

INTRODUCTION

This section provides guidance on the centre requirements for the delivery of the following qualifications:

Key Stage 4:

- IMI Level 1 Certificate in Service and Maintenance Engineering (601/0531/8)
- IMI Level 1 Diploma in Service and Maintenance Engineering (601/0541/0)*
- IMI Level 2 Certificate in Service and Maintenance Engineering (601/0532/X)
- IMI Level 2 Diploma in Service and Maintenance Engineering (601/0542/2)
- IMI Level 1 Certificate in Carrying Out Periodic Vehicle Maintenance and Inspection (603/3088/0) †
- IMI Level 2 Certificate in Automotive Maintenance (603/3089/2) ‡

Key Stage 5:

- IMI Level 2 Certificate in Light Vehicle Maintenance (601/7033/5)
- IMI Level 2 Certificate in Heavy Vehicle Maintenance (601/7034/7)
- IMI Level 2 Certificate in Motorcycle Maintenance (601/7048/7)
- IMI Level 2 Certificate in Vehicle Accident Repair – Body (601/7049/9)
- IMI Level 2 Certificate in Vehicle Accident Repair – Paint (601/7068/2)
- IMI Level 2 Diploma in Motorsport Maintenance (601/7064/5)
- IMI Level 2 Diploma in Auto-Electrical and Mobile Electrical Operations (601/7162/5)
- IMI Level 2 Diploma in Vehicle Accident Repair – Multi-Skilled (601/7163/7)
- IMI Level 3 Diploma in Light Vehicle Maintenance (601/7324/5)
- IMI Level 3 Extended Diploma in Light Vehicle Maintenance (601/7325/7)
- IMI Level 3 Diploma in Heavy Vehicle Maintenance (601/7327/0)
- IMI Level 3 Diploma in Motorcycle Maintenance (601/7328/2)
- IMI Level 3 Diploma in Vehicle Accident Repair – Body (601/7117/0)
- IMI Level 3 Diploma in Vehicle Accident Repair – Paint (601/7115/7)
- IMI Level 3 Extended Diploma in Motorsport Maintenance (601/7334/8)
- IMI Level 3 Diploma In Auto-Electrical And Mobile Electrical Operations (601/7238/1)
- IMI Level 3 Extended Diploma in Land-Based Engineering Technology (601/7239/3)
- IMI Level 3 Diploma in Vehicle Accident Repair – Multi-Skilled (601/7323/3)

Centres delivering any of the aforementioned qualifications will need to ensure they have read and fully understood the assessment and centre requirements prior to delivery to ensure full compliance with the Department for Education (DfE), IMI and regulatory requirements.

QUALITY ASSURANCE

The IMI will ensure the centre is complying with the requirements as determined by the qualifications offered, which is stated within the relevant qualification specification and accompanying guidance.

It is essential that the requirements of these qualifications are scrutinised as part of quality assurance activities, as the approved centre is specifically required to:

* 601/0541/0 – registration end date 31-12-18

† 603/3088/0 – available from October 2018

‡ 603/3089/0 – available from October 2018

- limit the number of assessments undertaken by candidates
- ensure units are undertaken in a set order
- source, arrange and record meaningful employer involvement for KS5 candidates
- gather destination data, and
- provide an accurate grade when claiming successful completions.

Full details are provided in the following sub-sections.

EXTERNAL ASSESSMENT

In accordance with DfE guidance, all of these qualifications have explicit requirements for external assessment which clearly state that learners who have failed to reach the required standard or deemed to have underperformed are only allowed **one retake opportunity**. This means that a learner will only have a maximum of **two attempts** at each online assessment.

To that end, each online test can be clearly distinguished with a (1) and (2). Centres must ensure that candidates are fully versed with which assessment they are required to take and **do not** complete both (1) and (2).

Please note that the retake (2) may only be taken a minimum of 48 hours after the first attempt.

DfE have agreed that candidates registered on Tech Level 3 qualifications only should be given one additional opportunity to retake their external assessment(s).

IMI will not reset online assessments unless under exceptional circumstances, i.e. for Tech Level candidates or IT failures; requests to do so will need to be made using an enquiry form through IMI Centres Hub.

SYNOPTIC ASSESSMENT

Synoptic assessment for these qualifications will be achieved through completion of the unit Group B core (synoptic) unit. The Group B core (synoptic) unit for these qualifications has been designed to assess the skills and knowledge obtained whilst completing all the mandatory units within the specific qualification.

If a learner is referred on their first synoptic assessment submission they will have **one opportunity** to re-submit and this must relate to a task or assessment different to the original. If the resubmission does not meet the minimum of a 'pass' grade the learner will be unable to achieve the qualification.

*Note: The core (synoptic) unit must **NOT** be assessed until successful completion of the mandatory units within unit Groups A and C and any chosen optional units.*

EMPLOYER INVOLVEMENT

DfE has strict requirements for all KS5 qualifications to include 'meaningful employer involvement' for each learner. Employer involvement has no minimum duration or contribution to the overall qualification grade.

IMI approved centres are responsible for sourcing, arranging and recording meaningful employer involvement which must form one of the eligible activities listed below.

Evidence of this will need to be uploaded and retained on IMI Centres Hub. The IMI EQA will confirm and ensure approved centres have secured meaningful employer involvement (according to DfE criteria above) for every learner.

Should an approved centre not have secured meaningful employer involvement, the learner will be unable to complete and claim their qualification.

DfE examples of meaningful employer involvement:

In all cases participating industry practitioners and employers must be relevant to the industry sector or occupation/occupational group to which the qualification relates:

- learners undertake structured work-experience or work-placements that develop skills and knowledge relevant to the qualification
- learners undertake project(s), exercises(s) and/or assessments/examination(s) set with input from industry practitioner(s)
- learners take one or more units delivered or co-delivered by an industry practitioner(s). This could take the form of master classes or guest lectures
- industry practitioners operate as 'expert witnesses' that contribute to the assessment of a learner's work or practice, operating within a specified assessment framework. This may be a specific project(s), exercise(s) or examination(s), or all assessments for a qualification.

Unrecognised (by DfE) employment involvement:

The following activities, whilst valuable, do not meet the DfE requirement for meaningful employer involvement:

- employers' or industry practitioners' input to the initial design and content of a qualification
- employers hosting visits, providing premises, facilities or equipment
- employers or industry practitioners providing talks or contributing to delivery on employability, general careers advice, CV writing, interview training etc.
- learner attendance at career fairs, events or other networking opportunities
- simulated or provider-based working environments, e.g. hairdressing salons, florists, restaurants, travel agents, small manufacturing units, car servicing facilities
- employers providing learners with job references.

GRADING

In accordance with DfE requirements, grading must be applied to all IMI KS4/KS5 qualifications. IMI approved centres are therefore required to enter accurate grade details when claiming any of the aforementioned qualifications.

To support centres with calculating an overall grade, IMI have produced a self-calculating 'grading spreadsheet' for each qualification which is available with the support material under the relevant qualification section of the IMI website.

Where two attempts have been made for either an external or synoptic assessment, the centre must specify which grade should be used within the relevant field of the spreadsheet.

The centre must also declare that the learner has benefitted from meaningful employer involvement and specify a learner destination code in the spreadsheet to enable the qualification to be claimed.

Centres are required to retain records of completed grading spreadsheets for each learner and ensure these are easily accessible for IMI audit and stored in the documents section of IMI Centres Hub, in accordance with IMI requirements.

Full details of all the requirements, including grading measures, can be found within the relevant qualification specification and accompanying guidance.

DESTINATION DATA

In accordance with DfE requirements, centres are required to supply destination data on all learners registered for IMI KS4 and KS5 qualifications. This is now a mandatory field at the point of claiming certification and a claim can only be made once a destination code has been entered.

These codes may also be used to inform the IMI of learner progression, thus positively supporting learners throughout their learning journey and meeting their individual needs.

The destination codes are detailed below:

Destination No	Destination Route
01	Full-Time Employment
02	Part-Time Employment
03	Entered Further Education
04	Entered Higher Education
05	Other Education or Training (Not FE or HE)
06	Unemployed

Issue Number	Effective Date	Amendments	Reason for Amendments
3	24 Oct 2018	<ol style="list-style-type: none"> Two new qualifications approved for the 2020 Performance Tables. 601/0541/0 qualification registration end date specified as 31/12/18. Removal of the 'per academic year' for resit opportunities (2019/2020). 	<ol style="list-style-type: none"> Approval by DfE. Withdrawn due to low take up. In line with DfE requirements