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# Extraordinary Regulatory Framework (ERF) – IMI Centres Delivering Qualifications with Adapted Assessments

Will be starting in a few minutes



# Panellists



Mark Armitage FIMI

Head of Membership  
Products & Services IMI



Adrian Marshall MIMI

External Quality  
Manager - South IMI



Phil O'Neill MIMI

External Quality  
Assurer - North IMI



Glyn Evans FIMI

External Quality  
Assurer - North IMI

# Agenda

- Introduction
- How to complete an ERF form
- Submission Process
- Examples of adaptations
- Written Assignments
- Strategies
- Claiming Process
- Q&A – please send through
- Finish



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# Current Position

- The ERF was published by Ofqual on 22<sup>nd</sup> May 2020
- Affects learners due to complete their assessments/qualifications between March 20<sup>th</sup> and 31<sup>st</sup> July 2020
- IMI supplied relevant centres with ERF documentation on 29<sup>th</sup> May 2020
- Centre's that have responded to date – 114/405

# Completing an ERF Spreadsheet

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ERF Spreadsheet					Centre Name and number: Centre Contact Name: Centre Contact Email: Centre Contact Number:						
Qualification number	Registration date	Description	Candidate Number	ULN	Skillsfirst Candidate No	First name	Middle Name	Surname	Predicted achievement date	Attendance record for candidate in percentage	Percentage of qualification candidate achieved to date
500/9821/4	26/10/2019	IMI Level 2 Diploma in Vehicle Accident Repair Paint Principles (VRQ)	122345678			Joe		Bloggs	28/06/2020	73%	70%
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	00400818								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	02730317								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	04370218								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	05351012		1017397						
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	06090918								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	06100918								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	112901111		1017571						
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	13851013								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	18640413								
ACC-AAATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	20230811		1032937						



[illegible]

# Completing an ERF Spreadsheet

Declaration:

## Centre Coordinator Declaration

The Centre Coordinator must also acknowledge and agree to the following conditions as part of the submission assessment adaptations:

- Learners listed meet the eligibility criteria specified in the 'Extraordinary Regulatory Framework' for these qualifications and relate to Summer 2020 period only
- The adaptations that have been applied are in line with the specified guidance
- All decisions made by assessors have been subject to review and internal quality assurance to confirm that the adaptations are sufficiently valid and reliable
- Evidence and records for the adaptations applied have been retained for External Quality Assurance

- ☐ I agree to all the above conditions and statements and have the authority to do so on behalf of all persons involved in the application of assessment adaptations.
- ☐ I acknowledge that failure to meet any of these conditions and statements could affect the 'IMI' ability to issue certificates and may constitute malpractice.

This declaration must be signed by the Centre Coordinator.

If the Centre Coordinator is unavailable, it may be signed by a centre staff member authorised to act on their behalf.

Please confirm who is completing this form:

- ☐ Centre Coordinator
- ☐ Acting on behalf of the Centre Coordinator

If the Centre Coordinator is unavailable, please note the reason why:

Name:

Email:

Phone:

Official job title:



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# Submission Process

Upon completion of your ERF spreadsheet

Logon to IMI Centre's Hub

<https://imicentreshub.creatiogreen.com/>

Open an 'Enquiry Form'

Phil O'Neill (my details) | You last logged in at 09:01 on 20 May 2020 | Log out

[Home](#) [My Organisation](#) [Documents](#) [Users 121](#) [Sites 4](#) [Staff 27](#) [Qualification library](#) [Programmes](#)

Home

Inbox (228) Actions (0)

Filter

advanced search

download

Date	Form ref.	Form title	Linked products	Latest stage	
12/06/2020	F/IMI/36875	Action response form	-		<a href="#">details</a>
08/06/2020	F/IMI/36785	Enquiry form	-		<a href="#">details</a>

Start a new...

[Action response form](#)

[Appeal form](#)

[Approval request for centre devised assessments](#)

[Centre approval application](#)

[Complaint form](#)

[Enquiry form](#)

[Exemption test](#)

## [Forms](#) » [The IMI](#) » [F/IMI/36895 - Enquiry form](#), Enquiry details

### Summary <<

Form type  
Enquiry form

Who has control?  
Fanshaws

### Form sections

#### [Enquiry details](#)

CENTRE EDITS

🔒 Section locked by Phil O'Neill

#### [Enquiry response](#)

THE IMI EDITS

👤 Not yet edited

[Return to the form overview](#)

 [Enquiry details](#)

 [Public comments \(0\)](#)

 [Private comments \(0\)](#)

✓ Your form has been created!

This section captures details of the enquiry.

[Save changes](#) or [cancel without saving changes](#)



### Enquiry type

- ☐ Result review
- ☐ System related
- ☐ Qualification/accreditation/quality assured programme related
- ☐ Funding related
- ☐ Fees related
- ☐ Registration/certification
- ☐ Candidate changes/amendments
- ☐ RPL, exemption, proxy, equivalence enquiry
- ☐ Publications
- ☐ E-portfolio
- ☐ Certificate replacement/duplicate
- ☐ Candidate transfers
- ☒ Other

### Enquiry details

Centre records for candidates following disruption to their exam and assessments caused by Coronavirus (Covid-19) in line with the Ofqual Extraordinary Regulatory Framework

**new** [ERF Spreadsheet - ERF Spreadsheet.xlsx](#) ([download](#) | [view details](#) | [remove](#))

 [Attach a new document](#) or  [Attach a document from the document library](#)

### Contact details of the enquirer in case we need to contact you outside of the system (name and telephone number and/or email address)

Phil O'Neill  
07920 577597  
philo@theimi.org.uk

# Submission Process


Upon completion of your Enquiry form, make a note of the form number for reference  
Submit to IMI

Phil O'Neill (my details) | You last logged in at 14:05 on 15 June 2020 | Log out

Home My Organisation Documents Users 121 Sites 4 Staff 27 Qualification library Programmes

## Forms » The IMI » F/IMI/36895 - Fanshaws enquiry - Overview

### Summary



**Form type**  
Enquiry form

**Who has control?**  
Fanshaws

### Form history

FORM CREATED at 15/06/2020 14:12:04  
Phil O'Neill, Administrator; Invigilator;  
Assessor/Trainer

✓ Your edits were successful!

### About this form

[Enquiry details](#)  
CENTRE EDITS  
Last edited by Phil O'Neill,  
15/06/2020 14:51:04

[Enquiry response](#)  
THE IMI EDITS  
Not yet edited

This form is used to submit an enquiry to IMI.

[Submit to IMI](#)

[Print form](#) [Copy form](#) [Delete form](#) [export to CSV](#) [export to PDF](#)

### User assignments

Assigner	Assignee	Reason	Date assigned	Deadline	Status	
Phil O'Neill (Super User)	Phil O'Neill (Super User)	For action	15/06/2020 14:12:04	—	open	<a href="#">details</a> <a href="#">cancel</a>

[Add a user assignment](#)



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# Submission Process

The form will now be allocated to an EQA for review

The EQA may contact you for any clarification or further information (if required)

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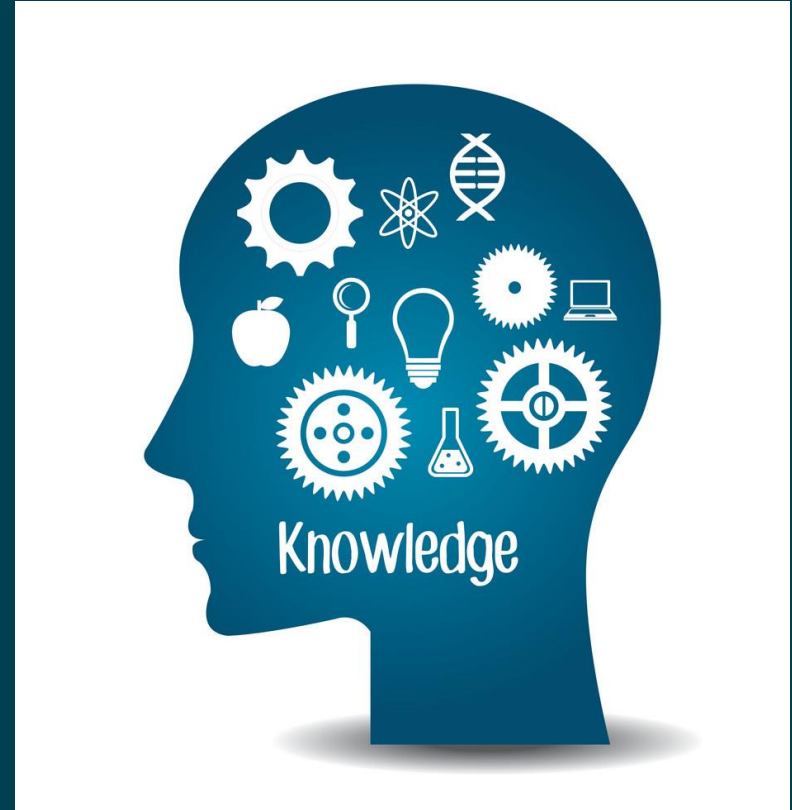
# Agreed adaptations - Knowledge

## Knowledge

- Completed the on-line examination as normal?
- If candidates are coming in to centres then the normal process can be used and is still available

If not completed, then adaptive methods would be:

- Utilisation of IMI written assignments to meet knowledge requirements
- *\*New\** IMI remote online invigilation process is available
- Utilise Previous Recognised Prior Learning



# 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 –

Click [here](#)



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**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

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## Agreed adaptations – VRQ's Skills

VRQ's Skills (Practical Tasks) examples being:

- Utilising previously practiced skills and enhanced by a Professional Discussion (L2 and above)
- Utilising VCQ diverse evidence with assessor Q & A to confirm
- Utilising VCQ observations
- Using a professional discussion in place of a practical demonstration (E3 & L1 only)
- Previous recognised prior learning
- Electude diagnostic skills tasks in a virtual environment enhanced with a professional discussion (other platforms could be used please consult with your EQA)

**Practical task sheets still need to be filled in as part of the audit trail**



# Agreed adaptations – VCQ Competence

VCQ's Competence (work based evidence) examples being:

- Previous recognised prior learning
- Remote Observation (live)
- Remote Observation (recorded)
- Direct Simulation in the workplace
- Direct Simulation in the training centre
- Employer Witness Testimony, backed up with a professional discussion (audio, video, written)

If candidates are working then the normal process can be used and is still available



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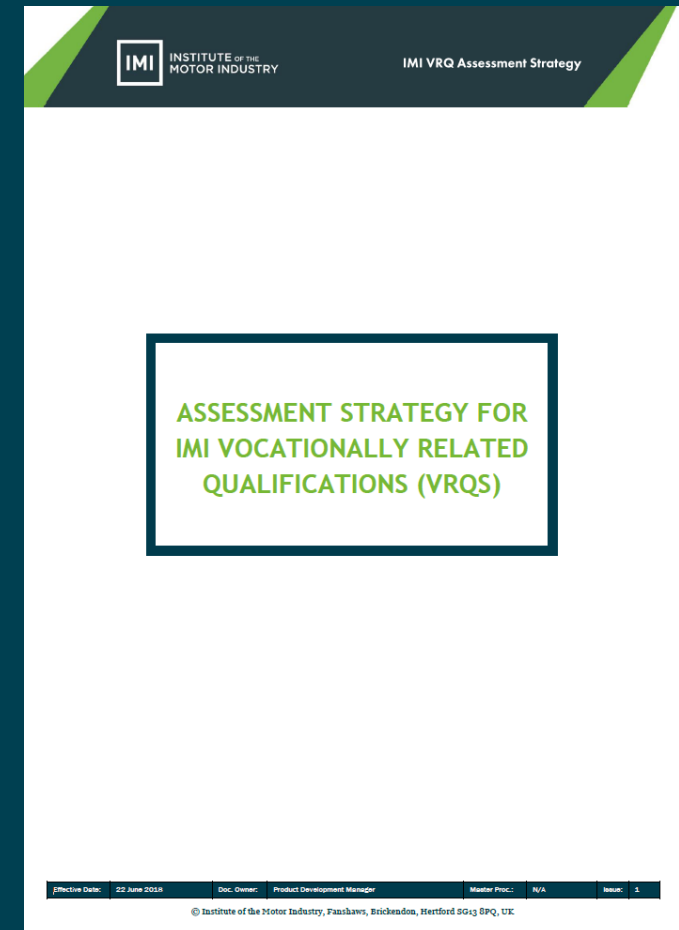
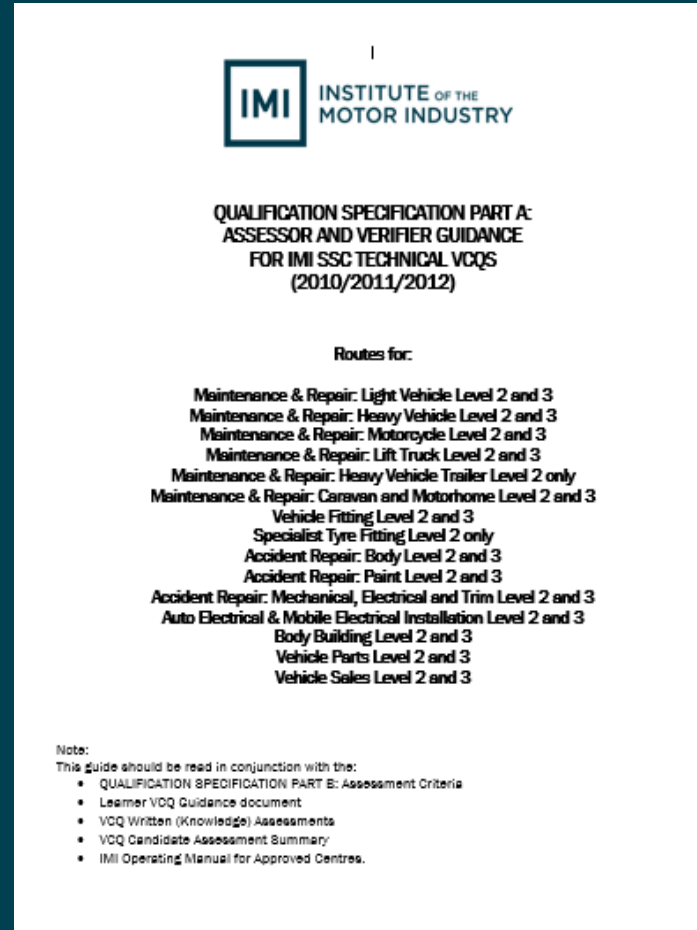
# IMI Assessment Strategies

These documents set out the requirements of IMI for the assessment of VCQ's and VRQ

Assessment strategies are in place for:

- VCQ's (also included in the Part A guidance)
- VRQ's

Note: they are not applicable in the ERF process  
As adaptation is taking place



# Claiming Process Guide

1st Stage ERF spreadsheet completed and adaption

## Identification

- Centre has identified all the learners that are affected

## Agreement

- IMI EQA has agreed all adaptive methods with the centre

## Carry Out

- Centre has completed all adaptive methods with relevant learners

## Confirmation

- Centre notifies IMI of who will be certificated or delayed

## Quality Assurance

- EQA samples carried out to confirm certification

## Proxies Applied

- CAS team to apply proxies to relevant learners records
- CAS team to notify centres that proxies have been applied

## Certification

- Centre apply for certification on Web Portal 2

## Direct Claim

- Normal process
- e-certificate only at this stage

## Non DC status

- ASA team to release non DC claim 'held' in the system after claiming

1st Stage ERF spreadsheet completed and adaption



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# Claiming Process

ERF Certifications spreadsheet that will be sent to you via a centre engagement form. It is partly the same as you have previously filled out with all your data still included, but with 4 additional columns to populate

Additional Information:

- T – Deviation to Skills / Competence?
- U – Deviation to Knowledge?
- V – Full Certificate or Unit Certificate?
- W – Delay?

Complete these details

Add the spreadsheet to the 'Documents'

Section of Centre's Hub

Additional Information required at the Claiming Stage			
List any Deviation from the agreed practical task adaption?	List any Deviation from the agreed knowledge adaption?	Full Claim or list Units to Claim?	Delay?
No deviation	No deviation	Full	No
No deviation	No deviation	Full	No
No deviation	No deviation	Full	No
No deviation	No deviation	Full	No
No deviation	No deviation	Units - (G0102C, G0102K), (G3C, G3K), (LV01C, LV01K), LV04K	No
Not available, learner is currently furloughed	Not available, learner is currently furloughed	No claim	Yes
PD & JC used instead AE06 task 1	Candidate attended centre therefore took online exam LV07K	Full	No
No changes	Written workbook completed 100% LV01K, LV02K	Full	No



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# Claiming Process – Certification

## Certification:

- EQA will notify CAS (Centre admin support) team of the proxies required and agreed certifications
- CAS to apply proxies
- CAS to notify centres that proxies are in place and they can go on Web Portal 2 to claim certificates
- **Note**: Centres are to be aware that there will be a time delay whilst the proxies are being applied. Centre to wait until CAS team email them prior to going on Web Portal 2

## Direct Claims status

- normal process on web portal 2
- **Note**: Centres are to be aware only e-certification at this time

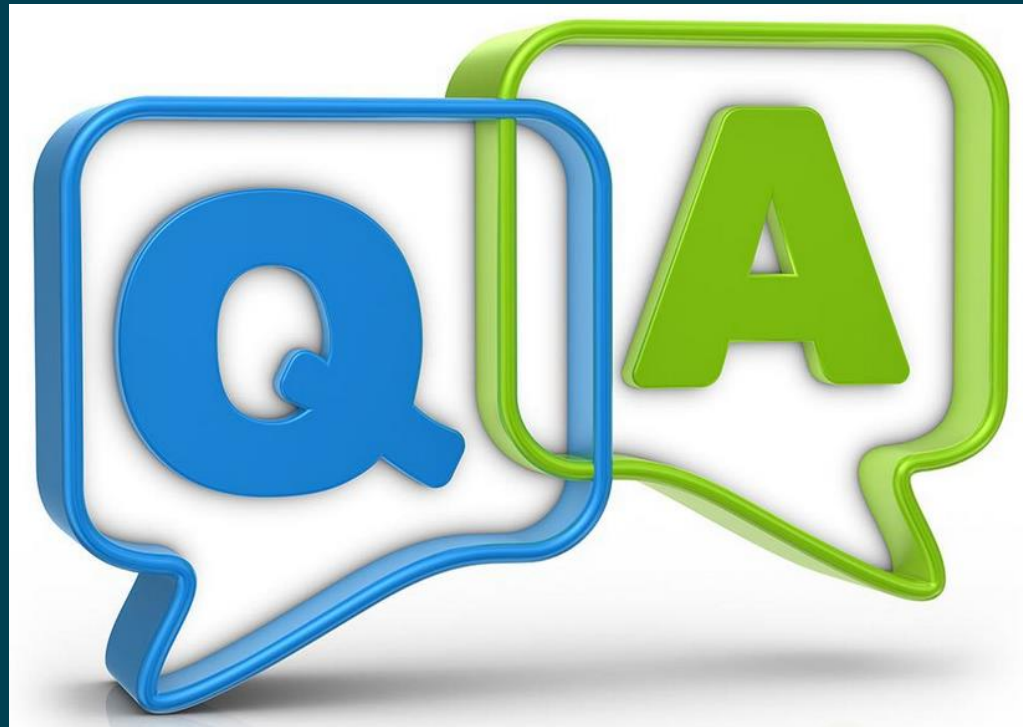
## NON Direct Claims status

- normal process on web portal 2
- ASA (Assessment Services Administrator) to release relevant claims 'held' at non DC. For this process **it is not** a requirement of the centre to fill out the normal NON DC Request form normal process on web portal 2
- ERF spreadsheet already completed will be utilised for this purpose



# Q&A

Please submit your questions to....



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- FAQ Link  
<https://www.theimi.org.uk/landing/covid-19/documents/extraordinary-framework-Q&A.pdf>

- Government Info  
[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

- IMI Vocational and Technical Qualifications, in Scope:  
[www.theimi.org.uk/landing/covid-19/faq.php](http://www.theimi.org.uk/landing/covid-19/faq.php)

- IMI Vocational and Technical Qualifications Centre Update:  
[www.theimi.org.uk/landing/covid-19/documents/centre-update.pdf](http://www.theimi.org.uk/landing/covid-19/documents/centre-update.pdf)



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**A special thanks to our panellists**

**Thank you for joining us**



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