

AIM Awards Suite of Dementia Care Qualifications



Document Version Control

| Version Number | Date | Description |
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| 4 | 12/12/2018 | Update to TQT values for AIM Awards Level 3 Certificate in Dementia Care (Page 9) |

**AIM Awards Level 2 Award in Awareness of Dementia
600/8541/1 (EXPIRING 31/12/2018)**

**AIM Awards Level 2 Certificate in Dementia Care
600/8735/3 (EXPIRING 31/12/2018)**

**AIM Awards Level 3 Award in Awareness of Dementia
600/8542/3 (EXPIRING 31/12/2018)**

**AIM Awards Level 3 Certificate in Dementia Care
600/8543/5**

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Section 1

Qualification Overview

Section One

Qualification Overview

Introduction

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

AIM Awards is a national Awarding Organisation, offering a large number of Ofqual regulated qualifications at different levels and in a wide range of subject areas. Our qualifications 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.

We are licensed by the Quality Assurance Agency (QAA) to approve and certificate Access to Higher Education Diplomas.

We are also approved as an Apprenticeship Assessment Organisation (AAO)

This Qualification Handbook 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 Handbook 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 Handbook 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

Please note the following qualifications from this suite will be withdrawn from any new learner registrations on 31/12/2018:

- Level 2 Award in Awareness of Dementia
- Level 2 Certificate in Dementia Care
- Level 3 Award in Awareness of Dementia

The AIM Awards Suite of Dementia Care qualifications is designed for those working or aspiring to work in Health and Social Care settings, providing care for people with dementia and their families.

They are suitable for learners working in a wide range of roles, such as healthcare / care assistants, support or key workers, family support workers, as well as team leaders or first line supervisors. The qualifications are aligned to the National Dementia Strategy and will help to improve the health and care services which support the increasing numbers of individuals diagnosed with dementia.

The Level 2 and Level 3 Awards in Awareness of Dementia are knowledge based qualifications covering causes, symptoms and experience of dementia, while the Level 2 and Level 3 Certificates in Dementia Care develop both skills and knowledge. To enable the acquisition of skills, the Certificates require learners to have access to a work-based setting (such as working, volunteering or practical placement).

| Qualifications | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AIM Awards Level 2 Award in Awareness of Dementia AIM Awards Level 2 Certificate in Dementia Care AIM Awards Level 3 Award in Awareness of Dementia | |
| Assessment | Internally assessed and externally moderated assessment evidence |
| Grading | Assessment is competent / not competent. There is no grading |
| Progression Opportunities | To the Level 3 Dementia qualifications, or other related health care qualifications or employment/volunteering |
| Operational Start Date | 01-Apr-2013 |
| Operational End Date | 31-Dec-2018 |
| Certification End Date | 31-July-2021 |
| Sector | 1.3 Health and Social Care |
| Qualification Number | L2 Award: 600/8541/1 L2 Certificate: 600/8735/3 L3 Award: 600/8542/3 |
| Learning Aim Reference | L2 Award: 60085411 L3 Certificate: 60087353 L3 Award: 600/8542/3 |
| Credit Value | L2 Award: 8 L2 Certificate: 18 L3 Award: 11 |
| Guided Learning Hours (GLH) | L2 Award: 72 L3 Certificate: 134 L3 Award: 86 |
| Total Qualification Time (TQT) | L2 Award: 86 L2 Certificate: 161 L3 Award: 108 |
| Learner Age Range | 16-18; 19+ |
| Rules of Combination | <p><u>Level 2 Award</u> Learners must achieve 8 credits from the 4 mandatory units (M) to achieve this qualification.</p> <p><u>Level 2 Certificate</u> Learners must achieve 18 credits in total. 14 credits must be achieved from the 5 Mandatory Units (A) and a minimum of 4 credits must be achieved from the Optional Units (B).</p> <p><u>Level 3 Award</u> Learners must achieve 11 credits from the 4 Mandatory Units (A) to achieve this qualification.</p> |

| Qualifications | |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AIM Awards Level 3 Certificate in Dementia Care | |
| Assessment | Internally assessed and externally moderated assessment evidence |
| Grading | Assessment is competent / not competent. There is no grading |
| Progression Opportunities | To other related health care qualifications or employment/volunteering |
| Operational Start Date | 01-Apr-2013 |
| Operational End Date | 31-July-2022 |
| Sector | 1.3 Health and Social Care |
| Qualification Number | Certificate: 600/8543/5 |
| Learning Aim Reference | Certificate: 60085435 |
| Credit Value | Certificate: 21 |
| Guided Learning Hours (GLH) | Certificate: 143 |
| Total Qualification Time (TQT) | Certificate: 269 |
| Learner Age Range | 16-18; 19+ |
| Rules of Combination | <u>Level 3 Certificate</u> Learners must achieve 21 credits in total. 15 credits must be achieved from the 4 Mandatory Units (A) and a minimum of 6 credits must be achieved from the Optional Units (B). |

Entry Guidance

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

There are no specific entry requirements for 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.

Certification End Date

The final date that certificates can be issued for these qualifications is three years from the Review Date.

| | |
|-------------------------------------------------|--------------|
| AIM Awards Level 3 Certificate in Dementia Care | 31-July-2021 |
|-------------------------------------------------|--------------|

Resource Requirements

The Level 2 and Level 3 Certificates must be delivered in a care setting. You must ensure that your centre has appropriate resources in place to deliver the unit(s) in this qualification.



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

The rules of combination for the AIM Awards Suite of Dementia Care Qualifications are displayed in the following way:

- [Level 2 Award in Awareness of Dementia \(EXPIRING 31/12/2018\)](#)
- [Level 2 Certificate in Dementia Care \(EXPIRING 31/12/2018\)](#)
- [Level 3 Award in Awareness of Dementia \(EXPIRING 31/12/2018\)](#)
- [Level 3 Certificate in Dementia Care](#)

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

| Rules of Combination for: AIM Awards Level 2 Award in Awareness of Dementia (EXPIRING 31/12/2018) | | | | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------|-------|--------------|-----|
| Learners must achieve 8 credits from the 4 mandatory units (M) to achieve this qualification. | | | | | |
| Unit Reference Number | Unit Title | Group | Level | Credit Value | GLH |
| J/601/2874 | Dementia Awareness | M | Two | 2 | 17 |
| H/601/2879 | The Person Centred Approach to the Care and Support of Individuals with Dementia | M | Two | 2 | 17 |
| A/601/2886 | Understand Equality, Diversity and Inclusion in Dementia Care | M | Two | 2 | 20 |
| T/601/9416 | Understand the Factors that can Influence Communication and Interaction with Individuals who have Dementia | M | Two | 2 | 18 |

Rules of Combination for: AIM Awards Level 2 Certificate in Dementia Care (EXPIRING 31/12/2018)

Learners must achieve 18 credits in total. 14 credits must be achieved from the 5 Mandatory Units (**A**) and a minimum of 4 credits must be achieved from the Optional Units (**B**).

| Unit Reference Number | Unit Title | Group | Level | Credit Value | GLH |
|-----------------------|-----------------------------------------------------------------------------------------------------------------|----------|-------|--------------|-----|
| H/601/9282 | <u>Approaches to Enable Rights and Choices for Individuals with Dementia whilst Minimising Risks</u> | A | Two | 3 | 25 |
| A/601/9546 | <u>Contribute to Support of Positive Risk-Taking for Individuals</u> | B | Two | 3 | 27 |
| J/601/2874 | <u>Dementia Awareness</u> | A | Two | 2 | 17 |
| Y/601/9277 | <u>Equality, Diversity and Inclusion in Dementia Care Practice</u> | A | Two | 3 | 24 |
| A/601/9434 | <u>Understand and Enable Interaction and Communication with Individuals with Dementia</u> | A | Two | 3 | 19 |
| F/601/3683 | <u>Understand and Implement a Person Centred Approach to the Care and Support of Individuals with Dementia</u> | A | Two | 3 | 21 |
| | | | | | |
| L/601/9471 | <u>Contribute to Supporting Group Care Activities</u> | B | Two | 3 | 23 |
| H/601/3451 | <u>Contribute to Supporting Individuals in the use of Assistive Technology</u> | B | Two | 3 | 19 |
| R/601/8256 | <u>Contribute to the Care of a Deceased Person</u> | B | Two | 3 | 24 |
| H/601/8049 | <u>Facilitate Person Centred Assessment, Planning, Implementation and Review</u> | B | Three | 6 | 45 |
| Y/601/3446 | <u>Introductory Awareness of Models of Disability</u> | B | Two | 2 | 15 |
| D/601/9023 | <u>Provide Support for Therapy Sessions</u> | B | Two | 2 | 14 |
| T/601/9495 | <u>Support Individuals at the End of Life</u> | B | Three | 7 | 53 |
| L/601/6442 | <u>Support Person-Centred Thinking and Planning</u> | B | Two | 5 | 34 |
| T/601/9187 | <u>Understand and Meet the Nutritional Requirements of Individuals with Dementia</u> | B | Three | 3 | 26 |
| F/602/0097 | <u>Understand Mental Well-Being and Mental Health Promotion</u> | B | Three | 3 | 14 |
| K/601/9199 | <u>Understand the Administration of Medication to Individuals with Dementia using a Person Centred Approach</u> | B | Three | 2 | 15 |

Rules of Combination for: AIM Awards Level 3 Award in Awareness of Dementia (EXPIRING 31/12/2018)

Learners must achieve 11 credits from the 4 Mandatory Units (**A**) to achieve this qualification.

| Unit Reference Number | Unit Title | Group | Level | Credit Value | GLH |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|----------|-------|--------------|-----|
| K/601/9199 | Understand the Administration of Medication to Individuals with Dementia using a Person Centred Approach | A | Three | 2 | 15 |
| Y/601/3544 | Understand the Diversity of Individuals with Dementia and the Importance of Inclusion | A | Three | 3 | 23 |
| J/601/3538 | Understand the Process and Experience of Dementia | A | Three | 3 | 22 |
| L/601/3539 | Understand the Role of Communication and Interactions with Individuals who have Dementia | A | Three | 3 | 26 |

Rules of Combination for: AIM Awards Level 3 Certificate in Dementia Care

Learners must achieve 21 credits in total. 15 credits must be achieved from the 4 Mandatory Units (**A**) and a minimum of 6 credits must be achieved from the Optional Units (**B**).

| Unit Reference Number | Unit Title | Group | Level | Credit Value | GLH |
|-----------------------|--------------------------------------------------------------------------------------------------------|----------|-------|--------------|-----|
| A/601/9191 | Enable Rights and Choices of Individuals with Dementia whilst Minimising Risks | A | Three | 4 | 26 |
| F/601/4686 | Equality, Diversity and Inclusion in Dementia Care Practice | A | Three | 4 | 31 |
| Y/601/4693 | Understand and Enable Interaction and Communication with Individuals who have Dementia | A | Three | 4 | 30 |
| J/601/3538 | Understand the Process and Experience of Dementia | A | Three | 3 | 22 |
| | | | | | |
| A/601/9546 | Contribute to Support of Positive Risk-Taking for Individuals | B | Two | 3 | 27 |
| R/601/8256 | Contribute to the Care of a Deceased Person | B | Two | 3 | 24 |
| H/601/8049 | Facilitate Person Centred Assessment, Planning, Implementation and Review | B | Three | 6 | 45 |
| D/601/9491 | Implement Therapeutic Group Activities | B | Three | 4 | 25 |

| | | | | | |
|------------|--------------------------------------------------------------------------------------------------------------------------|----------|-------|---|----|
| Y/601/8825 | Interact With and Support Individuals using Telecommunications | B | Three | 5 | 36 |
| A/601/9028 | Provide Support to Continue Recommended Therapies | B | Three | 3 | 20 |
| T/601/9495 | Support Individuals at the End of Life | B | Three | 7 | 53 |
| A/601/7909 | Support Individuals who are Bereaved | B | Three | 4 | 30 |
| A/601/7215 | Support Person-Centred Thinking and Planning | B | Three | 5 | 41 |
| L/601/9549 | Support Positive Risk Taking for Individuals | B | Three | 4 | 32 |
| T/601/9187 | Understand and Meet the Nutritional Requirements of Individuals with Dementia | B | Three | 3 | 26 |
| F/602/0097 | Understand Mental Well-Being and Mental Health Promotion | B | Three | 3 | 14 |
| F/601/3473 | Understand Models of Disability | B | Three | 3 | 26 |
| K/601/9199 | Understand the Administration of Medication to Individuals with Dementia using a Person Centred Approach | B | Three | 2 | 15 |

Unit Format

Unit Title

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

Unit Credit Value

When a learner achieves a unit, they gain the specified number of credits.

Unit Level

All units and qualifications 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

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 Candidate Performance using a Range of Methods
 - D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence
- **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
- **For centres that wish to deliver the Level 3 Certificate in Dementia Care, Internal Verifiers and Assessors must:**
 - **Hold qualifications in the subject area (e.g. Health and Social Care Diploma) and/or have relevant experience in the care sector.**

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). The assessment process is as follows:

- Suitable assessment tasks are internally set at your centre that allow learners to be able to provide evidence of achievement of the assessment criteria of the unit(s)

- All assessment tasks must be scrutinised by the Internal Verifier before they are delivered to learners to ensure that they are fit for purpose
- Learners are assessed at your centre, using the IV approved assessment tasks
- The resulting assessed evidence is internally verified by an IV at the centre
- The assessed evidence is scrutinised by an AIM Awards appointed External Verifier (EV) to ensure reliability and validity of assessment

A range of sample assessment materials are available on our website.

For more detailed guidance on working with AIM Awards qualifications, please refer to “A Guide to Assessing AIM Awards Qualifications” in the following link:

<http://www.aimawards.org.uk/resources/centre-handbook-and-forms/>



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.

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 units from their approved qualification). Centres should also check that the correct units are listed. All learner registrations must be checked carefully in order to avoid Maladministration and Malpractice.

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.

Once the RAC has been correctly completed and has been 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 units achieved. Learners that have not achieved a qualification will be issued with a unit certificate with details of the units and credits achieved.



Section 5

Appendices

A Guide to Assessing AIM Awards Qualifications can be found in the link below:

<http://www.aimawards.org.uk/resources/centre-handbook-and-forms/>



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