



**FLEXIBILITIES**

# QUALIFICATION HANDBOOK

for centre staff

Please note that 600/7440/1, 600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM Awards for further information on 01332 341822.

**AIM Awards**

**Suite of IT User Skills Qualifications 600/7440/1,  
600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0  
WITHDRAWN**

*Version 4 - June 2019*



“

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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## Document Version History

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<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	06/12/2018	Removed the following qualifications as expired on 31/12/2018:  <b>AIM Awards Level 3 Award in IT User Skills</b> <b>AIM Awards Level 3 Certificate in IT User Skills</b> <b>AIM Awards Level 3 Diploma in IT User Skills</b>
3	13/02/2019	Following a review, TQT values updated for all qualifications (pages 8-9)
4	26/06/2019	Qualifications withdrawn and end dates (page 7 and 9):  Level 1 Diploma in IT User Skills: Operational End Date added: 31/12/2019 Certification End Date added: 31/12/2022  AIM Awards Level 2 Award in IT User Skills: Operational End Date added: 31/07/2020 Certification End Date added: 31/07/2023  AIM Awards Level 2 Certificate in IT User Skills: Operational End Date added: 31/12/2019 Certification End Date added: 31/12/2022  AIM Awards Level 2 Diploma in IT User Skills: Operational End Date added: 31/12/2019 Certification End Date added: 31/12/2022

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# Introduction

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Welcome to the AIM Awards Suite of IT User Skills 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:

- AIM Awards Level 1 Award in IT User Skills 600/7249/0
- AIM Awards Level 1 Certificate in IT User Skills 600/7068/7
- AIM Awards Level 1 Diploma in IT User Skills 600/7440/1
- AIM Awards Level 2 Award in IT User Skills 600/7250/7
- AIM Awards Level 2 Certificate in IT User Skills 600/7065/1
- AIM Awards Level 2 Diploma in IT User Skills 600/7251/9

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 these Qualifications

The AIM Awards Suite of IT User Skills qualifications is a nationally recognised programme designed by employers to meet the needs of business and to fit within the e-skills ITQ Framework and is available at Level 1 and Level 2.

Awards, Certificates and Diplomas are offered at all levels, giving opportunities for learners to be placed on a programme of learning of an appropriate level and size. The qualifications allow learners to acquire and apply a range of IT User Skills that will help them to work productively and efficiently. The wide range of units allows the qualifications to be very flexible and able to be tailored to individual learner needs and to different vocational sectors.

The qualifications are suitable for a wide range of learners including employees and work-based learners, adults returning to study and young learners in full or part-time education. The flexibility of the ITQ framework will enable individuals' skills to be adapted for a specific work based activity and/or employer's requirements. The IT User Skills qualifications allow for flexibility and choice through the use of optional units and spiky profiles. Learners, tutors and employers can identify the most appropriate units and levels of skills to meet their needs and candidates can have a range of competences recognised at lower or higher levels.

## Qualification Details

Qualification	
AIM Awards Level 1 Award in IT User Skills AIM Awards Level 1 Certificate in IT User Skills AIM Awards Level 1 Diploma in IT User Skills <b>WITHDRAWN ON 31/12/2019, CERTIFICATION END DATE 31/12/2022</b>	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	There is no grading for this qualification
Progression Opportunities	Learners can progress to IT Users Qualifications at Level 2 or onto further training which will be enhanced by their IT Skills.
Geographical Coverage	England
Operational Start Date	01/12/2012
Review Date	L1 Award, L1 Certificate 31/07/2022
Sector	6.2 ICT for Users



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<b>Qualification Number</b>	Award: 600/7249/0 Certificate: 600/7068/7 Diploma: 600/7440/1
<b>Learning Aim Reference</b>	Award: 60072490 Certificate: 60070687 Diploma: 60074401
<b>Credit Value</b>	Award: 9 Certificate: 13 Diploma: 37
<b>Guided Learning Hours (GLH)</b>	Award: 60 Certificate: 90 Diploma: 250
<b>Total Qualification Time (TQT)</b>	Award: 90 Certificate: 130 Diploma: 370
<b>Minimum Learner Age</b>	N/A
<b>Rules of Combination</b>	<p><b>Level 1 Award</b> - Learners must achieve 9 credits in total. The 9 credits can be achieved from any part of the Qualification and units with the same title at different levels are barred. A minimum of 6 credits must be achieved at Level 1.</p> <p><b>Level 1 Certificate</b> - Learners must achieve 13 credits in total. Learners must achieve the 3 credits from the essential component and a minimum of 10 credits from any combination of the chosen components, of which 5 credits must be achieved at Level 1 or above. Units with the same title at different levels are barred.</p> <p><b>Level 1 Diploma</b> - Learners must achieve 37 credits in total. Learners must achieve the 3 credits from the essential components and a minimum of 34 credits from any combination of the chosen components, of which 17 credits must be achieved at Level 1. Units with the same title at different levels are barred.</p>

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## Qualification Details

Qualification	
AIM Awards Level 2 Award in IT User Skills <b>WITHDRAWN ON 31/07/2020, CERTIFICATION END DATE 31/12/2023</b>	
AIM Awards Level 2 Certificate in IT User Skills <b>WITHDRAWN ON 31/12/2019, CERTIFICATION END DATE 31/12/2022</b>	
AIM Awards Level 2 Diploma in IT User Skills <b>WITHDRAWN ON 31/12/2019, CERTIFICATION END DATE 31/12/2022</b>	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	There is no grading for this qualification
Progression Opportunities	Learners can progress to IT Users Qualifications at Level 3 or onto further training which will be enhanced by their IT Skills.
Geographical Coverage	England
Operational Start Date	01/12/2012
Sector	6.2 ICT for Users
Qualification Number	Award: 600/7250/7 Certificate: 600/7065/1 Diploma: 600/7251/9
Learning Aim Reference	Award: 60072507 Certificate: 60070651 Diploma: 60072519
Total Credit Value	Award: 10 Certificate: 16 Diploma: 38
Guided Learning Hours (GLH)	Award: 70 Certificate: 115 Diploma: 280
Total Qualification Time (TQT)	Award: 100 Certificate: 160 Diploma: 380
Minimum Learner Age	N/A

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## Rules of Combination

**Level 2 Award** - Learners must achieve 10 credits in total. The 10 credits can be achieved from any part of the Qualification and components with the same title at different levels are barred. A minimum of 7 credits must be achieved at Level 2.

**Level 2 Certificate** - Learners must achieve 16 credits in total. Learners must achieve the 4 credits from the essential component and a minimum of 12 credits from any combination of the chosen components, of which 6 credits must be achieved at Level 2 or above. Units with the same title at different levels are barred.

**Level 2 Diploma** - Learners must achieve 38 credits in total. Learners must achieve the 4 credits from the mandatory unit and a minimum of 34 credits from any combination of the chosen components, of which 17 credits must be achieved at Level 2 or above. components with the same title at different levels are barred.

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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.

## 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

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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 Level 1 Award in IT User Skills

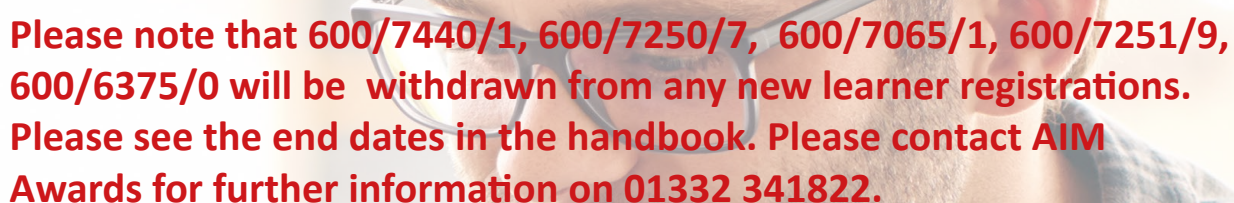
Learners must achieve 9 credits in total. The 9 credits can be achieved from any part of the Qualification and components with the same title at different levels are barred. A minimum of 6 credits must be achieved at Level 1. Equivalent units: ICT Functional skills with any of the three components with embedded FS (IUF: FS – ICF: FS – ISF: FS) may be included at Level 1 or Level 2. Level 1 will be valued at 5 credits and Level 2 will be valued at 3 credits.

### Rules of combination for: AIM Awards Level 1 Certificate in IT User Skills

Learners must achieve 13 credits in total. Learners must achieve the 3 credits from the essential component and a minimum of 10 credits from any combination of the chosen components, of which 5 credits must be achieved at Level 1 or above. Units with the same title at different levels are barred. ICT Functional skills with any of the three components with embedded FS (IUF:FS – ICF:FS – ISF:FS) may be included at Level 1 or Level 2 and will be valued at 5 credits.

### Rules of combination for: AIM Awards Level 1 Diploma in IT User Skills **WITHDRAWN ON 31/12/2019**

Learners must achieve 37 credits in total. Learners must achieve the 3 credits from the essential component and a minimum of 34 credits from any combination of the chosen components, of which 17 credits must be achieved at Level 1. Units with the same title at different levels are barred.



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**Rules of combination for: AIM Awards Level 2 Award in IT User Skills **WITHDRAWN ON 31/07/2020****

Learners must achieve 10 credits in total. The 10 credits can be achieved from any part of the Qualification and components with the same title at different levels are barred. A minimum of 7 credits must be achieved at Level 2. Equivalent units: ICT Functional skills with any of the three components with embedded FS (IUF: FS – ICF: FS – ISF: FS) may be included at Level 2 and will be valued at 5 credits

**Rules of combination for: AIM Awards Level 2 Certificate in IT User Skills **WITHDRAWN ON 31/12/2019****

Learners must achieve 16 credits in total. Learners must achieve the 4 credits from the essential component and a minimum of 12 credits from any combination of the chosen components, of which 6 credits must be achieved at Level 2 or above. Components with the same title at different levels are barred. ICT Functional skills with any of the three components with embedded FS (IUF: FS – ICF: FS – ISF:FS) may be included at Level 2 and will be valued at 5 credits.

**Rules of combination for: AIM Awards Level 2 Diploma IT User Skills **WITHDRAWN ON 31/12/2019****

Learners must achieve 38 credits in total. Learners must achieve the 4 credits from the essential component and a minimum of 34 credits from any combination of the chosen components, of which 17 credits must be achieved at Level 2 or above. Units with the same title at different levels are barred.

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No.	Component Code	Component Title	Level	Credit Value	GLH
<b>Essential</b>					
01	T/502/4153	Improving Productivity Using IT	One	3	20
<b>Chosen</b>					
02	K/502/4389	Audio Software	One	2	15
03	D/502/4390	Audio Software	Two	3	20
04	H/502/4391	Audio Software	Three	4	30
05	A/502/4395	Bespoke Software	One	2	15
06	F/502/4396	Bespoke Software	Two	3	20
07	J/502/4397	Bespoke Software	Three	4	30
08	Y/502/0189	Computer Basics	E3	1	5
09	Y/502/0192	Computer Security and Privacy	E3	1	5
10	F/502/4401	Computerised Accounting Software	One	2	15
11	J/502/4402	Computerised Accounting Software	Two	3	20
12	L/502/4403	Computerised Accounting Software	Three	5	35
13	F/502/4558	Data Management Software	One	2	15
14	J/502/4559	Data Management Software	Two	3	20
15	A/502/4560	Data Management Software	Three	4	30
16	R/502/2216	Data Management Software	E3	2	15
17	H/502/4553	Database Software	One	3	20
18	M/502/4555	Database Software	Two	4	30
19	T/502/4556	Database Software	Three	6	45
20	J/502/0169	Database Software	E3	2	15
21	L/502/0173	Design and Imaging Software	E3	2	15

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No.	Component Code	Component Title	Level	Credit Value	GLH
<b>Chosen</b>					
22	M/502/4572	Design Software	One	3	20
23	T/502/4573	Design Software	Two	4	30
24	A/502/4574	Design Software	Three	5	40
25	Y/502/4565	Desktop Publishing Software	One	3	20
26	D/502/4566	Desktop Publishing Software	Two	4	30
27	H/502/4567	Desktop Publishing Software	Three	5	30
28	D/502/0193	Digital Lifestyle	E3	1	5
29	J/502/4609	Drawing and Planning Software	One	2	15
30	A/502/4610	Drawing and Planning Software	Two	3	20
31	F/502/4611	Drawing and Planning Software	Three	4	30
32	J/502/4612	Imaging Software	One	3	20
33	L/502/4613	Imaging Software	Two	4	30
34	R/502/4614	Imaging Software	Three	5	40
35	T/502/4153	Improving Productivity Using IT (Award Only)	One	3	20
36	J/502/4156	Improving Productivity Using IT (Award Only)	Two	4	30
37	L/502/4157	Improving Productivity Using IT (Award Only)	Three	5	40
38	Y/502/4291	IT Communication Fundamentals	One	2	15
39	D/502/4292	IT Communication Fundamentals	Two	2	15
40	R/502/4256	IT Security for Users	One	1	10
41	Y/502/4257	IT Security for Users	Two	2	15
42	D/502/4258	IT Security for Users	Three	3	20
43	L/502/4384	IT Software Fundamentals	One	3	20
44	R/502/4385	IT Software Fundamentals	Two	3	20
45	T/502/0166	IT User Fundamentals	E3	2	15

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No.	Component Code	Component Title	Level	Credit Value	GLH
<b>Chosen</b>					
46	J/502/4206	IT User Fundamentals	One	3	20
47	L/502/4207	IT User Fundamentals	Two	3	20
48	Y/502/4615	Multimedia Software	One	3	20
49	D/502/4616	Multimedia Software	Two	4	30
50	H/502/4617	Multimedia Software	Three	6	45
51	D/502/4244	Optimise IT System Performance	One	2	15
52	H/502/4245	Optimise IT System Performance	Two	4	30
53	K/502/4246	Optimise IT System Performance	Three	5	40
54	J/502/2214	Personal Information Management Software	E3	1	10
55	Y/502/4369	Personal Information Management Software	One	2	15
56	L/502/4370	Personal Information Management Software	Two	2	15
57	A/502/0170	Presentation Software	E3	2	15
58	K/502/4621	Presentation Software	One	3	20
59	M/502/4622	Presentation Software	Two	4	30
60	T/502/4623	Presentation Software	Three	6	45
61	R/502/0191	Productivity Programmes	E3	1	5
62	K/502/4618	Project Management Software	One	3	20
63	M/502/4619	Project Management Software	Two	4	30
64	H/502/4620	Project Management Software	Three	5	40
65	Y/502/4209	Set Up an IT System	One	3	20
66	L/502/4210	Set Up an IT System	Two	4	30
67	R/502/4211	Set Up an IT System	Three	5	40
68	L/502/4398	Specialist Software	One	2	15
69	R/502/4399	Specialist Software	Two	3	20

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	Component Code	Component Title	Level	Credit Value	GLH
<b>Chosen</b>					
70	A/502/4400	Specialist Software	Three	4	30
71	L/502/2215	Specialist/Bespoke Software	E3	2	15
72	F/502/0168	Spreadsheet Software	E3	2	15
73	A/502/4624	Spreadsheet Software	One	3	20
74	F/502/4625	Spreadsheet Software	Two	4	30
75	J/502/4626	Spreadsheet Software	Three	6	45
76	L/502/0190	The Internet and World Wide Web	E3	1	5
77	M/503/0498	Understanding the Potential of IT (Diploma Only)	Two	8	70
78	A/502/4378	Using Collaborative Technologies	One	3	20
79	F/502/4379	Using Collaborative Technologies	Two	4	30
80	T/502/4380	Using Collaborative Technologies	Three	6	45
81	J/502/0172	Using Email	E3	1	10
82	J/502/4299	Using Email	One	2	15
83	M/502/4300	Using Email	Two	3	20
84	T/502/4301	Using Email	Three	3	20
85	D/502/0176	Using Mobile IT Devices	E3	1	10
86	H/502/4374	Using Mobile IT Devices	One	2	15
87	K/502/4375	Using Mobile IT Devices	Two	2	15
88	F/502/0171	Using the Internet	E3	1	10
89	T/502/4296	Using the Internet	One	3	20
90	A/502/4297	Using the Internet	Two	4	30
91	F/502/4298	Using the Internet	Three	5	40
92	K/502/4392	Video Software	One	2	15
93	M/502/4393	Video Software	Two	3	20

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No.	Component Code	Component Title	Level	Credit Value	GLH
<b>Chosen</b>					
94	L/502/4630	Website Software	One	3	20
95	R/502/4631	Website Software	Two	4	30
96	Y/502/4632	Website Software	Three	5	40
97	A/502/0167	Word Processing Software	E3	2	15
98	L/502/4627	Word Processing Software	One	3	20
99	R/502/4628	Word Processing Software	Two	4	30
100	Y/502/4629	Word Processing Software	Three	6	45

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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:

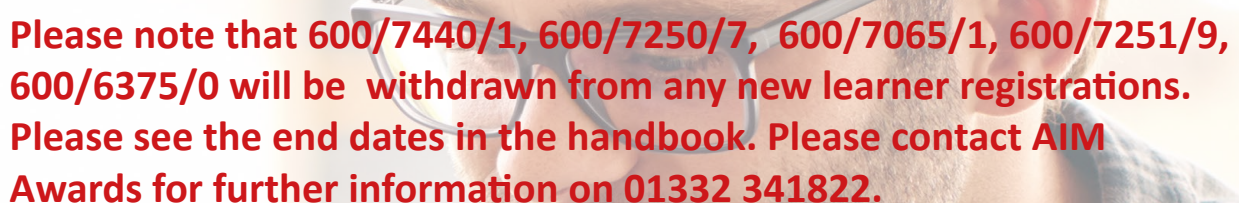
- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

**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 these Qualifications are Assessed

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 component(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 the Being an AIM Awards Centre document available on our website.

**Please note that 600/7440/1, 600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM Awards for further information on 01332 341822.**

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	T/502/4153	Improving Productivity Using IT	One	✓	-	✓	-	-	-
02	K/502/4389	Audio Software	One	✓	-	✓	-	-	-
03	D/502/4390	Audio Software	Two	✓	-	✓	-	-	-
04	H/502/4391	Audio Software	Three	✓	-	✓	-	-	-
05	A/502/4395	Bespoke Software	One	✓	-	✓	-	-	-
06	F/502/4396	Bespoke Software	Two	✓	-	✓	-	-	-
07	J/502/4397	Bespoke Software	Three	✓	-	✓	-	-	-
08	Y/502/0189	Computer Basics	E3	✓	-	✓	-	-	-
09	Y/502/0192	Computer Security and Privacy	E3	✓	-	✓	-	-	-
10	F/502/4401	Computerised Accounting Software	One	✓	-	✓	-	-	-
11	J/502/4402	Computerised Accounting Software	Two	✓	-	✓	-	-	-
12	L/502/4403	Computerised Accounting Software	Three	✓	-	✓	-	-	-
13	F/502/4558	Data Management Software	One	✓	-	✓	-	-	-

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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
14	J/502/4559	Data Management Software	Two	✓	-	✓	-	-	-
15	A/502/4560	Data Management Software	Three	✓	-	✓	-	-	-
16	R/502/2216	Data Management Software	E3	✓	-	✓	-	-	-
17	H/502/4553	Database Software	One	✓	-	✓	-	-	-
18	M/502/4555	Database Software	Two	✓	-	✓	-	-	-
19	T/502/4556	Database Software	Three	✓	-	✓	-	-	-
20	J/502/0169	Database Software	E3	✓	-	✓	-	-	-
21	L/502/0173	Design and Imaging Software	E3	✓	-	✓	-	-	-
22	M/502/4572	Design Software	One	✓	-	✓	-	-	-
23	T/502/4573	Design Software	Two	✓	-	✓	-	-	-
24	A/502/4574	Design Software	Three	✓	-	✓	-	-	-
25	Y/502/4565	Desktop Publishing Software	One	✓	-	✓	-	-	-
26	D/502/4566	Desktop Publishing Software	Two	✓	-	✓	-	-	-

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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
27	H/502/4567	Desktop Publishing Software	Three	✓	-	✓	-	-	-
28	D/502/0193	Digital Lifestyle	E3	✓	-	✓	-	-	-
29	J/502/4609	Drawing and Planning Software	One	✓	-	✓	-	-	-
30	A/502/4610	Drawing and Planning Software	Two	✓	-	✓	-	-	-
31	F/502/4611	Drawing and Planning Software	Three	✓	-	✓	-	-	-
32	J/502/4612	Imaging Software	One	✓	-	✓	-	-	-
33	L/502/4613	Imaging Software	Two	✓	-	✓	-	-	-
34	R/502/4614	Imaging Software	Three	✓	-	✓	-	-	-
35	T/502/4153	Improving Productivity Using IT (Award Only)	One	✓	-	✓	-	-	-
36	J/502/4156	Improving Productivity Using IT (Award Only)	Two	✓	-	✓	-	-	-
37	L/502/4157	Improving Productivity Using IT (Award Only)	Three	✓	-	✓	-	-	-
38	Y/502/4291	IT Communication Fundamentals	One	✓	-	✓	-	-	-
39	D/502/4292	IT Communication Fundamentals	Two	✓	-	✓	-	-	-

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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
40	R/502/4256	IT Security for Users	One	✓	-	✓	-	-	-
41	Y/502/4257	IT Security for Users	Two	✓	-	✓	-	-	-
42	D/502/4258	IT Security for Users	Three	✓	-	✓	-	-	-
43	L/502/4384	IT Software Fundamentals	One	✓	-	✓	-	-	-
44	R/502/4385	IT Software Fundamentals	Two	✓	-	✓	-	-	-
45	T/502/0166	IT User Fundamentals	E3	✓	-	✓	-	-	-
46	J/502/4206	IT User Fundamentals	One	✓	-	✓	-	-	-
47	L/502/4207	IT User Fundamentals	Two	✓	-	✓	-	-	-
48	Y/502/4615	Multimedia Software	One	✓	-	✓	-	-	-
49	D/502/4616	Multimedia Software	Two	✓	-	✓	-	-	-
50	H/502/4617	Multimedia Software	Three	✓	-	✓	-	-	-
51	D/502/4244	Optimise IT System Performance	One	✓	-	✓	-	-	-
52	H/502/4245	Optimise IT System Performance	Two	✓	-	✓	-	-	-

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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
53	K/502/4246	Optimise IT System Performance	Three	✓	-	✓	-	-	-
54	J/502/2214	Personal Information Management Software	E3	✓	-	✓	-	-	-
55	Y/502/4369	Personal Information Management Software	One	✓	-	✓	-	-	-
56	L/502/4370	Personal Information Management Software	Two	✓	-	✓	-	-	-
57	A/502/0170	Presentation Software	E3	✓	-	✓	-	-	-
58	K/502/4621	Presentation Software	One	✓	-	✓	-	-	-
59	M/502/4622	Presentation Software	Two	✓	-	✓	-	-	-
60	T/502/4623	Presentation Software	Three	✓	-	✓	-	-	-
61	R/502/0191	Productivity Programmes	E3	✓	-	✓	-	-	-
62	K/502/4618	Project Management Software	One	✓	-	✓	-	-	-
63	M/502/4619	Project Management Software	Two	✓	-	✓	-	-	-
64	H/502/4620	Project Management Software	Three	✓	-	✓	-	-	-
65	Y/502/4209	Set Up an IT System	One	✓	-	✓	-	-	-

**Please note that 600/7440/1, 600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM Awards for further information on 01332 341822.**

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
66	L/502/4210	Set Up an IT System	Two	✓	-	✓	-	-	-
67	R/502/4211	Set Up an IT System	Three	✓	-	✓	-	-	-
68	L/502/4398	Specialist Software	One	✓	-	✓	-	-	-
69	R/502/4399	Specialist Software	Two	✓	-	✓	-	-	-
70	A/502/4400	Specialist Software	Three	✓	-	✓	-	-	-
71	L/502/2215	Specialist/Bespoke Software	E3	✓	-	✓	-	-	-
72	F/502/0168	Spreadsheet Software	E3	✓	-	✓	-	-	-
73	A/502/4624	Spreadsheet Software	One	✓	-	✓	-	-	-
74	F/502/4625	Spreadsheet Software	Two	✓	-	✓	-	-	-
75	J/502/4626	Spreadsheet Software	Three	✓	-	✓	-	-	-
76	L/502/0190	The Internet and World Wide Web	E3	✓	-	✓	-	-	-
77	M/503/0498	Understanding the Potential of IT (Diploma Only)	Two	✓	-	✓	-	-	-
78	A/502/4378	Using Collaborative Technologies	One	✓	-	✓	-	-	-

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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
79	F/502/4379	Using Collaborative Technologies	Two	✓	-	✓	-	-	-
80	T/502/4380	Using Collaborative Technologies	Three	✓	-	✓	-	-	-
81	J/502/0172	Using Email	E3	✓	-	✓	-	-	-
82	J/502/4299	Using Email	One	✓	-	✓	-	-	-
83	M/502/4300	Using Email	Two	✓	-	✓	-	-	-
84	T/502/4301	Using Email	Three	✓	-	✓	-	-	-
85	D/502/0176	Using Mobile IT Devices	E3	✓	-	✓	-	-	-
86	H/502/4374	Using Mobile IT Devices	One	✓	-	✓	-	-	-
87	K/502/4375	Using Mobile IT Devices	Two	✓	-	✓	-	-	-
88	F/502/0171	Using the Internet	E3	✓	-	✓	-	-	-
89	T/502/4296	Using the Internet	One	✓	-	✓	-	-	-
90	A/502/4297	Using the Internet	Two	✓	-	✓	-	-	-
91	F/502/4298	Using the Internet	Three	✓	-	✓	-	-	-

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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
92	K/502/4392	Video Software	One	✓	-	✓	-	-	-
93	M/502/4393	Video Software	Two	✓	-	✓	-	-	-
94	L/502/4630	Website Software	One	✓	-	✓	-	-	-
95	R/502/4631	Website Software	Two	✓	-	✓	-	-	-
96	Y/502/4632	Website Software	Three	✓	-	✓	-	-	-
97	A/502/0167	Word Processing Software	E3	✓	-	✓	-	-	-
98	L/502/4627	Word Processing Software	One	✓	-	✓	-	-	-
99	R/502/4628	Word Processing Software	Two	✓	-	✓	-	-	-
100	Y/502/4629	Word Processing Software	Three	✓	-	✓	-	-	-

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# Section Four

## Operational Guidance

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**Please note that 600/7440/1, 600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM Awards for further information on 01332 341822.**



## Offering these Qualifications

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.

**Please note that 600/7440/1, 600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM Awards for further information on 01332 341822.**

# 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



**Please note that 600/7440/1, 600/7250/7, 600/7065/1, 600/7251/9, 600/6375/0 will be withdrawn from any new learner registrations. Please see the end dates in the handbook. Please contact AIM Awards for further information on 01332 341822.**





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