



AIM Qualifications

Suite of Cleaning Qualifications

Version 8 - March 2023

WITHDRAWING 30/09/2023

“

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.

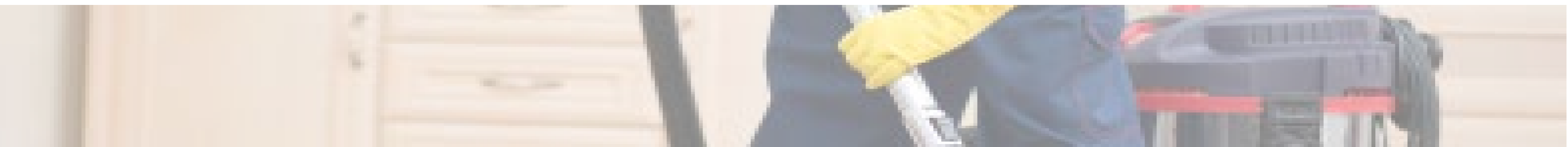
It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Centre

”

Document Version History

Version Number	Date	Description
2	February 2019	Following review update to TQT values (pages 7-8)
3	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)
4	October 2020	Added 'Extended ERF Adaptation - Cleaning' to Appendix (page 20) Added information about adapted qualifications to 'About this Qualification' section (page 9)
5	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 9) (page 20)
6	May 2022	Review date updated to 31/12/2023 for the following qualifications: 601/0843/5 Level 1 Award in Cleaning 601/0844/7 Level 1 Certificate in Cleaning
7	October 2022	Removed 'VCRF adaptation/guidance' (from page 5)
8	March 2023	Withdrawal dates added for Level 1 Award and certificate in Cleaning Operational end date: 30/09/2023 Certification end date: 30/09/2026



Contents

Introduction	5
SECTION ONE - QUALIFICATION OVERVIEW	
About these Qualifications	7
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification Structure and Components	11
SECTION THREE - ASSESSMENT	
Centre Staff Requirements	14
How these Qualifications are Assessed	15
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering these Qualifications	18
Approval to Offer these Qualifications	18
Registration and Certification	18
SECTION FIVE - APPENDICES	
A Guide to Assessing AIM Qualifications	20

Introduction

Welcome to the AIM Qualifications Suite of Cleaning 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:

- AIM Qualifications Level 1 Award in Cleaning 601/0843/5
- AIM Qualifications Level 1 Certificate in Cleaning 601/0844/7

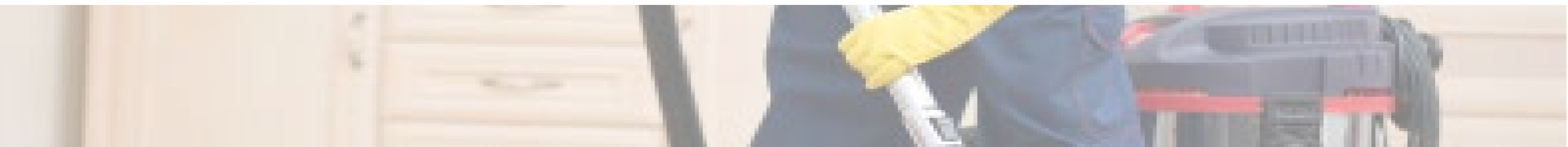
This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

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



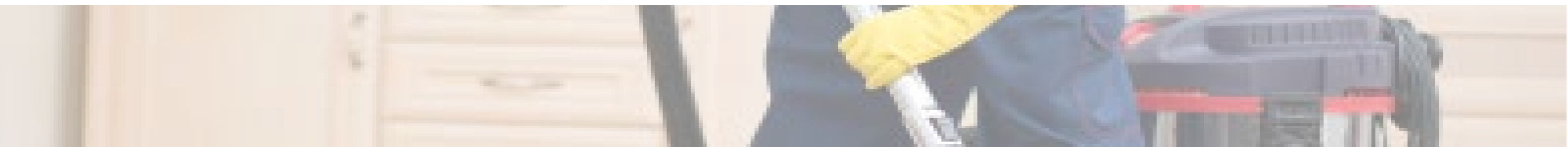
About these Qualifications

The AIM Qualifications Suite of Cleaning Qualifications is designed to introduce learners to the skills required to be a successful cleaner. The qualification supports the development of basic skills alongside cleaning skills so enabling learners to gain employment in the cleaning industry and/or to progress to further education or training. Learners will also develop a range of technical skills related to cleaning according to their needs and work setting.

Qualification Details

Qualification	
AIM Qualifications Level 1 Award in Cleaning WITHDRAWING 30/09/2023	
Qualification Family	Flexibilities
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners may progress into other cleaning, business or management qualifications or into employment
Geographical Coverage	England
Operational Start Date	01/09/2013
Last Learner Registration Date	30th September 2023
Last Certification End Date	30th September 2026
Sector	7.3 Service Enterprises
Qualification Number	601/0843/5
Learning Aim Reference	60108435
Credit Value	6
Guided Learning Hours (GLH)	60
Total Qualification Time (TQT)	60
Minimum Learner Age	16+
Rules of Combination	Learners must achieve 6 credits in total. Learners must achieve 2 credits from the essential component A), a minimum of 3 credits must be achieved from the chosen Group B1 and a maximum of 1 credit may be achieved from chosen Group B2.

Qualification	
AIM Qualifications Level 1 Certificate in Cleaning WITHDRAWING 30/09/2023	
Qualification Family	Flexibilities
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners may progress into other cleaning, business or management qualifications or into employment
Geographical Coverage	England
Operational Start Date	01/09/2013
Last Learner Registration Date	30th September 2023
Last Certification End Date	30th September 2026
Sector	7.3 Service Enterprises
Qualification Number	601/0844/7
Learning Aim Reference	60108447
Credit Value	13
Guided Learning Hours (GLH)	130
Total Qualification Time (TQT)	130
Minimum Learner Age	16+
Rules of Combination	Learners must achieve 13 credits in total. Learners must achieve 2 credits from the essential component A), a minimum of 8 credits must be achieved from the chosen Group B1 and a maximum of 3 credits may be achieved from chosen Group B2.



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

Progression Opportunities

Learners from these qualifications can progress into other cleaning, business or management qualifications or into employment

Entry Guidance

There are no specific 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 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.

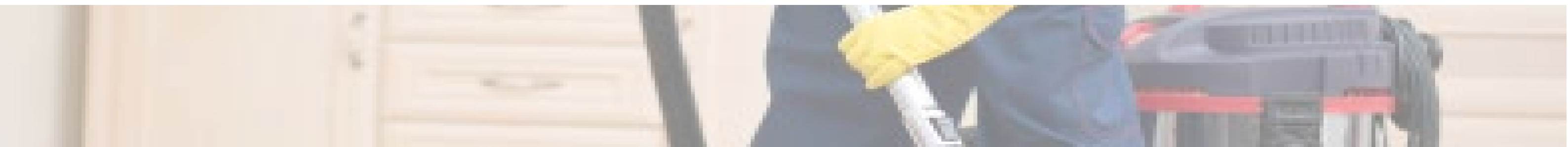
We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource Requirements

Centres must ensure that they have the appropriate resources (i.e. cleaning materials and equipment) in place to deliver the units in these qualifications.

Qualification Structure and Components

Section Two

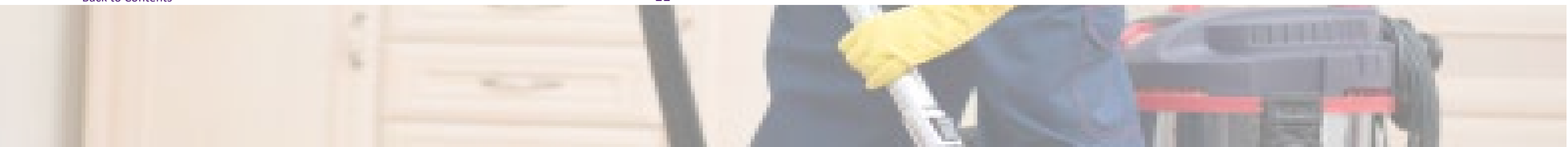


Qualification Structure and Components

This section details the rules of combinations for these qualifications. Select the component title to view the component details.

Rules of combination for: AIM Qualifications Level 1 Award in Cleaning WITHDRAWING 30/09/2023					
Learners must achieve 6 credits in total. Learners must achieve 2 credits from the essential component (A), a minimum of 3 credits must be achieved from the chosen Group B1 and a maximum of 1 credit may be achieved from chosen Group B2.					
Group	Component Code	Component Title	Level	GLH	Credit Value
Essential (A)					
A	M/504/5129	Hygiene, Health and Safety in the Workplace	One	20	2
Group B1					
B1	H/504/5130	Clean General Work Areas	One	20	2
B1	K/504/5131	Clean Washroom and Toilet Facilities	One	20	2
B1	A/507/9414	Cleaning External Surfaces and Areas	One	27	3
B1	F/507/9415	Cleaning Food Areas	One	27	3
B1	J/507/9416	Cleaning Glazed Surfaces and Facades	One	27	3
B1	L/507/9417	Cleaning Hard and Semi-Hard Floors	One	36	4
B1	R/507/9418	Cleaning Soft Floors	One	27	3
B1	Y/507/9419	Deep Clean Internal Equipment Surfaces and Areas	One	36	4
B1	T/504/5133	Dispose of Waste	One	20	2
B1	A/504/5134	Lone Working in the Cleaning Industry	One	10	1
B1	L/507/9420	Maintenance and Minor Repairs of Property	One	27	3
B1	F/504/5135	Work Area Post-Cleaning Checks	One	10	1
B1	J/504/5136	Working in the Cleaning Industry	One	10	1
Group B2					
B2	J/504/5153	Contribute to Effective Customer Care	One	10	1
B2	M/504/5132	Develop Personal Skills	One	10	1
B2	L/504/5154	Work in a Team	One	10	1

Rules of combination for: AIM Qualifications Level 1 Certificate in Cleaning WITHDRAWING 30/09/2023					
Learners must achieve 13 credits in total. Learners must achieve 2 credits from the essential component (A), a minimum of 8 credits must be achieved from the chosen Group B1 and a maximum of 3 credits may be achieved from chosen Group B2.					
Group	Component Code	Component Title	Level	GLH	Credit Value
Essential (A)					
A	M/504/5129	Hygiene, Health and Safety in the Workplace	One	20	2
Group B1					
B1	H/504/5130	Clean General Work Areas	One	20	2
B1	K/504/5131	Clean Washroom and Toilet Facilities	One	20	2
B1	A/507/9414	Clean Washroom and Toilet Facilities	One	27	3
B1	F/507/9415	Cleaning Food Areas	One	27	3
B1	J/507/9416	Cleaning Glazed Surfaces and Facades	One	27	3
B1	L/507/9417	Cleaning Hard and Semi-Hard Floors	One	36	4
B1	R/507/9418	Cleaning Soft Floors	One	27	3
B1	Y/507/9419	Deep Clean Internal Equipment Surfaces and Areas	One	36	4
B1	T/504/5133	Dispose of Waste	One	20	2
B1	A/504/5134	Lone Working in the Cleaning Industry	One	10	1
B1	L/507/9420	Maintenance and Minor Repairs of Property	One	27	3
B1	F/504/5135	Work Area Post-Cleaning Checks	One	10	1
B1	J/504/5136	Working in the Cleaning Industry	One	10	1
Group B2					
B2	J/504/5153	Contribute to Effective Customer Care	One	10	1
B2	M/504/5132	Develop Personal Skills	One	10	1
B2	L/504/5154	Work in a Team	One	10	1



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:

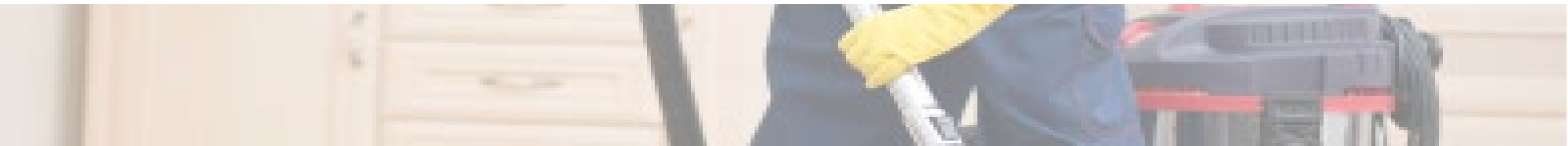
- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

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

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

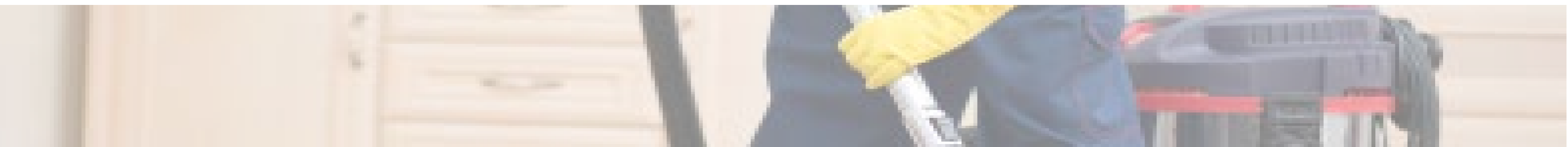


How these Qualifications are Assessed

These qualifications are assessed through an internally set, internally marked and externally verified portfolio of evidence. A summary of the assessment is shown below. Guidance on our expectations is available in '[A Guide to Assessing AIM Qualifications](#)' available on the AIM website (www.aim-group.org.uk).

Components									
				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	M/504/5129	Hygiene, Health and Safety in the Workplace	One	✓	-	-	-	-	-
02	H/504/5130	Clean General Work Areas	One	✓	-	-	-	-	-
03	K/504/5131	Clean Washroom and Toilet Facilities	One	✓	-	-	-	-	-
04	A/507/9414	Cleaning External Surfaces and Areas	One	✓	-	-	-	-	-
05	F/507/9415	Cleaning Food Areas	One	✓	-	-	-	-	-
06	J/507/9416	Cleaning Glazed Surfaces and Facades	One	✓	-	-	-	-	-
07	L/507/9417	Cleaning Hard and Semi-Hard Floors	One	✓	-	-	-	-	-
08	R/507/9418	Cleaning Soft Floors	One	✓	-	-	-	-	-
09	Y/507/9419	Deep Clean Internal Equipment Surfaces and Areas	One	✓	-	-	-	-	-
10	T/504/5133	Dispose of Waste	One	✓	-	-	-	-	-
11	A/504/5134	Lone Working in the Cleaning Industry	One	✓	-	-	-	-	-
12	L/507/9420	Maintenance and Minor Repairs of Property	One	✓	-	-	-	-	-
13	F/504/5135	Working in the Cleaning Industry	One	✓	-	-	-	-	-

Components				Set by the centre			Set by AIM		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
14	J/504/5136	Working in the Cleaning Industry	One	✓	-	-	-	-	-
15	J/504/5153	Contribute to Effective Customer Care	One	✓	-	-	-	-	-
16	M/504/5132	Develop Personal Skills	One	✓	-	-	-	-	-
17	L/504/5154	Work in a Team	One	✓	-	-	-	-	-



Operational Guidance

Section Four

Offering these 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).

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 these Qualifications

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

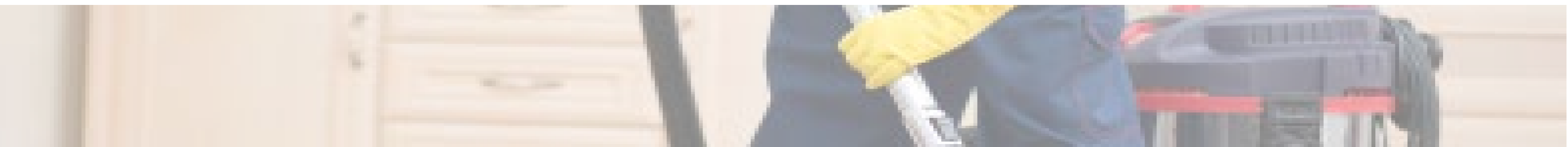
Once your centre has approval to offer a qualification, you will be able to register learners using the AIM portal. Learners must be registered onto the correct qualification via the portal. Centres then select their chosen components.

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). 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

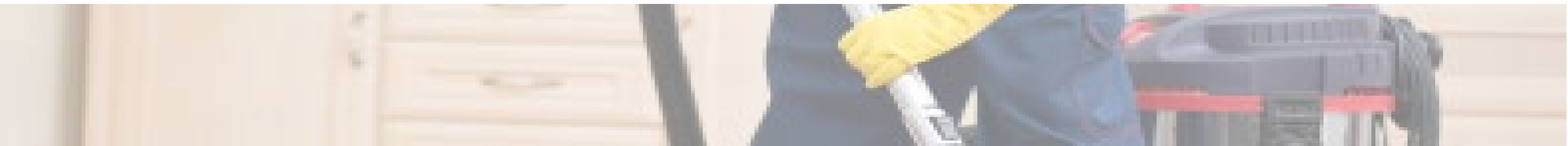
Section Five

APPENDICES AND LINKS

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

Appendix Name

A Guide to Assessing AIM Qualifications





+44 (0)1332 341822



enquiries@aim-group.org.uk



www.aim-group.org.uk

AIM Qualifications and Assessment Group

3 Pride Point Drive

Pride Park

Derby

DE24 8BX