



**AIM**QUALIFICATIONS

Handbook  

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for centre staff



# AIM Qualifications

## Suite of Level 1 Youth Work Qualifications

*Version 3 - April 2023*

“

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.

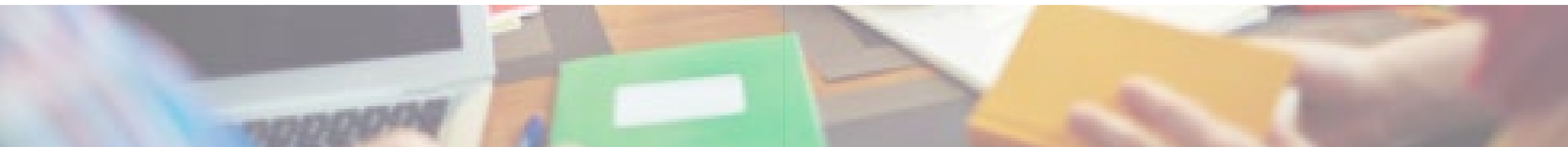
It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

*Carol Harmston, AIM Centre*

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## Document Version History

Version Number	Date	Description
1	August 2020	- Document created
2	May 2022	- Review date updated to 31/12/2023 for the following qualifications: 603/2786/8 Level 1 Award in Introduction to Youth Work Practice 603/2787/X Level 1 Certificate in Introduction to Youth Work Practice
3	April 2023	- Withdrawal dates added for Level 1 Award in Introduction to Youth Work- - Operational end date: 30/09/2023 - Certification end date: 30/09/2026



## Contents

Introduction .....	1
About Us .....	1
<b>Section One - Qualification Overview .....</b>	<b>2</b>
About These Qualifications .....	3
Qualification Details .....	4
Total Qualification Time and Guided Learning Hours.....	6
Progression Opportunities .....	6
Entry Guidance.....	6
Qualification Dates.....	6
Resource Requirements .....	6
<b>Section Two - Qualification Structure and Components .....</b>	<b>7</b>
Qualification Structure and Components.....	8
<b>Section Three - Assessment .....</b>	<b>9</b>
Centre Staff Requirements.....	10
<b>Section Four - Operational Guidance .....</b>	<b>12</b>
Offering Qualifications .....	13
Approval to Offer Qualifications.....	13
Registration and Certification.....	14
Fees and Charges .....	14
<b>Section Five - Appendices and Links.....</b>	<b>15</b>

## Introduction

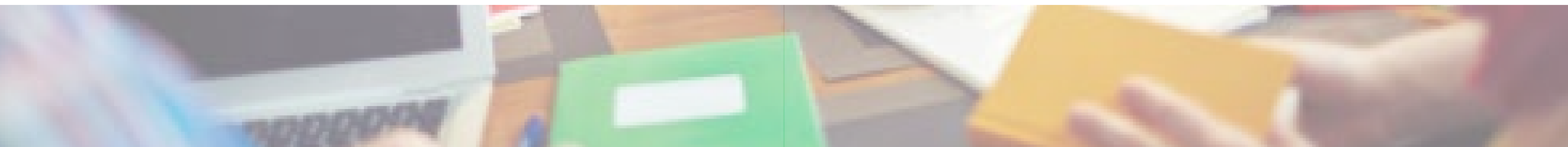
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Welcome to the AIM Qualifications Suite of Youth Work Qualifications Handbook. This handbook contains everything you need to know about these qualifications and is intended for tutors, assessors, internal verifiers and other staff involved with the planning, delivery and assessment:

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

## About Us

AIM Qualifications and Assessment Group 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 These Qualifications

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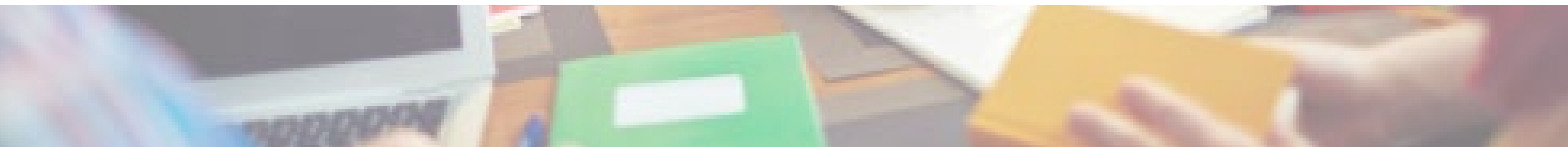
These qualifications provide an introduction to youth work practice:

The **AIM Qualifications Level 1 Award in Introduction to Youth Work Practice** provides an induction to the broader programme of the Certificate and also meets the needs for learners working with new groups and youth work projects that meet for short periods such as summer programmes, school peer education projects. This qualification is available in England and Wales.

The **AIM Qualifications Level 1 Certificate in Introduction to Youth Work Practice** extends the knowledge and skills to provide a more comprehensive understanding, and builds on the Award content. This qualification is available in England and Wales.

Learners will develop their knowledge in the following areas:

- An introduction to the sector
- Safe working practices
- The importance of effective teamwork in the sector
- Working with young people in the local community
- Self-assessment and future development opportunities



## Qualification Details

Qualification	
AIM Qualifications Level 1 Award in Introduction to Youth Work Practice <b>WITHDRAWING 30/09/2023</b>	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England, Wales
Operational Start Date	01/12/2017
Review Date	31/12/2023
Last Learner Registration Date	<b>30th September 2023</b>
Last Certification End Date	<b>30th September 2026</b>
Sector	1.3 Health and Social Care
Qualification Number	603/2786/8
Learning Aim Reference	60327868
Guided Learning Hours (GLH)	54
Total Qualification Time (TQT)	60
Learner Age	14+
Rules of Combination	Learners must successfully achieve all mandatory components to achieve this qualification.

Qualification	
AIM Qualifications Level 1 Certificate in Introduction to Youth Work Practice	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England, Wales
Operational Start Date	01/12/2017
Review Date	31/12/2023
Sector	1.3 Health and Social Care
Qualification Number	603/2787/X
Learning Aim Reference	6032787X
Guided Learning Hours (GLH)	162
Total Qualification Time (TQT)	181
Learner Age	14+
Rules of Combination	Learners must successfully achieve all mandatory components to achieve this qualification.

## Total Qualification Time and Guided Learning Hours

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is six hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

## Progression Opportunities

Learners may progress onto further qualifications in this suite, including onto the JNC approved Level 2 and Level 3 Youth Work Practice qualifications and/or into employment in the sector.

## Entry Guidance

There are no specific entry requirements for these qualifications.

## Qualification Dates

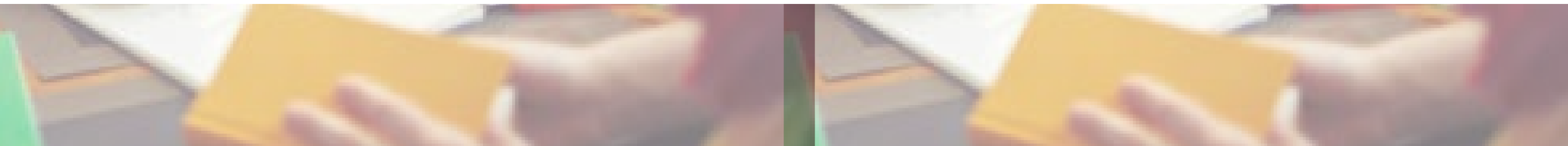
The qualification review date is the date by which we will have carried out a review of the qualification. We work with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date.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

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

## Resource Requirements

There are no specific resource requirements for these qualifications. You must ensure that your centre has appropriate resources in place to deliver the component(s) in this qualification.

## Qualification Structure and Components



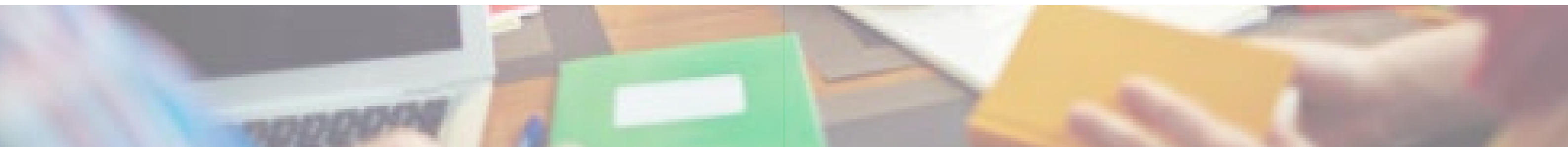
## Qualification Structure and Components

This section details the rules of combinations for this qualification. Select the component titles to view the component details.

Rules of combination for: AIM Qualifications Level 1 Award in Introduction to Youth Work Practice <b>WITHDRAWING 30/09/2023</b>			
Learners must successfully achieve all mandatory components to achieve this qualification.			
Component Code	Component Title	Level	GLH
<b>Mandatory</b>			
K/616/7952	An Introduction to the Youth Work Sector	One	36
A/616/7955	Safe Working Practice for Youth Work	One	18

Rules of combination for: AIM Qualifications Level 1 Certificate in Introduction to Youth Work Practice			
Learners must successfully achieve all mandatory components to achieve this qualification.			
Component Code	Component Title	Level	GLH
<b>Mandatory</b>			
K/616/7952	An Introduction to the Youth Work Sector	One	36
M/616/7953	Effective Team Work in Youth Work	One	18
T/616/7954	Planning, Implementation and Evaluation of Youth Work in the Local Environment	One	36
A/616/7955	Safe Working Practice for Youth Work	One	18
F/616/7956	Self-Assessment for Youth Work	One	18
L/616/7958	Working with Young People in the Local Environment	One	36

## Assessment



## Centre Staff Requirements

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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

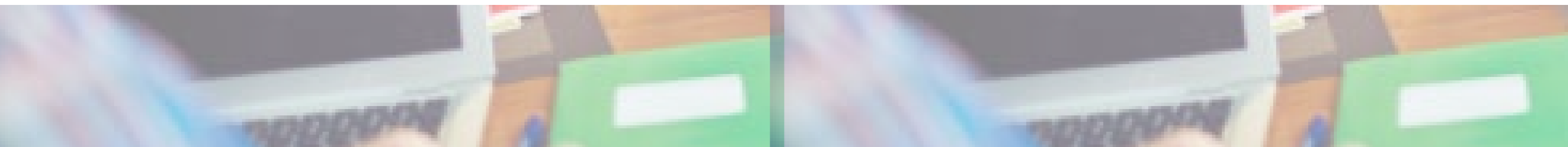
Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- 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 Youth Work or related qualification and/or three years' experience of working in the context of youth work, community work, community education or the voluntary community sector, and/or have broader relevant experience across the lifelong learning sector in a capacity recognised by the JNC/ETS and have a sound understanding of the National Occupational Standards for Youth Work**

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



## Offering Qualifications

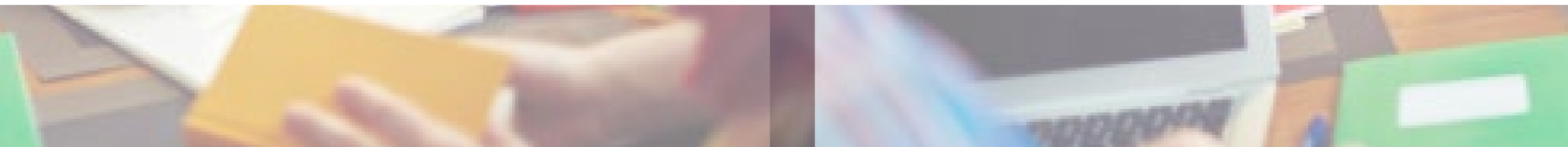
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Centres wishing to offer these qualifications must be an AIM recognised centre. New centres can apply to become a centre using the centre recognition application process on our website: [www.aim-group.org.uk](http://www.aim-group.org.uk).

We can advise centres of the best and most efficient methods for offering these qualifications. All procedures for the use of these qualifications, 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 Qualifications

Centres wishing to offer these qualifications must complete and submit a Qualification Approval request. [This can be found on the AIM website when choosing a qualification](#). 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 via the AIM Online Portal. Learners must be registered onto the correct programme via the Portal (a programme is the centre's chosen set of components from their approved qualification). Centres should also check that the correct components are listed.

A Recommendation for the Award of Credit (RAC/ERAC) form will be produced for each programme once learners are registered. Centres will be able to download their RAC/ERAC forms within four weeks of receipt of correctly submitted registrations. The RAC/ERAC is used to claim the learners' achievements at the end of the course and details must be checked carefully as these will appear on any certificates issued.

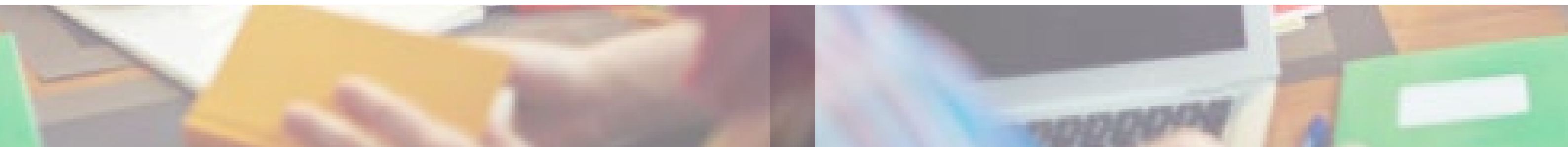
Details of assessment, internal verification and external verification can be found in the [AIM Qualifications: Assessment Handbook](#).

Once the RAC/ERAC has been correctly completed and received by AIM, certificates and a summary of credit achievement will be produced and issued. Learners that have achieved a qualification will be issued with a qualification certificate with details of the qualification and 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



## Appendices and Links

Select an appendix or link from the list below to view the document.

### Useful Links

Link 1 - [AIM Centre handbooks and forms](#)

Link 2 - [AIM Qualifications: Assessment Handbook](#)

Link 3 - [AIM Website](#)

Link 4 - [Assessment Strategy](#)

Link 5 - [Fees and Charges](#)

Link 6 - [Qualification Search](#)



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