



INTRODUCTION

This section provides guidance on centre requirements for the approval and delivery of the Heavy Vehicle Service and Maintenance Technician Standard ST0068/AP01.

APPROVAL REQUIREMENTS

In order to use the IMI assessments for this Apprenticeship Standard a centre will need to be 'IMI Approved' and also be on the 'Register of Apprenticeship Training Providers'. Information and an up to date register can be found using this link:

<https://roatp.apprenticeships.education.gov.uk/download>

Guidance on centre set up, assessor requirements, rules and procedures can be found within the [Training Organisation Guidance Document](#) which can be found on the IMI website.

Centres wishing to apply to deliver any of the standard's elements will need to ensure that assessors have:

- an understanding of the sector and the assessment requirements for this Standard, together with the expertise to administer the Assessment Tools required.
- the capability to deliver assessments at the scale and with the levels of service required, giving confidence that this is a strategic part of their business.
- technical/occupational competence at or above the Apprenticeship Standard for Motor Vehicle Service and Maintenance Technician (Heavy Vehicle).
- Completed a programme of ongoing CPD to provide 30 hours of work experience or technical/qualification related CPD within a 12 month period.

APPROVAL PROCESS

Centres wishing to apply to offer either of the Gateways or End Point Assessment will need to complete a **Centre approval application** form via the IMI Centres Hub. The elements to be delivered must be chosen when creating the form. The options are as below;

- Heavy Vehicle Service and Maintenance Technician Gateway 1 ST0068/AP01 (*AS-HVSMT-GW1*)
- Heavy Vehicle Service and Maintenance Technician Gateway 2 ST0068/AP01 (*AS-HVSMT-GW2*)
- Heavy Vehicle Service and Maintenance Technician EPA ST0068/AP01 (*AS-HVSMT-EPA*)

If the IMI centre are currently unable to facilitate an End Point Assessment and will require the IMI to supply the Independent Observer/Assessment staff, facility and resources then please only request to be linked to Gateway 1 and Gateway 2 at this time.

In addition, the IMI centre will need to complete the Apprenticeship Standard approval guidance checklist (found [here](#)) which must be uploaded with their application in the **Documents** section of IMI Centres Hub.



Upon receipt, an IMI EQA will complete a 'desktop' review of the application via Centres Hub. The IMI EQA will confirm whether or not:

- they have adequate training and staffing resources to deliver the element(s)
- the assessments are being completed correctly, and
- all other requirements are being met to deliver the element to the required standard

Once the EQA is satisfied that the centre meets the requirements, they will be granted full approval and be issued with an EPA contract.

This EPA contract is required to validate and confirm data the ESFA receives from ILRs submitted by the training provider for each apprentice. The training provider must return a signed copy of the EPA contract in order to gain full access to register apprentices.

Note: At this stage, should the EQA determine that the centre is not yet in a position to deliver the standard, the centre will be advised by the EQA what additional requirements are needed before a contract is issued.

ASSESSMENT REQUIREMENTS

Gateways 1+2

Online test and skills assessments (dependent on the package purchased) will be made available once a learner has been registered. It is the responsibility of the Training Organisation to ensure sufficient evidence has been gathered and reviewed before learner may proceed from Gateway 1 to Gateway 2.

End Point Assessment Online Knowledge Tests

The online tests for the end point synoptic assessment will be available once a formal End Point Assessment booking is received and confirmed by the IMI. It is the responsibility of the Training Organisation to ensure sufficient evidence has been gathered and reviewed before learners may proceed from Gateway 2 to End Point Assessment.

End Point Assessment Skills Test

Practical assessments for the end point synoptic assessment will be released to the Training Organisation 21 days prior to the booked assessment days. The method for booking an independent technical observer is outlined within the IMI online portal.

Note: A workshop technician will be required for EPA skills assessments, Assessors are not permitted to reset tasks.

E-log Book

The learner will be required to capture and maintain a robust evidence log of progression of the knowledge, skills and behaviours that they have developed for the duration of the apprenticeship. There is no specific criteria given as to what should be included in the learners 'log of progression', however the IMI have produced paper based versions and have developed an E-log book if employers and learners wish to choose this option.



Behaviour and Soft skills assessment

At the end of each phase, the learner, employer and training provider will be required to undertake a review of progress and evaluation of the learners' development of knowledge, skills and behaviours against the gateway targets. Neither the reviews nor the log of progression form any part of the on programme assessment.

End Point Assessment Professional Discussion

At the endpoint synoptic assessment, a structured professional discussion will take place between the learner, their independent end assessor and an engineering manager from another heavy vehicle workshop. The employer may be invited to the meeting to assist in contextualising the discussion if required. Wherever possible the independent end assessor will be the same person who conducted the observations. The IMI will where possible utilise online technology such as Smart Rooms to carry out professional discussions. This will need to be downloaded by the apprentice/employer/training provider prior to the discussion. Guidance on this can be found in the EPA update section of the IMI website.

Re-sit/Re-take

Apprentices who fail the multiple choice tests may reattempt them after one month. For any singular other assessment activity failed this must be taken after a period of further training and development within six months of receiving the results. If more than one assessment activity is failed, or if the singular activity is not retaken within six months the apprentice must undertake a period of further training and development, after which they must complete the whole independent end assessment again. An apprentice retaking any assessment activity must have different questions / practical scenarios to those on the first attempt. Retakes can only result in a pass / fail result, a maximum of three retakes on each assessment activity is permitted.

Note: There is a 90 day assessment window, commencing on the day of the first assessment activity, in which all assessment activities must be completed.

MANDATORY QUALIFICATIONS

Functional Skills

All learners who do not hold English and Maths GCSE's at grade C or above, or L2 Functional Skills in the same subjects will be required to successfully complete these before attempting the End Point Assessment.

Heavy vehicle maintenance and repair qualifications.

Whilst qualifications are not a mandatory requirement of the heavy vehicle service and maintenance technician standard some employers may choose to purchase these as part of the learning and development phase.

Note: Registration and certification of these qualifications are not included in the IMI package prices. These qualifications will be charged separately. Please use this link to view the latest fees information: <http://awarding.theimi.org.uk/Centres/Fees-and-Charges>

EXTERNAL QUALITY ASSURANCE

External Quality Assurance for this Apprenticeship Standard will be administered by Ofqual.



REGISTERING LEARNERS

Registration will be made via IMI Web Portal 2, in batches or via spreadsheet upload. Learners can be registered for any/all elements in packages as detailed online. To see the current fees and charges please click [here](#).

Note: It is the centre's responsibility to ensure learners are registered on the correct package.

BOOKING AN EPA

Apprentices must be registered on an EPA package with the IMI, in order to be accepted for an EPA booking request. Please refer to 'Registering Learners' section for more information.

IMI have a 90 day booking policy which must be considered prior to requesting an end-point assessment (EPA) booking for apprentice(s). All EPA booking requests must be made a minimum of 90 days in advance of the desired EPA practical/skills date.

Where the training provider will be supplying assessors they must have attended and passed the End Point Assessor workshop.

To request an EPA, please contact epa@theimi.org.uk.

For cancellations made within 30 days of the first confirmed EPA assessment date a full EPA charge will be applied. In the case that an EPA is cancelled due to exceptional circumstances such as, sudden illness that requires urgent medical attention or the death of a close family member the IMI will, where possible reschedule without loss of funds.

Note: It is the centres and employer's responsibility to ensure all pre-requisites are met according to the apprenticeship standard assessment plan the apprentice is registered against. There must also be a formal agreement between the employer, training provider and apprentice to confirm the apprentice is ready to undertake EPA.

RESULTS AND CERTIFICATING APPRENTICES

Within 21 working days of the last day of EPA IMI will provide result information to the Training Provider in order for the Training Provider to update the relevant Apprentice's ILR.

Training providers can claim certificates for apprentices upon completion of each gateway during on-programme learning on an apprenticeship standard with the IMI. Records of achievement for EPA are also available to claim for successful apprentices completing their end point assessment with the IMI.

IMI offer 'record of achievement's' for EPA only. This is to validate the apprentice has undertaken an EPA with the IMI and successful gained a pass or above in all elements of the end point assessment.

For claiming gateway certificates and records of achievements for EPA, please follow Section 6.1 of the operating manual.

The IMI do not issue the official apprenticeship standard certificate, however we do submit the claim on behalf of the apprentice under their consent. At the end of each week the IMI will apply to the ESFA for the Certificate for any apprentices that have successfully passed EPA.



Issue Number	Effective Date	Amendments	Reason for Amendments
6	27 Jun 2019	<ol style="list-style-type: none">1. Added EPA Accredited Assessor requirements2. Added workshop technician requirements3. Added information regarding certification4. Assessment requirements updated5. Retake information added.6. Cancellation information added7. Result timeframe added.	<ol style="list-style-type: none">1. Clarity of requirements2. Clarity of requirements3. Confirmation of process4. Online test system update and standardising terminology, and inclusion of Smart Rooms5. Clarity around retakes6. Cancellation information added for clarity.7. Further process information