

**QUALIFICATION SPECIFICATION PART A:
ASSESSOR AND VERIFIER GUIDANCE
FOR IMI SSC TECHNICAL VCQS
(2010/2011/2012)**

Routes for:

**Maintenance & Repair: Light Vehicle Level 2 and 3
Maintenance & Repair: Heavy Vehicle Level 2 and 3
Maintenance & Repair: Motorcycle Level 2 and 3
Maintenance & Repair: Lift Truck Level 2 and 3
Maintenance & Repair: Heavy Vehicle Trailer Level 2 only
Maintenance & Repair: Caravan and Motorhome Level 2 and 3
Vehicle Fitting Level 2 and 3
Specialist Tyre Fitting Level 2 only
Accident Repair: Body Level 2 and 3
Accident Repair: Paint Level 2 and 3
Accident Repair: Mechanical, Electrical and Trim Level 2 and 3
Auto Electrical & Mobile Electrical Installation Level 2 and 3
Body Building Level 2 and 3
Vehicle Parts Level 2 and 3
Vehicle Sales Level 2 and 3**

Note:

This guide should be read in conjunction with the:

- **QUALIFICATION SPECIFICATION PART B: Assessment Criteria**
- **Learner VCQ Guidance document**
- **VCQ Written (Knowledge) Assessments**
- **VCQ Candidate Assessment Summary**
- **IMI Operating Manual for Approved Centres.**

**CENTRE INFORMATION**

Please be aware that any **legislation** referred to in this qualification may be subject to amendment/s during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of and comply with any amendments, e.g. to health and safety legislation and employment practices.

Please be aware that **vehicle technologies** referred to in this qualification reflect current practice, but may be subject to amendment/s, updates and replacements during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of the latest developments and emerging technologies to ensure the currency of this qualification.

Please note: the relevance of the information contained in the **unit content** will vary depending upon the vehicle types being worked upon. The unit content is for guidance only and is not meant to be prescriptive.

IMPORTANT NOTE:**MAINTENANCE & REPAIR: CARAVAN AND MOTORHOME LEVEL 2 AND 3 QUALIFICATIONS**

Under the **Electricity at Work Regulations 1989**, all employers have a duty to ensure that employees are competent to carry out any electrical duties expected of them. The completion of the **Electrical units** within the **Caravan and Motorhome Maintenance and Repair Qualifications** provides learners with the basic knowledge and skills required to competently carry out the basic inspection, testing and replacement of certain components. It is important to note that they do **not** provide the full qualification required to carry out the installation or repair of 230 volt systems or components.

The **Gas units** within the **Caravan and Motorhome Maintenance and Repair Qualifications** provide learners with the basic knowledge and skills required to competently carry out inspection, basic testing and replacement of certain components. It is important to note that they do **not** provide the full qualification required to carry out the installation or repair of gas systems or components, or enable learners to work on caravans or motorhomes that are 'used' or 'hired out in the course of business'. Only **GAS SAFE** registered engineers are able to work on the gas systems on these types of vehicles.

Note: Completion of the Gas and Electrical units within the Caravan and Motorhome Maintenance and Repair Qualifications is **not** currently recognised by the National Caravan Council (NCC) as entry for their Approved Workshop Scheme.

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(2010/2011/2012)**

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INTRODUCTION

The IMI is accredited and approved to offer **Vocational Competence Qualifications (VCQs)** based upon the Institute of the Motor Industry SSC National Occupational Standards 2010 for the following **15 sectors of the retail automotive industry**:

- **Maintenance & Repair: Light Vehicle**
- **Maintenance & Repair: Heavy Vehicle**
- **Maintenance & Repair: Motorcycle**
- **Maintenance & Repair: Lift Truck**
- **Maintenance & Repair: Heavy Vehicle Trailer**
- **Maintenance & Repair: Caravan and Motorhome**
- **Vehicle Fitting**
- **Specialist Tyre Fitting**
- **Accident Repair: Body**
- **Accident Repair: Paint**
- **Accident Repair: Mechanical, Electrical and Trim**
- **Auto Electrical & Mobile Electrical Installation**
- **Body Building**
- **Vehicle Sales**
- **Vehicle Parts**

by the Office of Qualifications and Examinations Regulation (Qfqual) and the Sector Skills Council, Institute of the Motor Industry (IMI SSC).

These IMI VCQs form the competence component of IMI SSC Intermediate Apprenticeship (level 2) and Advanced Apprenticeship (level 3) frameworks.

INSTITUTE OF THE MOTOR INDUSTRY (IMI) Sector Skills Council

The IMI is the **Sector Skills Council for the retail automotive industry**, charged by Government and employers with leading the drive to boost competitiveness through skills development.

The strategic purpose of Sector Skills Councils (as set out by Government), is to:

- reduce skills gaps and shortages
- improve productivity, business and public service performance
- increase opportunities to boost the skills and productivity of everyone in the sector's workforce
- improve learning supply through National Occupational Standards, apprenticeships, and further and higher education.

IMI SSC is also responsible for setting the national occupational standards (NOS) for the industry, determining a strategy for assessment and creating suites of qualifications.

The UK retail automotive industry comprises a number of sectors. It includes employers engaged in all aspects of the sales, maintenance and repair of the 30 million vehicles on the UK's roads. It provides services to owners and users of passenger cars, motorcycles, commercial vehicles, light and heavy trucks and specialist vehicles. In short, the industry includes any business involved in *vehicle utility*.

For full and up-to-date details of all IMI SSC Apprenticeship frameworks, please refer to the IMI SSC website, <http://www.theimi.org.uk/standards-and-qualifications>

IMI SSC

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REGULATED QUALIFICATIONS FRAMEWORK (RQF)

These IMI qualifications are on Ofqual's Regulated Qualifications Framework (RQF). Ofqual is the The RQF provides a single system for cataloguing all qualifications regulated by Ofqual.

There are eight levels of the RQF, supported by three 'entry' levels. A qualification's level indicates the difficulty and complexity of the knowledge and skills associated with the qualification. Qualifications can sit at different levels, but can require similar amounts of study and assessment time. Equally, qualifications at the same level can take different amounts of study and assessment time.

A qualification's size refers to the estimated total amount of time it should typically take to study and be assessed for a qualification. This can be anything from a matter of hours to several years of study; and different students can take different amounts of time to study for the same qualification. Size is expressed in terms of Total Qualification Time (TQT). The part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

To further understand the level of difficulty of the units and qualifications on the RQF, it might be helpful to know that GCSEs (grade A*–C) are level 2, GCE A levels are level 3 and a PhD is a level 8.

For further information on the RQF, please visit Ofqual's website:

<https://www.gov.uk/find-a-regulated-qualification>

Note: The RQF replaced the Qualifications and Credit Framework (QCF) and National Qualifications Framework (NQF) in October 2015.

VOCATIONAL COMPETENCE QUALIFICATIONS (VCQs)

Like NVQs, these IMI SSC VCQs have a common structure. They consist of units, which are either competence based or knowledge based. In the majority of cases, there is one Competence (C) unit and one Knowledge (K) unit, which cover a specific topic. These two units create a topic 'set' and unless specified on the qualification structure (rule of combination) the 'set' for a specific topic must be achieved. Note: The majority of these Technical VCQs also contain one Skills (S) unit, G4S, which is in a set with the Knowledge unit, G4K.

These sets of units also fall into two categories, mandatory and optional. Mandatory units are those which are considered to be essential for learners to achieve. Optional units have been included to provide flexibility within the qualification chosen.

Please note: A minimum number of credits are required to be achieved from the optional units in a VCQ.

Therefore, unlike NVQs, there are not a set number of optional units to be taken.

(It is also the case that there is not a maximum amount of credits required for a qualification.)



Each IMI SSC unit is written in a specific way. The format includes:

- unit title
- level
- credit value
- guided learning hours
- unit rationale
- learning outcomes
- assessment criteria
- performance evidence requirements (in the Competence units only)
- content requirements (in the Knowledge units only)
- evidence requirements (in the Skill unit G4S only)

The **unit title** is a concise, but explicit description of what the unit covers.

The RQF has 9 levels, from entry level to level eight. These qualifications are at **levels 2 and 3**.

The **unit rationale** is a short description of what the unit covers and what the learner will achieve.

Each unit has a **credit value**. The **credit value** reflects the time it takes the learner, on average, to achieve the learning outcomes and assessment criteria contained in the unit. Learning time means everything the learner has to do to achieve the unit, not only guided learning hours. One credit is notionally equivalent to 10 hours of learning time, so if a unit is worth four credits, for example, then it will take the average learner approximately 40 hours to complete.

The **guided learning hours** are an indication to assessors/tutors of how long each unit will take to deliver. (These times allow for teaching supported by practical demonstration and training.)

The **learning outcomes** set out what learners are expected to know, understand and/or be able to do.

The **assessment criteria** specify the standard learners must meet to show the learning outcome has been achieved.

In **Competence units (C)** there are also **performance evidence** requirements (in terms of outcomes), which can specify the amount and type of evidence which must be obtained by the learner from their work area, the number of observations to be carried out by the assessor and any rules for the use of simulation.

In **Knowledge units (K)** the learning outcomes are amplified by a list of **content**, which seek to ensure that the required breadth of knowledge across the units are addressed.

The majority of the Technical VCQs, also contain one **Skills unit, G4S: Skills in Materials, Fabrication, Tools and Measuring Devices used in the Automotive Environment**. This unit is included (by employer demand) to ensure there is an emphasis on the satisfactory use of basic hand tools and equipment. The Skills unit also contains **evidence** requirements (in terms of outcomes), which specify, e.g. the amount and type of evidence which must be obtained by the learner.



IMI QUALIFICATIONS, INCLUDING I.D NUMBERS FOR IMI SSC TECHNICAL VCQs (2010/2011/2012)

Please find full qualification structures, unit I.D and unit test numbers in each VCQ's Qualification Specification Part B (assessment criteria document).

Qualification Title and Route	Ofqual I.D No	Credit Value	TQT
IMI Level 2 Diploma in Light Vehicle Maintenance and Repair Competence	500/9819/6	98	980
IMI Level 3 Diploma in Light Vehicle Maintenance and Repair Competence	500/9815/9	88	880
IMI Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence	500/9813/5	101	110
IMI Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence	500/9823/8	102	1020
IMI Level 2 Diploma in Motorcycle Maintenance and Repair Competence	500/9817/2	95	954
IMI Level 3 Diploma in Motorcycle Maintenance and Repair Competence	500/9685/0	102	1024
IMI Level 2 Diploma in Vehicle Fitting Competence	500/9810/X	61	610
IMI Level 2 Diploma in Specialist Tyre Fitting Competence	500/9811/1	60	600
IMI Level 2 Diploma in Vehicle Accident Repair Body Competence	500/9686/2	101	1010
IMI Level 3 Diploma in Vehicle Accident Repair Body Competence	500/9692/8	104	1040
IMI Level 2 Diploma in Vehicle Accident Repair Paint Competence	500/9690/4	81	810



IMI Level 3 Diploma in Vehicle Accident Repair Paint Competence	500/9822/6	108	1081
IMI Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical & Trim (MET) Competence	500/9682/5	63	630
IMI Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical & Trim (MET) Competence	500/9679/5	53	530
IMI Level 2 Diploma in Auto Electrical and Mobile Electrical Competence	500/9820/2	88	876
IMI Level 3 Diploma in Auto Electrical and Mobile Electrical Competence	500/9938/3	76	760

Qualification Title and Route	Ofqual I.D No	Credit Value	TQT
IMI Level 2 Diploma in Heavy Vehicle Trailer Maintenance and Repair Competence	600/0441/1	77	770
IMI Level 2 Diploma in Lift Truck Maintenance and Repair Competence	600/0440/X	103	1034
IMI Level 3 Diploma in Lift Truck Maintenance and Repair Competence	600/0392/3	104	1041
IMI Level 2 Diploma in Body Building Competence	600/0286/4	58	580
IMI Level 3 Diploma in Body Building Competence	600/0296/7	84	840
IMI Level 2 Diploma in Vehicle Parts Competence	600/0268/2	66	657
IMI Level 3 Diploma in Vehicle Parts Competence	600/0266/9	93	934



IMI Level 2 Diploma in Vehicle Sales Competence	600/0265/7	86	860
IMI Level 3 Diploma in Vehicle Sales Competence	600/0316/9	125	1250
IMI Level 2 Diploma in Caravan and Motorhome Maintenance and Repair	600/5952/7	61	614
IMI Level 3 Diploma in Caravan and Motorhome Maintenance and Repair	600/6086/4	68	690



ASSESSMENT STRATEGY 2010 FOR IMI SSC's TECHNICAL VCQs

INTRODUCTION

The IMI SSC assessment strategy relates to the Technical National Occupational Standards developed by IMI SSC, and as a result covers the competence based units and vocational competence qualifications (VCQs) for the following **15 sectors of the retail automotive industry**:

- **Maintenance & Repair: Light Vehicle**
- **Maintenance & Repair: Heavy Vehicle**
- **Maintenance & Repair: Motorcycle**
- **Maintenance & Repair: Lift Truck**
- **Maintenance & Repair: Heavy Vehicle Trailer (Level 2 only)**
- **Maintenance & Repair: Caravan and Motorhome**
- **Vehicle Fitting**
- **Specialist Tyre Fitting**
- **Accident Repair: Body**
- **Accident Repair: Paint**
- **Accident Repair: Mechanical, Electrical and Trim**
- **Auto Electrical & Mobile Electrical Installation**
- **Body Building**
- **Vehicle Sales**
- **Vehicle Parts**

Despite the fact that these qualifications are not National Vocational Qualifications, there continues to be a need for qualified assessors and quality assurance staff of these VCQs to meet the requirements of the IMI SSC's assessment strategy.

The IMI SSC Assessment Strategy, includes 3 key areas:

1. **Assessor and Quality Assurance Requirements**
2. **Assessment Requirements**
3. **External Quality Control Requirements**

1. ASSESSOR AND QUALITY ASSURANCE REQUIREMENTS

IMI SSC requires that the assessment of VCQs must be carried out by approved assessors and quality assurers who are competent in the automotive industry.

VCQs must be underpinned by quality assurance appropriate to workplace based delivery. At a minimum, this should reflect the principles outlined below.

1a. ASSESSOR REQUIREMENTS

Assessors will be responsible for, and accountable for, the validity, reliability and authenticity of learners' evidence. Therefore it is important that an assessor can recognise occupational competence as specified by the National Occupational Standards.

Assessors therefore need an in-depth technical competence related to the qualifications for which they are assessing learners, as well as a thorough understanding of assessment and quality assurance practices.

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

Assessors **cannot** assess an IMI VCQ if they are not currently approved by, or have had their approval removed by IMI (Awarding).

To be an approved assessor, an individual must:

- have sufficient and relevant technical/occupational competence at or above the level of the unit being assessed
- have in-depth knowledge of the qualification or credit based unit evidence requirements (known as performance evidence)
- in order to assess the Competence units, should hold or be working towards a relevant assessor's award as specified by IMI SSC. This will include (but not be limited to the assessor qualifications, as there maybe an appropriate equivalent as defined by the IMI SSC):
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - and by implication, the legacy Assessor units A1, A2 or D32/33.
- if working towards a relevant assessor qualification, achieve their qualification within 12 months.
- provide evidence of completing 5 days working / job shadowing in industry within their professional area in a 24 month period. (Working day equates to 6 hours.)

***Note:** this will be any work based activity conducted within a real working environment and does not apply to assessment activities.*
- provide evidence of 30 hours of technical/qualification related CPD within a 12 month period. (This is in addition to working/job shadowing.)
- be conversant with the requirements of the IMI (Awarding). Assessors should be aware of the content of the IMI Operating Manual, and keep up-to-date with the latest information and amendments posted on the IMI website, www.theimi.org.uk/awarding.

When the IMI external quality assurer is satisfied that the requirements are being met, approved assessor status will be granted and a pin issued (see the IMI Operating Manual for details of the approval process).

Note:

Assessors who work across **multi disciplines** must agree to a programme of CPD that will, over an agreed period of time, show their competence across all areas that they assess. The programme of CPD and the timescale must be agreed for each multi discipline assessor by the IMI external quality assurer and may be subject to scrutiny by IMI SSC. It is the responsibility of the approved centre to keep a record of these agreements.

1b. INTERNAL QUALITY ASSURER (VERIFIER) REQUIREMENTS

The primary responsibility of the internal quality assurers 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 qualifications 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.

Internal quality assurers **cannot** verify the VCQ if they are not approved by, or have had their approval removed by IMI (Awarding).

To be an approved internal quality assurer, an individual must:

- have in-depth knowledge of the occupational standards and credit based unit evidence requirements.
- be occupationally aware of the relevant industry sector being internally quality assured.
- in order to verify the Competence units, hold or be working towards a relevant internal quality assurer award as specified by IMI SSC.
This will include (but not be limited to the quality assurance qualifications, as there may be an appropriate equivalent as defined by the IMI SSC):
 - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice,
 - and by implication, legacy Internal Verifier units V1 or D34.
- if working towards a relevant qualification, achieve their qualification within 12 months.
- provide evidence of CPD totaling not less than 30 hours from within their professional area within a 12 month period.
- demonstrate knowledge and understanding of the quality assurance processes required by the centre and the awarding organisation.
- be conversant with the requirements of IMI (Awarding). Quality assurers should be aware of the content of the IMI Operating Manual, and keep up-to-date with the latest information and amendments posted on IMI website, www.theimi.org.uk/awarding

When the IMI external quality assurer is satisfied that the requirements are being met, approved internal quality assurer status will be granted and a pin issued (see IMI Operating Manual for details of the approval process).

Note:

Internal quality assurers who work across **multi disciplines** must agree to a programme of CPD that will, over an agreed period of time, show their competence across all areas that they verify. The programme of CPD and the timescale must be agreed for each multi discipline assessor by the IMI external quality assurer and may be subject to scrutiny by IMI SSC. It is the responsibility of the approved centre to keep a record of these agreements.



2. IMI SSC ASSESSMENT REQUIREMENTS

2a. OVERVIEW

VCQs reflect the needs of the workplace. They should be **assessed in a holistic manner by technically competent assessors**. The **primary method of assessment** should always be **direct workplace observation**.

Any assessment of a VCQ must confirm competence in an occupational role. (Competence is defined as the ability to apply knowledge, understanding, practical and thinking skills to be effective in the workplace. These skills will usually include problem-solving, being flexible to meet changing demands and the ability to work with or alongside others.)

Learners must provide **evidence from the workplace that covers a minimum of a 4 month (16 week) period**.

Witness testimonies should be obtained only from individuals that are occupationally competent and who are familiar with the VCQ's requirements, such as the learner's line manager. Assessors must judge the validity of the witness testimony, as these may vary depending on the source. Witness testimonies support the assessment process and may remove or reduce the need to collect supplementary evidence. If required, individuals providing witness testimony evidence must make themselves available to the IMI quality assurer for confirmation of evidence validity.

Limited use of simulation following IMI SSC and IMI (Awarding) approval is permitted in **exceptional circumstances** (see below).

2b. SIMULATION (DEvised ASSESSMENT SITUATIONS)

IMI SSC VCQ units are work/competency based and have been designed to be assessed under normal workplace conditions. It is recognised however, that there are situations where the workplace may not be appropriate, or that waiting for naturally occurring evidence, is impractical. In these situations IMI (Awarding) will allow centres to set up or devise assessment situations (simulations).

These assessment situations (simulations) can only be set up after:

- all possible routes for the collection of naturally occurring evidence have been exhausted (see units' performance evidence requirements for guidance)
- the exact make up and content of the centre devised assessment has been agreed and approved by the IMI external quality assurer.
- the assessor can assure the IMI external quality assurer that the simulation will provide evidence that is valid reliable and authentic

Approved centres should seek confirmation from their IMI external quality assurer before proceeding with simulations. The need for simulation may result from consideration of:

- safety
- legislation
- regulation
- contingency
- cost
- frequency

Any simulation must be carried out using real vehicles; the use of engine rigs or electrical boards is **not** permitted.

Simulation will be monitored by IMI (Awarding) and where it is found to be '*the norm*' at an approved centre, rather than the exception, suitable action will be taken by IMI (Awarding).

**IMI (Awarding) Note:**

Any simulation should impose pressures that are consistent with workplace expectations. In particular;

- All workplace assessment/simulations must be planned, developed and documented by the centre to ensure that the simulation correctly reflects what the standards seek to assess.
- The physical environment for the simulation must be as realistic as possible (i.e. draw on real resources that would be used in industry and must be based on current working practice).

2c. REMOTE OBSERVATION

The use of direct observation from a remote location is also permitted as long as the approved centre seeks and receives the approval of the IMI external quality assurer prior to its use.

Note: IMI (Awarding) is required to discuss and agree the remote observation with the IMI SSC prior to granting its approval for use.

3. EXTERNAL QUALITY CONTROL REQUIREMENTS

Delivery and assessment of qualifications must be underpinned by quality assurance appropriate to workplace based delivery.

In accordance with IMI SSC requirements:

- External quality control of assessment is the responsibility of IMI (Awarding). IMI (Awarding) will ensure that common approaches are employed and that consistent, high standards are achieved.
- IMI (Awarding) external quality assurers will implement rigorous risk management strategies consistently across all the IMI (Awarding) approved centres for which they are responsible.
- IMI (Awarding) has a risk rating and risk management system for approved centres offering IMI SSC VCQs. This risk monitoring system includes the identification of:
 1. Commercial risk, e.g. Is there potential for commercial pressures to ensure that learners achieve qualifications within unduly short time frames?
 2. Assessment/Quality Assurance, e.g. are factors apparent in the relationship between learners, assessors and quality assurers that might prejudice a fair and consistent assessment process?Where risks or potential risks are identified, IMI (Awarding) will take appropriate action to ensure that the credibility of the assessment process is not prejudiced.



IMI ASSESSMENT METHODOLOGY

OVERVIEW

Learners must:

1. provide evidence of their occupational competence in the workplace, against each Competence and Skills unit's learning outcomes, performance evidence (for Competence units only) and evidence requirements (for Skills unit G4S only)
2. pass IMI set online tests for the Knowledge units' learning outcomes
3. pass IMI set written** (knowledge) assessments for the Knowledge units' learning outcomes for Level 3 units only (optional for Level 2 units) (see page 15)

Exemption from the VCQ Knowledge assessment requirements

If a learner has already achieved the VRQ supporting their chosen VCQ, they will have met the Knowledge requirements of the VCQ (provided they have achieved the corresponding VRQ units). The VRQ certificate can be referenced by the assessor on the learner's assessment record, to show that the learner has met the VCQ's knowledge assessment requirements.

Additionally, if a learner has not completed the whole VRQ, but has achieved individual units, credit certificates can also be referenced by the assessor on the learner's unit assessment record to show the Knowledge unit has been completed.

A copy of the learner's VRQ certificate (or unit/credit certificates) **must** be retained as evidence.

1. EVIDENCE OF OCCUPATIONAL COMPETENCE

The main purpose of the VCQs is to assess the occupational competence of learners, which is their ability to use all their skills and knowledge to complete tasks effectively, so that the expectations of employers and customers are met.

Therefore learners must be assessed in the workplace. There, they will complete tasks which provide them with opportunities to produce evidence to demonstrate that the National Occupational Standards within the VCQ have been met. The IMI will monitor approved centres to ensure that learners are generating evidence from tasks completed in the workplace.

The workplace must always be the first choice for where assessment takes place. **It is expected that learners will complete tasks in their normal place of work.** However if this is not possible, then they can move to another workplace where the task is carried out.

Therefore learners must:

- produce evidence to show they meet the Competence and Skills units' learning outcomes consistently, as specified in each Competence unit's performance evidence requirements and G4S Skills unit evidence requirements. (The tables provided in the learner's VCQ assessment record will aid the referencing of the evidence.)
- be observed by a qualified assessor carrying out work as specified in the evidence requirements.
- produce evidence resulting from work carried out on real vehicles in their normal workplace, or as defined within the IMI SSC VCQ Assessment Strategy as managed and organised by an approved centre (i.e.: when naturally occurring performance evidence does not occur at frequent intervals in the normal workplace or when safety is at risk.).

Please see the IMI Operating Manual and the VCQ learner guidance for further information on methods of assessment and types of evidence.



2. IMI SET ONLINE TESTS

Each learner is required to take IMI set online tests for each Knowledge unit of their chosen VCQ (with the exception of Vehicle Sales at Level 2 & 3. Some Sales units' tests have been merged with others of similar skill set).

The IMI provides and marks these online tests through its website, www.theimi.org.uk/awarding. The questions are either multiple-choice (with only one correct answer) or 'True or False'. The questions used in the tests are based on the Knowledge units contained in each VCQ.

The pass mark for all unit tests is 60% (with the exception of Vehicle Sales at Level 2 & Level 3 tests, which have the pass mark of 70%). The duration of all unit tests is 60 mins (with the exception of Vehicle Sales at Level 2 & Level 3 and Heavy Vehicle Trailer HVT01 Unit tests, which have a duration of 40 mins). The tables in each learner's VCQ assessment record specify the unit numbers for the VCQs' units, which are also the units' test numbers.

Full guidance on the use of online assessment can be found in the IMI Operating Manual. If you need any further assistance, please call IMI Centre Admin Support on tel: 01992 511521.

Note: Centre devised alternatives to the IMI online tests are not permitted.

3. IMI SET WRITTEN** (KNOWLEDGE) ASSESSMENTS*

It is mandatory that learners demonstrate their comprehension of the Level 3 Knowledge units using the IMI set knowledge assessments. Assessment of the Level 2 Knowledge Units, using IMI set knowledge assessments is optional. Please note that the unit assessments are independent of the level of the qualification (i.e. when a *Level 2 VCQ* contains *Level 3 units*, it is mandatory that the *Level 3 units* are assessed by IMI set knowledge assessments). These assessments at Level 2 and Level 3 are in addition to the online tests and ensure critical aspects of knowledge are addressed.

These assessments are designed to be delivered by using one of the following assessment methods, as selected by the approved centre, e.g.: assignments, projects or examinations.

If required, these assessments may also be broken down into small sections and delivered by subject, e.g. a chassis assessment could be separated into steering, braking and suspension.

****Despite the IMI set knowledge assessments being called 'written' assessments, it is not essential that learners produce 'written' answers. Assessors may use alternative valid methods of assessment, e.g. oral questioning or professional discussion.** However the selected assessment method must be agreed with an IMI external quality assurer prior to use. Whichever method is selected the evidence must be recorded on the learner's VCQ assessment record, Assessor Comment and Feedback page.

The IMI set knowledge assessments at Level 2 units have marking schemes supplied by the IMI. The majority of Level 3 unit knowledge assessments have been designed to be criterion referenced (assessment criteria is listed on the knowledge assessments). However please refer to the guidance on each Level 3 assessment, as some require the allocation of marks and % requirement. Because of the nature of these units, acceptable answers may vary considerably. It is expected that when the assessor allocates marks within each question, this variation will be taken into account.

Centre Devised Assessment

It is also acceptable for an approved centre to develop their own Level 2 and Level 3 Knowledge assessments, in place of the IMI set knowledge assessments. However the content and assessment method of the centre devised assessment must be agreed with an IMI external quality assurer prior to use.

***Please note: The Skills and Competence Units' written assessments in Vehicle Sales levels 2 and 3, Vehicle Parts levels 2 and 3 and Vehicle Fitting VRQs and VCQs are identical. Therefore if learners are undertaking one of these routes as part of an Apprenticeship Framework, they may use the evidence from the Skills Units' Assessments in the VRQ, for the Competence Units' Assessments in the VCQ (as long as the guidance for the use of simulation in the VCQ assessments is strictly adhered to).**



ADDITIONAL INFORMATION FOR ASSESSORS AND QUALITY ASSURERS *LEARNER ENTRY REQUIREMENTS*

The entry requirements for a VCQ should be assessed on an individual basis. Selection criteria for entry should take into account each applicant's existing academic/vocational qualifications and experience, and interest in working in the retail automotive industry.

Although not mandatory, it is recommended that learners will have 3 GCSEs or Scottish National (or Intermediate) in Maths, English and a Science based subject. For individuals with no formal qualifications, completion of an IMI Level 1 knowledge qualification (VRQ) would be beneficial.

IMI approved centres offering IMI SSC Apprenticeship Frameworks should also refer to the IMI SSC website: <http://www.theimi.org.uk/standards-and-qualifications>

LEARNER INDUCTION

Each learner must receive a face-to-face induction before commencing their qualification. The learner must be informed of which qualification they are registered for with the IMI, and be made aware of the assessment methods that will be used throughout their chosen qualification.

The IMI expects the approved centres to pay particular attention to the following areas during the learner's induction:

- Health and Safety
- Employment Rights and Responsibilities, including codes of conduct & anti-discrimination
- Customer Rights, including ethics
- Industry Issues, including professional organisations, and environmental & economic concerns.

All learners registered must have access to fair and proper assessment. Approved Centres must ensure that all learners have access to

- the IMI Guidance for Candidates, which contains the IMI Complaints and Appeals Procedure
- and the Learner Guidance for IMI SSC VCQs.

Procedures for learners who require reasonable adjustments can be found in the IMI Operating Manual.



IMI ADMINISTRATION

The **IMI Approved Centre Operating Manual** is the key source of information for approved centres offering IMI qualifications. It states clearly the roles and responsibilities of centre personnel and the policies and procedures that must be in place at the centre.

It includes details of:

- the centre approval criteria
- the administrative procedures to register learners and request certificates
- health and safety requirements
- the policy to ensure equal opportunities and access to fair assessment for all learners
- the procedures for applying for **special assessment arrangements**
- the Complaints and Appeals Procedure
- and IMI (Awarding) customer service charter.

In brief, the **assessment requirements** for these qualifications (as specified in this qualification specification) must be met in full before a learner can be deemed to have completed the qualification. These qualifications must be **internally quality assured** in line with the approved centre's strategy for internal quality assurance.

Records of learners' progress and achievements must also be kept at the centre. Although centre records may take a variety of formats, they must be clear and concise and show unsuccessful assessments, as well as learner achievements. They must be made available to an IMI quality assurer during routine monitoring visits; therefore providing a clear audit trail to show where, when and how learners have met the criteria.

The IMI has developed a **Candidate Assessment Summary** document for assessors and internal quality assurers to complete as the learner achieves each unit. The Candidate Assessment Summary (or an approved equivalent) must be used throughout the learner's qualification. This document can be found in the Qualification section of the centres hub.

The IMI's external quality assurers will sample learners' work during routine monitoring visits to the centre and prior to **certification** claims being made unless the centre has direct claim status (see the IMI operating manual).

For up-to-date information, please ensure all the latest amendments are downloaded from the IMI website at www.theimi.org.uk/awarding

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