



APPROVAL CRITERIA / SELF-EVALUATION CHECK LIST

IMI Quality Assured Programmes are designed for organisations who offer, or are looking to offer, training within the automotive sector. These include further education colleges, training providers, vehicle manufacturers and employers including retail dealership groups.

In addition to becoming an IMI approved centre, the Quality Assured Programme will also need to meet the following criteria before becoming approved:

Criteria	Tick if met
Includes a rationale clearly stating the intended purpose of the programme	
Has a title that accurately reflects the content of the programme and does not contain reference to any level e.g. Level 2, or the words: Award, Certificate, Diploma or Accreditation	
Includes an indication of the size of the programme e.g. the time an average candidate would take to complete the programme	
Contains achievable and relevant aims	
Contains appropriate learning outcomes clearly setting out what a learner is expected to know, understand or be able to do as the result of a process of learning	
Contains training with a syllabus or session plan	
Contains entry requirements for candidates, where appropriate	
Contains an assessed outcome (practical, test/exam, assignment) which meets all of the learning outcomes	
If the assessed outcome is knowledge based there must be a pass mark	
If the assessed outcome is practical, all learning outcomes must be met and the assessor must be technically competent and linked to the centre	
Includes feedback to the candidate with any required actions	
Complies with current equalities legislation (when offered in the UK)	
The technical accuracy of the programme content is the responsibility of the centre; please confirm that the programme has been checked prior to application.	

<p>Please attach copies of the approved assessment material to this document By submitting this application you are confirming you have read and understood the abovementioned criteria.</p>	
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<p>Programme title</p>	
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<p>If required, please provide logos (max 2) for the certificate template</p>	
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Please complete the additional information on page 2.



The logo must be at least 300 dpi (dots per inch). The preferred file formats are either JPEG, PNG or BITMAP and the size on the certificate cannot exceed:

- Vertical logos: 20mm
- Horizontal logos: 45mm
- Gap between logos: 15mm

List any specific entry requirements				
Expected training delivery time (hours)				
Expected assessment time (hours)				
Method(s) of assessment (tick all assessment methods used)	Assignment	Knowledge Test	Skills Test	Practical Observation
Overall duration of programme (days, weeks, months)				
Suggested progression route				

IMI approval

Date checked	
Date approved	
Approver Name	
Approver Signature	

IMI recommendation / feedback

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