



INSTITUTE
OF THE MOTOR
INDUSTRY

IMI QUALIFICATION



QUALIFICATION SPECIFICATION PART A: ASSESSOR AND QUALITY ASSURER GUIDANCE

IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006)

I.D NO: 500/6771/0

Note: This guidance document is supported by a Candidate Practical Assessment and a Candidate Assessment Summary

CENTRE INFORMATION

Please be aware that any **legislation** referred to in this qualification may be subject to amendment/s during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of and comply with any amendments, e.g. to health and safety legislation and employment practices.

Please be aware that **vehicle technologies** referred to in this qualification reflect current practice, but may be subject to amendment/s, updates and replacements during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of the latest developments and emerging technologies to ensure the currency of this qualification.

Please note: the relevance of the information contained in the **unit content** will vary depending upon the vehicle types being worked upon. The unit content is for guidance only and is not meant to be prescriptive.

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Learner Name:	
Learner Registration No:	
Learner Address:	
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Employer Name & Address:	
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Please complete as appropriate:	
Witness Name:	Witness Name:
Witness Job Title:	Witness Job Title:
Witness Signature:	Witness Signature:
Witness Name:	Witness Name:
Witness Job Title:	Witness Job Title:
Witness Signature:	Witness Signature:
Assessor Name:	Assessor Name:
Assessor Signature:	Assessor Signature:
Assessor Name:	
Assessor Signature:	
Internal Verifier Name:	Internal Verifier Name:
Internal Verifier Signature:	Internal Verifier Signature:



IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006)

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SECTION 1: Guidance for IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006)

Introduction

The purpose and aim of this qualification is to qualify individuals (working with motor cars and car derived vans) to meet the European Union F gas regulations (Commission Regulation EC 842/2006 and the later Annex to Commission Regulation EC 307/2008). This legislation comes into force on 4th July 2010.

This qualification is also suitable for competent Mobile Air Conditioning technicians who have completed a previous qualification, which can include 'in-house' training. Individuals must have a good understanding of components and system operation, to carry out procedures relating to air conditioning systems.

Achievement of this qualification allows experienced MAC technicians (working with cars and car derived vans) to continue to practice after 4th July 2010.

On and after this date, in order to legally recover F-gas (fluorinated greenhouse gas) from air conditioning systems in motor cars and car derived vans, all MAC technicians must have achieved (as a minimum requirement) a refrigerant handling qualification (approved by DEFRA), meeting the EU F-gas regulations.

1.2 Entry Requirements

The selection criteria for entry should take into account each applicant's existing academic/vocational qualifications and experience.

Individuals should already have a basic knowledge of the operation of Air Conditioning Systems containing fluorinated greenhouse gases in motor cars (and car derived vans), the environmental impact of fluorinated greenhouse gas refrigerants, the corresponding environmental regulations, and procedures for environment friendly recovery of fluorinated greenhouse gases.

1.3 Qualification Structure

This guidance document contains the Level 3 Award in Automotive Refrigerant Handling (EC842-2006) (QCF).

The Award is made up of 1 unit that covers topics that are derived from the European Union F gas regulations (Commission Regulation EC 842/2006 and the later Annex to Commission Regulation EC 307/2008).

In order to pass and achieve certification of the Award, candidates must achieve all the unit's learning outcomes, by completing the underpinning knowledge assessment criteria consisting of an IMI set practical assessment and an IMI set test (see section 1.4 of this guidance document).



Assessment

In order to pass this qualification, candidates must demonstrate its learning outcomes by following and achieving its 2 assessment components:

- a. IMI Practical Assessment
- b. IMI Online Test

a. IMI Practical Assessment

The assessment ensures rigour and quality of assessment by measuring the candidate's underpinning knowledge, including F Gas regulations.

The assessment can be found in the IMI **Candidate Practical Assessment**, which is available in the 'Qualification' area of the IMI website (www.theimi.org.uk/awarding). It is essential that assessors check the website at regular intervals to ensure that they are using the latest practical assessment.

N.B: The practical assessment document contains a section for assessor use only.

'Centre devised' assessment alternatives are not permissible for AC1.

The IMI Practical Assessment must be marked by an IMI approved assessor in a suitable controlled environment (please consult with your EV for guidance). It will form part of the centre's internal moderation process.

To ensure consistency of approach, the IMI assessment will be sampled by an IMI external quality assurer during their regular monitoring visits to the centre (see IMI Operating Manual for monitoring procedures).

b. IMI Online

All candidates registered on this qualification must successfully complete the test set by IMI. The test examines the key criteria within the qualification and designed to confirm the candidate's underpinning knowledge in an efficient and effective manner.

Online

As indicated on the table below, this qualification has one on-line test bank, made up of 20 multiple-choice questions.

Full details as to how candidates can access the on-line test bank are contained in the **IMI Approved Centre Operating Manual**, Section 5.2. The IMI operating manual is available in the 'Centres' area of the IMI website at www.theimi.org.uk/awarding

The test for this qualification is automatically assigned to a candidate when they are registered with IMI. Centres must ensure that candidates are registered with IMI at least 48 hours prior to any testing being scheduled.

Note: To access a test a candidate must be logged onto the system by an IMI approved assessor/invigilator. It is the centre co-ordinator's responsibility to ensure that the correct invigilation procedures are carried out (see Operating Manual 5.1).

The result of this on-line test is available instantly. The test is not graded. Assessors must retain a printout of the test results with the candidate's assessment records.

If the candidate fails to achieve the necessary pass mark of 60%, they may re-sit the test if they wish to achieve the qualification (in addition to the practical assessment). Re-sits may only be attempted after a minimum of 48 hours.

Online Test Required

Candidates must pass the test for 1 mandatory unit below.

Unit Ref.	Unit Title and ID number	Unit Test No.	Test Duration
AC1	Refrigerant Handling (EC842-2006) K/600/3391	AC1r-QCF	40 min



Paper based

From January 2017 paper based tests are no longer available for this qualification.

Learning Strategy

The structure of this qualification, together with the assessment criteria that must be met for candidates to achieve their qualification is outlined in 1.3 and 1.4. However the centre is responsible for adopting learning and assessment strategies to help the candidate throughout their programme.

This qualification has been designed to be offered to either full or part-time candidates, provided they meet the entry requirements.

Whatever the timescales for attendance, it is essential that delivery of this qualification is given a practical emphasis.

1.6 Workshop Based Environment

Types of workshop based environments involved in education and training for this qualification fall into two main categories:

- candidates who are taught in college/training centre workshops and may spend time in the workplace as part of their course i.e. **programme-based**
- learning acquired within their daily job by candidates in employment i.e. **employment-based**

The greatest value of learning in the workplace is that it facilitates an integrated approach, i.e. the candidate needs to bring knowledge/understanding, skills/competences and attitudes/values together in solving a problem/executing a task. In academia, in order to promote greater understanding and depth of knowledge, there is a tendency to separate and differentiate; the real world operates in a different way and candidates are exposed to multi-faceted problems.



SECTION 2: Centre Responsibilities

Introduction

The **IMI Approved Centre Operating Manual** is the source of all information for centres offering IMI qualifications. It states clearly the roles and responsibilities of centre personnel and the policies and procedures that must be in place at the centre. It also includes full details of the administrative procedures to register candidates and request certificates along with the IMI customer service charter.

The operating manual is available in the 'Centres' area of the IMI website at www.theimi.org.uk/awarding. It is updated regularly and centre co-ordinators must check the website regularly to ensure they are operating to the current version.

Administration

The centre co-ordinator is responsible for ensuring that all candidates working towards these qualifications have been registered correctly with the IMI. He/she is also responsible for ensuring that all assessors and internal moderators have been approved by IMI (and issued with the appropriate PIN) **before** they carry out assessments or moderation.

Centre co-ordinators must also authorise all requests for certificates for these qualifications having ensured that all the assessment criteria have been met.

The IMI operating manual includes details on how to use the on-line system for administration and on-line testing. It also explains how candidates' needs for special arrangements/consideration can be met.

Candidate Induction

Each candidate must receive a face-to-face induction at the start of their programme. The candidate must be informed as to which qualification they are registered for with IMI and be made aware of the assessment methods that will be used throughout their programme.

IMI Awards expects centre personnel to pay particular attention to the following areas during the candidate's induction:

- health and safety
- employment rights and responsibilities, including codes of conduct and anti-discrimination
- customer rights, including ethics
- motor industry issues, including professional organisations, accreditation programmes and environmental and economic concerns.

During their induction candidates **must** be given a copy of complaints and appeals procedure (contained in the IMI Awards' operating manual), as well as the centres own complaints procedure.

Policies And Procedures

All IMI approved centres must comply with all health and safety requirements and have policies which ensure equal opportunities and access to fair assessment for all candidates.

Full details of policies and procedures and all other criteria to maintain the status as an IMI approved centre are contained in the IMI operating manual.



IMI Administration

The IMI Approved Centre Operating Manual is the key source of information for approved centres offering IMI qualifications. It states clearly the roles and responsibilities of centre personnel and the policies and procedures that must be in place at the centre.

It includes details of:

- the centre approval criteria
- the administrative procedures to register learners and request certificates
- health and safety requirements
- the policy to ensure equal opportunities and access to fair assessment for all learners
- the procedures for applying for **special assessment arrangements**
- the Complaints and Appeals Procedure
- and the IMI customer service charter.

Up to date information on IMI fees and charges can be found on its website, <http://awarding.theimi.org.uk/>

In brief, the **assessment requirements** for these qualifications (as specified in these guidance notes) must be met in full before a learner can be deemed to have completed the qualification. These qualifications must be **internally quality assured** in line with the approved centre's strategy for internal quality assurance.

Records of learners' progress and achievements must also be kept at the centre. Although centre records may take a variety of formats, they must be clear and concise and show unsuccessful assessments, as well as learner achievements. They must be made available to an IMI External Quality Assurer during routine monitoring visits; therefore providing a clear audit trail to show where, when and how learners have met the criteria.

IMI has developed a **Candidate Assessment Summary** document for assessors and internal quality assurers to complete as the learner achieves each unit. The Candidate Assessment Summary (or an approved equivalent) must be used throughout the learner's qualification. This document can be found in the Qualification section of IMI website.

IMI External Quality Assurer will sample learners' work during routine monitoring visits to the centre and prior to **certification** claims being made unless the centre has direct claim status (see the IMI operating manual).

For up-to-date information, please ensure all the latest amendments are downloaded from the IMI website at <http://awarding.theimi.org.uk/>.

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