



AIM Qualifications

**Level 2 Certificate in Counselling, Helping and Communication
Theory (603/3962/7) RESTRICTED**

Document Version History

Version Number	Date	Description
2	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)
3	April 2023	<ul style="list-style-type: none">- Withdrawal dates added:- Operational end date: 30/09/2023- Certification end date: 30/09/2026

“

I would like to convey my thanks to you all at AIM for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

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

Carol Harmston, AIM Centre

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Introduction

Welcome to the AIM Qualifications Level 2 Certificate in Counselling, Helping and Communication Theory qualification handbook. This handbook contains everything you need to know about this qualification and is intended for tutors, assessors, internal verifiers and other staff involved with the planning, delivery and assessment.

This qualification is restricted for use by Aspire Futures Ltd only.

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.



Qualification overview

Section one

About this qualification

The AIM Qualifications Level 2 Certificate in Counselling, Helping and Communication Theory serves as a broad introduction to key counselling approaches and communication skills. Learners are introduced to the theories of Person-Centred Counselling, Psychodynamic Counselling and Cognitive Behavioural Therapy, along with descriptions and examples of the hands-on communication skills that distinguish counselling as a unique way of supporting individuals.

This qualification does not entitle the learner to become a registered and accredited practising counsellor. Accreditation means several years of study, so learners are encouraged to begin their journey with an introductory course to ensure that the profession is right for them before committing to full studies.

This qualification may be of interest as Continued Professional Development (CPD) to professionals in health and social care, management and education who would like to enhance their communication skills. It is also of interest to learners who would like to understand some key models of the mind for greater self-awareness and self-development.

This qualification has been designed by and for Aspire Futures Ltd, a not-for-profit company to help enhance the life-skills of its students. This qualification provides a possible route to a full accredited Level 5 Diploma course with Chrysalis Not For Profit Limited. It allows adult learners who may be returning to study or changing career to gain their first qualification through supported home study.



Qualification details

Qualification	
AIM Qualifications Level 2 Certificate in Counselling, Helping and Communication Theory WITHDRAWING 30/09/2023	
Qualification Family	Professional
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical coverage	England
Operational start date	1st February 2019
Last Learner Registration Date	30th September 2023
Last Certification End Date	30th September 2026
Sector	1.3 Health and Social Care
Qualification number	603/3962/7
Learning aim reference	60339627
Guided Learning Hours (GLH)	130
Total Qualification Time (TQT)	168
Minimum learner age	19

Total Qualification Time (TQT) and Guided Learning Hours (GLH)

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 six hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

Progression opportunities

This qualification does not entitle the learner to become a registered and accredited practising counsellor. Accreditation means several years of study, so learners are encouraged to begin their journey with an introductory course to ensure that the profession is right for them before committing to full studies.

This qualification provides a possible route to a full accredited Level 5 Diploma course with Chrysalis Not For Profit Limited. It allows adult learners who may be returning to study or changing career to gain their first qualification through supported home study.

Entry guidance

There are no specific learner entry requirements for this qualification.

Qualification dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with industry representatives to make any changes necessary to meet industry needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource requirements

This qualification must be delivered and assessed in a Aspire Futures Ltd registered centre.

Qualification structure and components

Section two

Qualification structure and components

This section details the rules of combinations for this qualification. Please contact AIM to access the individual components and assessment guidance.

Rules of combination for: AIM Qualifications Level 2 Certificate in Counselling, Helping and Communication Theory WITHDRAWING 30/09/2023			
Learners must achieve the four mandatory components to achieve the qualification.			
Component code	Component title	Level	GLH
Mandatory components			
A/617/4162	01 Introduction to Counselling: Relationship and Ethics	Two	35
A/617/4159	02 Communication in Counselling	Two	35
T/617/4161	03 Counselling Techniques	Two	35
M/617/4160	04 Counselling Practice: Reflection and Development	Two	25



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, Assessors must hold a counselling qualification at Level 2 or above.

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, Internal Verifiers must hold a counselling qualification at Level 2 or above.



How the qualification is assessed

To be awarded the qualification, learners must provide evidence of achievement of all the assessment criteria for all the components specified in the rules of combination (see Section 2 for guidance on rules of combination). Assessments are to be set by Aspire Futures Ltd.

Components		Set by Aspire Futures Ltd			Set by AIM			
<i>Component code</i>	<i>Component title</i>	<i>Level</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>
A/617/4162	01 Introduction to Counselling: Relationship and Ethics	Two	✓	–	–	–	–	–
A/617/4159	02 Communication in Counselling	Two	✓	–	–	–	–	–
T/617/4161	03 Counselling Techniques	Two	✓	–	–	–	–	–
M/617/4160	04 Counselling Practice: Reflection and Development	Two	✓	–	–	–	–	–

Section four

Operational guidance



Approval to offer the qualification

Centres wishing to offer this qualification must complete and submit a Qualification Approval request. 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.

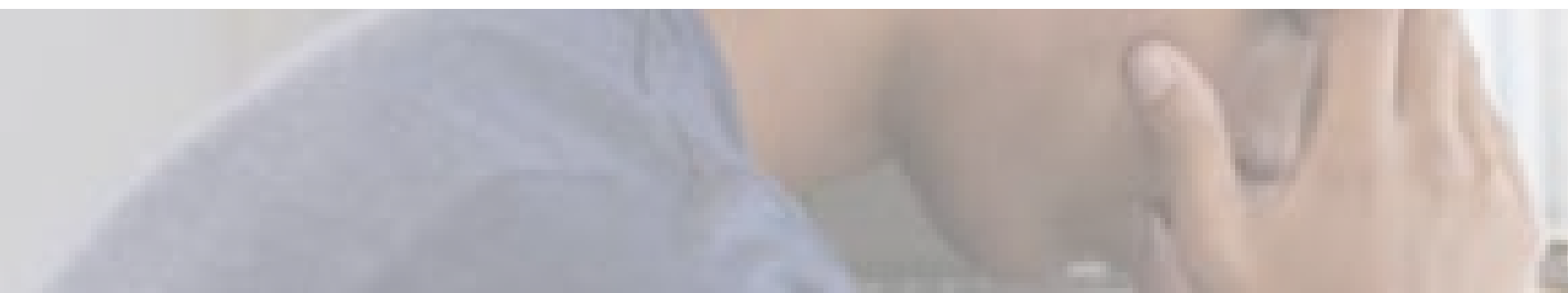


Appendices and links

Appendix title

Please click on the below links to access the appendices.

[Appendix 1 - A Guide to Assessing AIM Qualifications](#)





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