



IMI AWARDS IS THE UK'S ONLY AWARDING BODY THAT IS 100% FOCUSED ON THE AUTOMOTIVE INDUSTRY.

We offer the widest available range of motor industry qualifications and assessments; designed to help individuals prove their skills and competence, and achieve their career ambitions.



LEVELS OF QUALIFICATION EXPLAINED

ENTRY LEVEL

There are no entry requirements. Entry Level qualifications are designed to engage and motivate 14-16 year olds who are interested in learning about the motor industry and the maintenance of motor vehicles. These qualifications help students prepare for the working environment.

LEVEL ONE

Vocational qualifications teach basic knowledge and routine tasks. These can be used as learning programmes for students from 14 years old, in school or further education.

LEVEL TWO

Suitable for those who have a Level 1 qualification or are likely to achieve GCSE grades D-F in English, maths and a science-based subject. These qualifications cover routine tasks and require previous knowledge or work experience.

LEVEL THREE

Suitable for those who have achieved a Level 2 qualification or are likely to achieve GCSE grades A*-C in English, maths and a science-based subject. These supervisor-level qualifications cover non-routine, more complex tasks and require previous knowledge or work experience.

LEVEL FOUR+

Level 4+ management and master technician-level qualifications are suitable for those with a Level 3 qualification. Level 4+ qualifications enable progression to Level 5 qualifications, higher education and management roles. These qualifications give a good grounding in the skills required to run a business.

APPRENTICESHIPS

There are two levels: Level 2 Apprenticeship and Level 3 Advanced Apprenticeship.

An Apprenticeship is a vocational, work-based programme that demonstrates competency, technical skill and knowledge. With a combination of on-the-job training and assessments, and block release to an IMI Awards approved centre, Apprenticeships demonstrate the individual's competence to do a job to a national standard.

In addition to the core Apprenticeship framework requirements for each nation, there are new requirements for England and Wales. Apprenticeships in Wales now include Employment Rights and Responsibilities (ERR). Apprenticeships in England now include ERR and Personal Learning and Thinking Skills (PLTS). PLTS covers independent enquiry, creative thinking, reflective learning, team working, self-management and effective participation. ERR covers health and safety, employment rights and responsibilities, customer rights (including ethics), and industry issues (including professional organisations, and environmental and economic concerns).

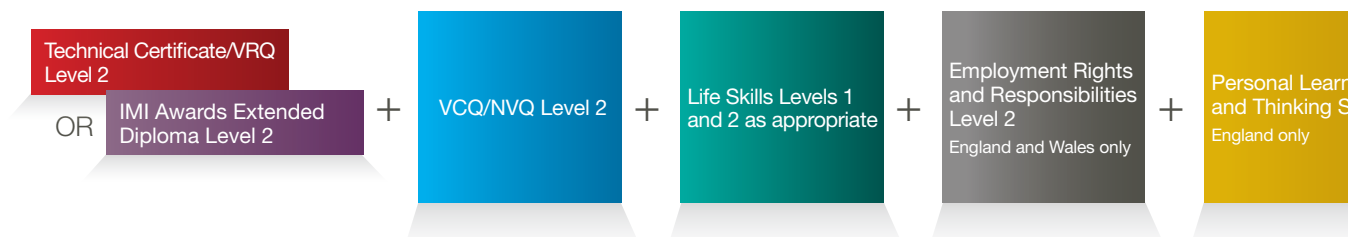
Who are they suitable for?

- ▶ Those who prefer vocational training to academic study.
- ▶ Those who wish to gain employment by completing a learning programme that not only covers the required technical skill and knowledge, but also demonstrates competence in the workplace.

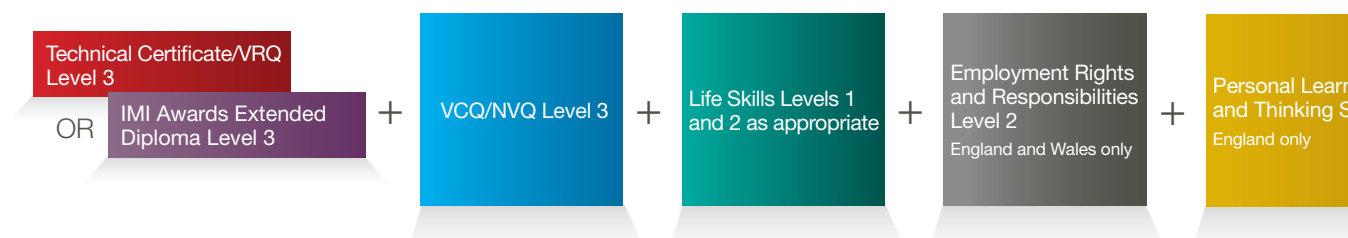
How do you get one?

- ▶ The Technical Certificate/VRQ or Extended Diploma, and Life Skills, are all delivered and achieved at an IMI Awards approved centre.
- ▶ To achieve the VCQ/NVQ requirement you will be observed and assessed in the workplace.
- ▶ A portfolio of evidence is gathered at work while carrying out operations and tasks.
- ▶ Your skills will be assessed via online assessment at an IMI Awards approved centre.
- ▶ Apprenticeships are typically completed in two years (Level 2) or three years (Level 3 Advanced).

Apprenticeship Level 2 typically consists of:



Advanced Apprenticeship Level 3 typically consists of:



For more information on any of these qualifications, and details of your nearest IMI Awards approved centre, call 01992 519 038 or visit imiawards.org.uk

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This brochure outlines our current portfolio and available progression routes. To learn about updates on new additions to our portfolio, and the latest news on evolving qualifications frameworks, visit imiawards.org.uk

About the Qualifications Credit Framework (QCF)

QCF allows achievements to be recognised and recorded through the award of credits and qualifications. The framework supports the accumulation and transfer of credits and the easy identification of each achievement's level and size.

Units are the building blocks of all qualifications. Each unit has been credited and levelled using two measurements: a credit value (typical hours of learning required**) and a level (of difficulty).

One credit represents ten notional hours of learning – allowing you to work out, approximately, how long it would take to complete the unit and/or qualification.

The level indicates the difficulty of the qualification – levels vary from Entry Level 1 to Level 8.

Helpful hint: Within the QCF, GCSEs (A-C) are Level 2, A-levels are Level 3 and PhDs are Level 8.*

There are three types of qualification:

- ▶ Award: 1-12 credits (so 10 to 120 notional learning hours)
- ▶ Certificate: 13-36 credits (so 130 to 360 notional learning hours)
- ▶ Diploma: 37 credits or more (so 370+ notional learning hours)

Helpful hint: Awards can be anything between a Level 1 and a Level 8 qualification. This is because the type of qualification (i.e. Award, Certificate or Diploma) indicates the size (or credit value) rather than its level of difficulty.

**Based on an average learner.

Foundation Learning (Entry Level 3 and Level 1 VRQs)

Foundation Learning qualifications have been developed to meet progression pathways for 14-19 year olds. The qualifications provide an introduction to automotive learning; offering a taster across the various routes. Foundation Learning allows students to interactively explore the diverse job roles within the retail motor industry – and aims to help prepare them for working life.

The qualifications can support employment or provide progression on to further learning. With no formal entry requirements they are open to anyone aged 14 and over, who are interested in gaining a nationally-recognised qualification.

Who are they suitable for?

- ▶ Those interested in a practical introduction to vehicle maintenance.
- ▶ 14-19 year olds interested in progressing on to a higher level course.

How do you get one?

- ▶ Full or part-time basis at an IMI Awards approved centre.
- ▶ A predominantly practical approach, incorporating many visual learning and assessment tools.

Vocationally Related Qualifications (VRQs)

These are nationally-recognised, vocationally-related qualifications (VRQs) which provide the essential knowledge to do a job. Most Level 2/3 VRQs are endorsed as Technical Certificates – an essential component of the Sector Skills Council's Apprenticeship framework.

Who are they suitable for?

- ▶ Those who choose a vocational route.
- ▶ Those in full or part-time further education.
- ▶ Those seeking employment, who do not have access to a vocational qualification (VCQ or NVQ).
- ▶ Those undertaking an Apprenticeship with a Technical Certificate requirement.

- ▶ Level 1 is available as a learning programme for students (14-19 years), giving them the opportunity to 'fast track' on to higher level motor industry qualifications.

How do you get one?

- ▶ Full or part-time basis at an IMI Awards approved centre.
- ▶ Through training, and undertaking practical and online assessments.
- ▶ Typically each level is completed in an academic year.

Vocational Competence Qualifications (VCQs) and National Vocational Qualifications (NVQs)

These are nationally-recognised vocational qualifications that demonstrate, to a national standard, competency in the workplace. VCQs and NVQs are practically-based and, to establish skill and proficiency, are assessed in the workplace across a range of tasks and vehicles.

Who are they suitable for?

- ▶ Those who are already in employment and have the knowledge – but who wish to achieve a qualification that demonstrates competence in the workplace.
- ▶ Those undertaking an Apprenticeship with a VCQ/NVQ requirement.

How do you get one?

- ▶ A student registers with an IMI Awards approved centre and is observed and assessed doing their job in the workplace. Knowledge is assessed online.
- ▶ A portfolio of evidence is gathered at work while carrying out operations and tasks.
- ▶ Most students will attend an IMI Awards approved centre on a day release basis to gain the underpinning knowledge needed to do the job – and for the online assessment.
- ▶ Typically completed in two years (Level 2) or three years (Level 3).

Life Skills

Life Skills qualifications have been designed to help develop the skills used in everyday life, for example: reading, writing and maths. These qualifications will boost a student's CV – and can also help the progression on to further study. IMI Awards offer a variety of routes to support personal development and prepare students for the working environment.

Key Skills cover the skills used within the workplace: ICT, Communication and Application of Number (measurement, calculation and pricing). Key Skills also includes Working With Others, Improving Own Learning and Problem Solving.

Key Skills can now only be used as part of the Apprenticeship framework. After September 2012 they will be replaced by Functional Skills.

Functional Skills (England only) are practical skills in English, ICT and maths; enabling students to work confidently, effectively and independently.

After September 2012, Functional Skills will replace Key Skills as part of the Apprenticeship framework.

Essential Skills Wales (ESW) consists of Communication, Application of Number and ICT and forms part of the Apprenticeship framework for Wales. ESW is the new suite of skills qualifications that have replaced Key Skills (in Wales).

Adult Numeracy and Literacy qualifications are based on the national standards and are intended for learners who have been following the adult numeracy or literacy core curriculum. They ensure consistency in terms of level, demand, content and outcomes.

Who are they suitable for?

- ▶ Those undertaking an Apprenticeship with a skills requirement.
- ▶ Those studying vocational qualifications who wish to gain life skills to enhance their learning.

How do you get one?

- ▶ Full or part-time basis at an IMI Awards approved centre.
- ▶ By additional training, if necessary, and online assessment.
- ▶ Typically the required level is completed in an academic year.

We offer secure, online assessments – available 24 hours a day, with helpdesk support.

Foundation Learning (VRQs)

Vocationally Related Qualifications (VRQs) Training Based

Vocational Competency Qualifications (VCQs) and National Vocational Qualifications (NVQs) Work Based

Life Skills Training Based

Extended Diplomas (VRQs) Training Based

Assessor Internal & External Quality Assurance (AIEQA)



LEVEL 4+

Vehicle Maintenance and Repair

Progression to Higher Level Automotive Management Qualifications

Vehicle Maintenance and Repair Vehicle (CV)

Progression to Higher Level Automotive Management Qualifications

Progression to Higher Level Automotive Management Qualifications

Internal Quality Assurance

External Quality Assurance

LEVEL 3

Light Vehicle, Heavy Vehicle, Motorcycle, Bus & Coach, Lift Truck, Motorsport, Accident Body Repair, Accident Repair Paint, Accident Repair MET, Body Building, Auto Electrical, Air Conditioning & Climate Control, Cargo Refrigeration, Refrigerant Handling, Vehicle Fitting, Vehicle Parts, Vehicle Sales, Automotive Management, Hybrid, Electrical Vehicle Repair & Replacement, Business & Administration, Customer Service

Light Vehicle, Heavy Vehicle, Motorcycle, Bus & Coach, Lift Truck, Accident Body Repair, Accident Repair Paint, Accident Repair MET, Body Building, Auto Electrical, Automotive Glazing/Supervisor, Vehicle Fitting, Vehicle Parts, Vehicle Sales, Automotive Management, Business & Administration, Customer Service

Light Vehicle, Heavy Vehicle, Motorcycle, Motorsport, Accident Body Repair, Accident Repair Paint

Assessor

LEVEL 2

Vehicle Inspection, Light Vehicle, Heavy Vehicle, Heavy Vehicle Trailer, Motorcycle, Bus & Coach, Lift Truck, Motorsport, Accident Body Repair, Accident Repair Paint, Accident Repair MET, Body Building, Auto Electrical, Glass Related Operations, Tyre/Vehicle Fitting, Vehicle Parts, Vehicle Sales, Electrical Vehicle Hazard Management, Hybrid, Electrical Vehicle Maintenance, IMA ERR (Automotive), Business & Administration, Customer Service

Light Vehicle, Heavy Vehicle, Heavy Vehicle Trailer, Motorcycle, Bus & Coach, Lift Truck, Accident Body Repair, Accident Repair Paint, Accident Repair MET, Body Building, Auto Electrical, Automotive Glazing/Repair, Tyre/Vehicle Fitting, Vehicle Parts, Vehicle Sales, Business & Administration, Customer Service

English, Maths, ICT, Application of Number, Communication, Working With Others, Improving Own Learning, Problem Solving, Adult Numeracy, Adult Literacy

Light Vehicle, Heavy Vehicle, Motorcycle, Motorsport, Accident Body Repair, Accident Repair Paint

LEVEL 1

Vehicle Maintenance, Personal Social Development, Light Vehicle, Heavy Vehicle, Motorcycle, Accident Body Repair, Accident Repair Paint, Electric Vehicle Awareness

ENTRY LEVEL 1-3

Introduction to Vehicle Technology, Personal Social Development, Key

A Award	KS Key Skills (Available until December 2012 for Apprenticeships only)
C Certificate	ESW Essential Skills Wales
D Diploma	EL 123 Entry Level 1, 2 and 3
MET Mechanical, Electrical and Trim	EL 3 Entry Level 3
ERR Employee Rights and Responsibilities	ANL Adult Numeracy and Literacy
FS Functional Skills	* From 2012
	** Coming soon

AUTOMOTIVE QUALIFICATIONS

Unrivalled choice, expert support

imiawards.org.uk

