

We regularly review our products to ensure they remain fit for purpose, to reflect recent developments and to meet industry needs. The AIM Awards Suite of Counselling qualifications has undergone a review and a new suite of qualifications will be available from 1st August 2019. Please see the **Operational Guidance** below for details on final dates for the expiring qualifications.

This document details the main changes to the qualifications.

New: AIM Awards Level 4 Diploma in Counselling Practice (603/3987/1)

This qualification aims to enable learners to embark on practice working within an ethical framework.

The qualification is non-credit bearing; no credits are attached to the components and/or qualification. Further information can be found here: <https://www.aimawards.org.uk/news/2018/12/18/removal-of-credit-from-aim-awards-qualifications//>.

The qualification's overall Guided Learning Hours (GLH) and Total Qualification Time (TQT) have increased. Please see Section 1 in the new Level 4 Diploma in Counselling Practice qualification handbook for further information.

Important: this qualification includes the **Counselling Theory Level 3** (K/617/4240) component taken from the new AIM Awards Level 3 Certificate in Counselling (603/3986/X). This is to ensure learners have gained knowledge and understanding of the main approaches to counselling, prior to evaluating ONE core approach to/model of counselling in the new **Counselling Theory: A Chosen Approach** Level 4 component.

Opportunities for Exemption/Recognition of Prior Learning (RPL)

If learners have achieved the AIM Awards Level 3 Certificate in Counselling qualification (603/3986/X or 601/3286/3) within three academic years from the course start date of the Level 4 qualification, learners are exempt from the **Counselling Theory Level 3** (K/617/4240).

Learners are also permitted to provide evidence of previous achievement of the standards within the **Counselling Theory Level 3** (K/617/4240) through Recognition of Prior Learning (RPL). Please see the AIM Awards RPL Policy further details. Please see the AIM Awards Being an AIM Awards Centre for further details.

The overall grade for the qualification is calculated by adding together the points achieved from the internally and externally marked assessments. The overall qualification is graded wither Fail, Pass, High Pass, Merit, High Merit or Distinction.

Operational Guidance

Approval to offer the qualification

Centres wishing to offer these qualifications must complete and submit a Qualification Approval Request via the AIM Awards website.

FAQ: Does my centre need to apply to offer this new qualification, even if I delivered the expiring qualification previously?

Yes, centres are required to complete and submit a new Qualification Approval Request as this is a new qualification with a new Qualification Number.

FAQ: Do I need to re-submit evidence of Assessor(s) and Internal Verifier(s) requirements for this new qualification?

Yes, due to GDPR regulations we no longer hold evidence of staffing requirements, so these must be submitted with the Qualification Approval Request.

Final important dates for expiring qualifications

Qualification title	Qualification number	Qualification expiry date	Final learner registration	Final claim date	Final certification date
AIM Awards Level 4 Diploma in Counselling Practice	601/3288/7	31/07/2019	24/07/19 (12PM)	24/07/2022	24/07/2022

Assessment	Final exam schedule date	Exam dates	Results issued to centre
External written examination L4	19/04/2019	11/06/2019	16/08/2019
	15/11/2019	14/01/2020	16/03/2020

Assessment	Final submission deadline	Results issued to centre
Externally marked coursework L4 (Study of Supervised Practice)	21/06/2019	16/08/2019
	21/01/2020	16/03/2020

FAQ: What is the final date I can register learners?

The final date to enter learners for these qualifications is 24/07/2019 (12PM).

Please note it is expected that all 2019/2020 learners are registered against the new qualification(s). The final learner registration date (above) is for existing learners in 2018/2019 which may have been omitted from the original registration.

For roll on/roll off courses, learners enrolling onto the course after 1st August 2019 are expected to be registered against the new qualification(s).

FAQ: What is the final date I can certificate learners?

The final certification date for these qualifications is 31/07/2022.

Please be aware that the final certification date is the final date AIM Awards will produce certificates. Centres are therefore advised to plan for completion of all learner assessment and submit claims by the final claim date, which is 24/07/2022.

FAQ: What is the final date learners can sit the external written examination?

If any learners registered on the expiring qualification do not achieve the external assessment on 11/06/2019, they are permitted to re-take the examination against the criteria of the expiring qualification on 14/01/2020. If learners do not achieve this re-take, they must register onto the new qualification and sit the examination against the new standards.

FAQ: What is the final date I can schedule my learners for the external written examination?

The final date to schedule learners for the external written examinations is shown above.

FAQ: What is the final date learners can submit the externally marked coursework (Study of Supervised Practice)?

The final submission date is shown above. If learners do not achieve this assessment, they must register onto the new qualification and submit the new coursework against the new standards.

FAQ: What if a learner completes the qualification, but we haven't submitted the registration for that learner and it is after the final registration date?

Learners must be entered via AIM Awards portal before the final entry date. We are not able to process any registrations after this date.

FAQ: What do we need to consider as the final certification date approaches?

The final certification date is the final date we will produce certificates and we suggest you plan to complete all learner assessment at least two months prior to this. Please ensure your learners have completed all portfolios of work in order to meet the assessment criteria.

To make sure you're prepared you may like to consider these key points:

- Remember to make your certification claims on or before the final claim date. As part of the quality assurance process, ensure all your claims are part of a sample seen by our external verifier
- Ensure all your EV visits take place at least one month prior to the final certification date to allow certificates to be processed
- If you have any issues arranging visits, please contact your Customer Support Officer at enquiries@aimawards.org.uk.

FAQ: Who can I talk to, to get more information on the new replacement qualification?

Please talk to your Business Development Manager, if you are unsure who this is please contact our Customer Support Team on 01332 341822 or enquiries@aimawards.org.uk and we will inform you who your Business Development Manager is.

Please note due to the assessments, opportunities for RPL/exemptions between the expiring and new qualifications are not permitted.