

apprenticeship FRAMEWORK

Vehicle Maintenance and Repair (England)

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Vehicle Maintenance and Repair (England)

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Framework summary

Vehicle Maintenance and Repair

Intermediate Level Apprenticeship in Vehicle Maintenance and Repair

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 2 include:

Pathway 1: Light Vehicle

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

K2 - Level 2 Extended Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Heavy Vehicle

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)

K2 - Level 2 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 3: Motorcycle

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Motorcycle Maintenance and Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Motorcycle Maintenance and Repair Principles (QCF)

K2 - Level 2 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities

- Functional skills

Pathway 4: Auto Electrical and Mobile Electrical Installation

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 5: Heavy Vehicle Trailer

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 6: Lift Truck

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Lift Truck Maintenance & Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Lift Truck Maintenance & Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 7: Caravan and Motorhome

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Diploma in Caravan and Motorhome Maintenance and Repair (QCF)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Vehicle Maintenance and Repair

Advanced Level Apprenticeship Vehicle Maintenance and Repair

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 3 include:

Pathway 1: Light Vehicle

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

K2 - Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Heavy Vehicle

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)

K2 - Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 3: Motorcycle

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Motorcycle Maintenance and Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Motorcycle Maintenance and Repair Principles (QCF)

K2 - Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 4: Auto Electrical and Mobile Electrical Installation

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 5: Lift Truck

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Lift Truck Maintenance & Repair Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Lift Truck Maintenance & Repair Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 6: Caravan and Motorhome

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Diploma in Caravan and Motorhome Maintenance and Repair (QCF)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Vehicle Maintenance and Repair

Higher Apprenticeship in Vehicle Maintenance and Repair

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 4 include:

Pathway 1: Advanced Diagnostics and Management Principles

Competence qualifications available to this pathway:

C1 - Level 4 Certificate in Advanced Automotive Diagnostics and Management Fundamentals (QCF)

C2 - Level 4 Certificate In Advanced Vehicle Diagnostics and Management Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 4 Certificate In Advanced Automotive Studies for Master Technicians (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing Authority for this framework:

Institute of the Motor Industry

The Apprenticeship sector for occupations in the automotive industry (also includes Vehicle Maintenance & Repair, Vehicle Sales, Vehicle Body & Paint, Vehicle Fitting and Vehicle Parts).

Issue number: 6	This framework includes:
Framework ID: FR01929	Level 2 Level 3 Level 4
Date this framework is to be reviewed by: 31/03/2014	This framework is for use in: England

Short description

The industry relies on a steady flow of new entrants and apprentices to help meet the skills needs of employers and to replace an aging workforce. Intermediate Level Apprentices at Level 2 (Service Technician) and Advanced Level Apprentices at Level 3 (Diagnostic Technician) will learn how to diagnose, test and repair a range of vehicles including light and heavy vehicles, trailers, motorcycles, caravans and motorhomes. Higher Apprentices at Level 4 (Master/Senior Technician or Workshop Controller) will learn how to become effective first time managers in a maintenance and repair workshop.

Contact information

Proposer of this framework

The Institute of the Motor Industry uses a range of employer engagement mechanisms to ensure that all Apprenticeships continue to meet the needs of employers of all sizes and to identify the demand for new pathways and levels. Mechanisms involve focus groups, on line surveys and where appropriate, a steering group, for example, the development of the Higher Apprenticeship at Level 4 in this framework included employers such as Ford, Jaguar Land Rover, Mercedes Benz and Renault Trucks. The new Caravan and Motorhome pathways have been developed with the support of UK wide Caravan Bodies/Institutes and employers in England were consulted on the proposed content.

Developer of this framework

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Revising a framework

Contact details

Who is making this revision: Laura Beattie - Frameworks & Qualifications Developer
Your organisation: The Institute of the Motor Industry (IMI)
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Why this framework is being revised

To add a new pathway for Caravan and Motorhome at Levels 2 and 3, to remove two knowledge qualifications at Level 4, to add a new competence and a new knowledge qualification at Level 4 and to update the framework in line with the NAS Statement on Apprenticeship Quality and the Guidance on Apprenticeship Framework Development for England.

Summary of changes made to this framework

- add a new pathway for Caravan and Motorhome Maintenance and Repair at Levels 2 & 3;
- to remove two knowledge qualifications at Level 4;
- add a new competence and knowledge qualification at Level 4;
- this framework now takes into account the NAS Statement on Apprenticeship Quality requirements, including:
 - a definition of Apprenticeships in the framework;
 - ensuring that job roles are specific;
 - a statement about the minimum duration of training and minimum hours of employment for the industry;
 - an emphasis on new skills and learning where apprentices have prior knowledge and experience.

Qualifications removed

- IMIAL Level 4 Diploma in Vehicle Maintenance & Repair Principles, Ref: 600/0439/3
- Edexcel BTEC Level 4 HNC Diploma in Automotive Diagnostics and Management Principles, Ref: 600/5636/8

Qualifications added

- IMIAL Level 2 Diploma in Caravan and Motorhome Maintenance and Repair, Ref: 600/5952/7 (QCF)
- IMIAL Level 3 Diploma in Caravan and Motorhome Maintenance and Repair, Ref: 600/6086/4 (QCF)
- IMIAL Level 4 Certificate In Advanced Vehicle Diagnostics and Management Competence, Ref: 600/7986/1 (QCF).
- IMIAL Level 4 Certificate In Advanced Automotive Studies for Master Technicians, Ref: 600/6812/7 (QCF).

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.

All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

Profile of the Automotive Retail Industry in England

- the Automotive Retail Industry provides employment for over half a million people in England and is a major contributor to the economy;
- skilled trade occupations make up a significantly larger than average share of the workforce at 38%, compared with 10% of other industries in England;
- vehicle maintenance and repair businesses account for 55% of employment in the Automotive Retail Sector in England and 88% of those businesses are micro employers, employing less than 10 people;
- managers and leaders form the second biggest occupational group with only 6% qualified to a high skill level of level 4 and above;
- the majority of the workforce is aged between 25 and 44;
- the workforce is predominantly white male, with females employed largely in secretarial and administrative jobs.

The main challenges facing the Automotive Retail Industry (Sector Skills Assessment Report 2012) relate to:

- skilled trade occupations with Automotive Emerging technologies; hybrid & electric

vehicles and Higher level technical skills with current vacancies running at 6,463 and 107,000 vacancies in the future;

- a current as well as future demand for managers and evidence of skills gaps;
- the aging population could limit the pool of young recruits which are needed to replace an aging workforce;
- customer service skills are a key area and need continually updating and enhancing to exceed customer needs.

Employer support for this Apprenticeship

The Vehicle Maintenance and Repair Apprenticeship framework is popular with employers in England with 9058 Level 2 and Level 3 apprentices starting training in 2010/11.

Traditionally, Apprenticeships in the Automotive Retail Industry have been at Level 2 and Level 3 and the previous issue of this framework included a Level 4 Higher Apprenticeship based on employer demand. This provides a clear progression pathway for those Level 2 and Level 3 technicians who wish to progress into first line management, whilst retaining their involvement with the technical aspects of vehicle maintenance and repair.

This issue of the framework incorporates a new pathway at Levels 2 and 3 for Caravan and Motorhome maintenance and repair. With a trend towards holidaying in the UK, there is an increase in demand for technicians who can repair and maintain caravans and motorhomes and this new pathway has been developed with the support of UK wide Caravan Bodies/Institutes.

Specific Job Roles for apprentices

- Intermediate Level (Level 2) apprentices will train as Service Technicians/Technicians, learning how to test and repair a range of vehicles;
- Advanced Level (Level 3) apprentices will train as Diagnostic Technicians or Advanced Technicians learning how to diagnose, test and repair a range of vehicles;
- Higher Level (Level 4) apprentices will train as Master/Senior Technician or Workshop Controller in both a management and hands on role, supervising Service and Diagnostic Technicians.

Aims and objectives of this framework (England)

The aim of this framework is to attract new people into Vehicle Maintenance and Repair from a wide range of backgrounds to replace those who leave or retire and to upskill the existing workforce in England.

Objectives of this framework are to:

1. contribute to increasing the number of existing staff qualified at Level 2, Level 3 and Level 4
2. attract more applicants from women and other under-represented groups into Vehicle Maintenance and Repair jobs at Level 2, Level 3 and Level 4;
3. develop problem solving, communication, team working, literacy, numeracy and ICT skills which are a priority for the Automotive Retail Industry;
4. provide micro businesses, which account for around 85% of businesses in the Automotive Retail Industry, with access to a quality training programme to help their businesses grow;
5. provide opportunities for career progression within Vehicle Maintenance and Repair and into the wider Automotive Retail Industry;
6. provide a pathway to further and higher education for those who choose to do so.

Entry conditions for this framework

Apprenticeships are seen as a vital route to attract a greater diversity of individuals into the industry, therefore, entry conditions to this framework have been made extremely flexible.

Most employers are especially interested in applicants who can demonstrate:

- a positive, “can do” attitude and a willingness to work hard;
- good communication skills on which this Apprenticeship will build;
- an understanding of the importance to the business of providing excellent customer service at all times.

All pathways in this framework will require good manual dexterity, will involve handling heavy equipment and spending long periods standing. For those working with electrical systems, a colour blindness test will be necessary.

Applicants may have a range of differing experiences, achievements and/or qualifications. Examples of entry conditions that some employers may look for include:

- work or work experience; or
- training and/or experience which could include a portfolio showing what they have done; or
- Foundation Learning at level 1; or
- any of the Functional Skills or equivalent; or
- Young Apprenticeship in the Automotive Retail Industry; or
- any of the (14-19) Diplomas including the Engineering Diploma; or
- a range of vocational or academic qualification(s).

Specific entry conditions for Levels 3 and 4 pathways are described in the relevant sections.

Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs. This process will identify prior qualifications and experience which may count towards achievement of the framework. Where this is the case, apprentices will be encouraged to undertake new learning at a higher level and develop new skills.

Level 2

Title for this framework at level 2

Intermediate Level Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 2

- Pathway 1: Light Vehicle
- Pathway 2: Heavy Vehicle
- Pathway 3: Motorcycle
- Pathway 4: Auto Electrical and Mobile Electrical Installation
- Pathway 5: Heavy Vehicle Trailer
- Pathway 6: Lift Truck
- Pathway 7: Caravan and Motorhome

Level 2, Pathway 1: Light Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Light Vehicle)

Total minimum credits: 193 credits, representing:

- Competence: 98 credits;
- Knowledge: 78 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Light Vehicle Service Technician	Carry out routine light vehicle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9819/6	IMIAL	98	815	N/A
C1b	500/9975/9	City & Guilds	98	815	N/A
C1c	501/0196/1	EDEXCEL	98	815	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9818/4	IMIAL	78	640	N/A
K1b	500/9707/6	City & Guilds	78	640	N/A
K1c	501/0269/2	EDEXCEL	78	640	N/A
K1d	600/2143/3	ABC	78	640	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 2 Extended Diploma in Light Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1688/7	IMIAL	102	784	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Light Vehicle Service Technician:

- Level 2 Diploma in Light Vehicle Maintenance and Repair Competence; AND
- Level 2 Diploma in Light Vehicle Maintenance and Repair Principles; OR
- Level 2 Extended Diploma in Light Vehicle Maintenance and Repair Principles which contains an additional four mandatory units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;

- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

Jobs:

- on completion of this Intermediate Level (Level 2) Apprenticeship, apprentices will be competent to work as a Light Vehicle Service Technician;
- following further training and development, apprentices can progress to a range of jobs at Level 2 and 3 such as a Light Vehicle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Advanced Level (Level 3) Apprenticeships:

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (QCF);
- Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 2: Heavy Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle)

Total minimum credits: 196 credits, representing:

- Competence: 101 credits;
- Knowledge: 78 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Heavy Vehicle Service Technician	Carry out routine heavy vehicle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9813/5	IMIAL	101	855	N/A
C1b	501/0745/8	City & Guilds	101	855	N/A
C1c	501/0197/3	EDEXCEL	101	855	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9873/1	IMIAL	78	645	N/A
K1b	500/9982/6	City & Guilds	78	645	N/A
K1c	501/0192/4	EDEXCEL	78	645	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 2 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1687/5	IMIAL	102	789	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Heavy Vehicle Service Technician:

- Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence; AND
- Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles; OR
- Level 2 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles which includes an additional four units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;

- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

Jobs:

- on completion of this Intermediate Level (Level 2) Apprenticeship, apprentices will be competent to work as a Heavy Vehicle Service Technician;
- following further training and development, apprentices can progress to a range of jobs such as Heavy Vehicle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller

Advanced Level (Level 3) Apprenticeships:

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF);
- Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 3: Motorcycle

Description of this pathway

Vehicle Maintenance and Repair (Motorcycle):

Total minimum credits: 182 credits, representing:

- Competence: 95 credits;
- Knowledge: 70 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Motorcycle Service Technician	Carry out routine motorcycle maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Motorcycle Maintenance and Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9817/2	IMIAL	95	810	N/A
C1b	500/9990/5	City & Guilds	95	810	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Motorcycle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9680/1	IMIAL	70	595	N/A
K1b	501/0288/6	City & Guilds	70	595	N/A
K1c	600/1965/7	ABC	70	595	N/A

K2 - Level 2 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1689/9	IMIAL	94	739	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Motorcycle Service Technician:

- Level 2 Diploma in Motorcycle Maintenance and Repair Competence; AND
- Level 2 Diploma in Motorcycle Maintenance and Repair Principles; OR
- Level 2 Extended Diploma in Motorcycle Maintenance and Repair Principles which includes an additional four units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;
- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

Jobs:

- on completion of this Intermediate Level (Level 2) Apprenticeship, apprentices will be competent to work as a Motorcycle Service Technician;
- following further training and development, apprentices can progress to a range of jobs such as Motorcycle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller

Advanced Level (Level 3) Apprenticeships:

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Motorcycle Maintenance and Repair Principles (QCF);
- Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 4: Auto Electrical and Mobile Electrical Installation

Description of this pathway

Vehicle Maintenance and Repair (Auto Electrical and Mobile Electrical Installation):

Total minimum credits: 175 credits, representing:

- Competence: 88 credits;
- Knowledge: 70 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Auto Electrical Technician	Carry out the removal and replacement of electrical units and components including inspecting, locating and correcting faults, system enhancements, installation and testing.
Mobile Electrical Installation Technician	Carry out routine installation and testing of new security, audio or navigation equipment, advising customers on different equipment.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9820/2	IMIAL	88	727	N/A
C1b	501/0133/X	City & Guilds	88	727	N/A
C1c	501/0250/3	EDEXCEL	88	727	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9824/X	IMIAL	70	568	N/A
K1b	501/0132/8	City & Guilds	70	568	N/A
K1c	501/0195/X	EDEXCEL	70	568	N/A
K1d	600/2115/9	ABC	70	568	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Auto Electrical Technician and Mobile Electrical Installation Technician:

- Level 2 Diploma in Auto Electrical and Mobile Electrical Competence; AND
- Level 2 Diploma in Auto Electrical and Mobile Electrical Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;

- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

Jobs:

- on completion of this Intermediate Level (Level 2) Apprenticeship, apprentices will be competent to work as a an Auto Electrical or Mobile Electrical Installation Technician;
- following further training and development, apprentices can progress to a range of jobs such as Auto Electrical Diagnostic Technician, Mobile Electrical Installation Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Advanced Level (Level 3) Apprenticeships:

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Auto Electrical and Mobile Electrical Principles (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 5: Heavy Vehicle Trailer

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle Trailer)

Total minimum credits: 153 credits, representing:

- Competence: 77 credits;
- Knowledge: 59 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Heavy Vehicle Trailer Technician	Carry out routine heavy vehicle trailer maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0441/1	IMIAL	77	652	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0383/2	IMIAL	59	487	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Heavy Vehicle Trailer Technician:

- Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Competence; AND
- Level 2 Diploma in Heavy Vehicle Trailer Maintenance & Repair Principles.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;

- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

Jobs:

- on completion of this Intermediate Level (Level 2) Apprenticeship, apprentices will be competent to work as a Heavy Vehicle Trailer Technician;
- following further training and development, apprentices can progress to a range of jobs such as Heavy Vehicle Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Advanced Level (Level 3) Apprenticeships:

Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF);
- Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 6: Lift Truck

Description of this pathway

Vehicle Maintenance and Repair (Lift Truck)

Total minimum credits: 203 credits, representing:

- Competence: 103 credits;
- Knowledge: 83 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry requirements.

Job title(s)	Job role(s)
Lift Truck Technician	Carry out routine lift truck maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Lift Truck Maintenance & Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0440/X	IMIAL	103	865	N/A
C1b	600/3572/9	Edexcel	103	865	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Lift Truck Maintenance & Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0389/3	IMIAL	83	690	N/A
K1b	600/3571/7	Edexcel	83	690	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Lift Truck Technician:

- Level 2 Diploma in Lift Truck Maintenance & Repair Competence; AND
- Level 2 Diploma in Lift Truck Maintenance & Repair Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience;
- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

Jobs:

- on completion of this Intermediate Level Apprenticeship (Level 2), apprentices will be competent to work as a Lift Truck Technician;
- following further training and development, apprentices can progress to a range of jobs such as Lift Truck Diagnostic Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Advanced Level (Level 3) Apprenticeships:

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Lift Truck Maintenance & Repair Principles (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 7: Caravan and Motorhome

Description of this pathway

Vehicle Maintenance and Repair (Caravan and Motorhome):

Total minimum credits: 78 credits, representing:

- Combined qualification: 61 credits with 37 credits for competence and 24 credits for knowledge;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

Applicants will need to be interested in training as a “multi skilled” individual, as they will be working on a range of systems, including mechanics, chassis, brakes, gas, plumbing, carpentry/woodwork, electronics, engineering and communications technology, using on board satellite and diagnostic systems.

Job title(s)	Job role(s)
Caravan and Motorhome Service Technician	Carrying out routine caravan/motorhome habitation maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records. (Motorhome excludes mechanical/running gear)

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 2 Diploma in Caravan and Motorhome Maintenance and Repair (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/5952/7	IMIAL	61	352	N/A

Notes on competence and knowledge qualifications (if any)

Caravan and Motorhome Service Technician:

Level 2 Diploma in Caravan and Motorhome Maintenance and Repair.

Total minimum credits for competence: 37:

- G0102C - Competency in Health, Safety and Good Housekeeping in the Automotive Environment (A/601/6338) 7 credits;
- G3C - Competency in Supporting Job Roles in the Automotive Work Environment (K/601/6366) 5 credits;
- CO01C - Competence in Carrying Out Routine Caravan and Motorhome Maintenance (T/503/6769) 7 credits;
- CO03C - Competence in Removing and Replacing Caravan and Motorhome Electrical (12v and 230v) Auxiliary Units and Components (A/503/6773) 7 credits;
- CO04C - Competence in Removing and Replacing Caravan Chassis and Running Gear Components (J/503/6775) 4 credits;
- CO05C - Competence in Conducting Customer Caravan and Motorhome Arrival and Departure Inspections (R/503/6777) 3 credits.
- PLUS either G8C - Competency in Identifying and Agreeing Motor Vehicle Customer Service Needs (K/601/6383) 5 credits OR CO02C - Competence in Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (M/503/6771) 4 credits.

Total minimum credits for knowledge: 24 credits

- G0102K - Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment (D/601/6171) 3 credits;
- G3K - Knowledge of Support For Job Roles in the Automotive Work Environment

(T/601/6175) 3 credits;

- CO01K - Knowledge of Carrying Out Routine Caravan and Motorhome Maintenance

(M/503/6768); 4 credits;

- CO03K - Knowledge of Removing and Replacing Caravan and Motorhome Electrical (12v and 230v) Auxiliary Units and Components (T/503/6772) 5 credits;

- CO04K - Knowledge of Removing and Replacing Caravan Chassis and Running Gear Components (F/503/6774); 3 credits;

- CO05K - Knowledge of Conducting Customer Caravan and Motorhome Arrival and Departure Inspections (L/503/6776) 3 credits.

PLUS either G8K - Knowledge of how to Identify and Agree Motor Vehicle Customer Service Needs (R/601/6247), 5 credits OR CO02K - Knowledge of Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (K/503/6770) 3 credits.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as mandatory in this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience within the following industries: mechanical, gas, plumbing, carpentry/woodwork, electrical or engineering;
- training and/or experience which could include a portfolio showing what they have done;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS INTERMEDIATE LEVEL (LEVEL 2) APPRENTICESHIP:

Jobs:

- on completion of this Intermediate Level (Level 2) Apprenticeship, apprentices will be competent to work as a Caravan and Motorhome Service Technician;
- following further training and development, apprentices can progress to a range of jobs such as Caravan and Motorhome Advanced Technician, Service Adviser, Service Receptionist or Maintenance Controller.

Advanced Level (Level 3) Apprenticeships:

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair (any pathway).

Further Education:

- Level 3 Diploma in Caravan and Motorhome Maintenance and Repair (QCF).

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 3

Title for this framework at level 3

Advanced Level Apprenticeship Vehicle Maintenance and Repair

Pathways for this framework at level 3

- Pathway 1: Light Vehicle
- Pathway 2: Heavy Vehicle
- Pathway 3: Motorcycle
- Pathway 4: Auto Electrical and Mobile Electrical Installation
- Pathway 5: Lift Truck
- Pathway 6: Caravan and Motorhome

Level 3, Pathway 1: Light Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Light Vehicle):

Total minimum credits: 178 credits, representing:

- Competence: 88 credits;
- Knowledge: 73 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Light Vehicle Diagnostic Technician	Carry out light vehicle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9815/9	IMIAL	88	640	N/A
C1b	501/0017/8	City & Guilds	88	640	N/A
C1c	501/0248/5	EDEXCEL	88	640	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9814/7	IMIAL	73	605	N/A
K1b	501/0019/1	City & Guilds	73	605	N/A
K1c	501/0193/6	EDEXCEL	73	605	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1691/7	IMIAL	101	749	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Light Vehicle Diagnostic Technician:

- Level 3 Diploma in Light Vehicle Maintenance and Repair Competence; AND
- Level 3 Diploma in Light Vehicle Maintenance and Repair Principles; OR
- Level 3 Extended Diploma in Light Vehicle Maintenance and Repair Principles which includes an additional four units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

This can be from a wide range of routes including:

- Level 2 Apprenticeship in Vehicle Maintenance and Repair;

- work or work experience within the automotive industry;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma.

PROGRESSION FROM THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

Jobs:

- on completion of this Advanced Level (Level 3) Apprenticeship, apprentices will be competent to work as a Light Vehicle Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager, Workshop Manager, Master/Senior Technician.

Higher Level (Level 4) Apprenticeships:

- Higher Level (Level 4) Apprenticeship in Vehicle Maintenance and Repair.

Further and Higher Education:

- after further training and development, onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 3, Pathway 2: Heavy Vehicle

Description of this pathway

Vehicle Maintenance and Repair (Heavy Vehicle)

Total minimum credits: 198 credits, representing:

- Competence: 102 credits;
- Knowledge: 79 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Heavy Vehicle Diagnostic Technician	Carry out heavy vehicle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9823/8	IMIAL	102	865	N/A
C1b	500/9984/X	City & Guilds	102	865	N/A
C1c	501/0249/7	EDEXCEL	102	865	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9812/3	IMIAL	79	670	N/A
K1b	500/9983/8	City & Guilds	79	670	N/A
K1c	501/0194/8	EDEXCEL	79	670	N/A

Knowledge qualifications available to this pathway (cont.)

K2 - Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1690/5	IMIAL	106	794	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Heavy Vehicle Diagnostic Technician:

- Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence; AND
- Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles; OR
- Level 3 Extended Diploma in Heavy Vehicle Maintenance and Repair Principles which includes an additional four units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

This can be from a wide range of routes including:

- Level 2 Apprenticeship in Vehicle Maintenance and Repair;

- work or work experience within an Automotive environment;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

Jobs:

- on completion of this Advanced Level (Level 3) Apprenticeship, apprentices will be competent to work as a Heavy Vehicle Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager, Workshop Manager or Master/Senior Technician.

Higher Level (Level 4) Apprenticeships:

- Higher Level (Level 4) Apprenticeship in Vehicle Maintenance and Repair.

Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 3, Pathway 3: Motorcycle

Description of this pathway

Vehicle Maintenance and Repair (Motorcycle):

Total minimum credits: 198 credits, representing:

- Competence: 102 credits;
- Knowledge: 79 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Motorcycle Diagnostic Technician	Carry out motorcycle maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Motorcycle Maintenance and Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9685/0	IMIAL	102	861	N/A
C1b	501/0023/3	City & Guilds	102	861	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Motorcycle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9684/9	IMIAL	79	665	N/A
K1b	501/0021/X	City & Guilds	79	665	N/A

K2 - Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1881/1	IMIAL	107	809	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Motorcycle Diagnostic Technician:

- Level 3 Diploma in Motorcycle Maintenance and Repair Competence; AND
- Level 3 Diploma in Motorcycle Maintenance and Repair Principles; OR
- Level 3 Extended Diploma in Motorcycle Maintenance and Repair Principles, which includes an additional four units for Vehicle Electrical and Electronic Principles, ICT for Vehicle Repair, Vehicle Science and Vehicle Mathematics.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

This can be from a wide range of routes including:

- Level 2 Apprenticeship in Vehicle Maintenance and Repair;

- work or work experience within an automotive environment;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

Jobs

- on completion of this Advanced Level (Level 3) Apprenticeship, apprentices will be competent to work as a Motorcycle Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager, Workshop Manager or Master/Senior Technician.

Higher Level (Level 4) Apprenticeships:

- Higher Level (Level 4) Apprenticeship in Vehicle Maintenance and Repair.

Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 3, Pathway 4: Auto Electrical and Mobile Electrical Installation

Description of this pathway

Vehicle Maintenance and Repair (Auto Electrical and Mobile Electrical Installation)

Total minimum credits: 155 credits, representing:

- Competence: 76 credits;
- Knowledge: 62 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Auto Electrical Diagnostic Technician	Carry out the diagnosing and rectification of electrical systems, unit and component faults including inspections, removal and replacement of electrical units and components and electrical system and vehicle enhancements.
Mobile Electrical Installation Diagnostic Technician	Carry out installation and testing of new security, audio or navigation equipment. Advise customers on equipment specification and suitability. Diagnose and repair faults with any installed equipment.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9938/3	IMIAL	76	618	N/A
C1b	501/0129/8	City & Guilds	76	618	N/A
C1c	501/0251/5	EDEXCEL	76	618	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Auto Electrical and Mobile Electrical Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9691/6	IMIAL	62	498	N/A
K1b	501/0131/6	City & Guilds	62	498	N/A
K1c	501/0198/5	EDEXCEL	62	498	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Auto Electrical Diagnostic Technician and Mobile Electrical Installation Diagnostic Technician:

- Level 3 Diploma in Auto Electrical and Mobile Electrical Competence; AND
- Level 3 Diploma in Auto Electrical and Mobile Electrical Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

This can be from a wide range of routes including:

- Level 2 Apprenticeship in Vehicle Maintenance and Repair;

- work or work experience in an automotive environment;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma.

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

Jobs:

- on completion of this Advanced Level (Level 3) Apprenticeship, apprentices will be competent to work as a Auto Electrical Diagnostic Technician or Mobile Electrical Installation Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser, Service Manager, Workshop Manager or Master/Senior Technician.

Higher Level (Level 4) Apprenticeships:

- Higher Level (Level 4) Apprenticeship in Vehicle Maintenance and Repair.

Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 3, Pathway 5: Lift Truck

Description of this pathway

Vehicle Maintenance and Repair (Lift Truck):

Total minimum credits: 210 credits, representing:

- Competence: 104 credits;
- Knowledge: 89 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions.

Job title(s)	Job role(s)
Lift Truck Diagnostic Technician	Carry out lift truck maintenance and inspections including servicing, diagnosing, repairing and replacing faulty parts and maintaining records.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Lift Truck Maintenance & Repair Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0392/3	IMIAL	104	875	N/A
C1b	600/3570/5	Edexcel	104	875	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Lift Truck Maintenance & Repair Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0438/1	IMIAL	89	740	N/A
K1b	600/3564/X	Edexcel	89	740	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Lift Truck Diagnostic Technician:

- Level 3 Diploma in Lift Truck Maintenance & Repair Competence; AND
- Level 3 Diploma in Lift Truck Maintenance & Repair Principles.

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

This can be from a wide range of routes including:

- Level 2 Apprenticeship in Vehicle Maintenance and Repair;

- work or work experience in an automotive environment;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma..

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

Jobs:

- on completion of this Advanced Level (Level 3) Apprenticeship, apprentices will be competent to work as a Lift Truck Diagnostic Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Service Adviser or Service Manager, Workshop Manager or Master/Senior Technician.

Higher Level (Level 4) Apprenticeships:

- Higher Level (Level 4) Apprenticeship in Vehicle Maintenance and Repair.

Further and Higher Education:

- following further training and development, onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Industry visit: www.autocity.org.uk

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 3, Pathway 6: Caravan and Motorhome

Description of this pathway

Vehicle Maintenance and Repair (Caravan and Motorhome):

Total minimum credits: 86 credits representing:

- Combined qualification: 69 credits: 41 competence and 28 knowledge;
- Functional Skills: English, Maths and ICT: 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

Applicants will need to be interested in training as a “multi skilled” individual, as they will be working on a range of systems, including mechanics, chassis, brakes, gas, plumbing, carpentry/woodwork, electronics and communications technology using on board satellite and diagnostic systems.

Prior experience/qualifications in any of the following industries are desirable as skills in these areas would be useful for this pathway:

- Mechanical;
- Gas;
- Plumbing;
- Carpentry/Woodwork;
- Electronics;
- Engineering.

Previous experience is also desirable for apprentices at Level 3, as they may be required to fill in for supervisors.

Job title(s)	Job role(s)
Caravan and Motorhome Advanced Technician	Diagnosing, repairing and replacing faulty parts in caravans/motorhomes, maintenance and inspections including servicing and maintaining records. (Motorhome excludes mechanical/running gear)

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 3 Diploma in Caravan and Motorhome Maintenance and Repair (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/6086/4	IMIAL	69	434	N/A

Notes on competence and knowledge qualifications (if any)

Caravan and Motorhome Advanced Technician:

- Level 3 Diploma in Caravan and Motorhome Maintenance and Repair.

Competence: Total minimum credits: 41:

- G0102C - Competency in Health, Safety and Good Housekeeping in the Automotive Environment (A/601/6338) 7 credits;
- G3C - Competency in Supporting Job Roles in the Automotive Work Environment (K/601/6366) 5 credits;
- CO02C - Competence in Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (M/503/6771) 4 credits;
- CO06C Competence in Diagnosing and Rectifying Caravan Chassis System Faults (D/503/6779) 7 credits;
- CO07C Competence in Diagnosing and Rectifying Caravan and Motorhome Electrical (12v and 230v) Unit and Component Faults (Y/503/6781) 8 credits;
- CO08C - Competence in Diagnosing and Rectifying Caravan and Motorhome Gas Appliance and Component Faults (H/503/6783) 5 credits.
- PLUS either G6C - Competency in Making Learning Possible Through Demonstrations and Instruction (Y/601/6380) 5 credits OR G8C - Competency in Identifying and Agreeing Motor Vehicle Customer Service Needs (K/601/6383) 5 credits.

Knowledge: Total minimum credits: 28

- G0102K - Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment (D/601/6171) 3 credits;
- G3K - Knowledge of Support for Job Roles in the Automotive Work Environment (T/601/6175) 3 credits;
- CO02K - Knowledge of Carrying Out Non-Structural Minor Internal and External Caravan and Motorhome Repairs (K/503/6770) 3 credits;

- CO06K Knowledge of Diagnosing and Rectifying Caravan Chassis System Faults (Y/503/6778) 4 credits;
- CO07K Knowledge of Diagnosing and Rectifying Caravan and Motorhome Electrical (12v and 230v) Unit and Component Faults (R/503/6780) 5 credits;
- CO08K - Knowledge of Diagnosing and Rectifying Caravan and Motorhome Gas Appliance and Component Faults (D/503/6782) 5 credits;
- PLUS either G6K - Knowledge of How to Make Learning Possible through Demonstrations and Instruction (T/601/6242) 5 credits OR G8K - Knowledge of How to Identify and Agree Motor Vehicle Customer Service Needs (R/601/6247) 5 credits.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as mandatory in this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

This can be from a wide range of routes including:

- Intermediate Level Apprenticeship in Vehicle Maintenance and Repair;
- work or work experience within the following industries: mechanical, gas, plumbing, carpentry/woodwork, electrical or engineering;
- training and/or experience which could include a portfolio showing what they have done;
- any of the Functional Skills or equivalent;
- Young Apprenticeships;
- 14 - 19 Diploma in Engineering or Retail Business;
- a range of vocational or academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS ADVANCED LEVEL (LEVEL 3) APPRENTICESHIP

Jobs:

- on completion of this Advanced Level (Level 3) Apprenticeship, apprentices will be competent to work as a Caravan and Motorhome Advanced Technician;
- following further training and development, apprentices can progress to a range of jobs such as vehicle body repair, Workshop Controller, Service Adviser, Service Manager, Workshop Manager or Master/Senior Technician.

Industry approved training and qualifications:

- apprentices can undertake a range of qualifications approved by the Caravan and Motorhome industry for continuing technical and professional development.

Higher Level (Level 4) Apprenticeships:

- Higher Level (Level 4) Apprenticeship in Vehicle Maintenance and Repair.

Further and Higher Education:

- after further training and development onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk

... Vehicle Maintenance and Repair (England)
..... level 3
..... Pathway 6

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification.

Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 4

Title for this framework at level 4

Higher Apprenticeship in Vehicle Maintenance and Repair

Pathways for this framework at level 4

Pathway 1: Advanced Diagnostics and Management Principles

Level 4, Pathway 1: Advanced Diagnostics and Management Principles

Description of this pathway

Vehicle Maintenance and Repair (Advanced Diagnostics and Management Principles)

Total minimum credits: 84 credits, representing:

- Competence: 36 credits;
- Knowledge: 31 credits;
- Functional Skills: English, Maths and ICT 15 credits;
- ERR: 2 credits.

Entry requirements for this pathway in addition to the framework entry requirements

To enter onto the Advanced Diagnostics and Management Principles pathway at Level 4, it is advised that the learner should have completed an Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair, or have prior experience of working in the Automotive or Engineering industry at Level 3.

Job title(s)	Job role(s)
Master/Senior Technician	Take responsibility for diagnosing and rectifying the most challenging technical automotive vehicle problems whilst assisting other technicians in developing their skills and competencies by providing technical support and coaching.
Workshop Controller	Take responsibility for the efficient running of the workshop, manage a team, delegate workload and maintain workshop productivity. Advise customers on technical problems, gain authorisation from customers to carry out additional work and deal with customer complaints.

Qualifications

Competence qualifications available to this pathway

C1 - Level 4 Certificate in Advanced Automotive Diagnostics and Management Fundamentals (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/6174/1	Edexcel	36	237	N/A

C2 - Level 4 Certificate In Advanced Vehicle Diagnostics and Management Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/7986/1	IMIAL	36	237	N/A

Knowledge qualifications available to this pathway

K1 - Level 4 Certificate In Advanced Automotive Studies for Master Technicians (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/6812/7	IMIAL	31	176	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Master/Senior Technician and Workshop Controller:

- Level 4 Certificate in Advanced Automotive Diagnostics and Management Fundamentals;
OR
- Level 4 Certificate in Advanced Vehicle Diagnostics and Management Competence; AND
- Level 4 Certificate in Advanced Automotive Studies for Master Technicians;

Apprentices do not have to select the same Awarding Organisation for both the competence and knowledge qualifications.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS HIGHER LEVEL (LEVEL 4) APPRENTICESHIP

- Advanced Level (Level 3) Apprenticeship in Vehicle Maintenance and Repair;
- relevant work experience in Vehicle Maintenance and Repair at Level 3;
- a range of Level 3 vocational or academic qualification(s).

Apprentices will undergo an initial assessment to identify prior learning and experience which may count towards the achievement of this Apprenticeship.

PROGRESSION FROM THIS HIGHER LEVEL (LEVEL 4) APPRENTICESHIP

Jobs:

- on completion of this Higher Level (Level 4) Apprenticeship, apprentices will be competent to work as a Master/Senior Technician, Workshop Controller;
- following further training and development, apprentices can progress to a range of jobs Service Manager, Dealer Principal or Aftersales Manager.

Higher Level (Level 5) Apprenticeships:

- Higher Level (Level 5) Apprenticeship in Automotive Management and Leadership.

Further and Higher Education:

- onto a Foundation degree for example, in Automotive Engineering or Automotive Technology; OR
- onto Higher Education (HE) programmes such as MEng and BEng programmes in Automotive.

For more careers information on the Automotive Retail Industry visit: www.autocity.org.uk.

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Delivery and Assessment

All apprentices will receive an induction to the workplace and to the Apprenticeship programme.

The nine outcomes for ERR will be covered through achievement of ONE of the following ERR qualifications:

Title: City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1216/X

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: IMIAL Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/1308/4

Guided Learning Hours (GLH): 8

Credit Value: 2

OR

Title: Edexcel Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector (QCF)

Qualification Reference Number: 600/3713/1

Guided Learning Hours (GLH): 8

Credit Value: 2

Recording

A workbook has been developed to support the delivery of the ERR qualification by providing appropriate learning material and a record of completion by the learner, which will be signed off by the employer.

This workbook must be used as the primary source of evidence for the ERR qualification. Should another form of evidence of completion be used, it will be the responsibility of the Awarding Organisation to ensure that this evidence fully maps to the requirements of the IMI Workbook. To download the ERR workbook please click here: <http://www.theimi.org.uk/sites/default/files/documents/168799.doc>

Evidence

Evidence of achievement of ERR will be a copy of the certificate of achievement of the ERR Award, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Automotive Retail Industry in England, is mainly white and male with the average age of the workforce is 40 years with 18% aged between 16 and 24 (in the UK).

A breakdown of data for Apprenticeship starts at Levels 2 and 3 in the Automotive Retail Industry for 2010/11 showed the following :

- 2% female;
- 98% Male;
- 93% White British;
- 12% Learning Difficulty;
- 11% Learning Disability;
- 14% come from the least deprived areas in England, which leaves 86% of Apprenticeship starts from areas with an index of multiple deprivation of between 20% and 80%.

The Apprenticeship route has been popular in the Automotive Retail Industry, particularly on the technical side, for a number of years; however recruitment still causes difficulties. The difficulties appear to result from the industry's image problems together with pay conditions and career prospects. In order to counteract some of these issues, awareness of the Automotive Retail Industry as a profession is being raised through:

- training programmes for 14-16 year olds in the Automotive Retail Industry, which has been raising awareness in schools;
- the family of Headlight products, which are free resources for teachers and students at Key Stage 3-4 centred around Business Studies, Mathematics and Literacy with the Automotive Industry as the exciting backdrop;
- Autocity - Careers website for the Automotive Industry, which includes non stereotypical images of jobs in the sector;
- HUBcap the HUB for Careers and Academic Professionals to Provide a Well Rounded Solution to Motor Industry Careers Practitioners;
- 1st Gear, which is an online community designed to engage 13-16 year olds with the Automotive Retail Industry.

Apprenticeships are seen as a vital route to encourage and facilitate a greater diversity of individuals into the industry, therefore entry conditions to this framework are extremely flexible and an average of two hours mentoring a week is included for all pathways and all levels.

The IMI expects providers and employers to comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the sector using the 9 protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnerships
6. Pregnancy and maternity
7. Race
8. Religion and Belief
9. Sexual orientation

Download the guidance on the Equality Act here:

www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/

The IMI monitors take up and achievement of all Apprenticeships through a range of mechanisms such as employer focus groups, steering groups as and when necessary and research tools such as benchmarking reports. The IMI will take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

On and off the job guided learning (England)

Total GLH for each pathway

Total On-and-Off the job GLH

LEVEL 2

Pathway 1: Light Vehicle

1. Minimum duration: 24 months;
2. Total on and off the job minimum GLH: 1808 hours, 904 for the first 12 months and 904 for the second 12 months;
3. Breakdown as follows:
 - Competence: 815;
 - Knowledge: 640;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Heavy Vehicle

1. Minimum duration: 24 months;
2. Total on and off the job minimum GLH: 1853; 927 for the first 12 months and 926 for the second 12 months;
3. Breakdown as follows:
 - Competence: 855;
 - Knowledge: 645;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 3: Motorcycle

1. Minimum duration: 24 months;
2. Total on and off the job minimum GLH: 1758 hours, 879 for the first 12 months and 879 for the second 12 months;
3. Breakdown as follows:

- Competence: 810;
- Knowledge: 595;
- Functional Skills in English, Maths and ICT: 135;
- PLTS: 60;
- ERR: 8;
- Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

1. Minimum duration: 24 months;
2. Total on and off the job minimum GLH: 1648 hours, 824 for the first 12 months and 824 for the second 12 months ;
3. Breakdown as follows:
 - Competence: 727;
 - Knowledge: 568;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 5: Heavy Vehicle Trailer

1. Minimum duration: 24 months;
2. Total on and off the job minimum GLH: 1492 hours, 746 for the first 12 months and 746 for the second 12 months;
3. Breakdown as follows:
 - Competence: 652;
 - Knowledge: 487;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 6: Lift Truck

1. Minimum duration: 24 months;
2. Total on and off the job minimum GLH: 1908 hours, 954 in the first 12 months and 954 in the second 12 months;
3. Breakdown as follows:
 - Competence: 865;
 - Knowledge: 690;
 - Functional Skills in English, Maths and ICT: 135;

- PLTS: 60;
- ERR: 8;
- Mentoring: 150.

Pathway 7: Caravan and Motorhome

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 705, 470 for the first 12 months and 235 for the final 6 months;
3. Breakdown as follows:
 - Competence: 148;
 - Knowledge: 204;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

LEVEL 3

Pathway 1: Light Vehicle

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 1598 hours, 1065 for the first 12 months and 533 for the final 6 months;
3. Breakdown as follows:
 - Competence: 640;
 - Knowledge: 605;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Heavy Vehicle

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 1888 hours, 1259 for the first 12 months and 629 for the final 6 months;
3. Breakdown as follows:
 - Competence: 865;
 - Knowledge: 670;
 - Functional Skills in English, Maths and ICT: 135;

- PLTS: 60;
- ERR: 8;
- Mentoring: 150.

Pathway 3: Motorcycle

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 1879, 1253 for the first 12 months and 626 for the final 6 months;
3. Breakdown as follows:
 - Competence: 861;
 - Knowledge: 665;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 1469, 979 in the first 12 months and 490 in the final 6 months;
3. Breakdown as follows:
 - Competence: 618;
 - Knowledge: 498;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 5: Lift Truck:

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 1968, 1312 in the first 12 months and 656 in the final 6 months;
3. Breakdown as follows:
 - Competence: 875;
 - Knowledge: 740;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 6: Caravan and Motorhome:

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 792, 528 in the first 12 months and 264 in the final 6 months;
3. Breakdown as follows:
 - Competence: 185;
 - Knowledge: 254;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

LEVEL 4

PATHWAY 1: Advanced Diagnostics and Management Principles:

1. Minimum duration: 18 months;
2. Total on and off the job minimum GLH: 766, 511 in the first 12 months and 255 in the final 6 months;
3. Breakdown as follows:
 - Competence: 237;
 - Knowledge: 176;
 - Functional Skills in English, Maths and ICT: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

General statement about Guided Learning Hours: GLH:

- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study; (refer to "how this requirement will be met" in the off the job and on the job GLH sections);
- completed in relation to accredited components of the framework achieved prior to the Apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship.

Recommendations about the minimum duration, minimum hours of employment and new skills and learning:

- GLH are delivered during contracted working hours;
- the minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the Apprenticeship should be extended;
- apprentices aged between 16 and 18 - the Apprenticeship must last at least 12 months in order to stretch the candidate;
- apprentices aged 19 and over - the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning in order to stretch the candidate;
- where an apprentice has prior learning accredited, the programme must include new skills and learning;
- where an apprentice does not have Level 2 Functional Skills in Maths and English, they are given the opportunity to progress towards this.

Minimum off-the-job guided learning hours

LEVEL 2

Pathway 1: Light Vehicle

1. Minimum duration: 24 months;
2. Total off the job minimum GLH: 933 hours, 467 for the first 12 months and 466 for the second 12 months;
3. Breakdown as follows:
 - Knowledge: 640;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Heavy Vehicle

1. Minimum duration: 24 months;
2. Total off the job minimum GLH: 938 hours, 469 for the first 12 months and 469 for the second 12 months;
3. Breakdown as follows:
 - Knowledge: 645;

- Functional Skills in English, Maths and ICT: 135;
- ERR: 8;
- Mentoring: 150.

Pathway 3: Motorcycle

1. Minimum duration: 24 months;
2. Total off the job minimum GLH: 888 hours 444 for the first 12 months and 444 for the second 12 months;
3. Breakdown as follows:
 - Knowledge: 595;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

1. Minimum duration: 24 months;
2. Total off the job minimum GLH: 861 hours, 431 for the first 12 months and 430 for the second 12 months;
3. Breakdown as follows:
 - Knowledge: 568;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 5: Heavy Vehicle Trailer

1. Minimum duration: 24 months;
2. Total off the job minimum GLH: 780 hours, 390 for the first 12 months and 390 for the second 12 months;
3. Breakdown as follows:
 - Knowledge: 487;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 6: Lift Truck

1. Minimum duration: 24 months;
2. Total off the job minimum GLH: 983 hours, 492 for the first 12 months and 491 for the second 12 months;
3. Breakdown as follows:

- Knowledge: 690;
- Functional Skills in English, Maths and ICT: 135;
- ERR: 8;
- Mentoring: 150.

Pathway 7: Caravan and Motorhome

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 497 hours, 331 for the first 12 months and 166 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 204
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

LEVEL 3

Pathway 1: Light Vehicle

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 898 hours, 599 for the first 12 months and 299 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 605;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Heavy Vehicle

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 963 hours, 642 for the first 12 months and 321 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 670;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 3: Motorcycle

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 958 hours, 639 for the first 12 months and 319 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 665;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 4: Auto Electrics/Mobile Electrics

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 791 hours, 527 for the first 12 months and 264 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 498;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 180.

Pathway 5: Lift Truck:

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 1033, 689 for the first 12 months and 344 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 740;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 6: Caravan and Motorhome:

1. Minimum duration: 12 months;
2. Total off the job minimum GLH: 547 hours, 365 for the first 12 months and 182 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 254;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

LEVEL 4

PATHWAY 1: Advanced Diagnostics and Management:

1. Minimum duration: 18 months;
2. Total off the job minimum GLH: 469, 313 for the first 12 months and 156 for the final 6 months;
3. Breakdown as follows:
 - Knowledge: 176;
 - Functional Skills in English, Maths and ICT: 135;
 - ERR: 8;
 - Mentoring: 150.

How this requirement will be met

Off the job GLH should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework;
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered through one or more of the following methods: individual and group, teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers; guided study;
- off the job GLH is typically delivered through weekly day release or block release study with a training provider;
- include a mentoring record or diary kept by the apprentice (not required at certification).
- mentoring often increases the chances of apprentices completing the programme, therefore, as a guide, it is recommended that apprentices receive an average of two hours a week mentoring, although some apprentices will need more than this at the beginning and this will decrease as they progress.

Evidence for off-the-job GLH:

Level 2

- copy of certificate of achievement of the Level 2 Knowledge qualification (VRQ) for the relevant pathway (or in the case of the Caravan and Motorhome pathway, the combined competence and knowledge qualification).
- copy of certificate of achievement of Level 1 Functional Skills qualifications in English,

Maths and ICT or the equivalent.

- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- declaration that the apprentice has completed the off the job minimum GLH requirement of the framework.

Level 3

- copy of certificate of achievement of the Level 3 Knowledge qualification (VRQ) for the relevant pathway (or in the case of the Caravan and Motorhome pathway, the combined competence and knowledge qualification).
- copy of certificate of achievement of Level 2 Functional Skills qualifications in English, Maths and ICT, or the equivalent.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- declaration that the apprentice has completed the off the job minimum GLH requirement of the framework.

Level 4

- copy of certificate of achievement of the Level 4 Knowledge qualification (VRQ).
- copy of certificate of achievement of Level 2 Functional Skills qualifications in English, Maths and ICT, or the equivalent.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- declaration that the apprentice has completed the off the job GLH requirement of the framework.

Apprentices, or learning providers/employers acting on the apprentices behalf, can apply for an Apprenticeship completion certificate via the Apprenticeship Certificates England (ACE) online system. This system states the evidence requirements, including the necessary declarations and can be accessed via: <http://acecerts.co.uk>

Minimum on-the-job guided learning hours

LEVEL 2

Pathway 1: Light Vehicle

1. Minimum duration: 24 months;
2. Total on the job minimum GLH are 875 hours, 438 in the first 12 months and 437 in the second 12 months;
3. Breakdown as follows:
 - Competence qualification: 815;

- PLTS: 60 GLH.

Pathway 2: Heavy Vehicle

1. Minimum duration: 24 months;
2. Total on the job minimum GLH are 915 hours, 458 in the first 12 months and 457 in the second 12 months;
3. Breakdown as follows:
 - Competence qualification: 855;
 - PLTS: 60 GLH.

Pathway 3: Motorcycle

1. Minimum duration: 24 months;
2. Total on the job minimum GLH are 870 hours, 435 in the first 12 months and 435 in the second 12 months;
3. Breakdown as follows:
 - Competence qualification: 810;
 - PLTS: 60 GLH.

Pathway 4: Auto Electrics/Mobile Electrics

1. Minimum duration: 24 months;
2. Total on the job minimum GLH are 787 hours, 394 in the first 12 months and 393 in the second 12 months;
3. Breakdown as follows:
 - Competence qualification: 727;
 - PLTS: 60 GLH.

Pathway 5: Heavy Vehicle Trailer

1. Minimum duration: 24 months;
2. Total on the job minimum GLH are 712 hours, 356 in the first 12 months and 356 in the second 12 months;
3. Breakdown as follows:
 - Competence qualification: 652;
 - PLTS: 60 GLH.

Pathway 6: Lift Truck

1. Minimum duration: 24 months;
2. Total on the job minimum GLH are 925 hours, 463 in the first 12 months and 462 in the second 12 months;

3. Breakdown as follows:

- Competence qualification: 865;
- PLTS: 60 GLH.

Pathway 7: Caravan and Motorhome

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 208 hours; 139 for the first 12 months and 69 for the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 148
 - PLTS: 60 GLH.

LEVEL 3

Pathway 1: Light Vehicle

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 700 hours, 467 for the first 12 months and 233 for the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 640;
 - PLTS: 60 GLH.

Pathway 2: Heavy Vehicle

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 925 hours, 617 for the first 12 months and 308 for the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 865;
 - PLTS: 60 GLH.

Pathway 3: Motorcycle

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 921 hours, 614 in the first 12 months and 307 in the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 861;
 - PLTS: 60 GLH.

Pathway 4: Auto Electrics/Mobile Electrics

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 678 hours, 452 for the first 12 months and 226 for the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 618;
 - PLTS: 60 GLH.

Pathway 5: Lift Truck:

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 935 hours, 623 for the first 12 months and 312 for the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 875;
 - PLTS: 60 GLH.

Pathway 6: Caravan and Motorhome:

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 245, 164 for the first 12 months and 81 for the final 6 months;
3. Breakdown as follows:
 - Competence qualification: 185;
 - PLTS: 60 GLH.

LEVEL 4

PATHWAY 1: Advanced Diagnostics and Management Principles

1. Minimum duration: 18 months;
2. Total on the job minimum GLH: 297, 198 for the first 12 months and 99 for the final 6 months;
3. Breakdown as follows:
 - Competence: 237;
 - PLTS: 60.

How this requirement will be met

On the job GLH:

- should achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework;
- should be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager; allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- should be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers; guided study;
- include a coaching and mentoring record, log or diary - not required at certification;
- include PLTS learning and recorded using a log book or diary – not required at certification.

Evidence for on-the-Job GLH:

Level 2:

- Copy of certificate of achievement of the Level 2 Competence qualification (VCQ) for the relevant pathway (or in the case of the Caravan and Motorhome pathway, the combined competence and knowledge qualification);

Level 3:

- Copy of certificate of achievement of the Level 3 Competence qualification (VCQ) for the relevant pathway (or in the case of the Caravan and Motorhome pathway, the combined competence and knowledge qualification);

Level 4:

- Copy of certificate of achievement of the Level 4 Competence qualification (VCQ) for the relevant pathway.

Apprentices, or learning providers/employers acting on the apprentices behalf, can apply for an Apprenticeship completion certificate via the Apprenticeship Certificates England (ACE) online system. This system states the evidence requirements, including the necessary declarations and can be accessed via: <http://acecerts.co.uk>

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Evidencing and recognition of each PLTS

Apprentices must be introduced to Personal Learning and Thinking Skills (PLTS) during induction so that they learn to recognise for themselves when and where they are practicing these skills.

All six PLTS are embedded within all competence and knowledge units. For more information on PLTS and to view the IMI's mapping document please click on the following link:

http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

Each of the PLTS is cross-referenced within the unit's assessment documentation and also cross-referenced to the mandatory unit's (as a minimum) documentary evidence. The assessors will take a holistic approach to assessment of all PLTS and they will document this on the evidence sheet which is signed off by the apprentice and the assessor.

The IMI provides a transferable skills evidence record sheet which apprentices must use to record when, where and how the learning for PLTS have been delivered and demonstrated. To download the evidence record sheet please click on the following link:

http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

This process will therefore mean that:

- all areas of each of the PLTS are met with the achievement of the competence and knowledge qualification which is required to be completed as part of this Apprenticeship;
- the evidence that each PLTS has been achieved will be the certificate for the competence and knowledge qualification(s) along with a declaration from the training provider stating that PLTS has been delivered in accordance to the framework requirements.

Please see each individual PLTS below for further information.

Creative thinking

Creative Thinking involves:

- generating ideas and exploring possibilities
- asking questions to extend thinking
- connecting own and others' ideas and experiences in inventive ways
- questioning own and others' assumptions
- trying out alternatives or new solutions and following ideas through
- adapting ideas as circumstances change

Independent enquiry

Independent Enquiry involves:

- identifying questions to answer and problems to resolve
- planning and carrying out research, appreciating the consequences of decisions
- exploring issues, events or problems from different perspectives
- analysing and evaluating information, judging its relevance and value
- considering the influence of circumstances, beliefs and feelings on decisions and events
- supporting conclusions, using reasoned arguments and evidence

Reflective learning

Reflective Learning involves:

- assessing yourself and others, identifying opportunities and achievements
- setting goals with success criteria for your personal development and work
- reviewing progress, acting on the outcomes
- inviting feedback and dealing positively with praise, setbacks and criticism
- evaluating experiences and learning to inform your future progress
- communicating your learning in relevant ways for different audiences

Team working

Team Working involves:

- collaborating with others to work towards common goals
- reaching agreements, managing discussions to achieve results
- adapting behaviour to suit different roles and situations, including leadership roles
- showing fairness and consideration to others
- taking responsibility, showing confidence in yourself and your contribution
- providing constructive support and feedback to others

Self management

Self Management involves:

- seeking out challenges or new responsibilities and showing flexibility when priorities change
- working towards goals, showing initiative, commitment and perseverance
- organising time and resources, prioritising actions
- anticipating, taking and managing risks
- dealing with competing pressures, including personal and work-related demands
- responding positively to change, seeking advice and support when needed
- managing your emotions and building and maintaining relationships

Effective participation

Effective Participation involves:

- discussing issues of concern, seeking resolution where needed
- presenting a persuasive case for action
- proposing practical ways forward, breaking these down into manageable steps
- identifying improvements that would benefit others as well yourself
- trying to influence others, negotiating and balancing diverse views to reach workable solutions
- acting as an advocate for views and beliefs that may differ from your own

Additional employer requirements

None.

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org