



AIMQUALIFICATIONS

Handbook
for centre staff



AIM Qualifications

Suite of Skills for Working in Transport and Logistics Industries Qualifications (AIMVOCs)

“ 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	26/03/2019	Addition of 'Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts' in appendices (page 70).
3	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (pages 10-14)
4	09/01/2020	Geographical coverage updated to include Wales (pages 10-14) Statement added to all qualification structures for clarification (pages 17-21): 'Components with the same titles at different levels are barred against each other' Missing component added to Transport and Logistics Group (page 28): Sustainability in Transport and Logistics L2 (L/617/1377)
5	21/01/2020	Missing component added to Employability: Maths Group (page 54): Using Whole Numbers and Fractions E2 (T/616/1426), Health and Safety in the Workplace L1 (A/616/0617) page 45 Amendment to structure details for Entry Level 3 Extended Award (page 19): 'A maximum of 6 credits may be achieved from the Employability Group, at Entry 3 only' amended to 'A maximum of 3 credits may be achieved from the Employability Group, at Entry 3 only.'
6	01/12/2020	Added 'Extended ERF Adaptation - Transport and Logistics (AIMVOC)' to Appendices (page 70) Added information about adapted qualifications to 'Introduction' section (page 5)
7	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 5) (page 70)



Document Version History

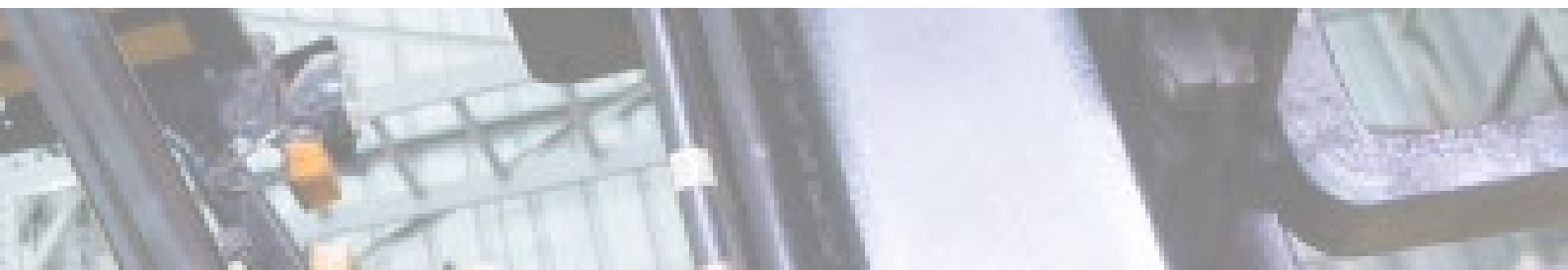
Version Number	Date	Description
8	June 2021	Additional information added following the implementation of new optional online Multiple Choice Question (MCQ) assessment method: Page 16: Resource requirements Page 67: How these qualifications are assessed Page 69: Scheduling learners for the online Multiple Choice Question (MCQ) assessments Page 70: Delivering the MCQ assessments Page 70: At the end of the MCQ assessments
9	September 2021	Qualification withdrawal dates added (pages 11-15) for: Entry 1 Award in Skills for Working in Transport and Logistics Industries 603/1868/5 Entry 2 Award in Skills for Working in Transport and Logistics Industries 603/1880/6 Entry 2 Extended Award in Skills for Working in Transport and Logistics Industries 603/1881/8 Entry 3 Extended Award in Skills for Working in Transport and Logistics Industries 603/1886/7
10	March 2022	An optional MCQ assessment method has been added to the following components: Building Confidence and Self Esteem (A/616/0360) and Bullying and Harassment in the Workplace (L/616/0363)
11	June 2022	The review date has been updated to 31/07/2025 for the following qualifications: AIM Qualifications Level 1 Certificate in Skills for Working in Transport and Logistics Industries AIM Qualifications Level 2 Award in Skills for Working in Transport and Logistics Industries AIM Qualifications Level 2 Extended Award in Skills for Working in Transport and Logistics Industries

Version Number	Date	Description
12	July 2022	Component Equality and Diversity at Work (A/616/0472) added to the component list page 50
13	August 2022	Component Customer Service Skills - F/616/0439 has been added on page 39
14	September 2022	Centre staff requirement <i>Tutors must be fully conversant with the Animal Welfare Act 2006 and relevant codes of practice, such as the DEFRA Codes of Practice for the Welfare of Dogs and Horses</i> removed as it is not a requirement for these qualifications (page 67) Removed 'VCRF adaptation/guidance' (from page 5)
15	April 2023	Qualification withdrawal dates added for: Level 1 Award in Skills for Working in Transport and Logistics Industries Level 2 Award in Skills for Working in Transport and Logistics Industries Level 2 Certificate in Skills for Working in Transport and Logistics Industries Level 2 Extended Award in Skills for Working in Transport and Logistics Industries Level 2 Extended Certificate in Skills for Working in Transport and Logistics Industries Withdrawal end date: 30/09/2023 Certification end date: 30/09/2026



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Introduction

Welcome to the AIM Qualifications Suite of Skills for Working in Transport and Logistics Industries Qualification Handbook.

Entry 1

AIM Qualifications Entry Level 1 Award in Skills for Working in Transport and Logistics Industries 603/1868/5 (expiring)

Entry 2

AIM Qualifications Entry Level 2 Award in Skills for Working in Transport and Logistics Industries 603/1880/6 (expiring)

AIM Qualifications Entry Level 2 Extended Award in Skills for Working in Transport and Logistics Industries 603/1881/8 (expiring)

Entry 3

AIM Qualifications Entry Level 3 Award in Skills for Working in Transport and Logistics Industries 603/1885/5

AIM Qualifications Entry Level 3 Extended Award in Skills for Working in Transport and Logistics Industries 603/1886/7 (expiring)

AIM Qualifications Entry Level 3 Certificate in Skills for Working in Transport and Logistics Industries 603/1887/9

Level 1

AIM Qualifications Level 1 Award in Skills for Working in Transport and Logistics Industries 603/1890/9 (withdrawing 30/09/2023)

AIM Qualifications Level 1 Extended Award in Skills for Working in Transport and Logistics Industries 603/1891/0

AIM Qualifications Level 1 Certificate in Skills for Working in Transport and Logistics Industries 603/1892/2

Level 2

AIM Qualifications Level 2 Award in Skills for Working in Transport and Logistics Industries 603/1895/8 (withdrawing 30/09/2023)

AIM Qualifications Level 2 Extended Award in Skills for Working in Transport and Logistics Industries 603/1896/X (withdrawing 30/09/2023)

AIM Qualifications Level 2 Certificate in Skills for Working in Transport and Logistics Industries 603/1897/1 (withdrawing 30/09/2023)

AIM Qualifications Level 2 Extended Certificate in Skills for Working in Transport and Logistics Industries 603/1898/3 (withdrawing 30/09/2023)

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 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.

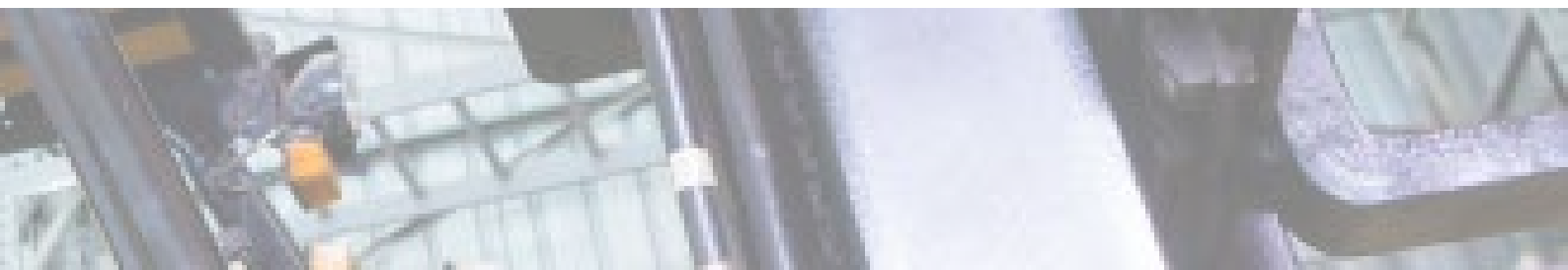
Our products are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

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 AIMVOC qualifications are suitable for learners pre-and post-16, who wish to develop their knowledge and skills in a range of vocational areas:

- Animal Care
- Business, Administration and Customer Service
- Catering and Hospitality
- Child Care
- Construction and Building
- Creative and Design
- Hair and Beauty
- Horticulture
- Transport and Logistics

The AIM Qualifications Suite of Skills for Working in Transport and Logistics Industries (AIMVOCs) Qualifications provide opportunities for learners to develop their skills and knowledge to enable them to start or build on a career in a range of transport and logistics industries. These qualifications have been developed in conjunction with employers, training providers and subject matter experts.

This combination of knowledge and experience has resulted in a suite of qualifications which truly reflect the knowledge, skills and understanding which individuals require when employed in transport and logistic roles. Details about each qualification can be found later in this document, however, all qualifications are based on three guiding principles. These are as follows.

Vocational Teaching, Learning and Assessment

All qualifications have strong emphasis on vocational teaching, learning and assessment where learners develop a practical understanding of key competences based on fundamental underpinning knowledge.

This approach enables centres to deliver dynamic and interactive teaching where role plays, scenarios and demonstrations are key teaching, learning and assessment tools.

Flexible Curriculum

All qualifications present centres with an opportunity to determine the most appropriate content for a qualification where, through appropriate rules of combination, learners can engage with components above or below their primary level of study. This enables centres to select components which present both a challenge and variety to a learner's experience.

Developing Employability Skills

All qualifications present centres with an opportunity to combine (subject to rules of combination criteria) components focused on developing employability skills. These skills are aimed at meeting the expectations of employers and are transferable from one operational role to another.

Employability components will add further variety to curricula design which, when delivered in particular sequences, can support a learner's understanding of, and engagement with, vocationally specific components.

These qualifications range from Entry 1 to Level 2 of the Regulated Qualifications Framework (RQF). As such, these qualifications are recognised internationally as well as within the UK which will support a learner who is seeking employment in a transport and logistics, or one who is seeking to progress within their role.

To ensure these qualifications maintains its currency and meets the requirements of employers, all qualifications are periodically reviewed. Representatives from employers training providers, subject matter experts and the broader subject sector area are key stakeholders in all periodic reviews.



Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Skills for Working in Transport and Logistics Industries
Qualification Family	Flexibilities
Grading	Pass/Fail
Geographical Coverage	England, Wales
Operational Start Date	1st August 2018
Last Learner Registration Date	30th April 2022
Last Certification End Date	30th April 2025
Sector	4.3 Transportation Operations and Maintenance
Qualification Number	603/1868/5
Learning Aim Reference	60318685
Guided Learning Hours	30
Total Qualification Time	30
Total Credits Required	3

Entry 2 Qualifications

	AIM Qualifications Entry 2 Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Transport and Logistics Industries
Qualification Family	Flexibilities	
Grading	Pass/Fail	
Geographical Coverage	England, Wales	
Operational Start Date	1st August 2018	
Last Learner Registration Date	30th April 2022	30th April 2022
Last Certification End Date	30th April 2025	30th April 2025
Sector	4.3 Transportation Operations and Maintenance	
Qualification Number	603/1880/6	603/1881/8
Learning Aim Reference	60318806	60318818
Guided Learning Hours	30	90
Total Qualification Time	30	90
Total Credits Required	3	9



Entry 3 Qualifications

	AIM Qualifications Entry 3 Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Transport and Logistics Industries
Qualification Family	Flexibilities		
Grading	Pass/Fail		
Geographical Coverage	England, Wales		
Operational Start Date	1st August 2018		
Review Date	31st July 2025	N/A	31st July 2025
Last Learner Registration Date	N/A	30th April 2022	N/A
Last Certification End Date	N/A	30th April 2025	N/A
Sector	4.3 Transportation Operations and Maintenance		
Qualification Number	603/1885/5	603/1886/7	603/1887/9
Learning Aim Reference	60318855	60318867	60318879
Guided Learning Hours	30	90	150
Total Qualification Time	30	90	150

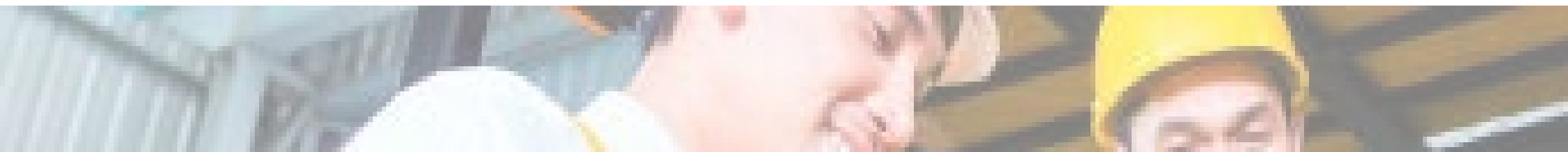
Level 1 Qualifications

	AIM Qualifications Level 1 Award in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 1 Extended Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Transport and Logistics Industries
Qualification Family	Flexibilities		
Grading	Pass/Fail		
Geographical Coverage	England, Wales		
Operational Start Date	1st August 2018		
Review Date	N/A	31st July 2025	31st July 2025
Last Learner Registration Date	30th September 2023	60318910	60318922
Last Certification End Date	30th September 2026	60318910	60318922
Sector	4.3 Transportation Operations and Maintenance		
Qualification Number	603/1890/9	603/1891/0	603/1892/2
Learning Aim Reference	60318909	60318910	60318922
Guided Learning Hours	54	78	130



Level 2 Qualifications

	AIM Qualifications Level 2 Award in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 2 Extended Award in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 2 Certificate in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023
Qualification Family	Flexibilities			
Grading	Pass/Fail			
Geographical Coverage	England, Wales			
Operational Start Date	1st August 2018			
Last Learner Registration Date	30th September 2023	30th September 2023	30th September 2023	30th September 2023
Last Certification End Date	30th September 2026	30th September 2026	30th September 2026	30th September 2026
Sector	4.3 Transportation Operations and Maintenance			
Qualification Number	603/1895/8	603/1896/X	603/1897/1	603/1898/3
Learning Aim Reference	60318958	6031896X	60318971	60318983
Guided Learning Hours	48	69	115	206



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-supervised contact hours
- the number of hours spent on preparation, studying and the assessment that is non-supervised

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 can progress within the suite of Skills for Transport and Logistics Industries or exit this pathway at any point to undertake a qualification at the same or higher level and within the same subject area.

At Level 2, learners have the opportunity to progress onto a Level 3 apprenticeship in transport and logistics or onto a Level 3 apprenticeship in another, but similar, subject.

Entry Guidance

There are no 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 employers, industry experts and training providers to make any changes necessary to ensure validity and reflect recent developments. 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

You must ensure that your centre has appropriate resources in place to deliver the components in these qualifications. If your centre uses the online Multiple Choice Question (MCQ) assessment method, they must ensure they have the appropriate resources in place to deliver the externally set, invigilated assessment. Further information on our requirements can be found in Section 3: Assessment.



Section Two

Qualification Structure and Components

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Qualification Structure: Entry 1 Qualifications

	AIM Qualifications Entry 1 Award in Skills for Working in Transport and Logistics Industries
Total Credits Required	3
Minimum Credits from Transport and Logistics Group	3
Maximum Credits allowed from Employability Group (at Entry 1 only)	0
Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Transport and Logistics Group at Entry 1 only.

Qualification Structure: Entry 2 Qualifications *(components with the same titles at different levels are barred against each other)*

	AIM Qualifications Entry 2 Award for Skills for Working in Transport and Logistics Industries	AIM Qualifications Entry 2 Extended Award in Skills for Working in Transport and Logistics Industries
Total Credits Required	3	9
Minimum Credits from Transport and Logistics Group	3	6
Maximum Credits allowed from Employability Group (at Entry 2 only)	0	3
Full Description of Rules of Combination	Learners must achieve a minimum of 3 credits from the Transport and Logistics Group at Entry 2 only.	Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Transport and Logistics Group, up to 3 credits of these may be achieved at Entry 1 and/or Entry 3. A maximum of 3 credits may be achieved from the Employability Group, at Entry 2 only. Components with the same titles at different levels are barred against each other.



Qualification Structure: Entry 3 Qualifications *(components with the same titles at different levels are barred against each other)*

	AIM Qualifications Entry 3 Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Entry 3 Extended Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Entry 3 Certificate in Skills for Working in Transport and Logistics Industries
Total Credits Required	3	9	15
Minimum Credits from Transport and Logistics Group	3	6	10
Maximum Credits allowed from Employability Group (at Entry 3 only)	0	3	5

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 3 credits from the Transport and Logistics Group at Entry 3 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Transport and Logistics Group, up to 3 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 3 credits may be achieved from the Employability Group, at Entry 3 only. Components with the same titles at different levels are barred against each other.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Transport and Logistics Group, up to 5 credits of these may be achieved at Entry 2 and/or Level 1. A maximum of 5 credits may be achieved from the Employability Group, at Entry 3 only. Components with the same titles at different levels are barred against each other.</i>
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Qualification Structure: Level 1 Qualifications *(components with the same titles at different levels are barred against each other)*

	AIM Qualifications Level 1 Award in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 1 Extended Award in Skills for Working in Transport and Logistics Industries	AIM Qualifications Level 1 Certificate in Skills for Working in Transport and Logistics Industries
Total Credits Required	6	9	15
Minimum Credits from Transport and Logistics Group	6	6	10
Maximum Credits allowed from Employability Group (at Level 1 only)	0	3	5

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 6 credits from the Transport and Logistics Group at Level 1 only.</i>	<i>Learners must achieve 9 credits. A minimum of 6 credits must be achieved from the Transport and Logistics Group, up to 3 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 3 credits may be achieved from the Employability Group, at Level 1 only. Components with the same titles at different levels are barred against each other.</i>	<i>Learners must achieve 15 credits. A minimum of 10 credits must be achieved from the Transport and Logistics Group, up to 5 credits of these may be achieved at Entry 3 and/or Level 2. A maximum of 5 credits may be achieved from the Employability Group, at Level 1 only. Components with the same titles at different levels are barred against each other.</i>
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Qualification Structure: Level 2 Qualifications *(components with the same titles at different levels are barred against each other)*

	AIM Qualifications Level 2 Award in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 2 Extended Award in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 2 Certificate in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023	AIM Qualifications Level 2 Extended Certificate in Skills for Working in Transport and Logistics Industries WITHDRAWING 30/09/2023
Total Credits Required	8	11	19	34
Minimum Credits from Transport and Logistics Group	8	8	14	24
Maximum Credits allowed from Employability Group (at Level 2 only)	0	3	5	10

Full Description of Rules of Combination	<i>Learners must achieve a minimum of 8 credits from the Transport and Logistics Group at Level 2 only.</i>	<i>Learners must achieve 11 credits.</i> <i>A minimum of 8 credits must be achieved from the Transport and Logistics Group, up to 3 credits of these may be achieved at Level 1 and/or Level 3.</i> <i>A maximum of 3 credits may be achieved from the Employability Group, at Level 2 only.</i> <i>Components with the same titles at different levels are barred against each other.</i>	<i>Learners must achieve 19 credits.</i> <i>A minimum of 14 credits must be achieved from the Transport and Logistics Group, up to 5 credits of these may be achieved at Level 1 and/or Level 3.</i> <i>A maximum of 5 credits may be achieved from the Employability Group, at Level 2 only.</i> <i>Components with the same titles at different levels are barred against each other.</i>	<i>Learners must achieve 34 credits.</i> <i>A minimum of 24 credits must be achieved from the Transport and Logistics Group, up to 10 credits of these may be achieved at Level 1 and/or Level 3.</i> <i>A maximum of 10 credits may be achieved from the Employability Group, at Level 2 only.</i> <i>Components with the same titles at different levels are barred against each other.</i>
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Components

Please refer to Section 2 for the rules of combinations for the specific qualification sizes and levels. Components with the same title at different levels are barred against each other. The full list of components for these qualifications are displayed in the following groups:

Transport and Logistics Group (page 29); which covers the concept of transport and logistics and some of the general practices that are important in every part of the working environment. Learners will have the opportunity to carry out practical tasks such as picking orders, receiving and storing goods, preparing vehicles and loads, planning delivery schedules and carrying out recycling. Topics in this group also cover the principles of transport and warehouse management, transport and logistic legislation and the principles of supply chain and inventory management.

Employability Group; which includes

- *Assertiveness and Decision Making Skills* (page 29): provides the opportunity for learners to develop their assertiveness and decision making skills. Learners will learn the importance of speaking up for themselves, developing negotiation skills and the benefits of assertiveness.
- *Behaviour in the Workplace* (page 30): learners will develop their knowledge and skills in behaving appropriately at work. This component group includes looking at the consequences of bullying and harassment at work, how to deal with difficult situations and the importance of professional behaviour in the workplace.
- *Career Planning and Job Searching* (page 31): this component group provides learners with the opportunity to explore their options for their future by looking at their own personal strengths and qualities, and their personal preferences to different careers. They will also develop their practical skills in searching for jobs and will look at how to apply for job vacancies.

- *Communication Skills in the Workplace* (page 33): learners will be introduced to the principles of effective communication in a workplace. Learners will explore diverse ways in which people communicate in the workplace and when it is appropriate to use these different methods of communication.
- *Confidence and Self Esteem* (page 34): allows learners to identify the value of confidence and self-esteem, what factors affect them and the effect on others' perceptions of an individual.
- *Continuing Professional Development (CPD)* (page 34): this component group includes looking at career development, own current situation in terms of training needs, planning for progression and how to get the most out of training.
- *CV Writing* (page 37): this group will develop practical skills in presenting Information about themselves to a prospective employer and also looks at the use of online profiles for career planning.
- *Discrimination at Work* (page 38): these components aim to raise a learner's awareness of discrimination at work by gaining an understanding of discriminatory words and actions, possible consequences and ways to avoid this happening.
- *Employability Skills* (page 38): this group provides learners with an opportunity to develop a range of desired employability skills, such as using tools and equipment for work tasks and working to standards.
- *Environmental Awareness in the Workplace* (page 42): raises awareness of environmental awareness in the workplace, allowing learners to undertake activities taking responsibility for the environment.
- *Health and Safety in the Workplace* (page 43): aims to introduce learners to health and safety in the workplace, including potential hazards and risks, common basic safety signs, safe practices and protective equipment.
- *ICT* (page 44): where applicable, these components are mapped to the Functional Skills Criteria for ICT (2011).
- *Induction to Work* (page 42): aims to provide learners with an induction to their workplace, how to adjust to their new work setting and introduces their role in the workplace.
- *Interview Techniques* (page 48): this component group develops the learner's skills and knowledge in undertaking a recruitment interview.
- *Introduction to Vocational Industries* (page 48): this group provides learners with the opportunity to look at the roles and activities within typical job roles in a range of different sectors.



- *Literacy (page 49): these components are based on the National Standards for Adult Literacy and are fully referenced to the Adult Literacy Core Curriculum.*
- *Maths (page 51): these components are based on the National Standards for Adult Numeracy and are fully referenced to the Adult Numeracy Core Curriculum.*
- *Mentoring (page 53): enables learners to develop their ability in mentoring others with a focus on developing good practice.*
- *Rights and Responsibilities at Work (page 54): this component group looks at an employee's responsibilities and rights at work, including the principles of their employment contract, pension schemes and pay.*
- *Setting Targets (page 55): learners are introduced to the importance of appraisals and setting targets to improve own performance at work.*
- *Speaking and Listening at Work (page 55): provides learners with an introduction into how to communicate effectively and appropriately in the workplace, taking into account the role of body language played in communication.*
- *Stress Management (page 56): enables learners to have a basic understanding of stress and issues that can arise at work. Learners will explore a range of stress management techniques and coping strategies.*
- *Teamwork Skills (page 57): provides learners with an introduction on how to work in a team, how their own behaviour affects other group members and the various factors that motivate people in team situations.*
- *Time Management Skills (page 58): aims to make learners aware of how they spend their time and how to use time management as a way of reducing stress.*
- *Travelling to and from Work (page 59): introduces learners to the importance of getting to their place of work safely and on time.*

- *Using ICT in the Workplace (page 59): aims to develop learner's skills in using ICT to carry out workplace tasks.*
- *Using Money in the Workplace (page 60): this group introduces learners to using money in the workplace, including handling cash payments for products and services, how to deal with debt and the uses of banks and credit cards.*
- *Using Numeracy Skills in the Workplace (page 60): aims to develop learner's skills in using numeracy skills to carry out workplace tasks.*
- *Using Writing Skills in the Workplace (page 61): aims to develop learner's skills in using writing skills to carry out workplace tasks.*
- *Volunteering (page 62): this group provides learners with an understanding of what it means to be a volunteer. It covers the types of organisations where volunteering opportunities are available, the benefits of volunteering and the rights and responsibilities of volunteers.*
- *Work Experience (page 62): this group provides learners with an understanding for and the practical skills in undertaking work experience.*



Transport and Logistics Group

Transport and Logistics Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/617/1350	Assist in Picking Orders	E2	1	10	✓	–	✓	–	–	–
Y/617/1351	Assist in Preparing Goods for Transport	E2	1	10	✓	–	✓	–	–	–
D/617/1352	Assist in Preparing Vehicles and Loads	E2	3	30	✓	–	✓	–	–	–
H/617/1353	Assist in Receiving and Storing Goods	E2	2	20	✓	–	✓	–	–	–
K/617/1354	Assist in Recycling Waste	E2	1	10	✓	–	✓	–	–	–
K/617/1371	Distributing Goods by Land, Air and Sea	Two	5	32	✓	–	✓	–	–	–
M/617/1355	Documentation Required to Distribute Goods	E2	1	10	✓	–	–	–	–	–
T/617/1356	Environmental Impact of Transport and Logistic Operations	E3	2	20	✓	–	–	–	✓	–
R/617/1347	Exploring the Role of Transport and Logistics	E1	1	10	✓	–	–	–	–	–
Y/617/1348	Exploring Working in Transport	E1	1	10	✓	–	–	–	–	–
D/617/1349	Exploring Working in Warehousing	E1	1	10	✓	–	–	–	–	–

Transport and Logistics Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/617/1357	Introduction to Distribution Operations	E3	2	20	✓	–	–	–	✓	–
F/617/1358	Introduction to Importing and Exporting	E3	2	20	✓	–	–	–	✓	–
D/617/1366	Introduction to IT in Transport and Logistics Operations	One	3	27	✓	–	✓	–	–	–
J/617/1359	Introduction to Recycling	E3	2	20	✓	–	✓	–	–	–
H/617/1367	Introduction to Transport and Logistics Legislation	One	2	18	✓	–	–	–	✓	–
D/616/6040	Logistics Environment	One	3	27	✓	–	✓	–	–	–
A/617/1360	Manual Handling and Moving Goods	E3	2	20	✓	–	✓	–	–	–
K/617/1368	Operating Within a Supply Chain	One	3	27	✓	–	✓	–	✓	–
F/617/1361	Picking and Assembling Orders	E3	2	20	✓	–	✓	–	–	–
M/617/1369	Planning a Delivery Schedule: The Fundamentals	One	3	27	✓	–	✓	–	–	–
J/617/1362	Preparing Goods for Transport	E3	2	20	✓	–	✓	–	–	–
Y/617/1379	Principles of Inventory Management	Three	5	28	✓	–	✓	–	–	–
L/617/1380	Principles of Supply Chain Management	Three	5	28	✓	–	–	–	–	–



Transport and Logistics Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/617/1381	Principles of Transport Management	Three	5	28	✓	–	✓	–	–	–
Y/617/1382	Principles of Warehouse Management	Three	5	28	✓	–	✓	–	–	–
L/617/1363	Receiving and Storing Goods	E3	3	30	✓	–	✓	–	–	–
M/617/1372	Recycling and Disposing of Waste	Two	4	24	✓	–	✓	–	–	–
T/617/1373	Reducing the Environmental Impact of Transport and Logistic Operations	Two	4	24	✓	–	–	–	–	–
A/617/1374	Scheduling Goods for Delivery	Two	4	24	✓	–	✓	–	–	–
R/617/1364	Security in a Transport and Logistics Environment	E3	2	20	✓	–	✓	–	–	–
H/616/6041	Stock Control	One	3	27	✓	–	–	–	–	–
H/617/1370	Storing Goods	One	4	36	✓	–	✓	–	–	–
F/617/1375	Supervising the Handling and Storage of Goods	Two	4	24	✓	–	✓	–	–	–
J/617/1376	Supervising the Transportation of Goods	Two	4	24	✓	–	✓	–	–	–
L/617/1377	Sustainability in Transport and Logistics	Two	2	8	✓	–	–	–	–	–
D/617/1383	The TranspFort and Logistics Environment	Three	4	21	✓	–	–	–	–	–
H/617/1384	Transport and Logistics Legislation	Three	3	14	✓	–	–	–	–	–

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Transport and Logistics Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/617/1378	Transport and Logistics: The International Dimension	Two	4	24	✓	–	–	–	–	–
Y/617/1365	Using Equipment to Handle and Move Goods	E3	2	20	✓	–	✓	–	–	–
K/617/1385	Using Technology in Transport and Logistics Operations	Three	4	21	✓	–	✓	–	–	–

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Employability Group

Employability Group: Assertiveness and Decision Making Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0347	Assertiveness and Decision Making Skills	E3	3	30	✓	–	✓	–	–	–
Y/616/0348	Assertiveness and Decision Making Skills	One	3	27	✓	–	✓	–	–	–
L/616/9953	Assertiveness and Decision Making Skills	Two	4	24	✓	–	✓	–	–	–
D/616/0450	Decision Making Skills	Two	1	8	✓	–	–	–	–	–
T/616/0454	Developing Assertiveness	E2	2	20	✓	–	–	–	–	–

Employability Group: Behaviour in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/0362	Bullying and Harassment in the Workplace	E3	1	10	✓	–	–	–	–	–
L/616/0363	Bullying and Harassment in the Workplace	One	1	9	✓	–	–	–	✓	–
F/616/0392	Conduct at Work	E2	2	20	✓	–	✓	–	–	–
Y/616/0446	Dealing with Difficult Situations at Work	E3	1	10	✓	–	✓	–	–	–
D/616/0447	Dealing with Difficult Situations at Work	One	1	9	✓	–	✓	–	–	–
F/616/0876	Personal Manner and Conduct	E2	2	20	✓	–	✓	–	–	–
T/616/0910	Relationships and Behaviour in the Workplace	E2	2	20	✓	–	–	–	–	–
D/616/0920	Responsible Work Practice	One	2	18	✓	–	✓	–	–	–
H/616/0921	Responsible Work Practice	Two	1	8	✓	–	–	–	–	–



Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0343	Applying for Jobs or Courses	E2	2	20	✓	–	✓	–	–	–
R/616/0364	Career Planning	E3	3	30	✓	–	✓	–	–	–
Y/616/0365	Career Planning	One	3	27	✓	–	–	–	–	–
T/616/0583	Exploring Occupational Areas	E2	2	20	✓	–	–	–	–	–
J/616/0586	Exploring the World of Work	E2	2	20	✓	–	–	–	–	–
R/616/0588	Finding Jobs or Courses	E2	2	20	✓	–	–	–	–	–
L/616/0816	Job Applications	E3	1	10	✓	–	✓	–	–	–
Y/616/0818	Job Applications	One	1	9	✓	–	✓	–	–	–
D/616/0819	Job Seeking Skills	E3	1	10	✓	–	–	–	–	–
Y/616/0821	Job Seeking Skills	One	3	27	✓	–	–	–	✓	–

Employability Group: Career Planning and Job Search Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
K/616/9958	Job Seeking Skills	Two	4	24	✓	–	–	–	✓	–
M/616/0856	Making Informed Career Choices	E2	2	20	✓	–	–	–	–	–
K/616/1214	Working Patterns	One	1	9	✓	–	–	–	–	–



Employability Group: Communication in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/0373	Communication in the Workplace	E2	2	20	✓	–	✓	–	–	–
A/616/0374	Communication in the Workplace	E3	3	30	✓	–	✓	–	–	–
J/616/0376	Communication in the Workplace	One	3	27	✓	–	–	–	–	–

Employability: Confidence and Self Esteem Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0358	Building Confidence and Self Esteem	E2	2	20	✓	–	–	–	–	–
J/616/0359	Building Confidence and Self Esteem	E3	3	30	✓	–	–	–	–	–
A/616/0360	Building Confidence and Self Esteem	One	3	27	✓	–	–	–	✓	–
M/616/9962	Building Confidence and Self Esteem	Two	4	24	✓	–	–	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0338	Action Planning to Improve Performance at Work	E2	2	20	✓	–	–	–	–	–
H/616/0451	Developing a Personal Learning Programme	E3	3	30	✓	–	–	–	–	–
K/616/0452	Developing a Personal Learning Programme	One	3	27	✓	–	–	–	–	–
T/616/0597	Getting the Most Out of Training	E3	1	10	✓	–	✓	–	–	–



Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0599	Getting the Most Out of Training	One	1	9	✓	–	✓	–	–	–
A/616/9964	Improving Own Learning and Performance	Two	4	24	✓	–	–	–	–	–
K/616/0631	Induction to a Training Course	E3	3	30	✓	–	–	–	–	–
J/616/0636	Induction to a Training Course	One	3	27	✓	–	–	–	–	–
F/616/0859	Managing Study	E3	3	30	✓	–	✓	–	–	–
T/616/0860	Managing Study	One	3	27	✓	–	✓	–	–	–
J/616/0880	Planning for Progression	E3	1	10	✓	–	–	–	–	–
T/616/0924	Reviewing Your Situation at Work	E3	1	10	✓	–	–	–	–	–
A/616/0925	Reviewing Your Situation at Work	One	1	9	✓	–	–	–	–	–
K/616/1116	Transferable Skills and Training Needs	E3	3	30	✓	–	–	–	–	–
M/616/1117	Transferable Skills and Training Needs	One	3	27	✓	–	–	–	–	–
A/616/1167	Understanding Progression Opportunities	E3	1	10	✓	–	–	–	–	–

Employability: Continuing Professional Development (CPD) Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/1168	Understanding Progression Opportunities	One	1	9	✓	–	–	–	–	–
F/616/9965	Undertaking Professional Development	Two	4	24	✓	–	✓	–	–	–

Employability: Customer Service Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0439	Customer Service Skills	One	3	27	✓	–	–	–	✓	–



Employability: CV Writing Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0352	Building a Personal Career Portfolio	One	3	27	✓	–	–	–	–	–
R/616/9968	Building a Personal Career Portfolio	Two	4	24	✓	–	–	–	–	–
R/616/0428	Creating a Tailored Curriculum Vitae (CV)	One	3	27	✓	–	–	–	–	–
Y/616/9969	Creating a Tailored Curriculum Vitae (CV)	Two	4	24	✓	–	–	–	–	–
H/616/0434	Creating an Online Profile for Career Planning	One	3	27	✓	–	✓	–	–	–
L/616/9970	Creating an Online Profile for Career Planning	Two	4	24	✓	–	✓	–	–	–
A/616/0441	CV Writing	E3	1	10	✓	–	–	–	✓	–
L/616/0475	Exploring a Curriculum Vitae (CV)	E2	2	20	✓	–	–	–	–	–
Y/616/0897	Presenting Information about Self to an Employer	E2	2	20	✓	–	✓	–	–	–
J/616/1219	Writing a Curriculum Vitae (CV)	E2	1	10	✓	–	✓	–	–	–

Employability: Discrimination at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0458	Discrimination at Work	E3	3	30	✓	–	–	–	–	–
R/616/9971	Discrimination at Work	Two	4	24	✓	–	–	–	–	–

Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0369	Carrying out Market Research	E2	2	20	✓	–	✓	–	–	–
K/616/0371	Carrying out Work Tasks	E2	4	40	✓	–	✓	–	–	–
A/616/0455	Developing Meeting Skills	E3	2	20	✓	–	✓	–	–	–
F/616/0456	Developing Meeting Skills	One	2	18	✓	–	✓	–	–	–
D/616/9973	Developing Meeting Skills	Two	3	16	✓	–	✓	–	–	–
K/616/0466	Employment Skills	E3	3	30	✓	–	✓	–	–	–
M/616/0467	Employment Skills	One	3	27	✓	–	✓	–	✓	–
K/616/0595	Following Instructions in the Workplace	E2	2	20	✓	–	✓	–	–	–



Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0596	Following Instructions in the Workplace	E3	2	20	✓	–	✓	–	–	–
K/616/0676	Introduction to Guiding Visitors	E2	2	20	✓	–	✓	–	–	–

Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0867	Motivation	One	1	9	✓	–	–	–	–	–
H/616/0868	Negotiation Skills	One	6	54	✓	–	✓	–	–	–
T/616/9977	Negotiation Skills	Two	8	48	✓	–	✓	–	–	–
H/616/0871	Participate in an Occupational Taster	E2	2	20	✓	–	✓	–	–	–
A/616/9995	Participating in Vocational Tasters	Two	8	48	✓	–	✓	–	–	–
R/616/1224	Presentation Skills	E3	2	20	✓	–	✓	–	–	–
Y/616/1225	Presentation Skills	One	2	18	✓	–	✓	–	–	–
F/616/9996	Presentation Skills	Two	3	16	✓	–	✓	–	–	–
F/616/0912	Report Writing	Two	1	8	✓	–	–	–	–	–
D/616/0917	Research Skills	One	3	27	✓	–	–	–	–	–
J/617/0017	Research Skills	Two	4	24	✓	–	–	–	–	–



Employability: Employability Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0939	Selling Skills	E2	2	20	✓	–	✓	–	–	–
L/617/0018	Small Scale Research Project	Two	8	48	✓	–	–	–	–	–
L/616/1044	Supporting Workers Whose First Language is not English	One	3	27	✓	–	✓	–	–	–
J/617/0020	Take Part in a Work Activity	Two	3	16	✓	–	✓	–	–	–
R/616/1188	Use of Materials for a Work Task	One	2	18	✓	–	✓	–	–	–
L/616/1190	Use Tools and Equipment for a Work Task	One	3	27	✓	–	✓	–	–	–
T/616/1216	Working to Standards	E2	2	20	✓	–	–	–	–	–
A/616/1217	Working to Standards	E3	3	30	✓	–	–	–	–	–

Employability: Environmental Awareness in the Workplace Components					Assessment set by the centre					
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0469	Environmental Awareness in the Workplace	E2	2	20	✓	–	✓	–	–	–
M/616/0470	Environmental Awareness in the Workplace	E3	2	20	✓	–	–	–	–	–

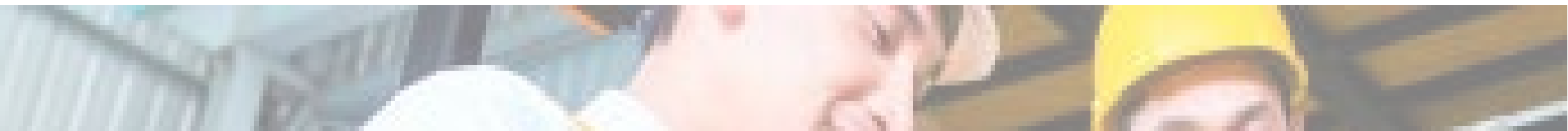


Employability: Health and Safety in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0593	Follow Health and Safety Procedures in the Workplace	Two	1	8	✓	–	✓	–	–	–
A/616/0617	Health and Safety in the Workplace	One	3	27	✓	–	✓	–	–	–
H/617/0025	Health and Safety in the Workplace	Two	4	24	✓	–	–	–	✓	–

Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1237	Computer Basics	E3	3	30	✓	–	–	–	–	–
R/616/1238	Computer Security and Privacy	E3	3	30	✓	–	–	–	–	–
A/617/0080	Creating and Publishing Websites	Two	5	32	✓	–	–	–	–	–
R/616/1241	Data Management Software Skills	E3	2	20	✓	–	–	–	–	–
Y/616/1242	Data Management Software Skills	One	2	18	✓	–	–	–	–	–
F/617/0081	Data Management Software Skills	Two	4	24	✓	–	–	–	–	–
H/616/1244	Database Software Skills	E3	3	27	✓	–	–	–	–	–
K/616/1245	Database Software Skills	One	5	32	✓	–	–	–	–	–
J/617/0082	Database Software Skills	Two	5	32	✓	–	–	–	–	–
D/616/1257	Developing and Presenting Information Using ICT	E2	2	20	✓	–	✓	–	–	–
K/616/1259	Email Skills	E3	1	10	✓	–	✓	–	–	–
D/616/1260	Email Skills	One	2	18	✓	–	✓	–	–	–
T/617/0076	Email Skills	Two	4	24	✓	–	✓	–	–	–



Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1274	Following Safe and Healthy Working Practices When Using ICT	E2	2	20	✓	–	✓	–	–	–
T/616/1278	Internet Safety for IT Users	One	3	27	✓	–	✓	–	✓	–
A/616/1279	IT Communications	One	2	18	✓	–	✓	–	–	–
K/617/0026	IT Communications	Two	3	16	✓	–	✓	–	–	–
A/616/1282	IT User Fundamentals	E3	2	20	✓	–	✓	–	–	–
T/616/1281	IT Maintenance for Users	One	2	18	✓	–	✓	–	–	–
L/616/1285	Presentation Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1286	Presentation Software Skills	One	3	27	✓	–	✓	–	–	–
A/617/0077	Presentation Software Skills	Two	5	32	✓	–	✓	–	–	–
D/616/1288	Selecting Information Using the Internet	E3	1	10	✓	–	✓	–	–	–
L/616/1304	Spreadsheet Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1305	Spreadsheet Software Skills	One	3	27	✓	–	✓	–	–	–



Employability: ICT Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/617/0027	Spreadsheet Software Skills	Two	5	32	✓	–	✓	–	–	–
D/616/1307	The Internet and World Wide Web	E3	3	30	✓	–	✓	–	–	–
T/617/0028	Use E-Sources to Select Information	Two	4	24	✓	–	✓	–	–	–
F/616/1445	Using ICT: Safe Working Practices	E2	2	20	✓	–	–	–	–	–
M/616/1313	Using the Internet	One	3	27	✓	–	✓	–	–	–
A/617/0029	Using the Internet	Two	5	32	✓	–	✓	–	–	–
L/616/1318	Word Processing Software Skills	E3	2	20	✓	–	✓	–	–	–
R/616/1319	Word Processing Software Skills	One	3	27	✓	–	✓	–	–	–
M/617/0030	Word Processing Software Skills	Two	5	32	✓	–	✓	–	–	–

Employability: Induction to Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/0341	Adjusting to a New Work Setting	E2	3	30	✓	–	✓	–	–	–
L/616/1450	Induction to the Workplace	E2	2	20	✓	–	–	–	–	–

Employability: Equality and Diversity at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0472	Equality and Diversity at Work	1	3	27	✓	–	–	–	✓	–



Employability: Interview Techniques Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0883	Preparation for a Recruitment Interview	E3	2	20	✓	–	✓	–	–	–
D/616/0884	Preparation for a Recruitment Interview	One	1	9	✓	–	✓	–	–	–
A/617/0032	Preparation for a Recruitment Interview	Two	3	16	✓	–	✓	–	–	–
L/616/0895	Preparing for an Interview	E2	2	20	✓	–	–	–	–	–
M/616/1182	Undertaking an Interview	E2	1	10	✓	–	✓	–	–	–

Employability: Introduction to Vocational Industries at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0805	Introduction to Transport and Logistics Industries	E2	2	20	✓	–	–	–	–	–
H/616/0806	Introduction to Transport and Logistics Industries	E3	2	20	✓	–	–	–	–	–
A/616/0813	Introduction to Transport and Logistics Industries	One	2	18	✓	–	–	–	✓	–
F/617/0212	Introduction to Transport and Logistics Industries	Two	3	16	✓	–	–	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/1322	Engage in Discussion	E2	2	20	✓	–	✓	–	–	–
Y/616/1323	Engage in Discussion	E3	2	20	✓	–	✓	–	–	–
D/616/1324	Engage in Discussion	One	2	18	✓	–	✓	–	–	–
F/617/0033	Engage in Discussion	Two	3	16	✓	–	✓	–	–	–
M/616/1327	Listen and Respond	E2	2	20	✓	–	✓	–	–	–
T/616/1328	Listen and Respond	E3	2	20	✓	–	✓	–	–	–
A/616/1329	Listen and Respond	One	2	18	✓	–	✓	–	–	–
J/617/0034	Listen and Respond	Two	3	16	✓	–	✓	–	–	–
A/616/1332	Read for Information	E2	3	30	✓	–	✓	–	–	–
F/616/1333	Read for Information	E3	3	30	✓	–	✓	–	–	–
J/616/1334	Read for Information	One	3	27	✓	–	✓	–	–	–
L/617/0035	Read for Information	Two	4	24	✓	–	✓	–	–	–
F/616/1350	Read for Purpose and Meaning	E2	3	30	✓	–	✓	–	–	–



Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
J/616/1365	Read for Purpose and Meaning	E3	3	30	✓	–	✓	–	–	–
L/616/1366	Read for Purpose and Meaning	One	3	27	✓	–	✓	–	–	–
R/617/0036	Read for Purpose and Meaning	Two	4	24	✓	–	✓	–	–	–
D/616/1369	Speak to Communicate	E2	2	20	✓	–	✓	–	–	–
R/616/1370	Speak to Communicate	E3	2	20	✓	–	✓	–	–	–
Y/616/1371	Speak to Communicate	One	2	18	✓	–	✓	–	–	–
Y/617/0037	Speak to Communicate	Two	3	16	✓	–	✓	–	–	–
Y/616/1385	Write Accurately	E2	3	30	✓	–	✓	–	–	–
H/616/1387	Write Accurately	E3	3	30	✓	–	✓	–	–	–
M/617/0044	Write Fluently and Accurately	Two	4	24	✓	–	✓	–	–	–
M/616/1375	Write to Communicate	E2	3	30	✓	–	✓	–	–	–

Employability: Literacy Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1376	Write to Communicate	E3	3	30	✓	–	✓	–	–	–
J/616/1379	Write to Communicate	One	3	27	✓	–	✓	–	–	–
D/617/0038	Write to Communicate	Two	4	24	✓	–	✓	–	–	–
L/616/1383	Write with Accuracy	One	3	27	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/1392	Addition, Subtraction and Multiplication	E2	3	30	✓	–	✓	–	–	–
A/616/1394	Making Calculations	E3	3	30	✓	–	✓	–	–	–
J/616/1396	Making Calculations	One	3	27	✓	–	✓	–	–	–
T/617/0045	Making Calculations	Two	4	24	✓	–	✓	–	–	–



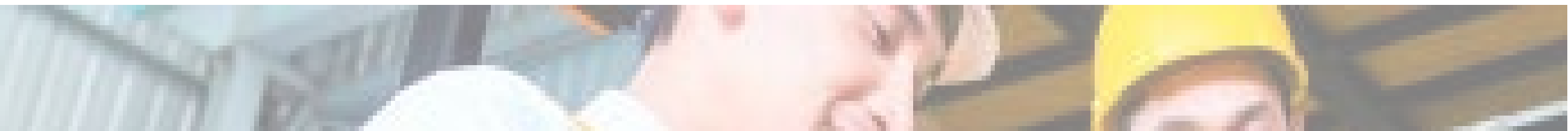
Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/1402	Money, Time and Temperature	E2	3	30	✓	–	✓	–	–	–
Y/616/1404	Money, Time and Temperature	E3	3	30	✓	–	✓	–	–	–
H/616/1406	Money, Time and Temperature	One	3	27	✓	–	✓	–	–	–
A/617/0046	Money, Time and Temperature	Two	4	24	✓	–	✓	–	–	–
M/616/1408	Numbers, Decimals, Fractions and Percentages	One	3	27	✓	–	✓	–	–	–
J/617/0048	Numbers, Decimals, Fractions and Percentages	Two	4	24	✓	–	✓	–	–	–
F/617/0050	Numerical Relationships, Algebra and Ratio	Two	3	16	✓	–	✓	–	–	–
M/616/1411	Numerical Relationships, Algebra and Ratios	One	2	18	✓	–	✓	–	–	–
A/616/1413	Using and Communicating Data	E2	3	30	✓	–	✓	–	–	–
F/616/1414	Using and Communicating Data	E3	3	30	✓	–	✓	–	–	–
J/616/1415	Using and Communicating Data	One	3	27	✓	–	✓	–	–	–
J/617/0051	Using and Communicating Data	Two	4	24	✓	–	✓	–	–	–
R/616/1417	Using Probability	One	2	18	✓	–	✓	–	–	–

Employability: Maths Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/617/0052	Using Probability	Two	3	16	✓	–	✓	–	–	–
D/616/1419	Using Size, Shape and Measures	E3	3	30	✓	–	✓	–	–	–
Y/616/1421	Using Size, Shape and Space	One	3	27	✓	–	✓	–	–	–
Y/617/0054	Using Size, Shape and Space	Two	4	24	✓	–	✓	–	–	–
F/616/1431	Using Whole Numbers, Decimals, Fractions and Percentages	E3	2	20	✓	–	✓	–	–	–
T/616/1426	Using Whole Numbers and Fractions	E2	2	20	✓	–	✓	–	–	–

Employability: Mentoring Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0865	Mentoring	Two	1	8	✓	–	✓	–	–	–
D/617/0055	Mentoring Practice	Two	3	16	✓	–	–	–	–	–
H/617/0056	The Mentoring Process	Two	4	24	✓	–	✓	–	–	–



Employability: Rights and Responsibilities at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/0462	Employment Contract and Payslip Basics	E3	1	10	✓	–	–	–	–	–
Y/616/0463	Employment Rights, Contracts and Pay	One	3	27	✓	–	–	–	✓	–
M/617/0058	Employment Rights, Contracts and Pay	Two	4	24	✓	–	–	–	✓	–
D/616/1162	Understanding Pensions	E3	1	10	✓	–	–	–	–	–
M/616/1165	Understanding Pensions	One	1	9	✓	–	–	–	✓	–



Employability: Setting Targets Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0344	Appraisals and Setting Targets	E3	3	30	✓	–	✓	–	–	–
J/616/0345	Appraisals and Setting Targets	One	3	27	✓	–	✓	–	–	–
K/617/0060	Appraisals and Setting Targets	Two	4	24	✓	–	✓	–	–	–
M/616/0923	Reviewing and Reflecting on Own Progress	E2	3	30	✓	–	✓	–	–	–
T/616/0941	Setting Work-Related Targets	E2	2	30	✓	–	–	–	–	–

Employability: Speaking and Listening at Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/616/1229	Speaking and Listening at Work	E2	3	30	✓	–	✓	–	–	–
H/616/1230	Speaking and Listening at Work	E3	3	30	✓	–	✓	–	–	–
K/616/1231	Speaking and Listening at Work	One	3	27	✓	–	✓	–	–	–

Employability: Stress Management Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/0397	Coping Strategies at Work	E2	2	20	✓	–	✓	–	–	–
H/616/0398	Coping Strategies at Work	E3	2	20	✓	–	✓	–	–	–
L/616/0427	Coping Strategies at Work	One	2	18	✓	–	✓	–	–	–
K/616/1018	Stress Management	E3	3	30	✓	–	–	–	–	–
Y/616/1029	Stress and Stress Management Techniques	One	3	27	✓	–	✓	–	–	–
M/617/0061	Stress and Stress Management Techniques	Two	4	24	✓	–	✓	–	–	–



Employability: Teamwork Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
Y/616/0351	Being Part of a Group	E2	2	20	✓	–	✓	–	–	–
D/616/0383	Communication Skills for Group and Teamwork	E3	3	30	✓	–	–	–	–	–
H/616/0384	Communication Skills for Group and Teamwork	One	3	27	✓	–	✓	–	–	–
A/617/0063	Team Building Skills	Two	4	24	✓	–	–	–	–	–
J/617/0065	Team Motivation	Two	4	24	✓	–	–	–	–	–
L/617/0066	Teamwork Skills	Two	4	24	✓	–	✓	–	–	–

Employability: Time Management Skills Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
F/616/0862	Managing Your Time	E2	2	20	✓	–	✓	–	–	–
L/616/1108	Time Management	E3	3	30	✓	–	–	–	–	–
R/616/1109	Time Management	One	3	27	✓	–	–	–	–	–
R/617/0067	Time Management	Two	4	24	✓	–	–	–	–	–
H/616/1115	Time Management Skills	E2	1	10	✓	–	–	–	–	–



Employability: Travelling to and From Work Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
H/616/1003	Skills for Travelling To and From Work	E2	2	20	✓	–	✓	–	–	–
T/616/1006	Skills for Travelling To and From Work	E3	1	10	✓	–	✓	–	–	–

Employability: Using ICT in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/616/1193	Using ICT in the Workplace	E2	2	20	✓	–	✓	–	–	–
K/616/1195	Using ICT in the Workplace	One	3	27	✓	–	✓	–	–	–
D/617/0069	Using ICT in the Workplace	Two	4	24	✓	–	✓	–	–	–
A/616/1198	Using ICT to Support Writing	One	1	9	✓	–	✓	–	–	–

Employability: Using Money in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
L/616/0444	Dealing with Debt	E3	3	30	✓	–	–	–	–	–
R/616/0445	Dealing with Debt	One	3	27	✓	–	–	–	–	–
M/616/0601	Handling Payment for Goods and Services	E3	3	30	✓	–	✓	–	–	–
T/616/0602	Handling Payment for Goods and Services	One	3	27	✓	–	✓	–	–	–
R/617/0070	Handling Payment for Goods and Services	Two	4	24	✓	–	✓	–	–	–
L/616/1156	Understanding Banks and Credit Cards	E3	2	20	✓	–	–	–	–	–
D/616/1159	Understanding Banks and Credit Cards	One	3	27	✓	–	–	–	–	–
K/616/1200	Using Money in the Workplace	E2	2	20	✓	–	✓	–	–	–

Employability: Using Numeracy Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1202	Using Numeracy Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–



Employability: Using Numeracy Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
T/616/1202	Using Numeracy Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–
A/616/1203	Using Numeracy Skills in the Workplace	E3	3	30	✓	–	✓	–	–	–
F/616/1204	Using Numeracy Skills in the Workplace	One	3	27	✓	–	✓	–	–	–
Y/617/0071	Using Numeracy Skills in the Workplace	Two	4	24	✓	–	✓	–	–	–

Employability: Using Writing Skills in the Workplace Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
R/616/1207	Using Writing Skills in the Workplace	E2	2	20	✓	–	✓	–	–	–
A/616/1220	Writing Needs at Work	E3	1	10	✓	–	–	–	–	–
F/616/1221	Writing Needs at Work	One	1	9	✓	–	–	–	–	–
J/616/1222	Writing Notes and Emails	E3	1	10	✓	–	✓	–	–	–
L/616/1223	Writing Notes and Emails	One	1	9	✓	–	✓	–	–	–

Employability: Volunteering Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
D/617/0072	Learning from Volunteering	Two	3	16	✓	–	–	–	–	–
D/616/1209	Volunteering	E2	2	20	✓	–	–	–	–	–
R/616/1210	Volunteering	E3	2	20	✓	–	–	–	–	–
Y/616/1211	Volunteering	One	1	9	✓	–	–	–	–	–

Employability: Work Experience Components					Assessment set by the centre			Assessment set by AIM		
Component Code	Component Title	Level	Credit Value	GLH	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
A/616/0892	Preparation for Work Experience	One	1	9	✓	–	✓	–	–	–
F/616/0893	Preparation for Work Experience	Two	1	8	✓	–	✓	–	–	–
H/617/0073	Undertaking Work Experience	Two	4	24	✓	–	✓	–	–	–



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 may be assessed through:

- 1) an internally set, internally marked and externally verified portfolio of evidence. Guidance on our expectations is available in 'A Guide to Assessing AIM Qualifications' available in Section 5: Appendices.
- 2) an externally set, externally marked online multiple choice exam (for particular components only). The online multiple choice exam must be invigilated by an AIM approved invigilator.

Centres may use one or both of the above assessment methods in the assessment of the qualification.

Where a multiple choice exam is available for a particular component, this will be stated on the individual component. Where a component may be assessed through either a portfolio of evidence, or an externally set, externally marked online multiple choice exam, the centre must choose one of these assessment methods in the assessment of that component.

Entry 1 Achievement Continuum

Learners completing Entry 1 components within these qualifications are assessed using the **Entry 1 Achievement Continuum**. The Continuum describes the characteristics the learner should display at each of the 10 stages, from Encounter to Application.

Assessors may record their assessment judgements on the **Entry 1 Learner Transcript Template** indicating the stage on the continuum at which the learner has achieved the assessment. Where possible, the Assessor statement should use the terminology of the Achievement Continuum to reflect what the learner has achieved.

A full version of the Entry 1 Achievement Continuum and Entry 1 Achievement Continuum Component Transcript template can be found in Section 5: Appendices.

Use of the Entry 1 Learner Transcript Template is optional.



Section Four

Operational Guidance

Offering this 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 the Qualification

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.

Scheduling learners for the online Multiple Choice Question (MCQ) assessments

Once your learners have been registered against the relevant qualification(s) using the process above, you are now able to schedule your learners for the MCQ assessments using XAMS. Please refer to the XAMS centre guidance document for details.

Please note you need to schedule your learners at least 48 hours before the planned time of assessment.



Delivering the MCQ assessments

Assessments must be delivered following the requirements in the AIM invigilation guidance for external assessments.

At the end of the MCQ assessment

Once the learner has completed the assessment, you can check the result in the results screen on XAMs. The results are automatically sent to AIM, and where learners have met the rules of combination for the particular qualification, they will be issued with a qualification certificate with details of the qualification and components achieved. Please refer to the Being an AIM centre document for service standard times on the issuing of learner certificates.

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

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

Appendix

A Guide to Assessing AIM Qualifications

Entry 1 Achievement Continuum

Entry 1 Learner Transcript Template

Guidance for using Entry 1 Assessment Continuum and Exemplar Learner Transcripts





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