



**AIM**QUALIFICATIONS

Handbook  
for centre staff



# **AIM Qualifications**

## **Level 3 Award in HK Weapons Maintenance (603/1327/4) RESTRICTED**

“ 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              | September 2019 | Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)                                                     |
| 3              | October 2020   | Added 'Extended ERF Adaptation - Weapons Maintenance' to Appendix (page 23)<br>Added information about adapted qualifications to 'About this Qualification' section (page 7) |
| 4              | May 2021       | Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 7) (page 23)                                                                              |
| 5              | May 2022       | Review date updated to 31/12/2023                                                                                                                                            |
| 6              | October 2022   | Removed 'VCRF adaptation/guidance' (from page 7)                                                                                                                             |

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# Introduction

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Welcome to the AIM Qualifications Level 3 Award in HK Weapons Maintenance 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 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

We are a national Awarding Organisation, offering a large number of Ofqual regulated qualifications at different levels and in a wide range of subject areas. Our qualifications 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.

We are also licensed by the Quality Assurance Agency (QAA) to approve and certificate Access to Higher Education Diplomas.

## Qualification Overview

# Section One

## About this Qualification

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The AIM Qualifications Level 3 Award in HK Weapons Maintenance qualification equips armourers/ weapon maintainers with the necessary skills to be able to maintain their specific weapon systems. The qualifications provide learners with an understanding of how to operate, strip and assemble sub-assemblies, repair or replace faulty parts and fit suitable accessories for a range of weapons.

The qualification has been developed in partnership with Heckler and Koch who deem the content appropriate for their weapon systems. The qualification is also supported by Cleveland Police who have identified a need for this qualification.

This qualification has been developed in partnership with and is restricted to Heckler & Koch UK.

### Qualification Details

| Qualification                                              |                                                                                                  |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| AIM Qualifications Level 3 Award in HK Weapons Maintenance |                                                                                                  |
| Qualification Family                                       | Flexibilities                                                                                    |
| Assessment                                                 | Internally set, internally marked and externally verified portfolio of evidence                  |
| Grading                                                    | There is no grading for this qualification                                                       |
| Geographical Coverage                                      | England                                                                                          |
| Operational Start Date                                     | 1st May 2017                                                                                     |
| Review Date                                                | 31st December 2023                                                                               |
| Sector                                                     | 4.1 Engineering                                                                                  |
| Qualification Number                                       | 603/1327/4                                                                                       |
| Learning Aim Reference                                     | 60313274                                                                                         |
| Guided Learning Hours (GLH)                                | 28                                                                                               |
| Total Qualification Time (TQT)                             | 53                                                                                               |
| Learner Age                                                | 18+                                                                                              |
| Rules of Combination                                       | Learners must successfully achieve the single essential component 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 6 hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

### Progression Opportunities

Learners may progress into further learning or career progression through confirming competence in operating a specific weapon system.

### Entry Guidance

Learners must be aged 18 and over at the beginning of their learning. Learners should have specialist amateur experience before undertaking this qualification. Learners must be sponsored by senior police staff and must also have prior experience in working with and using weapons.

### 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

This qualification can only be delivered and assessed by specialist staff in an approved specialist centre and in an appropriate environment for working with weapons.

Section Two

Qualification Structure and Assessment

## Qualification Structure

This section details the rules of combinations for this qualification. The component is detailed in the next section.

| Rules of combination for: AIM Qualifications Level 3 Award in HK Weapons Maintenance             |                |                                |       |     |          |
|--------------------------------------------------------------------------------------------------|----------------|--------------------------------|-------|-----|----------|
| Learners must successfully achieve the single essential component to achieve this qualification. |                |                                |       |     |          |
| No.                                                                                              | Component Code | Component Title                | Level | GLH | Page No. |
| Essential                                                                                        |                |                                |       |     |          |
| 01                                                                                               | H/615/6206     | Maintain and Repair HK Weapons | Three | 28  | 16       |

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

**These qualifications can only be delivered and assessed by specialist staff in an approved specialist centre.**

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 this Qualification is Assessed

**This qualification is assessed through an internally set, internally marked and externally verified portfolio of evidence.** A summary of the assessment of each component is shown below. Guidance on our expectations is available in Appendix 1 – A Guide to Assessing AIM Qualifications.

| Essential Component |                |                                |       | 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                  | H/615/6206     | Maintain and Repair HK Weapons | L3    | ✓                     | –    | ✓         | –                     | –    | –         |

Components and Content

| Page No. | Component Title                   | Level |
|----------|-----------------------------------|-------|
| 16       | 01 Maintain and Repair HK Weapons | Three |

Section Three

Components and Content



Component

|                 |                                   |
|-----------------|-----------------------------------|
|                 | 01 Maintain and Repair HK Weapons |
| Component Type  | Essential                         |
| Level           | Level 3                           |
| GLH             | 28                                |
| Code            | H/615/6206                        |
| Assessment Type | Internal                          |

Component Summary

This component examines the operating mechanisms for a range of Heckler and Koch weapons. Learners explore how to strip and assemble the weapons, repair and replace faulty parts and use accessories with the weapons.

Standards:

|   |                                                             |
|---|-------------------------------------------------------------|
| 1 | Understand the operating mechanism of a range of HK weapons |
| 2 | Be able to strip and assemble weapon sub-assemblies         |
| 3 | Be able to repair/replace any faulty parts                  |

Summary of Assessment

This component is assessed internally by the centre and externally verified by AIM.

The following information details what the learner must successfully complete to achieve the component. Knowledge that must be demonstrated by the learner is highlighted in purple and any associated assessment requirements have been provided. Assessment verbs are displayed in italics and expectations for these at each level, along with information on different assessment methods, are available in ‘A Guide to Assessing AIM Qualifications’ on the AIM website ([www.aim-group.org.uk](http://www.aim-group.org.uk)).

This document has been designed to be used as a Record of Learner Achievement Form; Assessors must make it clear to Internal and External Verifiers where achievement of each standard has been evidenced. Once the work has been marked and signed off as meeting the standards by the Assessor, final feedback should be provided to the learner.

1. Understand the operating mechanism of a range of HK weapons

| The learner must know: |                                                  | Assessment Requirements                                                          | Evidence Location |
|------------------------|--------------------------------------------------|----------------------------------------------------------------------------------|-------------------|
| 1.a                    | The operating mechanism of the weapon            | Learners should <i>describe</i> the operating mechanism of the weapon.           |                   |
| 1.b                    | The operation of each sub-assembly               | Learners should <i>describe</i> the operation of each sub-assembly.              |                   |
| 1.c                    | The interaction of each sub-assembly with others | Learners should <i>outline</i> the interaction of each sub-assembly with others. |                   |

This standard is assessed internally by the centre and externally verified by AIM. Please read this guidance in conjunction with Appendix 1 - A Guide to Assessing AIM Qualifications.

The following assessment methods can be used in the assessment of this standard:

- Observation of learner practical ability
- Written tasks/questions and answers
- Oral questions and answers
- Group discussion

(This list is not exhaustive and other appropriate assessment methods may be used.)

For Standards 1,2 and 3: the range of HK weapons **must** include 4 different weapons from the following list:

- (a) HK SFP-9 Series
- (b) HK 416 Series
- (c) HK 417 Series
- (d) HK G36 Series
- (e) HK MP5 Series
- (f) HK MP7 Series
- (g) L104 A2 Baton Gun

2. Be able to strip and assemble weapon sub-assemblies

| The learner must be able to: |                                  | Evidence Location |
|------------------------------|----------------------------------|-------------------|
| 2.a                          | Disassemble all sub-assemblies   |                   |
| 2.b                          | Identify sub assembly parts      |                   |
| 2.c                          | Identify all unserviceable parts |                   |
| 2.d                          | Replace all unserviceable parts  |                   |
| 2.e                          | Reassemble all sub-assemblies    |                   |

This standard is assessed internally by the centre and externally verified by AIM. Please read this guidance in conjunction with Appendix 1 - A Guide to Assessing AIM Qualifications.

The following assessment method must be used in the assessment of this standard:

- **Observation of learner practical ability**

The following assessment methods can be used in the assessment of this standard:

- Observation of learner practical ability
- Written tasks/questions and answers
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(This list is not exhaustive and other appropriate assessment methods may be used.)

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- (e) HK MP5 Series
- (f) HK MP7 Series

3. Be able to repair and/or replace any faulty parts

| The learner must be able to: |                                                                  | Evidence Location |
|------------------------------|------------------------------------------------------------------|-------------------|
| 3.a                          | Inspect a weapon in a logical sequence                           |                   |
| 3.b                          | Identify faults with the weapon                                  |                   |
| 3.c                          | Explain the cause of identified faults                           |                   |
| 3.d                          | Demonstrate how to carry out gauging and measuring of components |                   |

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The following assessment method must be used in the assessment of this standard:

- **Observation of learner practical ability**

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- (e) HK MP5 Series
- (f) HK MP7 Series
- (g) L104 A2 Baton Gun

# Operational Guidance

## Section Four

### 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](http://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

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#### Appendix Title

A Guide to Assessing AIM Qualifications



+44 (0)1332 341822



[enquiries@aim-group.org.uk](mailto:enquiries@aim-group.org.uk)



[www.aim-group.org.uk](http://www.aim-group.org.uk)

AIM Qualifications and Assessment Group

3 Pride Point Drive

Pride Park

Derby

DE24 8BX