



INTRODUCTION

This section provides guidance on centre requirements for the approval and delivery of the motor vehicle service and maintenance technician standard ST0033/AP03.

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 the standard.
- the expertise to operate and administer the assessment tools required.
- technical/occupational competence at or above the motor vehicle service and maintenance technician (light 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 (optional) 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;

- Motor Vehicle Service and Maintenance Technician Gateway 1 ST0033/AP03 (AS-LVSMT-GW1-AP03)
- Motor Vehicle Service and Maintenance Technician Gateway 2 ST0033/AP03 (AS-LVSMT-GW2-AP03)
- Motor Vehicle Service and Maintenance Technician EPA ST0033/AP03 (AS-LVSMT-EPA-AP03)

If the IMI centre are currently unable to facilitate an end point assessment and will require the IMI to supply the 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 (see downloads [here](#)) which must be uploaded with their application in the **documents** section of IMI Centres Hub.

Please note; if your centre is already approved to offer ST0033/AP02 there is no need to reapply, please contact epa@theimi.org.uk who will issue a new contract for ST0033/AP03. Once the contract is signed and uploaded to centres hub documents section the centre will be linked to ST0033/AP03.



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 (please note these are not mandatory requirements for ST0033/AP03)

Online test and skills assessments (dependant on the package purchased) will be made available once a learner has been registered.

End Point Assessment Gateway

The employer must confirm that the apprentice is ready for end point assessment, the apprentice must have completed all mandatory qualifications, the workplace logbook and completed 20% off the job training before proceeding to end point assessment.

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 Employer and Training Organisation to ensure sufficient evidence has been gathered and reviewed before learners may proceed from End Point Assessment Gateway to End Point Assessment.

End Point Assessment Skills Test

Practical assessments for the end point synoptic assessment cannot be carried out until the apprentice has passed both EPA online tests. The practical tasks 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.

End Point Assessment Professional Discussion

The professional discussion will be carried out within one week of the skills assessment taking place. 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.



Logbook

The learner will be required to maintain a log book during the last 18 months of their training that showcases work they have carried out and behaviours achieved. This must be viewable by the learner, workplace mentor, employer, Training Organisation and the IMI.

Re-sit/ Re-take

Apprentices who fail one or more of Knowledge Test 1, Knowledge Test 2, Skills Test or Professional Discussion will be offered the opportunity to take a re-sit/retake. A re-sit does not require further learning, whereas a re-take does.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances accounting for the original fail.

Resits/retakes must be taken no less than 1 week after of the original test. There will be no limit on resits/retakes however they must be taken during the maximum EPA period.

Note: The EPA must be completed within 6 months of the EPA gateway.

MANDATORY QUALIFICATIONS

F-Gas

All learners are required to obtain the F-Gas qualification in line with the EU regulation, in order to achieve this Apprenticeship Standard.

Functional Skills

Learners who start this New Apprenticeship Standard without English and maths at GCSE Grade C or above (or Functional Skills Level 2) must ensure that they achieve this standard before submitting the learner for the End Point Assessment.

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 RMISC.

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 successfully 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
5	27 June 2019	<ol style="list-style-type: none">1. Added EPA Accredited Assessor requirements2. Added workshop technician requirements3. Added retake/re-sit information4. Added information regarding certification5. Assessment requirements updated6. Removal of note regarding eLogbook availability7. Added cancellation information8. Result timeframe added.	<ol style="list-style-type: none">1. Clarity of requirements2. Clarity of requirements3. Confirmation of process4. Additional information for centres5. Online test system update and standardising terminology6. Out of date information7. Clearer understanding of cancellation information8. Further process information