****

**Consultation Feedback Form**

**National Occupational Standards**

Your participation in this consultation allows you to voice industry expertise and tell us what knowledge and skills this sub-sector requires.

Ultimately, by inputting into this process you will directly impact on how successful the automotive industry is in creating a productive and skilled workforce.

**What are National Occupational Standards (NOS):**

National Occupational Standards (NOS) are UK wide standards that describe the different functions that should be carried out for a particular job role. NOS are presented in the form of units and each unit shows the outcomes of competent performance and includes the essential knowledge and understanding that an individual in a particular job role needs to function effectively. All in all NOS describe best practice.

NOS are developed by industry, for industry. Each major industry in the UK has an organisation like The Institute of the Motor Industry (IMI) that researches and writes NOS using the expertise of employers, associations and industry experts. The IMI is responsible for setting the NOS for all aspects of the Automotive Retail Industry.

**What are National Occupational Standards (NOS) used for:**

Traditionally, the most common use of NOS is for developing Vocational Qualifications for the UK. However there are a number of other important uses for NOS such as:

* A benchmark against which companies can compare their internal practices and procedures.
* A basis for developing training programmes.
* For employee recruitment and selection (i.e. developing job descriptions and person specifications).
* Developing or refining performance appraisal systems.
* Self assessment.
* Setting staff grading and promotion criteria.
* As an organisational development tool.
* Assessed outcome training such as ATA in the Automotive Retail Industry.

Please Complete and return by either:

**By email:** carat@theimi.org.uk

**By Fax:** 01992 511 548

**By Post:** Cara Taylor

 The Institute of the Motor Industry (IMI)

 Fanshaws

 Brickendon

 Hertford

 SG13 8PQ

**Section 1**

* 1. Name of Organisation:
	2. Type of Organisation e.g. Employer, Trade Association, College, Private Training Provider, Other (if Other please specify):
	3. How many employees are there in your business? Please specify either: 1-5, 6-10, 11-50, 51-100, 101-250 or 250+:

* 1. Where’s your organisation located? Please specify which nation(s): England, Scotland, Wales, Northern Ireland:
	2. Name and Job Title:

Telephone No:

Email:

Website Address:

**Section 2**

* 1. Please detail which sub-sector of NOS you are reviewing e.g. Accident repair - SMART PDR; Accident repair – Body; Maintenance and repair – Lift Truck; Vehicle fitting; Vehicle parts operations; Vehicle recovery; Vehicle sales; Auto Electrical & Mobile Electrical Installation; Electric and Hybrid Vehicle

* 1. Do you think these NOS, with the proposed changes, cover all the functions required for the job roles in this area? Do you think there should be any additional units?

* 1. Are there any Performance and/or Knowledge statements missing from the NOS with the proposed changes?

* 1. Any additional comments on the NOS with the proposed changes?

Do you require these NOS to be translated into Welsh?

|  |
| --- |
|  |

YES Comments on translation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like to discuss these National Occupational Standards (NOS) in more detail or have any questions then please contact Laura Beattie at the IMI via email: **carat@theimi.org.uk** or telephone: **01992 519039**

**Thank you for taking the time to provide feedback to the IMI – the Sector Skills Council for the Automotive Industry**