



AIM Awards Suite of End of Life Care Qualifications **EXPIRING**



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**AIM Awards Level 2 Award in Awareness of End of Life Care
600/8099/1 (EXPIRING 31/12/2018)**

**AIM Awards Level 3 Award in Awareness of End of Life Care
600/8130/2 (EXPIRING 31/12/2018)**

**AIM Awards Level 3 Certificate in Working in End of Life
Care
600/8100/4**

**AIM Awards Level 5 Certificate in Leading and Managing
Services to Support End of Life and Significant Life Events
600/8141/7**

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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 in this suite will be withdrawn from any new learner registrations on 31/12/2018:

- Level 2 Award in Awareness of End of Life Care
- Level 3 Award in Awareness of End of Life Care

The AIM Awards Suite of End of Life qualifications is designed for those working in health and social care settings, supporting/caring for individuals who are approaching the end of their life, (for example in residential care homes, domiciliary care or palliative care). The qualifications (Level 2, Level 3 and Level 5) provide a progression route which supports the development of the knowledge required to enter into and develop a career in this specialist area of care.

The **Level 2 and Level 3 Awards** provide an introduction to the issues that need to be considered when administering end of life care ensuring that individuals are treated with respect and dignity.

The **Level 3 Certificate in Working in End of Life Care** provides an overview of the issues that need to be considered when administering end of life care, ensuring that individuals are treated with respect and dignity.

The Level 2 and Level 3 qualifications raise awareness of national and local policies for dealing with care of this nature and of the need to communicate sensitively with those involved. The qualifications are targeted at care assistants, support workers or health care assistants.

The **Level 5 Certificate in Leading and Managing Services to Support End of Life and Significant Life Events** provides an overview of the issues that need to be considered in order to ensure best practice in care across the services. It looks at how to initiate and implement policies in compliance with legislation and local practices and then evaluate their effectiveness. This qualification is targeted at leaders of the services.

Qualification	
AIM Awards Level 2 Award in Awareness of End of Life Care	
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners can progress to End of Life qualifications at Level 3 and/or Level 5 or onto other health and social qualifications
Operational Start Date	01-Mar-2013
Operational End Date	31-July-2018
Certification End Date	31-Dec-2021
Sector	1.3 Health and Social Care
Qualification Number	600/8099/1
Learning Aim Reference	60080991
Credit Value	3
Guided Learning Hours (GLH)	28
Total Qualification Time (TQT)	34
Learner Age Range	16-18; 19+
Rules of Combination	Learners must achieve 3 credits from the mandatory unit to achieve this qualification.

Qualification	
AIM Awards Level 3 Award in Awareness of End of Life Care	
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners can progress onto End of Life Certificates at either Level 3 or Level 5 or onto other health and social qualifications.
Operational Start Date	01-Mar-2013
Operational End Date	31-July-2018
Certification End Date	31-Dec-2021
Sector	1.3 Health and Social Care
Qualification Number	600/8130/2
Learning Aim Reference	60081302
Credit Value	10
Guided Learning Hours (GLH)	89
Total Qualification Time (TQT)	111
Learner Age Range	16-18; 19+
Rules of Combination	Learners must achieve 10 credits from the 3 mandatory units to achieve this qualification.

Qualification	
AIM Awards Level 3 Certificate in Working in End of Life Care	
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners can progress onto the End of Life Certificates at Level 5 or onto other health and social qualifications.
Operational Start Date	01-Mar-2013
Review Date	31-July-2022
Sector	1.3 Health and Social Care
Qualification Number	600/8100/4
Learning Aim Reference	60081004
Credit Value	26
Guided Learning Hours (GLH)	193
Total Qualification Time (TQT)	241
Learner Age Range	16-18; 19+
Rules of Combination	Learners must achieve 26 credits in total. 17 credits must be achieved from the Mandatory Units and a minimum of 9 credits must be achieved from the Optional Units.

Qualification	
AIM Awards Level 5 Certificate in Leading and Managing Services to Support End of Life and Significant Life Events	
Assessment	Internally assessed and externally moderated assessment evidence
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners can progress onto other health and social qualifications.
Operational Start Date	01-Mar-2013
Review Date	31-July-2022
Sector	1.3 Health and Social Care
Qualification Number	600/8141/7
Learning Aim Reference	60081417
Credit Value	17
Guided Learning Hours (GLH)	127
Total Qualification Time (TQT)	159
Learner Age Range	18+; 19+
Rules of Combination	Learners must achieve 17 credits in total. 11 credits must be achieved from the Mandatory Units and a minimum of 6 credits must be achieved from the Optional Units.

Entry Guidance

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

There are no specific entry requirements for the Level 2 and Level 3 Awards. For the Level 3 and Level 5, learners must have relevant qualifications and/or experience in Health and Social Care.

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 Working in End of Life Care	31-July 2025
AIM Awards Level 5 Certificate in Leading and Managing Services to Support End of Life and Significant Life Events	31-July 2025

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 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 End of Life Care qualifications are displayed in the following way:

- [Level 2 Award in Awareness of End of Life Care \(EXPIRING 31/12/2018\)](#)
- [Level 3 Award in Awareness of End of Life Care \(EXPIRING 31/12/2018\)](#)
- [Level 3 Certificate in Working in End of Life Care](#)
- [Level 5 Certificate in Leading and Managing Services to Support End of Life and Significant Life Events](#)

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 End of Life Care (EXPIRING 31/12/2018)					
Learners must achieve 3 credits from the mandatory unit (M) to achieve this qualification.					
Unit Reference Number	Unit Title	M/O	Level	Credit Value	GLH
A/503/8085	Understand How to Work in End of Life Care	M	Two	3	28

Rules of Combination for: AIM Awards Level 3 Award in Awareness of End of Life Care (EXPIRING 31/12/2018)					
Learners must achieve 10 credits from the 3 mandatory units (M) to achieve this qualification.					
Unit Reference Number	Unit Title	M/O	Level	Credit Value	GLH
Y/503/8689	Understand How to Provide Support when Working in End of Life Care	M	Three	4	33
J/503/8137	Understand How to Support Individuals During the Last Days of Life	M	Three	3	28
A/503/8085	Understand How to Work in End of Life Care	M	Two	3	28

Rules of Combination for: AIM Awards Level 3 Certificate in Working in End of Life Care

Learners must achieve 26 credits in total. 17 credits must be achieved from the mandatory units (**M**) and a minimum of 9 credits must be achieved from the optional units (**O**).

Unit Reference Number	Unit Title	M/O	Level	Credit Value	GLH
Y/503/8644	Managing Symptoms in End of Life Care	M	Three	3	22
T/601/8282	Support Individuals With Specific Communication Needs	M	Three	5	35
D/503/8645	Supporting Individuals with Loss and Grief Before Death	M	Three	2	15
A/503/8135	Understand Advance Care Planning	M	Three	3	25
Y/503/8689	Understand How to Provide Support when Working in End of Life Care	M	Three	4	33
R/601/8256	Contribute to the Care of a Deceased Person	O	Two	3	24
F/503/8704	End of Life and Dementia Care	O	Three	2	20
A/601/9028	Provide Support to Continue Recommended Therapies	O	Three	3	20
K/601/9025	Provide Support to Manage Pain and Discomfort	O	Two	2	15
T/601/9495	Support Individuals at the End of Life	O	Three	7	53
M/601/7907	Support Individuals During a Period of Change	O	Three	4	29
F/503/8685	Support Individuals During the Last Days of Life	O	Four	5	33
L/601/8725	Support Individuals Undergoing Healthcare Activities	O	Two	3	22
A/601/7909	Support Individuals who are Bereaved	O	Three	4	30
L/601/8143	Support Individuals who are Distressed	O	Two	3	21
M/503/8133	Support the Spiritual Wellbeing of Individuals	O	Three	3	26
J/503/8137	Understand How to Support Individuals During the Last Days of Life	O	Three	3	28
F/601/9029	Work with Families, Carers and Individuals During Times of Crisis	O	Four	5	35

Rules of Combination for: AIM Awards Level 5 Certificate in Leading and Managing Services to Support End of Life and Significant Life Events

Learners must achieve 17 credits in total. 11 credits must be achieved from the mandatory units (**M**) and a minimum of 6 credits must be achieved from the optional units (**O**).

Unit Reference Number	Unit Title	M/O	Level	Credit Value	GLH
L/503/8138	Lead a Service that Supports Individuals through Significant Life Events	M	Five	4	31
T/503/8134	Lead and Manage End of Life Care Services	M	Five	7	45
F/503/8685	Support Individuals During the Last Days of Life	O	Four	5	33
M/503/8133	Support the Spiritual Wellbeing of Individuals	O	Three	3	26
A/503/8135	Understand Advance Care Planning	O	Three	3	25
J/503/8137	Understand How to Support Individuals During the Last Days of Life	O	Three	3	28
F/601/9029	Work with Families, Carers and Individuals During Times of Crisis	O	Four	5	35

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

In addition, Assessors and Internal Verifiers must:

- **Hold a qualification in Health and Social Care or equivalent at Level 3 or above.**

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 link below:

<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/>

Contact AIM Awards



For any queries, please contact AIM Awards:

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