

apprenticeship FRAMEWORK

Vehicle Body and Paint - non statutory (Wales)

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Vehicle Body and Paint - non statutory (Wales)

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Framework summary

Vehicle Body and Paint - non statutory

Foundation Apprenticeship in Vehicle Body and Paint

Pathways for this framework at level 2 include:

Pathway 1: Mechanical, Electrical and Trim

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: Body Building

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Body Building Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Body Building Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 3: Body Repair

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Vehicle Accident Repair Body Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Vehicle Accident Repair Body Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 4: Body Refinishing

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Vehicle Accident Repair Paint Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Diploma in Vehicle Accident Repair Paint Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 5: Automotive Glazing

Competence qualifications available to this pathway:

C1 - Level 2 NVQ Diploma in Automotive Glazing (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Certificate in Glass Related Operations (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 6: Windscreen Repair

Competence qualifications available to this pathway:

C1 - Level 2 NVQ Certificate in Windscreen Repair (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Certificate in Glass Related Operations (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Vehicle Body and Paint - non statutory

Apprenticeship in Vehicle Body and Paint

Pathways for this framework at level 3 include:

Pathway 1: Mechanical, Electrical and Trim

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: Body Building

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Body Building Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Body Building Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 3: Body Repair

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Vehicle Accident Repair Body Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Vehicle Accident Repair Body Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 4: Body Refinishing

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Vehicle Accident Repair Paint Competence (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Diploma in Vehicle Accident Repair Paint Principles (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 5: Vehicle Damage Assessment

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 for Assessors of Accident Damaged Vehicles (NVQ) (QCF)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Framework information

Information on the Publishing 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: 4	This framework includes:
Framework ID: FR01910	Level 2 Level 3
Date this framework is to be reviewed by: 31/03/2014	This framework is for use in: Wales

Short description

The industry relies on a steady flow of new entrants and apprentices help to meet the skills needs of employers and to replace an aging workforce. Foundation apprentices (Level 2) will train as technicians repairing and restoring body and paintwork or repairing and relacing windscreens on a range of light and heavy vehicles. Apprentices (Level 3) will train as senior technicians or as Vehicle Damage Assessors, appraising vehicle damage, assessing vehicle repair methods and estimating costs.

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 recent Higher Apprenticeship for the industry included employers such as Ford, Jaguar Land Rover, Mercedes Benz and Renault Trucks. The new Automotive Glazing & Windscreen Repair pathways in this framework have been developed with the help of employers, including The AA and Autopwindscreens. The new Vehicle Damage Assessment pathway in this framework has been developed with the help of employers, including Nationwide Crash Repair.

This framework is published by the IMI on a non-statutory basis prior to the designation of issuing Authorities for Wales.

Developer of this framework

Name: Laura Beattie
Organisation: The Institute of the Motor Industry (IMI)
Organisation type: Sector Skills Council
Job title: Apprenticeship Developer
Phone: 01992511521
Email: laurab@theimi.org.uk
Postal address: The IMI, Fanshaws, Brickendon, Hertford, SG13 8PQ
Website: www.theimi.org.uk

Issuing Authority's contact details

Issued by: Institute of the Motor Industry
Issuer contact name: James Stockdale
Issuer phone: 01992 511 521
Issuer email: jamess@theimi.org.uk

Revising a framework

Contact details

Who is making this revision: Laura Beattie
Your organisation: The Institute of the Motor Industry (IMI)
Your email address: laurab@theimi.org.uk

Why this framework is being revised

To add new pathways for Automotive Glazing and Windscreen Repair at Level 2 and for Vehicle Damage Assessment at Level 3, to clarify the entry conditions where prior attainment is claimed and to update the framework in line with the Guidance on Apprenticeship Framework Development for Wales.

Summary of changes made to this framework

- Create an additional pathway at Level 2 for Automotive Glazing;
 - Create an additional pathway at Level 2 for Windscreen Repair;
 - Create an additional pathway at Level 3 for Vehicle Damage Assessors;
 - Remove the Extended Diploma from Pathways 3 and 4 at Levels 2 and 3;
- Take into account the new Guidance on Apprenticeship Framework Development for Wales, in particular, entry conditions and the requirement to provide evidence where the programme has been customised and prior attainment is claimed.

Qualifications removed

These qualifications have been removed as they are not an essential part of the job role in the following pathways:

Level 2 Pathway 3: Body Repair:

- 600/1792/2 IMIAL Level 2 Extended Diploma in Vehicle Accident Repair Body Principles; (QCF) (Knowledge);

Level 2 Pathway 4: Body Refinishing:

- 600/1879/3 IMIAL Level 2 Extended Diploma in Vehicle Accident Repair Paint Principles (QCF) (Knowledge);

Level 3 Pathway 3 Body Repair:

- 600/1880/X IMIAL Extended Diploma in Vehicle Accident Repair Body Principles (QCF) (Knowledge);

Level 3 Pathway 4: Body Refinishing:

- 600/1793/4 IMIAL Level 3 Extended Diploma in Vehicle Accident Repair Paint Principles (QCF) (Knowledge).

Qualifications added

Level 2 Apprenticeship for Automotive Glazing

- 500/7737/5 - GQA Level 2 NVQ Diploma in Automotive Glazing (QCF) (Competence)
- 500/8390/9 - IMIAL Level 2 Diploma in Automotive Glazing (QCF) (Competence)
- 500/7768/5 - GQA Level 2 Certificate in Glass Related Operations (QCF) (Knowledge)
- 600/2434/3 - IMIAL Level 2 Certificate In Glass Related Operations (QCF) (Knowledge)

Level 2 Apprenticeship for Windscreen Repair

- 500/7782/X - GQA Level 2 NVQ Certificate in Windscreen Repair (QCF) (Competence)
- 500/8392/2 - IMIAL Level 2 NVQ Certificate in Windscreen Repair (QCF) (Competence)
- 500/7768/5 - GQA Level 2 Certificate in Glass Related Operations (QCF) (Knowledge)
- 600/2434/3 - IMIAL Level 2 Certificate In Glass Related Operations (QCF) (Knowledge)

Level 3 Apprenticeship for Vehicle Damage Assessors

- 600/7971/X - IMIAL Level 3 Diploma For Assessors of Accident Damaged Vehicles (QCF) (Combined Competence and Knowledge)

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

Profile of the Automotive Retail Industry in Wales

The Automotive Retail Industry employs around twenty three thousand people in Wales and is a major contributor to the economy. Vehicle maintenance and repair businesses account for 65% of employment in the Automotive Retail Industry in Wales and 90% of those businesses are micro employers, employing less than 10 people. Around a quarter of the automotive workforce in Wales are self employed.

The average age of the workforce is 40 years with 18% aged between 16 and 24 (in the UK) and there is a need to replace those who retire or leave. This compares with the employed workforce in Wales and the wider UK which is aging. The automotive workforce is predominantly male (97.5%), which reflects the distribution of employment by occupation and sector in Wales, which is strongly gendered, with men occupying the vast majority of skilled trades and operative employment while women dominate in administrative/secretarial and personal service occupations.

95% of the workforce is White, with just under 5% from Black and other ethnic minority groups. This reflects the employed workforce in Wales where 4% are of ethnic minority origin, and this has changed little in recent years.

Challenges facing employers in Wales and the Welsh economy

The following skills priorities for Wales have been extracted from the National Strategic Skills Audit for Wales 2011 and highlights where the Apprenticeship in Vehicle Body and Paint will contribute to meeting these priorities and to the continuing needs of employers in Wales.

1. There is a continued demand for workers in skilled trades occupations and jobs requiring intermediate level skills will continue to be important

- more technicians are needed at Levels 2 and 3 in Vehicle Body and Paint to keep up with the technology to repair, build, paint and refinish bodywork, for a range of light vehicles and heavy vehicles;
- at Level 3 there is a demand for employees who are able to appraise vehicle damage, assess vehicle repair methods and estimate costs.

2. High level skills and jobs will be critical to the Welsh economy

- this Apprenticeship framework provides progression pathway to the Level 4 in Advanced Diagnostics and Management Principles, potentially onto the Automotive Leadership and Management Higher Apprenticeship (Level 5) and progression opportunities into further

and higher education.

3. A growing requirement for corporate managers across a wide and diverse range of Sectors and economy-wide skills needs, including managers capability in effectively exploiting technology

- only 15% of managers and leaders in the Automotive Retail Sector are qualified at Level 4 or above, therefore this framework provides an opportunity to upskill their existing staff and to attract new employees to grow their own managers of the future. All pathways at each Level include ICT as mandatory and this, coupled with the computerised technology used in the sector provides all apprentices with the skills they need to exploit technology in their jobs.
- managers and leaders form the second biggest occupational group with only 6% qualified to a high skill level of level 4 and above.

4. An economy-wide need to enhance cross-cutting employability and basic skills. Including literacy and numeracy, and ICT skills.

This Apprenticeship includes Essential Skills Wales of Communication, Application of Number and ICT as mandatory.

Employer support for Apprenticeships in Vehicle Body and Paint

With lower numbers of vehicle body and paint employers in Wales, around 80 apprentices start this Apprenticeship each year. There is nation- wide shortage of applicants for careers in these occupations and take up is expected to continue to be fairly low, as there has been no career path for Level 2 apprentices until now. When employers and potential apprentices recognise the career progression which the new Level 3 pathway for Vehicle Damage Assessors opens up, numbers are expected to increase over time. The Apprenticeship (Level 3) also provides the underpinning knowledge and understanding to prepare apprentices for Automotive Technician Status for Vehicle Damage Assessors.

This issue of the framework incorporates three new pathways:

- the Level 2 pathway for Automotive Glazing which was part of the Glass Industry framework inherited from ProSkills;
- the Level 2 pathway for Windscreen Repair which was part of the Glass Industry framework inherited from ProSkills;
- a new Level 3 pathway for Vehicle Damage Assessors to fill the skills gap for Assessors of Damaged vehicles as currently there are very few progression routes for Apprentices (Level 3).

Specific Job Roles for apprentices

- Foundation apprentices (Level 2) will train as technicians assessing and repairing the damage, restoring body and paintwork, automotive glazing and windscreen repair on a range of light and heavy vehicles;
- Apprentices (Level 3) will train as senior technicians repairing the damage, restoring body and paintwork, on a range of light and heavy vehicles or as Vehicle Damage Assessors, appraising vehicle damage, assessing vehicle repair methods and estimating costs.

Aims and objectives of this framework (Wales)

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

Objectives of this framework are to:

1. increase the number of existing staff qualified to technician and senior technician Level;
2. attract more applications from women and other under-represented groups into Vehicle Body and Paint jobs at Levels 2 and 3;
3. develop literacy, numeracy and ICT skills which are a priority for the Automotive Retail Industry;
4. provide micro businesses, which account for the majority 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 body and paint, into the wider Automotive Retail Industry in Wales, or for apprentices to start their own business.

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.

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

- previous work experience or employment, supported by a portfolio of evidence; or
- voluntary or community based work; or
- proof of completion of non accredited courses; or
- achievement of Awards, Certificates or Diplomas; or
- any of the Essential Skills Wales or Wider Key Skills; or
- achievement of Principal Learning Qualification in Retail Business which has automotive retail content, Manufacturing & Product Design or Engineering as part of the Welsh Baccalaureate; or
- Welsh Baccalaureate – any level; or
- GCSEs in English, Maths and Science.

Initial assessment and identifying prior learning and achievement:

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, the Apprenticeship must be customised so that apprentices undertake new learning at a higher level and develop new skills. For example:

- where Foundation Apprentices (Level 2) have already achieved one or more of the Essential Skills Wales, at Level 1 on entry, they will be encouraged to undertake these skills at Level 2 as part of the Foundation Apprenticeship (Level 2).
- where Apprentices (Level 3) have achieved the competence and/or knowledge

qualification, the programme should be customised to enable the apprentice to undertake additional units from the competence/knowledge qualifications, at the same or higher level, or one or more of the Wider Key Skills.

Evidence of customisation, (copies of certificates for qualifications, units etc) must be demonstrated at certification.

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Vehicle Body and Paint

Pathways for this framework at level 2

Pathway 1:	Mechanical, Electrical and Trim
Pathway 2:	Body Building
Pathway 3:	Body Repair
Pathway 4:	Body Refinishing
Pathway 5:	Automotive Glazing
Pathway 6:	Windscreen Repair

Level 2, Pathway 1: Mechanical, Electrical and Trim

Description of this pathway

Vehicle Body and Paint (Mechanical, Electrical and Trim)

Total minimum credits: 135 credits, representing:

- Competence: 63 credits;
- Knowledge: 52 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Mechanical & Electrical Trim Technician	Identifying, removing and refitting damaged mechanical and electrical components on vehicles, using welding and soldering equipment and ensuring the vehicle is in working order.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9682/5	IMIAL	63	540	N/A
C1b	501/0123/7	City & Guilds	63	540	N/A
C1c	600/3717/9	EDEXCEL	63	540	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9687/4	IMIAL	52	445	N/A
K1b	501/0124/9	City & Guilds	52	445	N/A
K1c	600/3716/7	EDEXCEL	52	445	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Mechanical & Electrical Trim Technician

- Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence;
- Level 2 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

Progression routes into and from this pathway

PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Foundation Level Apprenticeship (Level 2), apprentices will be competent to work as a Mechanical & Electrical Trim Technician;
- following further training and development, apprentices can progress to a range of jobs such as Senior Mechanical & Electrical Trim Technician, Body Shop Adviser or Service Adviser.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as

Vehicle Parts or Vehicle Maintenance & Repair.

Further Education:

- Level 3 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles (QCF);
- Level 3 Diploma for Assessors of Accident Damaged Vehicles (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.t>

heimi.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: Body Building

Description of this pathway

Vehicle Body and Paint (Body Building)

Total minimum credits: 128 credits, representing:

- Competence: 58 credits;
- Knowledge: 50 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Body Building Technician	Responsible for the measuring, marking out, cutting and assembling body panels and units from various metals and materials. Removing standard components and fitting new custom made components.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Body Building Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0286/4	IMIAL	58	499	N/A
C1b	600/3552/3	EDEXCEL	58	499	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Body Building Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0284/0	IMIAL	50	425	N/A
K1b	600/3580/8	EDEXCEL	50	425	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Body Building Technician:

- Level 2 Diploma in Body Building Competence; AND
- Level 2 Diploma in Body Building Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

Progression routes into and from this pathway

PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Body Building Technician;
- following further training and development, apprentices can progress to a range of jobs such as a Senior Body Building Technician, Body Shop Adviser or Service Adviser.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as

Vehicle Parts or Vehicle Maintenance & Repair.

Further Education:

- Level 3 Diploma in Body Building Principles (QCF);
- Level 3 Diploma for Assessors of Accident Damaged Vehicles (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.t>

heimi.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: Body Repair

Description of this pathway

Vehicle Body and Paint (Body Repair)

Total minimum credits: 202 credits, representing:

- Competence: 101 credits;
- Knowledge: 81 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Panel Technician	Assess the level of damage on the vehicle, make decisions on whether the vehicle is repairable, remove damaged panels, repair damaged panels and chassis. Also inform customers of work carried out and any additional work required

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Vehicle Accident Repair Body Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9686/2	IMIAL	101	910	N/A
C1b	501/0022/1	City & Guilds	101	910	N/A
C1c	600/3586/9	EDEXCEL	101	910	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Vehicle Accident Repair Body Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9689/8	IMIAL	81	710	N/A
K1b	501/0016/6	City & Guilds	81	710	N/A
K1c	600/3563/8	EDEXCEL	81	710	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Panel Technician:

- Level 2 Diploma in Vehicle Accident Repair Body Competence; AND
- Level 2 Diploma in Vehicle Accident Repair Body Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

Progression routes into and from this pathway

PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Panel Technician;
- following further training and development, apprentices can progress to a range of jobs such as Senior Panel Technician, Body Shop Advisor or Service Advisor.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as

Vehicle Parts or Vehicle Maintenance & Repair.

Further Education:

- Level 3 Diploma in Vehicle Accident Repair Body Principles (QCF);
- Level 3 Diploma for Assessors of Accident Damaged Vehicles (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.t>

heimi.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: Body Refinishing

Description of this pathway

Vehicle Body and Paint (Body Refinishing)

Total minimum credits: 166 credits, representing:

- Competence: 81 credits;
- Knowledge: 65 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Paint Technician	Preparing vehicles to be painted after damage has occurred, ensuring all parts have been stripped from the vehicle, sanding down relevant areas, adjoining areas for blending, masking, etching and priming areas to be treated and selecting, matching and mixing colour.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Vehicle Accident Repair Paint Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9690/4	IMIAL	81	695	N/A
C1b	500/9987/5	City & Guilds	81	695	N/A
C1c	600/3583/3	EDEXCEL	81	695	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Diploma in Vehicle Accident Repair Paint Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9821/4	IMIAL	65	550	N/A
K1b	500/9985/1	City & Guilds	65	550	N/A
K1c	600/3584/5	EDEXCEL	65	550	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Paint Technician:

- Level 2 Diploma in Vehicle Accident Repair Paint Competence; AND
- Level 2 Diploma in Vehicle Accident Repair Paint Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

Progression routes into and from this pathway

PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Paint Technician;
- following further training and development, apprentices can progress to a range of jobs such as Senior Paint Technician, Body Shop Adviser, Service Adviser or Fleet Controller.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in another part of the Automotive Retail Industry such as Vehicle Parts or Vehicle Maintenance & Repair;

Further Education:

- Level 3 Diploma in Vehicle Accident Repair Paint Principles;
- Level 3 Extended Diploma in Vehicle Accident Repair Paint Principles.

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.t>

heimi.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: Automotive Glazing

Description of this pathway

Vehicle Body and Paint (Automotive Glazing)Vehicle Body and Paint (Automotive Glazing)

If completing ERR as part of the knowledge qualification:

Total minimum credits: 62 credits, representing:

- Competence: 37 credits;
- Knowledge: 13 credits (Including 3 credits for the ERR unit) ;
- Essential Skills Wales: Communication, Application of Number: 12 credits.

If completing ERR as a separate qualification:

Total minimum credits: 64 credits, representing:

- Competence: 37 credits;
- Knowledge: 13 credits;
- Essential Skills Wales: Communication, Application of Number: 12 credits;
- ERR: 2 credits (If completing one of the separate ERR qualifications).

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)
Autoglazing Technician	Removing, replacing and repairing automotive vehicle glazing within a workshop/bodyshop environment or off-site. This includes providing a high level of customer satisfaction.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 NVQ Diploma in Automotive Glazing (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/7737/5	GQA	37	231	N/A
C1b	500/8390/9	IMIAL	37	222	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Certificate in Glass Related Operations (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/7768/5	GQA	13	80	N/A
K1b	600/2434/3	IMIAL	14	93	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Autoglazing Technician

- Level 2 NVQ Diploma in Automotive Glazing (QCF); AND
- Level 2 Certificate in Glass Related Operations (QCF).

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Automotive Glazing/Windscreen Technician;
- following further training and development, apprentices can progress to a range of jobs such as Senior Autoglazing Technician, Service Adviser, Autoglazing Supervisor, MET Technician.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;
- Apprenticeship (Level 3) in Vehicle Maintenance and Repair;

- Apprenticeship (Level 3) in the Glass Industry.

Further Education:

- Level 3 Awards, Certificates and Diplomas in Customer Service for the Automotive Industry (QCF);
- Level 3 Certificates in Automotive Glazing and Automotive Glazing Supervision (QCF);
- Level 3 Certificate in Bodyshop Automotive Glazing (QCF);
- Level 3 Certificate in Glass Related Operations (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 the achievement of the ERR unit within the VRQ - Level 2 Certificate in Glass Related Operations (QCF); OR 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 or a copy of the certificate of achievement of the knowledge qualification where the ERR unit has been completed, which must be submitted to The Institute of the Motor Industry (IMI) when applying for an Apprenticeship completion certificate.

Level 2, Pathway 6: Windscreen Repair

Description of this pathway

Vehicle Body and Paint (Windscreen Repair):

If completing ERR as part of the knowledge qualification:

Total minimum credits: 46 credits, representing:

- Competence: 21 credits;
- Knowledge: 13 credits (Including 3 credits for the ERR unit) ;
- Essential Skills Wales: Communication, Application of Number: 12 credits.

If completing ERR as a separate qualification:

Total minimum credits: 48 credits, representing:

- Competence: 21 credits;
- Knowledge: 13 credits;
- Essential Skills Wales: Communication, Application of Number: 12 credits;
- ERR: 2 credits (If completing one of the separate ERR qualifications).

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

None other than general entry conditions.

Job title(s)	Job role(s)
Windscreen Repair Technician	Repairs stone chips and damage on windscreens and occasionally needs to replace a screen.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 NVQ Certificate in Windscreen Repair (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/7782/X	GQA	21	150	N/A
C1b	500/8392/2	IMIAL	21	150	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Certificate in Glass Related Operations (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/7768/5	GQA	13	106	N/A
K1b	600/2434/3	IMIAL	14	93	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Windscreen Repair Technician:

- Level 2 NVQ Certificate in Windscreen Repair (QCF); AND
- Level 2 Certificate in Glass Related Operations (QCF).

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS FOUNDATION APPRENTICESHIP (LEVEL 2):

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;
- any of the Essential Skills Wales or Wider Key Skills Wales;
- Pathway to Apprenticeships;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and 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 FOUNDATION APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Foundation Apprenticeship (Level 2), apprentices will be competent to work as a Windscreen Repair Technician;
- following further training and development, apprentices can progress to a range of jobs such as Autoglazing Technician, Senior Autoglazing Technician, Service Adviser, Service Receptionist, MET Technician.

Apprenticeships:

- Apprenticeship (Level 3) in Vehicle Body and Paint;

- Apprenticeship (Level 3) in Vehicle Maintenance and Repair;
- Apprenticeship (Level 3) in the Glass Industry;
- Apprenticeship (Level 3) in Customer Service.

Further Education:

- Level 3 Awards, Certificates and Diplomas in Customer Service for the Automotive Industry (QCF);
- Level 3 Certificates in Automotive Glazing and Automotive Glazing Supervision (QCF);
- Level 3 Certificate in Bodyshop Automotive Glazing (QCF);
- Level 3 Certificate in Glass Related Operations (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 the achievement of the ERR unit within the VRQ - Level 2 Certificate in Glass Related Operations (QCF); OR 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 or a copy of the certificate of achievement of the knowledge qualification where the ERR unit has been completed, 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

Apprenticeship in Vehicle Body and Paint

Pathways for this framework at level 3

- | | |
|------------|---------------------------------|
| Pathway 1: | Mechanical, Electrical and Trim |
| Pathway 2: | Body Building |
| Pathway 3: | Body Repair |
| Pathway 4: | Body Refinishing |
| Pathway 5: | Vehicle Damage Assessment |

Level 3, Pathway 1: Mechanical, Electrical and Trim

Description of this pathway

Vehicle Body and Paint (Mechanical, Electrical and Trim)

Total minimum credits: 114 credits, representing:

- Competence: 51 credits;
- Knowledge: 43 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Senior Mechanical & Electrical Trim Technician	Identifying, removing and refitting damaged mechanical and electrical components on vehicles, using welding and soldering equipment and ensuring the vehicle is in working order and supporting other technicians who do not have as much experience.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9679/5	IMIAL	53	465	N/A
C1b	501/0128/6	City & Guilds	51	445	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9681/3	IMIAL	44	390	N/A
K1b	501/1106/1	City & Guilds	43	380	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Senior Mechanical & Electrical Trim Technician:

- Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence;
- Level 3 Diploma in Accident Repair Vehicle Mechanical, Electrical and Trim (MET) Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- 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 Essential Skills Wales or Wider Key Skills Wales;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and Retail Business.

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

PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Senior Mechanical & Electrical Trim Technician;
- following further training and development, apprentices can progress to a range of jobs such as Workshop Controller, Bodyshop Manager or Service Manager.

Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Apprenticeship (Level 5) Automotive Management and Leadership.

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.t>

heimi.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: Body Building

Description of this pathway

Vehicle Body and Paint (Body Building)

Total minimum credits: 177 credits, representing:

- Competence: 84 credits;
- Knowledge: 73 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Senior Body Building Technician	Responsible for measuring, marking out, cutting, assembling body panels and units as well as adapting chassis units and components to accept custom bodies. Diagnosing and rectifying faults and fabricating components when required.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Body Building Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0296/7	IMIAL	84	718	N/A
C1b	600/3555/9	EDEXCEL	84	718	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Body Building Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0175/6	IMIAL	73	577	N/A
K1b	600/3553/5	EDEXCEL	73	577	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Senior Body Building Technician:

- Level 3 Diploma in Body Building Competence; AND
- Level 3 Diploma in Body Building Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- 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 Essential Skills Wales or Wider Key Skills Wales;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and Retail Business.

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

PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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

Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

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: Body Repair

Description of this pathway

Vehicle Body and Paint (Body Repair)

Total minimum credits: 201 credits, representing:

- Competence: 104 credits;
- Knowledge: 77 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Senior Panel Technician	Assess the extent of damage to the vehicle, make decisions on whether the vehicle is repairable, supervise the removal of damaged panels, repair damaged panels and chassis using welding equipment and ensure vehicles are safe. Also support other team members on targets.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Vehicle Accident Repair Body Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9692/8	IMIAL	104	905	N/A
C1b	500/9991/7	City & Guilds	104	905	N/A
C1c	600/3578/X	EDEXCEL	104	905	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Vehicle Accident Repair Body Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9809/3	IMIAL	77	660	N/A
K1b	501/0618/1	City & Guilds	77	660	N/A
K1c	600/3715/5	EDEXCEL	77	660	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Senior Panel Technician:

- Level 3 Diploma in Vehicle Accident Repair Body Competence; AND
- Level 3 Diploma in Vehicle Accident Repair Body Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- 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 Essential Skills Wales or Wider Key Skills Wales;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and Retail Business.

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

PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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

Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

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.t>

heimi.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: Body Refinishing

Description of this pathway

Vehicle Body and Paint (Body Refinishing)

Total minimum credits: 211 credits, representing:

- Competence: 108 credits;
- Knowledge: 83 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 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)
Senior Paint Technician	Supervise the preparation of vehicles to be painted after damage has occurred, ensure all parts have been stripped from the vehicle, sand down relevant areas, adjoining areas for blending, masking, etching and priming areas to be treated and selecting, matching and mixing colour.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Vehicle Accident Repair Paint Competence (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9822/6	IMIAL	108	915	N/A
C1b	500/9988/7	City & Guilds	108	915	N/A
C1c	600/3562/6	EDEXCEL	108	915	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Vehicle Accident Repair Paint Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9688/6	IMIAL	83	690	N/A
K1b	500/9989/9	City & Guilds	83	690	N/A
K1c	600/3579/1	EDEXCEL	83	690	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

Senior Paint Technician:

- Level 3 Diploma in Vehicle Accident Repair Paint Competence; AND
- Level 3 Diploma in Vehicle Accident Repair Paint Principles.

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

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint;
- 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 Essential Skills Wales or Wider Key Skills Wales;
- Welsh Baccalaureate including Principal Learning Qualifications in Engineering and Retail Business.

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

PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

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

Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

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: Vehicle Damage Assessment

Description of this pathway

Vehicle Body and Paint (Vehicle Damage Assessment)

Total minimum credits: 107 credits, representing:

- Combined competence and Knowledge qualification: 87 credits: Competence: 49 credits; Knowledge: 38 credits;
- Essential Skills Wales: Communication, Application of Number and ICT: 18 credits;
- ERR: 2 credits.

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

Due to the technical nature of the job of Vehicle Damage Assessor, prior knowledge and practical experience of vehicle body and paint or vehicle maintenance and repair would be an advantage, as would customer service experience or qualifications.

Job title(s)	Job role(s)
Vehicle Damage Assessor	Working closely with customers and vehicle repair specialists to appraise vehicle damage, assess vehicle repair methods, estimating costs, including vehicle salvage categorisation and appraising and valuing vehicles for pre accident condition.

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 for Assessors of Accident Damaged Vehicles (NVQ) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/7971/X	IMIAL	87	488	N/A

Notes on competence and knowledge qualifications (if any)

Vehicle Damage Assessor:

- Level 3 Diploma for Assessors of Accident Damaged Vehicles (Combined competence and knowledge qualification) (QCF). Total credits: 87 as follows:

Competence: 49 Credits:

- 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 Environment (K/601/6366) (5 Credits);
- AADV01C - Competency in Establishing and Recording Different Types of Customers and Their Needs (M/504/5745) (6 Credits);
- AADV02C - Competency in Establishing and Recording Vehicle Data (Y/504/5755) (7 Credits);
- AADV3.1C - Competency in Appraising Vehicle Damage (T/504/5763) (7 Credits);
- AADV3.2C - Competency in Establishing Correct Repair Methods (Y/504/5769) (10 Credits);
- AADV3.3C - Competency in Estimating Costs (F/504/5779) (7 Credits).

Knowledge: 38 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 Environment (T/601/6175) (3 Credits);
- AADV01K - Knowledge of Establishing Different Types of Customer and Understanding Their Needs (J/504/5749) (4 Credits);

- AADV02K - Knowledge of Establishing and Recording Vehicle Data (M/504/5759) (6 Credits);
- AADV3.1K - Knowledge of Appraising Vehicle Damage (F/504/5765) (5 Credits);
- AADV3.2K - Knowledge of Establishing Correct Repair Methods (H/504/5774) (7 Credits);
- AADV3.3K - Knowledge of Estimating Costs (A/504/5781) (5 Credits);
- AADV06K - Knowledge of Vehicle Salvage Categorisation (F/504/5782) (3 Credits);
- BP26K – Knowledge of Motor Vehicle Construction and Materials (A/601/5450) (2 Credits).

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

PROGRESSION INTO THIS APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 Foundation Apprenticeship in Vehicle Body and Paint or Vehicle Maintenance and Repair;
- qualifications or practical experience of working in vehicle body and paint or vehicle maintenance and repair;
- qualifications or experience of customer service.

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

PROGRESSION FROM THIS APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Apprenticeship (Level 3), apprentices will be competent to work as a Vehicle Damage Assessor;
- following further training and development, apprentices can progress to a range of jobs such as Insurance assessor, automotive loss adjuster, or become involved in the delivery and assessment of VDAs;
- this Apprenticeship will provide the underpinning knowledge and understanding required for qualified Vehicle Damage Assessors to undertake the assessment under the IMI VDA Automotive Technician Accreditation scheme.

Apprenticeships:

- Higher Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Apprenticeship (Level 5) in Automotive Leadership and Management.

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.t>

heimi.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 Wales is mainly white male and the average age of the workforce is 39.

A breakdown of data for Apprenticeship starts in the automotive retail sector in Wales for 2009/10 showed the following:

- Male: 98%;
- Female: 2%;
- White: 99%;
- Ethnic Minority: 1%;
- Learning disability/difficulty: 6%.

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 a perceived lack of career prospects. In order to counteract some of these issues, awareness of the Automotive Retail Industry as a profession is being raised through:

- the Principal Learning Qualifications in the Welsh Baccalaureate for Engineering and Retail Business, which has Automotive retail content;
- the (14-16) Motor Vehicle Vocational Training Programme, which raises awareness of the Automotive Retail Industry 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 mentoring has been included to contribute towards increasing retention and achievement rates.

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 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 training (Wales)

Summary of on- and off-the-job training

LEVEL 2

Pathway 1: Mechanical and Electrical Trim

Total on and off the job training hours: 1323 hours as follows:

- Competence: 540;
- Knowledge: 445;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 2: Body Building

Total on and off the job training hours: 1262 hours as follows:

- Competence: 499;
- Knowledge: 425;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 3: Body Repair

Total on and off the job training hours: 1958 hours as follows:

- Competence: 910;
- Knowledge: 710 ;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 4: Body Refinishing

Total on and off the job training hours: 1583 hours as follows:

- Competence: 695;
- Knowledge: 550;
- Essential Skills Wales: 180;

- ERR: 8;
- Mentoring: 150.

Pathway 5: Automotive Glazing

Total on and off the job training hours: 580 hours as follows:

- Competence:222;
- Knowledge: 80;
- Essential Skills Wales: 120;
- ERR: 8;
- Mentoring: 150.

Pathway 6: Windscreen Repair

Total on and off the job training hours: 508 hours as follows:

- Competence: 150;
- Knowledge: 80;
- Essential Skills Wales: 120;
- ERR: 8;
- Mentoring: 150.

LEVEL 3

Pathway 1: Mechanical, Electrical & Trim

Total on and off the job training hours: 1163 hours as follows:

- Competence: 445;
- Knowledge: 380;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

Pathway 2: Body Building

Total on and off the job training hours: 1633 hours as follows:

- Competence: 718;
- Knowledge: 577;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

Pathway 3: Body Repair

Total on and off the job training hours: 1903 hours as follows:

- Competence: 905;
- Knowledge: 660;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

Pathway 4: Body Refinishing

Total on and off the job training hours: 1943 hours as follows:

- Competence: 915;
- Knowledge: 690;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 180.

Pathway 5: Vehicle Damage Assessment

Total on and off the job training hours: 976 hours as follows:

- Competence: 343;
- Knowledge: 295;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring:150.

On and off the job training hours:

- are delivered during contracted working hours under an Apprenticeship Agreement, or during a qualifying period ending on the date of application for a certificate (5 years is recommended);
- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow training support via 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.

Off-the-job training

LEVEL 2

Pathway 1: Mechanical and Electrical Trim

Total off the job training hours: 783 hours as follows:

- Knowledge: 445;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 2: Body Building

Total off the job training hours: 763 hours as follows:

- Knowledge: 425 ;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 3: Body Repair

Total off the job training hours: 1048 hours as follows:

- Knowledge: 710;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 4: Body Refinishing

Total off the job training hours: 888 hours as follows:

- Knowledge: 550;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 5: Automotive Glazing

Total off the job training hours: 358 hours as follows:

- Knowledge: 80;
- Essential Skills Wales: 120;
- ERR: 8;
- Mentoring: 150.

Pathway 6: Windscreen Repair

Total off the job training hours: 358 hours as follows:

- Knowledge: 80;
- Essential Skills Wales: 120;
- ERR: 8;

- Mentoring: 150.

LEVEL 3

Pathway 1: Mechanical, Electrical & Trim

Total off the job training hours: 718 hours as follows:

- Knowledge: 380;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 2: Body Building

Total off the job training hours: 915 hours as follows:

- Knowledge: 577;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 3: Body Repair

Total off the job training hours: 998 hours as follows:

- Knowledge: 660;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 4: Body Refinishing

Total off the job training hours: 1028 hours as follows:

- Knowledge: 690;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

Pathway 5: Vehicle Damage Assessment

Total off the job training hours: 633 hours as follows:

- Knowledge: 295;
- Essential Skills Wales: 180;
- ERR: 8;
- Mentoring: 150.

How this requirement will be met

Off-the-job training 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 or guided study;
- 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.

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification.

Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Apprenticeship certificate. If this is the case, then the IMI would encourage training providers to identify additional off the job training programmes which customise the training to the job for example:

- selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognized as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body;
- following Essential Skills Wales at a level higher than that specified in the framework;
- including one or more Wider Key Skills.

Previous experience

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF 'Recognition of Prior Learning' procedures and the hours recorded may then count towards the off-the-job hours required to complete the apprenticeship.

For apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within five years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for five years duration.

Evidence for off-the-job training hours:

Level 2

- copy of certificate of achievement of the Level 2 Knowledge qualification (VRQ) for the relevant pathway;
- copy of certificate of achievement of Level 1 Essential Skills Wales qualifications.
- in Communication, Application of Number and ICT.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification. Or for the Automotive Glazing and Windscreen Repair pathways this can alternatively be demonstrated by a copy of the certificate of achievement of the knowledge qualification where the ERR unit has been completed;
- evidence of customisation where prior attainment has been claimed (NEW).
- declaration that the apprentice has completed the off the job training hours requirement of the framework.
- Download the declaration and application form from:
http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

Level 3

- copy of certificate of achievement of the Level 3 Knowledge qualification (VRQ) for the relevant pathway (or in the case of Vehicle Damage Assessment, the combined competence and knowledge qualification).
- copy of certificate of achievement of Level 2 Essential Skills Wales qualification in Communication, Application of Number and ICT.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- evidence of customisation where prior attainment has been claimed.
- declaration that the apprentice has completed the off the job training hours requirement of the framework.

- Download the declaration and application form from:
http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

On-the-job training

LEVEL 2

Pathway 1: Mechanical and Electrical Trim

- Total on the job training hours: 540 made up of the competence qualification.

Pathway 2: Body Building

- Total on the job training hours: 499 made up of the competence qualification.

Pathway 3: Body Repair

- Total on the job training hours: 910 made up of the competence qualification.

Pathway 4: Body Refinishing

- Total on the job training hours: 695 hours made up of the competence qualification.

Pathway 5: Automotive Glazing

- Total on the job training hours: 222 hours made up of the competence element of the combined competence and knowledge qualification.

Pathway 6: Windscreen Repair

- Total on the job training hours: 150 hours made up of the competence element of the combined competence and knowledge qualification.

LEVEL 3

Pathway 1: Mechanical, Electrical & Trim

- Total on the job training hours: 445 hours made up of the competence qualification.

Pathway 2: Body Building

- Total on the job training hours: 718 hours made up of the competence qualification.

Pathway 3: Body Repair

- Total on the job training hours: 905 hours made up of the competence qualification.

Pathway 4: Body Refinishing

- Total on the job training hours: 915 hours made up of the competence qualification.

Pathway 5: Vehicle Damage Assessment

- Total on the job training hours: 343 hours made up of the competence element of the combined competence and knowledge qualification.

How this requirement will be met

On-the-job training hours 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 during contracted working hours.

Providers will not be required to record individual on and off the job training hours. However for certification purposes, the provider will be required to declare that the apprentice has completed the on and off the job training hour requirement as set out in this Apprenticeship framework. These hours may vary depending on previous experience and attainment of the apprentice.

Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim a percentage or more hours towards the on-the-job framework total through prior learning

acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation'.

Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include:

- selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body;
- following Essential Skills at a level higher than that specified in the framework;
- including one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship/Apprenticeship Certificate or have been continuously employed in the industry for 5 years. Job roles within the Automotive Retail Industry require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the employer, provider and Apprentice. The IMI reserves the right to request a copy of one or more of these records when applying for an apprenticeship completion certificate.

Evidence for on-the-Job Training Hours:

Level 2:

- Copy of certificate of achievement of the Level 2 Competence qualification (VCQ) for the relevant pathway (or in the case of Automotive Glazing or Windscreen Repair, the combined competence and knowledge qualification).
- Evidence of customisation where prior attainment has been claimed.
- Download the declaration and application form from:
http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

Level 3:

- Copy of certificate of achievement of the Level 3 Competence qualification (VCQ) for the relevant pathway (or in the case of Vehicle Damage Assessment, the combined competence and knowledge qualification).
- Evidence of customisation where prior attainment has been claimed.
- Download the declaration and application form from:
http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

The employers consulted do not require these Wider Key Skills to be separately delivered as part of this Apprenticeship. However, training providers and learners are encouraged to record when and where they are using these skills to provide evidence towards claiming prior learning of these skills in the future.

Each apprentice is entitled to an average of two hours a week for mentoring. This time will contribute towards evidence for the achievement of Improving Own Learning and Performance.

Working with others

The employers that consulted do not require these Wider Key Skills to be separately delivered as part of this Apprenticeship. However, training providers and learners are encouraged to record when and where they are using these skills to provide evidence towards claiming prior learning of these Skills in the future.

These skills could be used to customise the training programme where apprentices have prior attainment, to provide the apprentice with new skills and learning at a higher level.

Problem solving

The employers that consulted do not require these Wider Key Skills to be separately delivered as part of this Apprenticeship. However, training providers and learners are encouraged to record when and where they are using these skills to provide evidence towards claiming prior learning of these Skills in the future.

These skills could be used to customise the training programme where apprentices have prior attainment, to provide the apprentice with new skills and learning at a higher level.

Additional employer requirements

None.

apprenticeship
FRAMEWORKS ONLINE

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