



INSTITUTE
OF THE MOTOR
INDUSTRY

IMI QUALIFICATION



QUALIFICATION SPECIFICATION

for

**IMI Level 2 Award in MOT Testing
(Classes 1 and 2)**

OFQUAL NO: 601/8930/7

**IMI Level 2 Award in MOT Testing
(Classes 4 and 7)**

OFQUAL NO: 601/8928/9

Version 2: March 2017

Note:

This guide should be read in conjunction with the:

- *Candidate Assessment Summary (for the relevant qualification)*
- *and the IMI Operating Manual for Approved Centres*



CENTRE INFORMATION

Please be aware that any **legislation** referred to in these qualifications may be subject to amendment/s during the life of these qualifications. 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.

The current **MOT Testing Guide, Inspection Manuals and Special Notices** and associated documentation can be located on the <https://www.gov.uk/> website and are the central reference documents.

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

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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**QUALIFICATION SPECIFICATION:
IMI Level 2 Award in MOT Testing (Classes 1 and 2) and
IMI Level 2 Award in MOT Testing (Classes 4 and 7)**

INTRODUCTION

IMI has published this qualification specification as required by the Office of Qualifications and Examinations Regulation (Ofqual), to set out:

- the qualifications' objectives
- any other qualification that a learner must have completed before taking the qualifications
- any prior knowledge, skills or understanding which the learner is required to have before taking the qualifications
- units that a learner must have completed before the qualifications will be awarded, and any optional routes
- any other requirements that a learner must have satisfied before the learner will be assessed, or before the qualifications will be awarded
- the knowledge, skills and understanding that will be assessed as part of the qualifications (giving a clear indication of their coverage and depth)
- the method of any assessment and any associated requirements relating to it
- the criteria against which learners' level of attainment will be measured
- any specimen materials
- any specified levels of attainment.

ABOUT IMI

IMI as the Awarding Organisation developed from within The Institute of the Motor Industry (IMI). The IMI was set up in 1920 to serve the developing motor industry. The IMI is now the only organisation representing individuals of all vocations and status within the industry, and plays the leading role in advancing the quality and integrity of the profession. The IMI has been committed to vocational qualifications since 1985.

IMI is now the leading awarding organisation for the retail motor industry. We offer an unrivalled range of motor industry qualifications that demonstrate knowledge, skills and competence, the foundation of a successful career. IMI is the UK's only awarding organisation that is focused on the motor industry and closely related sectors.

IMI is recognised as an awarding organisation by the UK nations' regulators; Ofqual in England, Qualifications Wales, CCEA Regulation in Northern Ireland and SQA Accreditation in Scotland.

IMI is currently accredited to offer these MOT qualifications by Ofqual in England. This allows IMI to approve assessment centres, i.e. colleges, training providers and employers to run these qualifications for potential learners.

IMI representatives, i.e. external quality assurers, visit its approved centres to ensure that they are working to regulations.

IMI contact details are as follows:

IMI
Fanshaws
Brickendon Lane
Brickendon
Hertford
SG13 8PQ

Tel: 01992 511521

email: info@theimi.org.uk

<http://www.theimi.org.uk/awarding>



IMI Complaints and Appeals Procedure

The IMI procedures for complaints and appeals are open to each centre, prospective centres, their staff and all learners. The procedures are designed to resolve disputes arising from the following activities:

- assessment and quality assurance practice or decisions
- centre approval decisions
- claims for certification
- or any other complaint a learner may have.

Note to assessors: Learners must have access to the IMI Guidance for Candidates which contains the IMI complaints and appeals procedure.

Centre Recognition and Approval

Centres wishing to offer these qualifications must first be approved by IMI.

Centres must adhere to the information in this document, and the IMI operating manual. Further details on the approval process and the IMI operating manual are available at www.theimi.org.uk/awarding



IMI LEVEL 2 AWARDS IN MOT TESTING (CLASSES 1 AND 2) AND (CLASSES 4 AND 7)

IMI offers the following vocationally related qualifications for prospective MOT Testers.

These qualifications are recognised by the Driver and Vehicle Services Agency (DVSA), as meeting its requirements to apply to become an MOT Tester.

Once qualified, an MOT Tester learner will need to demonstrate competence by completing a DVSA observed and assessed demonstration test. DVSA will then issue a Certificate of Competence (CoC) as required by Directive EU 2014/45 and will authorise the individual to become a qualified nominated tester (NT), as long as all other eligibility criteria have been met.

These qualifications support experienced individuals working within the automotive service and repair sector to:

- develop a detailed understanding of the knowledge and skills required to carry out statutory periodic road worthiness inspections on behalf of the Secretary of State for Transport.
- and acquire the pre-requisite qualification that is required in order to apply to DVSA for the final observation inspection to become a qualified nominated tester (NT).

| Ofqual Qualification No. | Qualification Title | GLH | TQT |
|--------------------------|--|-----|-----|
| 601/8930/7 | IMI Level 2 Award in MOT Testing (Classes 1 and 2) | 29 | 32 |
| 601/8928/9 | IMI Level 2 Award in MOT Testing (Classes 4 and 7) | 29 | 32 |

IMI is approved and accredited to offer these vocationally related qualifications by the Office of Qualifications and Examinations Regulation (Ofqual). Therefore the qualifications appear on its The Register of Regulated Qualifications.

The Register contains details of Recognised Awarding Organisations and Regulated Qualifications in England. For further information visit: <http://register.ofqual.gov.uk/>



REGULATED QUALIFICATIONS FRAMEWORK (RQF)

These IMI qualifications are on Ofqual's Regulated Qualifications Framework (RQF). The RQF currently provides a single system for cataloguing all qualifications regulated by Ofqual and CCEA Regulation.

There are eight levels of the RQF, supported by three 'entry' levels. A qualification's level indicates the difficulty and complexity of the knowledge and skills associated with the qualification. Qualifications can sit at different levels, but can require similar amounts of study and assessment time. Equally, qualifications at the same level can take different amounts of study and assessment time.

A qualification's size refers to the estimated total amount of time it should typically take to study and be assessed for a qualification. This can be anything from a matter of hours to several years of study; and different students can take different amounts of time to study for the same qualification. Size is expressed in terms of Total Qualification Time (TQT). The part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GL).

To further understand the level of difficulty of the units and qualifications on the RQF, it might be helpful to know that GCSEs (grade A*–C) are level 2, GCE A levels are level 3 and a PhD is a level 8.

For further information on the RQF, please visit Ofqual's website:

<https://www.gov.uk/find-a-regulated-qualification>

Note: The RQF replaced the Qualifications and Credit Framework (QCF) and National Qualifications Framework (NQF) in October 2015.

NOTE:

You can have an Award, Certificate or Diploma of any difficulty level from entry to 8. This is because the type indicates the size of qualification, not its difficulty. The title of a qualification should indicate its difficulty, how long it will take the average learner to complete, and its general content, using the following information:

- Qualification level (from lowest, entry level to level 8 at the top)
- Qualification size (award/certificate/diploma)
- Content of the qualification



a. Declared Purpose (as published on IMI website)

IMI Level 2 Awards in MOT Testing

Who is this qualification for?

These qualifications are for individuals who want, or need to become MOT testers of either light vehicles or motorcycles.

To be eligible to undertake a qualification in order to become an MOT Tester, a learner must:

- have a current and full UK driving licence for the vehicle classes they want to test
- be a skilled mechanic with at least 4 years full-time employment in the service and repair of the vehicle types to be tested. (Apprentices who have been employed for 4 years are eligible.)
- have no unspent convictions for criminal offences connected with the MOT testing scheme or the motor trade, or involving acts of violence or intimidation
- and be 'of good repute'.

Who might be interested in taking this course?

These qualifications were primarily developed for those individuals who wish to enhance their career by qualifying as an MOT Tester. Achievement of an MOT Tester qualification allows them to apply to undertake the DVSA final observed assessment in order to achieve their Certificate of Competence (CoC), therefore enabling them to become a nominated tester (NT).

What will the learner study as part of this qualification?

The content of these qualifications has been designed to reflect the contents of the National Occupational Standards for MOT Testers.

The content of the qualification includes:

- working safely within a vehicle test centre
- communicating with colleagues and customers
- how to manage and maintain their CPD
- carrying out pre-test checks
- and carrying out an MOT test.

b. Size

These qualifications each have 32 hours Total Qualification Time (TQT), i.e.: the estimated total amount of time it should typically take a learner to study and be assessed for a qualification. The part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH). The minimum GLH for these qualifications is 29 GLH; of which 8 hours must be practical.

c. Appropriate Content

The content of these qualifications has been designed to cover the requirements for all prospective nominated testers (NT). The qualifications are based on the suite of National Occupational Standards (NOS) developed by the IMI in conjunction with DVSA and the MOT industry in 2015.

d. External Assessment

These qualifications are subject to externally set and externally marked assessment in the form of an online test, delivered through the IMI online testing platform.

The IMI developed online test is made up of a bank of questions that are randomly selected to cover the knowledge requirements of the qualification. The test consists of 40 questions, to be answered in 75 minutes, spanning the breadth of the content for each of the units.

It is **not acceptable** for an approved centre to develop its own assessment, in the place of the IMI online test provided.



e. Internal Assessment

In addition to the externally set and externally marked online test, learners must successfully undertake a practical assessment provided by IMI.

It is **not acceptable** for an approved centre to develop its own practical assessment, in the place of the IMI assessment provided.

IMI LEVEL 2 AWARD IN MOT TESTER QUALIFICATION STRUCTURE AND UNITS

This specification document contains each qualification's structure (*page 19*); the structures include each unit's IMI unit reference code, Ofqual unit I.D no., and guided learning hours (GLH).

Each qualification has a common structure of mandatory units. All units combine requirements for both knowledge and skills. The only variation between the qualifications is unit MOTT05 (which requires a vehicle test to be carried out), as vehicle tests vary considerably between class 1 and 2, and class 4 and 7.

Each unit is written in a specific way, as follows:

The **unit reference** is IMI code for the unit.

The **unit title** is a concise, but explicit description of what the unit covers.

The units are at **Level 2** of the **RQF**.

The **guided learning hours** are an indication to assessors/tutors of how long each unit will take to deliver. (These times allow for teaching supported by practical task and training.)

Please note: the guided learning hours should be viewed flexibly, as they will be dependent on the experience of the learner and method of delivery.

The **unit rationale** is a short description of what the unit covers and what the learner will achieve.

The **learning outcomes** and **assessment criteria** set out what learners are expected to know, understand and/or be able to do.

The units are also amplified by **content**. Learners are required to understand how to apply this content to the unit. This will ensure that they have the required breadth of knowledge across the units they are undertaking.

Note: Any item listed in the content may be assessed within the online test.

In order to pass and achieve certification of their selected qualification, learners must achieve all of the units' learning outcomes, assessment criteria and assessments.

Note: 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 on the IMI awarding website.



DVSA/IMI ASSESSMENT STRATEGY

1. TRAINER, ASSESSOR AND INTERNAL QUALITY ASSURANCE REQUIREMENTS

DVSA and IMI Sector Skills Council (SSC) require that the assessment of these qualifications is carried out by trainers, assessors and quality assurers who are competent in the automotive industry.

At a minimum, this should reflect the principles outlined below.

1a. MOT Trainer Requirements

Approved centres must have MOT trainers with sufficient knowledge and skills in the subject matter being delivered.

Trainers must have completed MOT relevant training recognised by the IMI (this includes DVSA delivered training provided for approved centres) or have gained the qualification which they are delivering.

For unit 5 (MOTT05LV or MOTT05MC) of the MOT Tester qualifications, trainers must also have:

- evidence that they are either current or lapsed MOT Testers
- OR
- have gained the Award in MOT Testing and have successfully passed a DVSA VT8 assessment
- OR
- have previously delivered DVSA MOT Tester courses.

All MOT Trainers (for both MOT Tester and MOT Manager Training) must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA), but are not required to take the MOT annual assessment.

1b. Assessor Requirements

Assessors are responsible for, and accountable for, the validity, reliability and authenticity of learners' evidence. Therefore it is important that an assessor can recognise occupational competence, as specified by the National Occupational Standards.

Assessors require an in-depth technical competence related to the qualifications for which they are assessing learners; as well as a thorough understanding of assessment and quality assurance practices.

It is the responsibility of the approved centre to select and appoint assessors.

Assessors **cannot** assess these qualifications, if they are not currently approved by, or have had their approval removed by IMI.

To be an approved assessor, an individual must:

- have sufficient and relevant technical/occupational competence at, or above, the level of the unit being assessed
- have in-depth knowledge of the qualification and the evidence requirements
- have attended relevant MOT training recognised by the IMI (this includes DVSA delivered training provided for approved centres) or have gained the qualification which they are assessing
- provide evidence of completing the required numbers of hours of MOT annual training each year. They must also complete the MOT annual assessment
- and be conversant with the requirements of IMI Awarding. Assessors should be aware of the content of the IMI Awarding Operating Manual, and keep up-to-date with the latest information and amendments posted on IMI Awarding website, www.theimi.org.uk/awarding and on IMI Centres Hub.



1c. Internal Quality Assurance Requirements

The primary responsibility of the internal quality assurer is to assure the quality and consistency of the learner's evidence, and the assessment decisions of the assessors for whom they are responsible. Internal quality assurers therefore need to have a thorough understanding of quality assurance and assessment practices, as well as technical competence related to the qualifications that they are internally quality assuring.

It is the responsibility of the approved centre to select and appoint internal quality assurers.

Internal quality assurers **cannot** verify the qualification if they are not approved by, or have had their approval removed by IMI Awarding.

To be an approved internal quality assurer, an individual must:

- have in-depth knowledge of the MOT occupational standards and qualification requirements
- be occupationally aware of the relevant industry sector being internally quality assured
- demonstrate knowledge and understanding of the quality assurance processes required by the approved centre and IMI Awarding
- and be conversant with the requirements of IMI Awarding. Quality assurers should be aware of the content of the IMI Awarding Operating Manual, and keep up-to-date with the latest information and amendments posted on IMI Awarding website, www.theimi.org.uk/awarding and on IMI Centres Hub.

When the IMI Awarding external quality assurer is satisfied that the requirements are being met, approved internal quality assurer status will be granted and a pin issued (see IMI Awarding Operating Manual for details of the approval process).

2. ASSESSMENT REQUIREMENTS

2a. Overview

These qualifications reflect the needs of the workplace. They should be assessed in a holistic manner by technically competent assessors. The primary method of assessment should always be direct observation.

2b. Simulation (devised assessment situations)

Due to the legislation that governs MOT testing, testing can only be carried out by those authorised to do so. Carrying out assessment within a real workplace is not possible and therefore assessments will be carried out in a simulated environment. Approved Centres should make every attempt to ensure that the simulation is as close to the real world scenario as possible. Assessors must use the supplied IMI documentation. This ensures that the assessment mirrors the final observation which DVSA will conduct, prior to authorising individuals to carry out MOT tests.

Real vehicles, subject to test (by virtue of age), must be used and suited to the category being assessed against. It is not recommended that defects are introduced into vehicles, as the defects are likely to become general knowledge. There is also a risk to road safety if the vehicle is used on the road. However, if genuine defects exist, they must be identified. The simulation process should include a knowledge based assessment of theoretical defects.

The use of training rigs is not permitted for assessment. In addition, the equipment used should reflect real workplace resources available to qualified MOT Testers.

IMI Awarding Note:

Any simulation should impose pressures that are consistent with workplace expectations. In particular;

- all workplace assessment/simulations must be planned, developed and documented by the approved centre to ensure that the simulation correctly reflects what the standards seek to assess.
- and the physical environment for the simulation must be as realistic as possible (i.e. draw on real resources that would be used in industry and must be based on current working practice).



IMI LEVEL 2 AWARD IN MOT TESTING ASSESSMENT METHODOLOGY

Learners must:

1. pass the IMI set and marked online test
2. pass the IMI set and internally marked practical assessment

IMI approved centres are responsible for adopting learning and assessment strategies to help the learner throughout their qualification. It is essential that delivery of the qualification is designed to allow each learner to develop their knowledge and skills using strategies appropriate to their learning style.

Learners may be taught via eLearning, classroom based and in training centre workshops, and may also spend time in the workplace as part of their course, i.e. work experience.

Note: There is a requirement for a minimum of 8 hours practical training.

1. IMI Set Online Test

The learner is required to take an IMI set online test:

- MOTLV1 (for classes 4 and 7)
- or MOTMC1 (for classes 1 and 2)

The test consists of multiple choice or 'True or False' or 'Yes/No' questions. IMI provides and marks online tests through its website, www.theimi.org.uk/awarding

Learners are permitted to use calculators and bilingual dictionaries. Learners should also have access to the MOT Testing Guide, Special Notices and the MOT Testing Manual for the category of vehicles they are being assessed on.

Note: The use of a scribe or a reader is NOT permitted for either MOTLV1 or MOTMC1 online test.

Note: Centre devised alternatives to the IMI online test are NOT permitted.

Full guidance on the use of online assessment can be found in the IMI Operating Manual.

If you need any further assistance, please call IMI Centre Admin Support Team on tel.: 01992 511521.

2. IMI Practical Assessment

IMI has created a practical assessment to be completed by learners. The practical assessment is designed to ensure rigour and quality of assessment, by measuring the learner's underpinning knowledge and skills.

The MOT Test section of the assessment replicates the assessment that will be carried out by DVSA as part of its observation for the final Certificate of Competence (CoC).

The assessment comprises of practical tasks, accompanied by assessor observation and oral questioning (including ethical behaviour, and the assessment of component wear). Assessors should ensure the direct observation of an entire simulated, uninterrupted MOT Test (with use of an assistant) carried out in the training environment to the current standard required by DVSA. This must include demonstration of the MOT computer testing service system.

General guidance for learners completing the assessment is shown on the front cover of the assessment.

The assessor can play the role of the vehicle presenter during assessment.

The assessor to learner ratio must be 1:1.

The assistant and vehicle presenter cannot be another learner on the same qualification.

Assessor feedback/observation boxes are supplied to provide assessors with an area where they can record their observations of the learner within the practical assessment. These boxes can be used flexibly, at the assessor's discretion.



The assessment must be recorded and marked by an IMI approved assessor from the approved centre. The assessment will form part of the centre's internal quality assurance process.

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

Centre Devised Assessment

It is not acceptable for an approved centre to develop its own practical assessment.

Required MOT testing equipment

Different classes of vehicle need different specialist test equipment. Approved Centres must make sure they have at least the minimum level of equipment for each vehicle class they are approved to offer training for. All equipment must be kept in good working order; and exhaust emission equipment calibrated correctly.

Minimum equipment list for delivery of light vehicle/motorcycle MOT training:

- Vehicle ramp with turning plates & jacking beam
 - or vehicle pit with jacking beam
- Roller brake tester
- Headlamp aim tester
- Gas analyser
- Diesel smoke meter
- Corrosion Assessment Tool (CAT)
- Tyre tread depth gauge
- Decelerometer
- Low voltage hand lamp
- Steel tape (minimum 1 metre)
- 13 pin trailer socket tester
- Gas leak detector (optional – only required for gas vehicles)

Motorcycle

- Brake tester with weighing facility
 - Or brake tester, incorporating weighing facility
- Headlamp aim tester
- Corrosion Assessment Tool (CAT)
- Tyre tread depth gauge
- Decelerometer
- Selection of levers
- Low voltage hand lamp
- Steel tape (minimum 1 metre)
- Wheel alignment cords or bars

Equipment should be as currently authorised for MOT use; but need not be calibrated.



ADDITIONAL INFORMATION

Learner Entry Requirements

There are formal entry requirements for these qualifications.

To be eligible to undertake an MOT Tester qualification a learner must:

- have a current and full UK driving licence for the vehicle classes they want to test
- be a skilled mechanic, with at least 4 years full-time employment in the service and repair of the vehicle types to be tested
- have no unspent convictions for criminal offences connected with the MOT testing scheme or the motor trade, or involving acts of violence or intimidation
- and be 'of good repute'

To become a nominated tester (NT) for class 3, 4, 5 or 7 vehicles learners must also have an 'appropriate' qualification. (Details of 'appropriate' qualifications can be found in DVSA area of the <https://www.gov.uk> website). The DVSA will check these pre-requisite items when learners apply for the Certification of Competence (CoC) observation; therefore it is important that these are checked by the approved centre prior to a learner starting the qualification.

This qualification specification is only available in the medium of English. The MOT Testing Manual, MOT Testing Guide and other published documents are a key source of information and are also only available in English. Learners must be conversant in English language prior to undertaking these qualifications.

Note: Bi-lingual dictionaries are allowed to be used during assessment.

Learner Induction

Each learner must receive an induction before commencing a qualification. The learner must be informed of which qualification they are registered for with IMI, and be made aware of the assessment methods that will be used throughout their chosen qualification.

IMI expects the approved centres to pay particular attention to the following areas during the learner's induction:

- Health and Safety
- The pre-requisite requirements for undertaking the qualification.

All learners registered must have access to fair and proper assessment. Approved Centres must ensure that all learners have access to,

- The IMI Guidance for Candidates, which contains the IMI Complaints and Appeals Procedure

Access to MOT Testing Service

Prior to undertaking the assessment, and as part of the training, the learner will need to create a user account on the MOT Testing Service system. They will then be able to access the training mode area of the service. The system can be accessed via this link: <https://mot-testing.i-env.net/login>

Registering Training Centres with DVSA to enable final observation to be carried out

Where approved centres wish to offer learners who achieve the qualification the opportunity to undertake their final DVSA observation (VT8) within their training facility (where it is not an existing MOT Test Station); they must first be registered with DVSA in order to receive a Vehicle Test Station (VTS) number (this does not make it a live MOT test station).

Further information on how to do this may be found in the IMI Operating Manual for Approved Centres.



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, www.theimi.org.uk/awarding

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 on the IMI Awarding website.

IMI external quality assurers 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 www.theimi.org.uk/awarding

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