

# apprenticeship FRAMEWORK

## Vehicle Fitting - non statutory (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

Issue date: 01 December 2011

Published By

[Institute of the Motor Industry]

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:

[Issued]

# Vehicle Fitting - non statutory (Wales)

## Contents

### [Contents](#)

Framework information .....	3
Contact information .....	4
Revising a framework .....	5
Purpose of this framework .....	6
Entry conditions for this framework .....	8
Level 2: Foundation Apprenticeship in Vehicle Fitting.....	10
Pathway 1: Fast Fit.....	11
Pathway 2: Specialist Tyre Fitting.....	19
Level 3: Apprenticeship in Vehicle Fitting.....	26
Pathway 1: Fast Fit.....	27
Equality and diversity .....	34
On and off the job training .....	36
Wider key skills assessment and recognition .....	40

# Framework information

## Information on the Issuing Authority for this framework:

Institute of the Motor Industry

The Apprenticeship sector for occupations in the automotive industry (also includes Vehicle Maintenance & Repair, Vehicle Sales, Vehicle Body & Paint, Vehicle Fitting and Vehicle Parts) and also occupations in freight logistics and maritime.]

Issue number: 4	<b>This framework includes:</b>
Framework ID: FR01097	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/03/2014	<b>This framework is for use in: Wales</b>

## Short description

Vehicle Fitters provide a fast and efficient service to customers with busy lives and to businesses operating vans, trucks and buses. More technicians at level 2 and 3 are needed to replace those who leave or retire and to upskill the existing workforce. At level 2, Motor Vehicle Fitters will ensure that batteries, exhausts and wheels are fit for purpose and Fast Fit Technicians will specialise in inspecting and replacing tyres ensuring that vehicles are safe and fuel efficient. At level 3 supervisors will manage teams, check the work of technicians and carry out the full range of services themselves.

# Contact information

## Proposer of this framework

[This framework is published by The Institute of the Motor Industry (IMI) on a non-statutory basis prior to the designation of issuing Authorities for Wales]

## Developer of this framework

Name: [Laura Beattie]

Organisation: [The Institute of the Motor Industry (IMI)]

Organisation Type: [Sector Skills Council]

Job Title: [Apprenticeship Developer]

Phone: [01992511521]

Email: [laurab@motor.org.uk]

Postal address: [The Institute of the Motor Industry (IMI), Fanshaws, Brickendon, Hertford, SG13 8PQ]

Website: [www.motor.org.uk]

## Issuing Authority's contact details

Issued by: [Issuing Authority Name]

Issuer contact name: [N/A]

Issuer contact phone: [N/A]

Issuer Email: [Email address]

## Contact Details

Who is making this revision [Laura Beattie]

Your organisation [The Institute of the Motor Industry (IMI)]

Your email address: [laurab@motor.org.uk]

# Revising a framework

## Why this framework is being revised

[To add new qualifications that have recently been accredited along with the updated version of the Employee Rights & Responsibilities (ERR) workbook.]

## Summary of changes made to this framework

- [Inclusion of newly accredited qualifications
- inclusion of the updated Employee Rights & Responsibilities (ERR) workbook]

## Qualifications removed

[(no information)]

## Qualifications added

[Fast Fit

VCQ's - Competency Based Qualifications

- Edexcel Level 2 Diploma in Vehicle Fitting Competence - 600/3521/3
- Edexcel Level 3 Diploma in Vehicle Fitting Supervisory Competence - 600/3519/5

VRQ's - Knowledge and Skills Based Qualifications

- Edexcel BTEC Level 2 Diploma in Vehicle Fitting Principles - 600/3520/1
- Edexcel BTEC Level 3 Diploma in Vehicle Fitting Supervisory Principles - 600/3518/3

ERR

- Edexcel Level 2 Award in Knowledge of Employee Rights and Responsibilities for the Automotive Sector - 600/3713/1]

## Qualifications that have been extended [(no information)]

# Purpose of this framework

## Summary of the purpose of the framework

Vehicle Fitters provide a fast and efficient service to customers with busy lives and to businesses operating vans, trucks and buses. At level 2, Motor Vehicle Fitters will ensure that batteries, exhausts and wheels are fit for purpose and Fast Fit Technicians will specialise in inspecting and replacing tyres ensuring that vehicles are safe and fuel efficient. At level 3 supervisors will manage teams, check the work of technicians and carry out the full range of services themselves.

More technicians are needed to:

- keep up with the technology and tools used to remove and replace tyres, wheels, batteries and exhausts;
- respond to consumer demand for more efficient, economic and safer vehicles;
- replace those who retire or leave;
- train as managers of the future.

Looking at the profile of the Automotive Retail Industry in Wales:

- skilled trade occupations make up a significantly larger than average share of the workforce at 44%, compared with 13% of other industries in Wales;
- managers and leaders form the second biggest occupational group with only 6% qualified to a high skill level of level 4 and above;
- 26% of the workforce from the Automotive Retail Industry in Wales are selfemployed workers;
- the Automotive Retail Industry provides employment for around 23,000 people across 4,015 business units and is a major contributor to the economy in Wales, contributing £4.8 billion of total turnover in Wales in 2008;
- the majority of the workforce is aged between 25 and 44;
- the Automotive Retail Industry is predominantly white male, with females employed largely in secretarial and administrative jobs.

The Vehicle Fitting Foundation Apprenticeship has been available at level 2 for a number of years. This new framework builds upon the success of its predecessor, by including qualifications which have been updated to meet both the changing skills needs of employers and to meet the new Specification of Apprenticeship Standards for Wales. It also includes a new Level 3 pathway which will encourage higher numbers of Apprentices at Level 2, as they will be able to see how they can progress their careers. This Apprenticeship will help to attract new people into Vehicle Fitting and tap into the talents of under-represented groups to replace those who retire or leave.

The framework will also contribute to meeting the skills priorities in Wales by:

- providing flexible access to a high quality Level 2 and 3 skills programme, which ever entry route apprentices

use, for those who prefer this style of learning and achievement;

- incorporating skills to improve the levels of general literacy and numeracy in Wales;
- using technical and competence qualifications, valued by employers, to help their businesses grow;
- developing Apprentice's employability skills, making them more attractive to all employers whichever career they choose;
- providing a career pathway into jobs and training at intermediate and higher technician level, to provide the skills which the economy needs to grow;
- building on the existing quality learning provision for the Automotive Retail Industry in Wales.

## **Aims and objectives of this framework (Wales)**

The aim of this framework is to attract new people into Vehicle Fitting from a wide range of backgrounds to replace those who leave or retire and to upskill the existing workforce in Wales.

Objectives of this framework are to:

1. contribute to increasing the number of existing staff qualified to Technician and Supervisor level;
2. attract more applicants from women and under-represented groups into Vehicle Fitting posts at levels 2 and 3;
3. develop problem solving, communication, team working, literacy and numeracy skills which are a priority for the Automotive Retail Industry;
4. provide micro businesses, which account for around 85% of businesses in the Automotive Retail Industry, with access to a quality training programme to help their businesses grow;
5. provide opportunities for career progression within Vehicle Fitting into management posts in the wider Automotive Retail Industry;
6. after further development and training, provide a pathway to foundation degree and to undergraduate programmes for those who choose to do so

# Entry conditions for this framework

[This framework in Vehicle Fitting would suit someone who enjoys meeting people, using their hands and being in a fast paced environment.

Employers are looking to attract applicants who have a keen interest in working in the Automotive Retail Industry in Vehicle Fitting jobs and who have basic literacy and numeracy skills on which this Apprenticeship will build. Applicants must enjoy face to face contact with customers.

Applicants to this Apprenticeship will be a mix of age and experience. As a guide, applicants may come from a range of routes including:

- work or work experience;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Essential Skills Wales or Wider Key Skills;
- Pathways to Apprenticeships;
- Welsh Baccalaureate including the Principal Learning Qualifications in Engineering and Retail Business which has automotive retail content;
- a range of vocational or academic qualification(s).

## RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

There are no relaxations or proxies for any qualifications specified in a framework in the Specification of Apprenticeship Standards for Wales (SASW), however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

### 1. Essential Skills Wales.

- If applicants already have GCSEs in English and/or Maths they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.
- Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales (ESW), however, apprentices can be encouraged to complete ESW at a higher level if appropriate.



2. Knowledge qualifications. If applicants already have one of the Level 2 knowledge qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within five years of applying for the apprenticeship certificate. For example they may have already achieved the knowledge element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.
3. Competence qualifications. If applicants already have the Level 2 competence qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within five years of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace.
4. Prior experience. Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

### Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.]

# Level 2

Title for this framework at level 2

## Foundation Apprenticeship in Vehicle Fitting

Pathways for the framework at level [Choose an item.:](#)

Pathway 1: Fast Fit

Pathway 2: Specialist Tyre Fitting

# Level 2, Pathway 1: Fast Fit

## Description of this pathway

Vehicle Fitting (Fast Fit) - 126 credits in total.

## Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general requirements.

Job title(s)	Job role(s)
Fast Fit technician/Motor Vehicle Fitter	Testing batteries, exhausts and other engine parts to find faults, replacing faulty parts, checking balancing, replacing and realigning wheels along with advising customers.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 Diploma in Vehicle Fitting Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9810/X	IMIAL	61	525	N/A
C1b	501/0322/2	City & Guilds	61	525	N/A
C1c	600/3521/3	EDEXCEL	61	525	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Diploma in Vehicle Fitting Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9816/0	IMIAL	51	426	N/A
K1b	501/0748/3	City & Guilds	51	426	N/A
K1c	600/2030/1	ABC	51	426	N/A
K1d	600/3520/1	EDEXCEL	51	426	N/A

## Combined qualifications available to this pathway

### B1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	N/A	N/A	N/A	N/A	N/A

## Relationship between competence and knowledge qualifications

[K1 provides the underpinning knowledge and understanding for C1. ]

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**    ☐    **NO**    ☒

# Progression routes into and from this pathway

This can be from a wide range of routes including:

- work or work experience;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering;
- a range of vocational or academic qualification(s).

## PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Apprenticeship in Vehicle Fitting;
- Level 2 Foundation Apprenticeship in another part of the Automotive Retail Industry such as Vehicle Maintenance and Repair, Vehicle Body and Paint or Vehicle Sales;
- Level 2 Foundation Apprenticeship in Team Leading;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor or Service Receptionist.

For more careers information on the Automotive Retail Industry visit [www.autocity.org.uk](http://www.autocity.org.uk).

## UCAS points for this pathway:

[Framework Developer to complete with relevant info]



# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☐ **NO** ☐

## Delivery and assessment

|All Apprentices will receive an induction to the workplace and to the Apprenticeship programme. |

|ERR will be covered through a separate qualification:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

This qualification will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers;
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship;
3. the range of sources and information and advice available to them on their employment rights and responsibilities,

... Vehicle Fitting - non statutory (Wales)  
..... level 2  
..... Pathway 2

including Access to Work and Additional Learning Support;

4. the role played by their occupation in their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities;
7. where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation's principles and codes of practice;
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and incorporating areas for completion by the learner, which will be signed off by the employer.

This workbook is to be used as the primary source of evidence collection in completion of the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the accrediting Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook.

To download the ERR workbook please click

here: [www.motor.org.uk/documentlibrary/Standards%20and%20Qualifications/201108ERR-workbook-vFinal-Aug-11.doc](http://www.motor.org.uk/documentlibrary/Standards%20and%20Qualifications/201108ERR-workbook-vFinal-Aug-11.doc)

#### RECOGNITION OF ERR:

A certificate of achievement of the ERR Award must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

# Level 2, Pathway 2: Specialist Tyre Fitting

## Description of this pathway

Vehicle Fitting (Specialist Tyre Fitting) - 120 credits in total

## Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general requirements.

Job title(s)	Job role(s)
Tyre technician	Removing, inspecting, fitting and replacing tyres on a variety of vehicles and motorcycles using specialist equipment ensuring that tyre pressures are correct, recording information and advising customers on legal requirements.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 Diploma in Vehicle Specialist Tyre Fitting Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9811/1	IMIAL	60	521	N/A
C1b	501/0127/4	City & Guilds	60	521	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Diploma in Vehicle Specialist Tyre Fitting Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9808/1	IMIAL	46	390	N/A
K1b	600/1449/0	City & Guilds	46	390	N/A
K1c	600/1449/0	City & Guilds	46	390	N/A

## Combined qualifications available to this pathway

### B1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	N/A	N/A	N/A	N/A	N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**    ☐    **NO**    ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**    ☐    **NO**    ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**    ☐    **NO**    ☒

# Progression routes into and from this pathway

## PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering;
- a range of vocational or academic qualification(s).

## PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Apprenticeship in Vehicle Fitting;
- Level 2 Foundation Apprenticeship in another part of the Automotive Retail Industry such as Vehicle Maintenance and Repair, Vehicle Body and Paint or Vehicle Sales;
- Level 2 Foundation Apprenticeship in Team Leading;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor or Service Receptionist.

For more careers information on the Automotive Retail Industry visit [www.autocity.org.uk](http://www.autocity.org.uk).

## UCAS points for this pathway:

Framework Developer to complete with relevant info

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☐

## Delivery and assessment

All Apprentices will receive an induction to the workplace and to the Apprenticeship programme.

ERR will be covered through a separate qualification:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

This qualification will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers;
2. procedures and documentation which recognises and protects their relationship with their employer, including health



and safety and equality and diversity training as part of the apprenticeship;

3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support;
4. the role played by their occupation in their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities;
7. where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation's principles and codes of practice;
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and incorporating areas for completion by the learner, which will be signed off by the employer.

This workbook is to be used as the primary source of evidence collection in completion of the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the accrediting Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook.

To download the ERR workbook please click

here: [www.motor.org.uk/documentlibrary/Standards%20and%20Qualifications/201108ERR-workbook-vFinal-Aug-11.doc](http://www.motor.org.uk/documentlibrary/Standards%20and%20Qualifications/201108ERR-workbook-vFinal-Aug-11.doc)

#### RECOGNITION OF ERR:

A certificate of achievement of the ERR Award must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

# Level 3

Title for this framework at level 3

## Apprenticeship in Vehicle Fitting

Pathways for the framework at level 3:

Pathway 1: Fast Fit

# Level 3, Pathway 1: Fast Fit

## Description of this pathway

Vehicle Fitting (Fast Fit) - 114 credits in total.

## Entry requirements for this pathway in addition to the framework entry requirements

Level 3 jobs in Vehicle Fitting may involve supervising teams therefore, some employers may require applicants for this Level 3 Apprenticeship to have supervisory experience or experience in Vehicle Fitting.

Job title(s)	Job role(s)
Supervisor	Supervising staff, removing, inspecting, fitting and replacing tyres on a variety of vehicles and motorcycles using specialist equipment ensuring that tyre pressures are correct, recording information and advising customers on legal requirements and simple maintenance issues.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 Diplomas in Vehicle Fitting Supervisory Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0253/0	IMIAL	57	417	N/A
C1b	600/1214/6	City & Guilds	57	417	N/A
C1c	600/3519/5	EDEXCEL	57	417	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Diploma in Vehicle Fitting Operations Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0246/3	IMIAL	43	345	N/A
K1b	600/1251/8	City & Guilds	43	345	N/A
K1c	600/3518/3	EDEXCEL	43	345	N/A

## Combined qualifications available to this pathway

### B1 – N/A

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	N/A	N/A	N/A	N/A	N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**    ☐    **NO**    ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**    ☐    **NO**    ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**    ☐    **NO**    ☒

# Progression routes into and from this pathway

## PROGRESSION INTO THIS LEVEL THREE APPRENTICESHIP

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Fitting;
- work or work experience;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Welsh Baccalaureate including Principle Learning Qualifications in Engineering and Retail Business;
- a range of vocational or academic qualification(s).

## PROGRESSION FROM THIS LEVEL THREE APPRENTICESHIP:

- Level 2 Foundation Apprenticeship in another part of the Automotive Retail Industry such as Vehicle Maintenance and Repair, Vehicle Body and Paint or Vehicle Parts;
  - Level 2 Foundation Apprenticeship;
  - Level 3 Apprenticeship in Management;
  - Level 2 Foundation Apprenticeship or Level 3 Apprenticeship in Business and Administration;
  - into employment into a range of Level 3 and 4 jobs such as Workshop Controller or Service Manager
- For more careers information on the Automotive Retail Industry visit [www.autocity.org.uk](http://www.autocity.org.uk).

## UCAS points for this pathway:

*(no information)*

All Apprentices will receive an induction to the workplace and to the Apprenticeship programme.

ERR will be covered through a separate qualification:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

This qualification will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers;
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship;
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support;
4. the role played by their occupation in their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities;
7. where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation's principles and codes of practice;
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and incorporating areas for completion by the learner, which will be signed off by the employer.

This workbook is to be used as the primary source of evidence collection in completion of the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the accrediting Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook.

To download the ERR workbook please click

here: [www.motor.org.uk/documentlibrary/Standards%20and%20Qualifications/201108ERR-workbook-vFinal-Aug-11.doc](http://www.motor.org.uk/documentlibrary/Standards%20and%20Qualifications/201108ERR-workbook-vFinal-Aug-11.doc)

#### RECOGNITION OF ERR:

A certificate of achievement of the ERR Award must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.



# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☐

## Delivery and assessment

Framework Developer to complete with relevant info

---

|

*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

The Automotive Retail Industry in Wales is mainly white male and the average age of the workforce is 39.

A breakdown of data for apprenticeship starts in Wales in the Automotive Retail Industry for 2007/2008 showed the following:

- Male 98%
- Female 2%
- White 99%
- Ethnic Minority 1%

The Apprenticeship route has been popular in the Automotive Retail Industry, particularly on the technical side, for a number of years; however recruitment still causes difficulties. The difficulties appear to result from the industry's image problems together with pay conditions and career prospects. In order to counteract some of these issues, awareness of the Automotive Retail Industry as a profession is being raised through:

- the Principal Learning Qualifications in the Welsh Baccalaureate for Engineering and Retail Business, which has automotive retail content;
- Headlight - free business studies resources available for schools with the motor industry as the exciting backdrop;
- Women in Work initiative, which is a financial incentive for employers towards the training costs for upskilling women in the sector;
- Autocity - Careers website for the Automotive Industry, which includes non-stereotypical images.

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry, therefore entry conditions to this framework are extremely flexible and mentoring has been included to contribute towards increasing retention and achievement rates.

The IMI expects providers and employers to comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the sector using the 9 protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnerships
6. Pregnancy and maternity
7. Race
8. Religion and Belief
9. Sexual orientation

Download guidance on the Equality Act here:

[www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/](http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/)

The IMI will monitor take up and achievement of all Apprenticeships through its Apprenticeship Steering Group and take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

# On and off the job training

## Summary of on- and off-the-job training

Off-the-job training is the knowledge and Skills qualification plus the Employee Rights and Responsibilities (ERR) qualification, the Essential Skills Wales qualifications and Mentoring.

On-the-job training is the competence qualification.

The total amount of on-and-off the job training hours is:

Level 2

- Fast Fit: 1229 Hours
- Specialist Tyre Fitting: 1180 Hours

Level 3

- Fast Fit: 1040 Hours

## Off-the-job training

The total amount of off-the-job training hours is:

Level 2

Vehicle Fitting: 704 Hours  
Specialist Tyre Fitting: 668 Hours

Level 3

Fast Fit: 623 Hours

How this requirement will be met

Off-the-job training should:

achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager

allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers or guided study

Providers will not be required to record individual on and off the job training hours. However for certification purposes, the provider will be required to declare that the apprentice has completed the on and off the job training hour requirement as set out in this Apprenticeship framework.

Training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for apprenticeship certification.

#### Previous attainment

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Apprenticeship Certificate.

#### Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF 'Recognition of Prior Learning' procedures and the hours recorded may then count towards the off-the-job hours required to complete the apprenticeship.

For apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within five years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for five years duration.

#### Breakdown of off-the-job training hours:

Level 2 Fast Fit (Knowledge and Skills qualification 426 Hours + ERR 8 Hours + Essential Skills Wales 120 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 704 Hours

Specialist Tyre Fitting (Knowledge and Skills qualification 390 Hours + ERR 8 Hours + Essential Skills Wales 120 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 668 Hours

#### Level 3

Fast Fit (Knowledge and Skills qualification 345 Hours + ERR 8 Hours + Essential Skills Wales 120 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 623 Hours

#### Evidence for off-the-job training hours:

##### Level 2

Level 2 certificate for the knowledge and skills qualification for the relevant pathway  
Certificate showing achievement of the ERR Award Level

1 Key Skills Certificate showing achievement of Essential Skills Wales in Application of Number and Communication

## Level 3

Level 3 certificate for the knowledge and skills qualification for the relevant pathway  
Certificate showing achievement of the ERR Award

Level 2 Key Skills Certificate showing achievement of Essential Skills Wales in Application of Number and Communication

Apprenticeship Certificate application forms can be downloaded from: [www.motor.org.uk/standards-and-qualifications/downloads.html](http://www.motor.org.uk/standards-and-qualifications/downloads.html)

## On-the-job training

The total amount of Training Hours for on-the-job is:

### Level 2

- Fast Fit: 525 Hours
- Specialist Tyre Fitting: 512 Hours

### Level 3

- Fast Fit: 417 Hours

## How this requirement will be met

On-the-job training hours should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours

Providers will not be required to record individual on and off the job training hours. However for certification purposes, the provider will be required to declare that the apprentice has completed the on and off the job training hour requirement as set out in this Apprenticeship framework.

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and

documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim a percentage or more hours towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation'.

Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include: Selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body, following Essential Skills at a level higher than that specified in the framework including one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation

Apprenticeship/Apprenticeship Certificate or have been continuously employed in the industry for 5 years. Job roles within the Automotive Retail Industry require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the employer, provider and Apprentice. The IMI reserves the right to request a copy of one or more of these records when applying for an apprenticeship completion certificate.

Evidence for on-the-Job Training Hours:

Level 2

- Level 2 certificate showing achievement of the competence qualification for the relevant pathway

Level 3:

- Level 3 certificate showing achievement of the competence qualification for the relevant pathway

Apprenticeship Certificate application forms can be downloaded

from: <http://www.motor.org.uk/standards-and-qualifications/downloads.html> |

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]
-----------------------------

## Improving own learning and performance

[The employers that consulted do not require these Wider Key Skills to be separately delivered as part of this Apprenticeship. However, training providers and learners are encouraged to record when and where they are using these skills to provide evidence towards claiming prior learning of these Skills in the future. ]

## Working with others

[The employers that consulted do not require these Wider Key Skills to be separately delivered as part of this Apprenticeship. However, training providers and learners are encouraged to record when and where they are using these skills to provide evidence towards claiming prior learning of these Skills in the future. ]

## Problem solving

[The employers that consulted do not require these Wider Key Skills to be separately delivered as part of this Apprenticeship. However, training providers and learners are encouraged to record when and where they are using these skills to provide evidence towards claiming prior learning of these Skills in the future. ]



# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)