



AIMQUALIFICATIONS

Handbook

for centre staff



AIM Qualifications

Level 2 Award in Health and Safety in the Workplace (VCRF) (600/4325/8)

Version 7 - May 2021

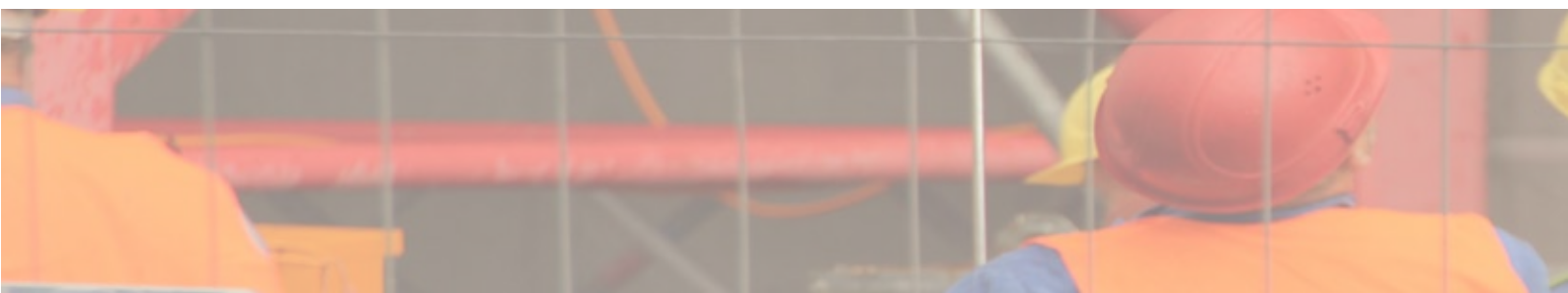
“

I would like to convey my thanks to you all at AIM 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.

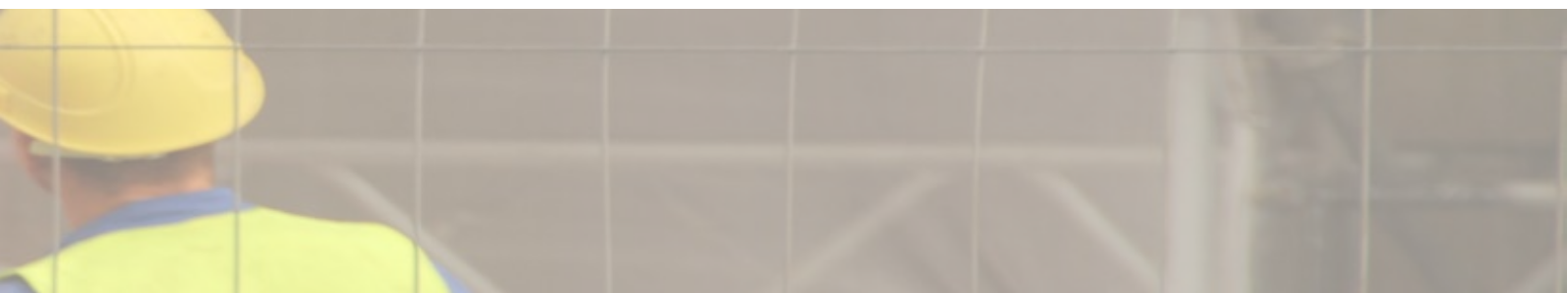
Carol Harmston, AIM Centre

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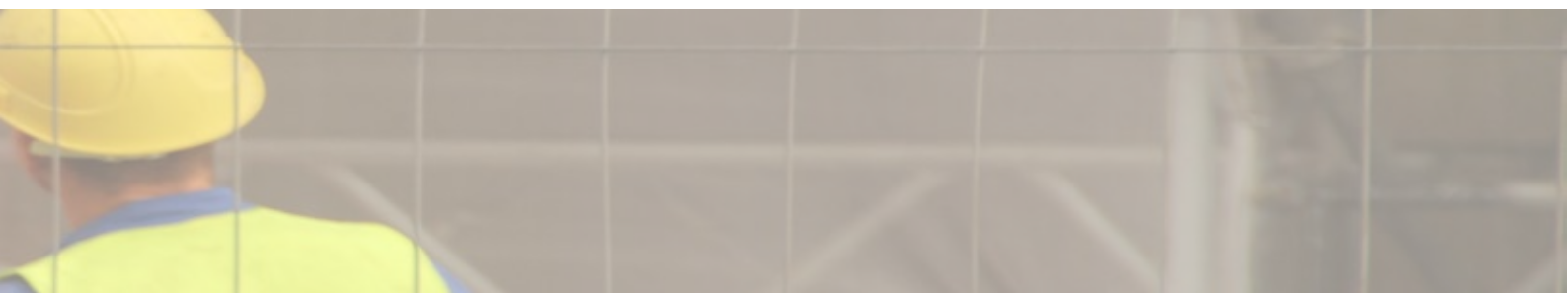
Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	21/11/2018	Update to TQT value and credit removed (page 8) Credit removed (page 11)
3	08/02/2019	Following review credit applied (pages 8 and 11) Update to TQT value (page 8)
4	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)
5	28/11/2019	Statement added regarding grading algorithms and grade thresholds following communications from Ofqual (page 8)
6	01/12/2020	Added 'Extended ERF Adaptation - Compliance (XAMS)' to Appendices (page 18) Added information about adapted qualifications to 'Introduction' section (page 5)
7	May 2021	Removed 'Extended ERF Adaptation' and replaced with VCRF adaptation/guidance (page 5) (page 18)



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Introduction

Welcome to the AIM Qualifications Level 2 Award in Health and Safety in the Workplace 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

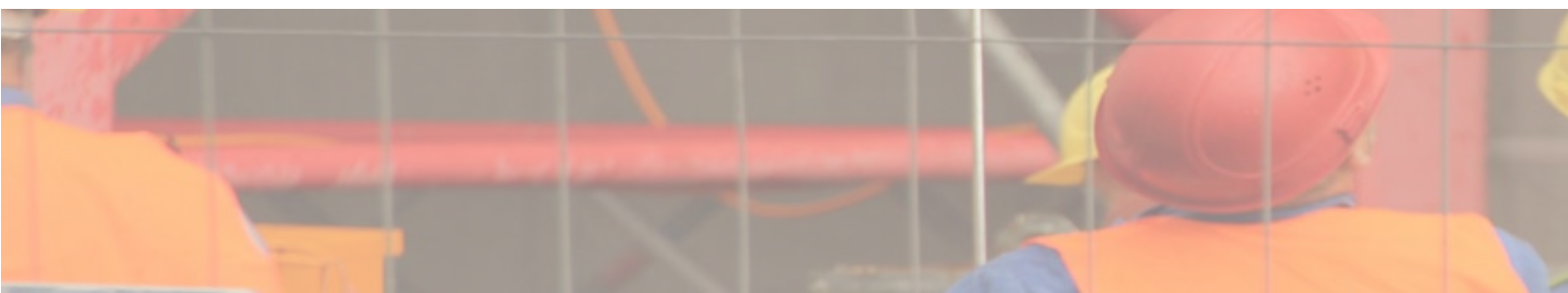
This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

About Us

AIM 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.

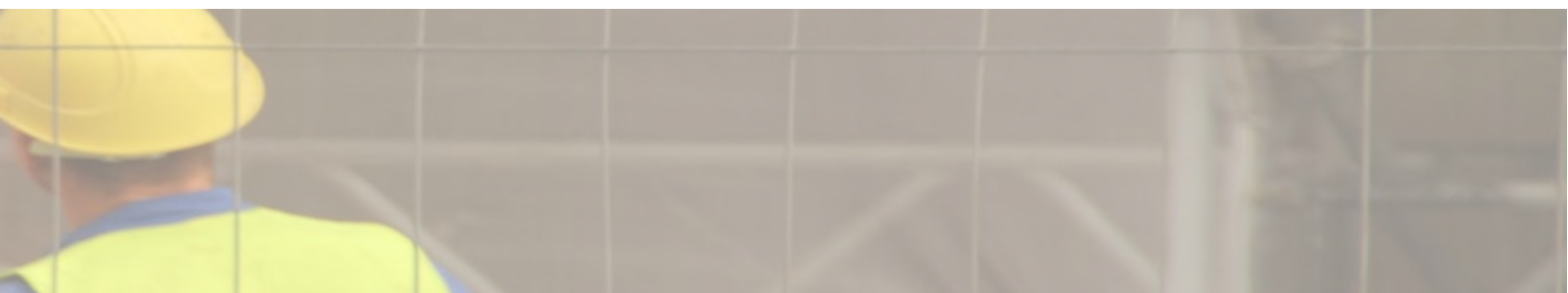
Adapted Assessments

Learners completing this qualification who have been impacted by COVID-19 closures may be eligible for mitigations to their assessment under the temporary framework (VCRF). [Specific guidance can be found here](#)



Section One

Qualification Overview

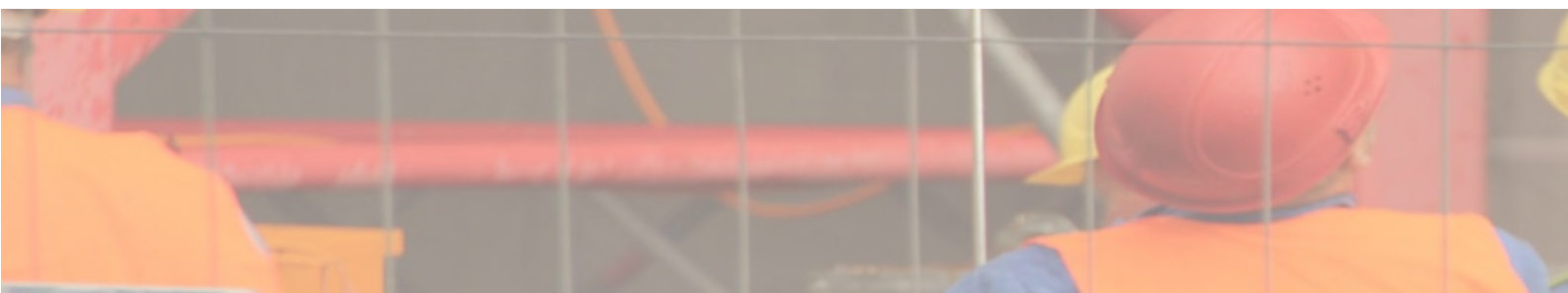


About this Qualification

The purpose of the Level 2 Award in Health and Safety in the Workplace is to provide the learner with the skills, knowledge and understanding of health and safety hazards and the importance of maintaining a safe workplace environment.

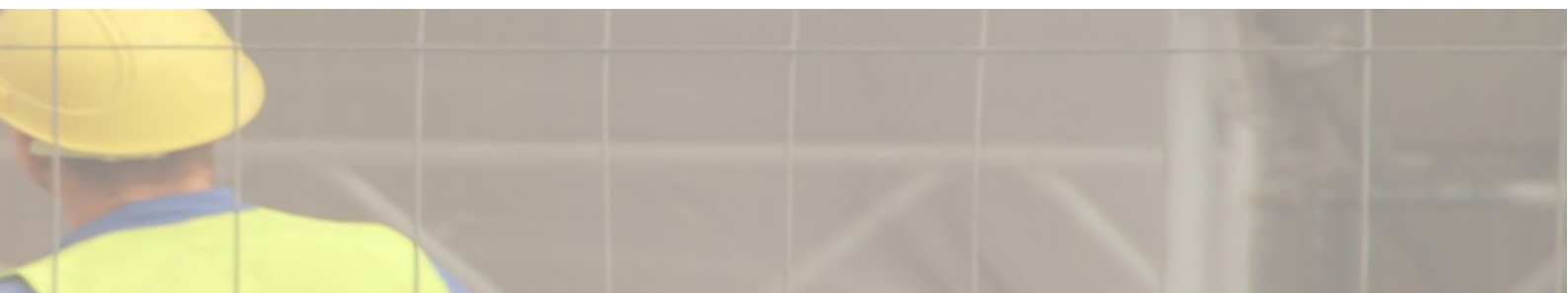
This qualification is for anyone in a work environment but can also be used for those who are preparing to start or return to work. It is also suitable to be used with young people as part of their preparation for work experience, as it will enhance their ability to identify and understand hazards in the workplace.

Learners gaining this qualification will know that health and safety is the responsibility of everyone within a business: employees, contractors, visitors and suppliers.



Qualification Details

Qualification	
AIM Qualifications Level 2 Award in Health and Safety in the Workplace	
Qualification Family	Flexibilities
Assessment	Externally set and externally marked multiple choice exam
Grading	Pass/Fail Published grading algorithms/grade thresholds may be subject to change.
Progression Opportunities	Progression and further learning routes include: <ul style="list-style-type: none"> • Level 3/4 Occupational Health and Safety competency based qualifications • (NVQs/Apprenticeships) • Level 3 Award in Health and Safety
Geographical Coverage	England
Operational Start Date	01/01/2012
Review Date	31/07/2022
Sector	4.2 Manufacturing Technologies
Qualification Number	600/4325/8
Learning Aim Reference	60043258
Credit Value	1
Guided Learning Hours (GLH)	10
Total Qualification Time (TQT)	10
Minimum Learner Age	N/A
Rules of Combination	To achieve this qualification learners must complete the single essential component.



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

Progression and further learning routes include:

- Level 3/4 Occupational Health and Safety competency based qualifications
- (NVQs/Apprenticeships)
- Level 3 Award in Health and Safety

Entry Guidance

There are no specific entry requirements for this qualification.

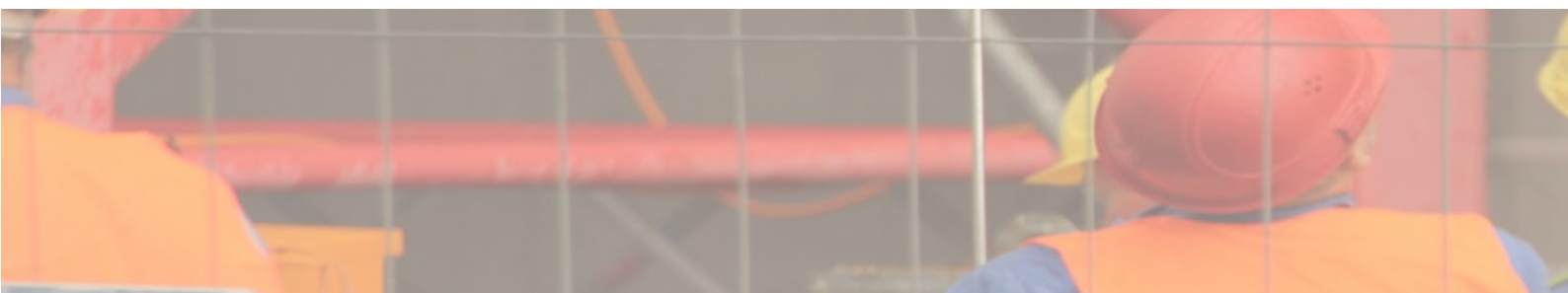
Qualification Dates

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.

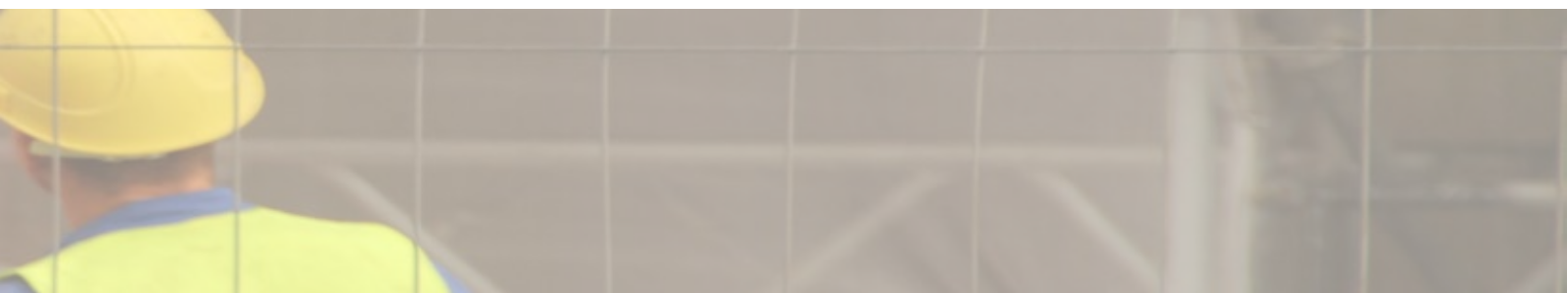
Resource Requirements

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.



Section Two

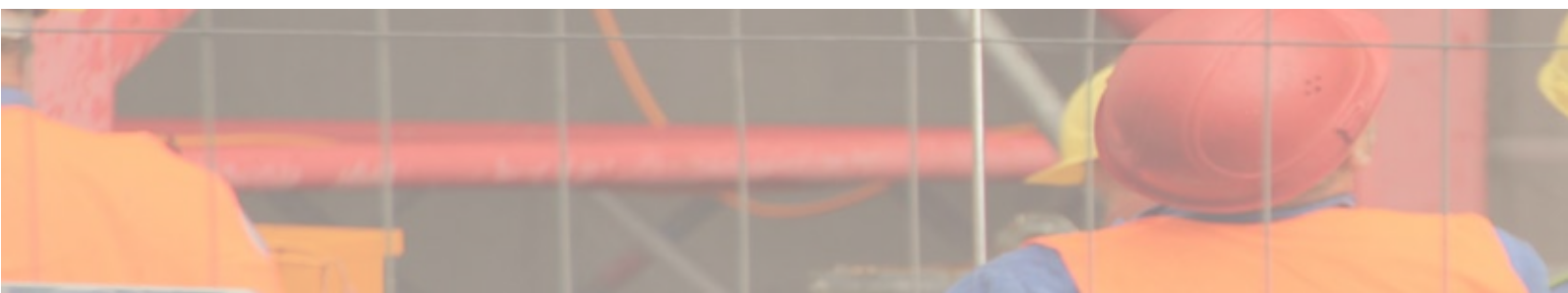
Qualification Structure and Components



Qualification Structure and Components

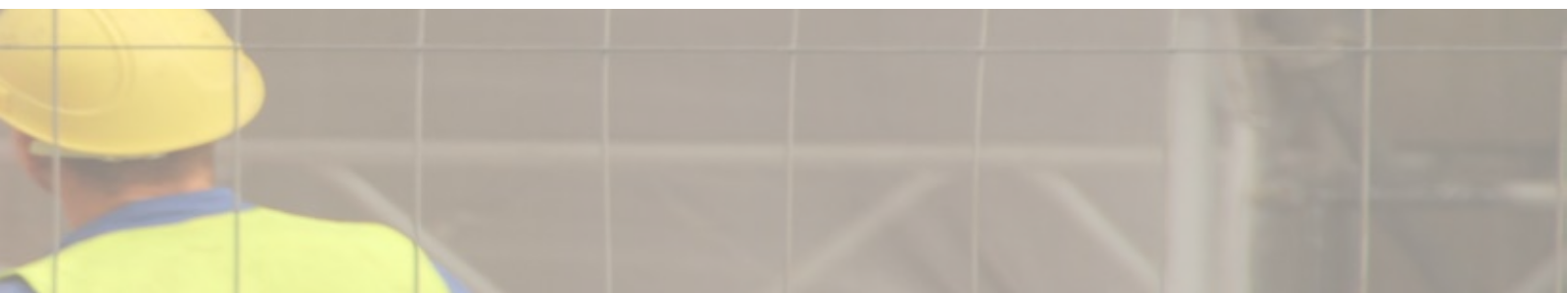
This section details the rules of combinations for this qualification. Select the component title to view the component details.

Rules of combination for: AIM Qualifications Level 2 Award in Health and Safety in the Workplace					
To achieve this qualification learners must complete the single essential component.					
No.	Component Code	Component Title	Level	Credit Value	GLH
Essential					
01	H/601/9699	Health and Safety in the Workplace	Two	1	10



Section Three

Assessment



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

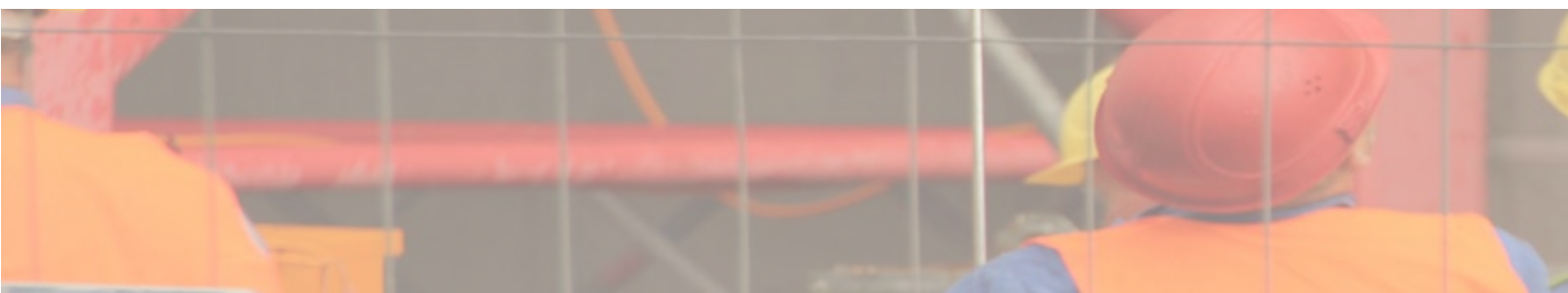
Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- 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

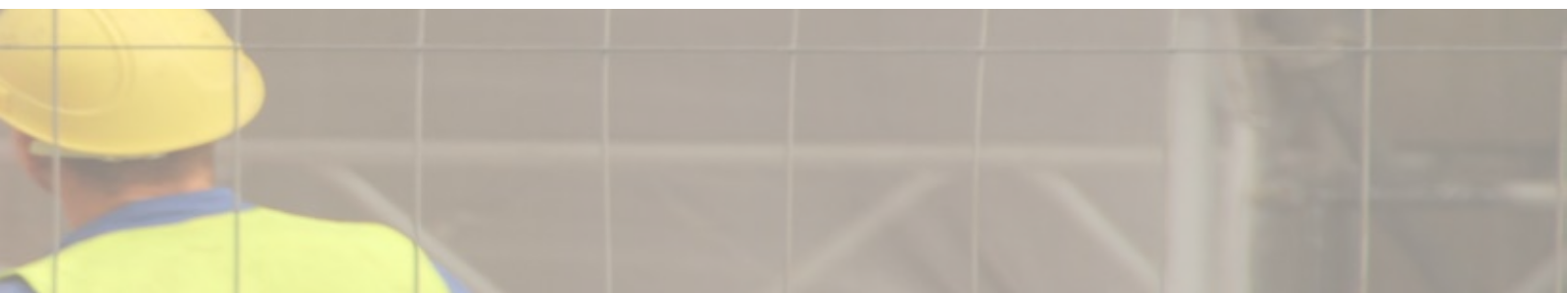
In addition, Assessors and Internal Verifiers must have knowledge of health and safety in the workplace



How this Qualification is Assessed

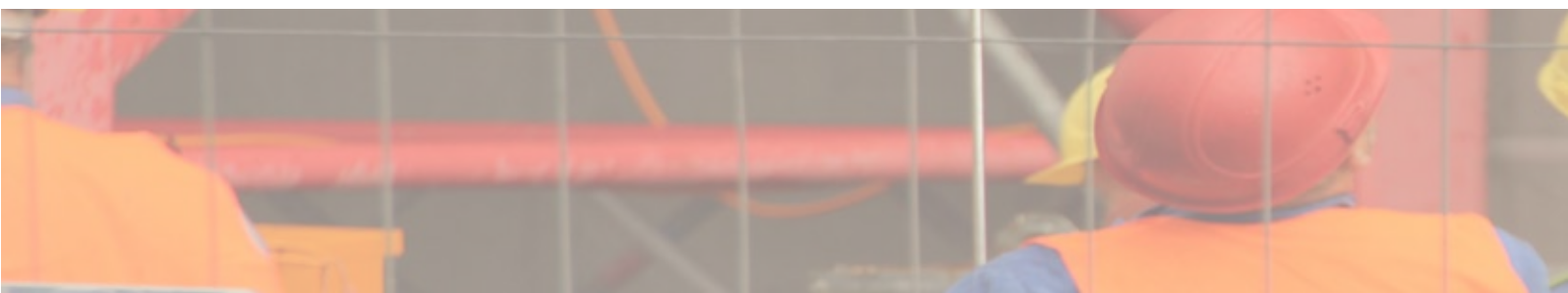
These qualifications are assessed through an externally set, externally marked multiple choice exam. A summary of the assessment is shown below. Guidance on our expectations is available in 'A Guide to Assessing AIM Qualifications' available on the AIM website (www.aim-group.org.uk).

Components		Set by the centre					Set by AIM		
<i>Component Number</i>	<i>Component Code</i>	<i>Component Title</i>	<i>Level</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>
01	H/601/9699	Health and Safety in the Workplace	One	–	–	–	–	✓	–



Section Four

Operational Guidance



Offering this Qualification

Centres wishing to offer this qualification must be an AIM recognised centre. New centres can apply to become a centre using the centre recognition application process on our website (www.aim-group.org.uk).

We can advise centres of 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 and all centres will have an allocated customer experience advisor to support them.

Approval to Offer the Qualification

Centres wishing to offer this qualification must complete and submit a Qualification Approval request (found on the AIM website). Some qualifications require centres to have specific resources in place and/or their assessors/ internal verifiers should 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

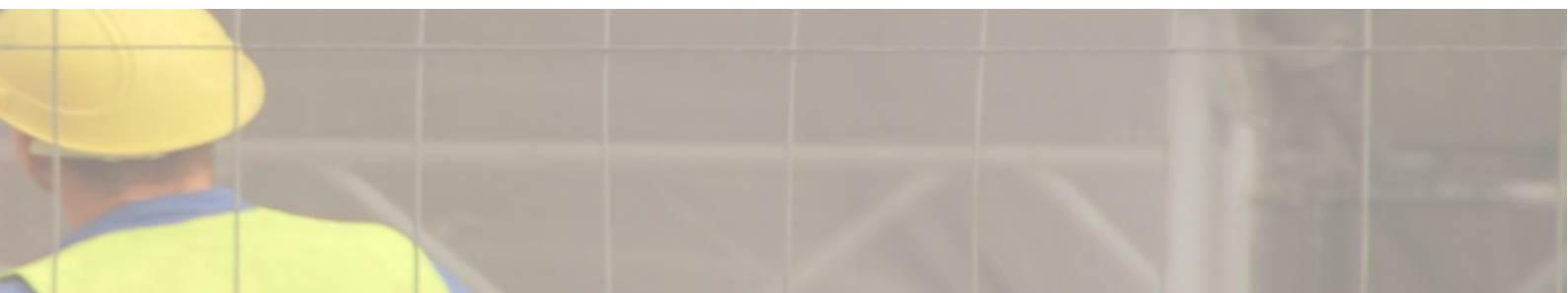
Once your centre has approval to offer a qualification, you will be able to register learners using the AIM portal. Learners must be registered onto the correct qualification via the portal. Centres then select their chosen components.

For all registration and certification processes, please refer to the portal guidance document which can be downloaded from our website (www.aim-group.org.uk). Details of assessment, internal verification and external verification can be found in Appendix 1 - A guide to assessing AIM qualifications of this handbook.

Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.

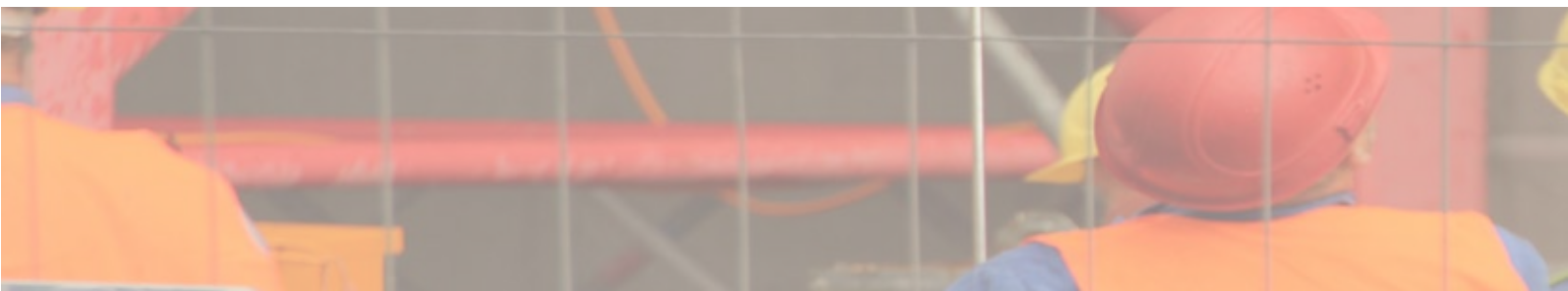
Fees and Charges

The AIM 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.



Section Five

Appendices



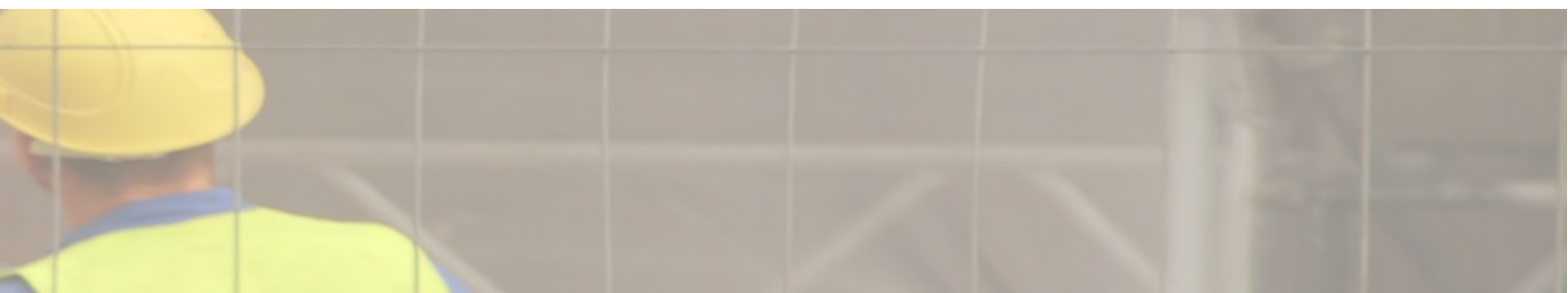
APPENDICES AND LINKS

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

Appendix Name

[A Guide to Assessing AIM Qualifications](#)

[VCRF Guidance](#)





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