

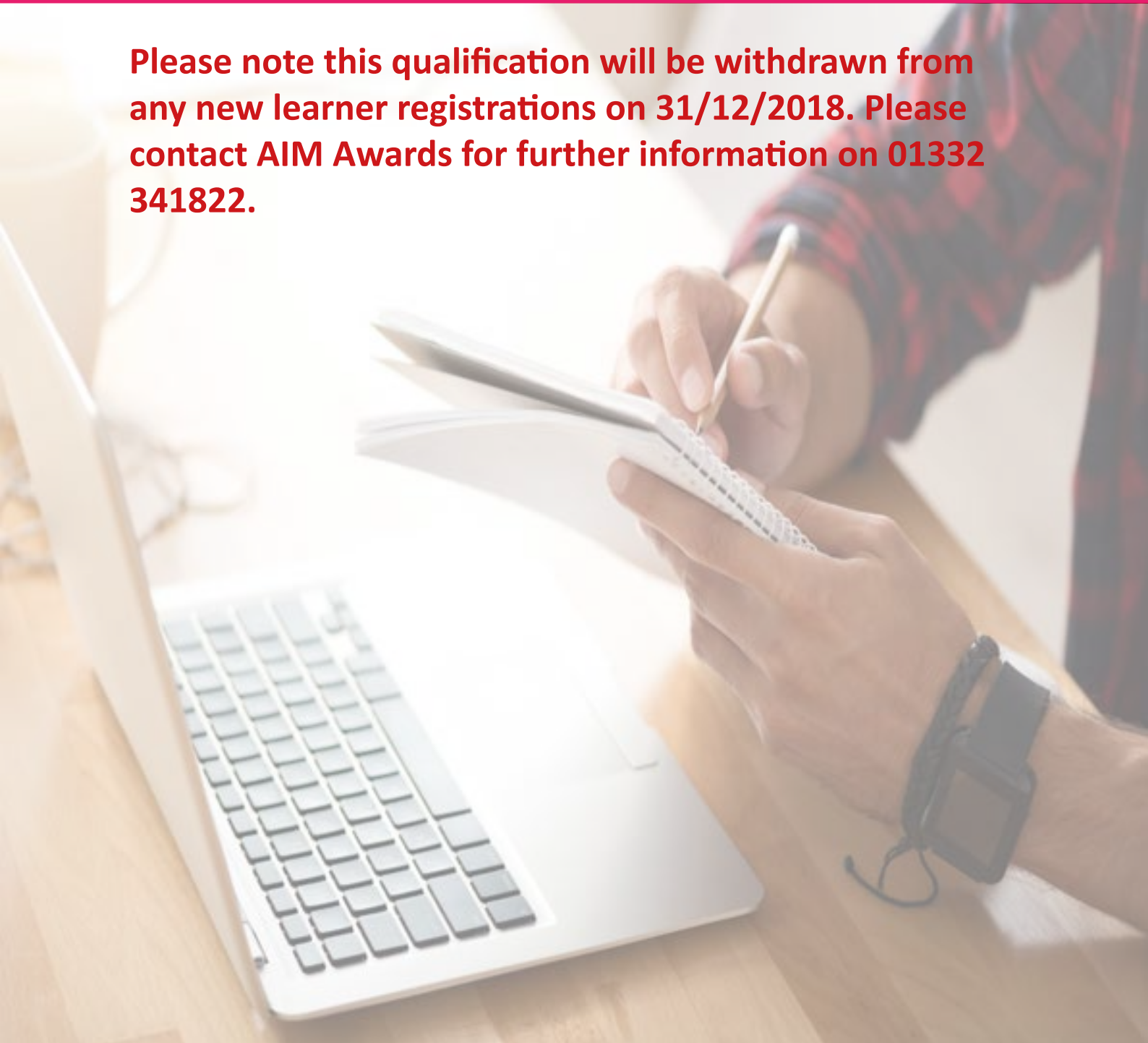


FLEXIBILITIES

QUALIFICATION HANDBOOK

for centre staff

Please note this qualification will be withdrawn from any new learner registrations on 31/12/2018. Please contact AIM Awards for further information on 01332 341822.



AIM Awards

**Entry Level Award in Online Basics
(ITQ) (Entry 3) EXPIRING**



“

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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Introduction

Welcome to the AIM Awards Entry Level Award in Online Basics (ITQ) (Entry 3) Qualifications Handbook. This Handbook contains everything you need to know about these qualifications and is intended for Tutors, Assessors, Internal Verifiers and other staff involved with the planning, delivery and assessment:

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 this Qualification

The AIM Awards Entry Level Award in Online Basics (ITQ) (Entry 3) qualification is a stepping stone to a range of qualifications for IT users such as ITQ. It has been designed to provide evidence of competence for people completing the My Guide Online Basics Programme through UK Online centres.

Online Basics (ITQ) will cover the skills of using ICT, finding information on the internet and sending and receiving email messages. This qualification is also about sending and receiving e-mail messages (with appropriate support and guidance when needed)

This qualification will enable the learner to:

- Use an online IT system to meet needs
- Search and use internet-based information
- Use e-mail to communicate and exchange information

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Qualification Details

Qualification	
AIM Awards Entry Level Award in Online Basics (ITQ) (Entry 3)	
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Pass/Fail
Progression Opportunities	ITQ qualifications Vocational or academic courses of study.
Geographical Coverage	England
Operational Start Date	01/12/2014
Operational End Date	31/12/2018
Certification End Date	31/12/2021
Sector	6.2 ICT for Users
Qualification Number	600/5620/4
Learning Aim Reference	60056204
Credit Value	1
Guided Learning Hours (GLH)	10
Total Qualification Time (TQT)	11
Minimum Learner Age	N/A
Rules of Combination	Learners must achieve the single essential component to achieve this qualification.

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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 from these qualifications can progress onto ITQ qualifications, Vocational or academic courses of study.

Entry Guidance

There are no specific entry requirements for this qualification.

Qualification Dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

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

Resource Requirements

There are no specific resource requirements for these qualifications. You must ensure that your centre has appropriate resources in place to deliver the component(s) in this qualification.

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Section Two

Qualification Structure and Components

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Qualification Structure and Components

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

Rules of combination for: AIM Awards Entry Level Award Online Basics (ITQ) (Entry 3) (EXPIRING 31/12/2018)				
Learners must achieve 1 credit from the single essential component to achieve this qualification.				
Component Code	Component Title	Level	Credits	GLH
Essential				
Y/601/2149	Online Basics	E3	1	10

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Section Three

Assessment

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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 this Qualification is Assessed

This qualification are assessed through an internally set, internally marked and externally verified **portfolio of evidence**. A summary of the assessment is shown below. Guidance on our expectations is available in 'A Guide to Assessing AIM Awards Qualifications' available on the AIM Awards website (www.aimawards.org.uk).

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>
Y/601/2149	Online Basics	E3	✓	–	✓	–	–	–

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Operational Guidance

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Section Five

Appendices

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APPENDICES AND LINKS

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

Appendix Name

A Guide to Assessing AIM Awards Qualifications



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