

Please note that this qualification is expiring from any new learner registrations on 31/07/2019. Please contact AIM Awards for information on replacement qualifications on 01332 341822.



AIM Awards Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research)



Document Version Control

Version Number	Date	Description
8	29/11/2018	Update to TQT value and Credit removed (Page 7) Credit removed (Page 10)
9	17/01/2019	Qualification withdrawn. Withdrawal dates added (Page 7)

EXPIRING

**AIM Awards Level 6 Diploma in Psychotherapeutic
Counselling (Informed by Research)
601/3302/8**

EXPIRING

Contents Page

<u>Section One – Qualification Overview</u>	<u>5</u>
<u>Section Two - Structure and Content</u>	<u>9</u>
<u>Section Three – Assessment and Quality Assurance</u>	<u>12</u>
<u>Section Four – Operational Guidance</u>	<u>17</u>
<u>Section Five – Appendices</u>	<u>22</u>
<u>Appendix 1 – Assessment Pack</u>	<u>24</u>

EXPIRING



EXPIRING

Section 1 Qualification Overview

Section One

Qualification Overview

Introduction

Welcome to the AIM Awards Qualification Specification. We want to make your experience of working with AIM Awards as pleasant as possible.

AIM Awards 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.

This Qualification Specification contains everything you need to know about this qualification/qualification suite and should be used by everyone involved with planning, delivery and assessment.

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

This document is copyright but may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

This Qualification Specification is mapped to the Ofqual General Conditions of Recognition with references cited for each section as appropriate and the whole document is mapped to Ofqual General Conditions of Recognition C2.5 and E3.2.

About the Qualification

Mapped to Ofqual General Conditions of Recognition: E3.2a/E3.3b

The AIM Awards Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research) is based on the learner's own research from the AIM Awards Level 5 Diploma in Psychotherapeutic Counselling. Knowledge will be gained of research methods, ethics approval processes and current literature through the production of a 10,000-12,000word dissertation. This will focus on either the learner's own counselling practice or a topic relevant to the field of counselling.

This qualification comprises two mandatory units; **Research in Counselling (Level 5)** and **Counselling Research Dissertation**.

It is hoped that some of the research in this qualification will contribute to a growing body of professional knowledge through publication in academic journals.

Qualification	
AIM Awards Level 6 Diploma In Psychotherapeutic Counselling (Informed by Research)	
Assessment	This qualification is assessed through two different methods: <ul style="list-style-type: none"> • Externally assessed research proposal • Externally assessed dissertation
Grading	Assessment is competent / not competent. There is no grading
Operational Start Date	01-Sep-2014
Operational End Date	31-Jul-2019
Certification End Date	31-Jul-2020
Sector	1.3 Health and Social Care
Qualification Accreditation Number	601/3302/8
Learning Aim Reference	60133028
Guided Learning Hours	95
TQT	119
Learner Age Range	19+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

Entry Guidance

Mapped to Ofqual General Conditions of Recognition: E3.2b/c

It is recommended that learners have achieved the AIM Awards Level 5 Diploma in Psychotherapeutic Counselling , or equivalent qualification, before embarking on the Level 6 Diploma. This will equip the learner with the prerequisite level of knowledge, skills and understanding necessary to embark on this qualification.

The End of the Accreditation Period

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to 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.

Resource Requirements

This qualification has externally assessed assessments. Centres must ensure that they have the appropriate resources in place to deliver the units in this qualification.

Reading List

The required and recommended reading lists are detailed on the individual units. Please see [Section 2](#).



EXPIRING

Section 2 Structure and Content

Section Two

Structure and Content

Mapped to Ofqual General Conditions of Recognition E3.3a/b

Qualification Structure and Unit Content

Mapped to Ofqual General Conditions of Recognition: E3.2d /e/f/g/h/j

Please select the unit title to view the individual unit content and assessment guidance.

Rules of Combination for: AIM Awards Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research)				
To achieve this qualification learners must complete all the essential components.				
Unit Reference Number	Unit Title	Assessment	Level	GLH
M/506/3131	Counselling Research Dissertation	Externally assessed dissertation	Six	20
K/506/3130	Research in Counselling	Externally assessed research proposal	Five	75

Unit Format

Unit Title

The unit title will appear on the learner's certificate of achievement.

Unit Level

All units and qualifications within the RQF have a level assigned to them. There are nine levels of achievement, from Entry to Level 8 .

Unit Guided Learning Hours

The number of Tutor-led contact hours required to support learner achievement of the unit.

Ofqual Unit Reference Number

Each unit is assigned a unit code that appears with the unit title on Ofqual's Register of Regulated Qualifications.

Unit Review Date

The unit will be reviewed by this date. Any amendments will be notified to centres.

Unit Sector

This is the subject sector area of the unit.

Unit Summary

This gives a summary of what the unit aims to do. It provides a snapshot of the unit and the key knowledge, skills and understanding gained while studying the unit.

Learning Outcomes

The learning outcomes of a unit set out what a learner knows, understands or is able to do as the result of a process of learning.

Assessment Criteria

The assessment criteria specify the standard for which a learner must provide evidence in order to achieve the learning outcome. Additional guidance is available under the 'Assessment Guidance' section of the unit if any part of the Learning Outcomes and Assessment Criteria are in bold.

Assessment Guidance

This section provides additional guidance related to the unit to support Tutors and Assessors. This section gives information about the assessment evidence that learners must produce, together with any additional guidance if appropriate. This section should be read in conjunction with the assessment criteria.

Delivery Requirements

This sets out if there are any specialist resources needed for the delivery of this unit.

Evidence Requirements

This sets out if evidence of practical ability must be demonstrated and evidenced for the achievement of this unit.



Section 3 Assessment and Quality Assurance

EXPIRING

Section 3

Assessment and Quality Assurance

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** should 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 Learner Performance using a Range of Methods
 - D32 Assess Learner Performance and D33 Assess Learner using Differing Sources of Evidence
 - **In addition, Assessors must hold a counselling qualification at Level 6 or above, or have commensurate professional experience in a Supervisory role.**
- **Internal Verifiers (IV)** should have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - V1 Conduct Internal Quality Assurance of the Assessment Process
 - D34 Internally Verify the Assessment Process
 - **In addition, IVs must hold a counselling qualification at Level 6 or above, or have commensurate professional experience.**

How the Qualification is Assessed

Mapped to Ofqual General Conditions of Recognition: E3.2i

To be awarded the qualification, learners must provide evidence of achievement of all the assessment criteria for all the units specified in the rules of combination (see [Section 2](#) for guidance on rules of combination). Assessment of this qualification is through completion of two types of assessment tasks: a research proposal and dissertation.

The Assessment Pack in [Appendix 1](#) details the assessment tasks. Within this pack, mandatory assessment tasks and Record of Learner Achievement forms are available for centres.

For more detailed guidance on working with AIM Awards qualifications, please refer to the **Being an AIM Awards Centre** document available on the [website](#).

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process of assessing and validating learning or achievement that has not been certificated or accredited previously towards the qualification being studied. Credit Transfer allows for previously accredited achievement from within the Regulated Qualification Framework to count towards another qualification, where it is allowed as an equivalency within the new qualification, or where the learner has already achieved unit(s) belonging to that qualification. A maximum of 70% of a qualification can normally be achieved through equivalency (credit transfer). At least 30% should be gained through new learning.

The Tutor or Assessor should carry out an effective interview and initial assessment of learners to establish their previous qualifications and experience. Funding may be affected if a learner achieves more than 50% of the assessment through RPL.

Please refer to the AIM Awards [website](#) for more information.

Methods of Assessment

All assessment tasks are transparent, fair, inclusive, reliable, rigorous, relevant and sufficient and allow learners to produce work that is authentic. Learners must be assessed in English in England, English or Welsh in Wales and English or Irish in Northern Ireland.

Externally assessed research proposal

Learners must complete a research proposal using the AIM Awards template (in the Assessment Pack in [Appendix 1](#)) to outline a viable and realistic research project. The proposal is externally assessed and must be submitted to AIM Awards by one of the set deadlines (see [Section 4](#) for deadlines).

Externally assessed dissertation

Learners must complete a dissertation according to the assignment brief (in the Assessment Pack in [Appendix 1](#)). The dissertation is externally assessed and must be submitted to AIM Awards by one of the set deadlines (see [Section 4](#) for deadlines).

Marking Tasks

Mapped to Ofqual General Conditions of Recognition: H5.1/H5.2/H5.3/H5.4

Externally assessed assessments

AIM Awards Examiners will mark completed assessments. All Examiners are trained and their work is quality assured by AIM Awards Lead Examiners.

Reasonable Adjustments

Mapped to Ofqual General Conditions of Recognition H5.2

Reasonable adjustments are adjustments made to an assessment for a qualification so as to enable a learner to demonstrate their knowledge, skills and understanding. The nature of any reasonable adjustments depends on the particular requirements as well as on the qualification and assessment methods. Reasonable adjustments are generally not appropriate where the learner's particular difficulty directly affects performance in the actual attributes to be assessed.

For externally marked assessments

If reasonable adjustments are required for learners taking externally marked assessments, the centre must gain approval from AIM Awards prior to the date of submission:

1. The Tutor should complete and submit a **Request for Reasonable Adjustments Form** for each learner with supporting evidence to AIM Awards at least 14 days before the planned submission date
2. AIM Awards will confirm receipt of the form within 2 working days
3. AIM Awards will consider the application and give a decision within 10 working days of receipt. AIM Awards will inform the centre if we will be unable to reach a decision in this timescale.

Types of evidence acceptable:

- Educational Psychologist's report – must be current/valid within two years of the date of the examinations
- Specialist teachers assessment report - must be current/valid within two years of the date of the examinations
- Medical letter – must be specific **AND** recommend, in detail, the support being requested. For a long term physical/medical condition which is not going to change i.e. hearing/visual impairment – a letter from a doctor/optician or hospital report is acceptable in most cases. A condition which is not permanent, but will not go away, will require a new letter confirming the diagnosis each academic year.

Further details are provided in our **Reasonable Adjustments and Special Considerations** document available on the AIM Awards [website](#).

Special Considerations

Special consideration is consideration to be given to a learner who has temporarily experienced:

- an illness or injury, or

- some other event outside of their control which has had or is reasonably likely to have had an effect on their ability to take an assessment or on their level of attainment in an assessment. Special consideration is not appropriate for a minor illness or a minor disturbance.

It may not be possible to apply special consideration where an assessment requires the learner to demonstrate practical competence. In some circumstances it may be more appropriate to offer the learner an opportunity to take the assessment at a later date rather than apply special considerations.

1. The Head of Centre should complete and submit a **Request for Special Consideration Form** for each learner requesting special consideration with supporting evidence, which may include medical/psychological evidence or a statement from the Tutor/Verifier to AIM Awards no later than 24 hours after the submission date
2. AIM Awards will confirm receipt of the form within 2 working days
3. AIM Awards will consider your application and give a decision within 10 working days of receipt. AIM Awards will inform the centre if we are unable to reach a decision in this timescale.

Further details are provided in our **Reasonable Adjustments and Special Considerations** document available on our [website](#).

Malpractice/Maladministration

Confidentiality of assessments and learner work must be maintained at all times. Centres must ensure that the instructions set out in this document are followed and inform AIM Awards of any potential breach of confidentiality. Further details on Malpractice can be found on the AIM Awards website [here](#).

AIM Awards Qualification Standardisation

Centres will be required to provide samples of assessment tasks for AIM Awards qualification standardisation activity. Qualification standardisation is a process that promotes consistency in the understanding and application of standards and provides AIM Awards with important information for the qualification review process.

It is a requirement of the Centre Agreement that centres offering units from the qualification must contribute assessment materials and learners' evidence for standardisation if requested. AIM Awards will write to you to request samples if necessary.

Outcomes from qualification standardisation will be made available to those centres using that qualification.



EXPIRING

Section 4 Operational Guidance

Section 4

Operational Guidance

Offering the Qualification

Centres wishing to offer this qualification must be an AIM Awards recognised centre. New centres can apply to become a centre using the **Centre Recognition Application Process** on our website or by contacting the AIM Awards office.

We can advise centres on 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 Awards and all centres will have an allocated Customer Support Officer to support them.

Approval to Offer the Qualification

Centres wishing to offer this qualification must complete and submit a Qualification Approval Request on the AIM Awards website. Some qualifications require that centres have specific resources in place and/or that their Assessors/ Internal Verifiers hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval Request.

Fees and Charges

The [AIM Awards 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.



EXPIRING

Section 5 Appendices

EXPIRING



APPENDIX 1

ASSESSMENT PACK

EXPIRING

Please see the AIM Awards [website](#) for the AIM Awards Level 2 Award in Introduction to Counselling Assessment Pack.

EXPIRING



For any queries, please contact AIM Awards:

AIM Awards
3 Pride Point Drive
Pride Park
Derby
DE24 8BX

01332 341822

enquiries@aimawards.org.uk