

# apprenticeship FRAMEWORK

## Vehicle Body and Paint - non statutory (Wales)

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

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

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

### Latest framework version?

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

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# Vehicle Body and Paint - non statutory (Wales)

## Contents

### [Contents](#)

Framework information .....	4
Contact information .....	5
Revising a framework .....	6
Purpose of this framework .....	10
Entry conditions for this framework .....	13
Level 2: Foundation Apprenticeship in Vehicle Body and Paint .....	15
Pathway 1: Mechanical, Electrical and Trim .....	16
Pathway 2: Body Building .....	23
Pathway 3: Body Repair .....	32
Pathway 4: Body Refinishing .....	41
Pathway 5: Automotive Glazing .....	51
Level 3: Apprenticeship in Vehicle Body and Paint .....	62
Pathway 1: Mechanical, Electrical and Trim .....	63
Pathway 2: Body Building .....	73
Pathway 3: Body Repair .....	83
Pathway 4: Body Refinishing .....	93
Pathway 5: Vehicle Damage Assessment .....	103
Equality and diversity .....	<b>Error! Bookmark not defined.</b> 115
On and off the job training .....	117

# Framework information

## Information on the Issuing Authority for this framework:

**Institute of the Motor Industry**

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

Issue number: [5]	<b>This framework includes:</b>
Framework ID: [FR04273]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [31/12/2020]	<b>This framework is for use in: Wales</b>

## Short description

[The industry relies on a steady flow of new entrants and apprentices help to meet the skills needs of employers and to replace an ageing workforce. Foundation apprentices (Level 2) will train as technicians repairing and restoring body and paintwork or repairing and replacing automotive glazing on a range of light and heavy vehicles. Apprentices (Level 3) will train as senior technicians or as Vehicle Damage Assessors, appraising vehicle damage, assessing vehicle repair methods and estimating costs.

# Contact information

## Proposer of this framework

[The Institute of the Motor Industry uses a range of employer engagement mechanisms to ensure that all Apprenticeships continue to meet the needs of employers of all sizes and to identify the demand for new pathways and levels. Mechanisms involve focus groups, on line surveys and where appropriate, a steering group, for example, the development of the recent Higher Apprenticeship for the industry included employers such as Ford, Jaguar Land Rover, Mercedes Benz and Renault Trucks. The new Vehicle Damage Assessment pathway in this framework has been developed with the help of employers, including Nationwide Crash Repair. This framework is published by the IMI on a non-statutory basis prior to the designation of Issuing Authorities for Wales.]

## Developer of this framework

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## Contact Details

Who is making this revision [Laura Henderson - Frameworks & Qualifications Developer]

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

Your email address: [apprenticeships@theimi.org.uk]

# Revising a framework

## Why this framework is being revised

[This framework is being revised to:

- Add a new competency qualification and a new knowledge qualification to Level 2 pathway 5 - Automotive Glazing pathway.
- Remove qualifications that have expired or been withdrawn from Level 2 pathways 1, 2, 3, 4 and 5
- Remove Level 2 pathway 6 -Windscreen Repair.
- Remove qualifications that have expired or been withdrawn from Level 3 pathways 1, 2,3, 4 and 5
- Update the name of the IMI Awarding Organisation from IMIAL to IMI.]

## Summary of changes made to this framework

[The changes made to this framework are as follows:

### Level 2 - Pathways 1, 2, 3, 4, 5 & 6:

- 16 expired/withdrawn VCQ/VRQ qualifications removed
- 1 expired/withdrawn ERR qualification removed from each pathway
- 1 new VCQ qualification and 1 new VRQ qualification added to Pathway 5 - Automotive Glazing
- Removal of Pathway 6 - Windscreen
- IMI Awarding Organisation name change from IMIAL to IMI

### Level 3 - Pathways 1, 2, 3, 4 & 5:

- 7 expired or withdrawn qualifications removed
- 1 expired/withdrawn ERR qualification removed from each pathway
- IMI Awarding Organisation name change from IMIAL to IMI

## Qualifications removed

[These qualifications have been removed:

### Level 2 Pathway 1: Mechanical, Electrical and Trim (MET)

Competence:

- 600/3717/9 Edexcel Level 2 Diploma in Vehicle accident Repair Mechanical Electrical and

### Trim (MET) Competence

#### Knowledge:

- 600/3716/7 Edexcel Level 2 Diploma in Vehicle accident Repair Mechanical Electrical and Trim (MET) Principles

#### Employee Rights and Responsibilities (ERR):

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

### **Level 2 Pathway 2: Body Building:**

#### Competence:

- 600/3552/3 Edexcel Level 2 Diploma in Body Building Competence

#### Knowledge:

- 600/3580/8 Edexcel Level 2 Diploma in Body Building Principles

#### Employee Rights and Responsibilities (ERR):

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

### **Level 2 Pathway 3 Body Repair:**

#### Competence:

- 600/3586/9 Edexcel Level 2 Diploma in Vehicle Accident Repair Body Competence

#### Knowledge:

- 600/3563/8 Edexcel Level 2 Diploma in Vehicle Accident Repair Body Principles

#### Employee rights and Responsibilities (ERR):

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

### **Level 2 Pathway 4: Body Refinishing:**

#### Competence:

- 600/3583/3 Edexcel Level 2 Diploma in Vehicle Accident Repair Paint Competence

#### Knowledge:

- 600/3584/5 Edexcel Level 2 Diploma in Vehicle Accident Repair Paint Principles

#### Employee Rights and Responsibilities (ERR):

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

### **Level 2 Pathway 5: Automotive Glazing**

#### Competence:

- 500/7737/5 GQA Level 2 NVQ Diploma in Automotive Glazing
- 500/8390/9 IMIAL Level 2 NVQ Diploma in Automotive Glazing

#### Knowledge:

- 500/7768/5 GQA Level 2 Certificate in Glass Related Operations
- 600/2434/3 IMIAL Level 2 Certificate in Glass Related Operations

#### Employee Rights and Responsibilities (ERR):

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

## **Level 2 Pathway 6: Windscreen Repair (Pathway Removed)**

Competence:

- 500/8392/2 IMIAL Level 2 NVQ Certificate in Windscreen Repair
- 500/7782/X GQA Level 2 NVQ Certificate in Windscreen Repair

Knowledge:

- 600/2434/3 IMIAL Level 2 Certificate in Glass Related Operations
- 500/7768/5 GQA Level 2 Certificate in Glass Related Operations

Employee Rights and Responsibilities (ERR):

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

## **Level 3**

### **Level 3 Pathway 1: Mechanical, Electrical and Trim**

Employee Rights and Responsibilities (ERR):

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

### **Level 3 Pathway 2: Body Building**

Competence:

- 600/3555/9 Edexcel Level 3 Diploma in Body Building Competence

Knowledge:

- 600/3553/5 Edexcel Level 3 Diploma in Body Building Principles

Employee Rights and Responsibilities (ERR):

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

### **Level 3 Pathway 3: Body Repair**

Competence:

- 600/3578/X Edexcel Level 3 Diploma in Vehicle Accident Repair Body Competence

Knowledge:

- 600/3715/5 Edexcel Level 3 Diploma in Vehicle Accident Repair Body Principles

Employee Rights and Responsibilities (ERR):

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

### **Level 3 Pathway 4: Body Refinishing**

Competence:

- 600/3562/6 Edexcel Level 3 Diploma in Vehicle Accident Repair Paint Competence

Knowledge:

- 600/3579/1 Edexcel Level 3 Diploma in Vehicle Accident Repair Paint Principles

Employee Rights and Responsibilities (ERR):

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

### **Level 3 Pathway 5: Vehicle Damage Assessment**



Employee Rights and Responsibilities (ERR):  
600/3713/1 Edexcel Level 2 Award in Knowledge of Employee Rights and Responsibilities for the Automotive Sector

### Qualifications added

#### Level 2 Apprenticeship for Automotive Glazing Pathway 5

Competence:

- 603/2536/7 IMI Level 2 NVQ Diploma for Autoglazing Technicians

Knowledge:

- 603/2526/4 IMI Level 2 Certificate in Automotive Glass Related Operations

### Qualifications that have been extended

N/A

# Purpose of this framework

## Summary of the purpose of the framework

### Profile of the Automotive Retail Industry in Wales

The Automotive Retail Industry employs around twenty three thousand people in Wales and is a major contributor to the economy. Vehicle maintenance and repair businesses account for 65% of employment in the Automotive Retail Industry in Wales and 90% of those businesses are micro employers, employing less than 10 people. Around a quarter of the automotive workforce in Wales are self employed.

The average age of the workforce is 40 years with 18% aged between 16 and 24 (in the UK) and there is a need to replace those who retire or leave. This compares with the employed workforce in Wales and the wider UK which is ageing. The automotive workforce is predominantly male (97.5%), which reflects the distribution of employment by occupation and sector in Wales, which is strongly gendered, with men occupying the vast majority of skilled trades and operative employment while women dominate in administrative/secretarial and personal service occupations.

95% of the workforce is White, with just under 5% from Black and other ethnic minority groups. This reflects the employed workforce in Wales where 4% are of ethnic minority origin, and this has changed little in recent years.

### Challenges facing employers in Wales and the Welsh economy

The following skills priorities for Wales have been extracted from the National Strategic Skills Audit for Wales 2011 and highlights where the Apprenticeship in Vehicle Body and Paint will contribute to meeting these priorities and to the continuing needs of employers in Wales.

#### **1. There is a continued demand for workers in skilled trades occupations and jobs requiring intermediate level skills will continue to be important**

- more technicians are needed at Levels 2 and 3 in Vehicle Body and Paint to keep up with the technology to repair, build, paint and refinish bodywork, for a range of light vehicles and heavy vehicles;
- at Level 3 there is a demand for employees who are able to appraise vehicle damage, assess vehicle repair methods and estimate costs.

#### **2. High level skills and jobs will be critical to the Welsh economy**

- this Apprenticeship framework provides progression pathway to the Level 4 in Advanced Diagnostics and Management Principles, potentially onto the Automotive Leadership and Management Higher Apprenticeship (Level 5) and progression opportunities into further and higher education.

#### **3. A growing requirement for corporate managers across a wide and diverse range of Sectors and economy-wide skills needs, including managers capability in effectively exploiting technology**

- only 15% of managers and leaders in the Automotive Retail Sector are qualified at Level 4 or above, therefore this framework provides an opportunity to upskill their existing staff and to attract new employees to grow their own managers of the future. Most pathways at each Level include ICT as mandatory and this, coupled with the computerised technology used in the sector provides all apprentices with the skills they need to exploit technology in their jobs.
- managers and leaders form the second biggest occupational group with only 6% qualified to a high skill level of level 4 and above.

#### **4. An economy-wide need to enhance cross-cutting employability and basic skills. Including literacy and numeracy, and ICT skills.**

This Apprenticeship includes Essential Skills Wales of Communication, Application of Number and ICT as mandatory.

#### **Employer support for Apprenticeships in Vehicle Body and Paint**

With lower numbers of vehicle body and paint employers in Wales, around 80 apprentices start this Apprenticeship each year. There is nation- wide shortage of applicants for careers in these occupations and take up is expected to continue to be fairly low, as there has been no career path for Level 2 apprentices until now. When employers and potential apprentices recognise the career progression which the new Level 3 pathway for Vehicle Damage Assessors opens up, numbers are expected to increase over time. The Apprenticeship (Level 3) also provides the underpinning knowledge and understanding to prepare apprentices for Automotive Technician Status for Vehicle Damage Assessors.

#### **Specific Job Roles for apprentices**

- Foundation apprentices (Level 2) will train as technicians assessing and repairing the damage, restoring body and paintwork and automotive glazing on a range of light and heavy vehicles;
- Apprentices (Level 3) will train as senior technicians repairing the damage, restoring body and paintwork, on a range of light and heavy vehicles or as Vehicle Damage Assessors, appraising vehicle damage, assessing vehicle repair methods and estimating costs.

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

The aim of this framework is to attract new people into Vehicle Body and Paint 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. increase the number of existing staff qualified to technician and senior technician Level;
2. attract more applications from women and other under-represented groups into Vehicle Body and Paint jobs at Levels 2 and 3;
3. develop 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

Industry with access to a quality training programme to help their businesses grow;  
provide opportunities for career progression within vehicle body and paint, into the wider  
Automotive Retail Industry in Wales, or for apprentices to start their own business.]

# Entry conditions for this framework

Apprenticeships are seen as a vital route to attract a greater diversity of individuals into the industry, therefore, entry conditions to this framework have been made extremely flexible.

Most employers are especially interested in applicants who can demonstrate:

- a positive, “can do” attitude and a willingness to work hard;
- good communication skills on which this Apprenticeship will build;
- an understanding of the importance to the business of providing excellent customer service at all times.

All pathways in this framework will require good manual dexterity, will involve handling heavy equipment and spending long periods standing.

Applicants may have a range of differing experiences, achievements and/or qualifications.

Examples of entry requirements that employers may look for include:

- previous work experience or employment, supported by a portfolio of evidence; or
- voluntary or community based work; or
- proof of completion of non accredited courses; or
- achievement of Awards, Certificates or Diplomas; or
- any of the Essential Skills Wales or Wider Key Skills; or
- achievement of Principal Learning Qualification in Retail Business which has automotive retail content, Manufacturing & Product Design or Engineering as part of the Welsh Baccalaureate; or
- Welsh Baccalaureate – any level; or
- GCSEs in English, Maths and Science.

## **Initial assessment and identifying prior learning and achievement:**

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs. This process will identify prior qualifications and experience which may count towards achievement of the framework. Where this is the case, the Apprenticeship must be customised so that apprentices undertake new learning at a higher level and develop new skills. For example:

- where Foundation Apprentices (Level 2) have already achieved one or more of the Essential Skills Wales, at Level 1 on entry, they will be encouraged to undertake these skills at Level 2 as part of the Foundation Apprenticeship (Level 2).
- where Apprentices (Level 3) have achieved the competence and/or knowledge qualification, the programme should be customised to enable the apprentice to undertake additional units from the competence/knowledge qualifications, at the same or higher level, or one or more of the Wider Key Skills.

Evidence of customisation, (copies of certificates for qualifications, units etc) must be demonstrated

at certification.]

# Level 2

Title for this framework at level 2

## Foundation Apprenticeship in Vehicle Body and Paint

Pathways for the framework at level 2:

Pathway 1:	Mechanical, Electrical and Trim
Pathway 2:	Body Building
Pathway 3:	Body Repair
Pathway 4:	Body Refinishing
Pathway 5:	Automotive Glazing

# Level 2, Pathway 1: Mechanical, Electrical and Trim

## Description of this pathway

### Vehicle Body and Paint (Mechanical, Electrical and Trim)

Total minimum credits: 135 credits, representing:

- Competence: 63 credits;
- Knowledge: 52 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

N/A



Job title(s)	Job role(s)
Mechanical & Electrical Trim Technician	Identifying, removing and refitting damaged mechanical and electrical components on vehicles, using welding and soldering equipment and ensuring the vehicle is in working order.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9682/5	IMI	63	540	N/A
C1b	501/0123/7	City & Guilds	63	540	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9687/4	IMI	52	445	N/A
K1b	501/0124/9	City & Guilds	52	445	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

## **Mechanical & Electrical Trim Technician**

- Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence;
- Level 2 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

# Essential Skills

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

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

## Communication

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

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

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

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

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

[Framework Developer to complete with relevant info]

## UCAS points for this pathway:

[Framework Developer to complete with relevant info]

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

[Framework Developer to complete with relevant info ]

|

# Level 2, Pathway 2: Body Building

## Description of this pathway

### Vehicle Body and Paint (Body Building)

Total minimum credits: 128 credits, representing:

- Competence: 58 credits;
- Knowledge: 50 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

N/A

Job title(s)	Job role(s)
Body Building Technician	Responsible for the measuring, marking out, cutting and assembling body panels and units from various metals and materials. Removing standard components and fitting new custom made components.



# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 Diploma in Body Building Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0286/4	IMI	58	499	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Diploma in Body Building Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0284/0	IMI	50	425	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

Body Building Technician:

- Level 2 Diploma in Body Building Competence; AND
- Level 2 Diploma in Body Building Principles.

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## **PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):**

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).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## **PROGRESSION FROM THIS FOUNDATION APPRENTICESHIP (LEVEL 2):**

### **Jobs:**

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Body Building Technician;
- following further training and development, apprentices can progress to a range of jobs such as a Senior Body Building Technician, Body Shop Adviser or Service Adviser.

### **Apprenticeships:**

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as Vehicle Parts or Vehicle Maintenance & Repair.

### **Further Education:**

- Level 3 Diploma in Body Building Principles;
- Level 3 Diploma for Assessors of Accident Damaged Vehicles

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

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

### Delivery and Assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

## Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed

off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

## **Evidence**

When applying for the Foundation Apprenticeship, a certificate of achievement of the ERR award must be retained in the apprentice's portfolio and is subject to audit.

# Level 2, Pathway 3: Body Repair

## Description of this pathway

### Vehicle Body and Paint (Body Repair)

Total minimum credits: 202 credits, representing:

- Competence: 101 credits;
- Knowledge: 81 credits:
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits; ERR: 2 credits.

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

N/A



Job title(s)	Job role(s)
Panel Technician	Assess the level of damage on the vehicle, make decisions on whether the vehicle is repairable, remove damaged panels, repair damaged panels and chassis. Also inform customers of work carried out and any additional work required

# Qualifications

## Competence qualifications available to this pathway

### C1 – - Level 2 Diploma in Vehicle Accident Repair Body Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9686/2	IMI	101	910	N/A
C1b	501/0022/1	City & Guilds	101	910	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Diploma in Vehicle Accident Repair Body Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9689/8	IMI	81	710	N/A
K1b	501/0016/6	City & Guilds	81	710	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Panel Technician:

- Level 2 Diploma in Vehicle Accident Repair Body Competence; AND
- Level 2 Diploma in Vehicle Accident Repair Body Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

### Jobs:

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Panel Technician;
- following further training and development, apprentices can progress to a range of jobs such as a Senior Panel Technician, Body Shop Adviser or Service Adviser.

### Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as Vehicle Parts or Vehicle Maintenance & Repair.

### Further Education:

- Level 3 Diploma in Vehicle Accident Repair Body Principles;
- Level 3 Diploma for Assessors of Accident Damaged Vehicles

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

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

## Recording

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

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here:

<http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

## **Evidence**

When applying for the Foundation Apprenticeship, a certificate of achievement of the ERR award must be retained in the apprentice's portfolio and is subject to audit.



# Level 2, Pathway 4: Body Refinishing

## Description of this pathway

### Vehicle Body and Paint (Body Refinishing)

Total minimum credits: 166 credits, representing:

- Competence: 81 credits;
- Knowledge: 65 credits:

Essential Skills Wales: Communication, Application of Number and ICT: 18 credits; ERR: 2 credits.

- 

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

N/A

Job title(s)	Job role(s)
Paint Technician	Preparing vehicles to be painted after damage has occurred, ensuring all parts have been stripped from the vehicle, sanding down relevant areas, adjoining areas for blending, masking, etching and priming areas to be treated and selecting, matching and mixing colour.

# Qualifications

## Competence qualifications available to this pathway

### C1 – - Level 2 Diploma in Vehicle Accident Repair Paint Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9690/4	IMI	81	695	N/A
C1b	500/9987/5	City & Guilds	81	695	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Diploma in Vehicle Accident Repair Paint Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9821/4	IMI	65	550	N/A
K1b	500/9985/1	City & Guilds	65	550	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Paint Technician:

- Level 2 Diploma in Vehicle Accident Repair Paint Competence; AND
- Level 2 Diploma in Vehicle Accident Repair Paint Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## **PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):**

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).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## **PROGRESSION FROM THIS FOUNDATION APPRENTICESHIP (LEVEL 2):**

**Jobs:**

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-

on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Paint Technician;

co following further training and development, apprentices can progress to a range of jobs such as Senior Paint Technician, Body Shop Adviser, Service Adviser or Fleet Controller.

### **Apprenticeships:**

- Apprenticeship (Level 3) in Vehicle Body and Paint;

Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as Vehicle Parts or Vehicle Maintenance & Repair;

### ***Further Education:***

- Level 3 Diploma in Vehicle Accident Repair Paint Principles;
- Level 3 Extended Diploma in Vehicle Accident Repair Paint Principles.

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



## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

## Recording

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

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

## Evidence

When applying for the Foundation Apprenticeship, a certificate of achievement of the ERR award must be retained in the apprentice's portfolio and is subject to audit.

# Level 2, Pathway 5: Automotive Glazing

## Description of this pathway

Vehicle Body and Paint (Automotive Glazing)Vehicle Body and Paint (Automotive Glazing)

If completing ERR as part of the knowledge qualification:

Total minimum credits: 58 credits, representing:

- Competence: 31 credits;
- Knowledge: 15 credits (Including 3 credits for the ERR unit) ;
- Essential Skills Wales: Communication, Application of Number: 12 credits.

If completing ERR as a separate qualification:

Total minimum credits: 60 credits, representing:

- Competence: 31 credits;
- Knowledge: 15 credits;

Essential Skills Wales: Communication, Application of Number: 12 credits; ERR: 2 credits (If completing one of the separate ERR qualifications).

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

N/A

Job title(s)	Job role(s)
Autoglazing Technician	Removing, replacing and repairing automotive vehicle glazing within a workshop/bodyshop environment or off-site. This includes providing a high level of customer satisfaction

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 NVQ Diploma for Autoglazing Technicians

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	603/2536/7	IMI	31	245	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Certificate in Automotive Glass Related Operations

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	603/2526/4	IMI	15	111	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Autoglazing Technician

- Level 2 NVQ Diploma in Automotive Glazing (QCF); AND
- Level 2 Certificate in Glass Related Operations (QCF).

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

# Progression routes into and from this pathway

## PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

- 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).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

## PROGRESSION FROM THIS FOUNDATION APPRENTICESHIP (LEVEL 2):



Jobs:

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on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Automotive Glazing Technician;

- following further training and development, apprentices can
- progress to a range of jobs such as Senior Autoglazing
- Technician, Service Adviser, Autoglazing Supervisor, MET Technician.

Apprenticeship (Level 3) in Vehicle Body and Paint;

Apprenticeship (Level 3) in Vehicle Maintenance and Repair;

Apprenticeship (Level 3) in the Glass Industry.

#### **Further Education:**

- Level 3 Awards, Certificates and Diplomas in Customer Service for the Automotive Industry;
- Level 3 Certificates in Automotive Glazing and Automotive Glazing Supervision;
- Level 3 Certificate in Bodyshop Automotive Glazing;
- Level 3 Certificate in Glass Related Operations.

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

#### **UCAS points for this pathway:**

N/A

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

### Delivery and Assessment

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

The nine outcomes for ERR will be covered through the achievement of the ERR unit within the VRQ - Level 2 Certificate in Glass Related Operations (QCF); OR through achievement of one of the following ERR qualifications:

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: IMI Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

### Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer. This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click [here](#):

## Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award or a copy of the certificate of achievement of the knowledge qualification where the ERR unit has been completed, which 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 Body And Paint

Pathways for the framework at level 3:

Pathway 1:	Mechanical, Electrical and Trim
Pathway 2:	Body Building
Pathway 3:	Body Repair
Pathway 4:	Body Refinishing
Pathway 5:	Vehicle Damage Assessment

# Level 3, Pathway 1: Mechanical, Electrical and Trim

## Description of this pathway

### Vehicle Body and Paint (Mechanical, Electrical and Trim)

Total minimum credits: 114 credits, representing:

- Competence: 51 credits;
- Knowledge: 43 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

N/A

Job title(s)	Job role(s)
Senior Mechanical & Electrical Trim Technician	Identifying, removing and refitting damaged mechanical and electrical components on vehicles, using welding and soldering equipment and ensuring the vehicle is in working order and supporting other technicians who do not have as much experience.



# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9679/5	IMI	53	465	N/A
C1b	501/0128/6	City & Guilds	51	445	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9681/3	IMI	44	390	N/A
K1b	501/1106/1	City & Guilds	43	380	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Senior Mechanical & Electrical Trim Technician:

- Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence;
- Level 3 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- work or work experience within an Automotive environment;
- 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.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Bodyshop Manager or Service Manager.

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### Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;

### Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- 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](http://www.autocity.org.uk).

### UCAS points for this pathway:

N/A

## Employee rights and responsibilities

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

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

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

### Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

### **Recording**

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

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

### **Evidence**

When applying for the Apprenticeship certificate, a certificate of achievement of the ERR award must be retained in the apprentice's portfolio and is subject to audit.



# Level 3, Pathway 2: Body Building

## Description of this pathway

### Vehicle Body and Paint (Body Building)

Total minimum credits: 177 credits, representing:

- Competence: 84 credits;
- Knowledge: 73 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

N/A

Job title(s)	Job role(s)
Senior Body Building Technician	Responsible for measuring, marking out, cutting, assembling body panels and units as well as adapting chassis units and components to accept custom bodies. Diagnosing and rectifying faults and fabricating components when required.

# Qualifications

## Competence qualifications available to this pathway

### C1 – - Level 3 Diploma in Body Building Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0296/7	IMI	84	718	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Diploma in Body Building Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0175/6	IMI	73	577	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Senior Body Building Technician:

- Level 3 Diploma in Body Building Competence; AND
- Level 3 Diploma in Body Building Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- work or work experience within an Automotive environment;
- 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.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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wing further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Bodyshop Manager or Service Manager.

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### Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;  
Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

### Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- 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](http://www.autocity.org.uk).

### UCAS points for this pathway:

N/A

## Employee rights and responsibilities

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

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

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

### Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

### **Recording**

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

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here:

<http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

### **Evidence**

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

# Level 3, Pathway 3: Body Repair

## Description of this pathway

### Vehicle Body and Paint (Body Repair)

Total minimum credits: 201 credits, representing:

- Competence: 104 credits;
- Knowledge: 77 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

Framework Developer to complete with relevant info

Job title(s)	Job role(s)
Senior Panel Technician	Assess the extent of damage to the vehicle, make decisions on whether the vehicle is repairable, supervise the removal of damaged panels, repair damaged panels and chassis using welding equipment and ensure vehicles are safe. Also support other team members on targets.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 Diploma in Vehicle Accident Repair Body Competence (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9692/8	IMI	104	905	N/A
C1b	500/9991/7	City & Guilds	104	905	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Diploma in Vehicle Accident Repair Body Principles (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9809/3	IMI	77	660	N/A
K1b	501/0618/1	City & Guilds	77	660	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Senior Panel Technician:

- Level 3 Diploma in Vehicle Accident Repair Body Competence; AND
- Level 3 Diploma in Vehicle Accident Repair Body Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.



# Progression routes into and from this pathway

## PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- work or work experience within an Automotive environment;
- 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.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Senior Panel Technician;

co following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Bodyshop Manager or Service Manager.

### **Apprenticeships:**

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;  
Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

### **Further and Higher Education:**

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- 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](http://www.autocity.org.uk)

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

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

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

## Recording

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

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

## Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

# Level 3, Pathway 4: Body Refinishing

## Description of this pathway

### Vehicle Body and Paint (Body Refinishing)

Total minimum credits: 211 credits, representing:

- Competence: 108 credits;
- Knowledge: 83 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

N/A

Job title(s)	Job role(s)
Senior Paint Technician	Supervise the preparation of vehicles to be painted after damage has occurred, ensure all parts have been stripped from the vehicle, sand down relevant areas, adjoining areas for blending, masking, etching and priming areas to be treated and selecting, matching and mixing colour.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 Diploma in Vehicle Accident Repair Paint Competence (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9822/6	IMI	108	915	N/A
C1b	500/9988/7	City & Guilds	108	915	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Diploma in Vehicle Accident Repair Paint Principles (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9688/6	IMI	83	690	N/A
K1b	500/9989/9	City & Guilds	83	690	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

### Senior Paint Technician:

- Level 3 Diploma in Vehicle Accident Repair Paint Competence; AND
- Level 3 Diploma in Vehicle Accident Repair Paint Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.



# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

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

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

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- work or work experience within an Automotive environment;
- 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.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Bodyshop Manager or Service Manager.

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### Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair  
Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

### Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- 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](http://www.autocity.org.uk).

### UCAS points for this pathway:

N/A

## Employee rights and responsibilities

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

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

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

### Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the

Automotive Sector

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

### **Recording**

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

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here:

<http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

### **Evidence**

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

# Level 3, Pathway 5: Vehicle Damage Assessment

## Description of this pathway

### Vehicle Body and Paint (Vehicle Damage Assessment)

Total minimum credits: 107 credits, representing:

- Combined competence and Knowledge qualification: 87 credits: Competence: 49 credits; Knowledge: 38 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

Due to the technical nature of the job of Vehicle Damage Assessor, prior knowledge and practical experience of vehicle body and paint or vehicle maintenance and repair would be an advantage, as would customer service experience or qualifications.

Job title(s)	Job role(s)
Vehicle Damage Assessor	Working closely with customers and vehicle repair specialists to appraise vehicle damage, assess vehicle repair methods, estimating costs, including vehicle salvage categorisation and appraising and valuing vehicles for pre accident condition



## Qualifications

### Competence qualifications available to this pathway

N/A

### Knowledge qualifications available to this pathway

N/A

### Combined qualifications available to this pathway

B1 – Level 3 Diploma for Assessors of Accident Damaged Vehicles (NVQ) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/7971/X	IMI	87	488	N/A

## Relationship between competence and knowledge qualifications

### Vehicle Damage Assessor:

- Level 3 Diploma for Assessors of Accident Damaged Vehicles (Combined competence and knowledge qualification) (QCF). Total credits: 87 as follows:

### Competence: 49 Credits:

- G0102C – Competency in Health, Safety and Good Housekeeping in the Automotive Environment (A/601/6338) (7 credits);
- G3C – Competency in Supporting Job Roles in the Automotive Environment (K/601/6366) (5 Credits);
- AADV01C - Competency in Establishing and Recording Different Types of Customers and

Their Needs (M/504/5745) (6 Credits);

- AADV02C - Competency in Establishing and Recording Vehicle Data (Y/504/5755) (7 Credits);
- AADV3.1C - Competency in Appraising Vehicle Damage (T/504/5763) (7 Credits);
- AADV3.2C - Competency in Establishing Correct Repair Methods (Y/504/5769) (10 Credits);
- AADV3.3C - Competency in Estimating Costs (F/504/5779) (7 Credits).

**Knowledge: 38 Credits:**

- G0102K – Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment (D/601/6171) (3 Credits);
- G3K – Knowledge of Support for Job Roles in the Automotive Environment (T/601/6175) (3 Credits);
- AADV01K - Knowledge of Establishing Different Types of Customer and Understanding Their Needs (J/504/5749) (4 Credits);
- AADV02K - Knowledge of Establishing and Recording Vehicle Data (M/504/5759) (6 Credits);
- AADV3.1K - Knowledge of Appraising Vehicle Damage (F/504/5765) (5 Credits);
- AADV3.2K - Knowledge of Establishing Correct Repair Methods (H/504/5774) (7 Credits);
- AADV3.3K - Knowledge of Estimating Costs (A/504/5781) (5 Credits);
- AADV06K - Knowledge of Vehicle Salvage Categorisation (F/504/5782) (3 Credits);
- BP26K – Knowledge of Motor Vehicle Construction and Materials (A/601/5450) (2 Credits).

# Essential Skills

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

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

## Communication

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

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

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

Enter alternative grade/level requirements and reasons here.

## Application of Number

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

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

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

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

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

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

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

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

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint or Vehicle Maintenance and Repair;
- qualifications or practical experience of working in vehicle body and paint or vehicle maintenance and repair;
- qualifications or experience of customer service.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

## PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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this Apprenticeship (Level 3), apprentices will be competent to work as a Vehicle Damage Assessor;

following further training and development, apprentices can progress to a range of jobs such as Insurance assessor, automotive loss adjuster, or become involved in the delivery and assessment of VDAs; this Apprenticeship will provide the underpinning knowledge and understanding required for qualified Vehicle Damage Assessors to undertake the assessment under the IMI VDA Automotive Technician Accreditation scheme.

### **Apprenticeships:**

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

### **Further and Higher Education:**

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- 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](http://www.autocity.org.uk) .

... Vehicle Body and Paint - non statutory (Wales)  
..... level 3  
..... Pathway 5

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

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

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

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

## Delivery and assessment

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

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

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

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMI 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

## Recording

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

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



... Vehicle Body and Paint - non statutory (Wales)  
..... level 3  
..... Pathway 5

Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

## **Evidence**

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which 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 2009/10 showed the following:

- Male: 98%;
- Female: 2%;
- White: 99%;
- Ethnic Minority: 1%;
- Learning disability/difficulty: 6%.

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;
- the family of Headlight products, which are free resources for teachers and students at Key Stage 3-4 centred around Business Studies, Mathematics and Literacy with the Automotive Industry as the exciting backdrop;
- Autocity - Careers website for the Automotive Industry, which includes non stereotypical images of jobs in the sector;
- HUBcap the HUB for Careers and Academic Professionals to Provide a Well Rounded Solution to Motor Industry Careers Practitioners;
- 1st Gear, which is an online community designed to engage 13-16 year olds with the Automotive Retail Industry.

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry, therefore entry conditions to this framework are extremely flexible

and mentoring has been included to contribute towards increasing retention and achievement rates.

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

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

Download the Equality Act here: <https://www.equalityhumanrights.com/en/equality-act>.

The IMI monitors take up and achievement of all Apprenticeships through a range of mechanisms such as employer focus groups, steering groups as and when necessary and research tools such as benchmarking reports. The IMI will take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

# On and off the job training

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

### LEVEL 2

#### Pathway 1: Mechanical and Electrical Trim

**Total on and off the job training hours: 1323 hours as follows:**

- Competence: 540;
- Knowledge: 445;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 2: Body Building

**Total on and off the job training hours: 1262 hours as follows:**

- Competence: 499;
- Knowledge: 425;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 3: Body Repair

**Total on and off the job training hours: 1958 hours as follows:**

- Competence: 910;
- Knowledge: 710 ;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 4: Body Refinishing

**Total on and off the job training hours: 1583 hours as follows:**

- Competence: 695;
- Knowledge: 550;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 5: Automotive Glazing

**Total on and off the job training hours: 580 hours as follows:**

- Competence:222;
- Knowledge: 80;
- Essential Skills Wales: 120;
- ERR: 8;
- Mentoring: 150.

### **LEVEL 3**

#### **Pathway 1: Mechanical, Electrical & Trim**

**Total on and off the job training hours: 1163 hours as follows:**

- Competence: 445;
- Knowledge: 380;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

#### **Pathway 2: Body Building**

**Total on and off the job training hours: 1633 hours as follows:**

- Competence: 718;
- Knowledge: 577;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

#### **Pathway 3: Body Repair**

**Total on and off the job training hours: 1903 hours as follows:**

- Competence: 905;
- Knowledge: 660;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

#### **Pathway 4: Body Refinishing**

**Total on and off the job training hours: 1943 hours as follows:**

- Competence: 915;
- Knowledge: 690;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 180.

## **Pathway 5: Vehicle Damage Assessment**

**Total on and off the job training hours: 976 hours as follows:**

- Competence: 343;
- Knowledge: 295;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

### **On and off the job training hours:**

- are delivered during contracted working hours under an Apprenticeship Agreement, or during a qualifying period ending on the date of application for a certificate (5 years is recommended);
- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow training support via a tutor, teacher, mentor or manager;
- are 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; guided study.

## Off-the-job training

### LEVEL 2

#### Pathway 1: Mechanical and Electrical Trim

**Total off the job training hours: 783 hours as follows:**

- Knowledge: 445;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 2: Body Building

- **Total off the job training hours: 763 hours as follows:**  
Knowledge: 425 ;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 3: Body Repair

**Total off the job training hours: 1048 hours as follows:**

- Knowledge: 710;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 4: Body Refinishing

**Total off the job training hours: 888 hours as follows:**

- Knowledge: 550;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### Pathway 5: Automotive Glazing

**Total off the job training hours: 358 hours as follows:**

- Knowledge: 80;
- Essential Skills Wales: 120;
- ERR: 8;
- Mentoring: 150.

### LEVEL 3

#### Pathway 1: Mechanical, Electrical & Trim



**Total off the job training hours: 718 hours as follows:**

- Knowledge: 380;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### **Pathway 2: Body Building**

**Total off the job training hours: 915 hours as follows:**

- Knowledge: 577;
- Essential Skills Wales: 180; ERR: 8;
- Mentoring: 150.

#### **Pathway 3: Body Repair**

**Total off the job training hours: 998 hours as follows:**

- Knowledge: 660;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### **Pathway 4: Body Refinishing**

**Total off the job training hours: 1028 hours as follows:**

- Knowledge: 690;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

#### **Pathway 5: Vehicle Damage Assessment**

**Total off the job training hours: 633 hours as follows:**

- Knowledge: 295;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

### **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;
- include a mentoring record or diary kept by the apprentice (not required at certification).
- mentoring often increases the chances of apprentices completing the programme, therefore, as a guide, it is recommended that apprentices receive an average of two hours a week mentoring, although some apprentices will need more than this at the beginning and this will decrease as they progress.

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/RQF credit transfer for achievements within the QCF/RQF; or through recording of exemptions for certificated learning outside of the QCF/RQF, 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. If this is the case, then the IMI would encourage training providers to identify additional off the job training programmes which customise the training to the job for example:

- selecting appropriate additional Unit(s) from QCF/RQF qualifications, or relevant units recognized as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body;
- following Essential Skills Wales at a level higher than that specified in the framework;
- including one or more Wider Key Skills.

### **Previous experience**

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF/RQF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF/RQF '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.

### **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 qualifications.
- in Communication, Application of Number and ICT.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification. Or for the Automotive Glazing pathway this can alternatively be demonstrated by a copy of the certificate of achievement of the knowledge qualification where the ERR unit has been completed;
- evidence of customisation where prior attainment has been claimed (NEW).
- declaration that the apprentice has completed the off the job training hours requirement of the framework.
- Download the declaration and application form from:  
[http://www.theimi.org.uk/standards\\_and\\_Qualifications/apprenticeship/apprenticeship-programmes](http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes)

#### **Level 3**

- copy of certificate of achievement of the Level 3 Knowledge qualification (VRQ) for the relevant pathway (or in the case of Vehicle Damage Assessment, the combined competence and knowledge qualification).
- copy of certificate of achievement of Level 2 Essential Skills Wales qualification in Communication, Application of Number and ICT.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- evidence of customisation where prior attainment has been claimed.
- declaration that the apprentice has completed the off the job training hours requirement of the framework.
- Download the declaration and application form from:  
[http://www.theimi.org.uk/standards\\_and\\_Qualifications/apprenticeship/apprenticeship-programmes](http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes)

## **On-the-job training**

### **LEVEL 2**

#### **Pathway 1: Mechanical and Electrical Trim**

- Total on the job training hours: 540 made up of the competence qualification.

#### **Pathway 2: Body Building**

- Total on the job training hours: 499 made up of the competence qualification.

#### **Pathway 3: Body Repair**

- Total on the job training hours: 910 made up of the competence qualification.

#### **Pathway 4: Body Refinishing**

- Total on the job training hours: 695 hours made up of the competence qualification.

#### **Pathway 5: Automotive Glazing**

- Total on the job training hours: 222 hours made up of the competence element of the combined competence and knowledge qualification.

### **LEVEL 3**

#### **Pathway 1: Mechanical, Electrical & Trim**

- Total on the job training hours: 445 hours made up of the competence qualification.

#### **Pathway 2: Body Building**

- Total on the job training hours: 718 hours made up of the competence qualification.

#### **Pathway 3: Body Repair**

- Total on the job training hours: 905 hours made up of the competence qualification.

#### **Pathway 4: Body Refinishing**

- Total on the job training hours: 915 hours made up of the competence qualification.

#### **Pathway 5: Vehicle Damage Assessment**

- Total on the job training hours: 343 hours made up of the competence element of the

combined competence and knowledge qualification.

## 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/RQF credit transfer, QCF/RQF 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/RQF 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 (or in the case of Automotive Glazing, the combined competence and knowledge qualification).
- Evidence of customisation where prior attainment has been claimed.
- Download the declaration and application form from:  
[http://www.theimi.org.uk/standards\\_and\\_Qualifications/apprenticeship/apprenticeship-programmes](http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes)

#### **Level 3:**

- Copy of certificate of achievement of the Level 3 Competence qualification (VCQ) for the relevant pathway (or in the case of Vehicle Damage Assessment, the combined competence and knowledge qualification).
- Evidence of customisation where prior attainment has been claimed.
- Download the declaration and application form from:  
[http://www.theimi.org.uk/standards\\_and\\_Qualifications/apprenticeship/apprenticeship-programmes](http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes)

# Wider key skills assessment and recognition

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

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

[Enter Qualification Names]
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## Improving own learning and performance

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

## Working with others

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

## Problem solving

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

# apprenticeship **FRAMEWORK**

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