AIM Qualifications with eLearning

Contents

Interactive Brochure Instructions

This brochure has been designed to be used alongside our website using QR codes which lead you to different webpages. To scan a code, point your phone camera at the code and press the link. Some phones may not have this functionality and need a separate QR code scanner app.

AIM Qualifications with eLearning: Key Features

Capital Tutorials eLearning courses have been specially developed to meet the requirements of AIM centres.

These solutions are used by FE colleges, adult and community learning, offender learning and private training providers to improve learner experience, achievement and retention while making savings in human resources.

Learners work at their own pace through interactive 'bite-sized' modules and all activity and achievement can be tracked on a learning management system (LMS) for Ofsted and management reporting.

Capital Tutorials eLearning offers centres total flexibility in relation to cohort size, mode of delivery and location of learners. These user-friendly solutions meet all the standards of the qualifications to which they are mapped, meaning learners can achieve the qualifications by sitting a summative multiple-choice examination. AIM centres are using eLearning & eAssessment for the following reasons:

Ofsted EIF Compliance

Numbers refer to sections in the Further Education and Skills Handbook (Updated 31 March 2023).

* Emotional Resilience (§264)
* Building Confidence & Self-esteem (§264)
* Safeguarding (§§277, 278, 282)
* Finance (§268)
* Bullying (§254)
* Equality & Diversity (§§266, 268)
* Consent (§284)
* Healthy Lifestyle (§266)

Curriculum Versatility

* Tutorial Programmes
* Alternative Curriculum for Tutorial 19+
* Induction Programmes (first 42 days)
* Enrichment & PSD
* Additionality (GLH)
* Work-based Learning
* National Themed Days & Weeks
* Vocational Courses – Enhanced Funding
* 'Stretch & Challenge' via Extension Activities & Research Modules

Operational

* No Minimum/Maximum Cohort Size
* HR Savings
* No Preparation, Teaching or Marking
* Delivery - Short Intensive or 'Long & Thin'
* eLearning & eAssessment on VLE/LMS
* Remote Accessibility
* Interactive 'bite-sized' 20/25 min. modules
* Individually-paced learning

Learning & Achievement

* First-time Achievement 97-100%
* Measurable Outcomes via VLE/LMS
* Consistency of Quality Assurance

Learner Categories

* 16-19 Cross-college Delivery
* 19+ AEB (Additional Funding)
* Job Centre Plus
* SWAPs
* Full Cost Recovery (AIM Compliance)

Please note, only simplified rules of combination are shown in this guide. Please refer to the AIM specification for comprehensive rules.
(CR = Credits, GLH = Guided Learning Hours, TQT = Total Qualification Time)

Mobile and Desktop Versions

2023/24 sees the introduction of courses with an upgraded mobile-friendly version. Learners can view course material easily and interact with quizzes and mock tests through the web browser. Capital Tutorials will continue to support desktop versions to give centres complete freedom to use whichever format suits learners best.

Mobile Features:
* Fully functional interactivity across all mobile platforms
* New, modern design
* Can also be used on desktop computers for a different look

Scan this code to try our new mobile courses now!
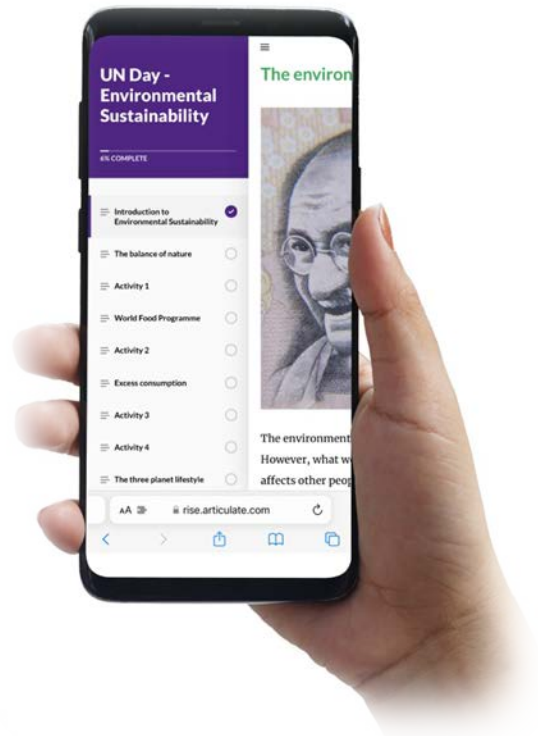
What makes our courses distinctive?

AIM centres choose to use AIM & Capital Tutorials because of the quality of our eLearning courses and outstanding customer service. In 2022/23, learners completed more than 250,000 modules.

Features of all Courses:
* Bite-sized content focused on a single learning objective to deliver powerful learning outcomes
* Frequent quizzes make learning fun and guarantee concentration
* Mock end tests further consolidate learning
* Language used is friendly and accessible
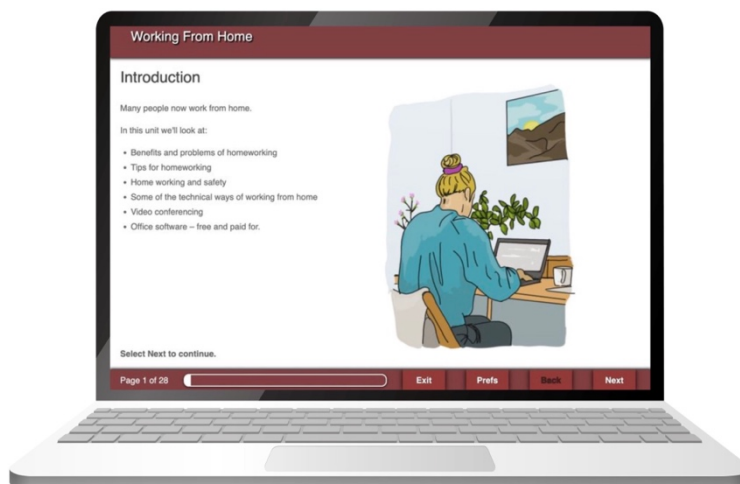
Useful Links

AIM Qualifications & Assessment
Group website

Video demonstration

Book a meeting with us
at a time that suits you best

Request a visit to your centre
to discuss how we can help

"AIM Qualifications with Capital Tutorials
eLearning is the best way to take advantage of
AEB funding allocations while delivering high
quality, tried and tested courses about
prominent topics."

AIM eLearning E3, L1 & L2 Employability Skills Suite

AIM Employability Skills is designed to build the confidence and self-esteem of learners, encouraging the development of values, personal attributes and interpersonal skills that contribute to success in the workplace. It cultivates positive attitudes to work, with the development of essential work skills and behaviours. Successful learners are empowered to apply for, secure and sustain meaningful employment.

Essential skills
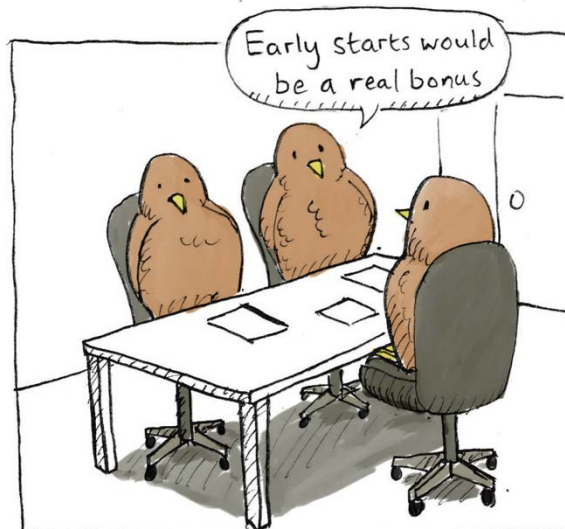
Desirable skills

AIM Qualification RQF	Ofqual No.	GLH	TQT	Credits
E3 Award in Employability Skills	603/1483/7	30	30	3
L1 Award in Employability Skills	603/1488/6	54	60	6
L1 Extended Award in Employability Skills	603/1489/8	78	87	9
L1 Certificate in Employability Skills	603/1490/4	130	146	15
L1 Extended Certificate in Employability Skills	603/1492/8	233	268	26
L1 Diploma in Employability Skills	603/1493/X	321	360	36
L2 Award in Employability Skills	603/1494/1	48	78	8
L2 Extended Award in Employability Skills	603/1495/3	69	112	11
L2 Certificate in Employability Skills	603/1496/5	115	187	19

RQF Components in Employability Skills

Subject	Ofqual No.	Level	Credits
E3, L1 & L2 Core Components			
Personal Emotional Resilience	D/616/2408	E3	3
Understanding How to be Successful	T/616/2415	L1	3
Understanding How to be Successful	R/617/0196	L2	4
E3 Essential Components			
CV Writing	A/616/0441	E3	1

L1 Essential Components			
Bullying & Harassment in the Workplace	L/616/0363	L1	1
Building Confidence & Self-esteem	A/616/0360	L1	3
Customer Service Skills	F/616/0439	L1	3
Employment Rights, Contracts & Pay	Y/616/0463	L1	3
Employment Skills	M/616/0467	L1	3
Equality and Diversity at Work	A/616/0472	L1	3
Health and Safety in the Workplace	A/616/0617	L1	3
Interpersonal Skills	M/616/4793	L1	3
Job Seeking Skills	Y/616/0821	L1	3
Understanding Pensions	M/616/1165	L1	1
L1 Essential Introduction to Vocational Industries			
Introduction to Catering & Hospitality	T/616/0647	L1	2
Introduction to Transport & Logistics	A/616/0813	L1	2
Introduction to Construction & Building	D/616/0657	L1	2
Introduction to Engineering & Manufacturing	Y/616/0673	L1	2
Introduction to Business Administration & Customer Service Industries	R/616/0641	L1	2
Introduction to Childcare Industries	F/616/0652	L1	2
Introduction to Hair & Beauty Industries	T/616/0681	L1	2
Introduction to Horticulture Industries	H/616/0790	L1	2
L2 Essential Components			
Health and Safety in the Workplace	H/617/0025	L2	4
Job Seeking Skills	K/616/9958	L2	4
Employment Rights, Contracts & Pay	M/617/0058	L2	4
L1 Chosen Components			
Internet Safety for IT Users	T/616/1278	L1	3

Rules of Combination – Brief Summary

* E3 Award (3 CR) 3 CR E3 Mandatory only
* L1 Award (6 CR) 3 CR L1 Mandatory + 3 CR from L1 Essential only
* L1 Extended Award (9 CR) 3 CR L1 Mandatory + 6 CR (3 CR at E3 or L1 may be included)
* L1 Certificate (15 CR) 3 CR L1 Mandatory + 12 CR (6 CR at E3 or L1 may be included)
* L1 Extended Certificate (26 CR) 3 CR L1 Mandatory + 23 CR (8 CR at E3 or L1 may be included)
* L1 Diploma (36 CR) 3 CR L1 Mandatory + 33 CR (12 CR at E3 or L1 may be included)
* L2 Award (8 CR) 4 CR L2 Mandatory + 4 CR from L2 Essential only
* L2 Extended Award (11 CR) 4 CR L2 Mandatory + 7 CR (3 CR at L1 may be included)
* L2 Certificate (19 CR) 4 CR L2 Mandatory + 15 CR (7 CR at L1 may be included)

AIM eLearning L1 Personal & Social Development Skills Suite

AIM Personal & Social Development Skills supports learners to become physically, emotionally and socially healthy, and to be responsible citizens who make a positive contribution to society.

AIM Qualification RQF L1	Credits	GLH	TQT	Ofqual No.
Award in Personal & Social Development Skills	6	54	60	603/1517/9
Extended Award in Personal & Social Development Skills	9	78	87	603/1518/0
Certificate in Personal & Social Development Skills	15	130	146	603/1519/2
Extended Certificate in Personal & Social Development Skills	26	233	268	603/1520/9

RQF Components in Personal & Social Development Skills Suite

Subject	Ofqual No.	Level	Credits
Personal Finances	J/616/4864	L1	3
Internet Safety for IT Users	T/616/1278	L1	3
Healthy Living	T/616/5055	L1	3
Drug Awareness	T/616/5993	L1	3
Alcohol Awareness	A/616/4361	L1	3
Diversity in Society	Y/616/4433	L1	3
Building Confidence & Self-esteem	A/616/0360	L1	3
Interpersonal Skills	M/616/4793	L1	3
Environmental Sustainability	Y/616/5050	L1	2

Rules of Combination – Brief Summary

❀ Award (6 CR) Any L1 RQF Components
❀ Extended Award (9 CR) Any L1 RQF Components
❀ Certificate (15 CR) Any L1 RQF Components
❀ Extended Certificate (26 CR) Any L1 RQF Components

More details on our website:

AIM eLearning L1 & L2 Compliance & L1 Environmental Sustainability

AIM compliance qualifications may be delivered entirely via eLearning. eAssessment may take place in college, in the workplace or at home.

L2 Health & Safety In The Workplace is designed to give the learner knowledge and understanding of the basic principles of health and safety, hazards that can arise and some of the protection available against those hazards.

L2 Food Safety in Catering is designed to give the learner knowledge and understanding of the principles of keeping food safe. The course introduces the learner to key issues in Food Safety, taking responsibility for their own food safety and hygiene, keeping work areas clean and keeping food safe.

L1 Health & Safety In A Construction Environment provides the learner with a knowledge and understanding of the principles of health and safety in a construction environment. It covers identifying hazards, reducing risks, fire extinguishers and relevant legislation.

L1 Environmental Sustainability provides knowledge and understanding of the basic principles of sustainability and environmental impacts. The learner is introduced to key issues in sustainability, raising awareness of the topic and encouraging them to consider their role in helping to make sustainable choices.

AIM 'Compliance' Qualifications

AIM Award	Level	Credits	GLH	TQT	Ofqual No.
Health & Safety in the Workplace	L2	1	10	12	600/4325/8
Food Safety in Catering	L2	1	9	11	600/8219/7
Health & Safety in a Construction Environment	L1	3	21	29	603/2071/0
Environmental Sustainability	L1	2	20	21	600/5653/8

AIM eLearning L1 Skills for Working in Construction & Building Industries Suite (AIMVOC)

AIM Skills for Working in Construction & Building Industries (AIMVOC) provides opportunities for learners to develop their knowledge to enable them to start or build on a career in construction and building industries.

AIM Qualification RQF L1	Credits	GLH	TQT	Ofqual No.
Extended Award in Skills for Working in Construction & Building	9	78	87	603/1692/5
Certificate in Skills for Working in Construction & Building	15	130	150	603/1693/7

RQF Components in Skills for Working in Construction & Building Industries Suite

| Subject	Ofqual No.	Level	Credits
Mandatory Vocational Component			
Principles of Building Construction, Information & Communication	T/617/0613	L1	6
Working in Construction & Building	R/616/2924	E3	3
Introduction to Environmental Sustainability	D/616/2828	L1	1
Employability Component			
Health and Safety in the Workplace	A/616/0617	L1	3
Job Seeking Skills	Y/616/0821	L1	3
Customer Service Skills	F/616/0439	L1	3
Employment Rights, Contracts and Pay	Y/616/0463	L1	3
Employment Skills	M/616/0467	L1	3
Internet Safety for IT Users	T/616/1278	L1	3
Equality and Diversity at Work	A/616/0472	L1	3
Introduction to Construction & Building	D/616/0657	L1	2
Building Confidence & Self-esteem	A/616/0360	L1	3
Interpersonal Skills	M/616/4793	L1	3
Bullying & Harassment in the Workplace	L/616/0363	L1	1

Rules of Combination - Brief Summary

* Extended Award (9 CR) 6 CR Mandatory + min. 3 CR from Mandatory or Employability
* Certificate (15 CR) 10 CR Mandatory + min. 5 CR from Employability

More details on our website:

AIM eLearning L1 Skills for Working in Health, Lifestyle and Science Industries Suite (AIMVOC)

AIM L1 Skills for Working in Health, Lifestyle and Science Industries (AIMVOC Health) develops a learner's knowledge to start or build on a career in Healthcare.
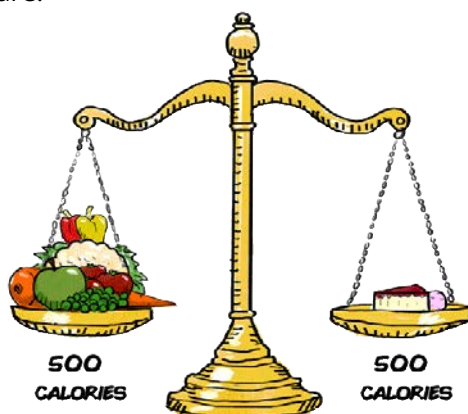
AIM Qualification RQF L1	Credits	GLH	TQT	Ofqual No.
Award in Skills for Working in Health, Lifestyle and Science Industries	6	54	60	603/1831/4
Extended Award in Skills for Working in Health, Lifestyle and Science Industries	9	78	87	603/1832/6
Certificate in Skills for Working in Health, Lifestyle and Science Industries	15	130	150	603/1833/8

RQF Components in Skills for Working in Health, Lifestyle and Science Industries

Subject	Ofqual No.	Level	Credits
Mandatory Vocational Components			
The Roles and Responsibilities of the Care Worker	J/617/1877	L1	4
Healthy Lifestyle; Essentials	D/617/1867	L1	2
Health & Lifestyle; Factors & Consequences	Y/617/1866	L1	2
Mental Health and Well-Being; Fundamentals	K/617/1872	L1	2
Employability Component			
Health and Safety in the Workplace	A/616/0617	L1	3
Job Seeking Skills	Y/616/0821	L1	3
Employment Rights, Contracts and Pay	Y/616/0463	L1	3
Employment Skills	M/616/0467	L1	3
Internet Safety for IT Users	T/616/1278	L1	3
Equality and Diversity at Work	A/616/0472	L1	3
Building Confidence & Self-esteem	A/616/0360	L1	3
Interpersonal Skills	M/616/4793	L1	3
Bullying & Harassment in the Workplace	L/616/0363	L1	1
Customer Service Skills	F/616/0439	L1	3

Rules of Combination - Brief Summary

* Award (6 CR) 6 CR Mandatory only
* Extended Award (9 CR) 6 CR Mandatory + min. 3 CR from Mandatory or Employability
* Certificate (15 CR) 10 CR Mandatory + min. 5 CR from Employability

More details on our website:

AIM eLearning E3 & L1 Skills for Working in Transport & Logistics Industries Suite (AIMVOC)

AIM Skills for Working in Transport & Logistics Industries (AIMVOC) provides opportunities for learners to develop their knowledge to enable them to start or build on a career in transport and logistics industries.

AIM Qualification RQF	Credits	GLH	TQT	Ofqual No.
E3 Award in Skills for Working in Transport & Logistics Industries	3	30	30	603/1885/5
L1 Extended Award in Skills for Working in Transport & Logistics Industries	9	78	87	603/1891/0
L1 Certificate in Skills for Working in Transport & Logistics Industries	15	130	150	603/1892/2

RQF Components in Skills for Working in in Transport & Logistics Industries

Subject	Ofqual No.	Level	Credits
Mandatory Vocational Components			
Environmental Impact of Transport & Logistic Operations	T/617/1356	E3	2
Introduction to Distribution Operations	A/617/1357	E3	2
Introduction to Importing & Exporting	F/617/1358	E3	2
Introduction to Transport & Logistics Legislation	H/617/1367	L1	2
Operating Within a Supply Chain	K/617/1368	L1	3
Employability Component			
Health and Safety in the Workplace	A/616/0617	L1	3
Job Seeking Skills	Y/616/0821	L1	3
Employment Rights, Contracts and Pay	Y/616/0463	L1	3
Employment Skills	M/616/0467	L1	3
Internet Safety for IT Users	T/616/1278	L1	3
Equality and Diversity at Work	A/616/0472	L1	3
Building Confidence & Self-esteem	A/616/0360	L1	3
Interpersonal Skills	M/616/4793	L1	3
Bullying & Harassment in the Workplace	L/616/0363	L1	1
Introduction to Transport & Logistics	A/616/0813	L1	2
Customer Service Skills	F/616/0439	L1	3

Rules of Combination - Brief Summary

* E3 Award (3 CR) min. 3 CR E3 Mandatory only
* Extended Award (9 CR) min. 6 CR Mandatory + min. 3 CR Employability at L1. 3 CR may be at E3
* Certificate (15 CR) min. 10 CR Mandatory + min. 5 CR Employability at L1. 5 CR may be at E3

More details on our website:

AIM eLearning L1 Skills for Working in Business Administration & Customer Service Industries Suite (AIMVOC)

AIM L1 Skills for Working in Business, Administration and Customer Service Industries (AIMVOC Business Admin, Customer Service) develops a learner's knowledge to start or build on a career in Business, Administration and Customer Service.

AIM Qualification RQF L1	Credits	GLH	TQT	Ofqual No.
Award in Skills for Working in Business Administration & Customer Service Industries	6	54	60	603/1585/4
Extended Award in Skills for Working in Business Administration & Customer Service Industries	9	78	87	603/1586/6

RQF Components in Skills for Working in Business Administration & Customer Service Industries Suite

Subject	Ofqual No.	Level	Credits
Mandatory Vocational Component			
Customer Service Skills	F/616/0439	L1	3
Business Terminology	H/616/9778	L1	3
Understanding Business Organisations	J/616/9840	L2	3
Employability Component			
Health and Safety in the Workplace	A/616/0617	L1	3
Job Seeking Skills	Y/616/0821	L1	3
Employment Rights, Contracts and Pay	Y/616/0463	L1	3
Employment Skills	M/616/0467	L1	3
Internet Safety for IT Users	T/616/1278	L1	3
Equality and Diversity at Work	A/616/0472	L1	3
Introduction to Business, Administration & Customer Service Industries	R/616/0641	L1	2
Building Confidence & Self-esteem	A/616/0360	L1	3
Interpersonal Skills	M/616/4793	L1	3
Bullying & Harassment in the Workplace	L/616/0363	L1	1

Rules of Combination - Brief Summary

* Award (6 CR) 6 CR Mandatory only
* Extended Award (9 CR) 6 CR Mandatory + min. 3 CR from Mandatory or Employability

More details on our website:

List of Modules in RQF Components

Note: Modules for RQF Components also include research modules for 'stretch and challenge' and a randomised mock examination at the end accessible at any time.

View all courses in-depth:

Alcohol Awareness raises the learner's awareness about the impact of alcohol abuse on themselves and others. They will learn about the strength of different alcoholic drinks, the causes of excessive use of alcohol and will also learn about agencies that can help/support those abusing alcohol.

* Differences in Unit Strengths
* Health Issues Associated with Alcohol Misuse
* Effects of Alcohol Misuse
* Agencies Offering Help & Information

Building Confidence & Self-esteem allows learners to identify the value of confidence and self-esteem, what factors affect them and the effect on others' perceptions of an individual. The modules cover the impact of confidence, the meaning of self-esteem and ways the learners can build confidence and self-esteem.

* The Impact of Confidence
* What is Meant by Self-esteem
* Tips on Building Your Confidence & Self-esteem
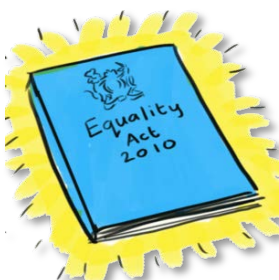
Bullying & Harassment in The Workplace enables the learner to understand bullying and harassment in the workplace, how to use appropriate strategies and identify the policies and procedures in place to deal with situations of bullying and harassment.

* What is Meant by Bullying & Harassment in The Workplace
* Strategies To Help Deal with Bullying & Harassment
* Policies And Procedures for Dealing with Bullying & Harassment

Business Terminology provides learners with a basic understanding of business concepts and terminology to support them with gaining employment, work experience or further business studies.

* Business Terminology
* Marketing Concepts

Customer Service Skills introduces learners to the importance of good customer service and looks at the impact of both good and bad customer service. This course covers interacting positively with customers and the importance of first impressions.

* Benefits of Good Customer Service
* Possible Consequences of Poor Customer Service
* Value of Giving a Positive First Impression
* Verbal and Non-verbal Interaction with Customers
* How to Respect Customer Needs
* How to Deal with Complaints

CV Writing enables the learner to know the purpose of a CV and how to produce a CV in an appropriate format.

* What a CV is used for
* How to write a CV

Diversity in Society gives learners an understanding of the meaning of 'diversity' in the context of society. They will be able to identify diverse groups, know how why they are different, understand similarities and the importance of respecting diversity.

* Importance of Respecting Diversity in Society
* Diverse Groups in Society

Drug Awareness introduces learners to types of drugs, their effect on users and the impact on people around them, the user's own health and issues associated with withdrawal from drug use.

* Differences Between Types of Drugs
* Causes of Drug Misuse
* Physical & Psychological Effects of Drug Misuse
* Impact That Drug Misuse May Have on Others
* Health Issues Associated with Drug Misuse
* Effects of Withdrawing from Drugs
* Agencies Offering Help & Information

Employment Rights, Contracts & Pay introduces the learner to employment legislation, statutory and contractual employment rights and contracts of employment. They will also learn how to identify and understand the key information on a payslip.

* Employment Legislation
* Statutory & Contractual Employment Rights
* Contracts of Employment
* Implications of Breach of Contract
* Key Information on a Payslip

Employment Skills covers the knowledge and understanding of the basic principles of employment, business and enterprise. It introduces the importance of entrepreneurial skills within business and roles as an individual in employment, business and enterprise.

* Employment Responsibility & Rights
* The Skills of Running a Business
* Networking & Ethics in Business
* Enterprise within Business
* Customer Service

Environmental Impact of Transport & Logistics Operations develops the learner's basic knowledge of the impact which transport and logistics operations have on the wider environment. Learners will be required to consider the environmental impact of the movement of goods by land, sea and air as well as investigating the impact of a logistics network on the environment.

* The Environmental Impact of Transport Operations
* The Environmental Impact of Logistic Operations

Environmental Sustainability provides knowledge and understanding of the basic principles of sustainability and environmental impacts. The learner is introduced to key issues in sustainability, raising awareness of the topic and encouraging them to consider their role in helping to make sustainable choices.

* Introduction to Environmental Sustainability
* Energy & Resources
* Environmental Impacts
* Transport
* Sustainability Communities
* Globalisation & Fair Trade

Equality & Diversity at Work introduces the learner to the principles of Equality and Diversity and its importance in organisations such as the workplace and learning environments. It provides an understanding of the legal and moral obligations of an employee to recognise best practice. The learner will gain knowledge of current legislation which makes the law more consistent, clearer and easier to follow in order to make society fairer.

* Equality & Diversity
* Recognising Equality & Diversity in Action
* How Law Impacts on Equality & Diversity
* Recognising & Supporting Equality & Diversity

Food Safety in Catering is designed to give the learner knowledge and understanding of the principles of keeping food safe. The course introduces the learner to key issues in Food Safety, taking responsibility for their own food safety and hygiene, keeping work areas clean and keeping food safe.

* Bugs & Bacteria
* Contaminants in Food
* Keeping Food Safe
* Kitchen Layout
* Cleaning & Disinfecting
* Food Safety &The Law

Healthy & Lifestyle; Factors & Consequences provides learners with an introduction to having a healthy lifestyle and the consequences of a poor lifestyle. Learners will explore the key lifestyle and health factors and reflect on the consequences of a poor lifestyle. This component will also be able to recommend a healthy lifestyle.

* Lifestyle Factors
* A Healthy Lifestyle
* Consequences of a Poor Lifestyle

Health & Safety in a Construction Environment provides the learner with a knowledge and understanding of the principles of health and safety in a construction environment. It covers identifying hazards, reducing risks, fire extinguishers and relevant legislation.

* Principles of Risk Assessment
* Importance of Safe Manual Handling
* Importance of Working Safely at Height
* Risks to Health
* Working Around Plant & Equipment Safely

Health & Safety in The Workplace – (All Versions*)* is designed to give the learner knowledge and understanding of the basic principles of health and safety, hazards that can arise and some of the protection available against those hazards.

* Hazards & Risks
* H&SWA Act 1974
* Risk Assessment
* Fire & Fire Extinguishers
* Electricity & Computers
* The Working Environment
* Chemicals & Other Hazards

Healthy Lifestyle; The Essentials introduces learners to key aspects of healthy living. Learners will consider key concepts of a healthy lifestyle such as healthy eating and a healthy diet.

The aim of this component is to give learners an introductory awareness of how to maintain a healthy body weight through a balanced diet which will support a healthy lifestyle.

* Maintaining a Healthy Body Weight
* Requirements of a Healthy Diet
* Importance of a Healthy Lifestyle

Healthy Living is designed to give learners the knowledge and understanding of the basic principles of healthy living including how to keep a healthy body weight, the requirements of a healthy diet and keeping a healthy lifestyle.

- Healthy Eating
- What are Calories & Energy?
- Putting Healthy Eating into Practise
- Health Issues & Eating
- Personal Fitness
- Personal Hygiene & Grooming
- Sex Education & Contraception
- The Things We Drink

Internet Safety for IT Users is designed to give the learner knowledge and understanding of the basic principles of Internet safety including understanding the risks associated with using the Internet, safeguarding self and others when working online, maintaining data security and following guidelines and procedures.

- Accessing the Internet
- Protecting Your Computer with a Firewall
- Malicious Software (Malware)
- Keeping Software Up to date & Backing Up Stuff
- Wi-Fi Configuration
- Mobile Phones & On-line Games
- Social Networks
- Facebook Accounts
- Cyberbullying

Interpersonal Skills enables learners to identify own strengths and weaknesses and develop their interpersonal skills through the identification of behaviours that promote confidence. The course covers time management and improving it, identifying stress in self and others, understanding criticism, body language. Interpersonal Skills also examines confident behaviour, aggressive passive and assertive behaviour.

- Strengths, Weaknesses & Time Management
- Signs of Stress & Types of Criticism
- Body Language & Types of Behaviour

Introduction to Business, Administration & Customer Service Industries introduces learners to the Business, Administration & Customer Service sector. They will learn about the roles and activities within typical job roles in the sector.

- The Purpose of Business, Administration & Customer Service Industries
- Job Roles in Business, Administration & Customer Service Industries

Introduction to Catering & Hospitality Industries introduces learners to the catering and hospitality sector. They will learn about the roles and activities within typical job roles in the sector.

* The Purpose of Hospitality & Catering Industries
* Job Roles in Hospitality & Catering Industries

Introduction to Childcare Industries introduces learners to the childcare sector. They will learn about the roles and activities within typical job roles in the sector.

* The Purpose of Childcare Industries
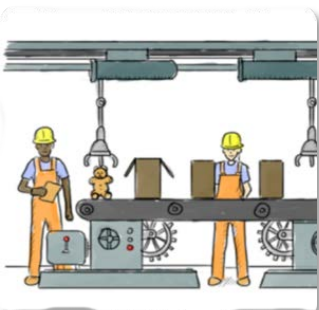* Job Roles in Childcare Industries

Introduction to Construction & Building Industries introduces learners to the construction and building sector. They will learn about the roles and activities within typical job roles in the sector.

* The Purpose of Construction & Building Industries
* Job Roles in Construction & Building Industries

Introduction to Distribution Operations develops the learner's basic knowledge of the distribution environment. Learners will focus their learning on a specific distribution centre/process where they will explore the process itself, the equipment used, and the roles employed at each stage of that process.

* The Distribution Operations Environment
* Roles within a Distribution Environment

Introduction to Engineering & Manufacturing Industries introduces learners to the engineering and manufacturing sector. They will learn about the roles and activities within typical job roles in the sector.

* The Purpose of Engineering & Manufacturing Industries
* Job Roles in Engineering & Manufacturing Industries

Introduction to Environmental Sustainability (Construction & Building) provides the learner with an understanding of sustainability in construction and the importance of this.

- Supporting a Sustainable Environmental
- 3 Rs of Sustainability Applied in Construction
- Importance of Correct Disposal of Waste

Introduction to Hair & Beauty Industries introduces learners to the Hair & Beauty sector. They will learn about the roles and activities within typical job roles in the sector.

- The Purpose of Hair & Beauty Industries
- Job Roles in Hair & Beauty Industries

Introduction to Horticulture Industries introduces learners to the Horticulture sector. They will learn about the roles and activities within typical job roles in the sector.

- The Purpose of Horticulture Industries
- Job Roles in Horticulture Industries

Introduction to Importing & Exporting introduces learners to the concepts of importing and exporting where a focus will be on the role of importing and exporting in the supply chain. Learners will consider the importance of importing and exporting to a business and an economy as well as establishing the barriers to the importing and exporting of goods and services.

- Importing & Exporting
- Importing & Exporting within a Supply Chain

Introduction to Transport & Logistics Industries introduces learners to the transport and logistics sector. They will learn about the roles and activities within typical job roles in the sector.

- The Purpose of Transport & Logistics Industries
- Job Roles in Transport & Logistics Industries

Introduction to Transport & Logistics Legislation supports a learner's understanding of legislation which fundamentally influences transport and logistic operations. Learners will investigate legislation which relate to different aspects of transport and logistics operations and how each piece of legislation influences operational activities and procedures.

> ✽ Transport & Logistics Legislation
> ✽ Transport Legislation
> ✽ Logistics Legislation

Job Seeking Skills introduces the skills necessary for job search, how to match own skills, abilities and attributes to the requirements for a job and how to apply for a job.

> ✽ What Is Involved in Job Searching
> ✽ Match Personal Skills & Abilities to Different Jobs
> ✽ Applying for A Job
> ✽ Interview Skills and Procedures

Mental Health & Well-being; The Fundamentals provide learners with an awareness of mental health and well-being such that they can recognise signs and impact of mental health issues. Learners will consider the concept of mental well-being, current mental health guidance and organisations which support individuals with mental health issues.

> ✽ The Importance of Mental Well-being
> ✽ The Signs of Mental Health Issues
> ✽ Improving Our Mental Well-being
> ✽ Depression
> ✽ Anxiety & Other Problems
> ✽ Self-help & Professional Help

Operating Within a Supply Chain supports a learner's understanding of supply chains with a focus on components of supply chains and associated documents. Learners will also consider the role and importance of supply chain management.

> ✽ Supply Chain Management
> ✽ Components of Supply Chains
> ✽ Documents used in a Supply Chain

Personal Emotional Resilience enables the learner to identify their own personal strengths and weaknesses in relation to their emotional resilience. It also helps learners to examine things that can be done for improvement in this area and developing an action plan and how to implement this.

* Your current levels of emotional resilience
* Methods for coping in difficult situations
* How to develop your own emotional resilience

Personal Finances gives learners an understanding of the sources of income and expenditure and the need to balance income and expenditure. The course discusses the advantages and disadvantages of borrowing money and introduces learners to some of the products provided by banks and building societies and other similar financial institutions.

* Starting Work
* Budgeting
* Income & Expenditure
* Banks
* Borrowing
* Savings
* Card Fraud
* Identity Theft

Principles of Building Construction, Information & Communication provides the learner with an understanding of information sources used in the construction industry and develops their understanding of environmental considerations and a knowledge of constructing foundations, walls, floors and roofs. The learner will also develop knowledge of communication skills.

* Identifying Information Used in The Workplace
* Environmental Considerations to Construction
* Construction of Foundations
* Construction of Internal & External Walls
* Construction of Floors
* Construction of Roofs
* How to Communicate in The Workplace

The Roles & Responsibilities of the Care Worker was requested by centres wishing to profile learning for those intending to work in Health & Social Care Sector.

* Values in Care
* Responsibilities & Boundaries of The Care Worker
* Communication
* Confidentiality
* Policies & Procedures, Support & Supervision
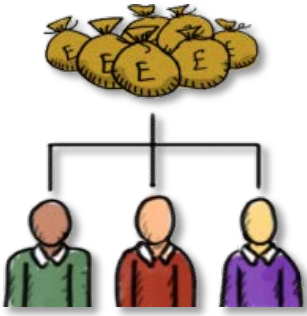
Understanding Business Organisations provides learners with an understanding of business organisations. It covers the purpose and objectives of businesses, the different types of business ownership, organisational structures and communication.

- The Purpose(s) & Objectives of Businesses
- The Different Types of Business Ownership & Structure

Understanding How to Be Successful enables learners to understand that success is a science that can be applied to any walk of life. Learners will be able to plan ways to apply these techniques to develop their own levels of success. They will recognise the importance of characteristics such as persistence and show how to manage challenges that effect the need for change.

- What Underpins Success
- Ways to Apply the Techniques of Success
- Writing an Essay

Understanding Pensions covers the principles and purpose of pension schemes, different pension options available and the language used.

- Purpose of Pensions
- State Pension Scheme
- Main Pensions Options in UK
- Additional Pension Schemes
- Language Used to Describe Pensions

Working in Construction & Building develops learners' knowledge related to working in the building and construction industry. They will learn about job roles and skills and how their skills might need to be developed for a job in the industry.

- The Construction Industry
- Jobs in The Construction Industry
- Skills Needed to Work in Construction Industry
- Develop Own Skills for Working in Construction

AEB Funding

AEB funding is available for all AIM qualifications with eLearning for Academic Year 2023/24. Funding values are shown below.

AIM Qualification	Ofqual. No.	AEB
Employability Skills *SSA 14.2 Preparation for Work*		
E3 Award in Employability Skills	603/1483/7	£150.00
L1 Award in Employability Skills	603/1488/6	£300.00
L1 Extended Award in Employability Skills	603/1489/8	£450.00
L1 Certificate in Employability Skills	603/1490/4	£724.00
L1 Extended Certificate in Employability Skills	603/1492/8	£1,265.00
L1 Diploma in Employability Skills	603/1493/X	£1,987.00
L2 Award in Employability Skills	603/1494/1	£300.00
L2 Extended Award in Employability Skills	603/1495/3	£450.00
L2 Certificate in Employability Skills	603/1496/5	£724.00
Personal & Social Development Skills *SSA 14.1 Foundations for Learning & Life*		
L1 Award in Personal & Social Development Skills	603/1517/9	£300.00
L1 Extended Award in Personal & Social Development Skills	603/1518/0	£450.00
L1 Certificate in Personal & Social Development Skills	603/1519/2	£724.00
L1 Extended Certificate in Personal & Social Development Skills	603/1520/9	£1,265.00
AIMVOC Construction & Building *SSA 5.2 Building & Construction*		
L1 Extended Award in Skills for Working in Construction & Building	603/1692/5	£585.00
L1 Certificate in Skills for Working in Construction & Building	603/1693/7	£941.00
AIMVOC Health, Lifestyle & Science Industries *SSA 1.3 Health & Social Care*		
L1 Award in Skills for Working in Health, Lifestyle & Science	603/1831/4	£336.00
L1 Extended Award in Skills for Working in Health, Lifestyle & Science	603/1832/6	£504.00
L1 Certificate in Skills for Working in Health, Lifestyle & Science	603/1833/8	£811.00
AIMVOC Transport & Logistics *SSA 4.3 Transport Operations & Maintenance*		
E3 Award in Skills for Working in Transport & Logistics Industries	603/1885/5	£195.00
L1 Extended Award in Skills for Working in Transport & Logistics Industries	603/1891/0	£585.00
L1 Certificate in Skills for Working in Transport & Logistics Industries	603/1892/2	£941.00
AIMVOC Business, Administration & Customer Service *SSA 15.3 Business Management*		
L1 Award in Skills for Working in Business, Administration & Customer Service Industries	603/1585/4	£300.00
L1 Extended Award in Skills for Working in Business, Administration & Customer Service Industries	603/1586/6	£450.00
Environmental Sustainability *SSA 3.4 Environmental Conservation*		
L1 Award in Environmental Sustainability	600/5653/8	£112.00
AIM Compliance Qualifications		
L1 Award in Health & Safety in a Construction Environment	603/2071/0	£195.00
L2 Award in Food Safety in Catering	600/8219/7	£65.00
L2 Award in Health & Safety in the Workplace	600/4325/8	£65.00