



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

IMI External Quality Assurance Centre Support & Guidance Update - March 2021



Panellists for today



Grant Kidger MIMI

External Quality Assurer -
North & International



Steve Longworth MIMI

External Quality Assurer -
North & International

A photograph of five male technicians in blue work uniforms working in a workshop. One technician is kneeling and working on an engine mounted on a stand, while four others stand around him, observing and discussing. The engine is partially covered with yellow safety mesh. In the background, the open rear hatch of a silver car is visible. The entire image has a semi-transparent blue overlay.

Thank you for all your efforts in maintaining candidate development and interaction during a very tough start to 2021



INSTITUTE OF THE
MOTOR INDUSTRY

Agenda

- Introduction
- Centre Feedback in relation to the Adjustments to the Strategy process
- Adjustments to the Strategy 2021
- Lapsing Periods for Core Skills
- Introduction to Lapsing Periods for Qualifications
- Introduction Ofqual CASS
- Best Practice
- Q&A
- Finish



INSTITUTE OF THE
MOTOR INDUSTRY

Centre Feedback in Relation to Adjustments to the Strategy



IMI online Adjustments to the Strategy Centre survey & feedback

“Guidance given throughout was excellent and our EQA was available throughout the process to enable candidate achievements, for those adapted and calculated during the ERF process. This included short notice facilitation of EQA - This was terrific and extremely helpful”

“My EQA was very helpful and was always willing to discuss any issues that we had as a centre”

“The EQA was particularly supportive, especially given the pressures he was under from all centres”

“Webinars were clear, Andy Frounks even held individual webinars with us to make sure we understood. ERF was completed and approved very quickly meaning minimal delay to students.”

“Communication between the EV and the centre co-ordinator was good and it allowed us to progress some of our level 2 apprentices to the level 3 frameworks before the cut off point at the end of July 2020”

“Very positive relationships with EQAs and all have been very supportive throughout the summer when our centres found assessment grade evidence challenging..”

“Quick & clear responses from EQA by email”

“Advice was good...”

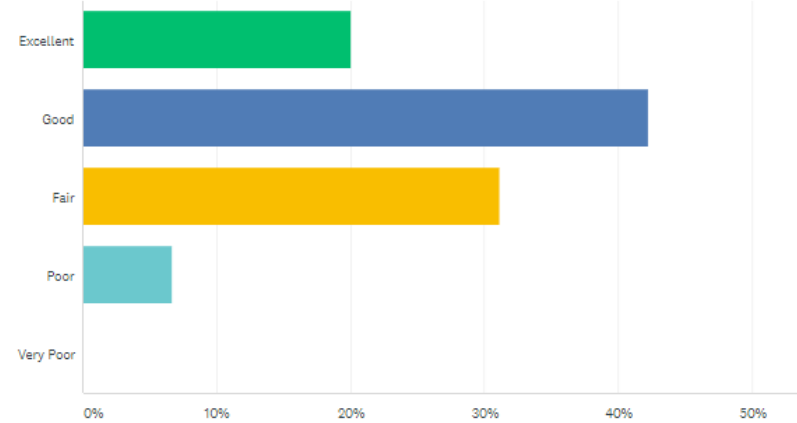


INSTITUTE OF THE
MOTOR INDUSTRY

IMI online Adjustments to the Strategy Centre survey & feedback

Overall how did you find the IMI ERF process?

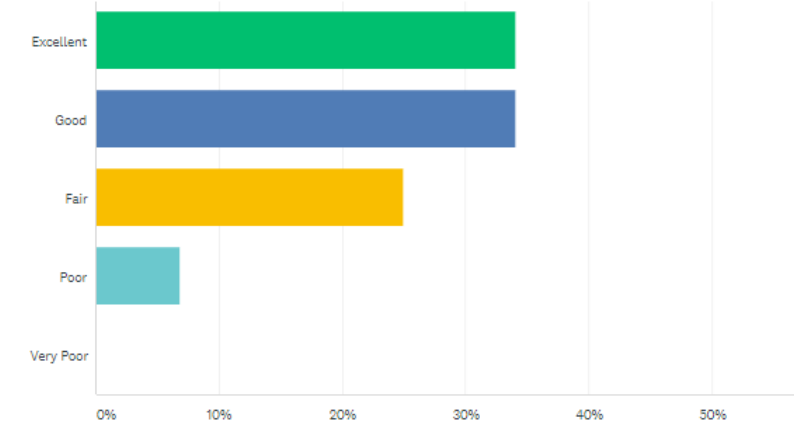
Answered: 45 Skipped: 50



Extraordinary Regulatory Framework (ERF) delivery survey

How would you rate the support you received from The IMI throughout the ERF period?

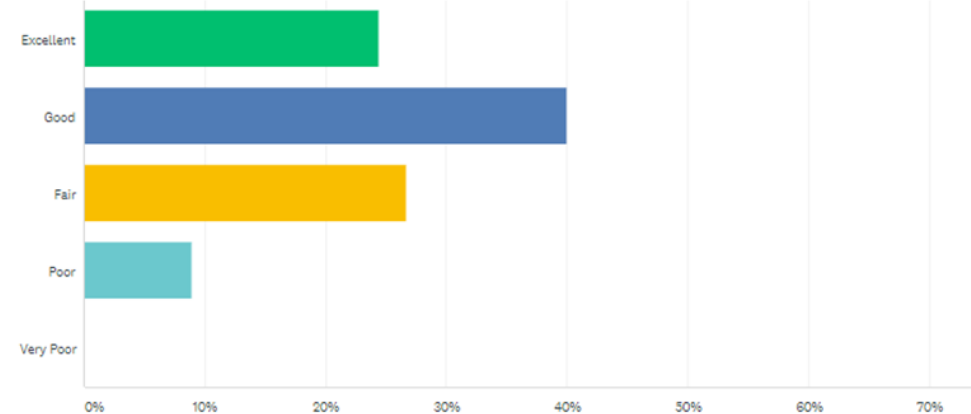
Answered: 44 Skipped: 51



Extraordinary Regulatory Framework (ERF) delivery survey

During the ERF period, how appropriate were the options for agreed adaptations, for learners and employers?

Answered: 45 Skipped: 50



Extraordinary Regulatory Framework (ERF) delivery survey



INSTITUTE OF THE
MOTOR INDUSTRY



INSTITUTE OF THE
MOTOR INDUSTRY

Adjustments to the Strategy 2021



Adjustments to the Strategy - 2020/21 (Scotland only)

- The regulator's intention is that assessments take place in 2020/21
- This will be a continuation of Adjustments to the Strategy
- Applies to regulated qualifications
- To ensure that assessments lead to the award of qualifications that are a valid and reliable indication of knowledge, understanding and skills, or practical competence, and that, as far as possible, standards are maintained
- The focus of the Adjustments to the Strategy is around flexibility to increase manageability/deliverability of assessments and qualifications



What this means for existing and new learners

2020 / 21 learners

Learners will be expected to complete their qualifications as per the current assessment strategies.

Flexible amendments are to be made to qualifications and assessments to support centres.

No adaptations currently permitted to qualifications or assessments.

Exemption – MOT qualification are to have no flexibilities applied to any assessments or delivery methods as requested by the DVSA.



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

www.theimi.org.uk/landing/covid-19

@The_IMI

Flexible Assessment Approaches for VTQ's

The IMI have made standardised flexible amendments across the board:

- Remote delivery of classroom and theory elements
- IMI remote online invigilation process for externally set and assessed exams
- Changing the way in which assessments are delivered, for example carrying out an assessment remotely rather than face to face (SVQ competence)
- Changing the way in which a qualification is quality assured, for example allowing for remote or online standardisation or moderation



INSTITUTE OF THE
MOTOR INDUSTRY

Introduction to Lapsing Periods for Qualifications



- Lapsing Periods for the Core Skill Framework
 - 31/07/21 is the current lapse date for the Workplace Core Skill Framework
 - Meta-skills are currently not ready for launch
 - IMI have been engaged with relevant stakeholders to get clarity for the centre network
 - Last registration will now be the 31 July 2023



Lapsing Periods for Qualifications - Moderation and Verification

Lapsing periods for SVQs and VRQs are currently assigned by the level of the qualification.

Current Arrangements referenced to SVQ levels are:

- SVQ 1 & 2 — 2 years
- SVQ 3, 4 & 5 — 4 years

These benchmark lapsing periods in most instances are achieved, but we have seen a sharp increase in requests for the opening of closed SCQF level 5 VRQ's that appear to be traditionally claimed with the SCQF level 6/7.

The delayed claiming of candidate certificates is disadvantaging candidate progression. Moderation will now challenge the Centre network to provide EQA's with evidence of interventions within engagements and if a lapsing period request is made, we will require evidence of interventions.

Lapsing Periods for Qualifications - Moderation and Verification

- Moderation will require awarding organisation to check results and make adjustments if needed, for each group of learners, before results are issued.
- Verification will allow for periodic checking of centre assessment decisions by awarding organisations, but these will not necessarily have to take place for every group of learners.
- Within our revised EQ strategy, we will be moving more towards moderation of marked assessments, rather than the verification of assessment results in isolation



Lapsing Periods for Qualifications - Moderation and Verification

What will it mean?

- We are already doing this in some instances
- Sampling of in-progress candidates is key
- Moderation for in-progress
- Verification for completed qualifications
- Consideration for Direct Claims Status



INSTITUTE OF THE
MOTOR INDUSTRY



INSTITUTE OF THE
MOTOR INDUSTRY

Lapsing Periods for Qualifications - Moderation and Verification aligns with Ofqual's Centre Assessments Standard Scrutiny (CASS)



Centre Assessment Standard Scrutiny (CASS)

- Ofqual has confirmed that Awarding Organisations (AOs) must introduce Centre Assessment Standards Scrutiny (CASS)
- No later than 1 September 2021
- This is the new term to cover the arrangements AOs must have in place to scrutinise assessment judgements made by schools, colleges and training providers (centres) offering their qualifications.

CONSULTATION DECISIONS

Awarding organisation controls for
centre assessments - regulations

Consultation on Conditions, requirements and
guidance



INSTITUTE OF THE
MOTOR INDUSTRY

ofqual



INSTITUTE OF THE
MOTOR INDUSTRY

Best Practice



Best Practice under normal conditions

- Ensure schemes of work for all the qualifications the Centre is approved to deliver are up to date and being adhered to
- Maintain detailed candidate attendance records
- Centre need to start to collate learner evidence as early as possible.
- Take a 'modular' approach to qualification delivery and assessments – knowledge, skill, sign off the unit
- Centre to concentrate on practical tasks / assessments
- Any practice sessions recorded.
- Track and record where whole units have been completed
- Use of e-learning & Technology.
- In progress IQA sampling / moderation
- Remain vigilant to the risks of malpractice.

[COVID FAQ](#)



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

Current Best Practice due to COVID-19 & Lockdown Situation

- Learners are not coming into centres
- Use of e-learning & Technology (where possible)
- Remote Teaching
- Concentrate on the knowledge element of the qualifications
- Written assignments
- Exams – use of remote invigilation process
- Centre to consolidate practical tasks / assessments
- Track and record what has been covered or completed under these conditions
- Up to date learner records – who's on programme who needs withdrawing
- In progress IQA sampling / moderation
- Remain vigilant to the risks of malpractice.

[COVID FAQ](#)



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

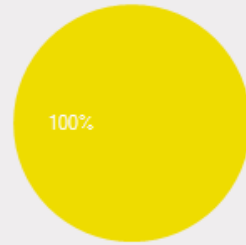
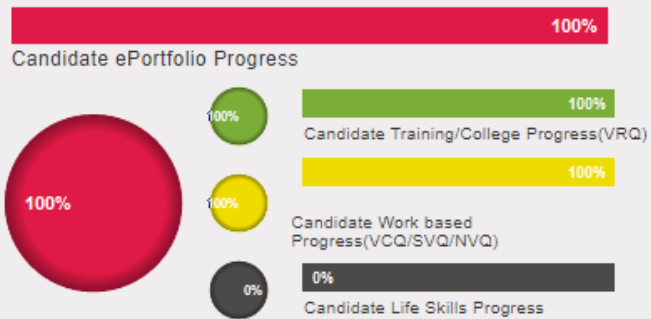
e-Portfolios

- Now is the time to move over from paper portfolios to an e-Portfolio system.
- Improved tracking of learners.
- Assessor & IQA reporting (or alternative options).
- Protected evidence / progression recorded.
- The IMI version is an ideal solution!
- Other versions are out there – OneFile / Smart Assessor.



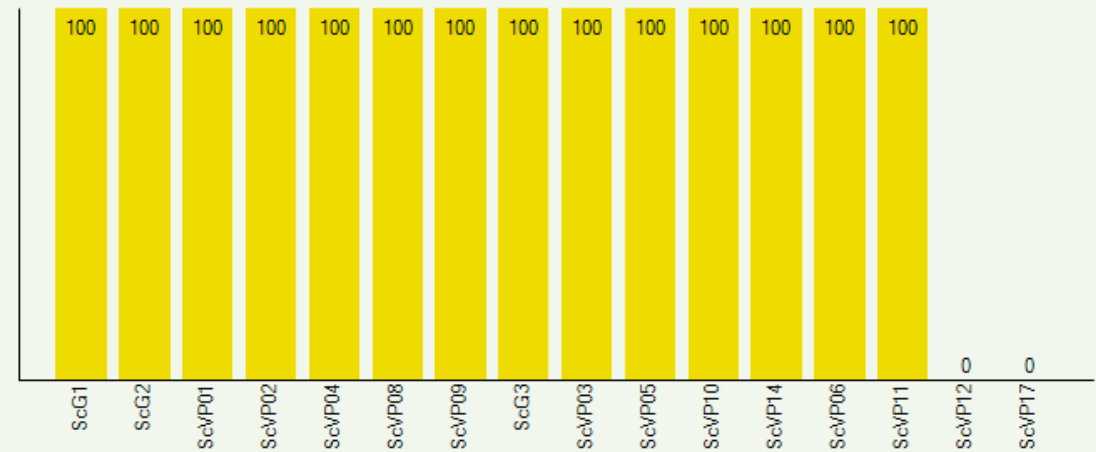
IMI e-Portfolio - Example of Progression Tracking

Click chart below to view detailed progress



Qualification Information

Number	GC6C 23
Description	SVQ 3 Vehicle Parts Operations at SCQF Level 6
Level	6
GLH	406
Min. Credit	94
Max. Credit	
Min. Units	14
Max. Units	



Qualification Unit/Task Progress



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

Remote Teaching

- Zoom
- Teams
- LJ Create
- Electude
- Vocanto
- IMI e-Learning
- IMI Parents Pack – Home Schooling Support
- Is there anything that you know of or use that we can help others with (share ideas)



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

IMI Written Assessments

Our qualifications are supported by a whole host of documents for a centre to use in setting up and delivery

<http://www.imiawards.org.uk/>

Written assessments can be found as here:

- Qualifications
- Knowledge
- Select your specialism area
- Select you qualification and level
- See under list of 'Documents'
- Written Assessments

A Guide is now available to show how to find these

- [Locating Written Assessments Guide.pdf](#)



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

IMI AWARDING

Home Centres Qualifications International Candidates News IMI

You are here: Home > Qualifications > L2 Diploma in Light Vehicle Maintenance and Repair Principles

L2 DIPLOMA IN LIGHT VEHICLE MAINTENANCE AND REPAIR PRINCIPLES

WHO IS IT SUITABLE FOR?

This VRQ offers an ideal step to the Vocational Competence Qualification (VCQ) for those who are employed, and wish to continue with their studies, as the knowledge at Level 2 meets that of the related VCQ. Achievers of this VRQ can use it as credit against the knowledge required for the corresponding VCQ.

ABOUT

This L2 qualification is designed to provide a standardised approach for the delivery and assessment of the knowledge and skills requirements. It also provides the knowledge requirements for its related VCQ and forms the knowledge component of the IMI SSC Maintenance and Repair Apprenticeship framework (for Light Vehicle).

PROGRESSION

This qualification forms the knowledge component (technical certificate) of the IMI SSC Maintenance and Repair Apprenticeship framework (for Light Vehicle). When an apprentice has achieved a L2 Apprenticeship, they can then choose to broaden their education and training in other ways from this firm base.

ASSESSMENT

The assessment is made up of two components:

- ▶ Practical tasks
- ▶ Online testing

FOR THIS QUALIFICATION

- ▶ Qual Ref: 500/9818/4
- ▶ TQT: 784
- ▶ GLH: 640-685
- ▶ Start Date: 01-07-10
- ▶ End Date: 31-12-23
- ▶ Cert End date: 31-12-26
- ▶ Credit Value: 78

DOCUMENTS

- ▶ [Alternative Evidence Sheets for G0102, G3 and G4 S](#)
- ▶ [IMI VRQ Qualification Specification Part A](#)
- ▶ [L2 Light Vehicle Assessment Criteria Part B](#)
- ▶ [L2 Light Vehicle Candidate Assessment Summary](#)
- ▶ [L2 Light Vehicle Practical Assessments](#)
- ▶ [L2 Light Vehicle Teaching Programme](#)
- ▶ [L2 Light Vehicle Written Assessments](#)

www.theimi.org.uk/landing/covid-19

@The_IMI

Remote Invigilation

- Section 5.1 Online Assessment Requirements part of the IMI Operating Manual
- Remote invigilation guide is available on centres hub
- Recommend practice before going live
- Centres need to apply to use the process
- Remote Invigilation may only be conducted on a 1 to 1 basis
- Proctoring Exams - The IMI are reviewing the proctoring of IMI online examinations.



Practical Tasks

- Holistic approach
- Is there anything from one task that fits in with another?
- G Units should fit across all tasks
- If practises were conducted, keep evidence of these as well.

IMI L2 Diploma in Light Vehicle Maintenance and Repair Principles

LEARNER PRACTICAL TASK SHEET: LV01s Task 1- Servicing

Learner Name: _____

Reg No: _____
Make: _____
Eng/VIN No: _____

Customer Request:
1. Carry out intermediate service on vehicle

Brief description of work carried out and recommendations for repair: _____

IMI L2 Diploma in Light Vehicle Maintenance and Repair Principles

LEARNER PRACTICAL TASK SHEET: LV02s Task 4

Learner Name: _____

Vehicle/Rig details
Reg No: _____ Approx year: _____
Make: _____ Model: _____
Eng/VIN No: _____

Customer Request:
1. Remove and refit fuel injectors
2. Remove clean and refit spark plugs

Brief description of work carried out and recommendations for repair: _____

IMI L2 Diploma in Light Vehicle Maintenance and Repair Principles

LEARNER PRACTICAL TASK SHEET: LV0506s Task 1-

Learner Name: _____ Date of activities (may be more than one): _____

Vehicle/Rig details
Reg No: _____ Approx year: _____
Make: _____ Model: _____
Eng/VIN No: _____

Customer Request:
1. Carry out pre and post work inspection or
2. Pre delivery inspection or
3. Pre purchase inspection or
4. Pre MOT test inspection or
5. Safety inspection or
6. Post repair inspection

Brief description of work carried out and recommendations for repair: _____

IMI L2 Diploma in Light Vehicle Maintenance and Repair Principles

LEARNER PRACTICAL TASK SHEET: BP18S: Task 1-4 Removing and Fitting of Basic Light Vehicle Mechanical, Electrical and Trim (MET) Components and Non-Permanently Fixed Vehicle Body Panels

Learner Name: _____ Date of activities (may be more than one): _____

Vehicle/Rig details
Reg No: _____ Approx year: _____
Make: _____ Model: _____
Eng/VIN No: _____

Customer Request:
1. Remove at least 4 different components from the 12 listed below on at least two occasions, observing normal workshop policies with regard to Health & Safety and vehicle protection
2. Replace the chosen components and check for security and functionality

Assessment Requirements:

Assessment Requirements:	Tick task carried out:	Assessment Requirements:	Tick task carried out:
Road wheels		Wings	
Bumpers		Doors	
Headlamp units		Bonnets	
Bonnet fittings		Boot lids or tailgates	
Interior trim components		Bumper bars, covers and components	
Exterior trim components		Batteries	

Brief description of work carried out and recommendations for repair: _____



Remote Assessment (SVQ, competence)

- The IMI Assessment Strategy already covers this method (as below)

Remote Observation

The use of direct observation from a remote location is permitted as long as the centre seeks and receives the approval of their awarding organisation prior to its use and the awarding organisation discusses and agree this with the IMI prior to its use.

- Centres need to apply to use the process
- Auditable
- Recorded as part of the process




Improved Learner Tracking (Lessons Learnt)

- The need for improved tracking is evident, for individual's achievement as well as group achievement.
- What's been done, what is still needed?
- A tracker supports this, and could include:
- All units, task attempts, actual tasks, assessment types, start & end dates, withdrawals, new and late starters.
- Look for common units and themes when planning which will aid the holistic approach
- Can you change the option unit to support the learner
- Is the rule of combination being met, are you doing too much?
- See candidate assessment summaries to support

IMI Level 1 Diploma in Transport Maintenance											
Candidate Name	Candidate Number	Start Date	Registration Date	Group A			Online Assessment	Group B			
				L1MV01	L1MV02	L1MV03		L1MV04	ET133	L1MV66	L1MV8
A B	*****		10/8/2019								
C D	*****		10/9/2019	1	1	1					
E F	*****		10/10/2019								
G H	*****		10/11/2019								
I J	*****		10/12/2019								
K L	*****		18/05/2020								



Data Cleansing



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

Web Portal 2

PIN: PhilO | Name: Phil O'Neill | Centre No.: 1106934 | Centre Name: Chesterfield College

Home | Download QLMS Setup | Logout

Qualifications	Apprenticeship	QAP	IMI Accredited	Accreditation	IRTEC	Candidate	Centre	Reports
----------------	----------------	-----	----------------	---------------	-------	-----------	--------	---------

Home

Welcome to the IMI registration and certification portal

Important Information - Qualification claims for learners impacted by COVID 19

Certificate claims for 'adapted' or 'calculated' qualifications, **MUST** be authorised by your EQA prior to claiming.

Full instructions and the required documentation templates have been sent to all Centre Coordinators by your EQA .

Further information can be found [here](#).

Confirmation Emails

Confirmation email produced by the registration and certification process may end up in your "junk" mailbox as they are web generated. Therefore please ensure the following have been added to your "safe senders" list:

- registrations@theimi.org.uk
- certifications@theimi.org.uk
- accreditations@theimi.org.uk
- QAP@theimi.org.uk

Please report any errors (names, spelling, DOB etc) as candidates' details, as registered, will appear on certificates and


View

Modify Existing

Withdraw

Bulk Withdraw

Data Cleansing



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

Web Portal 2

PIN: PhilO | Name: Phil O'Neill | Centre No.: 1106934 | Centre Name: Chesterfield College

Home | Download QLMS Setup | Logout

Qualifications	Apprenticeship	QAP	IMI Accredited	Accreditation	IRTEC	Candidate	Centre	Reports
----------------	----------------	-----	----------------	---------------	-------	-----------	--------	---------

[Home](#) >> [Candidate](#) >> [Bulk Withdraw](#)

Bulk Withdraw

Use this screen to bulk withdraw candidate qualifications & units

Instructions:

1. Select the option Full Qualifications or Individual Units
2. Download the template. Make sure that column names in header row not changed
3. First row in Excel file should be Header row
4. Upload the excel file by clicking 'Choose File' button
5. Click Import button to bulk withdraw. After saving the process completes
6. The maximum number of withdrawals that can be uploaded at any one time is 1000, please do not exceed this.
7. When withdrawing 1000 Candidates this can take between 30-60 minutes

Template Download

☒ Full Qualifications ☐ Individual Units

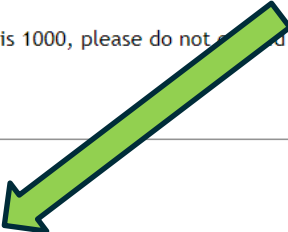
Download Template

Upload Spreadsheet

Choose file

No file chosen

Import



Useful IMI links

- imiaward@theimi.org.uk
- <https://www.theimi.org.uk/landing/covid-19/news.php>
- <https://www.theimi.org.uk/landing/covid-19/faq.php>
- <https://webportal.theimi.org.uk>
- <https://awarding.theimi.org.uk/Centres>
- <https://tide.theimi.org.uk/industry-latest/news/home-schooling-weve-got-you-covered>



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920





INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

www.theimi.org.uk/landing/covid-19

@The_IMI

Thank you for joining us

- Watch out for the newsletters
- Keep your eye on the web site



INSTITUTE OF THE
MOTOR INDUSTRY