



INSTITUTE OF THE
MOTOR INDUSTRY

ASSESSMENT STRATEGY FOR IMI ACCREDITATION MANAGEMENT (KNOWLEDGE FRAMEWORK)





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Printed in Great Britain.

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Introduction

This document sets out the requirements of the Institute of the Motor Industry (IMI) for the assessment of IMI Accreditation- Management (Knowledge) and is for use by all IMI approved assessment centres.

This is the overarching strategy for the assessment and verification and will come into force on the 1st July 2015, and apply to full IMI Accreditation- Management (Knowledge) Accreditation or Re-accreditation.

There are two methods to achieve IMI Accreditation – Management. The full Competency framework, or via the Knowledge Framework. The competency framework and knowledge framework are based on the same modules and module definitions, however the competency framework is achieved using evidence from the workplace in addition to an online assessment. The knowledge framework is for those managers who may be unable to provide the required evidence from the workplace, but can demonstrate the knowledge required, though an online test, and/or other suitable methods of assessment.

This document therefore outlines the IMI principles in regards to assessment for the IMI Accreditation- Management (Knowledge):

- assessment
- requirements of assessor and quality assurers
- external quality control of assessment
- centre devised assessments

Assessment

Centres wishing to offer IMI Accreditation- Management (Knowledge) must first be approved by the IMI. Where assessments other (than the online test) are carried out, assessments should be carried out by competent assessors, who are approved by the IMI prior to delivering any assessment.

IMI Accreditation- Management (Knowledge) assessment must attest to Knowledge in a management role. The primary method of assessment should therefore be via underpinning knowledge tests and/or professional discussions.

For a candidate to achieve the initial accreditation recognition; a candidate must successfully complete all of the assessments within a twelve month window as identified by The IMI documents.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments with the Awarding Organisation
- is eligible to take the assessments (meeting any pre-requisites for the route being undertaken)
- has agreed to the IMI Accreditation Code of Conduct.



Initial Accreditation Re-assessment

Candidates may re-take the on-line knowledge test as many times as the centre considers appropriate. However, if they are not successful after three attempts and suitable refresher training, the centre should review whether they are being assessed at the most appropriate level.

Candidates who are referred during other forms of underpinning knowledge test or professional discussion may re-take this again within the twelve-month period.

IMI Accreditation Management (Knowledge) Levels/Structures

The mandatory and optional requirements for IMI Accreditation- Management (Knowledge) will be set out in the specific documents for each level.

Reaccreditation

To retain IMI Accreditation- Management (Knowledge) Managers must demonstrate they have kept up to date through undertaking continuous CPD (relating to their management role) over the 3 year re-accreditation period. This will be in line with the requirements for the IMI Professional Register.

Centre devised Assessments

Centres may devise their own assessments in place of IMI devised assessments. These centre devised assessments must however mirror the type of assessments specified, i.e. Knowledge assessments must be replaced by other Knowledge assessments. It is not acceptable to substitute Knowledge assessments with practical tasks etc.

Please note: The use of psychometric and profiling tools does not constitute a valid and reliable form of assessment

Centre devised assessments must cover the knowledge statements specified for the accreditation route/level being delivered. This can be demonstrated by 'mapping' the knowledge statements being assessed in the centre devised assessments to the Accreditation knowledge statements, and having the centre devised alternative assessment approved. There will be a charge for approval of centre devised assessments.

Further details on centre devised assessments can be found in the Awarding Organisation Operations Manual.



Assessor Requirements

Other than where the completion of an online test is required, the assessment of all IMI Accreditations must be carried out **by IMI approved** industry competent assessors.

Assessors will be responsible for, and accountable for, the validity, reliability and authenticity of evidence.

The primary responsibility of the assessor is to ensure that candidates satisfy the requirements of the knowledge statements outlined within each IMI Accreditation route. It is important that an assessor can recognise occupational Knowledge as specified within the specific documentation for each IMI Accreditation route. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in depth technical Knowledge related to the IMI Accreditations for which they are assessing candidates.

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

It will be the responsibility of the Awarding Organisation to approve centre selected assessors.

To be an approved assessor the person must:

- have sufficient and relevant occupational Knowledge in the IMI Accreditation route, at or above the level of the route being assessed
- have in depth knowledge of the IMI Accreditation routes critical Knowledge and evidence requirements
- hold the required accredited assessor award as specified by the IMI (see specific route information for further details if required).
- demonstrate knowledge and understanding of the competencies that a learner is required to demonstrate for the level of IMI Accreditation that they are undertaking
- ensure that their knowledge is kept up to date and may be asked to provide evidence of completing Continual Professional Development (CPD). This could include evidence of carrying out assessments on a regular basis.
- be approved by the Awarding Organisation to carry out assessments for the IMI Accreditations they are competent in.

Approval of assessors can be **removed**. Assessors **cannot** assess the IMI Accreditation if they are not currently approved by, or have had their approval removed by, the Awarding Organisation.



Online Assessment Requirements

Where online assessments are used, they must be invigilated. Invigilators do not need to be qualified assessors but must be approved by the IMI. Further details on online assessment requirements are provided in the Operating Manual.

Internal Quality Assurer Requirements

IMI Accreditations must be underpinned by quality assurance appropriate to centre based delivery. At a minimum this should reflect the principles outlined below.

Internal Quality Assurance of IMI Accreditations shall be the responsibility of approved industry competent internal quality assurers.

The primary responsibility of the internal quality assurer 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 IMI Accreditations 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.

It will be the responsibility of the Awarding Organisation to approve centre selected internal quality assurers.

To be an approved internal quality assurer the person must:-

- have in-depth knowledge of the IMI Accreditation routes critical competences and evidence requirements.
- be occupationally aware of the relevant industry sector being internally quality assured
- ensure that their technical knowledge is kept up to date and may be asked to provide evidence of completing Continual Professional Development (CPD).
- be approved by the Awarding Organisation to carry out internal quality assurance for relevant IMI Accreditations
- demonstrate knowledge and understanding of the quality assurance processes required by the centre and the awarding organisation

Approval of internal quality assurers can be **removed**. Internal quality assurers **cannot** verify the IMI Accreditation if they are not approved by, or have had their approval removed by the Awarding Organisation.



External Quality Control

It is expected that the awarding of IMI Accreditations will be underpinned by quality assurance processes and procedures. At a minimum this should reflect the principles outlined below.

Centres will be monitored by an External Quality Assurer on an ongoing basis using a risk based approach.

IMI recommends that approved centres adopt a risk rating and risk management system for centres offering IMI Accreditations.

IMI recommend that such systems identify:

- Commercial Risk – is there potential for commercial pressures to ensure that candidates achieve IMI Accreditations within unduly short time frames?
- Assessment/Verification risk – are factors apparent in the relationship between candidates, assessors and quality assurer that might prejudice a fair and consistent assessment process?

Where risks or potential risks are identified, IMI expects that the approved centre, via the external quality assurer takes appropriate action to ensure that the credibility of the assessment process is not prejudiced.

Awarding Organisations will be responsible for and accountable for the quality of IMI Accreditations delivered and assessed by their approved assessment centres.

Use of video recording/Remote assessment

Where role play is required it is acceptable to use video recording to help reduce the burden of having to use an actor and separate assessor. A single person may be able to play the part of an actor whilst also fulfilling the required assessor role. The interaction must however be recorded and kept as evidence. It may also be used where qualified assessors are not able to carry out the role of an actor- and the video footage then reviewed remotely or at a later date by a qualified assessor.



Assessment location

IMI Accreditation- Management (Knowledge) is based on the critical knowledge required to operate effectively in their management role. Therefore the assessments must reflect the knowledge required to operate within the work place. Assessments must take place in a location managed by the approved centre, which could be within a training centre or within the workplace.

The candidate must not be subject to external influence during an assessment. Any areas used for assessment purposes must be identified as confidential and screened off appropriately to prevent external viewing and disturbance of the assessments.

To undertake the assessment the following guidelines must be met:

1. The online assessment must be invigilated
2. all assessments that are carried out should be completed to a timescale
3. the range of materials and equipment that the candidates use must be up to date and available
4. account must be taken of any legislation or regulations in relation to the type of assessment that is being carried out