



**QUALIFICATION SPECIFICATION Part A
ASSESSOR AND QUALITY ASSURER GUIDANCE**

for

IMI Level 2 Diploma in Vehicle Inspection (VRQ)

I.D NO: 501/1213/2

Sept 2010: V1

This Guidance document should be read in conjunction

- Assessment Criteria
- Candidate Assessment Summary
- Practical Assessments
- and Written Assessments (optional at Level 2)



CENTRE INFORMATION

Please be aware that any **legislation** referred to in this qualification may be subject to amendment/s during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of and comply with any amendments, e.g. to health and safety legislation and employment practices.

Please be aware that **vehicle technologies** referred to in this qualification reflect current practice, but may be subject to amendment/s, updates and replacements during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of the latest developments and emerging technologies to ensure the currency of this qualification.

Please note: the relevance of the information contained in the **unit content** will vary depending upon the vehicle types being worked upon. The unit content is for guidance only and is not meant to be prescriptive.

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Requests should be made in writing and addressed to:

IMI, Fanshaws, Brickendon, Hertford SG13 8PQ



**ASSESSOR AND VERIFIER GUIDANCE
FOR
IMI LEVEL 2 DIPLOMA IN VEHICLE INSPECTION**

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INTRODUCTION

IMI is accredited and approved to offer this Vocationally Related Qualification (VRQ) in Vehicle Inspection (which contains IMI units and IMI SSC Units which are mapped to the Institute of the Motor Industry SSC National Occupational Standards 2010) by the Office of Qualifications and Examinations Regulation (Ofqual).

This Level 2 Diploma is ideally for learners aged 14-19 year olds who are interested in learning about the maintenance of motor vehicles. It has a predominately practical approach to assessment.

It supports a learner's progress into the retail motor vehicle industry and to a Level 2 Vocational Competence Qualification (VCQ).

For younger learners, this qualification can supplement their progress to GCSEs. This qualification is also part of the IMI SSC Autostart motor vehicle vocational training programme aimed at 14-16 year olds. This scheme is being piloted by IMI SSC, from September 2012, for a period of two years (for further information please contact IMI SSC, www.theimi.org.uk).

REGULATED QUALIFICATIONS FRAMEWORK (RQF)

These IMI qualifications are on Ofqual's Regulated Qualifications Framework (RQF). Ofqual is the The RQF provides a single system for cataloguing all qualifications regulated by Ofqual.

There are eight levels of the RQF, supported by three 'entry' levels. A qualification's level indicates the difficulty and complexity of the knowledge and skills associated with the qualification. Qualifications can sit at different levels, but can require similar amounts of study and assessment time. Equally, qualifications at the same level can take different amounts of study and assessment time.

A qualification's size refers to the estimated total amount of time it should typically take to study and be assessed for a qualification. This can be anything from a matter of hours to several years of study; and different students can take different amounts of time to study for the same qualification. Size is expressed in terms of Total Qualification Time (TQT). The part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

To further understand the level of difficulty of the units and qualifications on the RQF, it might be helpful to know that GCSEs (grade A* -C) are level 2, GCE A levels are level 3 and a PhD is a level 8.

For further information on the RQF, please visit Ofqual's website:

<https://www.gov.uk/find-a-regulated-qualification>

Note: The RQF replaced the Qualifications and Credit Framework (QCF) and National Qualifications Framework (NQF) in October 2015.



VEHICLE INSPECTION QUALIFICATION'S UNITS

This Level 2 Diploma is made up of Level 1 and Level 2 units that cover specified topics. These units fall into two categories, mandatory and optional. Mandatory units are those which are considered to be essential for learners to achieve. Optional units have been included to provide flexibility within the qualification chosen.

Please note that Unit VF01 and the Level 2 units in this qualification are either knowledge (K) or skills (S) based in content. In the majority of cases, there is one knowledge (K) unit and one skills (S) unit, which cover a specific topic. These two units create a topic 'set' and unless specified on the qualification structure (rule of combination), the 'set' (knowledge and skills units) for a specific topic must be achieved.

Please note: A minimum number of credits are required to be achieved from the optional units in a VRQ. It is also the case that there is not a maximum amount of credits required for a qualification.

Each unit is written in a specific way. The format includes:

- unit title
- level
- route (Level 2 knowledge and skills units only)
- credit value
- guided learning hours
- mapping
- unit rationale
- learning outcomes
- assessment criteria
- content requirements (in the L units, Level 1 knowledge (K) and Level 2 knowledge (K) units only)
- evidence requirements (in the Level 1 skill (S) and Level 2 skills (S) units only)

The unit title is a concise, but explicit description of what the unit covers.

The route (Level 2 units only) explains if the unit is a knowledge (K) or a skills (S) based unit.

Each unit has a credit value. The credit value reflects the time it takes the learner, on average, to achieve the learning outcomes and assessment criteria contained in the unit. Learning time means everything the learner has to do to achieve the unit, not only guided learning hours. One credit is notionally equivalent to 10 hours of learning time, so if a unit is worth four credits, for example, then it will take the average learner approximately 40 hours to complete.

The guided learning hours are an indication to assessors/tutors of how long each unit will take to deliver. (These times allow for teaching supported by practical demonstration and training.)

The mapping indicates the unit's relationship to national occupational standards.

The unit rationale is a short description of what the unit covers and what the learner will achieve.

The learning outcomes set out what learners are expected to know, understand and/or be able to do.

The assessment criteria specify the standard learners must meet to show the learning outcome has been achieved.



In the majority of units (not the Level 2 skills (S) units and VF01S) the learning outcomes are amplified by a list of content, which seek to ensure that the required breadth of knowledge across the units is addressed.

In the Level 2 skills units (S) and VF01S only, there are evidence requirements (in terms of outcomes), which specify the amount and type of evidence which must be obtained by the learner. These evidence requirements also inform the requirements of the skills (S) units' practical assessments.

Please find the full qualification structure (rule of combination), unit I.Ds and unit test numbers in the VRQ's assessment criteria document.

Qualification Title and Route	OfQual I.D No	Credit Value
IMI Level 2 Diploma in Vehicle Inspection	501/1213/2	40



IMI VRQ ASSESSMENT CRITERIA DOCUMENT

This document contains the VRQ's qualification structure table (rule of combination) and also includes each unit's credit, G.L.H and Ofqual I.D no.

Note: The IMI unit number is the same as the unit's online test number.

The mandatory units are listed first, followed by the optional units.

All units contain tables which have two columns.

Column 1: The learning outcomes are listed individually in this column.

Column 2: The assessment criteria are listed individually in this column.

The majority of the units (not the Level 2 skills (S suffix) units or VF01S), contain a list of **content requirements**, which are the areas of knowledge learners should be aware of, across the unit's assessment criteria. Learners will demonstrate that they can meet these units' learning outcomes and assessment criteria by passing the required IMI set assessments (for more information regarding each unit's assessment requirements, see page 9).

The Level 2 skills (S suffix) units and VF01S do not have content requirements, they contain **evidence requirements**. The evidence requirements are listed within a table which details the amount and type of evidence which must be obtained by the learners for the unit. Learners will demonstrate that they can meet the skills units' learning outcomes and assessment criteria by completing the evidence requirements and passing the required IMI set practical assessments.

IMI ASSESSMENT METHODOLOGY

OVERVIEW

Learners must:

- demonstrate each units' learning outcomes by following and achieving the required assessment components.

The assessments for these qualifications combine various assessment styles/methodologies in order to suit the levels of units contained within them.

C = Combination Assessments

W = Written Assessments

P = Practical Assessments

T = On-line tests

IMI approved centres are responsible for adopting learning and assessment strategies to help the learner throughout their VRQ.

Whatever the timescales for attendance, it is essential that delivery of the VRQs is given a practical emphasis in a workshop based environment.



A. IMI COMBINATION ASSESSMENTS: *for units L103 and L104 only*

IMI has created assessments to be completed by learners for both units. These assessments are designed to ensure rigour and quality of assessment by measuring the learner's underpinning knowledge.

The units' assessments contain short Learner Work Sheets for learners to complete independently (these task sheets may be laminated, at the discretion of the approved centre). Both units also have Knowledge Assessments.

For assessor use only:

Please note that both units have sample solutions/marking schemes supplied by IMI. The pass mark for these is 60%. These sample solutions can be found at the back of the Assessment document.

Assessor feedback/observation boxes are supplied to provide assessors with an area where they can record their observations of the learner for each task. These boxes can be used flexibly, at the assessors' discretion.

All assessments must be recorded and marked by an IMI approved assessor from the approved centre. They will form part of the centre's internal verification (quality assurance) process.

To ensure consistency of approach, the assessments will be sampled by an IMI external quality assurer during their regular monitoring visits to the approved centre (see IMI Operating Manual for monitoring procedures).



B. IMI ON-LINE ASSESSMENTS:
for VF01K and Level 2 knowledge (K suffix) units only

All learners registered on these qualifications must successfully complete the on-line tests set by IMI for unit VF01K and Level 2 knowledge (K suffix) units, if these units are selected for their qualification.

Unit Ref.	QCA Unit I.D No.	Test No	Duration	Pass Mark
VF01K	D/601/6025	VF01K	1 hour	60%
All Level 2 K units	Various	Various	1 hour	60%

Level 2 Knowledge (K) units and Unit VF01K

These units' questions are either multiple-choice (with only one correct answer) or 'True or False'.

Note: Centre devised alternatives to the IMI online test are not permitted.

Full guidance on the use of online assessment can be found in the IMI Operating Manual. If you need any further assistance, please call IMI Centre Admin Support on tel: 01992 511521



C. IMI SET PRACTICAL ASSESSMENTS: *Level 2 skills (S suffix) units and unit VF01S only*

Level 2 Skills (S) Units and Unit VF01S:

These assessments (task sheets) are presented in the form of a 'job card' for all units (except the units G0102 and G4: see below).

IMI has created a selection of tasks (job cards) for the range of systems listed in each unit's evidence requirements, e.g. VF09S: job cards for,

complete exhaust system	}	
part exhaust system	}	<i>produce evidence of inspecting 4 out of 6</i>
catalytic converter	}	<i>types of exhaust components or systems listed</i>
lambda sensor	}	<i>below</i>
nuts & studs	}	
mountings and clamps	}	

Therefore there are often more tasks (job cards) available, than are required in the unit's evidence requirements. Assessors are advised to select the tasks (job cards) which are appropriate to the approved centre's resources and meet the Skills' units' evidence requirements (contained in the VRQ assessment criteria document).

Every practical assessment (task) has a section where the assessor records whether the learner has passed the skills (S) unit's learning outcomes or has been referred.

Level 2 Skills units G0102 and G4

Each G unit contains a table with 4 columns.

Column 1: The learning outcomes are listed individually in this column.

Column 2: The assessment criteria are listed individually in this column.

Column 3: Here the evidence for the assessment criteria must be recorded and referenced clearly.

Column 4: The assessor will date this section when the learning outcome has been met.

In most cases, the evidence in column 3 will be generated from another unit's practical task/s. Therefore this evidence can be cross-referenced and recorded here.

Assessors are advised to undertake a mapping exercise to a learner's selected VRQ's practical tasks to identify any gaps in evidence for the G units. It is acceptable for centre devised assessments or naturally occurring evidence to be used as evidence. (Assessors may expand the size of this column to record evidence, if required.)

These units also contain evidence requirements tables, where the evidence that meets the requirements should be recorded and referenced.

Centre Devised Assessment

It is acceptable for an approved centre to develop their own practical assessments, in the place of the IMI practical assessments. However the content and assessment method of the centre devised assessment must be agreed with an IMI external quality assurer prior to use.



D. IMI SET WRITTEN ASSESSMENTS:

Mandatory for VFO1K

Optional for Level 2 knowledge (K suffix) units only

The IMI written assessments are *optional* for Level 2 knowledge (K) units.

These written assessments are in addition to the online tests and ensure critical aspects of knowledge are addressed. If required, these assessments may be broken down into small sections and delivered by subject.

All units' assessments have sample solutions/marketing schemes supplied by IMI.

Centre Devised Assessment

It is acceptable for an approved centre to develop their own Level 2 knowledge assessments, in place of the IMI written assessments. However the content and assessment method of the centre devised assessment must be agreed with an IMI external quality assurer prior to use.



ADDITIONAL INFORMATION FOR ASSESSORS AND VERIFIERS

LEARNER ENTRY REQUIREMENTS

The entry requirements for a VRQ should be assessed on an individual basis. Selection criteria for entry should take into account each applicant's existing academic/vocational qualifications and experience, and interest in working in the retail automotive industry.

Although not mandatory, it is recommended that learners will have 3 GCSEs or Scottish Standard Grade/Intermediate in Maths, English and a Science based subject. For individuals with no formal qualifications, completion of an IMI Level 1 VRQ would be beneficial.

LEARNER INDUCTION

Each learner must receive a face-to-face induction before commencing a VRQ. The learner must be informed of which VRQ they are registered for with IMI Awards, and be made aware of the assessment methods that will be used throughout their chosen VRQ.

IMI expects the approved centres to pay particular attention to the following areas during the learner's induction:

- Health and Safety
- Employment Rights and Responsibilities, including codes of conduct & anti-discrimination
- Customer Rights, including ethics
- Industry Issues, including professional organisations, and environmental & economic concerns.

All learners registered must have access to fair and proper assessment. Approved Centres must ensure that all learners have access to,

- the IMI Guidance for Candidates, which contains the IMI Complaints and Appeals Procedure

Health and Safety: Note to approved centres offering VRQs for pre-16 candidates

The centre must take responsibility for the safety of the young people when delivering VRQs, particularly for learners aged 14-16.

All work placements and training workshops must be risk assessed to ensure that the environment is safe and secure for 14-16 year olds prior to delivery and that due care and diligence is taken during delivery.

The risk assessment must detail how risks to learners will be minimised or alleviated. The risk assessment should ensure the placement/workshop meets legal requirements e.g., Health & Safety at Work Acts and Employer Liability Insurance. The risk assessment and work place monitoring processes must be auditable, retained by the centre to be reviewed at anytime by the IMI external quality assurer.



IMI ADMINISTRATION

The IMI Approved Centre Operating Manual is the key source of information for approved centres offering IMI qualifications. It states clearly the roles and responsibilities of centre personnel and the policies and procedures that must be in place at the centre.

It includes details of:

- the centre approval criteria
- the administrative procedures to register learners and request certificates
- health and safety requirements
- the policy to ensure equal opportunities and access to fair assessment for all learners
- the procedures for applying for special assessment arrangements
- the Complaints and Appeals Procedure
- and the IMI customer service charter.

In brief, the assessment requirements for this VRQ (as specified these guidance notes) must be met in full before a learner can be deemed to have completed the qualification. This qualification must be internally verified (quality assured) in line with the approved centre's strategy for internal verification (quality assurance).

Records of learners' progress and achievements must also be kept at the centre. Although centre records may take a variety of formats, they must be clear and concise and show unsuccessful assessments, as well as learner achievements. They must be made available to an IMI external quality assurer during routine monitoring visits. Therefore providing a clear audit trail to show where, when and how learners have met the criteria.

IMI has developed a **Candidate Assessment Summary** document for assessors and internal verifiers (quality assurers) to complete as the learner achieves each unit. The Candidate Assessment Summary (or an approved equivalent) must be used throughout the learner's VRQ. This document can be found in the Qualification section of IMI website.

IMI external quality assurers will sample learners' work during routine monitoring visits to the centre and prior to certification claims being made unless the centre has direct claim status (see the IMI operating manual).

For up-to-date information, please ensure all the latest amendments are downloaded from the IMI website at www.theimi.org.uk/awarding

IMI
Fanshaws
Brickendon
Hertford
SG13 8PQ

Tel: 01992 511521

www.theimi.org.uk/awarding