



AIMQUALIFICATIONS

Handbook
for centre staff



AIM Qualifications

**Level 3 Certificate in Life Coaching
(603/4271/7) RESTRICTED**

Version 2 - September 2019

“

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

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

Carol Harmston, AIM Centre

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Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)



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Introduction

Welcome to the AIM Qualifications Level 3 Certificate in Life Coaching 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.



Section one

Qualification overview

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About this qualification

The AIM Qualifications Level 3 Certificate in Life Coaching serves as an introduction to the skills and techniques of a short term therapy and self-development tool. Life coaching is used to help clients to develop better communication skills, to set realistic and appropriate goals and to problem solve barriers to meeting those goals. Clients learn to motivate themselves and to take action towards clearly set goals whether these be personal, social or business goals. Life coaching employs models and techniques to gain clarity of thought, purpose and action and to achieve greater self-awareness. It is often used in business environments and also often used as part of counselling, psychotherapy and hypnotherapy.

The qualification sets out the main theories, principles and methods used in life coaching. It allows learners to develop greater self-awareness and an awareness of how people think and do things.

This qualification will be of interest to:

- those individuals looking for a career change and/or to become a practitioner in life coaching, either full or part time, in private practice working with individuals or organisations
- for those in employment in the health and social sector, such as therapists and other practitioners, lecturers, teachers, social workers, probation officers and others supporting the public as Continuing Professional Development
- learners who are interested in developing greater self-awareness and self-understanding, and who are interested in developing their own levels of problem solving and motivation



Qualification details

Qualification	
AIM Qualifications Level 3 Certificate in Life Coaching	
Qualification Family	Professional
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	1st April 2019
Review Date	31st July 2024
Sector	1.3 Health and Social Care
Qualification Number	603/4271/7
Learning Aim Reference	60342717
Guided Learning Hours (GLH)	110
Total Qualification Time (TQT)	207
Minimum Learner Age	19
Rules of Combination	Learners must achieve the three mandatory components to achieve the qualification.

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 6 hours. Therefore the total qualification time (TQT) for the qualification is 36 hours.



Progression opportunities

This qualification is a good introduction for the learner who is considering taking a Level 3 or 4 face to face course such as the Chrysalis Level 3 Certificate in Hypnotherapy and Counselling Skills, which is accredited by the National Hypnotherapy Society. In turn, the Level 3 Certificate provides a route onto the Chrysalis Level 4 or 5 Advanced Diploma in Psychotherapeutic Counselling which is a nationally recognised therapy qualification accredited by the National Counselling Society.

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 an Aspire Futures Ltd registered centre.



Section two

Qualification structure and components

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Qualification structure and components

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

Rules of combination for: AIM Qualifications Level 3 Certificate in Life Coaching			
Learners must achieve the three mandatory components to achieve the qualification.			
Component code	Component title	Level	GLH
	Mandatory components		
D/617/5076	01 Advanced Life Coaching: Development and Ethics	Three	30
H/617/5077	02 Advanced Life Coaching: Coaching Skills and Techniques	Three	40
K/617/5078	03 Advanced Life Coaching: Goals and Strategies	Three	40



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 hypnotherapy or counselling qualification at Level 3 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 hypnotherapy or counselling qualification at Level 3 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>
D/617/5076	01 Advanced Life Coaching: Development and Ethics	Three	✓	–	–	–	–	–
H/617/5077	02 Advanced Life Coaching: Coaching Skills and Techniques	Three	✓	–	–	–	–	–
K/617/5078	03 Advanced Life Coaching: Goals and Strategies	Three	✓	–	–	–	–	–



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.



Section five

Appendices



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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