



QUALIFICATION HANDBOOK

for centre staff

Please note these qualifications will be withdrawn from any new learner registrations on 31/12/2019. Please contact AIM Awards for further information on 01332 341822.

AIM Awards

**Suite of Violence Reduction Skills
Qualifications **WITHDRAWN ON**
31/12/2019**



“

I would like to convey my thanks to you all at AIM Awards 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 Awards Centre ”



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Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	20/11/2018	Update to TQT value and credit removed (pages 8-9) Credit removed (pages 12-13)
3	26/06/2019	Qualifications withdrawn and end dates added (pages 8-9): Operational End Date added: 31/12/2019 Certification End Date added: 31/12/2022

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Introduction

Welcome to the AIM Awards Suite of Violence Reduction Skills Qualification Handbook. This Handbook contains everything you need to know about these qualifications and is intended for Tutors, Assessors, Internal Verifiers and other staff involved with the planning, delivery and assessment.

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

We also provide Learner Guides for our qualifications. These learner-friendly documents detail everything your learners will need to know about the qualification they are undertaking; the content of the qualification, how they will be assessed, what the qualification could lead to and any additional information to help them successfully achieve. These are available to download on our website (www.aimawards.org.uk) or alternatively contact us to access these.

About Us

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.

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Section One

Qualification Overview

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About these Qualifications

The AIM Awards Suite of Violence Reduction Skills Qualifications is designed to accredit the training of learners who go on to instruct/support staff working with vulnerable patients/inmates in high risk areas. In such areas, violence reduction/physical intervention skills are needed to ensure the safety of all. These qualifications will support the development of learners' instructional and presentation skills as well as developing their knowledge of violence reduction skills. The development of their skills and knowledge will support their progress and professional development enabling them to deal with a wide range of patient/inmate behaviours. These qualifications will contribute to raising the standards of violence reduction skills training nationally, reducing risk to both staff and patients.

These qualifications have been developed in partnership with staff working in secure environments within the NHS.

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Qualification Details

Qualification	
AIM Awards Level 3 Certificate in Instructing and Presenting Violence Reduction Skills	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Progression Opportunities	Learners may progress onto other qualifications within the suite. These qualifications may also assist learners in gaining promotion within the workplace.
Geographical Coverage	England
Operational Start Date	01/06/2013
Operational End Date	31/12/2019
Certification End Date	31/12/2022
Sector	13.1 Teaching and Lecturing
Qualification Number	600/9433/3
Learning Aim Reference	60094333
Guided Learning Hours (GLH)	91
Total Qualification Time (TQT)	171
Learner Age	19+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

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Qualification	
AIM Awards Level 4 Diploma in Instructing and Presenting Violence Reduction Skills	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	These qualifications may assist learners in gaining promotion within the workplace.
Geographical Coverage	England
Operational Start Date	01/02/2014
Operational End Date	31/12/2019
Certification End Date	31/12/2022
Sector	13.1 Teaching and Lecturing
Qualification Number	601/2507/X
Learning Aim Reference	60094333
Guided Learning Hours (GLH)	259
Total Qualification Time (TQT)	456
Learner Age	19+
Rules of Combination	To achieve this qualification learners must complete all the essential components.

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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 onto other qualifications within the suite. These qualifications may also assist learners in gaining promotion within the workplace.

Entry Guidance

Learners must have experience in teaching (preferably holding a teaching qualification) and have experience in using violence reduction skills.

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

You must ensure that your centre has the following appropriate resources in place to deliver these qualifications:

- Personnel trained and experienced in the provision of violence reduction skills
- Training area with appropriate matted surfaces to allow the teaching of physical intervention skills
- Fully equipped classroom area for theory presentations
- Appropriately qualified First Aid provision and equipment
- Rest area for students to take breaks from being physically active.

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Section Two

Qualification Structure and Components

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Qualification Structure and Components

Please contact AIM Awards to access the individual components and assessment requirements.

Rules of combination for: AIM Awards Level 3 Certificate in Instructing and Presenting Violence Reduction Skills			
To achieve this qualification learners must complete all the essential components.			
Component Code	Component Title	Level	GLH
Essential Components			
M/505/0542	Developing Learning Programmes for Instructing and Presenting Violence Reduction Skills	Three	28
T/505/0543	Instructing Violence Reduction Skills: Presentation Skills	Three	21
F/505/0545	Instructional Techniques for Violence Reduction Skills Training	Three	42

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Rules of combination for: AIM Awards Level 4 Diploma in Instructing and Presenting Violence Reduction Skills

To achieve this qualification learners must complete all the essential components.

Component Code	Component Title	Level	GLH
Essential Components			
D/505/9608	Instructing Violence Reduction Skills: Health and Safety	Four	28
H/505/9609	Instructing Violence Reduction Skills: Legal Issues	Three	28
Y/505/9610	Instructing Violence Reduction Skills: Management of Education and Training Courses	Three	42
D/505/9611	Instructing Violence Reduction Skills: Reflective Practice	Four	42
H/505/9612	Instructing Violence Reduction Skills: Teaching Practice	Four	42
K/505/9613	Instructing Violence Reduction Skills: Technical Knowledge	Four	42
M/505/9614	Research Methodologies and Skills	Three	35

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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

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How are these Qualifications Assessed

These qualifications are 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 Awards Qualifications.

Components			Set by the centre			Set by AIM Awards		
Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
M/505/0542	Developing Learning Programmes for Instructing and Presenting Violence Reduction Skills	Three	✓	-	✓	-	-	-
T/505/0543	Instructing Violence Reduction Skills: Presentation Skills	Three	✓	-	✓	-	-	-
F/505/0545	Instructional Techniques for Violence Reduction Skills Training	Three	✓	-	-	-	-	-
D/505/9608	Instructing Violence Reduction Skills: Health and Safety	Four	✓	-	✓	-	-	-
H/505/9609	Instructing Violence Reduction Skills: Legal Issues	Three	✓	-	-	-	-	-
Y/505/9610	Instructing Violence Reduction Skills: Management of Education and Training Courses	Three	✓	-	✓	-	-	-
D/505/9611	Instructing Violence Reduction Skills: Reflective Practice	Four	✓	-	✓	-	-	-
H/505/9612	Instructing Violence Reduction Skills: Teaching Practice	Four	✓	-	✓	-	-	-

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Components			Set by the centre			Set by AIM Awards		
<i>Component Code</i>	<i>Component Title</i>	<i>Level</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>
K/505/9613	Instructing Violence Reduction Skills: Technical Knowledge	Four	✓	–	✓	–	–	–
M/505/9614	Research Methodologies and Skills	Three	✓	–	✓	–	–	–

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Section Four

Operational Guidance

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Offering this 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 (www.aimawards.org.uk) 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.

Registration and Certification

Once your centre has approval to offer a qualification, you will be able to register learners via the AIM Awards Online Portal. Learners must be registered onto the correct programme via the Portal (a programme is the centre's chosen set of components from their approved qualification). Centres should also check that the correct components are listed.

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

Details of assessment, internal verification and external verification can be found in Appendix 1 - A Guide to Assessing AIM Awards Qualifications.

Once the RAC has been correctly completed and received by AIM Awards, certificates and a summary of credit achievement will be produced and issued. Learners that have achieved a qualification will be issued with a qualification certificate with details of the qualification and components achieved. Learners that have not achieved a qualification will be issued with a component certificate with details of the components achieved.

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.

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Section Five

Appendices

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Appendices and Links

Appendix Title

A Guide to Assessing AIM Awards Qualifications



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