



## AIM Qualifications

### Suite of Skills for Working in Digital Technology Industries (AIMVOCs) 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

”

## Document Version History

Version Number	Date	Description
2	26/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 73).
3	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 10-14)
4	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 15: Resource requirements Page 69: How these qualifications are assessed Page 71: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 72: Delivering the MCQ assessments Page 72: At the end of the MCQ assessments

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
5	September 2021	<p>Qualification withdrawal dates added (pages 11-15) for:</p> <p>Entry 1 Award in Skills for Working in Digital Technology Industries 603/1734/6  Entry 1 Extended Award in Skills for Working in Digital Technology Industries 603/1735/8</p> <p>Entry 2 Award in Skills for Working in Digital Technology Industries 603/1739/5  Entry 2 Extended Award in Skills for Working in Digital Technology Industries 603/1740/1</p> <p>Entry 3 Extended Award in Skills for Working in Digital Technology Industries 603/1745/0  Entry 3 Extended Certificate in Skills for Working in Digital Technology Industries 603/1747/4</p> <p>Level 1 Extended Award in Skills for Working in Digital Technology Industries 603/1750/4  Level 1 Extended Certificate in Skills for Working in Digital Technology Industries 603/1752/8  Level 1 Diploma in Skills for Working in Digital Technology Industries 603/1753/X</p> <p>Level 2 Award in Skills for Working in Digital Technology Industries 603/1754/1  Level 2 Extended Award in Skills for Working in Digital Technology Industries 603/1755/3  Level 2 Extended Certificate in Skills for Working in Digital Technology Industries 603/1757/7</p>
6	March 2022	An optional MCQ assessment method has been added to the following components: Building Confidence and Self Esteem (A/616/0360) and Bullying and Harassment in the Workplace (L/616/0363)

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# Introduction

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Welcome to the AIM Qualifications Suite of Skills for Working in Digital Technology Industries Qualification Handbook.

## Entry 1

AIM Qualifications Entry Level 1 Award in Skills for Working in Digital Technology Industries *603/1734/6 (expiring)*

AIM Qualifications Entry Level 1 Extended Award in Skills for Working in Digital Technology Industries *603/1735/8 (expiring)*

## Entry 2

AIM Qualifications Entry Level 2 Award in Skills for Working in Digital Technology Industries *603/1739/5 (expiring)*

AIM Qualifications Entry Level 2 Extended Award in Skills for Working in Digital Technology Industries *603/1740/1 (expiring)*

## Entry 3

AIM Qualifications Entry Level 3 Award in Skills for Working in Digital Technology Industries *603/1744/9*

AIM Qualifications Entry Level 3 Extended Award in Skills for Working in Digital Technology Industries *603/1745/0 (expiring)*

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Digital Technology Industries *603/1746/2*

AIM Qualifications Entry Level 3 Extended Certificate in Skills for Working in Digital Technology Industries *603/1747/4 (expiring)*

## Level 1

AIM Qualifications Level 1 Award in Skills for Working in Digital Technology Industries *603/1749/8*

AIM Qualifications Level 1 Extended Award in Skills for Working in Digital Technology Industries *603/1750/4 (expiring)*

AIM Qualifications Level 1 Certificate in Skills for Working in Digital Technology Industries *603/1751/6*

AIM Qualifications Level 1 Extended Certificate in Skills for Working in Digital Technology Industries *603/1752/8 (expiring)*

AIM Qualifications Level 1 Diploma in Skills for Working in Digital Technology Industries *603/1753/X (expiring)*

## Level 2

AIM Qualifications Level 2 Award in Skills for Working in Digital Technology Industries *603/1754/1 (expiring)*

AIM Qualifications Level 2 Extended Award in Skills for Working in Digital Technology Industries *603/1755/3 (expiring)*

AIM Qualifications Level 2 Certificate in Skills for Working in Digital Technology Industries *603/1756/5*

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Digital Technology Industries *603/1757/7 (expiring)*

AIM Qualifications Level 2 Diploma in Skills for Working in Digital Technology Industries *603/1758/9*

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.

# Section One

## Qualification Overview



# About these Qualifications

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The AIM Qualifications Suite of AIMVOC qualifications are suitable for learners pre-and post-16, who wish to develop their knowledge and skills in a range of vocational areas:

- Animal Care
- Business, Administration and Customer Service
- Catering and Hospitality
- Child Care
- Construction and Building
- Creative and Design
- Digital Technology
- Engineering and Manufacturing
- Hair and Beauty
- Horticulture
- Transport and Logistics

The AIM Qualifications Suite of Skills for Working in Digital Technology Industries (AIMVOCs) Qualifications provide opportunities for learners to develop their skills and knowledge to enable them to start or build on a career in a range of digital technology industries. These qualifications have been developed in conjunction with employers, training providers and subject matter experts.

This combination of knowledge and experience has resulted in a suite of qualifications which truly reflect the knowledge, skills and understanding which individuals require when employed in digital technology roles. Details about each qualification can be found later in this document, however, all qualifications are based on three guiding principles. These are as follows.

## Vocational Teaching, Learning and Assessment

All qualifications have strong emphasis on vocational teaching, learning and assessment where learners develop a practical understanding of key competences based on fundamental underpinning knowledge.

This approach enables centres to deliver dynamic and interactive teaching where role plays, scenarios and demonstrations are key teaching, learning and assessment tools.

## Flexible Curriculum

All qualifications present centres with an opportunity to determine the most appropriate content for a qualification where, through appropriate rules of combination, learners can engage with components above or below their primary level of study. This enables centres to select components which present both a challenge and variety to a learner's experience.

## Developing Employability Skills

All qualifications present centres with an opportunity to combine (subject to rules of combination criteria) components focused on developing employability skills. These skills are aimed at meeting the expectations of employers and are transferable from one operational role to another.

Employability components will add further variety to curricula design which, when delivered in particular sequences, can support a learner's understanding of, and engagement with, vocationally specific components.

These qualifications range from Entry 1 to Level 2 of the Regulated Qualifications Framework (RQF). As such, these qualifications are recognised internationally as well as within the UK which will support a learner who is seeking employment in digital technology, or one who is seeking to progress within their role.

To ensure these qualifications maintains its currency and meets the requirements of employers, all qualifications are periodically reviewed. Representatives from employers training providers, subject matter experts and the broader subject sector area are key stakeholders in all periodic reviews.

## Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 1 Extended Award in Skills for Working in Digital Technology Industries
Qualification Family	Flexibilities	
Grading	Pass/Fail	
Geographical Coverage	England	
Operational Start Date	1st December 2018	
Last Learner Registration Date	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025
Sector	9.3 Media and Communication	
Qualification Number	603/1734/6	603/1735/8
Learning Aim Reference	60318685	60317358
Guided Learning Hours	30	90
Total Qualification Time	30	90
Total Credits Required	3	9
Minimum Learner Age	N/A	N/A

## Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Digital Technology Industries
Qualification Family	Flexibilities	
Grading	Pass/Fail	
Geographical Coverage	England	
Operational Start Date	1st December 2018	
Last Learner Registration Date	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025
Sector	9.3 Media and Communication	
Qualification Number	603/1739/5	603/1740/1
Learning Aim Reference	60317395	60317401
Guided Learning Hours	30	90
Total Qualification Time	30	90
Total Credits Required	3	9
Minimum Learner Age	N/A	N/A



## Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Digital Technology Industries
Qualification Family	Flexibilities			
Grading	Pass/Fail			
Geographical Coverage	England			
Operational Start Date	1st December 2018			
Review Date	31st July 2023	N/A	31st July 2023	N/A
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025
Sector	9.3 Media and Communication			
Qualification Number	603/1744/9	603/1745/0	603/1746/2	603/1747/4
Learning Aim Reference	60317449	60317450	60317462	60317474
Guided Learning Hours	30	90	150	270
Total Qualification Time	30	90	150	270
Total Credits Required	3	9	15	27
Minimum Learner Age	N/A	N/A	N/A	N/A

## Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Digital Technology Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st December 2018				
Review Date	31st July 2023	N/A	31st July 2023	N/A	N/A
Last Learner Registration Date	N/A	30th April 2022	N/A	30th April 2022	30th April 2022
Last Certification End Date	N/A	30th April 2025	N/A	30th April 2025	30th April 2025
Sector	9.3 Media and Communication				
Qualification Number	603/1749/8	603/1750/4	603/1751/6	603/1752/8	603/1753/X
Learning Aim Reference	60317498	60317504	60317516	60317528	6031753X
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 Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Digital Technology Industries
Qualification Family	Flexibilities				
Grading	Pass/Fail				
Geographical Coverage	England				
Operational Start Date	1st December 2018				
Review Date	N/A	N/A	31st July 2023	N/A	31st July 2023
Last Learner Registration Date	30th April 2022	30th April 2022	N/A	30th April 2022	N/A
Last Certification End Date	30th April 2025	30th April 2025	N/A	30th April 2025	N/A
Sector	9.3 Media and Communication				
Qualification Number	603/1754/1	603/1755/3	603/1756/5	603/1757/7	603/1758/9
Learning Aim Reference	60317541	60317553	60317565	60317577	60317589
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-supervised contact hours
- the number of hours spent on preparation, studying and the assessment that is non-supervised

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 can progress within the suite of Skills for Digital Technology Industries or exit this pathway at any point to undertake a qualification at the same or higher level and within the same subject area.

At Level 2, learners have the opportunity to progress onto a Level 3 apprenticeship in digital technology or onto a Level 3 apprenticeship in another, but similar, subject.

## 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 employers, industry experts and training providers to make any changes necessary to ensure validity and reflect recent developments. 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

	AIM Qualifications Entry 1 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 1 Extended Award in Skills for Working in Digital Technologies Industries
<b>Total Credits Required</b>	<b>3</b>	<b>9</b>
Minimum Credits from Digital Technology Group	3	6
Maximum Credits allowed from Employability Group (at Entry 2 only)	0	3

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Digital Technology Group at Entry 1 only.</i>	<p><i>Learners must achieve 9 credits.</i></p> <p><i>A minimum of 6 credits must be achieved from the Digital Technology Group, up to 3 credits of these may be achieved at Entry 2.</i></p> <p><i>A maximum of 3 credits may be achieved from the Employability Group, at Entry 1 only.</i></p>
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## Qualification Structure: Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Digital Technologies Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Digital Technologies Industries
<b>Total Credits Required</b>	<b>3</b>	<b>9</b>
Minimum Credits from Digital Technology Group	3	6
Maximum Credits allowed from Employability Group (at Entry 2 only)	0	3

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Digital Technology Group at Entry 2 only.</i>	<p><i>Learners must achieve 9 credits.</i></p> <p><i>A minimum of 6 credits must be achieved from the Digital Technology Group, up to 3 credits of these may be achieved at Entry 1 and/or Entry 3.</i></p> <p><i>A maximum of 3 credits may be achieved from the Employability Group, at Entry 2 only.</i></p>
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## Qualification Structure: Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Entry 3 Extended Certificate in Skills for Working in Digital Technology Industries
<b>Total Credits Required</b>	<b>3</b>	<b>9</b>	<b>15</b>	<b>27</b>
Minimum Credits from Digital Technology Group	3	6	10	17
Maximum Credits allowed from Employability Group (at Entry 3 only)	0	3	5	10

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Digital Technology Group at Entry 3 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Digital Technology Group, up to 3 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 3 credits may be achieved from the Employability Group, at Entry 3 only.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Digital Technology Group, up to 5 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 5 credits may be achieved from the Employability Group, at Entry 3 only.</i>	<i>Learners must achieve 27 credits. A minimum of 17 credits must be achieved from the Digital Technology Group, up to 10 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 10 credits may be achieved from the Employability Group, at Entry 3 only.</i>

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## Qualification Structure: Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Extended Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Extended Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 1 Diploma in Skills for Working in Digital Technology Industries
<b>Total Credits Required</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>26</b>	<b>36</b>
Minimum Credits from Digital Technology Group	6	6	10	16	24
Maximum Credits allowed from Employability Group (at Level 1 only)	0	3	5	10	12

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 6 credits from the Digital Technology Group at Level 1 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Digital Technology Group, up to 3 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 3 credits may be achieved from the Employability Group, at Level 1 only.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Digital Technology Group, up to 5 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 5 credits may be achieved from the Employability Group, at Level 1 only.</i>	<i>Learners must achieve 26 credits. A minimum of 16 credits must be achieved from the Digital Technology Group, up to 10 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 10 credits may be achieved from the Employability Group, at Level 1 only.</i>	<i>Learners must achieve 36 credits. A minimum of 24 credits must be achieved from the Digital Technology Group, up to 12 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 12 credits may be achieved from the Employability Group, at Level 1 only.</i>

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## Qualification Structure: Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Extended Award in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Digital Technology Industries	AIM Qualifications Level 2 Diploma in Skills for Working in Digital Technology Industries
<b>Total Credits Required</b>	<b>8</b>	<b>11</b>	<b>19</b>	<b>34</b>	<b>48</b>
Minimum Credits from Digital Technology Group	8	7	13	23	33
Maximum Credits allowed from Employability Group (at Level 2 only)	0	4	6	11	15

Full Description of Rules of Combination	<p><i>Learners must achieve a minimum of 8 credits from the Digital Technology Group at Level 2 only.</i></p>	<p><i>Learners must achieve 11 credits.</i></p> <p><i>A minimum of 7 credits must be achieved from the Digital Technology Group, up to 4 credits of these may be achieved at Level 1 and/or Level 3.</i></p> <p><i>A maximum of 4 credits may be achieved from the Employability Group, at Level 2 only.</i></p>	<p>Learners must achieve 19 credits.</p> <p>A minimum of 13 credits must be achieved from the Digital Technology Group, up to 6 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 6 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>Learners must achieve 34 credits.</p> <p>A minimum of 23 credits must be achieved from the Digital Technology Group, up to 11 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 11 credits may be achieved from the Employability Group, at Level 2 only.</p>	<p>Learners must achieve 48 credits.</p> <p>A minimum of 33 credits must be achieved from the Digital Technology Group, up to 15 credits of these may be achieved at Level 1 and/or Level 3.</p> <p>A maximum of 15 credits may be achieved from the Employability Group, at Level 2 only.</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:

**Digital Technology Group** (page 29); which covers the concept of digital technology and some of the key areas to aid learners progression in the industry. Learners will have the opportunity to develop their knowledge in a range of areas including using digital devices and creative software, establishing and maintaining a business enterprise, key areas of animation, processing images to make graphics, computer generated imagery, and video and audio editing.

**Employability Group**; which includes

- *Assertiveness and Decision Making Skills* (page 29): provides the opportunity for learners to develop their assertiveness and decision making skills. Learners will learn the importance of speaking up for themselves, developing negotiation skills and the benefits of assertiveness.
- *Behaviour in the Workplace* (page 30): learners will develop their knowledge and skills in behaving appropriately at work. This component group includes looking at the consequences of bullying and harassment at work, how to deal with difficult situations and the importance of professional behaviour in the workplace.
- *Career Planning and Job Searching* (page 31): this component group provides learners with the opportunity to explore their options for their future by looking at their own personal strengths and qualities, and their personal preferences to different careers. They will also develop their practical skills in searching for jobs and will look at how to apply for job vacancies.

- *Communication Skills in the Workplace* (page 33): learners will be introduced to the principles of effective communication in a workplace. Learners will explore diverse ways in which people communicate in the workplace and when it is appropriate to use these different methods of communication.
- *Confidence and Self Esteem* (page 34): allows learners to identify the value of confidence and self-esteem, what factors affect them and the effect on others' perceptions of an individual.
- *Continuing Professional Development (CPD)* (page 34): this component group includes looking at career development, own current situation in terms of training needs, planning for progression and how to get the most out of training.
- *CV Writing* (page 37): this group will develop practical skills in presenting Information about themselves to a prospective employer and also looks at the use of online profiles for career planning.
- *Discrimination at Work* (page 38): these components aim to raise a learner's awareness of discrimination at work by gaining an understanding of discriminatory words and actions, possible consequences and ways to avoid this happening.
- *Employability Skills* (page 38): this group provides learners with an opportunity to develop a range of desired employability skills, such as using tools and equipment for work tasks and working to standards.
- *Environmental Awareness in the Workplace* (page 42): raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.
- *Health and Safety in the Workplace* (page 43): aims to introduce learners to health and safety in the workplace, including potential hazards and risks, common basic safety signs, safe practices and protective equipment.
- *ICT* (page 44): where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).
- *Induction to Work* (page 42): aims to provide learners with an induction to their workplace, how to adjust to their new work setting and introduces their role in the workplace.
- *Interview Techniques* (page 48): this component group develops the learner's skills and knowledge in undertaking a recruitment interview.
- *Introduction to Vocational Industries* (page 48): this group provides learners with the opportunity to look at the roles and activities within typical job roles in a range of different sectors.



- *Literacy (page 49): these components are based on the National Standards for Adult Literacy and are fully referenced to the Adult Literacy Core Curriculum.*
- *Maths (page 51): these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.*
- *Mentoring (page 53): enables learners to develop their ability in mentoring others with a focus on developing good practice.*
- *Rights and Responsibilities at Work (page 54): this component group looks at an employee's responsibilities and rights at work, including the principles of their employment contract, pension schemes and pay.*
- *Setting Targets (page 55): learners are introduced to the importance of appraisals and setting targets to improve own performance at work.*
- *Speaking and Listening at Work (page 55): provides learners with an introduction into how to communicate effectively and appropriately in the workplace, taking into account the role of body language played in communication.*
- *Stress Management (page 56): enables learners to have a basic understanding of stress and issues that can arise at work. Learners will explore a range of stress management techniques and coping strategies.*
- *Teamwork Skills (page 57): provides learners with an introduction on how to work in a team, how their own behaviour affects other group members and the various factors that motivate people in team situations.*
- *Time Management Skills (page 58): aims to make learners aware of how they spend their time and how to use time management as a way of reducing stress.*
- *Travelling to and from Work (page 59): introduces learners to the importance of getting to their place of work safely and on time.*

- *Using ICT in the Workplace (page 59): aims to develop learner's skills in using ICT to carry out workplace tasks.*
- *Using Money in the Workplace (page 60): this group introduces learners to using money in the workplace, including handling cash payments for products and services, how to deal with debt and the uses of banks and credit cards.*
- *Using Numeracy Skills in the Workplace (page 60): aims to develop learner's skills in using numeracy skills to carry out workplace tasks.*
- *Using Writing Skills in the Workplace (page 61): aims to develop learner's skills in using writing skills to carry out workplace tasks.*
- *Volunteering (page 62): this group provides learners with an understanding of what it means to be a volunteer. It covers the types of organisations where volunteering opportunities are available, the benefits of volunteering and the rights and responsibilities of volunteers.*
- *Work Experience (page 62): this group provides learners with an understanding for and the practical skills in undertaking work experience.*

## Digital Technology Group

Digital Technology 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
Y/617/3813	2D Animation Production	L1	5	45	✓	–	✓	–	–	–
M/617/4062	2D Animation Production	L3	5	28	✓	–	✓	–	–	–
T/617/4063	Adverts for TV	L3	5	28	✓	–	✓	–	–	–
L/617/3906	Artwork and Imaging	L2	5	32	✓	–	✓	–	–	–
R/617/3809	Assist in Editing Creative Work	E2	2	20	✓	–	✓	–	–	–
J/617/3810	Assist in Using a Digital Device for a Purpose	E2	2	20	✓	–	✓	–	–	–
J/617/3807	Assist in Using Creative Software	E1	1	10	✓	–	✓	–	–	–
L/617/3808	Assist in Using Digital Devices	E1	2	20	✓	–	✓	–	–	–
J/617/4066	Audio Production Techniques	L3	8	42	✓	–	✓	–	–	–
R/617/3907	Coding for the Web	L2	3	24	✓	–	✓	–	–	–

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Digital Technology Components					Assessment set by the centre					
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/617/4067	Computer Game Story Development	L3	8	42	✓	–	✓	–	–	–
D/617/3814	Computer Generated Imagery	L1	3	27	✓	–	–	–	–	–
D/617/3909	Creative Media Sector	L2	4	24	✓	–	–	–	–	–
Y/617/3911	Creative Multimedia	L2	5	32	✓	–	✓	–	–	–
D/617/3912	Cyber Security	L2	4	24	✓	–	–	–	–	–
A/616/1248	Design and Imaging Software Skills	E3	2	20	✓	–	✓	–	–	–
H/617/3815	Developing Audio Production	L1	4	36	✓	–	✓	–	–	–
K/617/3816	Developing Multimedia Products	L1	3	27	✓	–	–	–	–	–
H/617/3913	Developing Web Products	L2	4	24	✓	–	✓	–	–	–
K/617/3914	Digital Applications Development	L2	5	32	✓	–	✓	–	–	–
R/617/4068	Digital Graphics for Interactive Media	L3	5	28	✓	–	✓	–	–	–
Y/617/4069	Digital Graphics for Print	L3	5	28	✓	–	✓	–	–	–
H/616/1258	Digital Lifestyle	E3	3	30	✓	–	–	–	–	–
K/617/4075	Digital Photography in Practice	L3	5	28	✓	–	✓	–	–	–

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Digital Technology 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
Y/617/4072	Digital Video Production for Interactive Media	L3	5	28	✓	–	✓	–	–	–
A/616/9799	Establishing a Business Enterprise	L2	4	24	✓	–	✓	–	–	–
H/616/9800	Establishing and Managing a Business Enterprise	L1	4	36	✓	–	✓	–	–	–
K/616/9801	Establishing Positive Working Relationships	L1	3	27	✓	–	✓	–	–	–
T/617/3916	Game Development	L2	5	32	✓	–	✓	–	–	–
M/617/4076	Game Development Platforms	L3	7	35	✓	–	✓	–	–	–
H/616/1275	Graphics Software Skills	E3	1	10	✓	–	✓	–	–	–
J/617/3919	HTML and Web Enhancements	L2	5	32	✓	–	–	–	–	–
M/617/3896	Imaging Software	L1	3	27	✓	–	–	–	–	–
A/617/4078	Interactive Media Design	L3	5	28	✓	–	✓	–	–	–
A/617/3898	Interactive Media Technologies	L1	3	27	✓	–	–	–	–	–
L/617/3811	Introduction to Robotics	E3	4	40	✓	–	✓	–	–	–
F/617/3904	Layout of a Digital Product	L1	3	27	✓	–	–	–	–	–
F/617/4079	Media Production	L3	5	28	✓	–	✓	–	–	–

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Digital Technology 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
F/617/4082	Motion Graphics	L3	8	42	✓	–	✓	–	–	–
M/617/3932	Music Video Production	L2	8	48	✓	–	✓	–	–	–
R/617/3941	Printing Techniques	L2	8	48	✓	–	✓	–	–	–
R/617/3812	Processing Images to Make Graphics	E3	2	20	✓	–	✓	–	–	–
H/617/3944	Producing an Advert	L2	8	48	✓	–	✓	–	–	–
M/617/3946	Producing Animation	L2	8	48	✓	–	✓	–	–	–
J/617/3953	Robotic Design and Implementation	L2	3	16	✓	–	–	–	–	–
L/617/3954	Software Testing	L2	5	32	✓	–	✓	–	–	–
F/617/3966	Sound for Computer Games	L2	8	42	✓	–	✓	–	–	–
J/617/4083	Sound for Interactive Media	L3	8	42	✓	–	✓	–	–	–
L/617/4084	Stop Motion Animation	L3	8	42	✓	–	–	–	–	–
D/616/1307	The Internet and the World Wide Web	E3	1	10	✓	–	✓	–	–	–

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Digital Technology 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/617/3905	Video and Audio Editing	L1	4	36	✓	–	✓	–	–	–
L/617/3968	Video Production	L2	8	48	✓	–	✓	–	–	–
Y/617/4086	Web Animation for Interactive Media	L3	8	42	✓	–	–	–	–	–
H/617/4057	Website Design	L2	8	48	✓	–	✓	–	–	–
K/617/4058	Website Testing	L2	4	24	✓	–	✓	–	–	–

## Employability Group

Employability Group: Assertiveness and Decision Making 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
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	✓	–	–	–	–	–

Employability Group: Behaviour in the Workplace 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/616/0355	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	✓	–	–	–	✓	–

Employability Group: Behaviour in the Workplace 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
A/616/0391	Conduct at Work	E1	2	20	✓	–	✓	–	–	–
F/616/0392	Conduct at Work	E2	2	20	✓	–	✓	–	–	–
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	✓	–	–	–	–	–
D/616/0920	Responsible Work Practice	One	2	18	✓	–	✓	–	–	–
H/616/0921	Responsible Work Practice	Two	1	8	✓	–	–	–	–	–

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Employability Group: Career Planning and Job Search 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/616/0342	Applying for Jobs or Courses	E1	2	20	✓	–	✓	–	–	–
A/616/0343	Applying for Jobs or Courses	E2	2	20	✓	–	✓	–	–	–
Y/616/0365	Career Planning	One	3	27	✓	–	–	–	–	–
M/616/9959	Career Planning	Two	4	24	✓	–	✓	–	–	–
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	✓	–	–	–	–	–
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	✓	–	✓	–	–	–

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Employability Group: Career Planning and Job Search 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
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/616/1214	Working Patterns	One	1	9	✓	–	–	–	–	–

Employability Group: Communication in the Workplace Components					Assessment set by the centre					
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	✓	–	–	–	–	–

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Employability Group: Communication in the Workplace Components					Assessment set by the centre					
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/9961	Communication in the Workplace	Two	4	24	✓	–	–	–	–	–

Employability Group: Confidence and Self Esteem 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
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	✓	–	–	–	–	–

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Employability Group: Continuing Professional Development (CPD) 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/616/0337	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	✓	–	–	–	–	–
K/616/0631	Induction to a Training Course	E3	3	30	✓	–	–	–	–	–
J/616/0636	Induction to a Training Course	One	3	27	✓	–	–	–	–	–
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	✓	–	–	–	–	–

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Employability Group: Continuing Professional Development (CPD) 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
A/616/0925	Reviewing Your Situation at Work	One	1	9	✓	–	–	–	–	–
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	✓	–	✓	–	–	–

Employability Group: Customer Service Skills 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
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	✓	–	–	–	–	–

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Employability Group: CV Writing 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
D/616/0352	Building a Personal Career Portfolio	One	3	27	✓	–	–	–	–	–
R/616/9968	Building a Personal Career Portfolio	Two	4	24	✓	–	–	–	–	–
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	✓	–	✓	–	–	–

Employability Group: Discrimination at Work 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/616/0458	Discrimination at Work	E3	3	30	✓	–	–	–	–	–
J/616/0460	Discrimination at Work	One	3	27	✓	–	–	–	–	–
R/616/9971	Discrimination at Work	Two	4	24	✓	–	–	–	–	–

Employability Group: Employability Skills 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/616/0369	Carrying out Market Research	E2	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–



Employability Group: Employability Skills 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/616/0595	Following Instructions in the Workplace	E2	2	20	✓	–	✓	–	–	–
M/616/0596	Following Instructions in the Workplace	E3	2	20	✓	–	✓	–	–	–
K/616/0676	Introduction to Guiding Visitors	E2	2	20	✓	–	✓	–	–	–
M/616/0677	Introduction to Guiding Visitors	E3	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/616/0853	Making a Work Product	E1	2	20	✓	–	✓	–	–	–
H/616/0854	Making a Work Product	E2	2	20	✓	–	✓	–	–	–
T/616/0857	Managing a Work Project	Two	1	8	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability Group: Employability Skills 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/616/0871	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/616/1224	Presentation Skills	E3	2	20	✓	–	✓	–	–	–
Y/616/1225	Presentation Skills	One	2	18	✓	–	✓	–	–	–
F/616/9996	Presentation Skills	Two	3	16	✓	–	✓	–	–	–
F/616/0912	Report Writing	Two	1	8	✓	–	–	–	–	–
D/616/0917	Research Skills	One	3	27	✓	–	–	–	–	–
J/617/0017	Research Skills	Two	4	24	✓	–	–	–	–	–
T/616/0938	Self Advocacy	E1	3	30	✓	–	–	–	–	–
L/617/0018	Small Scale Research Project	Two	8	48	✓	–	–	–	–	–
A/616/1038	Supporting Workers Whose First Language is not English	E3	3	30	✓	–	✓	–	–	–

Employability Group: Employability Skills 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/616/1044	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	✓	–	✓	–	–	–
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	✓	–	–	–	–	–

Employability Group: Enterprise Skills 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/616/0580	Exploring Enterprise	E1	2	20	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability Group: Environmental Awareness in the Workplace 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/616/0468	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	✓	–	–	–	–	–

Employability Group: Equality and Diversity at Work 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/616/0471	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	✓	–	–	–	–	–

Employability Group: Health and Safety in the Workplace 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
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	✓	–	✓	–	–	–
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	✓	–	–	–	✓	–

Employability Group: 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
T/616/1233	Audio and Video Software	E2	2	20	✓	–	✓	–	–	–
A/616/1234	Audio Software Skills	E3	2	20	✓	–	✓	–	–	–
L/616/1237	Computer Basics	E3	3	30	✓	–	–	–	–	–
R/616/1238	Computer Security and Privacy	E3	3	30	✓	–	–	–	–	–
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	3	27	✓	–	–	–	–	–
K/616/1245	Database Software Skills	One	5	32	✓	–	–	–	–	–
J/617/0082	Database Software Skills	Two	5	32	✓	–	–	–	–	–
A/616/1248	Design and Imaging Software Skills	E3	2	20	✓	–	✓	–	–	–
F/616/1252	Desktop Publishing Software Skills	E3	2	20	✓	–	✓	–	–	–

Employability Group: 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
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	✓	–	✓	–	–	–
M/616/1439	Enter and Save Information Using ICT	E1	1	10	✓	–	✓	–	–	–
H/616/1440	Enter and Save Information Using ICT	E2	1	10	✓	–	✓	–	–	–
K/616/1441	Find Information Using ICT	E1	1	10	✓	–	✓	–	–	–
M/616/1442	Find Information Using ICT	E2	1	10	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
H/616/1275	Graphics Software Skills	E3	1	10	✓	–	✓	–	–	–

Employability Group: 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
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	✓	–	✓	–	–	–
A/616/1282	IT User Fundamentals	E3	2	20	✓	–	✓	–	–	–
T/616/1281	IT Maintenance for Users	One	2	18	✓	–	✓	–	–	–
J/616/1284	Personal Digital Photograph Processing	E3	1	10	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability Group: 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
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	✓	–	✓	–	–	–
T/617/0028	Use E-Sources to Select Information	Two	4	24	✓	–	✓	–	–	–
F/616/1445	Using ICT: Safe Working Practices	E2	2	20	✓	–	–	–	–	–
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability Group: Induction to Work 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/616/0340	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	✓	–	–	–	–	–

Employability Group: Interview Techniques 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
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	✓	–	✓	–	–	–

Employability Group: Introduction to Vocational Industries 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
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	✓	–	–	–	–	–

Employability Group: 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	✓	–	✓	–	–	–

Employability Group: 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
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability Group: 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
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability Group: 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	✓	–	–	–	–	–
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	✓	–	✓	–	–	–

Employability Group: 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
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	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–

Employability: Mentoring 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
R/616/0865	Mentoring	Two	1	8	✓	–	✓	–	–	–
D/617/0055	Mentoring Practice	Two	3	16	✓	–	–	–	–	–
H/617/0056	The Mentoring Process	Two	4	24	✓	–	✓	–	–	–

Employability: Personal Presentation at Work 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
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	✓	–	–	–	–	–



Employability Group: Problem Solving in the Workplace 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/616/0448	Dealing with Work-Related Problems	E1	3	30	✓	–	✓	–	–	–
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	✓	–	–	–	–	–

Employability Group: Rights and Responsibilities at Work 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
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	✓	–	–	–	✓	–
F/616/0926	Rights and Responsibilities at Work	E1	3	30	✓	–	–	–	–	–

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Employability Group: Rights and Responsibilities at Work 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/616/0927	Rights and Responsibilities at Work	E2	3	30	✓	–	–	–	–	–
L/616/0928	Rights and Responsibilities at Work	E3	3	30	✓	–	–	–	–	–
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/616/1162	Understanding Pensions	E3	1	10	✓	–	–	–	–	–
M/616/1165	Understanding Pensions	One	1	9	✓	–	–	–	✓	–

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Employability Group: Setting Targets 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
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	✓	–	✓	–	–	–
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	30	✓	–	–	–	–	–

Employability: Speaking and Listening at Work 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/616/1228	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	✓	–	✓	–	–	–

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Employability Group: Stress Management 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
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	✓	–	✓	–	–	–
K/616/1018	Stress Management	E3	3	30	✓	–	–	–	–	–
Y/616/1029	Stress and Stress Management Techniques	One	3	27	✓	–	✓	–	–	–
M/617/0061	Stress and Stress Management Techniques	Two	4	24	✓	–	✓	–	–	–

Employability Group: Teamwork Skills 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
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	✓	–	✓	–	–	–

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Employability Group: Teamwork Skills 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/617/0062	Communication Skills for Group and Teamwork	Two	4	24	✓	–	✓	–	–	–
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	✓	–	✓	–	–	–
D/616/1212	Working in a Team	E1	3	30	✓	–	✓	–	–	–
H/616/1213	Working in a Team	E2	3	30	✓	–	✓	–	–	–

Employability Group: Time Management Skills 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
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	✓	–	–	–	–	–
D/616/1114	Time Management Skills	E1	1	10	✓	–	–	–	–	–
H/616/1115	Time Management Skills	E2	1	10	✓	–	–	–	–	–

Employability Group: Time Management Skills 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
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	✓	–	✓	–	–	–

Employability Group: Using ICT in the Workplace 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
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	✓	–	✓	–	–	–

Employability Group: Using Money in the Workplace 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/616/0444	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	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	One	3	27	✓	–	✓	–	–	–
T/616/0602	Handling Payment for Goods and Services	Two	4	24	✓	–	✓	–	–	–
L/616/1156	Understanding Banks and Credit Cards	E3	3	30	✓	–	–	–	–	–
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	✓	–	✓	–	–	–

Employability Group: Using Numeracy Skills in the Workplace 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/616/1201	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	✓	–	✓	–	–	–

Employability Group: Using Writing Skills in the Workplace 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/616/1206	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	✓	–	✓	–	–	–

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Employability Group: Volunteering 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
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	✓	–	–	–	–	–

Employability Group: Work Experience 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
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	✓	–	–	–	–	–

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Employability Group: Work Experience 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
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	✓	–	✓	–	–	–

# Assessment

## Section Three

### 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
- Tutors must be fully conversant with the Animal Welfare Act 2006 and relevant codes of practice, such as the DEFRA Codes of Practice for the Welfare of Dogs and Horses

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

## 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](http://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](http://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

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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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