



INSTITUTE OF THE
MOTOR INDUSTRY
Driving the industry since 1920

26/11/2020

IMI Webinar

Apprenticeship Standards eLogbook –

The Mentor & Assessor Roles

This Webinar will begin shortly



Introducing the Team



Chris Cotterill MIMI
**UK Business
Development Manager**



Adrian Marshall MIMI
**External Quality
Manager, South**



Elizabeth Denton AffIMI
**eLearning and VLE
Coordinator**

eLogbook Webinars

Today's 'Assessor & Mentor' Webinar is the second in a series of Webinars we are releasing which are focussing on each of the roles within eLogbook system, namely:

- Centre Coordinator
- **Assessor/Coach**
- **Employer/Mentor**
- Apprentice
- Data & Reports

Admin - Q&A

Please use the Q&A functionality to write questions:

- The IMI team will respond with as many answers as possible during the presentation
- Some questions will be reserved for the end Q&A session
- Any questions we are unable to answer during the webinar will be answered post event
- The Webinar will be recorded and made available to be used as a reference resource for you and your wider teams

Agenda

IMI eLogbook – Assessor & Mentor Roles

This webinar will underpin the core differences between Frameworks and Standards with regard to making assessment decisions on an apprentices work based competence. We will focus on:

- Roles and Responsibilities
- How do Employers/Mentors grade work within the eLogbook
- Understanding progression within the system
- How the Assessor/Coach can monitor progress
- Q&A

Roles & Responsibilities

The below image is taken from a screen shot of the Light Vehicle AP03 Assessment Plan. Available here:

https://www.instituteforapprenticeships.org/media/1687/st0033_motor-vehicle-service-and-maintenance-technician-light-vehicle-final-version-pdf-march-18.pdf

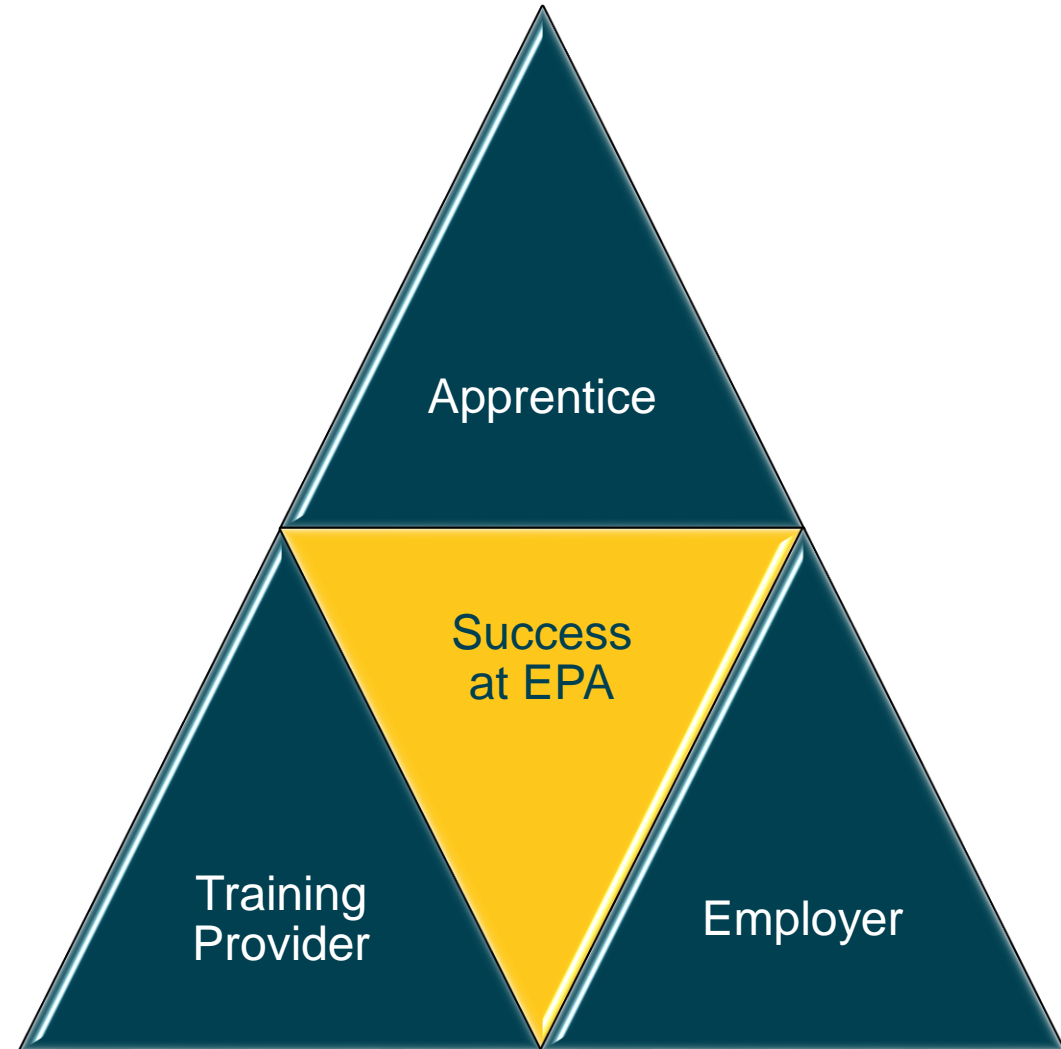
Roles and Responsibilities	
Apprentice	Completing the logbook.
Employer	Making a judgement on whether the requirements for EPA have been met and can be evidenced to an end-point assessment organisation and that the apprentice is consistently working at or above the level set out in the standard.
Training Provider	On Programme training
Invigilators	Invigilate online tests
Independent Assessor	The Independent Assessor is responsible for: <ul style="list-style-type: none">• Assessing the skills test• Reviewing the Logbook and carrying out the Professional Discussion• Making the final decision about whether the apprentice has failed, passed or achieved a distinction.



Roles & Responsibilities

In our experience as an End Point Assessment Organisation, the best prepared apprentices for EPA are those where effective tri-party communication between the apprentice, employer and training provider has been in place from day 1

Effective employer engagement is the key to quality apprenticeship standards delivery



Live Demonstration

The screenshot shows a laptop displaying the IMI eLogbook interface. The top navigation bar includes the IMI logo, the course title "Motor Vehicle Service and Maintenance Technician (Light Vehicle) eLogbook - ...", and social media icons for Facebook and Twitter. Below the navigation bar, there are links for Home, My Courses, Tools, and IMI Staff Only, along with a "Turn editing on" button and a "Hide blocks" option.

The main content area is titled "Motor Vehicle Service and Maintenance Technician (Light Vehicle) eLogbook - ST0033/AP03". It features a "Restricted" notice: "Not available unless: You are not a(n) *Mentor* (hidden otherwise)". A link is provided: "Apply for your FREE student membership - click here".

On the left side, there are three progress bars:

- Progress Towards EPA Eligibility:** Shows 0% progress. A button labeled "Overview of students" is below it.
- Evidence Collected for Phase 1:** Shows 0% progress. A button labeled "Overview of students" is below it.
- Evidence Collected for Phase 2:** Shows 0% progress.

The main content area also includes a banner for "ACCESS YOUR FREE STUDENT MEMBERSHIP" with a "CLICK HERE" button. Below this is a section titled "Summary of End Point Assessment and Help" with a "Restricted" notice. At the bottom, a "Welcome" message states: "Welcome to your apprentice's eLogbook. Your apprentice is currently working towards their Level 3 Service and Maintenance Technician (Light Vehicle) Apprenticeship Standard (ST0033/AP03). Below you will find the following sections:"



Q&A