✓	-	✓	-	-	-
64	J/615/6408	Develop and Implement Marketing Plans	Four	✓	-	✓	-	-	-

Components			Set by the centre			Set by AIM			
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
65	L/615/6409	Plan and Manage a Project	Four	✓	–	✓	–	–	–
66	F/615/6410	Develop and Implement a Risk Assessment Plan in Own Area of Responsibility	Four	✓	–	✓	–	–	–
67	J/615/6411	Manage Physical Resources	Four	✓	–	✓	–	–	–
68	L/615/6412	Manage a Budget for Own Area or Activity of Work	Five	✓	–	✓	–	–	–
69	R/615/6413	Manage Risk in Own Area of Responsibility	Four	✓	–	✓	–	–	–
70	Y/615/6414	Manage Product Development and Marketing	Five	✓	–	✓	–	–	–



Section Four

Operational Guidance

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.

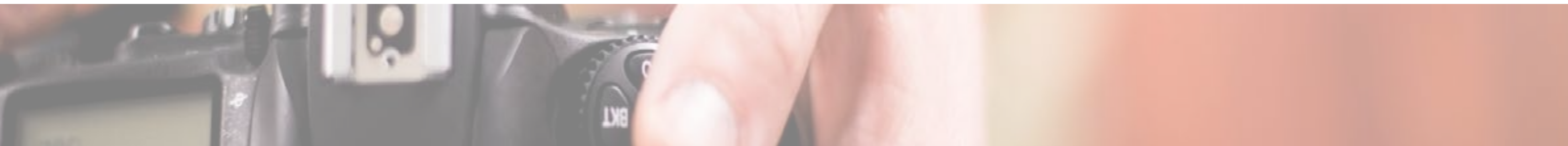
Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.

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

Appendix 1 - A Guide to Assessing AIM Qualifications

Appendix 2 - Learner Purpose Statement Level 3 Diploma

Appendix 3 - Learner Purpose Statement Level 4 Diploma



Appendix 2: Learner Purpose Statement

AIM Qualifications Level 3 Diploma in Photo Imaging

Qualification Number: 603/0349/9

Who is this qualification for?

The AIM Qualifications Level 3 Diploma in Photo Imaging has been designed to support you, the learner, in developing your core technical skills and knowledge in areas ranging from maintaining the imaging system, processing exposed films, producing scanned images and storing and preserving images. Specialist components, such as retail components are also available.

This qualification has been developed to form part of the Level 3 Advanced Apprenticeship in Photo Imaging; with an aim to attract new entrants into the photo imaging sector through a structured and employer-led framework.

You may still undertake this qualification outside of the apprenticeship framework.

You must achieve 47 credits to achieve this qualification, from a range of essential and chosen components. There are 2 pathways to choose from:

- Photography pathway - for learners wishing to progress into roles such as police or fire services as accident investigation/crime scene photographers, retail or health and social care roles, or within the communications departments of companies in a wide range of sectors.
- Non-photography pathway - for learners wishing to progress into roles available in digital imaging bureaux/prolabs and photo retail/minilabs. Roles include minilab printer, trainee digital imaging technician and picture library keyworder.

Is this qualification right for me?

You must be aged 16 or over to study this qualification and should ideally be employed in a related industry. This qualification is suitable to you if you:

- have already completed a related Level 2 qualification and now wants to progress your career further
- already works or volunteers in the photo imaging industry and wishes to progress your career further
- already works or volunteers in the photo imaging industry and wishes to gain recognition for the skills and knowledge previously achieved.

How does this qualification relate to other similar AIM qualifications?

This qualification forms part of a suite of Photo Imaging qualifications. You should work with an education professional to determine the qualification and level which is appropriate for you:

- AIM Qualifications Level 3 Certificate in Photo Imaging: this qualification also forms part of the Level 3 Advanced Apprenticeship in Photo Imaging and explores areas ranging from proper equipment use, image capture, specialist photography and the printing, presentation and storage of photos. This qualification can also be undertaken outside of the apprenticeship framework.
- AIM Qualifications Level 4 Diploma in Photo Imaging: this qualification is more suited if you have a higher level of responsibility and autonomy in your role.

What can the qualification lead to?

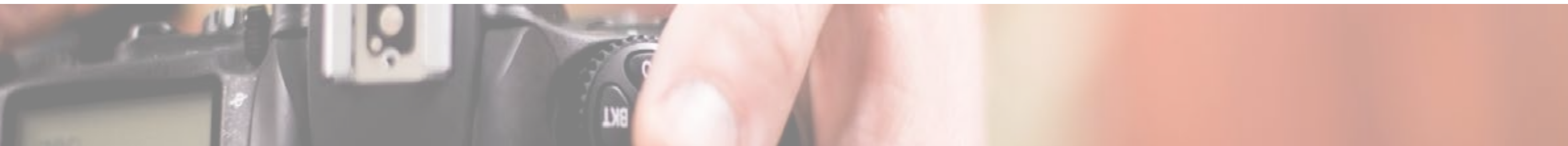
If you successfully achieve this qualification, you may progress into job roles within the photo imaging industry such as:

- *Crime-scene photographer*: find, record and recover evidence from crime scenes.
- *Event photographer*: takes pictures of people, places, products and events.
- *Digital imaging technician*: produces images from digital files.

You can also progress along the career path, leading to management roles in any of these areas.

Other information

This qualification has been developed in partnership with Sector Skills Councils who work with employer representatives from the photo imaging sector as well as educationalists, professional bodies and trade unions to ensure that successful learners meet the industry's specific needs and are "job ready".



Appendix 3: Learner Purpose Statement

AIM Qualifications Level 4 Diploma in Photo Imaging

Qualification Number: 603/0767/5

Who is this qualification for?

The AIM Qualifications Level 4 Diploma in Photo Imaging has been designed to support you, the learner, in developing your core technical skills and knowledge in areas ranging from maintaining the imaging system, processing exposed films, producing scanned images and storing and preserving images. Specialist components, such as business components are also available.

You must achieve 37 credits to achieve this qualification, from a range of essential and chosen components. Examples of the essential components are shown below:

Understand Legal and Ethical Requirements Relating to Photo Imaging: this component will enable you to understand and apply the laws relevant to your work and your rights relating to production, usage and ownership of images. It covers negotiating rights and dealing with any infringements, and with licensing and assigning work to others.

Conduct an Assessment of Risks in the Workplace: this component enables you to carry out risk assessments according to regulatory requirements. It requires you to identify hazards in the production environment, assessing the level of risk, recommending action and carrying out a review of the assessment.

Is this qualification right for me?

You must be aged 16 or over to study this qualification and should ideally be employed in a related industry. This qualification is suitable to you if you:

- have already completed a related Level 3 qualification and now wants to progress your career further
- already works or volunteers in the photo imaging industry and wishes to progress your career further
- already works or volunteers in the photo imaging industry and wishes to gain recognition for the skills and knowledge previously achieved.

How does this qualification relate to other similar AIM qualifications?

This qualification forms part of a suite of Photo Imaging qualifications. You should work with an education professional to determine the qualification and level which is appropriate for you:

- AIM Qualifications Level 3 Certificate in Photo Imaging: this qualification also forms part of the Level 3 Advanced Apprenticeship in Photo Imaging and explores areas ranging from proper equipment use, image capture, specialist photography and the printing, presentation and storage of photos. This qualification can also be undertaken outside of the apprenticeship framework.
- AIM Qualifications Level 3 Diploma in Photo Imaging: this qualification covers colour management techniques, understanding the legal and ethical requirements relating to photo imaging, how to improve the customer relationship etc.

What can the qualification lead to?

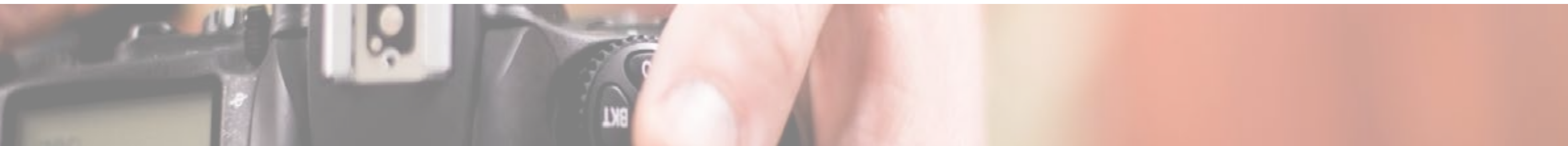
If you successfully achieve this qualification, you may progress into job roles within the photo imaging industry such as:

- *Crime-scene photographer:* find, record and recover evidence from crime scenes.
- *Event photographer:* takes pictures of people, places, products and events.
- *Digital imaging technician:* produces images from digital files.

You can also progress along the career path, leading to management roles in any of these areas.

Other information

This qualification has been developed in partnership with Sector Skills Councils who work with employer representatives from the photo imaging sector as well as educationalists, professional bodies and trade unions to ensure that successful learners meet the industry's specific needs and are "job ready".





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