



**INSTITUTE OF THE  
MOTOR INDUSTRY**

## **QUALIFICATION SPECIFICATION Part A ASSESSOR AND QUALITY ASSURER GUIDANCE FOR LEVEL 2 SUBSIDIARY DIPLOMAS VRQs**

**Subsidiary Diploma in Light Vehicle Maintenance and Repair  
Technology**

**OFQUAL NO: 600/9481/3**

**Subsidiary Diploma in Heavy Vehicle Maintenance and Repair  
Technology**

**OFQUAL NO: 600/9485/0**

**Subsidiary Diploma in Motorcycle Maintenance and Repair  
Technology**

**OFQUAL NO: 600/9494/1**

**Subsidiary Diploma in Vehicle Accident Repair Body Technology**

**OFQUAL NO: 600/9495/3**

**Subsidiary Diploma in Vehicle Accident Repair Paint Technology**

**OFQUAL NO: 600/9496/5**

**June 2013**

**Note:**

**This guide should be read in conjunction with the:**

- **VRQ Assessment Criteria document**
- **Practical Assessments (Levels 2 and 3 Skills units only)**
- **Written Assessments (Levels 2 and 3 Knowledge units only)**
- **Combined Assessments (Level 1 units only)**
- **Assignments (Applied units only)**
- **VRQ Candidate Assessment Summary**
- **and the IMI Operating Manual for Approved Centres**



## CENTRE INFORMATION

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

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.

## IMPORTANT

### Applied Unit for ICT2:

Please be advised that the questions in the online test for the ICT2 are based upon the software package, Microsoft Office 2007.

Please discuss with your IMI EV if this is a concern for your centre.



## ASSESSOR AND VERIFIER GUIDANCE IMI LEVEL 2 SUBSIDIARY DIPLOMAS (VRQs)

CONTENTS	PAGE NO
Introduction	4
Institute of the Motor Industry Sector Skills Council (IMI SSC)	4
Regulated Qualification Framework (RQF)	5
Level 2 Subsidiary Diplomas (VRQs)	6
IMI Qualification I.D Numbers	8
IMI VRQ Assessment Criteria document	9
IMI Assessment Methodology	11
Overview	11
1. IMI Set Practical Assessments	11
2. IMI Set Online Tests	12
3. IMI Set Written Assessments	13
4. IMI Set Assignments	14
5. IMI Set Combination Assessments	16
Additional Information	
Learner Entry Requirements	17
Learner Induction	17
IMI Administration	18



## INTRODUCTION

IMI is accredited and approved to offer these **Vocationally Related Qualifications (VRQs)** (based upon the Institute of the Motor Industry SSC National Occupational Standards 2010) for the following **5 sectors of the retail automotive industry:**

- **Maintenance & Repair: Light Vehicle**
- **Maintenance & Repair: Heavy Vehicle**
- **Maintenance & Repair: Motorcycle**
- **Accident Repair: Body**
- **Accident Repair: Paint**

by the Office of Qualifications and Examinations Regulation (Ofqual) and the Sector Skills Council, Institute of the Motor Industry (IMI SSC).

### **INSTITUTE OF THE MOTOR INDUSTRY (IMI) Sector Skills Council**

The IMI is the **Sector Skills Council for the retail automotive industry**, charged by Government and employers with leading the drive to boost competitiveness through skills development.

The strategic purpose of Sector Skills Councils (as set out by Government), is to:

- reduce skills gaps and shortages
- improve productivity, business and public service performance
- increase opportunities to boost the skills and productivity of everyone in the sector's workforce
- improve learning supply through National Occupational Standards, apprenticeships, and further and higher education.

IMI SSC is also responsible for setting the national occupational standards (NOS) for the industry, determining a strategy for assessment and creating suites of qualifications.

The UK retail automotive industry comprises a number of sectors. It includes employers engaged in all aspects of the sales, maintenance and repair of the 30 million vehicles on the UK's roads. It provides services to owners and users of passenger cars, motorcycles, commercial vehicles, light and heavy trucks and specialist vehicles. In short, the industry includes any business involved in *vehicle utility*.

Tel: 01992 511521

Email: [info@theimi.org.uk](mailto:info@theimi.org.uk)

Web site: [www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding)



## 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.*

### NOTE:

You can have an Award, Certificate or Diploma of any difficulty level from 1 to 8. This is because the type indicates the size of qualification, not its difficulty. The title of a qualification should indicate its difficulty, how long it will take the average learner to complete, and its general content, using the following information:

- Qualification level (from lowest, entry level to level 8 at the top)
- Qualification size (award/certificate/diploma)
- Content of the qualification



## LEVEL 2 SUBSIDIARY DIPLOMAS (VRQs)

IMI Subsidiary Diplomas have a common structure. They consist of Level 2 & 3 technical units, Level 1 units and Level 2 Applied units

The technical units are either knowledge or skills based. 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' for a specific topic must be achieved.

Level 1 units cover health & safety and foundation skills.

The four Applied units are optional for all Subsidiary Diplomas:

- S2: Vehicle Science
- M2: Vehicle Mathematics
- ICT2: Information Communication Technology for Vehicle Repair
- EE2: Vehicle Electrics & Electronics

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: 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** (*not Applied units*)
- **unit rationale**
- **learning outcomes**
- **assessment criteria**
- **content requirements**
- **evidence requirements** (*in the Level 2 skills (S) units only*)



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

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

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

The RQF has 9 levels, from entry level to level eight. These qualifications are at **level 2**.

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

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.) Please note that the guided learning hours should be viewed flexibly, as they will be dependent on the experience of the learner.

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 technical Knowledge (K) units, Level 1 units and Applied units** the learning outcomes are amplified by a list of **content**, which seek to ensure that the required breadth of knowledge across the units are addressed.

In the **technical Skills (S) units** 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 Level 2 skills (S) units' practical assessments.



## IMI LEVEL 2 SUBSIDIARY DIPLOMAS (VRQs) INCLUDING I.D NUMBERS

Please find full qualification structures (rules of combination) and unit I.D numbers in each Subsidiary Diploma's assessment criteria document.

Qualification Title	OfQual I.D No	Credit Value
IMI Level 2 Subsidiary Diploma in Light Vehicle Maintenance and Repair Technology	600/9481/3	46
IMI Level 2 Subsidiary Diploma in Heavy Vehicle Maintenance and Repair Technology	600/9485/0	46
IMI Level 2 Subsidiary Diploma in Motorcycle Maintenance and Repair Technology	600/9494/1	44
IMI Level 2 Subsidiary Diploma in Vehicle Accident Repair Body Technology	600/9495/3	44
IMI Level 2 Subsidiary Diploma in Vehicle Accident Repair Paint Technology	600/9496/5	45





## IMI VRQ ASSESSMENT CRITERIA DOCUMENT

This document is available for each Subsidiary Diploma. It contains the qualification structure table (rule of combination) and also includes each unit's Ofqual I.D no, GLH, credit and assessment methodology.

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

Each qualification's assessment criteria document contains its units. The mandatory units are listed first, followed by the optional units. There are four types of unit;

1. **Level 1 Units (including: L101, L102, BP2 and P5)**
2. **Levels 2 & 3 Knowledge (K) Units**
3. **Levels 2 & 3 Skills (S) Units**
4. **Level 2 Applied Units (including: EE2, ICT2, M2 and S2)**

**1. Level 1 units (L101, L102, BP2 and P5)** 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.

Each unit also contains 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 the Level 1 Units learning outcomes and assessment criteria by passing the required IMI set knowledge online tests and combination assessments.

**2. Levels 2 & 3 Knowledge (K) 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.

Each unit also contains 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 the Knowledge Units' learning outcomes and assessment criteria by passing the IMI set knowledge online tests and the written assessments (mandatory for level 3 *units* and optional for Level 2 *units*, i.e. the Level 2 Subsidiary Diplomas contains some Level 3 *units*, therefore if selected these Level 3 *units* must be assessed by the IMI written assessments).

**3. Levels 2 & 3 Skills (S) 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.

**Evidence Requirements:** This section contains a table which details the amount and type of evidence which must be obtained by the learners for the unit. These evidence requirements also inform the requirements of the Level 2 skills (S) units' practical assessments.

Learners will demonstrate that they can meet the Skills Units' learning outcomes and assessment criteria by passing the IMI set practical assessments.



**4. Applied 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.

Each unit also contains a list of content requirements, which are the areas learners should know and understand across the unit's assessment criteria.

Learners will demonstrate that they can meet the Applied Units learning outcomes and assessment criteria by passing the IMI set knowledge online tests and the IMI set assignments.

**For more information regarding each unit's assessment requirements, see page 11.**





### **G units (Skills units with a G prefix)**

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 the 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.)

Every practical task has a section where the assessor records whether the learner has passed the Skills unit's learning outcomes or has been referred.

### **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.

## **2. IMI SET ONLINE TESTS**

If selected in their chosen Subsidiary Diploma, the learner is required to take IMI set online tests for each of the following units:

- **Levels 2 and 3 Knowledge (K) units**
- **Level 1 units: L101, L102, BP2 and P5**
- **Level 2 Applied units: EE2, ICT2, M2 and S2**

IMI provides and marks these online tests through its website, [www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding). The pass mark for all unit tests is 60%. The duration of all unit tests is 60 mins.

All Knowledge (K) units, Level 1 BP2 unit, Level 1 P5 unit and Level 2 Applied units test questions are either multiple-choice (with only one correct answer) or 'True or False'.

**Applied Units: Learners are permitted to use calculators during these on-line tests.**

Level 1 units L101 and L102 test questions either 'drag and drop' or multiple-choice (with only one correct answer).

Note: The qualification structure tables in assessment criteria document list the unit numbers for the units, which are also the units' test numbers.

<p><b>Note:</b> Please be advised that the questions in the online test for the <b>ICT2</b>, are based upon the software package, Microsoft Office 2007. Please discuss with your IMI EV if this is a concern for your centre.</p>
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**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

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



### 3. IMI SET WRITTEN\*\* (KNOWLEDGE) ASSESSMENTS\*:

#### Level 2 and 3 Knowledge (K) Units

It is mandatory that learners demonstrate their comprehension of the Level 3 Knowledge units using the IMI set knowledge assessments. Assessment of the Level 2 Knowledge Units, using IMI set knowledge assessments is optional. Please note that the unit assessments are independent of the level of the qualification (i.e. these Subsidiary Diplomas contain some optional Level 3 *units*, therefore the Level 3 *units* must be assessed by the IMI written assessments). These assessments at Level 2 and Level 3 are in addition to the online tests and ensure critical aspects of knowledge are addressed.

These assessments are designed to be delivered by using one of the following assessment methods, as selected by the approved centre, e.g.: assignments, projects or examinations.

If required, these assessments may also be broken down into small sections and delivered by subject, e.g. a chassis assessment could be separated into steering, braking and suspension.

***\*\*Despite the IMI set knowledge assessments being called 'written' assessments, it is not essential that learners produce 'written' answers. Assessors may use alternative valid methods of assessment, e.g. oral questioning or professional discussion.*** However the selected assessment method must be agreed with an IMI external verifier prior to use. Whichever method is selected the evidence must be recorded on the learner's assessment record.

The IMI set knowledge assessments at Level 2 units have marking schemes supplied by IMI Awards.

The majority of Level 3 unit knowledge assessments have been designed to be criterion referenced (assessment criteria is listed on the knowledge assessments). However please refer to the guidance on each Level 3 assessment, as some require the allocation of marks and % requirement. Because of the nature of these units, acceptable answers may vary considerably. It is expected that when the assessor allocates marks within each question, this variation will be taken into account.

#### Centre Devised Assessment

It is also acceptable for an approved centre to develop their own Level 2 and Level 3 Knowledge assessments, in place of the IMI set knowledge assessments. However the content and assessment method of the centre devised assessment must be agreed with an IMI external quality assurer prior to use.



#### 4. IMI SET ASSIGNMENTS: Applied Units, EE2, ICT2, M2 and S2

##### Introduction to Applied Units

These optional units offer a breadth of learning in the following subjects:

- S2: Vehicle Science
- M2: Vehicle Mathematics
- ICT2: Information Communication Technology for Vehicle Repair
- EE2: Vehicle Electrics & Electronics

Much of the unit content and the unit assignments have been contextualised to the retail motor industry. To further improve the relevance to learners of the Vehicle Mathematics and Vehicle Science units, these units may benefit from being delivered using an integrated approach (rather than being taught separately) as the content of these units is closely related. Similarly, there is also some relationship with the unit of ICT for Vehicle Repair and Vehicle Electrical and Electronics. Centres should make every effort to relate the content of mathematical and science principles to the operation and/or repair of motor vehicles. This approach will maximise the relevance for learners and considerably enhance their interest and increase learning potential.

##### Applied Units Assignments

IMI has set written assignments for each Applied unit. Learners must pass these assignments in order to complete the Applied unit. Each assignment involves learners using and applying the content identified beneath each unit's learning outcomes and assessment criteria.

These assignments provide opportunities to depart from formal classroom methods. They are designed to encourage learners to research and investigate information that will require them to have access to vehicle workshops, modern vehicles and equipment, vehicle manufacturers' information and data, library facilities, computers and internet. They may also require learners to access information from their workplace, where this is relevant and appropriate.

The assignments should be considered as a learning tool, as well as forming part of the IMI assessment strategy for the Subsidiary Diploma. Centres will need to ensure that learners have access to adequate learning support to enable them to complete the Applied units materials.

Centres must ensure that the issue and deadline date is indicated on each assignment. Assessors should ensure that learners are adequately briefed about the requirements of the assignment before they start their work. A suitable time period should be given for completion. (This includes time spent researching information, reading text books and course notes, and devising answers.) However where the mode of attendance could put a learner at a disadvantage with the completion period, special consideration should be given.

The assignments each have a pass mark of 60%. IMI has provided marking schemes and sample solutions within each assignment (please ensure learner's do not have access this section of the assignment). If a learner's work falls below the pass mark (i.e., the learner's answers are substantially incorrect, are very poorly presented, too superficial or a combination of all these factors), learners should be referred. These learners should be given further guidance and a reasonable time to correct their work before re-presenting it for marking.

IMI External quality assurers will ask to see learners' scripts during their normal visits to centres.

General guidance for learners is shown on the front cover of each assignment. An example of the front sheet for a typical Applied unit assignment is shown on the next page.

**Note: Centre devised alternatives to the IMI set Applied units assignments are not permitted.**



Front Sheet for Assignments for Applied Units: EE2, ICT2, M2 and S2

(Shown below is an example of the front sheet used with all IMI Applied Units external assignments.)

## Vehicle Electric and Electronic

Level: 2	Unit Ref: EE2	Assignment No:
Unit Title:	Vehicle Electric and Electronic 2	
Candidate Name:		Ref No:

### INSTRUCTIONS FOR LEARNERS – PLEASE READ CAREFULLY

Ensure that your name and candidate number are written clearly on all your answer sheets.

1. This assignment may be completed in your own handwriting or if you prefer you may use a word- processor.
2. The standard of presentation, neatness and accuracy of your answers will be taken into account when marking your work.
3. Your assessor will brief you about this assignment prior to starting.
4. To complete some aspects of the assignment you may need to refer to textbooks, vehicle manufacturers' data and workshop manuals.
5. Please show all your workings out in your answers.
6. Pass Mark is 60%. Each question has been given a pass mark that must be achieved.

This assignment forms part of your overall assessment for this unit and may be shown to the external verifier when he/she visits your college or training centre. Failure to present your assignment on time may affect the marks you can achieve for your work.

Date of issue for this assignment:	
Date for completion of this assignment:	

### Important notes:

1. You should attempt all questions.
2. Please read each question carefully.
3. Ensure you write the number of each question on the left-hand side of your answer sheet.



## 5. IMI SET COMBINATION ASSESSMENTS: Level 1 Units L101, L102, BP2 and P5

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

These assessments comprise of various combinations of practical and written tasks, mostly accompanied by assessor observation and oral questioning.

### **For assessor use only:**

Please note that all 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).





## LEARNER ENTRY REQUIREMENTS

The entry requirements for a Subsidiary Diploma 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 verifier.



## 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 these VRQs (as specified these guidance notes) must be met in full before a learner can be deemed to have completed the qualification. These qualifications 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 assurer 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](http://www.theimi.org.uk/awarding)

IMI  
Fanshaws  
Brickendon  
Hertford  
SG13 8PQ

Tel: 01992 511521

[www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding)