



INSTITUTE OF THE
MOTOR INDUSTRY

ASSESSMENT STRATEGY FOR IMI ACCREDITATION MANAGEMENT (COMPETENCE FRAMEWORK)





Reproduction, storage, adaptation or translation, in any form or by any means, of this publication is prohibited without prior written permission of the publisher, or within the terms of licences issued by the Copyright Licensing Agency.

Printed in Great Britain.

Institute of the Motor Industry
Fanshaws
Brickendon
Hertford
SG13 8PQ
www.theimi.org.uk



Contents

| | |
|---|----|
| Introduction..... | 4 |
| Centre Approval | 4 |
| Assessments | 5 |
| Initial Accreditation Re-assessment | 5 |
| IMI Accreditation Management (Competence) Levels/Structures | 5 |
| Reaccreditation | 5 |
| Centre devised Assessments..... | 6 |
| Assessor Requirements | 7 |
| Online Assessment Requirements | 8 |
| Internal Quality Assurer Requirements..... | 8 |
| External Quality Control..... | 9 |
| Use of video recording/Remote assessment | 9 |
| Assessment location | 10 |



Introduction

There are two types of IMI Accreditation – Management. The full Competency Framework, or via the Knowledge Framework. The competency framework and knowledge framework are based on the same modules and module definitions.

The competency accreditation may be achieved by either of two methods:

- Using the assessment process and tools provided by the IMI (formerly AMA), and carried out in the workplace.
- Centre devised assessments, approved by the IMI within the workplace or approved assessment centre

The knowledge accreditation is for those managers who may be unable to demonstrate competence for all the required modules, but can demonstrate the knowledge required. This can also be via two methods:

- Successful completion of an IMI online test, and project
- Centre devised assessments, approved by the IMI

This document sets out the requirements of the Institute of the Motor Industry (IMI) for the assessment of IMI Accreditation- Management (Competence) and is for use by all IMI approved assessment centres.

This is the overarching strategy for the assessment and verification of IMI Accreditation- Management (Competence) and will come into force on the 1st July 2015, and apply to any full IMI Accreditation- Management (Competence) Accreditation.

This document therefore outlines the IMI principles in regards to assessment for the IMI Accreditation- Management (Competence):

- centre approval
- assessment
- requirements of assessor and quality assurer
- external quality control of assessment
- centre devised assessments

Centre Approval

Centres wishing to offer IMI Accreditation- Management (Competence) must first be approved by the IMI. Approval of the different accreditation routes and levels will only be achieved where centres have appropriate resources and technically competent assessors for the route and level they are assessing.



Assessments

IMI Accreditation- Management (Competence) assessment must attest to competence in an management role. The primary method of assessment should therefore be assessment of candidates carried out in the workplace, or in a situation representative of the workplace. This could include observation, oral questioning, role play, professional discussion, evidence from products of work.

For a candidate to achieve the initial accreditation recognition; a candidate must successfully complete all of the assessments (both UPK test and practical) within a twelve month window as identified by The IMI documents.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments with the Awarding Organisation
- is eligible to take the assessments (meeting any pre-requisites for the route being undertaken)
- has agreed to the IMI Accreditation Code of Conduct.

Initial Accreditation Re-assessment

Candidates may re-take the on-line knowledge test as many times as the centre considers appropriate. However, if they are not successful after three attempts and suitable refresher training, the centre should review whether they are being assessed at the most appropriate level.

Candidates who are referred may re-take any part of the assessment within a twelve-month period. In exceptional circumstances the IMI may agree to extend this period in individual cases.

In exceptional circumstances the IMI may agree to extend this period in individual cases.

IMI Accreditation Management (Competence) Levels/Structures

The mandatory and optional requirements for IMI Accreditation- Management (Competence) will be set out in the specific documents for each level.

Reaccreditation

To retain IMI Accreditation- Management (Competence) Managers must demonstrate they have kept up to date though undertaking continuous CPD (relating to their management role) over the 3 year re-accreditation period. This will be in line with the requirements for the IMI Professional Register.



Centre devised Assessments

Centres may devise their own assessments in place of IMI devised assessments. These centre devised assessments must however mirror the type of assessments specified, i.e. competence assessments must be replaced by other competence assessments. It is not acceptable to substitute competence assessments with assignments, knowledge tests etc.

Please note: The use of psychometric and profiling tools does not constitute a valid and reliable form of assessment

Centre devised assessments must cover the competences or knowledge statements specified for the accreditation route/level being delivered. This can be demonstrated by 'mapping' the competences being assessed in the centre devised assessments to the Accreditation competences or knowledge statements, and having the centre devised alternative assessment approved. There will be a charge for approval of centre devised assessments.

Further details on centre devised assessments can be found in the Awarding Organisation Operations Manual.



Assessor Requirements

The assessment of all IMI Accreditations must be carried out **by IMI approved** industry competent assessors.

Assessors will be responsible for, and accountable for, the validity, reliability and authenticity of evidence.

The primary responsibility of the assessor is to ensure that candidates satisfy the requirements of the critical competences outlined within each IMI Accreditation route. It is important that an assessor can recognise occupational competence as specified within the specific documentation for each IMI Accreditation route. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in depth technical competence related to the IMI Accreditations for which they are assessing candidates.

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

It will be the responsibility of the Awarding Organisation to approve centre selected assessors.

To be an approved assessor the person must:

- have sufficient and relevant technical/occupational competence in the IMI Accreditation route, at or above the level of the route being assessed
- have in depth knowledge of the IMI Accreditation routes critical competences and evidence requirements
- hold the required accredited assessor award as specified by the IMI (see specific route information for further details if required).
- demonstrate knowledge and understanding of the competencies that a learner is required to demonstrate for the level of IMI Accreditation that they are undertaking
- ensure that their technical knowledge is kept up to date and may be asked to provide evidence of completing Continual Professional Development (CPD).
- be approved by the Awarding Organisation to carry out assessments for the IMI Accreditations they are competent in.

Approval of assessors can be **removed**. Assessors **cannot** assess the IMI Accreditation if they are not currently approved by, or have had their approval removed by, the Awarding Organisation.



Online Assessment Requirements

Online assessments must be invigilated. Invigilators do not need to be qualified assessors but must be approved by the IMI. Further details on online assessment requirements are provided in the Operating Manual.

Internal Quality Assurer Requirements

IMI Accreditations must be underpinned by quality assurance appropriate to centre based delivery. At a minimum this should reflect the principles outlined below.

Internal Quality Assurance of IMI Accreditations shall be the responsibility of approved industry competent internal quality assurers.

The primary responsibility of the internal quality assurer is to assure the quality and consistency of assessments by 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 IMI Accreditations that they are internally quality assuring.

Internal quality assurers will be responsible for, and accountable for consistency, quality and reliability of evidence and assessors.

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

It will be the responsibility of the Awarding Organisation to approve centre selected internal quality assurers.

To be an approved internal quality assurer the person must:-

- have in-depth knowledge of the IMI Accreditation routes critical competences and evidence requirements.
- be occupationally aware of the relevant industry sector being internally quality assured
- ensure that their technical knowledge is kept up to date and may be asked to provide evidence of completing Continual Professional Development (CPD).
- be approved by the Awarding Organisation to carry out internal quality assurance for relevant IMI Accreditations
- demonstrate knowledge and understanding of the quality assurance processes required by the centre and the awarding organisation

Approval of internal quality assurers can be **removed**. Internal quality assurers **cannot** verify the IMI Accreditation if they are not approved by, or have had their approval removed by the Awarding Organisation..



External Quality Control

It is expected that the awarding of IMI Accreditations will be underpinned by quality assurance processes and procedures. At a minimum this should reflect the principles outlined below.

Centres will be monitored by an External Quality Assurer on an ongoing basis using a risk based approach.

IMI recommends that approved centres adopt a risk rating and risk management system for centres offering IMI Accreditations.

IMI recommend that such systems identify:

- Commercial Risk – is there potential for commercial pressures to ensure that candidates achieve IMI Accreditations within unduly short time frames?
- Assessment/Verification risk – are factors apparent in the relationship between candidates, assessors and quality assurer that might prejudice a fair and consistent assessment process?

Where risks or potential risks are identified, IMI expects that the approved centre, via the external quality assurer takes appropriate action to ensure that the credibility of the assessment process is not prejudiced.

Awarding Organisations will be responsible for and accountable for the quality of IMI Accreditations delivered and assessed by their approved assessment centres.

Use of video recording/Remote assessment

Where role play is required it is acceptable to use video recording to help reduce the burden of having to use an actor and separate assessor. A single person may be able to play the part of an actor whilst also fulfilling the required assessor role. The interaction must however be recorded and kept as evidence. It may also be used where qualified assessors are not able to carry out the role of an actor- and the video footage then reviewed remotely or at a later date by a qualified assessor.



Assessment location

IMI Accreditation- Management (Competence) are based on critical competences required to operate effectively in their management role and therefore candidates are to be assessed in the workplace or an assessment centre under conditions as close as possible to the normal workplace.

The candidate must not be subject to external influence during an assessment. Any areas used for assessment purposes must be identified as confidential and screened off appropriately to prevent external viewing and disturbance of the assessments.

To undertake the assessment the following guidelines must be met:

1. Where assessment is taken within an approved centre and not the workplace, the assessment should reflect a real work location and situation
2. all assessments that are carried out should be completed in a way, and to a timescale, that is acceptable in business organisations
3. the range of materials and equipment that the candidates use must be up to date and available
4. account must be taken of any legislation or regulations in relation to the type of assessment that is being carried out