

apprenticeship FRAMEWORK

Vehicle Maintenance and Repair - 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?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR01442

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CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH 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 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

Alternatives for Essential Skill qualifications

Foundation apprenticeships (Level 2): Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

Apprenticeships (Level 3): Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

Higher Apprenticeships (Levels 4-7): Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

Employer Rights and Responsibilities (ERR)

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

Additional Information

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

Vehicle Maintenance and Repair - non statutory (Wales)

Contents

Framework summary	5
Framework information	9
Contact information	10
Revising a framework	11
Purpose of the framework	12
Entry conditions	15
Level 2: Foundation Apprenticeship in Vehicle Maintenance and Repair	17
Pathway 1: Light Vehicle	18
Pathway 2: Heavy Vehicle	26
Pathway 3: Motorcycle	34
Pathway 4: Auto Electrical and Mobile Electrical Installation	41
Pathway 5: Heavy Vehicle Trailer	48
Pathway 6: Lift Truck	55
Level 3: Apprenticeship in Vehicle Maintenance and Repair	62
Pathway 1: Light Vehicle	63
Pathway 2: Heavy Vehicle	71
Pathway 3: Motorcycle	79
Pathway 4: Auto Electrical and Mobile Electrical Installation	86
Pathway 5: Lift Truck	93
Level 4: Higher Apprenticeship in Vehicle Maintenance and Repair	100
Pathway 1: Advanced Diagnostics and Management Principals	101
Equality and diversity	108
On and off the job training	110
Wider key skills	117
Additional employer requirements	118

Framework summary

Vehicle Maintenance and Repair - non statutory

Foundation Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 2 include:

Pathway 1: Light Vehicle

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Principles

K2 - Level 2 Extended Diploma in Light Vehicle Maintenance and Repair Principles

Combined qualifications available to this pathway:

B1 - Not applicable

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: Heavy Vehicle

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles

K2 - Level 2 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 3: Motorcycle

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Motorcycle Maintenance and Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Motorcycle Maintenance and Repair Principles

K2 - Level 2 Extended Diploma in Motorcycle Maintenance and Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 4: Auto Electrical and Mobile Electrical Installation

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Competence

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 5: Heavy Vehicle Trailer

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 6: Lift Truck

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Lift Truck Maintenance & Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Lift Truck Maintenance & Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Vehicle Maintenance and Repair - non statutory

Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 3 include:

Pathway 1: Light Vehicle

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Principles

K2 - Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles

Combined qualifications available to this pathway:

B1 - Not applicable

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: Heavy Vehicle

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles

K2 - Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 3: Motorcycle

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Motorcycle Maintenance and Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Motorcycle Maintenance and Repair Principles

K2 - Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 4: Auto Electrical and Mobile Electrical Installation

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Competence

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 5: Lift Truck

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Lift Truck Maintenance & Repair Competence

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Lift Truck Maintenance & Repair Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Vehicle Maintenance and Repair - non statutory

Higher Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 4 include:

Pathway 1: Advanced Diagnostics and Management Principals

Competence qualifications available to this pathway:

C1 - Level 4 Certificate in Advanced Automotive Diagnostics and Management Fundamentals

Knowledge qualifications available to this pathway:

K1 - Level 4 Certificate in Vehicle Maintenance & Repair Principles

K2 - BTEC Level 4 HNC Diploma in Automotive Diagnostics and Management Principles

Combined qualifications available to this pathway:

B1 - N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Framework information

Information on the Publishing 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: 5	This framework includes:
Framework ID: FR01442	Level 2 Level 3 Level 4
Date this framework is to be reviewed by: 31/03/2014	This framework is for use in: Wales

Short description

Reliable transport keeps people, goods, services and the economy running smoothly. The industry relies on a steady flow of new entrants and apprentices help to meet this need. Apprentices at Level 2 (Service Technician) and Level 3 (Diagnostic Technician) will learn how to diagnose, test and repair a range of vehicles. Those at Level 4 (Master/Senior Technician or Workshop Controller) will learn how to become effective first time managers in a maintenance and repair workshop.

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

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Issuing Authority's contact details

Issued by: Institute of the Motor Industry
Issuer contact name: Stirling Wood
Issuer phone: 01992 511521
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Revising a framework

Contact details

Who is making this revision: Laura Beattie - Frameworks & Qualifications Developer
Your organisation: The Institute of the Motor Industry (IMI)
Your email address: laurab@motor.org.uk

Why this framework is being revised

To include newly accredited additional qualifications.

Summary of changes made to this framework

Inclusion of Level 4 qualifications.

Qualifications removed

N/A

Qualifications added

VRC's - Knowledge and Competency Based Qualifications

- 600/6174/1 - Edexcel Level 4 Certificate in Advanced Automotive Diagnostics and Management Fundamentals

VRQ's - Knowledge and Skills Based Qualifications

- 600/5636/8 - Edexcel BTEC Level 4 HNC Diploma in Automotive Diagnostics and Management Principles

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

Reliable transport keeps people, goods, services and the economy running smoothly. The industry relies on a steady flow of new entrants and apprentices help to meet this need. Apprentices at Level 2 (Service Technician) and Level 3 (Diagnostic Technician) will learn how to diagnose, test and repair a range of vehicles. Those at Level 4 (Master/Senior Technician or Workshop Controller) will learn how to become effective first time managers in a maintenance and repair workshop.

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

- the Automotive Retail Sector employs around twenty three thousand people in Wales and is a major contributor to the economy, generating £4.8 billion of turnover in Wales in 2008;
- maintenance and repair businesses account for 65% of employment in the Automotive Retail Sector in Wales and 90% of those businesses are micro employers, employing less than 10 people;
- 26% of the workforce from the Automotive Retail Industry in Wales are self employed workers and this Apprenticeship framework has the potential to encourage more people to start up their own business;
- the majority of the workforce is aged between 25-44 and is predominantly white male, however this Apprenticeship framework will help to encourage applications from a more diverse range of people;
- skilled trade occupations make up 44% of the workforce in Wales and this Apprenticeship framework opens up the skilled trades route at Level 2 and Level 3;
- more technicians at Level 2, Level 3 and Level 4 in maintenance and repair are needed to keep up with the technology used to diagnose, test and repair a range of vehicles including cars, vans, lorries, lift trucks and motorcycles; to respond to changing consumer demand for more efficient, economic and safer vehicles; to replace those who retire or leave; and to train as managers of the future.
- managers and leaders make up 19% of the workforce in Wales, however only 15% of managers and leaders in the Automotive Retail Sector are qualified at level 4 or above, so with the introduction of the new Level 4 pathway in this Apprenticeship framework it will help contribute towards meeting the higher level skills needs of the industry.

Traditionally Apprenticeships in the Automotive Retail Sector have been at Level 2 and Level 3. However, based on employer demand, a Level 4 Apprenticeship is now available in Vehicle Maintenance and Repair. This new Level 4 Apprenticeship provides a clear progression pathway for those Level 2 and Level 3 technicians who wish to progress into first line management whilst retaining their involvement with the technical aspects of maintenance and repair.

The Vehicle Maintenance and Repair Apprenticeship framework is popular in Wales with six hundred and seventy five Level 2 and Level 3 apprentices starting training in 2007/2008. This newly revised Apprenticeship framework builds upon the success of its predecessor, by including updated qualifications to meet both the changing skills needs of employers and the new Specification of Apprenticeship Standards for Wales (SASW).

This Apprenticeship will help to attract new people into the industry, tap into the talents of under-represented groups and contribute to the upskilling of the workforce at all levels.

Vehicle Maintenance and Repair apprentices at Level 2 in a Service Technician role and at Level 3 in a Diagnostic Technician role will work on a range of vehicles including light vehicles, heavy vehicles, motorcycles and lift trucks. Apprentices at Level 4 in a Master/Senior Technician or Workshop Controller role will oversee and have a hand in the work carried out by Service and Diagnostic Technicians.

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

- providing apprentices with the cross cutting employability and basic skills which the Welsh economy needs;
- creating a pathway into first line management to help meet the growing requirement for corporate managers across a wide and diverse range of sectors;
- contribute towards meeting the demand for workers in skilled trades and occupations in a low carbon and energy efficient economy;
- contribute towards the Welsh Government's goal of widening participation and raising aspirations by encouraging a more diverse range of applicants to work in the industry and follow a pathway into management and on to higher education.

Aims and objectives of this framework (Wales)

The aim of this framework is to attract new people into Vehicle Maintenance and Repair 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 at Level 2, Level 3 and Level 4
2. attract more applicants from women and other under-represented groups into Vehicle Maintenance and Repair posts at Levels 2, Level 3 and Level 4;
3. develop problem solving, communication, team working, literacy, numeracy and ICT skills which are a priority for the Automotive Retail Industry;
4. provide micro businesses, which account for the majority of businesses in the Automotive Retail Sector, with access to a quality training programme to help their businesses grow;
5. provide opportunities for career progression within Vehicle Maintenance and Repair , and

into the wider Automotive Retail Industry;

6. 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 Maintenance and Repair would suit someone who is interested in the technical aspects of motor vehicles, who likes practical work, is good with their hands, enjoys face to face contact with customers and enjoys identifying and fixing mechanical problems.

Employers are looking to attract applicants who have a keen interest in working in the Automotive Retail Industry in Vehicle Maintenance and Repair jobs and who have basic literacy and numeracy skills on which this Apprenticeship will build.

Applicants to this Apprenticeship, starting at Level 2, 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 in this framework for guidance about prior attainment and achievement. In the meantime, this is a short summary:

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.

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.

Transferable Skills, there are no allowances for the use of proxy qualifications or relaxation rulings against Essential Skills Wales, however, there are some arrangements that have been put in place to help with the transition from Key Skills to Essential Skills Wales detailed below:

Key Skills qualifications (in the same subject and at the same level) will be accepted as alternatives to Essential Skills Wales qualifications if registered on Key Skills before 31st August 2010 and achieved by 31st August 2011.

Proxy qualifications for Key Skills in ICT (only) will be accepted as alternatives to the Essential Skills Wales qualification in ICT if registered on the proxy qualification before 31st August 2010 and achieved by 31st August 2011.

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 identify the apprentice's learning and support needs and reflect these in the individual learning plan, recognising prior qualifications and experience.

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 2

Pathway 1:	Light Vehicle
Pathway 2:	Heavy Vehicle
Pathway 3:	Motorcycle
Pathway 4:	Auto Electrical and Mobile Electrical Installation
Pathway 5:	Heavy Vehicle Trailer
Pathway 6:	Lift Truck

Level 2, Pathway 1: Light Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Light Vehicle) - 196 credits in total.

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

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Light Vehicle Service Technician	Carry out routine light vehicle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9819/6	IMIAL	98	815	N/A
C1b	500/9975/9	City & Guilds	98	815	N/A
C1c	501/0196/1	EDEXCEL	98	815	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9818/4	IMIAL	78	640	N/A
K1b	500/9707/6	City & Guilds	78	640	N/A
K1c	501/0269/2	EDEXCEL	78	640	N/A
K1d	600/2143/3	ABC	78	640	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 2 Extended Diploma in Light Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1688/7	IMIAL	102	784	N/A

Combined qualifications available to this pathway

B1 - Not applicable					
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 and K2 provides the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

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 and Retail Business;
- a range of vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Advanced Apprenticeship in Vehicle Maintenance and Repair;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor, Service Receptionist or Maintenance Controller.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

Employee rights and responsibilities

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

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: Heavy Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle) - 199 credits in total

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

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Heavy Vehicle Service Technician	Carry out routine heavy vehicle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9813/5	IMIAL	101	855	N/A
C1b	501/0745/8	City & Guilds	101	855	N/A
C1c	501/0197/3	EDEXCEL	101	855	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9873/1	IMIAL	78	645	N/A
K1b	500/9982/6	City & Guilds	78	645	N/A
K1c	501/0192/4	EDEXCEL	78	645	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 2 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1687/5	IMIAL	102	789	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 and K2 provides the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

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 and Retail Business;
- a range of vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Advanced Apprenticeship in Vehicle Maintenance and Repair;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor, Service Receptionist or Maintenance Controller.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

Employee rights and responsibilities

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

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 3: Motorcycle

Description of this pathway

Maintenance and Repair (Motorcycle) - 185 credits in total.

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

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Motorcycle Service Technician	Carry out routine motorcycle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Motorcycle Maintenance and Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9817/2	IMIAL	95	810	N/A
C1b	500/9990/5	City & Guilds	95	810	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Motorcycle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9680/1	IMIAL	70	595	N/A
K1b	501/0288/6	City & Guilds	70	595	N/A
K1c	600/1965/7	ABC	70	595	N/A

K2 - Level 2 Extended Diploma in Motorcycle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1689/9	IMIAL	94	739	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 and K2 provides the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

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 and Retail Business;
- a range of vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Advanced Apprenticeship in Vehicle Maintenance and Repair;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor, Service Receptionist or Maintenance Controller.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

Employee rights and responsibilities

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

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 4: Auto Electrical and Mobile Electrical Installation

Description of this pathway

Vehicle Maintenance and Repair (Auto Electrical and Mobile Electrical Installation) - 178 credits in total.

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

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Auto Electrical Technician	Carry out the removal and replacement of electrical units and components including inspecting, locating and correcting faults, system enhancements, installation and testing.
Mobile Electrical Installation Technician	Carry out routine installation and testing of new security, audio or navigation equipment, advising customers on different equipment.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9820/2	IMIAL	88	727	N/A
C1b	501/0133/X	City & Guilds	88	727	N/A
C1c	501/0250/3	EDEXCEL	88	727	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9824/X	IMIAL	70	568	N/A
K1b	501/0132/8	City & Guilds	70	568	N/A
K1c	501/0195/X	EDEXCEL	70	568	N/A
K1d	600/2115/9	ABC	70	568	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.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

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 and Retail Business;
- a range of vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Advanced Apprenticeship in Vehicle Maintenance and Repair;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor, Service Receptionist or Maintenance Controller.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

Employee rights and responsibilities

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

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 5: Heavy Vehicle Trailer

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle Trailer) - 156 credits in total.

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

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Heavy Vehicle Trailer Technician	Carry out routine heavy vehicle trailer maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0441/1	IMIAL	77	652	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0383/2	IMIAL	59	487	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.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

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 and Retail Business;
- a range of vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Advanced Apprenticeship in Vehicle Maintenance and Repair;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor, Service Receptionist or Maintenance Controller.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

Employee rights and responsibilities

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

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 6: Lift Truck

Description of this pathway

Vehicle Maintenance and Repair (Lift Truck) - 206 credits in total.

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

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Lift Truck Technician	Carry out routine lift truck maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Lift Truck Maintenance & Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0440/X	IMIAL	103	865	N/A
C1b	600/3572/9	EDEXCEL	103	865	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Lift Truck Maintenance & Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0389/3	IMIAL	83	690	N/A
K1b	600/3571/7	EDEXCEL	83	690	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.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

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 and Retail Business;
- a range of vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL TWO FOUNDATION APPRENTICESHIP:

- Level 3 Advanced Apprenticeship in Vehicle Maintenance and Repair;
- Employment into a range of jobs at Level 2 and 3 such as Service Advisor, Service Receptionist or Maintenance Controller.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

Employee rights and responsibilities

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

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 Maintenance and Repair

Pathways for this framework at level 3

- | | |
|------------|--|
| Pathway 1: | Light Vehicle |
| Pathway 2: | Heavy Vehicle |
| Pathway 3: | Motorcycle |
| Pathway 4: | Auto Electrical and Mobile Electrical Installation |
| Pathway 5: | Lift Truck |

Level 3, Pathway 1: Light Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Light Vehicle) - 181 credits in total.

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

None other than those under general entry conditions.

Job title(s)	Job role(s)
Light Vehicle Diagnostic Technician	Carry out light vehicle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9815/9	IMIAL	88	640	N/A
C1b	501/0017/8	City & Guilds	88	640	N/A
C1c	501/0248/5	EDEXCEL	88	640	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9814/7	IMIAL	73	605	N/A
K1b	501/0019/1	City & Guilds	73	605	N/A
K1c	501/0193/6	EDEXCEL	73	605	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1691/7	IMIAL	101	749	N/A

Combined qualifications available to this pathway

B1 - Not applicable					
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 and K2 provides the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

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 Maintenance and Repair
- 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 Principal Learning Qualifications in Engineering and Retail Business
- academic qualification(s) such as one or more GCSEs

PROGRESSION FROM THIS LEVEL THREE APPRENTICESHIP:

- Level 4 Apprenticeship in Vehicle Maintenance and Repair
- into employment in a range of Level 3 and 4 jobs such as Workshop Controller, Service Adviser or Service Manager.
- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology visit <http://www.fdf.ac.uk> for more information
- after further training and development onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

UCAS points for this pathway: N/A

Employee rights and responsibilities

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

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, Pathway 2: Heavy Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle) - 201 credits in total.

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

None other than those under general entry conditions

Job title(s)	Job role(s)
Heavy Vehicle Diagnostic Technician	Carry out heavy vehicle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9823/8	IMIAL	102	865	N/A
C1b	500/9984/X	City & Guilds	102	865	N/A
C1c	501/0249/7	EDEXCEL	102	865	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9812/3	IMIAL	79	670	N/A
K1b	500/9983/8	City & Guilds	79	670	N/A
K1c	501/0194/8	EDEXCEL	79	670	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1690/5	IMIAL	106	794	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 and K2 provides the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

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 Maintenance and Repair
- 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 Principal Learning Qualifications in Engineering and Retail Business
- academic qualification(s) such as one or more GCSEs

PROGRESSION FROM THIS LEVEL THREE APPRENTICESHIP:

- Level 4 Apprenticeship in Vehicle Maintenance and Repair
- into employment in a range of Level 3 and 4 jobs such as Workshop Controller, Service Adviser or Service Manager.
- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology visit <http://www.fdf.ac.uk> for more information
- after further training and development onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

UCAS points for this pathway: N/A

Employee rights and responsibilities

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

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, Pathway 3: Motorcycle

Description of this pathway

Vehicle Maintenance and Repair (Motorcycle) - 201 credits in total.

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

None other than those under general entry conditions.

Job title(s)	Job role(s)
Motorcycle Diagnostic Technician	Carry out motorcycle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Motorcycle Maintenance and Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9685/0	IMIAL	102	861	N/A
C1b	501/0023/3	City & Guilds	102	861	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Motorcycle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9684/9	IMIAL	79	665	N/A
K1b	501/0021/X	City & Guilds	79	665	N/A

K2 - Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1881/1	IMIAL	107	809	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 and K2 provides the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

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 Maintenance and Repair
- 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 Principal Learning Qualifications in Engineering and Retail Business
- academic qualification(s) such as one or more GCSEs

PROGRESSION FROM THIS LEVEL THREE APPRENTICESHIP:

- Level 4 Apprenticeship in Vehicle Maintenance and Repair
- into employment in a range of Level 3 and 4 jobs such as Workshop Controller, Service Adviser or Service Manager.
- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology visit <http://www.fdf.ac.uk> for more information
- after further training and development onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

UCAS points for this pathway: N/A

Employee rights and responsibilities

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

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, Pathway 4: Auto Electrical and Mobile Electrical Installation

Description of this pathway

Vehicle Maintenance and Repair (Auto Electrical and Mobile Electrical Installation) - 158 credits in total.

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

None other than those under general entry conditions.

Job title(s)	Job role(s)
Auto Electrician Diagnostic Technician	Carry out the diagnosing and rectification of electrical systems, unit and component faults including inspections, removal and replacement of electrical units and component, and electrical system and vehicle enhancements.
Mobile Electrical Installation Diagnostic Technician	Carry out installation and testing of new security, audio or navigation equipment. Advise customers on equipment specification and suitability. Diagnose and repair faults with any installed equipment.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9938/3	IMIAL	76	618	N/A
C1b	501/0129/8	City & Guilds	76	618	N/A
C1c	501/0251/5	EDEXCEL	76	618	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9691/6	IMIAL	62	498	N/A
K1b	501/0131/6	City & Guilds	62	498	N/A
K1c	501/0198/5	EDEXCEL	62	498	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.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

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 Maintenance and Repair
- 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 Principal Learning Qualifications in Engineering and Retail Business
- academic qualification(s) such as one or more GCSEs

PROGRESSION FROM THIS LEVEL THREE APPRENTICESHIP:

- Level 4 Apprenticeship in Vehicle Maintenance and Repair
- into employment in a range of Level 3 and 4 jobs such as Workshop Controller, Service Adviser or Service Manager.
- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology visit <http://www.fdf.ac.uk> for more information
- after further training and development onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

UCAS points for this pathway: N/A

Employee rights and responsibilities

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

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, Pathway 5: Lift Truck

Description of this pathway

Vehicle Maintenance and Repair (Lift Truck) - 213 credits in total.

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

None other than those under general entry conditions.

Job title(s)	Job role(s)
Lift Truck Diagnostic Technician	Carry out lift truck maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Lift Truck Maintenance & Repair Competence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0392/3	IMIAL	104	875	N/A
C1b	600/3570/5	EDEXCEL	104	875	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Lift Truck Maintenance & Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0438/1	IMIAL	89	740	N/A
K1b	600/3564/X	EDEXCEL	89	740	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.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

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 Apprenticeship in Vehicle Maintenance and Repair
- 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
- academic qualification(s) such as one or more GCSEs

PROGRESSION FROM THIS LEVEL THREE APPRENTICESHIP:

- Level 4 Apprenticeship in Vehicle Maintenance and Repair
- into employment in a range of Level 3 and 4 jobs such as Workshop Controller, Service Adviser or Service Manager.
- onto a Foundation degree for example, in Automotive Engineering or Automotive Technology www.fdf.ac.uk/
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

Careers Information on the Automotive Industry visit www.autocity.org.uk/

UCAS points for this pathway: N/A

Employee rights and responsibilities

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

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 4

Title for this framework at level 4

Higher Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 4

Pathway 1: Advanced Diagnostics and Mangement Principals

Level 4, Pathway 1: Advanced Diagnostics and Mangement Principals

Description of this pathway

Vehicle Maintenance and Repair (Advanced Diagnostics and Mangement Principals) - 173 credits in total.

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

To enter onto the (Advanced Diagnostics and Mangement Principals) pathway at Level 4 it is advised that the learner should have completed a Level 3 Apprenticeship in Vehicle Maintenance and Repair or have prior experience of working in the industry at this level.

Job title(s)	Job role(s)
Master/Senior Technician	Take responsibility for diagnosing and rectifying the most challenging technical automotive vehicle problems whilst assisting other technicians in developing their skills and competencies by providing technical support and coaching.
Workshop Controller	Take responsibility for the efficient running of the workshop, manage a team, delegate workload, and maintain workshop productivity. Advise customers on technical problems, gain authorisation from customers to carry out additional work and deal with customer complaints.

Qualifications

Competence qualifications available to this pathway

C1 - Level 4 Certificate in Advanced Automotive Diagnostics and Management Fundamentals					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/6174/1	Edexcel	36	237	N/A

Knowledge qualifications available to this pathway

K1 - Level 4 Certificate in Vehicle Maintenance & Repair Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0439/3	IMIAL	70	556	N/A

K2 - BTEC Level 4 HNC Diploma in Automotive Diagnostics and Management Principles					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/5636/8	Edexcel	120	480	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 and K2 provide the underpinning knowledge and understanding for C1.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL FOUR HIGHER APPRENTICESHIP

- a Level 3 Apprenticeship in Vehicle Maintenance and Repair;
- relevant work experience in Vehicle Maintenance and Repair at Level 3;
- a range of Level 3 vocational or academic qualification(s).

PROGRESSION FROM THIS LEVEL FOUR HIGHER APPRENTICESHIP:

- Level 5 Higher Apprenticeship in Automotive Management and Leadership;
- onto a Foundation degree for example, in Automotive Engineering or Automotive Technology;
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit www.autocity.org.uk.

UCAS points for this pathway: N/A

Employee rights and responsibilities

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

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.

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 the automotive retail sector in Wales for 2007/2008 (which are the latest statistics available) 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 a perceived lack of 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;
- the (14-16) Motor Vehicle Vocational Training Programme, which raises awareness of the Automotive Retail Industry in schools;
- 1st Gear and Accelerate - Membership communities for younger audiences, which provides information on the Automotive Retail Industry;
- Headlight and Indicate - free business studies and mathematics resources available for schools with the Automotive Retail industry as the exciting backdrop;
- Autocity - Careers website for the Automotive Retail 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 have an average of two hours mentoring a week for all pathways and all levels.

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 the guidance on the Equality Act here:

www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/

The IMI is monitoring 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 the framework review and through our sector quals strategy.

On and off the job training (Wales)

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.

Total On-and-Off the Job Training Hours

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

Level 2

- Light Vehicle: 1793 Hours
- Heavy Vehicle: 1838 Hours
- Motorcycle: 1743 Hours
- Auto Electrics/Mobile Electrics: 1633 Hours
- Heavy Vehicle Trailer: 1477 Hours
- Lift Truck: 1893 Hours

Level 3

- Light Vehicle: 1583 Hours
- Heavy Vehicle: 1873 Hours
- Motorcycle: 1864 Hours
- Auto Electrics/Mobile Electrics: 1454 Hours
- Lift Truck: 1953 Hours

Level 4

- Advanced Diagnostics and Mangement: 1511 Hours

Off-the-job training

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

Level 2

- Light Vehicle: 978 Hours

- Heavy Vehicle: 983 Hours
- Motorcycle: 933 Hours
- Auto Electrics/Mobile Electrics: 906 Hours
- Heavy Vehicle Trailer: 825 Hours
- Lift Truck: 1028 Hours

Level 3

- Light Vehicle: 943 Hours
- Heavy Vehicle: 1008 Hours
- Motorcycle: 1003 Hours
- Auto Electrics/Mobile Electrics: 836 Hours
- Lift Truck: 1078 Hours

Level 4

- Advanced Diagnostics and Management: 894 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

- Light Vehicle (Knowledge and Skills qualification 640 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 978 Hours
- Heavy Vehicle (Knowledge and Skills qualification 645 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 983 Hours
- Motorcycle (Knowledge and Skills qualification 595 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 933 Hours
- Auto Electrics/Mobile Electrics (Knowledge and Skills qualification 568 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 906 Hours

- Heavy Vehicle Trailer (Knowledge and Skills qualification 487 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 825 Hours
- Lift Truck (Knowledge and Skills qualification 690 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 1028 Hours

Level 3

- Light Vehicle (Knowledge and Skills qualification 605 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 943 Hours
- Heavy Vehicle (Knowledge and Skills qualification 670 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 1008 Hours
- Motorcycle (Knowledge and Skills qualification 665 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 1003 Hours
- Auto Electrics/Mobile Electrics (Knowledge and Skills qualification 498 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 836 Hours
- Lift Truck (Knowledge and Skills qualification 740 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 1078 Hours

Level 4

- Advanced Diagnostics and Management (Knowledge and Skills qualification 556 Hours + ERR 8 Hours + Essential Skills Wales 180 Hours (60 Hours for each Skill) + Mentoring 150 Hours (an average of 2 Hours per week)) = 894 Hours

Evidence for off-the-job training hours:

Level 2

- Copy of certificate of achievement of the Level 2 Knowledge qualification (VRQ) for the relevant pathway.
- Copy of certificate of achievement of Level 1 Essential Skills Wales qualification in English.
- Copy of certificate of achievement of Level 1 Essential Skills Wales qualification in Mathematics.
- Copy of certificate of achievement of Level 1 Essential Skills Wales qualification in ICT.
- Copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.

- Although evidence of mentoring will not be required at certification, apprentices must be encouraged to keep a record of the mentoring sessions, perhaps through the use of a private diary.

Level 3

- Copy of certificate of achievement of the Level 3 Knowledge qualification (VRQ)
- Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in English.
- Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in Mathematics.
- Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in ICT.
- Copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- Although evidence of mentoring will not be required at certification, apprentices must be encouraged to keep a record of the mentoring sessions, perhaps through the use of a private diary.

Level 4

- Copy of certificate of achievement of the Level 4 Knowledge qualification (VRQ)
- Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in English.
- Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in Mathematics.
- Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in ICT.
- Copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification
- Although evidence of mentoring will not be required at certification, apprentices must be encouraged to keep a record of the mentoring sessions, perhaps through the use of a private diary.

On-the-job training

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

Level 2

- Light Vehicle: 815 Hours
- Heavy Vehicle: 855 Hours
- Motorcycle: 810 Hours
- Auto Electrics/Mobile Electrics: 727 Hours
- Heavy Vehicle Trailer: 652 Hours
- Lift Truck: 865 Hours

Level 3

- Light Vehicle: 640 Hours
- Heavy Vehicle: 865 Hours
- Motorcycle: 861 Hours
- Auto Electrics/Mobile Electrics: 618 Hours
- Lift Truck: 875 Hours

Level 4

- Advanced Diagnostics and Mangement: 617 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:

Copy of certificate of achievement of the Level 2 Competence qualification (VCQ) for the relevant pathway

Level 3:

Copy of certificate of achievement of the Level 3 Competence qualification (VCQ) for the relevant pathway

Level 4:

Copy of certificate of achievement of the Level 4 Competence qualification (VCQ) for the relevant pathway

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

The employers 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. Each apprentice is entitled to an average of two hours a week for mentoring. This time will contribute towards evidence for the achievement of Improving Own Learning and Performance.

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. Each apprentice is entitled to an average of two hours a week for mentoring. This time will contribute towards evidence for the achievement of Problem Solving.

Additional employer requirements

None.

apprenticeship
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