



FLEXIBILITIES

QUALIFICATION HANDBOOK

for centre staff

Please note this qualification will be withdrawn from any new learner registrations on 31/07/2018. Please contact AIM Awards for further information on 01332 341822.

AIM Awards

Level 3 Award in Clinical Skills:
Venipuncture

WITHDRAWN



AIM
Awards

“

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 Level 3 Award in Clinical Skills: Venipuncture 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) or alternatively contact us to access these.

About Us

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

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Section One

Qualification Overview

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About this Qualification

The AIM Awards Level 3 Award in Clinical Skills: Venipuncture provides learners with an understanding of the theory, practical and professional requirements that support venipuncture. This qualification requires learners to gain experience by carrying out venipuncture under the supervision of a competent practitioner in order to become competent to carry out venipuncture independently and without supervision.

This qualification is aimed at registered nurses and non-registered practitioners who perform venipuncture in a variety of health care settings.

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Qualification Details

Qualification	
AIM Awards Level 3 Award in Clinical Skills: Venipuncture	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational Start Date	1st December 2013
Review Date	31st July 2022
Sector	1.2 Nursing and Subjects and Vocations Allied to Medicine
Qualification Number	601/2135/X
Learning Aim Reference	6012135X
Guided Learning Hours (GLH)	21
Total Qualification Time (TQT)	26
Learner Age	18+
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

This qualification may help learners wishing to progress into further education and/or training relating to nursing and other health care professions.

Entry Guidance

Learners should have health care experience and be employed within the sector.

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

Centres must ensure learners have access to specialist equipment i.e. venipuncture arm model, tourniquets, butterfly needles, needles, vacutainer holders, blood bottles, blood powder, blood collection set, swabs, sharps bin, cotton balls, gloves, syringes, plasters or adhesive tape, specimen request form, plastic apron, clean procedure tray etc.

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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 this qualification. Select the component title to view the component details.

Rules of combination for: AIM Awards Level 3 Award in Clinical Skills: Venipuncture					
Learners must successfully achieve the single essential components to achieve this qualification.					
No.	Component Code	Component Title	Level	GLH	Page No.
Essential					
01	H/505/7682	Venipuncture	Three	3	15

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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

In addition, specifically for these qualifications, Assessors must have:

- **previous clinical experience (minimum of 36 months experience)**
- **competency in Venipuncture (usually from an A&E or Long Term Care Setting)**

And be one of the following:

- **registered nurse**
- **registered GP**
- **registered HCPC member (Paramedic Operating Department Practitioner)**

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

In addition, specifically for these qualifications, Internal Verifiers must have a good understanding of the subject they are internally verifying.

Workplace Observers must have previous clinical experience in taking blood and be deemed competent in carrying out the venipuncture procedure. Workplace Observers must be one of the following: registered nurse, registered GP, registered HCPC member (Paramedic), registered GDC member (Dentist / Dental Nurse) or registered GPC member (Pharmacist).

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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).

Components				Set by the centre			Set by AIM Awards		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	H/505/7682	Venipuncture	Three	✓	–	✓	–	–	–

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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. 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

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

Appendix Name

A Guide to Assessing AIM Awards Qualifications



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