



INTRODUCTION

This section provides guidance on the centre requirements for the delivery of the following elements:

- Light Vehicle Service and Maintenance Technician Gateway 1 (AS-LVSMT-GW1)
- Light Vehicle Service and Maintenance Technician Gateway 2 (AS-LVSMT-GW2)
- Light Vehicle Service and Maintenance Technician End Point Assessment (AS-LVSMT-EPA)

APPROVAL REQUIREMENTS

In order to use the IMI assessments for this Apprenticeship Standard a centre will need to be 'IMI Approved' and also be on the 'Register of Training Organisations'. Information and an up to date register can be found using this link:

<https://roatp.apprenticeships.sfa.bis.gov.uk/download>

Guidance on centre set up, assessor requirements, rules and procedures can be found within the

[Training Organisation Guidance Document](#).

Centres wishing to apply to deliver any of the standard's elements will need to ensure that assessors have:

- an understanding of the sector and the assessment requirements for the Standard.
- the expertise to operate and administer the Assessment Tools required.
- technical/occupational competence at or above the Apprenticeship Standard for Motor Vehicle Service and Maintenance Technician (Light Vehicle).
- completed programme of ongoing CPD to provide 30 hours of work experience or technical/qualification related CPD within a 12 month period.

APPROVAL PROCESS

Centres wishing to apply to offer either of the Gateways or End Point Assessment will need to complete a **Centre approval application** form via the IMI Centres Hub. The elements to be delivered must be included in the 'Application scope and purpose' section of the form.

In addition, they will need to complete the Apprenticeship Standard [approval guidance checklist](#), which must be uploaded with their application in the **Documents** section of IMI Centres Hub.

Upon receipt, an IMI EQA will complete a 'desktop' review of the application via Centres Hub. The IMI EQA will confirm whether or not:

- they have adequate training and staffing resources to deliver the element(s)
- the assessments are being completed correctly, and
- all other requirements are being met to deliver the element to the required standard

Once the EQA is satisfied that the centre meets the requirements, they will be granted full approval.



Note: At this stage, should the EQA determine that the centre is not yet in a position to deliver the Standard, the centre will be advised by the EQA what additional requirements are needed.

ASSESSMENT REQUIREMENTS

Gateways 1+2

Online test and skills assessments (dependant on the package purchased) will be made available once a candidate has been registered. It is the responsibility of the Training Organisation to ensure sufficient evidence has been gathered and reviewed before apprentices may proceed from Gateway 1 to Gateway 2.

End Point Assessment

The online test for the end point synoptic assessment will be available if the Apprentice is registered. It is the responsibility of the Training Organisation to ensure sufficient evidence has been gathered and reviewed before apprentices may proceed from Gateway 2 to End Point Assessment.

Practical assessments for the end point synoptic assessment will be released to the Training Organisation 3 weeks prior to the booked assessment days. The method for booking an independent technical observer is outlined within the IMI online portal.

E-log Book

The apprentice will be required to maintain a log book that captures robust evidence of progress for the duration of the apprenticeship. It is required that this is in electronic form and will be viewable by the apprentice, workplace mentor, employer, Training Organisation and the IMI.

Behaviour and Soft skills assessment

At the end of each phase there will be an online behavioural assessment. This will enable the apprentice, to score themselves against a list of criteria within the behaviours and soft skills framework. Workplace mentors and the Training Organisation will each complete the same review and a score will be calculated that will contribute towards the Gateway assessments and overall apprenticeship grade.

MANDATORY QUALIFICATIONS

F-Gas

All apprentices are required to obtain the F-Gas qualification in line with the EU regulation, in order to achieve this Apprenticeship Standard.

Functional Skills

Apprentices who start this New Apprenticeship Standard without English and maths at GCSE Grade C or above (or Functional Skills Level 2) must ensure that they achieve this standard before submitting the apprentice for the End Point Assessment.

Note: Registration and certification of these qualifications are not included in the IMI package prices. These qualifications will be charged separately. Please use this link to view the latest fees information:
<http://awarding.theimi.org.uk/Centres/Fees-and-Charges>

EXTERNAL QUALITY ASSURANCE



External Quality Assurance for this Apprenticeship Standard will be administered by RMISC.

REGISTERING CANDIDATES

Registration will be made via IMI Web Portal 2, in batches or via spreadsheet upload. Candidates can be registered for any/all elements in packages as detailed below:

IMI

INSTITUTE OF THE
MOTOR INDUSTRY

LIGHT VEHICLE
COST MATRIX

PRODUCT
TYPE

PACKAGE DURATION

FIRST YEAR

SECOND YEAR

THIRD YEAR

PROGRESSION

	OPTION LVNSA	OPTION LVNSD	OPTION LVNSB	OPTION LVNSE	OPTION LVNSC	OPTION LVNSF	OPTION LVNSG	OPTION LVNSH	OPTION LVNSK	OPTION LVNSL	OPTION LVNSI	OPTION LVNSJ	OPTION LVPPA	OPTION LVPPB	OPTION LVPPC	OPTION LVPPD
	1 YEAR	1 YEAR	2 YEARS	2 YEARS	3 YEARS	3 YEARS	1 YEAR	1 YEAR	2 YEARS	2 YEARS	1 YEAR	1 YEAR	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Registration	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IMI Student Membership	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
E-Logbook	X		X		X		X		X		X		X		X	
Behavioural Tool - Year 1	X	X	X	X	X	X										
Gateway 1	X	X	X	X	X	X										
Behavioural Tool - Year 2			X	X	X	X	X	X	X	X					X	X
Gateway 2			X	X	X	X	X	X	X	X					X	X
Behavioural Tool - Year 3					X	X			X	X	X	X	X	X	X	X
End Point Assessment					X	X			X	X	X	X	X	X	X	X
IMI Membership																
Technical Observation A					X	X			X	X	X	X	X	X	X	X
Technical Observation B																
Technical Observation C																
Resit Fee																
Light Vehicle Prices	£250	£240	£285	£265	£785	£755	£130	£120	£700	£680	£605	£595	£605	£595	£650	£640

Ref: April 2017

Note: It is the centre's responsibility to ensure candidates are registered on the correct package.