

apprenticeship FRAMEWORK

Vehicle Maintenance and Repair - non statutory (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

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

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

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

Issue date: 05 September 2018

Published By

[Institute of the Motor Industry]

Apprenticeship Certification
Wales

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

Document Status:

[Issued]

Vehicle Maintenance and Repair - non statutory (Wales)

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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: 7	This framework includes:
Framework ID: FR03675	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input checked="" type="checkbox"/>
Date this framework is to be reviewed by: 31/12/2020	This framework is for use in: Wales

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 aging workforce. Foundation Level Apprentices at Level 2 (Service Technician) and Apprentices at Level 3 (Diagnostic Technician) will learn how to diagnose, test and repair a range of vehicles including light and heavy vehicles, trailers, motorcycles, caravans and motorhomes. Higher Level Apprentices at Level 4 (Master/Senior Technician or Workshop Controller) will learn how to become effective first time managers in a maintenance and repair workshop.

Contact information

Proposer of this framework

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 Higher Apprenticeship (Level 4) in this framework included employers such as Ford, Jaguar Land Rover, Mercedes Benz and Renault Trucks. The new Caravan and Motorhome pathways have been developed with the support of UK wide Caravan Bodies/Institutes and employers in Wales were consulted on the proposed content.

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

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Revising a framework

Why this framework is being revised

[This framework is being revised to:

- Add a new knowledge qualification to the Level 4 Advanced Diagnostics and Management Principles pathway.
- Remove qualifications which have expired/withdrawn from across the framework.
- 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 & 7:

- 14 expired/withdrawn VCQ/VRQ qualifications removed
- 1 expired/withdrawn ERR qualification removed from each pathway
- IMI Awarding Organisation name changed from IMIAL to IMI

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

- 12 expired/withdrawn VCQ/VRQ qualifications removed
- 1 expired/withdrawn ERR qualification removed from each pathway
- IMI Awarding Organisation name changed from IMIAL to IMI

Level 4 - Pathway 1:

- 2 expired/withdrawn VCQ/VRQ qualifications removed
- 1 new VRQ qualification added

Qualifications removed

[Level 2 - Pathway 1: Light Vehicle

Competence:

- 501/0196/1 - Edexcel Level 2 Diploma in Light Vehicle Maintenance and Repair Competence (QCF)

Knowledge:

- 501/0269/2 - Edexcel Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 2 - Pathway 2: Heavy Vehicle

Competence:

- 501/0197/3 - Edexcel Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence (QCF)

Knowledge:

- 501/0192/4 - Edexcel Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)
- 600/1687/5 - IMIAL Level 2 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 2 - Pathway 3: Motorcycle

Knowledge:

- 600/1965/7 - ABC Level 2 Diploma In Motorcycle Maintenance and Repair Principles (QCF)
- 600/1689/9 - IMIAL Level 2 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 2 - Pathway 4: Auto Electrical and Mobile Electrical Installation

Competence:

- 501/0133/X - City & Guilds Level 2 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)
- 501/0250/3 - Edexcel Level 2 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)

Knowledge:

- 501/0132/8 - City & Guilds Level 2 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)
- 501/0195/X - Edexcel Level 2 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)
- 600/2115/9 - ABC Level 2 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 2 - Pathway 5: Heavy Vehicle Trailer

Employment Rights and Responsibilities (ERR):

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

Level 2 - Pathway 6: Lift Truck

Competence:

- 600/3572/9 - Edexcel Level 2 Diploma in Lift Truck Maintenance and Repair Competence (QCF)

Knowledge:

- 600/3571/7 - Edexcel Level 2 Diploma in Lift Truck Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 2 - Pathway 7: Caravan and Motorhome

Employment Rights and Responsibilities (ERR):

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

Level 3 - Pathway 1: Light Vehicle

Competence:

- 501/0248/5 - Edexcel Level 3 Diploma in Light Vehicle Maintenance and Repair Competence (QCF)

Knowledge:

- 501/0193/6 - Edexcel Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 3 - Pathway 2: Heavy Vehicle

Knowledge:

- 600/1690/5 - IMIAL Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 3 - Pathway 3: Motorcycle

Competence:

- 600/3558/4 - Edexcel Level 3 Diploma in Motorcycle Maintenance and Repair Competence (QCF)

Knowledge:

- 600/3560/2 - Edexcel Level 3 Diploma in Motorcycle Maintenance and Repair Principles
- 600/1881/1 - IMIAL Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 3 - Pathway 4: Auto Electrics and Mobile Electrical Installation

Competence:

- 501/0129/8 - City & Guilds Level 3 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)
- 501/0251/5 - Edexcel Level 3 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)

Knowledge:

- 501/0131/6 - City & Guilds Level 3 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)
- 501/0198/5 - Edexcel Level 3 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 3 - Pathway 5: Lift Truck

Competence:

- 600/3570/5 - Edexcel Level 3 Diploma in Lift Truck Maintenance and Repair Competence (QCF)

Knowledge:

- 600/3564/X - Edexcel Education Level 3 Diploma in Lift Truck Maintenance and Repair Principles (QCF)

Employment Rights and Responsibilities (ERR):

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

Level 3 - Pathway 6: Caravan and Motorhome

Employment Rights and Responsibilities (ERR):

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

Level 4 - Pathway 1: Advanced Diagnostics and Management Principles

Competence:

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

Knowledge:

- 600/6812/7 - IMI Level 4 Certificate in Advanced Studies for Master Technicians

Qualifications added

Level 4 - Pathway 1: Advanced Diagnostics and Management Principles

Knowledge:

- 601/1221/9 - City & Guilds Level 4 Diploma in Advanced Vehicle Diagnostics and Management Principles

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 provides employment for 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 aging.

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 Apprenticeships in Vehicle Maintenance and Repair will contribute to meeting these priorities and the skills 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, 3 and 4 in maintenance and repair to keep up with the technology used to diagnose, test and repair a range of vehicles including cars, vans, caravans and motorhomes, lorries, lift trucks and motorcycles.

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

- This Apprenticeship provides a pathway to the Level 4 in Advanced Diagnostics and Management Principles 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 Apprenticeship, with a level 4 pathway, provides employers with opportunities to upskill their existing staff and to attract new employees to grow their own managers. All pathways at each level include ICT as mandatory and this, coupled with the computerized technology used in vehicle maintenance and repair provides all apprentices with the skills they need to exploit technology in the sector.

4. A wide-ranging need for skills to support greater efficiency in terms of energy consumption and resource utilisationcarbon / waste reduction targets

- the sector needs to respond to changing consumer demand for more efficient, economic and safer vehicles which this framework addresses.

5. An economy-wide need to enhance cross-cutting employability and basic skills. Including literacy, 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 Maintenance and Repair

Each year, around 600 Foundation apprentices (Level 2) and apprentices (Level 3) start training on the Vehicle Maintenance and Repair Apprenticeship framework.

Traditionally, Apprenticeships in the Automotive Retail Industry have been at Level 2 and Level 3 and the previous issue of this framework included a Level 4 Higher Apprenticeship based on employer demand. This provides a clear progression pathway for those Level 2 and Level 3 technicians who wish to progress into first line management, whilst retaining their involvement with the technical aspects of vehicle maintenance and repair.

This issue of the framework incorporates a new pathway at Levels 2 and 3 for caravan and motorhome maintenance and repair. With a trend towards holidaying in the UK, there is an increase in demand for technicians who can repair and maintain caravans and motorhomes and this new pathway has been developed with the support of UK wide Caravan Bodies/Institutes.

Job roles for apprentices

- Foundation apprentices (Level 2) will train as Service Technicians/Technicians, learning how to test and repair a range of vehicles;
- Apprentices (Level 3) will train as Diagnostic Technicians or Advanced Technicians learning how to diagnose, test and repair a range of vehicles;

- Higher apprentices (Level 4) will train as Master/Senior Technicians or Workshop Controllers in both a management and hands on role, supervising Service and Diagnostic Technicians.

Aims and objectives of this framework (Wales)

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

Objectives of this framework are to:

1. contribute to increasing the number of existing staff qualified at Level 2, Level 3 and Level 4
2. attract more applications from women and other under-represented groups into Vehicle Maintenance and Repair jobs at Level 2, Level 3 and Level 4;
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;
5. provide opportunities for career progression within Vehicle Maintenance and Repair and into the wider Automotive Retail Industry;
6. provide a pathway to further and higher education for those who choose to do so.

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. For those working with electrical systems, a colour blindness test will be necessary.

Applicants may have a range of differing experiences, achievements and/or qualifications. Examples of entry conditions that employers may look for include:

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

Specific entry conditions for Level 3 and Level 4 pathways are described in the relevant sections.

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 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 Apprenticeship.*
- *where apprentices at Level 3 have achieved the competence and/or knowledge qualifications, the programme could be customised to enable apprentices to undertake additional units from the competence/knowledge qualifications, at the same or at a 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.

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Level 2

Title for this framework at level 2

Foundation Apprenticeship in Vehicle Maintenance and Repair

Pathways for the framework at level 2:

Pathway 1:	Light Vehicle
Pathway 2:	Heavy Vehicle
Pathway 3:	Motorcycle
Pathway 4:	Auto Electrical and Mobile Electrical Installation
Pathway 5:	Heavy Vehicle Trailer
Pathway 6:	Lift Truck
Pathway 7:	Caravan and Motorhome

Level 2, Pathway 1: Light Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Light Vehicle):

Total minimum credits: 196 credits, representing:

- Competence: 98 credits;
- Knowledge: 78 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

None in addition to the general entry conditions.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9819/6	IMI	98	815	N/A
C1b	500/9975/9	City & Guilds	98	815	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9818/4	IMI	78	640	N/A
K1b	500/9707/6	City & Guilds	78	640	N/A
K1c	600/2143/3	ABC Awards	78	640	N/A

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1688/7	IMI	102	784	N/A

Combined qualifications available to this pathway

N/A |

Relationship between competence and knowledge qualifications

Light Vehicle Service Technician:

- Level 2 Diploma in Light Vehicle Maintenance and Repair Competence; AND
- Level 2 Diploma in Light Vehicle Maintenance and Repair Principles; OR
- Level 2 Extended Diploma in Light Vehicle Maintenance and Repair Principles which contains an additional four mandatory units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

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 Light Vehicle Service Technician;
- following further training and development, apprentices can progress to a range of jobs at Level 2 and 3 such as a Light Vehicle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair (any pathway).

Further Education:

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

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested. |

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Level 2, Pathway 2: Heavy Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle):

Total minimum credits: 199 credits, representing:

- Competence: 101 credits;
- Knowledge: 78 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

None in addition to the general entry requirements.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9813/5	IMI	101	855	N/A
C1b	501/0745/8	City & Guilds	101	855	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9873/1	IMI	78	645	N/A
K1b	500/9982/6	City & Guilds	78	645	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Heavy Vehicle Service Technician:

- Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence; AND
- Level 2 Diploma in Heavy Vehicle Maintenance and Repair 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 Heavy Vehicle Service Technician;
- following further training and development, apprentices can progress to a range of jobs such as Heavy Vehicle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair (any pathway).

Further Education:

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

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 2, Pathway 3: Motorcycle

Description of this pathway

Maintenance and Repair (Motorcycle)

Total minimum credits: 185 credits representing:

- Competence: 95 credits;
- Knowledge: 70 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

None in addition to the general entry requirements.

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

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 Diploma in Motorcycle Maintenance and Repair Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9817/2	IMI	95	810	N/A
C1b	500/9990/5	City & Guilds	95	810	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Motorcycle Maintenance and Repair Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9680/1	IMI	70	595	N/A
K1b	501/0288/6	City & Guilds	70	595	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Motorcycle Service Technician:

- Level 2 Diploma in Motorcycle Maintenance and Repair Competence; AND
- Level 2 Diploma in Motorcycle Maintenance and Repair 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 Motorcycle Service Technician;
- following further training and development, apprentices can progress to a range of jobs such as Motorcycle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair: (any pathway).

Further Education:

- Level 3 Diploma in Motorcycle Maintenance and Repair Principles;
- Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles.

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 2, Pathway 4: Auto Electrical and Mobile Electrical Installation

Description of this pathway

Vehicle Maintenance and Repair (Auto Electrical and Mobile Electrical Installation)

Total minimum credits: 178 credits, representing:

- Competence: 88 credits;
- Knowledge: 70 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

None in addition to the general entry requirements.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9820/2	IMI	88	727	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9824/X	IMI	70	568	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Auto Electrical Technician and Mobile Electrical Installation Technician:

- Level 2 Diploma in Auto Electrical and Mobile Electrical Competence; AND
- Level 2 Diploma in Auto Electrical and Mobile Electrical 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 3), apprentices will be competent to work as an Auto Electrical or Mobile Electrical Installation Technician;
- following further training and development, apprentices can progress to a range of jobs such as Auto Electrical Diagnostic Technician, Mobile Electrical Installation Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Apprenticeships:

- Apprenticeship (Level 4) in Vehicle Maintenance and Repair (any pathway).

Further Education:

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

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 2, Pathway 5: Heavy Vehicle Trailer

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle Trailer)

Total minimum credits: 156 credits representing:

- Competence: 77 credits;
- Knowledge: 59 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

None in addition to the general entry requirements.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0441/1	IMI	77	652	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0383/2	IMI	59	487	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Heavy Vehicle Trailer Technician

- Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence; AND
- Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair 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 Heavy Vehicle Trailer Technician;
- following further training and development, apprentices can progress to a range of jobs such as Heavy Vehicle Service Technician, Heavy Vehicle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair (any pathway).

Further Education:

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

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 2, Pathway 6: Lift Truck

Description of this pathway

Vehicle Maintenance and Repair (Lift Truck)

Total minimum credits: 206 credits, representing:

- Competence: 103 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

None in addition to the general entry requirements.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0440/X	IMI	103	865	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0389/3	IMI	83	690	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Lift Truck Technician:

- Level 2 Diploma in Lift Truck Maintenance & Repair Competence; AND
- Level 2 Diploma in Lift Truck Maintenance & Repair 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 Lift Truck Technician;
- following further training and development, apprentices can progress to a range of jobs such as Lift Truck Diagnostic Technician, Service Advisor, Service Receptionist or Maintenance Controller.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair (any pathway).

Further Education:

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

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

UCAS points for this pathway:

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 2, Pathway 7: Caravan and Motorhome

Description of this pathway

Vehicle Maintenance and Repair (Caravan and Motorhome)

Total minimum credits: 81 credits, representing:

- Combined qualification: 61 credits with 37 credits for competence and 24 credits for knowledge;
- 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

Applicants will need to be interested in training as a “multi skilled” individual, as they will be working on a range of systems, including mechanics, chassis, brakes, gas, plumbing, carpentry/woodwork, electronics, engineering and communications technology using on board satellite and diagnostic systems.

Job title(s)	Job role(s)
Caravan and Motorhome Service Technician	Carrying out routine caravan/motorhome habitation maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records. (Motorhome excludes mechanical/running gear)

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 2 Diploma in Caravan and Motorhome Maintenance and Repair

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/5952/7	IMI	61	352	N/A

Relationship between competence and knowledge qualifications

Caravan and Motorhome Service Technician:

- Level 2 Diploma in Caravan and Motorhome Maintenance and Repair.

Total minimum credits for competence: 37:

- 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 Work Environment (K/601/6366) 5 credits;
- CO01C - Competence in Carrying Out Routine Caravan and Motorhome Maintenance (T/503/6769) 7 credits;
- CO03C - Competence in Removing and Replacing Caravan and Motorhome Electrical (12v and 230v) Auxiliary Units and Components (A/503/6773) 7 credits;
- CO04C - Competence in Removing and Replacing Caravan Chassis and Running Gear Components (J/503/6775) 4 credits;
- CO05C - Competence in Conducting Customer Caravan and Motorhome Arrival and

Departure Inspections (R/503/6777) 3 credits.

- PLUS either G8C - Competency in Identifying and Agreeing Motor Vehicle Customer Service Needs (K/601/6383) 5 credits OR CO02C - Competence in Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (M/503/6771) 4 credits.

Total minimum credits for knowledge: 24 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 Work Environment (T/601/6175) 3 credits;
- CO01K - Knowledge of Carrying Out Routine Caravan and Motorhome Maintenance (M/503/6768); 4 credits;
- CO03K - Knowledge of Removing and Replacing Caravan and Motorhome Electrical (12v and 230v) Auxiliary Units and Components (T/503/6772) 5 credits;
- CO04K - Knowledge of Removing and Replacing Caravan Chassis and Running Gear Components (F/503/6774); 3 credits;
- CO05K - Knowledge of Conducting Customer Caravan and Motorhome Arrival and Departure Inspections (L/503/6776) 3 credits.
PLUS either G8K - Knowledge of how to Identify and Agree Motor Vehicle Customer Service Needs (R/601/6247), 5 credits OR CO02K - Knowledge of Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (K/503/6770) 3 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

This can be from a wide range of routes including:

- work or work experience within the following industries: mechanical, gas, plumbing, carpentry/woodwork, electrical or engineering;
- 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 Caravan and Motorhome Service Technician;
- following further training and development, apprentices can progress to a range of jobs such as Caravan and Motorhome Advanced Technician, Service Advisor, Service Receptionist or Maintenance Controller

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Caravan and Motorhome Maintenance and Repair.

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

UCAS points for this pathway:

Framework Developer to complete with relevant info

Employee rights and responsibilities

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

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

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

Delivery and assessment

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

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 3

Title for this framework at level 3

Apprenticeship in Vehicle Maintenance And Repair

Pathways for the framework at level 3:

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

Level 3, Pathway 1: Light Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Light Vehicle)

Total minimum credits: 181 credits representing:

- Competence: 88 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

None other than those under general entry conditions.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9815/9	IMI	88	640	N/A
C1b	501/0017/8	City & Guilds	88	640	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9814/7	IMI	73	605	N/A
K1b	501/0019/1	City & Guilds	73	605	N/A

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1691/7	IMI	101	749	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Light Vehicle Diagnostic Technician:

- Level 3 Diploma in Light Vehicle Maintenance and Repair Competence; AND
- Level 3 Diploma in Light Vehicle Maintenance and Repair Principles; OR
- Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles which includes an additional four units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

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:

- Foundation Apprenticeship (Level 2) in Vehicle Maintenance and Repair;
- work or work experience within the automotive industry;
- 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:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Light Vehicle Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager or Master Technician.

Higher 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.

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 3, Pathway 2: Heavy Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle)

Total minimum credits: 201 credits, representing:

- Competence: 102 credits;
- Knowledge: 79 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

None other than those under general entry conditions

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9823/8	IMI	102	865	N/A
C1b	500/9984/X	City & Guilds	102	865	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9812/3	IMI	79	670	N/A
K1b	500/9983/8	City & Guilds	79	670	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Heavy Vehicle Diagnostic Technician:

- Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence; AND
- Level 3 Diploma in Heavy Vehicle Maintenance and Repair 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:

- Foundation Apprenticeship (Level 2) in Vehicle Maintenance and Repair;
- work or work experience within the automotive industry;
- 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:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Heavy Vehicle Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager, Master Technician, Transport Manager.

Higher 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.

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 3, Pathway 3: Motorcycle

Description of this pathway

Vehicle Maintenance and Repair (Motorcycle)

Total minimum credits: 201 credits, representing:

- Competence: 102 credits;
- Knowledge: 79 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

None other than those under general entry conditions.

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

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 Diploma in Motorcycle Maintenance and Repair Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9685/0	IMI	102	861	N/A
C1b	501/0023/3	City & Guilds	102	861	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Motorcycle Maintenance and Repair Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9684/9	IMI	79	665	N/A
K1b	501/0021/X	City & Guilds	79	665	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Motorcycle Diagnostic Technician:

- Level 3 Diploma in Motorcycle Maintenance and Repair Competence; AND
- Level 3 Diploma in Motorcycle Maintenance and Repair 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:

Progression routes into and from this pathway

PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Foundation Apprenticeship (Level 2) in Vehicle Maintenance and Repair;
- work or work experience within the automotive industry;
- 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

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Motorcycle Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager or Master Technician.

Higher 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;
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 3, Pathway 4: Auto Electrical and Mobile Electrical Installation

Description of this pathway

Vehicle Maintenance and Repair (Auto Electrical and Mobile Electrical Installation)

Total minimum credits: 158 credits representing:

- Competence: 76 credits;
- Knowledge: 62 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

None other than those under general entry conditions.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9938/3	IMI	76	618	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9691/6	IMI	62	498	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Auto Electrical Diagnostic Technician and Mobile Electrical Installation Diagnostic Technician:

- Level 3 Diploma in Auto Electrical and Mobile Electrical Competence; AND
- Level 3 Diploma in Auto Electrical and Mobile Electrical 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:

- Foundation Apprenticeship (Level 2) in Vehicle Maintenance and Repair;
- work or work experience within the automotive industry; 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:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Auto Electrical Diagnostic Technician or Mobile Electrical Installation Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager or Master Technician.

Higher 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.

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 3, Pathway 5: Lift Truck

Description of this pathway

Vehicle Maintenance and Repair (Lift Truck)

Total minimum credits: 213 credits, representing:

- Competence: 104 credits;
- Knowledge: 89 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

None other than those under general entry conditions.

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

Qualifications

Competence qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0392/3	IMI	104	875	N/A

Knowledge qualifications available to this pathway

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

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0438/1	IMI	89	740	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Lift Truck Diagnostic Technician:

- Level 3 Diploma in Lift Truck Maintenance & Repair Competence; AND
- Level 3 Diploma in Lift Truck Maintenance & Repair 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:

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

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:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Lift Truck Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager, or Master Technician.

Higher Apprenticeships:

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

Further and Higher Education:

- following 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.

Careers Information on the Automotive Industry visit: 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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 3, Pathway 6: Caravan and Motorhome

Description of this pathway

Vehicle Maintenance and Repair (Caravan and Motorhome)

Total minimum credits: 89 credits representing:

- Combined qualification: 69 credits: 41 competence and 28 knowledge;
- 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

Applicants will need to be interested in training as a “multi skilled” individual, as they will be working on a range of systems, including mechanics, chassis, brakes, gas, plumbing, carpentry/woodwork, electronics and communications technology using on board satellite and diagnostic systems.

Prior experience/qualifications in any of the following industries are desirable as skills in these areas would be useful for this pathway:

- Mechanical;
- Gas;
- Plumbing;
- Carpentry/Woodwork;
- Electronics;
- Engineering.

Previous experience is also desirable for apprentices at Level 3, as they may be required to fill in for supervisors.

Job title(s)	Job role(s)
Caravan and Motorhome Advanced Technician	Diagnosing, repairing and replacing faulty parts in caravans/motorhomes, maintenance and inspections including servicing and maintaining records. (Motorhome excludes mechanical/running gear)

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 in Caravan and Motorhome Maintenance and Repair

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/6086/4	IMI	69	434	N/A

Relationship between competence and knowledge qualifications

Caravan and Motorhome Advanced Technician:

- Level 3 Diploma in Caravan and Motorhome Maintenance and Repair.

Competence: Total minimum credits: 41:

- 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 Work Environment (K/601/6366) 5 credits;
- CO02C - Competence in Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (M/503/6771) 4 credits;
- CO06C Competence in Diagnosing and Rectifying Caravan Chassis System Faults (D/503/6779) 7 credits;
- CO07C Competence in Diagnosing and Rectifying Caravan and Motorhome Electrical (12v and 230v) Unit and Component Faults (Y/503/6781) 8 credits;
- CO08C - Competence in Diagnosing and Rectifying Caravan and Motorhome Gas Appliance and Component Faults (H/503/6783) 5 credits.

- PLUS either G6C - Competency in Making Learning Possible Through Demonstrations and Instruction (Y/601/6380) 5 credits OR G8C - Competency in Identifying and Agreeing Motor Vehicle Customer Service Needs (K/601/6383) 5 credits.
- **Knowledge: Total minimum credits: 28**
- 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 Work Environment (T/601/6175) 3 credits;
- CO02K - Knowledge of Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (K/503/6770) 3 credits;
- CO06K Knowledge of Diagnosing and Rectifying Caravan Chassis System Faults (Y/503/6778) 4 credits;
- CO07K Knowledge of Diagnosing and Rectifying Caravan and Motorhome Electrical (12v and 230v) Unit and Component Faults (R/503/6780) 5 credits;
- CO08K - Knowledge of Diagnosing and Rectifying Caravan and Motorhome Gas Appliance and Component Faults (D/503/6782) 5 credits;
- PLUS either G6K - Knowledge of How to Make Learning Possible through Demonstrations and Instruction (T/601/6242) 5 credits OR G8K - Knowledge of How to Identify and Agree Motor Vehicle Customer Service Needs (R/601/6247) 5 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:

- Foundation Apprenticeship (Level 2) in Vehicle Maintenance and Repair;
- Pathways to Apprenticeships in either Automotive or Engineering;
- work or work experience within the following industries: mechanical, gas, plumbing, carpentry/woodwork, electrical or engineering;
- 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 or 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:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Caravan and Motorhome Advanced Technician;
- following further training and development, apprentices can progress to a range of jobs such as vehicle body repair, Workshop Controller, Service Adviser, Service Manager or Master/Senior Technician.

Industry approved training and qualifications:

- apprentices can undertake a range of qualifications approved by the Caravan and Motorhome industry for continuing technical and professional development.

Higher 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

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

Level 4

Title for this framework at level 4

Higher Apprenticeship in Vehicle Maintenance and Repair

Pathways for the framework at level 4:

Pathway 1: Advanced Diagnostics and Management Principles

Level 4, Pathway 1: Advanced Diagnostics and Management Principles

Description of this pathway

Vehicle Maintenance and Repair (Advanced Diagnostics and Management Principles)

Total minimum credits: 118 credits, representing:

- Competence: 28 credits;
- Knowledge: 70 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

To enter onto the Advanced Diagnostics and Management Principles pathway at Level 4, it is advised that the learner should have completed an Apprenticeship (Level 3) in Vehicle Maintenance and Repair or have prior experience of working in the automotive or engineering industry at Level 3.

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

Qualifications

Competence qualifications available to this pathway

C1 – Level 4 Certificate In Advanced Vehicle Diagnostics and Management Competence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/7986/1	IMI	28	237	N/A

Knowledge qualifications available to this pathway

K1 – Level 4 Diploma in Advanced Vehicle Diagnostics and Management Principles

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/1221/9	City & Guilds	70	530	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Master/Senior Technician and Workshop Controller:

- Level 4 Certificate In Advanced Vehicle Diagnostics and Management Competence; AND
- Level 4 Diploma in Advanced Vehicle Diagnostics and Management 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 HIGHER APPRENTICESHIP (LEVEL 4)

- an Apprenticeship (Level 3) in Vehicle Maintenance and Repair;
- relevant work experience in Vehicle Maintenance and Repair or engineering at Level 3;
- a range of Level 3 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 HIGHER APPRENTICESHIP (LEVEL 4)

Jobs:

- on completion of this Higher Apprenticeship (Level 4), apprentices will be competent to work as a Master/Senior Technician or Workshop Controller;
- following further training and development, apprentices can progress to a range of jobs such as Service Manager, Aftersales Manager or Transport Manager.

Higher Apprenticeships:

- Higher Apprenticeship (Level 5) in Automotive Management and Leadership.

Further and Higher Education:

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

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

UCAS points for this pathway:

N/A

Employee rights and responsibilities

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.

Evidence

Evidence of achievement of ERR will be via a tick box declaration from the Training Provider on the Apprenticeship Certificates Wales (ACW) web portal, www.acwcerts.co.uk, when claiming the Apprenticeship Completion Certificate. A copy of the certificate of achievement of the ERR Award must be kept as evidence in case requested.

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 Industry 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 have an average of two hours mentoring a week for all pathways and all levels.

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

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

Download the guidance on the Equality Act here:

<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

Total On-and-Off the Job Training Hours

LEVEL 2

Pathway 1: Light Vehicle

Total on and off the job training hours: 1793 hours as follows:

Competence: 815;
Knowledge: 640;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 2: Heavy Vehicle

Total on and off the job training hours: 1838 hours as follows:

Competence: 855;
Knowledge: 645;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 3: Motorcycle

Total on and off the job training hours: 1743 hours as follows:

Competence: 810;
Knowledge: 595;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

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

Competence: 727;
Knowledge: 568;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 5: Heavy Vehicle Trailer

Total on and off the job training hours: 1477 hours as follows:

Competence: 652;
Knowledge: 487;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 6: Lift Truck

Total on and off the job training hours: 1893 hours as follows:

Competence: 865;
Knowledge: 690;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 7: Caravan and Motorhome

Total on and off the job training hours: 690 hours as follows:

Competence: 148;
Knowledge: 204;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

LEVEL 3

Pathway 1: Light Vehicle

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

Competence: 640;
Knowledge: 605;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 2: Heavy Vehicle

Total on and off the job training hours: 1873 hours as follows:

Competence: 865;
Knowledge: 670;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 3: Motorcycle

Total on and off the job training hours: 1864 hours as follows:

Competence: 861;
Knowledge: 665;

Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

Total on and off the job training hours:1454 hours as follows:

Competence: 618;
Knowledge: 498;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 5: Lift Truck

Total on and off the job training hours: 1953 hours as follows:

Competence: 875;
Knowledge: 740;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 6: Caravan and Motorhome

Total on and off the job training hours:777 hours as follows:

Competence: 185;
Knowledge: 254;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

LEVEL 4

Pathway 1: Advanced Diagnostics and Management Principles

Total on and off the job training hours: 1105

Competence: 237;
Knowledge: 530;
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

Off the job training hours:

LEVEL 2

Pathway 1: Light Vehicle

Total off the job training hours: 978 hours as follows:

Knowledge: 640;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 2: Heavy Vehicle

Total off the job training hours: 983 hours as follows:

Knowledge: 645;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 3: Motorcycle

Total off the job training hours: 933 hours as follows:

Knowledge: 595;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

Total off the job training hours: 906 hours as follows:

Knowledge: 568;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 5: Heavy Vehicle Trailer

Total off the job training hours: 825 hours as follows:

Knowledge: 487;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 6: Lift Truck

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

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

Pathway 7: Caravan and Motorhome

Total off the job training hours:542 hours as follows:

Knowledge: 204
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

LEVEL 3

Pathway 1: Light Vehicle

Total off the job training hours:943 hours as follows:

Knowledge: 605;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 2: Heavy Vehicle

Total off the job training hours:1008 hours as follows:

Knowledge: 670;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 3: Motorcycle

Total off the job training hours: 1003 hours as follows:

Knowledge: 665;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

Total off the job training hours: 836 hours as follows:

Knowledge: 498;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 5: Lift Truck

Total off the job training hours: 1078 hours as follows:

Knowledge: 740;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

Pathway 6: Caravan and Motorhome

Total off the job training hours: 592 hours as follows:

Knowledge: 254;
Essential Skills Wales: 180;
ERR: 8;
Mentoring: 150.

LEVEL 4

Pathway 1: Advanced Diagnostics and Management Principles

Total off the job training hours: 868 hours as follows:

Knowledge: 530;
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.

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 (or in the case of the Caravan and Motorhome pathway, the combined competence and knowledge qualification).

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.

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.

Level 3

copy of certificate of achievement of the Level 3 Knowledge qualification (VRQ) for the relevant pathway (or in the case of the Caravan and Motorhome pathway, 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.

Level 4

Copy of certificate of achievement of the Level 4 Knowledge qualification (VRQ)

Copy of certificate of achievement of Level 2 Essential Skills Wales qualification in 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. |

On-the-job training

|LEVEL 2

Pathway 1: Light Vehicle

Total on the job training hours are 815 for the Competence qualification.

Pathway 2: Heavy Vehicle

Total on the job training hours are 855 for the Competence qualification.

Pathway 3: Motorcycle

Total on the job training hours are 810 for the Competence qualification.

Pathway 4: Auto Electrics/Mobile Electrics

Total on the job training hours are 727 for the Competence qualification.

Pathway 5: Heavy Vehicle Trailer

Total on the job training hours are 652 for the Competence qualification.

Pathway 6: Lift Truck

Total on the job training hours are 865 for the Competence qualification.

Pathway 7: Caravan and Motorhome

Total on the job training hours:148 hours for the Competence element of the combined qualification.

LEVEL 3

Pathway 1: Light Vehicle

Total on the job training hours are 640 for the Competence qualification.

Pathway 2: Heavy Vehicle

Total on the job training hours are 865 for the Competence qualification.

Pathway 3: Motorcycle

Total on the job training hours: 861 hours for the Competence qualification.

Pathway 4: Auto Electrics/Mobile Electrics

Total on the job training hours are 618 for the Competence qualification.

Pathway 5: Lift Truck:

Total on the job training hours are 875 for the Competence qualification.

Pathway 6: Caravan and Motorhome:

Total on the job training hours are 185 for the Competence element of the combined qualification.

LEVEL 4

PATHWAY 1: Advanced Diagnostics and Management Principles:

Total on the job training hours are 237 for the Competence 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 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 the Caravan and Motorhome pathway, the combined competence and knowledge qualification);
- Evidence of customisation where prior attainment has been claimed.

Level 3:

- Copy of certificate of achievement of the Level 3 Competence qualification (VCQ) for the relevant pathway (or in the case of the Caravan and Motorhome pathway, the combined competence and knowledge qualification);
- Evidence of customisation where prior attainment has been claimed.

Level 4:

- Copy of certificate of achievement of the Level 4 Competence qualification (VCQ) for the relevant pathway.;
- Evidence of customisation where prior attainment has been claimed.

Wider key skills assessment and recognition

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

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

[Enter Qualification Names]

Improving own learning and performance

[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