

apprenticeship FRAMEWORK

Vehicle Body and Paint (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 22 AUGUST 2017

Modifications to SASE came into effect on 22 August 2017. Accordingly, SASE publication DFE-00167-2017 applies both to new Apprenticeship starts from 22 August 2017 and all Apprenticeships commenced before and not completed by 22 August 2017.

For more details of the changes please read the following preface page to the framework document.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04123

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CHANGES TO THE ENGLISH AND MATHS REGULAR MINIMUM REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 22 AUGUST 2017 AND APPRENTICESHIPS REMAINING INCOMPLETE ON 22 AUGUST 2017.

Modifications to SASE came into effect on 22 August 2017. Accordingly, SASE publication DFE-00167-2017 applies both to new Apprenticeship starts from 22 August 2017 and all Apprenticeships commenced before and not completed by 22 August 2017.

The modifications allow for an exemption to the English and Maths regular minimum requirements for people with Special Educational Needs, Learning Difficulties or Disabilities. This means that adjusting the minimum requirements to Entry Level 3 in English and Maths can be considered by the provider, on an individual and case-by-case basis, where **all of the conditions** of the updated SASE section 18 (Intermediate level) or section 37 (Advanced level) for have been satisfied and can be evidenced.

Full details relating to the exceptions eligibility criteria are contained in:

Sections 15-23 of SASE for Intermediate Level Apprenticeships
Sections 34-42 of SASE for Advanced Level Apprenticeships

When applying this exemption, providers must **STILL** consider how to enable the Apprentice to access further literacy and numeracy development – including Level 1 and Level 2 courses – as part of their overall training provision.

The modifications to SASE have also extended the list of qualifications that meet the minimum English requirements to allow for a British Sign Language (BSL) qualification, at the appropriate level, to be accepted as an alternative to a qualification in English, where **BSL is the primary language of the Apprentice**.

Full details relating to BSL acceptance are contained in:

Section 5(f) of SASE for Intermediate Level Apprenticeships
Section 28(f) of SASE for Advanced Level Apprenticeships

Furthermore, the SASE modifications have further extended the list of qualifications that meet the minimum English and Maths requirements to allow for the acceptance of a range of UK-wide qualifications, as an alternative to qualifications gained in England.

Full details relating to the list of acceptable qualifications are contained in:

Sections 5(g-j) and 6(f-i) of SASE for Intermediate Level Apprenticeships
Sections 28(g-j) and 29(f-i) of SASE for Advanced Level Apprenticeships

The modifications include reference to the new numerical grades in the reformed GCSE system and the **minimum** grade requirements. A grade 4 (new grading) will be considered equivalent to a grade C (old grading). A grade 2 (new grading) will be considered equivalent to a Grade E (old grading).

Full details relating to the numerically graded GCSEs are contained in:

Sections 5 and 6 of SASE for Intermediate Level Apprenticeships
Sections 28 and 29 of SASE for Advanced Level Apprenticeships

Please note that some frameworks may have English and Maths grade/level requirements that are **above** the SASE **regular** minimum requirements. The exceptions relating to the use of British Sign Language or Entry Level 3 qualifications, detailed above, **do not apply to industry-specific** minimum entry requirements. Please check specific framework documents to ascertain where this is the case and/or check directly with the Issuing Authority responsible for the framework.

The updated version of SASE, and guidance documents, can be accessed here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/630068/Specification_of_Apprenticeship_Standards_for_England_.pdf

Vehicle Body and Paint (England)

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Framework summary

Vehicle Body and Paint

Intermediate Level Apprenticeship in Vehicle Body and Paint

This framework includes information on Personal Learning and Thinking Skills

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 Vehicle Accident Repair 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
- Functional 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
- Functional 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
- Functional 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
- Functional skills

Pathway 5: Automotive Glazing

Competence qualifications available to this pathway:

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

C2 - Level 2 NVQ Diploma for Autoglazing Technicians

Knowledge qualifications available to this pathway:

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

K2 - Level 2 Certificate in Automotive Glass Related Operations

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional 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
- Functional skills

Vehicle Body and Paint

Advanced Level Apprenticeship in Vehicle Body and Paint

This framework includes information on Personal Learning and Thinking Skills

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 Vehicle Accident Repair 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
- Functional 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
- Functional 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
- Functional 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
- Functional 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 (QCF)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing 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: 5	This framework includes:
Framework ID: FR04123	Level 2 Level 3
Date this framework is to be reviewed by: 31/12/2018	This framework is for use in: England

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. Intermediate Level apprentices (Level 2) will train as technicians repairing and restoring body and paintwork or repairing and replacing windscreens on a range of light and heavy vehicles. Advanced Level 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 and Windscreen Repair pathways have been developed with the help of employers, including The AA and Autowindcreens. The new Vehicle Damage Assessment pathway has been developed with the help of employers, including Nationwide Crash Repair.

Developer of this framework

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Issuing Authority's contact details

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Revising a framework

Contact details

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

Why this framework is being revised

This framework is being revised to:

- Remove expired or withdrawn qualifications from Level 2 pathways 1, 2, 3, 4, 5 and 6
- Remove expired or withdrawn qualifications from Level 3 pathways 2, 3 and 4
- Add new qualifications into the Level 2 Automotive Glazing pathways
- Update names of awarding organisations

Summary of changes made to this framework

The changes made to this framework include:

Level 2 pathways

- 12 expired or withdrawn qualifications removed
- 2 new qualifications added

Level 3 pathways

- 6 expired or withdrawn qualifications removed

IMI awarding organisation name changed to IMI

Edexcel awarding organisation name changed to Pearson Edexcel

Qualifications removed

These qualifications have been removed:

Level 2

Pathway 1:

- 600/3717/9 Edexcel Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence (QCF)
- 600/3716/7 Edexcel Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Principles (QCF)

Pathway 2:

- 600/3552/3 Edexcel Level 2 Diploma in Body Building Competence (QCF)
- 600/3580/8 Edexcel Level 2 Diploma in Body Building Principles (QCF)

Pathway 3:

- 600/3586/9 Edexcel Level 2 Diploma in Vehicle Accident Repair Body Competence (QCF)
- 600/3563/8 Edexcel Level 2 Diploma in Vehicle Accident Repair Body Principles (QCF)

Pathway 4:

- 600/3583/3 Edexcel Level 2 Diploma in Vehicle Accident Repair Paint Competence (QCF)
- 600/3584/5 Edexcel Level 2 Diploma in Vehicle Accident Repair Paint Principles (QCF)

Pathway 5:

- 500/8390/9 IMIAL Level 2 NVQ Diploma in Automotive Glazing (QCF)
- 600/2434/3 IMIAL Level 2 Certificate in Glass Related Operations (QCF)

Pathway 6:

- 500/8392/2 IMIAL Level 2 NVQ Certificate in Windscreen Repair (QCF)
- 600/2434/3 IMIAL Level 2 Certificate in Glass Related Operations (QCF)

Level 3

Pathway 2:

- 600/3555/9 Edexcel Level 3 Diploma in Body Building Competence (QCF)
- 600/3553/5 Edexcel Level 3 Diploma in Body Building Principles (QCF)

Pathway 3:

- 600/3578/X Edexcel Level 3 Diploma in Vehicle Accident Repair Body Competence (QCF)
- 600/3715/5 Edexcel Level 3 Diploma in Vehicle Accident Repair Body Principles (QCF)

Pathway 4:

- 600/3562/6 Edexcel Level 3 Diploma in Vehicle Accident Repair Paint Competence (QCF)
- 600/3579/1 Edexcel Level 3 Diploma in Vehicle Accident Repair Paint Principles (QCF)

Qualifications added

Level 2 Apprenticeship for Automotive Glazing Pathway 5

- 603/2536/7 IMI Level 2 NVQ Diploma for Autoglazing Technicians
- 603/2526/4 IMI Level 2 Certificate in Automotive Glass Related Operations

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.

All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

Profile of the Automotive Retail Industry in England

- the Automotive Retail Industry provides employment for over half a million people in England and is a major contributor to the economy;
- skilled trade occupations make up a significantly larger than average share of the workforce at 38%, compared with 10% of other industries in England;
- vehicle maintenance and repair businesses account for 55% of employment in the Automotive Retail Sector in England and 88% of those businesses are micro employers, employing less than 10 people;
- managers and leaders form the second biggest occupational group with only 6% qualified to a high skill level of Level 4 and above;
- the majority of the workforce is aged between 25 and 44;
- the workforce is predominantly white male, with females employed largely in secretarial and administrative jobs.

The main challenges facing the Automotive Retail Industry (Sector Skills Assessment Report 2012) relate to:

- skilled trade occupations with Automotive Emerging technologies; hybrid & electric vehicles and Higher Level technical skills with current vacancies running at 6,463 and 107,000 in the future;

- a current as well as future demand for managers and evidence of skills gaps;
- the aging population could limit the pool of young recruits which are needed to replace an aging workforce;
- customer service skills are a key area and need continually updating and enhancing to exceed customer needs.

Employer support for this Apprenticeship

The Vehicle Body and Paint Apprenticeship framework is popular with employers in England with 1236 Level 2 and Level 3 apprentices starting training in 2010/11.

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 Advanced Level Apprentices (Level 3).

Take up is expected to be fairly low to start with for Vehicle Damage Assessment as there has been no career path for 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 Advanced Level Apprenticeship (Level 3) also provides the underpinning knowledge and understanding to prepare apprentices for Automotive Technician Status for Vehicle Damage Assessors.

Specific job roles for apprentices

- Intermediate Level 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;
- Advanced Level 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 (England)

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 England.

Objectives of this framework are to:

1. contribute to increasing the number of existing staff qualified to Technician and Senior Technician Level;
2. attract more applicants from women and other under-represented groups into Vehicle Body and Paint posts at Levels 2 and 3;
3. develop problem solving, communication, team working, literacy, numeracy and ICT skills which are a priority for the Automotive Retail Industry;
4. provide micro businesses, which account for around 85% 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 and into management in the wider Automotive Retail Industry;
6. after further development and training, provide further and higher education for those who choose to do so.

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.

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

- work or work experience; or
- training and/or experience which could include a portfolio showing what they have done; or
- Foundation Learning at Level 1; or
- any of the Functional Skills or equivalent; or
- Young Apprenticeship in the Automotive Retail Industry; or
- any of the (14-19) Diplomas including the Engineering Diploma; or
- a range of vocational or academic qualification(s).

Initial assessment

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, apprentices will be encouraged to undertake new learning at a higher level and develop new skills.

Level 2

Title for this framework at level 2

Intermediate Level 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: 132 credits, representing:

- Competence: 63 credits;
- Knowledge: 52 credits;
- Functional Skills: English, Maths and ICT: 15 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	IMI	63	540	N/A
C1b	501/0123/7	City & Guilds	63	540	N/A

Knowledge qualifications available to this pathway

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

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Mechanical & Electrical Trim Technician

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

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL 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;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and 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 INTERMEDIATE LEVEL APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Intermediate 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:

- Advanced Level Apprenticeship (Level 3) in Vehicle Body and Paint;
- Advanced Level Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Advanced Level 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 .

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: IMI 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: Pearson 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 2, Pathway 2: Body Building

Description of this pathway

Vehicle Body and Paint (Body Building)

Total minimum credits: 125 credits, representing:

- Competence: 58 credits;
- Knowledge: 50 credits;
- Functional Skills in English, Maths and ICT: 15 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	IMI	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	IMI	50	425	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL 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;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and 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 INTERMEDIATE LEVEL APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Intermediate Level Apprenticeship, 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:

- Advanced Level Apprenticeship (Level 3) in Vehicle Body and Paint;
- Advanced Level Apprenticeship (Level 3) in Vehicle Damage Assessment;
- Advanced Level 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 .

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: IMI 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: Pearson 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 2, Pathway 3: Body Repair

Description of this pathway

Vehicle Body and Paint (Body Repair)

Total minimum credits: 199 credits, representing:

- Competence: 101 credits;
- Knowledge: 81 credits;
- Functional Skills in English, Maths and ICT: 15 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	IMI	101	910	N/A
C1b	501/0022/1	City & Guilds	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	IMI	81	710	N/A
K1b	501/0016/6	City & Guilds	81	710	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL 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;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and 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 INTERMEDIATE LEVEL APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Intermediate Level Apprenticeship, 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 Adviser or Service Adviser.

Apprenticeships:

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

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: IMI 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: Pearson 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 2, Pathway 4: Body Refinishing

Description of this pathway

Vehicle Body and Paint (Body Refinishing)

Total minimum credits: 163 credits, representing:

- Competence: 81 credits:
- Knowledge: 65 credits:
- Functional Skills in English, Maths and ICT: 15 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	IMI	81	695	N/A
C1b	500/9987/5	City & Guilds	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	IMI	65	550	N/A
K1b	500/9985/1	City & Guilds	65	550	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL 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;
- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and 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 INTERMEDIATE LEVEL APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Intermediate Level Apprenticeship, 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 or Service Adviser.

Apprenticeships:

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

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: IMI 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: Pearson 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 2, Pathway 5: Automotive Glazing

Description of this pathway

Vehicle Body and Paint (Automotive Glazing)

If completing ERR as part of the knowledge qualification:

Total minimum credits: 58 credits, representing:

- Competence: 35 credits;
- Knowledge: 13 credits (Including 3 credits for the ERR unit) ;
- Functional Skills in English and Maths:10 credits.

If completing ERR as a separate qualification:

Total minimum credits: 60 credits, representing:

- Competence: 35 credits;
- Knowledge: 13 credits;
- English and maths: 10 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

C2 - Level 2 NVQ Diploma for Autoglazing Technicians					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	603/2536/7	IMI	35	245	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

Knowledge qualifications available to this pathway (cont.)

K2 - Level 2 Certificate in Automotive Glass Related Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	603/2526/4	IMI	16	111	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Autoglazing Technician

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

- Level 2 NVQ Diploma for Autoglazing Technicians; AND
- Level 2 Certificate in Automotive Glass Related Operations

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

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is not considered to be an essential part of the job role for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL 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;

- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and 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 INTERMEDIATE APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Intermediate Level Apprenticeship (Level 2), apprentices will be competent to work as an Autoglazing 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:

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

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 VRQs - Level 2 Certificate in Glass Related Operations (QCF) or Level 2 Certificate in Automotive Glass Related Operations 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: IMI 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: Pearson 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: 44 credits, representing:

- Competence: 21 credits;
- Knowledge: 13 credits (Including 3 credits for the ERR unit) ;
- Functional Skills in English and maths: 10 credits.

If completing ERR as a separate qualification:

Total minimum credits: 46 credits, representing:

- Competence: 21 credits;
- Knowledge: 13 credits;
- Functional Skills in English and maths: 10 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)
Windscreen Repair Technician	Repairs stone chips and damage on windscreens and occasionally needs to replace a screen. This can include working within the workshop/bodyshop or off-site.

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

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

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is not considered to be an essential part of the job for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS INTERMEDIATE LEVEL 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;

- Foundation Learning at Level 1;
- any of the Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- a range of vocational and 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 INTERMEDIATE LEVEL APPRENTICESHIP (LEVEL 2):

Jobs:

- on completion of this Intermediate Level 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:

- Advanced Level Apprenticeship (Level 3) in Vehicle Body and Paint;
- Advanced Level Apprenticeship (Level 3) in Vehicle Maintenance and Repair;
- Advanced Level Apprenticeship (Level 3) in the Glass Industry;
- Advanced Level 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

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: IMI 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: Pearson 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

Advanced Level 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: 111 credits, representing:

- Competence: 51 credits;
- Knowledge: 43 credits;
- Functional Skills in English, Maths and ICT: 15 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	IMI	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 Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Principles (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9681/3	IMI	44	390	N/A
K1b	501/1106/1	City & Guilds	43	380	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Senior Mechanical & Electrical Trim Technician:

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

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Intermediate Level 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 Functional Skills or equivalent;
- Young Apprenticeship in Automotive;
- any of the (14-19) Diplomas including the Engineering Diploma;
- 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 ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Advanced Level 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 Level Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Level Apprenticeship (Level 5) Automotive Management and Leadership.

Further and Higher Education:

- following 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

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: IMI 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: Pearson 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 2: Body Building

Description of this pathway

Vehicle Body and Paint (Body Building):

Total minimum credits: 174 credits, representing:

- Competence: 84 credits:
- Knowledge: 73 credits:
- Functional Skills in English, Maths and ICT: 15 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	IMI	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	IMI	73	577	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 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 Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- 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 ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Advanced Level 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 Level Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Level Apprenticeship (Level 5) in Automotive Leadership and Management.

Further and Higher Education:

- following 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

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: IMI 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: Pearson 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: 198 credits, representing:

- Competence: 104 credits:
- Knowledge: 77 credits:
- Functional Skills in English, Maths and ICT: 15 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	IMI	104	905	N/A
C1b	500/9991/7	City & Guilds	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	IMI	77	660	N/A
K1b	501/0618/1	City & Guilds	77	660	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or... *	2	5
GCSE qualification in Mathematics *	C	N/A
A' level or AS Level qualification in Mathematics *	E	N/A
A' Level or AS Level qualification in Pure Mathematics *	E	N/A
A'Level or AS Level qualification in Further Mathematics *	E	N/A
GCSE or O'Level qualification in Mathematics **	A	N/A
A' Level or AS Level qualification in Mathematics **	A	N/A
A' Level or AS Level qualification in Pure Mathematics **	A	N/A
A' Level or AS Level qualification in Further Mathematics **	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 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 Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- 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 ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Advanced Level 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 Level Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Level Apprenticeship (Level 5) in Automotive Leadership and Management.

Further and Higher Education:

- following 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

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: IMI 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: Pearson 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 4: Body Refinishing

Description of this pathway

Vehicle Body and Paint (Body Refinishing):

Total minimum credits: 208 credits, representing:

- Competence: 108 credits:
- Knowledge: 83credits:
- Functional Skills in English, Maths and ICT: 15 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	IMI	108	915	N/A
C1b	500/9988/7	City & Guilds	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	IMI	83	690	N/A
K1b	500/9989/9	City & Guilds	83	690	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT has been included as a mandatory outcome for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

This can be from a wide range of routes including:

- Level 2 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 Functional Skills or equivalent;
- Young Apprenticeship in Automotive Retail Industry;
- any of the (14-19) Diplomas including the Engineering Diploma;
- 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 ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Advanced Level 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 Level Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Level Apprenticeship (Level 5) in Automotive Leadership and Management.

Further and Higher Education:

- following 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

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: IMI 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: Pearson 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: 104 credits, representing:

- Combined competence and Knowledge qualification: 87 credits: Competence: 49 credits; Knowledge: 38 credits;
- Functional skills in English, Maths and ICT: 15 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 (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/7971/X	IMI	87	488	N/A

Relationship between competence and knowledge qualifications

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 (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included as mandatory for this pathway.

Progression routes into and from this pathway

PROGRESSION INTO THIS ADVANCED LEVEL 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;
- customer service qualifications/experience.

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

PROGRESSION FROM THIS ADVANCED LEVEL APPRENTICESHIP (LEVEL 3):

Jobs:

- on completion of this Advanced Level 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 Level Apprenticeship (Level 4) in Vehicle Maintenance and Repair;
- Higher Level Apprenticeship (Level 5) in Automotive Leadership and Management.

Further and Higher Education:

- following 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

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: IMI 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: Pearson 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.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Automotive Retail Industry in England, is mainly white and male with the average age of the workforce is 40 years and 18% aged between 16 and 24 (in the UK).

A breakdown of data for Apprenticeship starts at Levels 2 and 3 in the Automotive Retail Industry for 2010/11 showed the following:

- 98% Male;
- 2% female;
- 93% White British;
- 12% Learning Difficulty;
- 11% Learning Disability;
- 14% come from the least deprived areas in England, which leaves 86% of Apprenticeship starts from areas with an index of multiple deprivation of between 20% and 80%.

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

- training programmes for 14-16 year olds in the Automotive Retail Industry, which has been raising awareness 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 an average of two hours mentoring a week is included for all pathways and all levels.

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:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and Belief
- Sexual orientation

Download the guidance on 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 guided learning (England)

Total GLH for each pathway

Total on and off the job GLH

LEVEL 2

Pathway 1: Mechanical and Electrical Trim

1. Minimum recommended duration: 24 months;
2. Total on and off the job minimum GLH: 1338 GLH, 669 in the first 12 months and 669 in the second 12 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 540;
 - Knowledge: 445;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Body Building

1. Minimum recommended duration: 24 months;
2. Total on and off the job minimum GLH: 1277 GLH, 639 in the first 12 months and 639 in the second 12 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 499;
 - Knowledge: 425;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 3: Body Repair

1. Minimum recommended duration: 24 months;
2. Total on and off the job minimum GLH: 1973 GLH, 987 in the first 12 months and 986 in the second 12 months;
3. Breakdown of on and off the job GLH as follows:

- Competence: 910;
- Knowledge: 710;
- Functional Skills: 135;
- PLTS: 60;
- ERR: 8;
- Mentoring: 150.

Pathway 4: Body Refinishing

1. Minimum recommended duration: 24 months;
2. Total on and off the job minimum GLH: 1598 GLH, 799 in the first 12 months and 799 in the second 12 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 695;
 - Knowledge: 550;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150.

Pathway 5: Automotive Glazing

1. Minimum recommended duration: 18 months;
2. Total on and off the job GLH: 619 GLH; 407 for the first 12 months and 212 for the final 6 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 231;
 - Knowledge: 80;
 - Functional Skills: 90;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 150

Pathway 6: Windscreen Repair

1. Minimum recommended duration: 12 months;
2. Total on and off the job minimum GLH: 538 GLH for the duration of the programme;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 150 ;
 - Knowledge: 80;

- Functional Skills: 90;
- PLTS: 60;
- ERR: 8;
- Mentoring: 150.

LEVEL 3

Pathway 1: Mechanical, Electrical & Trim

1. Minimum recommended duration: 18 months;
2. Total on and off the job minimum GLH: 1178 GLH as follows: 785 GLH in the first 12 months and 393 in the final 6 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 445;
 - Knowledge: 380;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring:150.

Pathway 2: Body Building

1. Minimum recommended duration: 18 months;
2. Total on and off the job minimum GLH: 1648 GLH 1099 GLH for the first 12 months and 549 in the final 6 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 718;
 - Knowledge: 577;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring:150.

Pathway 3: Body Repair

1. Minimum recommended duration: 18 months;
2. Total on and off the job minimum GLH: 1918 GLH 1279 GLH in the first 12 months and 639 in the final 6 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 905;
 - Knowledge: 660;
 - Functional Skills: 135;

- PLTS: 60;
- ERR: 8;
- Mentoring:150.

Pathway 4: Body Refinishing

1. Minimum recommended duration: 18 months
2. Total on and off the job minimum GLH: 1958 GLH 1305 GLH in the first 12 months and 653 in the final 6 months;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 915;
 - Knowledge: 690;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring: 180.

Pathway 5: Vehicle Damage Assessment

1. Minimum recommended duration: 12 months;
2. Total on and off the job minimum GLH: 991 for the duration of the programme;
3. Breakdown of on and off the job GLH as follows:
 - Competence: 343;
 - Knowledge: 295;
 - Functional Skills: 135;
 - PLTS: 60;
 - ERR: 8;
 - Mentoring:150.

General statement about Guided Learning Hours: GLH:

- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to 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; (refer to "how this requirement will be met" in the off the job and on the job GLH sections);
- completed in relation to accredited components of the framework achieved prior to the Apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month

period spent on the Apprenticeship.

Recommendations about the minimum duration, minimum hours of employment and new skills and learning:

- GLH are delivered during contracted working hours;
- the minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the Apprenticeship should be extended;
- apprentices aged between 16 and 18 - the Apprenticeship must last at least 12 months in order to stretch the candidate;
- apprentices aged 19 and over - the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning in order to stretch the candidate;
- where an apprentice has prior learning accredited, the programme must include new skills and learning;
- where an apprentice does not have level 2 Functional Skills in Maths and English, they are given the opportunity to progress towards this.

Minimum off-the-job guided learning hours

LEVEL 2

Pathway 1: Mechanical and Electrical Trim

1. Minimum recommended duration: 24 months;
2. Total off the job minimum GLH: 738 GLH, 369 in the first 12 months and 369 in the final 12 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 445;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Body Building

1. Minimum recommended duration: 24 months;
2. Total off the job minimum GLH: 718 GLH 359 in the first 12 months and 359 in the second 12 months;
3. Breakdown of off the job GLH as follows:

- Knowledge: 425 ;
- Functional Skills: 135;
- ERR: 8;
- Mentoring: 150.

Pathway 3: Body Repair

1. Minimum recommended duration: 24 months;
2. Total off the job minimum GLH: 1003 GLH, 502 in the first 12 months and 501 in the second 12 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 710;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 4: Body Refinishing

1. Minimum recommended duration: 24 months;
2. Total off the job minimum GLH: 843 GLH, 422 in the first 12 months and 421 in the second 12 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 550;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 5: Automotive Glazing

1. Minimum recommended duration: 18 months;
2. Total off the job minimum GLH: 328 GLH; 219 for the first 12 months and 109 for the final 6 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 80;
 - Functional Skills: 90;
 - ERR: 8;
 - Mentoring: 150.

Pathway 6: Windscreen Repair

1. Minimum recommended duration: 12 months;
2. Total off the job minimum GLH: 328 GLH for the duration of the programme;
3. Breakdown of off the job GLH as follows:

- Knowledge: 80;
- Functional Skills: 90;
- ERR: 8;
- Mentoring: 150.

LEVEL 3

Pathway 1: Mechanical, Electrical & Trim

1. Minimum recommended duration: 18 months;
2. Total off the job minimum GLH: 673 GLH 449 in the first 12 months and 224 in the final 6 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 380;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 2: Body Building

1. Minimum recommended duration: 18 months;
2. Total off the job minimum GLH: 870 GLH, 580 in the first 12 months and 290 in the final 6 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 577;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 3: Body Repair

1. Minimum recommended duration: 18 months;
2. Total off the job minimum GLH: 953 GLH, 635 in the first 12 months and 318 in the final 6 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 660;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 4: Body Refinishing

1. Minimum recommended duration: 18 months;
2. Total off the job minimum GLH: 983 GLH, 655 in the first 12 months and 328 in the final 6 months;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 690;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

Pathway 5: Vehicle Damage Assessment

1. Minimum recommended duration: 12 months'
2. Total on and off the job minimum GLH: 588 for the duration of the programme;
3. Breakdown of off the job GLH as follows:
 - Knowledge: 295;
 - Functional Skills: 135;
 - ERR: 8;
 - Mentoring: 150.

How this requirement will be met

Off the job GLH 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; guided study;
- off the job GLH is typically delivered through day release;
- 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.

Evidence for off-the-job GLH:

Level 2

- copy of certificate of achievement of the Level 2 Knowledge qualification (VRQ) for the relevant pathway;
- 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;
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification or, in the case of Automotive Glazing and Windscreen Repair, the Level 2 Knowledge certificate will demonstrate this);
- declaration that the apprentice has completed the off the job GLH requirement of the framework.

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 Functional Skills in English, Maths and ICT or equivalent.
- copy of certificate of achievement of the Level 2 Employee Rights and Responsibilities (ERR) qualification.
- declaration that the apprentice has completed the off the job GLH requirement of the framework.

Apprentices, or learning providers/employers acting on the apprentices behalf, can apply for an Apprenticeship completion certificate via the Apprenticeship Certificates England (ACE) online system. This system states the evidence requirements, including the necessary declarations and can be accessed via: <http://acecerts.co.uk>

Minimum on-the-job guided learning hours

LEVEL 2

Pathway 1: Mechanical and Electrical Trim

1. Minimum recommended duration: 24 months;
2. Total on the job minimum GLH: 600, 300 GLH for the first 12 months and 300 for the second 12 months;
3. Breakdown of on the job GLH as follows:

- competence: 540 ;
- PLTS: 60.

Pathway 2: Body Building

1. Minimum recommended duration: 24 months;
2. Total on the job minimum GLH: 559 GLH, 280 for the first 12 months and 279 for the second 12 months;
3. Breakdown of on the job GLH as follows:
 - competence: 499;
 - PLTS: 60.

Pathway 3: Body Repair

1. Minimum recommended duration: 24 months;
2. Total on the job minimum GLH: 970; 485 for the first 12 months and 485 for the second 12 months;
3. Breakdown of on the job GLH as follows:
 - competence: 910;
 - PLTS: 60.

Pathway 4: Body Refinishing

1. Minimum recommended duration: 24 months;
2. Total on the job minimum GLH: hours; 755; 378 for the first 377 for second 12 months;
3. Breakdown of on the job GLH as follows:
 - competence: 695 GLH;
 - PLTS: 60 GLH.

Pathway 5: Automotive Glazing

1. Minimum recommended duration: 18 months;
2. Total on the job minimum GLH: 291; 188 for the first 12 months and 103 for the final 6 months;
3. Breakdown of on the job GLH as follows:
 - competence: 231;
 - PLTS: 60.

Pathway 6: Windscreen Repair

1. Minimum recommended duration: 12 months;
2. Total on the job minimum GLH: 210 GLH;
3. Breakdown of on the job GLH as follows:
 - competence: 150;
 - PLTS: 60.

LEVEL 3

Pathway 1: Mechanical, Electrical & Trim

1. Minimum recommended duration: 18 months;
2. Total on the job minimum GLH: 505; 337 in the first 12 months and 168 in the final 6 months;
3. Breakdown of on the job GLH as follows:
 - competence: 445;
 - PLTS: 60.

Pathway 2: Body Building

1. Minimum recommended duration: 18 months;
2. Total on the job minimum GLH: 778; 519 in the first 12 months and 259 in the final 6 months;
3. Breakdown of on the job GLH as follows:
 - competence: 718;
 - PLTS: 60.

Pathway 3: Body Repair

1. Minimum recommended duration: 18 months;
2. Total on the job minimum GLH: 965; 643 in the first 12 months and 322 in the final 6 months;
3. Breakdown of on the job GLH as follows:
 - competence: 905;
 - PLTS: 60.

Pathway 4: Body Refinishing

1. Minimum recommended duration: 18 months;
2. Total on the job minimum GLH: 975 hours; 650 in the first 12 months and 325 in the final 6 months;
3. Breakdown of on the job GLH as follows:

- competence: 915;
- PLTS: 60.

Pathway 5: Vehicle Damage Assessment

1. Minimum recommended duration: 12 months;
2. Total on the job minimum GLH: 403 hours;
3. Breakdown of on the job GLH as follows:
 - competence: 343;
 - PLTS: 60.

How this requirement will be met

On the job GLH:

- 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;
- should 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;
- should be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers; guided study;
- include a coaching and mentoring record, log or diary - not required at certification;
- include PLTS learning and recorded using a log book or diary – not required at certification.

Evidence for on-the-Job GLH:

Level 2:

- Copy of certificate of achievement of the Level 2 Competence qualification (VCQ) for the relevant pathway
- Signed declaration that PLTS have been achieved

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);

- Signed declaration that PLTS have been achieved.

Apprentices, or learning providers/employers acting on the apprentices behalf, can apply for an Apprenticeship completion certificate via the Apprenticeship Certificates England (ACE) online system. This system states the evidence requirements, including the necessary declarations and can be accessed via: <http://acecerts.co.uk>

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Evidencing and recognition of each PLTS

Apprentices must be introduced to Personal Learning and Thinking Skills (PLTS) during induction so that they learn to recognise for themselves when and where they are practicing these skills.

All six PLTS are embedded within all competence and knowledge units. For more information on PLTS and to view the IMI's mapping document please click on the following link:

http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

Each of the PLTS is cross-referenced within the unit's assessment documentation and also cross-referenced to the mandatory unit's documentary evidence. The assessors will take a holistic approach to assessment of all PLTS and they will document this on the evidence sheet which is signed off by the apprentice and the assessor.

The IMI provides a transferable skills evidence record sheet which apprentices must use to record when, where and how the learning for PLTS have been delivered and demonstrated. To download the evidence record sheet please click on the following link:

http://www.theimi.org.uk/standards_and_Qualifications/apprenticeship/apprenticeship-programmes

This process will therefore mean that:

- all areas of each of the PLTS are met with the achievement of the competence and knowledge qualification(s) which is required to be completed as part of this Apprenticeship.
- the evidence that each PLTS has been achieved will be the certificate for the competence and knowledge qualification(s).

Please see each individual PLTS below for further information.

Creative thinking

Creative Thinking involves:

- generating ideas and exploring possibilities
- asking questions to extend thinking
- connecting own and others' ideas and experiences in inventive ways
- questioning own and others' assumptions
- trying out alternatives or new solutions and following ideas through
- adapting ideas as circumstances change

Independent enquiry

Independent Enquiry involves:

- identifying questions to answer and problems to resolve
- planning and carrying out research, appreciating the consequences of decisions
- exploring issues, events or problems from different perspectives
- analysing and evaluating information, judging its relevance and value
- considering the influence of circumstances, beliefs and feelings on decisions and events
- supporting conclusions, using reasoned arguments and evidence

Reflective learning

Reflective Learning involves:

- assessing yourself and others, identifying opportunities and achievements
- setting goals with success criteria for your personal development and work
- reviewing progress, acting on the outcomes
- inviting feedback and dealing positively with praise, setbacks and criticism
- evaluating experiences and learning to inform your future progress
- communicating your learning in relevant ways for different audiences

Team working

Team Working involves:

- collaborating with others to work towards common goals
- reaching agreements, managing discussions to achieve results
- adapting behaviour to suit different roles and situations, including leadership roles
- showing fairness and consideration to others
- taking responsibility, showing confidence in yourself and your contribution
- providing constructive support and feedback to others

Self management

Self Management involves:

- seeking out challenges or new responsibilities and showing flexibility when priorities change
- working towards goals, showing initiative, commitment and perseverance
- organising time and resources, prioritising actions
- anticipating, taking and managing risks
- dealing with competing pressures, including personal and work-related demands
- responding positively to change, seeking advice and support when needed
- managing your emotions and building and maintaining relationships

Effective participation

Effective Participation involves:

- discussing issues of concern, seeking resolution where needed
- presenting a persuasive case for action
- proposing practical ways forward, breaking these down into manageable steps
- identifying improvements that would benefit others as well yourself
- trying to influence others, negotiating and balancing diverse views to reach workable solutions
- acting as an advocate for views and beliefs that may differ from your own

Additional employer requirements

None.

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org