



INSTITUTE OF THE
MOTOR INDUSTRY

IMI External Quality Assurance 2021 VCRF Certificate claim process presentation



Content:

- Certificate claim process
- VCRF Sampling claim form
- KS4 grading sheets
- KS5 grading sheets

<https://tide.theimi.org.uk/industry-latest/events>

VCRF Certificate claim process:

A simplified 8 stepped process has been developed for the Centre's to inform the IMI when certificate claims are in a position to be made,

1 - Centre to notify your IMI EQA via an email to confirm when certificate claims are ready to be made for candidates under VCRF conditions (adaptations/flexible approach or TAG).

2 - IMI EQA will generate an engagement form and attach within Section 'Engagement Purpose' VCRF sampling claim form

3 - The Centre will need to download from Section 'Engagement purpose' and populate columns J - T (where applicable) and enter the Centre contact details in row 1 (ONLY)

Note The Head of Centre must sign the declaration before uploading the spreadsheet

4 - Centre to upload the spreadsheet into IMI's Centres' Hub documents section to comply with GDPR
[\(Please DO NOT attach and submit within an enquiry form\)](#)



VCRF Certificate claim process:

5 - Robust internal quality assurance records of 100% sampling will be expected for all TAG submissions or Adaptations and following your internal quality assurance contingency strategy

Note (TAG) submissions must be received by the IMI no later than 30th June 2021

6 - (TAG ONLY) Supporting evidence to comply with minimum evidence threshold requirements and grading sheets for KS4 in a compressed zipped folder to be uploaded into Centres' Hub Documents

7 - Centre to notify their EQA via email once uploaded records have been completed

8 - The Centres appointed IMI EQA will confirm a date for sampling with the Centre Coordinator/contact



VCRF Sampling claim form

IMI EQA will pre-populate candidate registration details before attaching the spreadsheet within the engagement form.

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IMI INSTITUTE OF THE MOTOR INDUSTRY		VCRF Adjustments to Assessment Strategies							Centre Name
EQA To Populate For Centre									
Qualification number	Registration date	Description	Candidate Number (EQA Note, to be sorted in numerical order)*	ULN	Skills first Candidate No	First name	Middle Name	Surname	Paper based electronic portfolio of evidence (Please specify which e-Portfolio)
500/9818/4	13-October-2020	IMI Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)	01234567	9999999999		Another		Candidate	Paper based
601/0532/X(16)	24-September-2019	IMI Level 2 Certificate in Service and Maintenance Engineering (VRQ)	12345623	1111111111		candidate 1		candidate 2.2	IMI ePortfolio

Guidance VCRF Data Declaration +

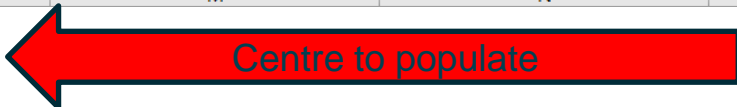
Display Settings 100%

VCRF Sampling claim form

The Centre will need to download from Section 'Engagement purpose' and populate columns J - T (where applicable) and entered the Centre contact details in row 1 (ONLY)

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	J	K	L	M	N	O	P	Q	R	S	T
1	Centre Name and IMI Centre number: Centre Contact Name & e-mail: Centre Claims Contact Name & e-mail: Centre Telephone Contact Number: 										
2	(Centre to populate once they are ready to make claims) *Columns <u>M</u> & <u>N</u> must only be completed where Teacher Assessed Grades (TAG) have been applied to Group B qualifications* Failure to include this information <u>WILL</u> delay your claims.										
3	Paper based or electronic portfolio of evidence (Please specify which e-Portfolio)	Online test proxy required	VCRF Group A List written assignments to replace online assessment (Proxies required) e.g., LV01Q, LV02Q	VCRF Teacher assessed grades (TAG) Group B Qualifications ONLY** List units requested for TAG. L1MV01, ET133 etc	VCRF Teacher assessed grades (TAG) Group B Qualifications ONLY** Minimum evidence requirements met to make claim, uploaded to the Documents section in Centres Hub (Yes or No)	All assessment, invigilation and IQA records are in place and available for EQA monitoring.	Full Assessor Name	Full IQA Name	Internally Quality Assured? Yes/No	Full Claim or list Units to Claim? examples:- Unit claim only L1MV01, L1MV02, L1MV03 or Full Claim	Delay Yes or No (Yes delayed) (NO ready to claim)
4	Paper based	Yes	LV01Q, LV02Q	N/A	Yes	Ann Assessor	Guy Quality	Yes	Unit claim only LV01 S&K, LV02 S&K, LV03 S&K	No	
5	IMI ePortfolio	Yes	ET214Q,	ET213, PSD02	Yes	Assessor2	IQA3	Yes	Full Claim	No	
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Guidance VCRF Data Declaration

Display Settings 73%

VCRF Sampling claim form Declaration

The Head of Centre must complete and sign the declaration before uploading the spreadsheet

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A21

Centre Certification Declaration * Mandatory

1

3 The Head of Centre must acknowledge and agree to the following conditions as part of the certification process:

4

5 • Learners listed meet the eligibility criteria specified in the '(VCRF) Vocational Contingency Regulatory Framework' for these qualifications and relate to Summer 2021 period only

6

7 • The adaptations or TAG evidence submitted are in line with IMI published 'VCRF' guidelines

8 • All decisions made by assessors have been subject to review and internal quality assurance/moderation to confirm that the assessment decisions are valid and reliable and meet certification requirements

9 • Evidence and records for 'VCRF' certifications applied for have been retained and can be presented for External Quality Assurance sampling

10

11 I acknowledge that candidates have met the requirements for a full or unit certification claim

12 I acknowledge that failure to meet any of these conditions and statements could affect the 'IMI's' ability to issue certificates and may constitute malpractice

13 I can confirm that the centre has a documented quality assurance approach to making judgements for each VCRF and TAG submission (as applicable)

14 I can confirm that the centre has completed a data cleanse of historical learners registered against an IMI qualification that are no longer on programme

This declaration must be completed by the Head of Centre.
If the Head of Centre is unavailable, it may be completed by a centre staff member authorised to act on their behalf.

15 Please confirm who is completing this form:

16

17 Head of Centre

18 *Acting on behalf of the Head of Centre *

19

* If the Head of Centre is unavailable, please note the reasons why:


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Guidance VCRF Data **Declaration** +

Display Settings 85%



Key Stage 4 grading sheet

Centre's to use standard grading sheet, which can be downloaded from IMI Awarding website

Possible approach:

Written knowledge assessments, can be used as a proxy for online assessments.

Centre can enter written knowledge assessment outcome result (%) instead of the online assessment result. VCRF Sampling claim form will identify units requested to be proxied

Where a group contains more than one written knowledge assessment, the Centre will need to calculate the average result for the unit group.

Evidence to support units identified (where a TAG is to be applied), must be uploaded into Centre's Hub 'Documents'



TAG applied to KS4 Synoptic unit

601/0531/8 IMI Level 1 Certificate in Service and Maintenance Engineering (VRQ)

601/0532/X IMI Level 2 Certificate in Service and Maintenance Engineering (VRQ)

601/0542/2 IMI Level 2 Diploma in Service and Maintenance Engineering (VRQ)

IMI expect work would have started to be generated within the synoptic unit over the qualification duration but may not be completed before Yr11s started their GCSE Teacher Assessments.

Teachers are to make effective use of work completed across the qualification to support the Teacher Assessed Grade within the synoptic unit. The teacher is required to provide evidence of where and how assessment criteria had been covered or achieved.

(Pass, Merit or Distinction to be entered into the Grading sheet for the synoptic unit based upon the evidence available)

TAG applied to KS4 Synoptic unit

603/3088/0 IMI Level 1 Certificate in Carrying Out Periodic Vehicle Maintenance and Inspection

Evidence for the synoptic unit L1CAMS can be taken from work completed within L1CAM01 & L1CAM02

603/3089/2 IMI Level 2 Certificate in Automotive Maintenance

Evidence for the synoptic unit L2CAMS can be taken from work completed within L2CAM01 & L2CAM02

The candidate can be awarded 60% (pass) for the synoptic online assessment and a pass for the practical task and written report.

To support this all the other assessments required for the qualification must be achieved.

An opportunity will be available to the candidate in the Autumn term to improve upon the grade if they wish. This must be arranged by the centre if requested by the candidate.

Example:- KS4 Certificate In Automotive Maintenance grading sheet

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Share Comments

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Level 2 Certificate in Automotive Maintenance

CENTRE NAME Fanshaws

LEARNER NAME Candidate 1 **LEARNER NUMBER** 12345678

L2CAM01	Online Test	Mark %	Grade
		60	Pass

Written knowledge assessment grade

L2CAMS	Online Test	Mark %	Grade
		60	Pass
	Synoptic Task		Pass
	Synoptic Report		Pass

TAG grades and all other assessments completed

L2CAM02	Practical Tasks	Grade
	Task 1	Pass
	Task 2	Pass
	Task 3	Pass
	Task 4	Pass
	Task 5	Pass
	Task 6	Pass
	Task 7	Pass
	Task 8	Pass
	Task 9	Pass

Practical task completed as normal

GRADING SUMMARY

Online Test	Pass
Practical Tasks	Pass
Synoptic Task	Pass
Synoptic Report	Pass

OVERALL GRADE Pass

Destination Codes:

LEARNER DESTINATION DATA 03

01 - Full Time Employment.
02 - Part Time Employment.
03 - Entered Further Education.
04 - Entered Higher Education.
05 - Other Education or Training not FE or HE.
06 - Unemployed.

L1 Cert Oct 2019

Ready Display Settings 55%

Key Stage 5 qualifications.

Adaptations are only permitted to be used within these qualifications.

Example:- 601/7033/5 IMI Level 2 Certificate in Light Vehicle Maintenance (VRQ)

Written knowledge assessments can be used as a proxy for the online assessments.

The Centre will need to calculate an average of the written knowledge assessments for each Group (A & C) before entering the result into the grading sheet.

The candidate is expected to complete the synoptic unit practical task and written report

Where the candidate is not able to complete Group B synoptic online assessment but has completed Group A & C the candidate can be awarded 60% as a pass for the online assessment.

An opportunity will be available to the candidate in the Autumn term to improve upon the grade if they wish.

This must be arranged by the centre if requested by the candidate.

Example:- KS5 grading sheet

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LEVEL 2 CERTIFICATE IN LIGHT VEHICLE MAINTENANCE

CENTRE NAME Fanshaws

CANDIDATE NAME Candidate 11 **CANDIDATE NUMBER** 1122334423

GROUP	Assessment	Mark %	Grade
GROUP A	Online Test	85	Distinction
	Practical Tasks	GA012	Pass
		GA3	Pass
		GA4	Pass
GROUP B	Online Test	60	Pass
	Synoptic Task		Pass
	Synoptic Report		Distinction
GROUP C	Online Test	30	Distinction
	Practical Tasks	LVM02.1	Pass
		LVM02.2	Pass
		LVM02.3	Pass
		LVM03	Pass
LVM04	Pass		

GRADING SUMMARY

Online Test	Pass
Practical Tasks	Pass
Synoptic Task	Pass
Synoptic Report	Distinction
Employer Involvement	YES
OVERALL GRADE	Pass

Destination Codes:

LEARNER DESTINATION DATA 01

01 - Full Time Employment.
02 - Part Time Employment.
03 - Entered Further Education.
04 - Entered Higher Education.
05 - Other Education or Training not FE or HE.
06 - Unemployed.

(7) L2 LVM 601-7033-5

Ready

Display Settings 50%

60% pass awarded for the online assessment if Group A & C have been completed

Recap of headline points-

- Continue assessments as normal where possible
- Email the Centre EQA when certificate claims are ready to be made
- Ensure that TAG and Adaptations evidence have been internally quality assured before submission
- TAG submissions must be submitted too and received by the IMI no later than 30th June 2021
- Ensure head of Centre has completed and signed the declaration within the VCRF Sampling claim form
- Do not submit the VCRF sampling claim form within an enquiry form. Please upload it into IMI Centre's Hub 'Documents'.
- Please do not hesitate to contact the Centre EQA if you require further information.

