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Llywodraeth Cymru
Welsh Government

0308 Welsh Apprenticeship Pathway

in

Vehicle Maintenance & Repair

The content of this Pathway has been agreed by the Institute of the Motor Industry (IMI). This is the only apprenticeship Pathway in the Automotive, Transport & Logistics sector approved for use in Wales that is eligible for Welsh Government funding.

More Information can be obtained from:

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DfES-ApprenticeshipUnit@gov.wales
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LEARNING PROGRAMME CONTENT

The Learning Programme provision shall comprise of three mandatory elements:

- Qualifications,
- Essential Skills
- On/off the job training

The total minimum credit value required for the:

Level 2: Light Vehicle Maintenance and Repair is 174 credits.

Level 2: Heavy Vehicle is 199 credits.

Level 2: Motorcycle is 185 credits.

Level 2: Heavy Vehicle trailer is 156 credits.

The total minimum credit value required for the:

Level 3: Light Vehicle Maintenance and Repair is 160 credits.

Level 3: Heavy Vehicle is 201 credits.

Level 3: Motorcycle is 201 credits

ENTRY REQUIREMENTS

Level 2: Light Vehicle Maintenance and Repair /Heavy Vehicle/Motorcycle/Heavy Vehicle Trailer

To enter onto the **Level 2** Apprenticeship, it is recommended that the candidate has English, Maths and Science GCSE's grade G or above (or equivalent qualifications).

Most employers are especially interested in applicants who can demonstrate:

- A keen interest in working in the Automotive Retail Industry.
- A positive, "can do" attitude and a willingness to work hard;
- Good communication, literacy, numeracy, and digital literacy skills on which this Apprenticeship will build.
- An understanding of the importance to the business of providing excellent customer service at all times.
- a desire to work with their employer to achieve targets.
- a desire to progress through self-development.

This Apprenticeship will require good manual dexterity, may 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).

Level 3: Light Vehicle Maintenance and Repair /Heavy Vehicle/Motorcycle

To enter onto the **Level 3** Apprenticeship, it is recommended that the candidate has English, Maths and Science GCSE's grade C or above (or equivalent qualifications). However, these recommendations are not essential.

APPRENTICESHIP PATHWAY LEARNING PROGRAMME(S)

Level 2: Light Vehicle Maintenance and Repair

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 2 Diploma in Light Vehicle Maintenance and Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/4675/6	96	964	Competence	English Only
City & Guilds	C00/4518/6	98	980	Competence	English Only

Level 2 Diploma in Light Vehicle Maintenance and Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/4676/0	78	780	Knowledge	English Only
City & Guilds	C00/4517/6	78	780	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 2: Light vehicle Maintenance and Repair	Level	Minimum Credit Value
Communication	1	6
Application of Number	1	6
Digital Literacy	1	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 2: Light Vehicle Maintenance and Repair	815	640

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: Competence: 96 credits & Knowledge: 78 credits:

The total amount of learning hours which includes both on and off-the-job training for the Light Vehicle Foundation Apprenticeship is 1590.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 45 GLH Level 1 Essential Skills Wales Communication
- 6 credits / 45 GLH Level 1 Essential Skills Wales Application of Number
- 6 credits / 45 GLH Level 1 Essential Skills Wales Digital Literacy

Level 2: Heavy Vehicle

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0275/2	101	1010	Competence	English Only
City & Guilds	C00/0232/1	101	1010	Competence	English Only

Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0274/2	78	780	Knowledge	English Only
City & Guilds	C00/0204/0	78	780	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 2: Heavy Vehicle	Level	Minimum Credit Value
Communication	1	6
Application of Number	1	6
Digital Literacy	1	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 2: Heavy Vehicle	855	983

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: Competence: 101 credits & Knowledge: 78 credits:

The total amount of learning hours which includes both on and off-the-job training for the Heavy Vehicle Foundation Apprenticeship is 1838.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 60 GLH Level 1 Essential Skills Wales Communication
- 6 credits / 60 GLH Level 1 Essential Skills Wales Application of Number
- 6 credits / 60 GLH Level 1 Essential Skills Wales Digital Literacy

Level 2: Motorcycle

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 2 Diploma in Motorcycle Maintenance and Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
City & Guilds	C00/0205/0	95	950	Competence	English Only

Level 2 Diploma in Motorcycle Maintenance and Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0274/2	78	780	Knowledge	English Only
City & Guilds	C00/0204/0	78	780	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 2: Motorcycle	Level	Minimum Credit Value
Communication	1	6
Application of Number	1	6
Digital Literacy	1	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 2: Motorcycle	810	933

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: Competence: 95 credits & Knowledge: 70 credits:

The total amount of learning hours which includes both on and off-the-job training for the Motorcycle Foundation Apprenticeship is 1743.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 60 GLH Level 1 Essential Skills Wales Communication
- 6 credits / 60 GLH Level 1 Essential Skills Wales Application of Number
- 6 credits / 60 GLH Level 1 Essential Skills Wales Digital Literacy

Level 2: Heavy Vehicle Trailer

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0334/1	77	770	Competence	English Only

Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0332/2	59	590	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 2: Heavy Vehicle Trailer	Level	Minimum Credit Value
Communication	1	6
Application of Number	1	6
Digital Literacy	1	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 2: Heavy Vehicle Trailer	652	825

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: Competence: 77 credits & Knowledge: 59 credits:

The total amount of learning hours which includes both on and off-the-job training for the Heavy Vehicle Trailer Foundation Apprenticeship is 1477.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 60 GLH Level 1 Essential Skills Wales Communication
- 6 credits / 60 GLH Level 1 Essential Skills Wales Application of Number
- 6 credits / 60 GLH Level 1 Essential Skills Wales Digital Literacy

Level 3: Light Vehicle Maintenance and Repair

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 3 Diploma in Light Vehicle Maintenance and Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/4675/9	90	980	Competence	English Only
City & Guilds	C00/4588/1	87	870	Competence	English Only

Level 3 Diploma in Light Vehicle Maintenance and Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/4676/1	77	765	Knowledge	English Only
City & Guilds	C00/4588/0	73	730	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 3: Light Vehicle Maintenance and Repair	Level	Minimum Credit Value
Communication	2	6
Application of Number	2	6
Digital Literacy	2	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 3: Light Vehicle Maintenance and Repair	748	613

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: Competence: 87 credits & Knowledge: 73 credits

The total amount of learning hours which includes both on and off-the-job training for the Light Vehicle Apprenticeship is 1541.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 45 GLH Level 2 Essential Skills Wales Communication
- 6 credits / 45 GLH Level 2 Essential Skills Wales Application of Number
- 6 credits / 45 GLH Level 2 Essential Skills Wales Digital Literacy

Level 3: Heavy Vehicle

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0275/7	102	1020	Competence	English Only
City & Guilds	C00/0205/1	102	1020	Competence	English Only

Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0274/0	79	790	Knowledge	English Only
City & Guilds	C00/0204/1	79	790	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 2: Heavy Vehicle	Level	Minimum Credit Value
Communication	2	6
Application of Number	2	6
Digital Literacy	2	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 2: Heavy Vehicle	865	1008

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: Competence: 102 credits & Knowledge: 79 credits

The total amount of learning hours which includes both on and off-the-job training for the Heavy Vehicle Apprenticeship is 1873.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 60 GLH Level 2 Essential Skills Wales Communication
- 6 credits / 60 GLH Level 2 Essential Skills Wales Application of Number
- 6 credits / 60 GLH Level 2 Essential Skills Wales Digital Literacy

Level 3: Motorcycle

Qualifications

Participants must achieve one of the following competence and knowledge qualifications below.

Level 3 Diploma in Motorcycle Maintenance and Repair Competence					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
City & Guilds	C00/0984/5	102	1020	Competence	English Only

Level 3 Diploma in Motorcycle Maintenance and Repair Principles					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
IMI	C00/0180/5	79	790	Knowledge	English Only

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 3: Motorcycle	Level	Minimum Credit Value
Communication	2	6
Application of Number	2	6
Digital Literacy	2	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 3: Motorcycle	861	1003

On/Off the Job Qualification details (Minimum Credit & Hours)

Total minimum credits: 201 credits, representing: Competence: 102 credits & Knowledge: 79 credits:

The total amount of learning hours which includes both on and off-the-job training for the Motorcycle Apprenticeship is 1864.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 60 GLH Level 2 Essential Skills Wales Communication
- 6 credits / 60 GLH Level 2 Essential Skills Wales Application of Number
- 6 credits / 60 GLH Level 2 Essential Skills Wales Digital Literacy

OTHER ADDITIONAL REQUIREMENTS

All pathways 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

JOB ROLES

The latest version of the job roles and job descriptions for this Pathway

Level 2: Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle / Heavy Vehicle Trailer

Job Title	Job Role
Light Vehicle Service Technician	Carry out routine light vehicle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.
Heavy Vehicle Service Technician	Carry out routine heavy vehicle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records
Motorcycle Service Technician	Carry out routine motorcycle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records
Heavy Vehicle Trailer Technician	Carry out routine heavy vehicle trailer maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records

Level 3: Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle

Job Title	Job Role
Light Vehicle Diagnostic Technician	Carry out light vehicle diagnostic service and repair, maintenance and inspections including replacing faulty parts and maintaining records.
Heavy Vehicle Diagnostic Technician	Carry out heavy vehicle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records
Motorcycle Diagnostic Technician	Carry out motorcycle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

PROGRESSION

Level 2

Progression routes into the Level 2: Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle / Heavy Vehicle Trailer

Progression into the Level 2 Apprenticeship could be from achieving GCSE's, various School Links programmes, a range of Level 1 or Level 2 Automotive qualifications or work experience in the Automotive sector.

Progression from the Level 2: Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle / Heavy Vehicle Trailer

On completion of the Level 2 Apprenticeship, successful apprentices may work as a Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle / Heavy Vehicle Trailer Service Technician. Further progression routes include undertaking the Level 3 Apprenticeship. Individuals may also choose to undertake other Level 3 qualifications in Maintenance and Repair.

Further information on careers and progression can also be found here:
<https://www.autocity.org.uk>

Level 3

Progression routes into the Level 3 Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle

Progression into the Level 3 Apprenticeship could be directly from the Level 2 Apprenticeship in or other related vocational qualifications. Alternatively, individuals undertaking the Level 3 Apprenticeship should have experience of working in a Vehicle Maintenance and Repair role at level 2.

Progression from the Level 3 Light Vehicle Maintenance and Repair / Heavy Vehicle / Motorcycle

On completion of the Level 3 Apprenticeship, successful apprentices may work as a Light Vehicle Diagnostic / Heavy Vehicle / Motorcycle Technician. Further progression routes include roles such as Master Technician or supervisory/management positions. Individuals may also choose to undertake higher level qualifications including level 4 qualifications in Maintenance and Repair, foundation degrees in Motor Vehicle or Engineering or, work towards an accreditation such as IMI accreditation for example. Further information on this can be found here: <https://tide.theimi.org.uk/learn/accreditation>

Further information on careers and progression can also be found here:
<https://www.autocity.org.uk>

EQUALITY & DIVERSITY

It is important that apprenticeship Pathways are inclusive and can demonstrate an active approach to identifying and removing barriers to entry and progression. Pathways should advance equality of opportunity between persons who share protected characteristics and those persons who do not as identified in the Equality Act 2010.

The Protected characteristics identified in the Equality Act are age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity. Marriage and civil partnership is also included although only in respect of the requirement to eliminate discrimination in employment.

Training providers and employers MUST also comply with the other duty under the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry based upon those nine protected characteristics.

A profile of the Automotive Retail Industry in Wales in 2020 showed the following:

- Male: 80%
- Female: 20%
- Aged 55+: 18%

The Apprenticeship route has been popular in the Automotive Retail Industry, particularly on the technical side, for a number of years, however we know that recruitment still causes difficulties. In addition, from the data we have, we also know that there is an underrepresentation of females in the industry. The difficulties and underrepresentation of females appear to result from the industry's image problems together with pay conditions and a perceived lack of career prospects. In order to help counteract some of these issues and help encourage take up, the IMI have a specific careers website available: www.autocity.org.uk. This houses information on 150+ job roles along with videos and 360 Virtual Reality tours of workplaces, work experience toolkits and employability skills packs. It is all free to download and there are sections to explore job roles along with specific resources such as labour market information for Careers Advisors, Careers Leaders and Teachers to use too.

With a view to increase the diversity of the Automotive workforce, the IMI are currently undertaking a programme of work called **UK Automotive Sector: Diversity Task Force**. It has a specific focus on the greater inclusion of under-represented groups in the automotive sector. At the time of starting this project there was little information in the public domain which outlined the numbers of under-represented groups working in the automotive sector in Wales or the UK as a whole. Therefore, this prompted the IMI's application to the ONS for special accreditation to access microlevel labour market government data sets. With this data the IMI are using it to establish a baseline to test the hypothesis that the UK automotive sector is underrepresented. The full data will be made publicly available once the report has been published.

It is widely recognised that a diverse workplace delivers a better customer experience which, in turn, delivers improved profitability. It also becomes a more attractive and inclusive work environment appealing to a broader spectrum of the population. The automotive sector is understood to lack diversity and as a result is recruiting from an ever-dwindling pool of talent. That must change if the sector is going to be fit for purpose for the new, fast-evolving technological revolution, from connected and autonomous to electric, hydrogen and other clean fuel sources.

The programme of work has three key aims:

- It wants to attract Black, Asian, and minority ethnic (BAME) community to the sector.
- Help the automotive sector become a workplace that embraces and encourages those facing physical and neuro disabilities.
- Address the lack of gender diversity in the sector.

The overall aim of the programme of work, therefore, is to identify how we can become a sector that will appeal to and nurture a more diverse workforce.

For more information on the UK Automotive Sector: Diversity Task Force programme including its interim report please visit the programme webpage. <https://tide.theimi.org.uk/about-imi/diversity-task-force>

EMPLOYMENT RESPONSIBILITIES AND RIGHTS (ERR)

Employment Responsibilities and Rights (ERR) is no longer compulsory. But it is recommended that all apprentices (especially the 16 years -18 year group) receive a company induction programme.

RESPONSIBILITIES

It is the responsibility of the Training Provider and Employer to ensure that the requirements of this pathway are delivered in accordance with the Welsh Government Apprenticeships Guidance.

Further information may be obtained from:

Welsh Government
DfES-ApprenticeshipUnit@gov.wales