



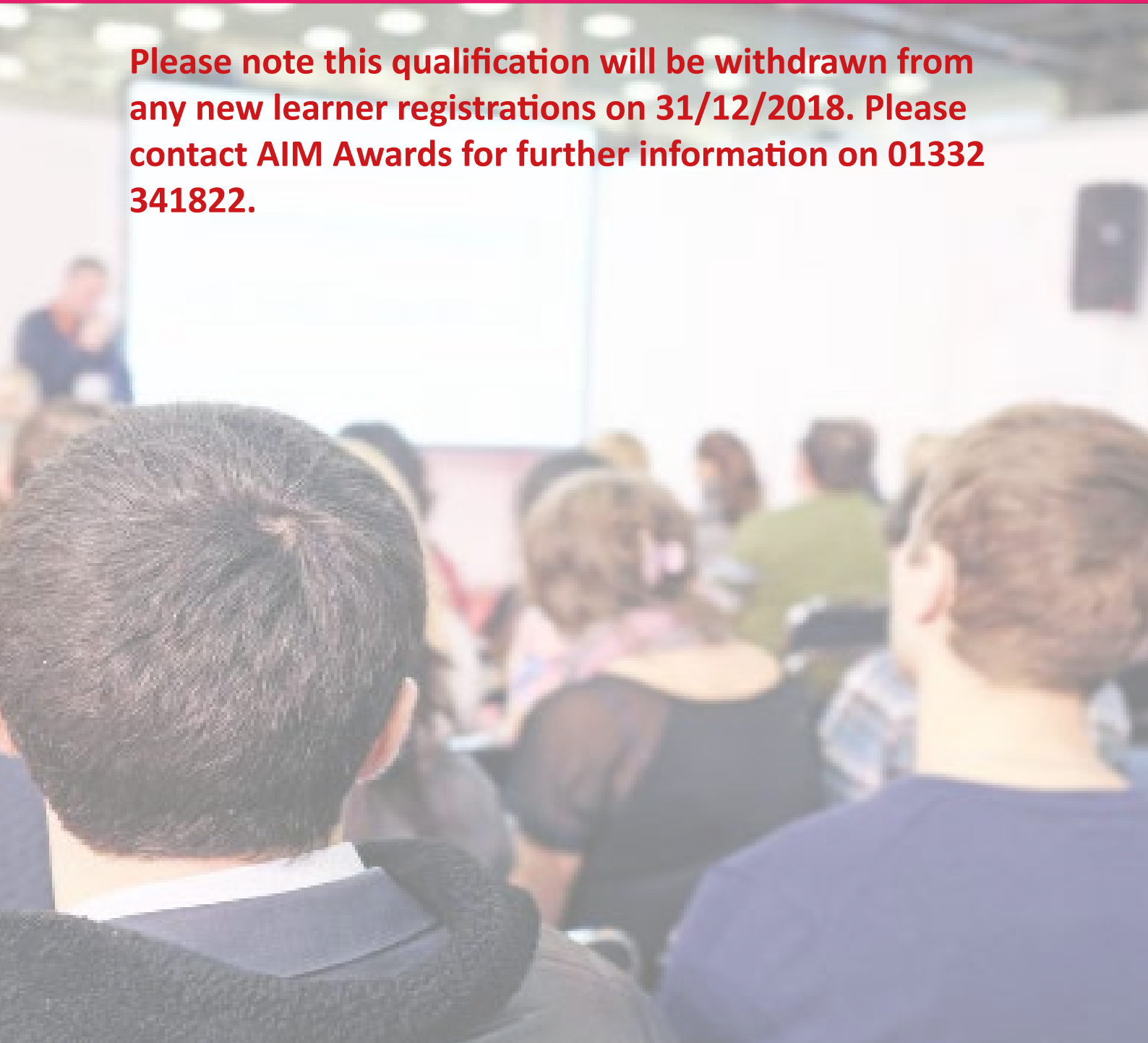
**FLEXIBILITIES**

# QUALIFICATION HANDBOOK

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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**Please note this qualification will be withdrawn from any new learner registrations on 31/12/2018.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

Level 3 Award in Information and Advice for  
Supporting Learner Progression (600/5112/7)

**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

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Welcome to the AIM Awards Level 3 Award in Information and Advice for Supporting Learner Progression Qualification Handbook. This Handbook contains everything you need to know about the qualification and is intended for Tutors, Assessors, Internal Verifiers and other staff involved with the planning, delivery and assessment:

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

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](http://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

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**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.**

This Suite of Information Advice and Guidance (IAG) Qualifications provides an introduction to the skills and knowledge required to support Information and Advice roles within the guidance community.

The Level 3 Award in Information and Advice for Supporting Learner Progression is suitable for both new entrants and those currently working in a role. This may include those who, as part of a wider role within their organisation, provide learner information and advice support. Learners will be able to demonstrate the skills of one to one career related interviewing, understanding the context of the guidance community within which they operate, understanding the concepts of credit based learning and the pathways available for learning or work progression. They will be able to identify appropriate progression opportunities, provide relevant information, and know how to refer individuals to further IAG services as agreed with them.

This qualification would suit tutors, advisers and support roles in education, training and third sector environments.

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## Qualification Details

Qualification	
<b>AIM Awards Level 3 Award in Information and Advice for Supporting Learner Progression</b>	
Assessment	Internally assessed and externally moderated assessment evidence.
Grading	Pass/Fail
Progression Opportunities	Further qualifications in IAG, for example the Level 4 Diploma in Career Information and Advice
Geographical Coverage	England
Operational End Date	<b>31/12/2018</b>
Certification End Date	<b>31/12/2021</b>
Sector	13.2 Direct Learning Support
Qualification Number	600/5112/7
Learning Aim Reference	60051127
Credit value	5
Guided Learning Hours (GLH)	35
Total Qualification Time (TQT)	44
Minimum Learner Age	18+
Rules of Combination	Learners must achieve 5 credits from the 3 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

Further qualifications in IAG, for example the Level 4 Diploma in Career Information and Advice

## Entry Guidance

Learners must have access to a real work environment to successfully achieve the 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

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This section details the rules of combinations for this qualification. Select the component title to view the component details.

Rules of combination for: AIM Awards Level 3 Award in Information and Advice for Supporting Learner Progression (EXPIRING 31/12/2018)				
Learners must achieve 5 credits from the 3 essential component to achieve this qualification.				
Component Code	Component Title	Level	GLH	Credit Value
<b>Essential</b>				
A/502/7555	Providing Information, Advice and Referral to Support learner Progression	Three	7	1
F/502/7556	Understand Career- Related Interviewing Skills to Enable Learner Progression	Three	21	3
T/502/7750	Understanding Learner Progression Opportunities	Three	7	1

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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 is 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](http://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>
A/502/7555	Providing Information, Advice and Referral to Support learner Progression	Three	✓	–	✓	–	–	–
F/502/7556	Understand Career- Related Interviewing Skills to Enable Learner Progression	Three	✓	–	✓	–	–	–
T/502/7750	Understanding Learner Progression Opportunities	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](http://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. 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/ERAC) form will be produced for each programme once learners are registered. Centres will be able to download their RAC/ERAC forms within four weeks of receipt of correctly submitted registrations. The RAC/ERAC 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/ERAC 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

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

### Appendix Name

A Guide to Assessing AIM Awards Qualifications



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[enquiries@aimawards.org.uk](mailto:enquiries@aimawards.org.uk)



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