

ABC Awards

SEG Awards ABC Level 2 Award in MOT Testing (Classes 4 and 7) and Level 2 Award in MOT Testing (Classes 1 and 2)

Qualification Guide

Classes 4 and 7 - [601/8935/6]

Classes 1 and 2 - [601/8936/8]



About Us

At the Skills and Education SEG Awards (ABC)¹ we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

ABC has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password:

https://secure.ABCawards.co.uk/ors/secure_login.asp

Sources of Additional Information

The ABC website www.ABCawards.co.uk provides access to a wide variety of information.

Copyright

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

Specification Code, Date and Issue Number

The ABC Awards qualification codes A6003-02 and A6004-02.
The date of this specification is August 2018. The issue number is 8.

¹ ABC Awards is a brand of the Skills and Education Group Awards, a recognised awarding organisation and part of the Skills and Education Group. Any reference to ABC Awards, its registered address, company or charity number should be deemed to mean the Skills and Education Group Awards.

Contents

About Us	3
Contents	4
Introduction	4
Aims.....	4
Target Group	4
Content Overview	5
Progression Opportunities.....	6
Resource Requirements.....	7
Tutor/Assessor Requirements.....	7
Assessment.....	10
Language.....	14
Audits	14
Qualification Summary	15
Level 2 Award in MOT Testing (Classes 1 and 2) (601/8936/8)	16
Level 2 Award in MOT Testing (Classes 4 and 7) (601/8935/6)	16
Working relationships within the vehicle test centre	22
Manage own professional development as an MOT Tester	27
Carry out pre-test checks for a Statutory Periodic Roadworthiness Test	32
Carry out a Statutory Periodic Roadworthiness Test (Classes 4 and 7)	37
Carry out a Statutory Periodic Roadworthiness Test (Classes 1 and 2)	50
Minimum Equipment Requirements	58
Appendices.....	59
Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies	59
Exemptions.....	59
Equivalencies	59
Certification	59
Glossary of Terms.....	60

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Introduction

The ABC Level 2 Awards in MOT Testing have been developed in collaboration with the Driver and Vehicle Standards Agency (DVSA).

These qualifications are recognised by the DVSA as meeting its requirements to apply to become an MOT Tester. Learners meeting the requirements of the qualification as well as additional DVSA requirements will be eligible to carry out Statutory Vehicle Inspections on behalf of the Secretary of State for Transport.

The ABC Level 2 Awards MOT Testing qualifications are lifetime qualifications, which mean that they will not expire, and holders will be considered professionally competent for the rest of their lives. MOT Testers will be required to complete the DVSA Annual Training Requirements each year and the DVSA can withdraw Tester Status if conditions are not met.

The ABC Level 2 Awards in MOT Testing are regulated qualifications.

Aims

The ABC Level 2 Awards in MOT Testing aim to:

- Develop the knowledge required for MOT Testing in the respective classes
- Develop practical skills for testing
- Encourage improvements in customer service
- Prepare the learner for managing CPD requirements
- Improve safe working in Test Centres

Target Group

These qualifications are designed for those learners who want to become MOT Testers for either light vehicles or motorcycles. Learners must meet the following criteria in order to be recognised as an MOT Tester by DVSA:

- have a current and full UK driving licence for the vehicle classes to be tested. **(For the criteria which relates to non UK licences, refer to the current The MOT Testing Guide located on the DVSA website.)**

- be a skilled technician with at least 4 years' full-time employment in the service and repair of the vehicle types to be tested
- have no unspent convictions for criminal offences connected with the MOT testing scheme or the motor trade, or involving acts of violence or intimidation
- be 'of good repute'

It will be the responsibility of the training provider to verify the identity of the individual, the driving licence and qualification certificates.

Certificates and driving licences provided for evidence must be hard copy originals. Conviction status and employment records can be evidenced by self-declaration. All evidence must be kept for a minimum of 3 years for audit purposes.

To become a Tester for class 3, 4, 5 or 7 vehicles, applicants must also have an appropriate qualification. For full details of the acceptable qualifications and other eligibility requirements please see, <https://www.gov.uk/become-an-mot-tester/qualifications>.

Alternatively learners may complete ABC Awards Vehicle Technician Accredited Assessment (VTAA). Achievement of the VTAA enables motor vehicle technicians who do not hold a formal qualification and who have worked in their roles for four or more years to prove their capabilities at Level 3.

DVSA has the right to refuse the progression of the candidate if it is subsequently found that the individual does not comply with the above.

ABC Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of the full qualification

Content Overview

The emphasis of these qualifications is on the acquisition of practical skills and knowledge that is needed for MOT Testing. These qualifications require learners to demonstrate these high level skills with accuracy, precision and consistency.

The Award in MOT Testing qualification contains mandatory components, only and is designed to provide generic components for all Testers, generic Pre Test components and components covering the MOT test that is specific for either Classes 1 & 2 or Classes 4 & 7.

Components within the qualification cover

- Safe working practices in the test centres
- Working relationships within the test centre
- Managing professional development as an MOT Tester
- Carrying out pre-test checks for a statutory periodic roadworthiness test
- Carrying out a statutory periodic roadworthiness test

Learning will be no less than 24 hours including a minimum of 8 hours of practical training.

Assessment will be through

- an ABC Awards set online, multiple choice exam with a pass mark of 80%. As MOT Testers need to access DVSA material during their normal testing activities, scribes or readers will not be allowed during the online assessment
- direct observation of an entire simulated, uninterrupted MOT Test (with use of an assistant)

Progression Opportunities

These qualifications are a requirement for learners who wish to become MOT Testers. Once the qualification has been achieved, the MOT Tester learner will need to demonstrate competence by completing a DVSA observed and assessed demonstration test. As long as all other eligibility criteria have been met DVSA will then authorise the individual to test and the Tester will be deemed to have achieved a Certificate of Competence, although no physical certificate will be issued.

The requirement for MOT Testers to undertake annual training is mandatory (minimum of 16 hours over a rolling 5 year period with a minimum of 3 hours being completed each year). MOT Testers will also be required to maintain records of their learning and updating along with evidence of successful completion of the annual assessment.

Centres should be aware that Reasonable Adjustments which may be permitted for assessment may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Resource Requirements

The assessment requires the learner to complete an online test and a simulated MOT Test. To provide the online assessment, trainers and learners will need to be able to access the following

- Access to IT equipment with BTL secure client installed
- Test environment that meets the requirements
- Invigilators.

Tutors and learners will need to be able to access the following:

- MOT Inspection Manual for the relevant class
- DVSA Special Notices
- MOT Testing Matters Blog
<https://www.gov.uk/government/publications/matters-of-testing>
- Equipment – the minimum training equipment requirements are listed on page 53.

Tutor/Assessor Requirements

Trainer Requirements

All trainers, assessors and internal quality assurers must know and understand the contents of this Qualification Guide, and have received an induction into the requirements of these qualifications. Any changes to staffing must be immediately reported to ABC Awards.

Training Providers must have trainers with sufficient knowledge and skills in the subject matter being delivered.

They must have completed MOT relevant training recognised by the Approved Awarding Organisation, (This includes DVSA delivered training provided for Training Centres or on-boarding sessions delivered by another DVSA approved Awarding Organisation) or gained the qualification which they are delivering.

All MOT Trainers must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA) but are not required to take the MOT annual assessment.

For the component 'Carry out a statutory periodic roadworthiness test' of the MOT tester qualifications, trainers must have proven competence in the delivery of motor vehicle skills and

- evidence that they are either current or lapsed MOT Testers **or**
- gained the Award in MOT Testing and have successfully passed a DVSA VT8 assessment

Alternatively trainers will be acceptable if they have previously delivered MOT Tester courses on behalf of DVSA.

Assessor Requirements

Assessors will be responsible for, and accountable for; the validity, reliability and authenticity of evidence.

The primary responsibility of the assessor is to ensure that learners satisfy the requirements of the qualification. Assessors therefore need to have a thorough understanding of assessment and quality assurance processes, as well as having an in-depth technical competence relating to the qualifications for which they are assessing learners.

It is the responsibility of the Approved Centre to select and appoint assessors.

It is the responsibility of ABC Awards to approve the selected assessors.

For the component 'Carry out a statutory periodic roadworthiness test' of the MOT tester qualifications, assessors must

- have attended relevant MOT training recognised by ABC Awards, This includes DVSA delivered training provided for Training Centres or gained the qualification which they are assessing
- complete MOT annual training as required by the DVSA and are required to successfully complete the MOT annual assessment.

- have gained the qualification that they are assessing or have knowledge of the components that they assess and understand the structure of the qualification through the ABC Awards centre approval process or similar, this will be checked by ABC Awards.
- demonstrate the knowledge and understanding of the competencies that the learner is required to demonstrate for the qualification that they are undertaking
- provide evidence of completing the required number of hours of MOT annual training each year.

Internal Quality Assurers (IQA)

It is the responsibility of the approved centre to select and appoint Internal Quality Assurers (IQAs).

The primary responsibility of the IQA is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as technical competence related to the MOT Tester qualifications that they are internally quality assuring.

To be an approved IQA, the person must

- have in-depth knowledge of the MOT Tester qualification requirements
- be occupationally aware of the MOT sector
- be approved by the centre and ABC Awards to carry out internal quality assurance for the MOT Tester qualifications
- demonstrate knowledge and understanding of the quality assurance processes required by the centre and ABC Awards

Approval of IQAs can be removed.

Assessment

Overview

The assessment comprises

- an ABC Awards set online, invigilated test
- a simulated, uninterrupted MOT Test, with the use of an assistant, carried out to the current standard required by DVSA.

Both assessments must be passed in order to achieve the MOT Tester qualification.

Online Assessment

There are 40 questions in total. The questions are presented in a randomised order. The questions assess knowledge from across the breadth of the qualification content in the following way

Component	Number of questions
MOTT01: Safe Working Practices within the Test Centre	3
MOTT02: Working Relationships within the Vehicle Test Centre	3
MOTT03: Managing Own Professional Development as a Vehicle Tester	2
MOTT04: Carry Out Pre-test Checks for a statutory periodic Roadworthiness Test	6
MOTT05: Carry Out a Statutory Periodic Roadworthiness Test	26

The duration of the test is 75 minutes. The pass mark for the online test is 80%.

It is not appropriate or feasible that learners for MOT Tester qualifications should have to memorise all of the information needed for assessment. A large part of the assessment of a learner's performance is the ability to locate the information in the relevant documents. The following clarifies the resources that can be made available.

- Documents that can be found on the home page of MOT Testing Service

- Special Notices
- Inspection Manuals for Classes 1-2, & 3-4-5-7
- MOT Testing Guide
- Check lists for all classes that testers will need to print off before their practical assessment.
- In service emission standards for road vehicles (although it is unlikely that this will be required)
- Documents available on <https://www.gov.uk/topic/mot>
 - Anything on MOT pages in particular Matters of Testing blog <https://mattersoftesting.blog.gov.uk/>

Learners are not expected to have access to material which is deliberately designed to inform the learner of the likely answers. The assessment of learner's ability to source information in the DVSA published literature should not be diminished.

As Testers need to access DVSA material during their normal testing activities, scribes or readers will not be allowed during the online assessment.

Simulated MOT tests

Please note that centres must consult the DVSA MOT Testing Guide for the most up-to-date guidance and ensure that candidates are aware of the content and specific timescales which apply to the demonstration test.

The simulated MOT test is the direct observation of an entire simulated, uninterrupted MOT Test (with use of an assistant) carried out in the training environment to the current standard required by the DVSA. This must include the 'MOT testing service' as part of the demo test and assessment of all components in the qualification.

Additional oral questioning including assessment of component wear and ethics will also be carried out by the assessor as part of the practical observation.

The following forms are required for the simulated MOT test. These forms are downloadable from ORS

- Blank VT8 form for learner information
- Minor faults

- Major faults
- Practical Observation Forms (VT8 forms) with set of questions
- Instructions – re randomisation

For the practical assessment, the following must apply

- The assessor can play the role of the Vehicle Presenter during assessment
- The assessor to learner ratio must be 1:1
- The assistant and vehicle presenter must not be a learner on the same qualification
- Other learners must not be present when practical assessments are taking place
- Neither the trainer nor the assessor can play the role of the assistant

NOTE: The practical observation of a learner completing the checks on a vehicle will not result in the vehicle being deemed roadworthy.

Actual vehicles, subject to test by virtue of age must be used and suited to the category being assessed against. It is not recommended that defects are introduced onto vehicles because the defects will likely become general knowledge and there is a risk to road safety if the vehicle is used on the road. However, if defects exist, they must be identified. The simulation process should include an oral, open book assessment of theoretical defects.

The use of training rigs is not permitted for assessment. In addition, the equipment used should reflect real workplace resources available to Testers.

Due to the legislation that governs MOT testing, testing can only be carried out by those authorised to do so. Carrying out assessments in the workplace is permissible, however only simulated MOT Tests are allowed.

Where approved Centres are carrying out assessments in a simulated environment they should make every attempt to ensure that the simulation is as close to the real-life scenario as possible. Assessors must use the ABC Awards Practical Observation forms, which are similar to the DVSA VT8 documents; the assessment must mirror the final observation which DVSA will conduct, prior to authorising individuals to carry out MOT tests. The learner is allowed access to an ABC Awards version of the VT8

form, in order to complete the simulated MOT test; however, it is strongly recommended that the candidate learns the inspection routine so that the vehicle checks can be carried out without the use of crib sheets. As part of the DVSA assessment the candidate is expected to print off an inspection sheet which can be used during the observation.

The DVSA observed assessment is to assess whether or not a candidate is actually competent to carry out MOTs on behalf of the Secretary of State and can be completed in a reasonable time and manner. Should there be any doubts, then the candidate will fail the observation and not be allowed to test.

During the simulated observation test, learners will be allowed a set number of minor faults but any major fault will result in a fail. A collection of minor faults in one area could also lead to a major fault. Details of major and minor faults are in the MOT Testers Guide on the DVSA website. At the end of the simulated test, each learner must be asked five different, randomised questions set by the Assessor prior to the observation. There is a copy of the form on ABC Awards ORS system.

Once the Practical Observation forms have been completed, they will need to be Internally Quality Assured and then emailed to mot@abcawards.co.uk. The initial result should also be input to ORS. These will then be externally quality assured by ABC Awards.

DVSA will carry out a final check after the qualification has been awarded before authorising testers. Successful candidates will be entered onto the MOT Testing Service and will be deemed to have achieved a Certificate of Competence, although no physical certificate will be awarded.

Note: If the training centre is not an active Testing Station but wish to facilitate DVSA demonstration tests at their facilities following a candidate's successful completion of an Award in MOT Testing, they must email ABC Awards (mot@abcawards.co.uk) with the details below

- site name
- address
- town or city
- postcode
- country
- email
- confirm email
- telephone number

- how many two person test lanes does the site have
- how many one person test lanes does the site have
- what test classes will be assessed: 1,2,3,4,5,7 (specify as required)

Having been supplied with the above information, ABC Awards will pass it onto DVSA, to confirm the request and that the centre has been approved.

DVSA will create a site on the MTS and forward the training centre site number onto the ABC Awards with a copy included for the provider. This number should then be provided to the candidate for use during their request for a demo test on the MTS.

Language

These specifications and associated assessment materials are in English only.

Audits

All centres delivering the MOT regulated qualifications will be subject to Inspection Audits to ensure that all requirements identified in this Guide are continually met. These will be at least annually or every 150 registrations.

Qualification Summary

<p>Level 2 Award in MOT Testing (Classes 4 and 7) (601/8935/6) Level 2 Award in MOT Testing (Classes 1 and 2) (601/8936/8)</p>	
Regulated	The qualifications, identified above, are regulated.
Assessment	Multiple choice question paper and practical observation.
Grading	Pass
Operational Start Date	01/06/2016
Review Date	Class 1 & 2: 31/03/2023 Class 4 & 7: 31/03/2023
ABC Sector	Motor Vehicle
Ofqual SSA Sector	4.1 Engineering
Stakeholder Support	Driver and Vehicle Standards Agency (DVSA)
Contact	See ABC website for the Centre Support Officer responsible for these qualifications

Level 2 Award in MOT Testing (Classes 1 and 2) (601/8936/8)
Level 2 Award in MOT Testing (Classes 4 and 7) (601/8935/6)

Component title	Component Number	Level	GLH					
Safe working practices in the test centre	H/508/5322	2	2					
Working relationships within the test centre	M/508/5324	2	2					
Manage own professional development as an MOT Tester	K/508/5323	2	2					
Carry out pre-test checks for a statutory periodic roadworthiness test	T/508/5325	2	4					
Carry out a statutory periodic roadworthiness test	A/508/5326	2	19					
Qualification Purpose	D2. Confirm the ability to meet a 'licence to practice' or other legal requirement.							
Entry Requirements	As listed on page 4							
Age Range	Pre 16		16 – 18		18+		19 +	✓
Recommended GLH²	29							
Recommended TQT³	32							
Learning Aims Ref.	601/8936/8 (Classes 1 and 2) 601/8935/6 (Classes 4 and 7)							
Type of Funding Available	See Learning Aims Search website							
Qualification Fee / Component Fee	See ABC website for current fees and charges							
Additional Information	See ABC website for resources available for this qualification.							

² See Glossary of terms

³ See Glossary of terms

Component Details

Safe working practices in the vehicle test centre

Component Reference	H/508/5322
Level	2
Guided Learning	2
Component Summary	This component enables the learner to develop an understanding of the importance of good housekeeping and health and safety in the vehicle test centre. It will provide an understanding of significant risks and how to identify and minimise them.
Learning Outcomes (1 to 3) The learner will:	Assessment Criteria (1.1 to 3.5) The learner can:
1. Understand the requirements relating to health, safety and good housekeeping in a vehicle test centre	<p>1.1. Identify the main legislative requirements relating to Health and Safety in the vehicle testing environment</p> <p>1.2. Identify the key hazards and risks relating to a vehicle testing environment</p>
2. Understand personal responsibilities within the vehicle test centre	<p>2.1. Explain the importance of own responsibility in maintaining the health and safety of yourself and others</p> <p>2.2. Explain the importance of personal, and workplace presentation</p>

3. Be able to work safely within the vehicle test centre

3.1. Select and use suitable vehicle and personal protective equipment throughout activities.

3.2. Perform housekeeping activities safely in a way which minimises risk to customers and staff

3.3. Maintain a clean work area free from debris and waste materials

3.4. Maintain tools and equipment for safe working

3.5. Use safe working practices at all times, whilst carrying out vehicle testing

Mapping to National Occupational Standards

IMICA01, IMICA02

Supporting Component Information

Safe working practices in the vehicle test centre - (H/508/5322)

Indicative Content

Note: Indicative content provides an indication of the scope for the Learning Outcomes and Assessment Criteria. It is intended as a resource to help guide the delivery and assessment of the component. Indicative content is NOT a statement of material which must be covered and evidenced for assessment.

Learning Outcome 1: Understand the requirements relating to health, safety and good housekeeping in a vehicle test centre

Legislative requirements :

- Provision and Use of Work Equipment Regulations(PUWER)
- Electricity at Work Regulations
- Noise at Work Regulations
- Manual Handling Operations Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Safe Working Loads (SWL)
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Working at Height Regulations.

Legislation relevant to Health and Safety:

- Health and Safety at Work Act (HASAWA)
- Control of Substances Hazardous to Health (COSHH)
- Environmental Protection Agency (EPA)
- Manual Handling Operations Regulations
- Personal Protective Equipment Regulations.

Hazards and risks to include:

- The difference between a risk and a hazard.
- Potential risks resulting from:
 - the use and maintenance of machinery or equipment
 - the use of materials or substances
 - accidental breakages and spillages
 - unsafe behaviour
 - working practices that do not conform to laid down policies

- environmental factors
- personal presentation
- unauthorised personal, customers, contractors etc entering your work premises
- The employee's responsibilities in identifying and reporting risks within their working environment.
- The method of reporting risks which are outside your limits of authority.
- Potential causes of:
 - company policies
 - organisational workplace procedures.
 - potential causes of fire
 - explosion
 - noise
 - harmful fumes
 - slips
 - trips
 - falling objects

Learning Outcome 2: Understand personal responsibilities within the vehicle test centre

Personal responsibilities:

- The purpose of workplace policies and procedures on:
 - the use of safe working methods and equipment
 - the safe use of hazardous substances
 - smoking, eating , drinking and drugs
 - emergency procedures
 - personal appearance

Learning Outcome 3: Be able to work safely within the vehicle test centre

Working safely

- **VPE:**
 - seat covers
 - steering wheel covers
 - wing covers
 - floor mats
- **PPE**
 - overalls

- gloves
- bump cap
- goggles
- **Housekeeping:**
 - the use and maintenance of machinery or equipment
 - adhering to company policies
 - the use of materials or substances
 - accidental breakages and spillages
 - unsafe behaviour
- **Keeping MOT area:**
 - clean
 - free from waste materials and debris
 - free from non-MOT approved tools and equipment
- **Maintaining all tools and equipment:**
 - in a safe and usable condition
 - reporting any damage or breakages in-line with company policy
- **Ensuring safe working practice such as:**
 - use of PPE
 - good housekeeping
 - manual handling

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of their particular learners. The aims and aspirations of all learners, including those with identified special needs, including learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Methods of Assessment and Evidence of Achievement

Please refer to page 7, 'Tutor Assessor Requirements' and page 10, 'Assessment'.

Working relationships within the vehicle test centre

Component Reference	M/508/5324
Level	2
Guided Learning	2
Component Summary	This component enables the learner to understand and apply their knowledge of effective communication and building good working relationships with colleagues and customers.
Learning Outcomes (1 to 3) The learner will:	Assessment Criteria (1.1 to 3.2) The learner can:
1. Understand how to communicate within the vehicle test centre	<p>1.1. Explain the importance for clear and accurate communications throughout all activities</p> <p>1.2. Explain the importance of developing positive relationships with colleagues and customers</p> <p>1.3. Explain how to communicate the results of the test with vehicle presenters</p>
2. Understand the rights of vehicle presenters relating to vehicle testing	<p>2.1. Identify the rights of vehicle presenters</p> <p>2.2. Describe what to do in the event of a customer complaint or appeal</p>
3. Be able to communicate	3.1. Use effective methods of communication with others appropriate to the situation

effectively with others within the vehicle test centre	3.2. Give accurate information relating to the vehicle testing activities
Mapping to National Occupational Standards IMICA03, IMICA08, CFACSB2	

Supporting Component Information

Working relationships within the vehicle test centre - M/508/5324

Indicative Content

Note: Indicative content provides an indication of the scope for the Learning Outcomes and Assessment Criteria. It is intended as a resource to help guide the delivery and assessment of the component. Indicative content is NOT a statement of material which must be covered and evidenced for assessment.

Learning Outcome 1: Understand how to communicate within the vehicle test centre

Clear and accurate communication:

- accurate recording of vehicle and customer requirements (phone or in person)
- confirming details back to customer
- clear voice and appropriate manner
- using non-technical speech if required
- timescales
- booking remedial work

Importance of developing positive working relationships:

- improved productivity
- company image
- customer relationships
- relationships with colleagues
- customer satisfaction

Communicate the results of the test with vehicle presenters:

- justification of results
- check presenter understanding
- using non-technical terminology
- helping customers with next steps

Learning Outcome 2: Understand the rights of vehicle presenters relating to vehicle testing

Rights of vehicle presenters:

- right to have the vehicle tested
- right to view the test
- right to appeal
- right to make a complaint

Customer complaints and appeals:

- appeals against result of the test
- complaints about staff conduct
- complaints about test centre practices and processes
- procedure used to escalate complaints

Learning Outcome 3: Be able to communicate effectively with others within the vehicle test centre**Methods/techniques of communication:**

- verbal
- signs and notices
- memos
- telephone
- electronic mail
- vehicle job cards
- noticeboards

Factors that determine the method of communication chosen:

- distance
- location
- job responsibility

Give accurate information relating to the vehicle testing activities:

- pass
- minor defect
- major defect (fail the vehicle)
- dangerous defect (fail the vehicle)
- aborting a test
- abandoning a test

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of their particular learners. The aims and aspirations of all learners,

including those with identified special needs, including learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Methods of Assessment and Evidence of Achievement

Please refer to page 7, 'Tutor Assessor Requirements' and page 9, 'Assessment'.

Manage own professional development as an MOT Tester

Component Title	K/508/5323
Level	2
Guided Learning	2
Component Summary	This component enables the learner to develop an understanding of how to keep their technical skills and knowledge up to date. This unit will enable the learner to develop and monitor their own personal development plan.
Learning Outcomes (1 to 2) The learner will:	Assessment Criteria (1.1 to 2.4) The learner can:
1. Understand the official published requirements for Continuous Professional Development (CPD)	1.1. Identify the official published requirements for ongoing CPD for vehicle testers 1.2. Explain the benefits of completing more CPD than the minimum requirement 1.3. Explain the implications of non-compliance with CPD requirements
2. Know how to manage their CPD requirements	2.1. Explain how to establish their own training needs 2.2. Explain the importance of discussing their own performance with others 2.3. Identify ways in which they can develop their knowledge of and competence in

	vehicle testing 2.4. Use a personal development plan, to identify their continued professional development
Mapping to National Occupational Standards COSVR712	

Supporting Component Information

Manage own professional development as a vehicle tester - K/508/5323

Indicative Content

Note: Indicative content provides an indication of the scope for the Learning Outcomes and Assessment Criteria. It is intended as a resource to help guide the delivery and assessment of the component. Indicative content is NOT a statement of material which must be covered and evidenced for assessment.

Learning Outcome 1: Understand the official published requirements for Continuous Professional Development (CPD)

Competent Authority/Supervising Body requirements:

- for Testers in each vehicle class, a programme of MOT annual training is required comprising a minimum of 16 hours learning over 5 years, with no less than 3 hours in any year
- testers must maintain competency and capability levels in relation to Special Notices and any other published information
- testers must have completed and passed an annual assessment

Benefits of completing more CPD than the minimum requirement with regards to:

- the individual
- the organisation
- Those engaging in additional CPD will potentially have a greater knowledge of the MOT Testing Scheme and will be more up to date with emerging vehicle technology
- furthermore, they will be looked upon more favourably by the Competent Authority/Supervising Body

Implications of non-compliance with CPD requirements:

- Failure to provide evidence of MOT Annual Training will be treated as a shortcoming and may:
 - lead to disciplinary action against Authorised Examiner (AE) and Tester
 - affect a Tester's "qualified" status

Failure to pass the MOT Annual Assessment will be treated as a

shortcoming and may:

- lead to disciplinary action against the AE and Tester
- affect a Tester's "qualified" status

Learning Outcome 2: Know how to manage their CPD requirements

How to establish their own training needs:

- evaluating your own strengths, weaknesses, opportunities and threats (SWOT)

Importance of discussing their own performance through:

- feedback from peers
- feedback from Driver and Vehicle Standards Agency (DVSA)
- feedback from internal quality control
- feedback from customers

Identify ways to develop your knowledge and competence in vehicle testing via:

- supervising body annual publication of CPD requirements
- supervising body reports and notices
- matters of testing blog
- e-shots
- newsletters
- seminars
- networking events
- technical training
- mentoring

Use a personal development plan to identify your own CPD requirements:

- maintain a CPD log as mandated by DVSA

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of their particular learners. The aims and aspirations of all learners, including those with identified special needs, including learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Methods of Assessment and Evidence of Achievement

Please refer to page 8, 'Tutor Assessor Requirements' and page 9, 'Assessment'.

Carry out pre-test checks for a Statutory Periodic Roadworthiness Test

Component Reference	T/508/5325
Level	2
Guided Learning	4
Component Summary	This component enables the learner to demonstrate their skills in carrying out the necessary preparatory checks on a vehicle to ensure that a valid vehicle test can take place.
Learning Outcomes (1 to 3) The learner will:	Assessment Criteria (1.1 to 3.2) The learner can:
1. Know if the facilities are suitable to test the presented vehicle	1.1. Identify the limitations of the testing facilities when presented with a vehicle to test
2. Be able to check that the entire vehicle test can be completed	2.1. Use appropriate vehicle and personal protective equipment 2.2. Undertake a vehicle acceptance check and identify if the vehicle is suitable for testing 2.3. Identify the reasons for refusing or declining to test the vehicle
3. Be able to access information	3.1. Use IT systems to locate relevant information for vehicle testing

required for vehicle testing	3.2. Locate vehicle identification information
Mapping to National Occupational Standards IMISPRT1	

Supporting Component Information

Carry out pre-test checks for a Statutory Periodic Roadworthiness Test - T/508/5325

Indicative Content

Note: Indicative content provides an indication of the scope for the Learning Outcomes and Assessment Criteria. It is intended as a resource to help guide the delivery and assessment of the component. Indicative content is NOT a statement of material which must be covered and evidenced for assessment.

Learning Outcome 1: Know if the facilities are suitable to test the presented vehicle

Limitations of the Testing facility:

- the requirements and limitations of a Vehicle Test Station (VTS) are set out in the official published documents
- VTS may only test classes and types of vehicle that they are authorised to test
- seating capacity weight where applicable
- how vehicles can change class
- issues concerning dual purpose vehicles
- structure of the two part VT9a classes poster
- link to email alerts and matters of testing blog
- VTS may only test vehicles which are of a size and weight that can be accommodated on the authorised test equipment
- test equipment used must be approved by Competent Authority/Supervisory Body
- the requirements and limitations of a Vehicle Tester to inspect a vehicle are set out in the official published requirements
- only specifically approved people may conduct tests, sign official documents and make database entries

Learning Outcome 2: Be able to check that the entire vehicle test can be completed

Use appropriate vehicle and personal protective equipment:

- seat covers floor mats
- steering wheel covers
- safety shoes
- overalls
- gloves
- head protection

Undertake a vehicle acceptance check and identify if the vehicle is suitable for testing:

- pre - inspection procedure published in the introduction of the inspection manual
- vehicle safety checks
- class and weight of vehicle

Locate relevant vehicle controls and systems for the test:

- the vehicle tester must be able to identify those controls that need to be tested
- the vehicle tester must also be able to identify the controls necessary in order that the vehicle may be safely driven in and out of the vehicle testing facility
- extensively modified vehicles to include modifications for disabled use

Identify the reasons for refusing or declining to test the vehicle:

- requirement for pre-test checks, and grounds for a refusal to test
- inspection Manual and Guide (all classes)
- difference between refusal to test and declining to test
- testing responsibilities
- grounds for refusal to carry out a test

Learning Outcome 3: Be able to access information required for vehicle testing

Use IT systems to locate relevant information for vehicle testing to include:

- MOT Testing Service (MTS)

- how to access reference material, including the Testing Guide and special notices
- the rules concerning retention and printing of special notices
- relevant sections of the introduction to the Inspection Manual
- how to use manual:
 - refuse to test
 - inspection procedure
 - assessment criteria
 - vehicles of historical interest
 - extensively modified vehicles
 - any section the trainer feels relevant

Locate vehicle identification information to include:

- web browser
- vehicle Identification Number (VIN)
- vehicle registration information
- vehicle Handbook
- MOT Testing Service (MTS)

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of their particular learners. The aims and aspirations of all learners, including those with identified special needs, including learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Methods of Assessment and Evidence of Achievement

Please refer to page 7, 'Tutor Assessor Requirements' and page 9, 'Assessment'.

Carry out a Statutory Periodic Roadworthiness Test (Classes 4 and 7)

Component Reference	A/508/5326 (Classes 4 and 7)
Level	2
Guided Learning	19
Component Summary	This component provides the learner with the knowledge and skills required to carry out a vehicle test using prescribed methods and current published guidance
Learning Outcomes (1 to 6) The learner will:	Assessment Criteria (1.1 to 6.3) The learner can:
1. Know testing methods and how to conduct a vehicle test	1.1. Identify the ethical requirements associated with vehicle testing 1.2. Identify legal implications associated with carrying out vehicle tests and issuing test results 1.3. Describe their responsibilities when authorising test records on behalf of the Competent Authority /Supervising Body 1.4. Describe how and when to use an assistant during testing activities 1.5. Identify the different records and forms relating to vehicle testing 1.6. Explain the procedure and requirements for retesting a vehicle including partial retests

	<p>1.7. Explain the importance of keeping personal and customer information, data and passwords secure</p>
<p>2. Be able to work safely when carrying out vehicle test</p>	<p>2.1. Use suitable vehicle and personal protection throughout all activities</p> <p>2.2. Work in a way that reduces risk of damage or injury to the vehicle, people and environment</p>
<p>3. Be able to use suitable sources of information to carry out a vehicle test</p>	<p>3.1. Locate latest information published online by Competent Authority/Supervising Body</p> <p>3.2. Select suitable sources of information relating to testing activities including legal, technical information and testing procedures</p> <p>3.3. Use relevant information to enable an accurate decision relating to vehicle testing</p>
<p>4. Be able to use appropriate tools and equipment in relation to a vehicle test</p>	<p>4.1. Use the approved tools and equipment in relation to the testing activities</p> <p>4.2. Check all approved tools and equipment for safety and calibration where required</p>
<p>5. Be able to carry out the test in accordance with the guidance for classes 4 & 7 (M1, N1)</p>	<p>5.1. Prepare the vehicle systems and work area prior to test</p> <p>5.2. Use the recommended inspection routine outlined in the vehicle inspection manual</p> <p>5.3. Carry out systematic vehicle test following approved procedures and recognised inspection methods</p> <p>5.4. Apply the standards for the test and the correct defect categorisation as mandated</p>

	<p>by the Inspection Manual</p> <p>5.5. Use information recorded during test to inform decisions</p>
<p>6. Be able to record the information relating to the vehicle test</p>	<p>6.1. Record the vehicle on the MOT Testing Service (Computerised system) prior to carrying out the vehicle test</p> <p>6.2. Select the correct form relating to testing decision</p> <p>6.3. Use the MOT Testing Service (Computerised system) to record your decision and additional information gathered during testing activities</p>
<p>Mapping to National Occupational Standards IMISPRT2</p>	

Supporting Component Information

Carry out a Statutory Periodic Roadworthiness Test - A/508/5326 (Classes 4 and 7)

Indicative Content

Note: Indicative content provides an indication of the scope for the Learning Outcomes and Assessment Criteria. It is intended as a resource to help guide the delivery and assessment of the component. Indicative content is NOT a statement of material which must be covered and evidenced for assessment.

It is recommended that the indicative content is used in conjunction with the current [MOT Inspection Manual](#) for the appropriate class of vehicle.

Learning Outcome 1: Know testing methods and how to conduct a vehicle test

Identify the ethical requirements associated with vehicle testing:

- acting on behalf of the Secretary of State for Transport to certify that in-scope vehicles meet the requirements of the MOT Test
- acting honestly, compliant within the rules of the MOT scheme and avoiding fraud
- not compromising road safety and damage to the environment through inappropriate or fraudulent activities connected with the MOT scheme

Identify legal implications associated with carrying out vehicle tests and issuing test results:

- removal from the scheme through the MOT disciplinary process
- prosecution
- bringing the MOT Scheme into disrepute

Responsibilities when authorising test records on behalf of the Competent Authority /Supervising Body:

- in-scope vehicles over a prescribed age are checked once a year to ensure that they meet key roadworthiness and environmental requirements.

- a test record is created
- the test only relates to the condition of testable items at the time of test
- dismantling is not permitted
- test appointments
- viewing of tests
- conduct of tests
- MOT Testing Service (MTS) use and security requirements

How and when to use an assistant during testing activities:

- requirement for assistants during testing
- one Person Test Lane and Automated Test Lane requirements

Identify the different records and forms relating to vehicle testing:

- refer to MOT guide and manual (all classes)
- MOT Testing Service (MTS)
- "Direct.Gov website"

The procedure and requirements for retesting a vehicle including partial retests:

- refer to MOT guide and manual (all classes)
- MOT Testing Service (MTS)
- poster VT9A
- fees
- timescales and procedures for re-test

The importance of keeping personal and customer information, data and passwords secure:

- password authentication, and test data security
- customer personal data
- data protection laws
- security Cards
- general Data Protection Regulations (GDPR)

Learning Outcome 2: Be able to work safely when carrying out vehicle test

Suitable vehicle and personal protection throughout all activities:

- seat covers
- floor mats
- steering wheel covers
- safety Shoes
- overalls
- gloves
- head protection
- exhaust extraction equipment

Work in a way that reduces risk of damage or injury to the vehicle, people and environment:

- the use and maintenance of machinery or equipment
- the use of materials or substances
- accidental breakages and spillages
- unsafe behaviour
- working practices that do not conform to laid down policies
- environmental factors
- personal presentation
- unauthorised personal, customers, contractors etc. entering your work premises

Learning Outcome 3: Be able to use suitable sources of information to carry out a vehicle test

latest information published online by Competent Authority/Supervising Body:

- testing guide, MOT manual (all classes) and special notices
- the rules concerning retention and printing of special notices
- official published forms

Suitable sources of information relating to testing activities including legal, technical information and testing procedures:

- inspection manual
- testing guide
- special notices
- rules concerning retention and printing of special notices.

- inspection procedure
- "Direct.Gov website"
- "Matters of Testing blog"

Relevant information to enable an accurate decision relating to vehicle testing:

- inspection manual
- testing guide
- special notices
- "Direct.Gov website"
- "Matters of Testing blog"

Learning Outcome 4: Be able to use appropriate tools and equipment in relation to a vehicle test

The approved tools and equipment in relation to the testing activities:

- use of designated acceptable equipment (only)
- procedures following testing equipment failure
- condition of equipment and calibration requirements
- the difference between Automated Test Lane and One Person Test Lane equipment
- check all approved tools and equipment for safety and calibration where required:
- calibration of tools and calibration records
- checking tools for defects and correct operation
- safe working loads
- procedure for reporting damaged or faulty equipment to the relevant parties

Learning Outcome 5: Be able to carry out the test in accordance with the guidance for classes 4 & 7 (M1, N1)

Prepare the vehicle systems and work area prior to test:

- use of Vehicle Protective Equipment (VPE)
- MOT bay is clear, tidy and safe
- vehicle is suitable for inspection
- vehicle can be safely inspected

- vehicle equipment is safe and ready to us

Use the recommended inspection routine outlined in the Vehicle Inspection Manual:

- Refer to MOT manual (all classes)

Carry out systematic vehicle test following approved procedures and recognised inspection methods:

- assessment of component wear and condition
- categorisation of defects; minor, major, dangerous
- minimum standards
- time of test
- types of decision
- objective and subjective, assessment criteria
- unsafe modifications and repairs
- common areas of incorrect decisions
- partial re-tests

Apply the standards for the test and the correct defect categorisation as mandated by the Inspection Manual :

Section 0. Identification of the vehicle:

- registration plates and Vehicle Identification Number (VIN)

Section 1. Braking Systems:

Condition and Operation:

- test procedure for parking brakes including electronic type
- service brakes
- hydraulic operation
- brake fluid level and contamination
- full power braking
- anti-lock Brake Systems (ABS) and Electronic Stability Programmes (ESP)
- all hydraulic, pneumatic and mechanical components
- additional Braking Device (Retarder) performance
- defect category

Brake Performance and Efficiency:

- all aspects of brake performance testing using a Roller Brake Tester (RBT), decelerometer and plate testing.

- methods of calculating brake efficiency and imbalance for all classes of vehicle as well as all defect categories and correct test methods
- exemptions for extensively modified vehicles

Section 2. Steering:

Condition and Operation:

Methods of inspection for steering controls:

- free play
- play under load
- static inspection
- lock to lock and checks relevant to power steering
- defect categories for all steering defects and the correct methods of inspection relevant to vehicle positioning (hard standing or turn plates).
- exemptions for extensively modified vehicles

Section 3. Visibility:

Condition and Operation:

Method of Inspection and defect categories for:

- field of vision
- condition of glass
- washers and wipers
- view to the rear
- inspection of bonnet retaining device (must close)

Section 4. Lamps, reflectors and electrical equipment:

Condition and Operation:

Lamps in scope of test, method of inspection and defect categories for all testable lamps and relevant warning lamps depending on vehicle type and age:

- types of head lamp
- headlight beam aim
- the difference between lamps and signalling devices
- battery and electrical wiring
- tow bar sockets

Section 5. Axles, wheels, tyres and suspension:

Condition and Operation:

Relevant checks on:

Axles

- wheel bearings

- axles and stub axles

Wheels and Tyres

- tyre structures
- legal fitment
- testable and non-testable markings
- dual markings
- space saver tyres
- defect categories
- condition
- damage
- correct fitment
- tread depth requirement variations for vehicle type and age
- wheel condition and security
- extra requirements for class 7 (N1) & large class 4 vehicles (Appendix B)
- fitment and correct operation of Tyre Pressure Monitoring Systems (TPMS) if relevant to vehicle type and age

Suspension

- Defect categories for all relevant spring types
- relevant checks on all moving and static suspension components
- dampers and gaiters
- Jacking procedure and correct use of turn plates

Section 6. Body, Structure and attachments:

Condition and Operation:

Vehicle structure test and defect categories within a prescribed area, cab and body security and body condition:

- engine and gearbox mountings
- seats
- doors and catches
- exhaust system mounting
- security and leaks into cabin
- exhaust heat shields
- spare wheel and carrier
- tow bars

Bumpers

- security
- sharp edges and projections

Cab steps (only drivers and front cab).

Driving controls (class 5 only, not covered in other sections)

Fuel tank and lines

- mounting
- leaks
- security and condition

Transmission

- drive shafts
- couplings
- bearings
- drive chains and belts

Section 7. Other equipment:

Condition and Operation:

Seat belt

- correct type and fitment as required by legislation and vehicle age/type
- belts to be tested
- when fitted belt is not a seat belt
- condition
- operation and security
- child seat fitted procedure (see Appendix C)

Supplementary restraint systems test procedure & defect categories

Anti-theft device (steering lock)

Audible warning device (horn)

Speedometer

- speed limiter (where required)

Electronic Stability Control (ESC)

Warning lamps.

Handgrips and footrests (where applicable)

Section 8. Nuisance:

Condition and Operation:

Test procedures for fuel & exhaust systems, including Diesel Particulate Filter (DPF) for diesel vehicles and catalytic converters for petrol and diesel vehicles:

- identify vehicles by age and relevant emissions test
- correct emission test applicable to vehicle age and type
- test methods and defect categories

Noise suppression systems

Engine Malfunction Indicator Light (MIL)

Fluid leaks.

Section 9. Supplementary Tests for Buses and Coaches:

Condition and Operation:

Doors:

- entry and exit doors
- emergency exits

Passenger grab handles.

Steps and stairs.

Section 10. Seat Belt Installation Check:

Condition and Operation:

Criteria for seat belt installation checks relevant to vehicle type and age

Inspection Manual Appendix A- Structural Integrity and Corrosion:

- Prescribed areas
- load bearing structure
- highly stressed components and thin gauge steel pressings
- methods of inspection
- use of Corrosion Assessment Tool
- defect categories

Methods of repair:

- seam welds
- spot welds
- manufacturer repair methods
- procedure if repair cannot be assessed

Use information recorded during test to inform decisions:

- retest procedure found in VT9a (Fees & Appeals) poster and the MOT testing guide
- correct procedure for using the Pass after Rectification at Station (PRS) function.
- abandoned tests where it is impossible to complete a test
- aborted tests where there is a problem with equipment

Learning Outcome 6: Be able to record the information relating to the vehicle test

Record the vehicle on the MOT Testing Service (MTS) prior to carrying the vehicle test:

- register vehicle on system correctly in training mode, create a record of the simulated test

Select the correct form relating to testing decision:

- using the inspection checklist to inform and populate the Pass certificate or the 'Refusal of an Mot certificate'
- the purpose of each document
- reasons for issue
- the data base is the MOT record (not the paper document)
- vehicle Defect Reporting Scheme (VDRS) form and Vehicle Testing Station (VTS) procedures if presented with form
- roadworthiness prohibition notice (PG9) and VTS procedures if presented with the form
- procedure for issuing duplicate or replacement certificates, who can issue, costs involved

Use the MOT Testing Service (MTS) to record your decision and additional information gathered during testing activities:

- using the MTS (The MOT computerised system) in training mode to create a record of the simulated test

Contingency Procedure:

- the procedures for contingency testing in the event of a serious problem with the MOT Testing Service
- security of certificates
- retention requirements and record keeping

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of their particular learners. The aims and aspirations of all learners, including those with identified special needs, including learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Methods of Assessment and Evidence of Achievement

Please refer to page 7, 'Tutor Assessor Requirements' and page 9, 'Assessment'.

Carry out a Statutory Periodic Roadworthiness Test (Classes 1 and 2)

Component Reference	A/508/5326 (Classes 1 and 2)
Level	2
Guided Learning	19
Component Summary	This component provides the learner with the knowledge and skills required to carry out a vehicle test using prescribed methods and current published guidance.
Learning Outcomes (1 to 6) The learner will:	Assessment Criteria (1.1 to 6.3) The learner can:
1. Know testing methods and how to conduct a vehicle test	<p>1.1. Identify the ethical requirements associated with vehicle testing</p> <p>1.2. Identify legal implications associated with carrying out vehicle tests and issuing test results</p> <p>1.3. Describe their responsibilities when authorising test records on behalf of the Competent Authority/ Supervising Body</p> <p>1.4. Describe how and when to use an assistant during testing activities</p> <p>1.5. Identify the different records and forms relating to vehicle testing</p> <p>1.6. Explain the procedure and requirements for retesting a vehicle including partial retests</p>

	<p>1.7. Explain the importance of keeping personal and customer information, data and passwords secure</p>
<p>2. Be able to work safely when carrying out vehicle test</p>	<p>2.1. Use suitable personal protective equipment throughout all activities</p> <p>2.2. Work in a way that reduces risk of damage or injury to the vehicle, people and environment</p>
<p>3. Be able to use suitable sources of information to carry out a vehicle test</p>	<p>3.1. Locate latest information published online by Competent Authority/ Supervising Body</p> <p>3.2. Select suitable sources of information relating to testing activities including legal, technical information and testing procedures</p> <p>3.3. Use relevant information to enable an accurate decision relating to vehicle testing</p>
<p>4. Be able to use appropriate tools and equipment in relation to a vehicle test</p>	<p>4.1. Use the approved tools and equipment in relation to the testing activities</p> <p>4.2. Check all approved tools and equipment for safety and calibration where required</p>
<p>5. Be able to carry out the test in accordance with the guidance for classes 1 & 2 (L1, L2, L3 and L4)</p>	<p>5.1. Prepare the vehicle systems and work area prior to test</p> <p>5.2. Use the recommended inspection routine outlined in the vehicle inspection manual</p> <p>5.3. Carry out systematic vehicle test following approved procedures and recognised inspection methods</p> <p>5.4. Apply the standards for the test and the correct defect categorisation as mandated by the Inspection Manual</p>

	<p>5.5. Use information recorded during test to inform decisions</p>
<p>6. Be able to record the information relating to the vehicle test</p>	<p>6.1. Record the vehicle on the MOT Testing Service (Computerised system) prior to carrying out the vehicle test</p> <p>6.2. Select the correct form relating to testing decision</p> <p>6.3. Use the MOT Testing Service (Computerised system) to record your decision and additional information gathered during testing activities</p>
<p>Mapping to National Occupational Standards IMISPRT2</p>	

Supporting Component Information

Carry out a Statutory Periodic Roadworthiness Test- A/508/5326 (Classes 1 and 2)

Indicative Content

Note: Indicative content provides an indication of the scope for the Learning Outcomes and Assessment Criteria. It is intended as a resource to help guide the delivery and assessment of the component. Indicative content is NOT a statement of material which must be covered and evidenced for assessment.

It is recommended that the indicative content is used in conjunction with the current [MOT Inspection Manual](#) for the appropriate class of vehicle.

Learning Outcome 1: Know testing methods and how to conduct a vehicle test

Ethical Requirements:

- Acting on behalf of the Secretary of State for Transport to certify that in-scope vehicles meet the requirements of the MOT Test
- Acting honestly, compliant within the rules of the MOT scheme and avoiding fraud
- Not compromising road safety through inappropriate or fraudulent activities connected with the MOT scheme

Legal implications:

- Removal from the scheme through the MOT disciplinary process
- Prosecution
- Bringing the MOT Scheme into disrepute

Purpose:

- In-scope vehicles over a prescribed age are checked once a year to ensure that they meet key roadworthiness and environmental requirements.
 - A test record is created
 - The test only relates to the condition of testable items at the time of test
 - Dismantling is not permitted

Testing responsibilities:

- Test appointments
- Viewing of tests
- Conduct of tests
- MOT Testing Service use and security requirements

Use of assistants:

- Requirement for assistants in normal testing

Personal and customer information:

- Password authentication, and test data security
- Customer personal data

Learning Outcome 2: Be able to work safely when carrying out vehicle test

VPE/PPE (Where appropriate):

- Safety Shoes
- Overalls
- Gloves
- Head protection

Work in a way that reduces risk of damage or injury to the vehicle, people and environment:

- Potential risks resulting from:
 - the use and maintenance of machinery or equipment
 - the use of materials or substances
 - accidental breakages and spillages
 - unsafe behaviour
 - working practices that do not conform to laid down policies
 - environmental factors
 - personal presentation
 - unauthorised personal, customers, contractors etc entering your work premises

Learning Outcome 3: Be able to use suitable sources of information to carry out a vehicle test

Materials and Form:

- How to access reference material, including the Testing Guide and special notices
- The rules concerning retention and printing of special notices
- Relevant sections of the introduction to the Inspection Manual & how to use manual, for example, refuse to test, inspection procedure, assessment criteria, modified vehicles and any section the trainer feels relevant
- Official published forms

Sources of Information:

- Inspection Manual
- Testing Guide
- Special notices
- Rules concerning retention and printing of special notices.
- Inspection procedure
- "DVSA" Direct
- "Matters of Testing"

Learning Outcome 4: Be able to use appropriate tools and equipment in relation to a vehicle test

Equipment:

- Use of designated acceptable equipment (only)
- Procedures following testing equipment failure
- Condition of equipment and calibration requirements

Learning Outcome 5: Be able to carry out the test in accordance with the guidance for classes 1 & 2 (L1, L2, L3 and L4)

Prepare the vehicle systems & work areas:

- Use of Vehicle Protective Equipment
- MOT bay is clear, tidy and safe
- Vehicle can be safely inspected using the appropriate stand or support

Standards:

- Assessment of component wear and condition
- Minimum standards
- Time of test
- Types of decision

- Objective & subjective, assessment criteria,
- Inappropriate modifications and repairs,
- Common areas of incorrect decisions.
- Partial re-tests

Testable Items:

- Use recommended Inspection Routine outlined in the MOT Inspection Manual.
- Carry out systematic vehicle test following approved procedures and recognised inspection methods

Using the MOT Inspection Manual, carry out an inspection, identify in-scope items which pass or have 'minor', 'major' or 'dangerous' defects.

Learning Outcome 6: Be able to record the information relating to the vehicle test

Documentation:

- Select the correct form relating to testing decision
- Using the inspection checklist to inform and populate the Pass certificate or the 'Refusal of an Mot certificate'
 - The purpose of each document
 - Reasons for issue
 - The data base is the MOT record (not the paper document)
 - Vehicle Defect Reporting Scheme (VDRS) form and VTS procedures if presented with form
 - Roadworthiness Prohibition (PG9) and VTS procedures if presented with form
 - Procedure for issuing duplicate or replacement certificates, who can issue, costs involved
- Using the Vehicle Testing Service (The MOT computerised system) in training mode, create a record of the simulated test.

Contingency Procedure:

- The procedures for contingency testing in the event of a serious problem with the MOT Testing Service. Security of certificates, retention requirements and record keeping

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of their particular learners. The aims and aspirations of all learners, including those with identified special needs, including learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Methods of Assessment and Evidence of Achievement

Please refer to page 7, 'Tutor Assessor Requirements' and page 9, 'Assessment'.

Minimum Equipment Requirements

Minimum equipment list for delivery of light vehicle/motorcycle MOT training

- Vehicle ramp with turning plates and jacking beam or vehicle pit with turning plates and jacking beam
- Roller brake tester
- Headlamp aim tester
- Gas analyser*
- Diesel smoke meter*
- Corrosion Assessment Tool (CAT)
- Tyre tread depth gauge
- Decelerometer
- Low voltage hand lamp
- Steel tape (Minimum 1 metre)
- 13 pin trailer socket tester
- Gas leak detector (optional – only required for gas vehicles)

Motorcycle

- Brake Tester with Weighing Facility or Brake Tester incorporating Weighing Facility
- Headlamp aim tester
- Corrosion Assessment Tool (CAT)
- Tyre tread depth gauge
- Decelerometer
- Selection of levers
- Low voltage hand lamp
- Steel tape (minimum 1 metre)
- Wheel alignment cords or bars

*Equipment should be as currently authorised for MOT use but need not be calibrated

Appendices

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Prior learning from previous training must not be assumed, and therefore all learning outcomes, assessment criteria and the entire content must be covered within the delivery of the training for this qualification.

Exemptions

There are no identified exemptions for these qualifications.

Equivalencies

There are no identified equivalencies for these qualifications.

Certification

Learners will be certificated for the qualifications that are achieved and claimed.

DVSA approved Awarding Organisations are entitled to use a discrete DVSA logo on the certificates that they award.

ABC's policies and procedures are available on the ABC website.

Glossary of Terms

GLH (Guided Learning Hours)

GLH is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GLH is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated assessment
- The learner is being observed.

TQT (Total Qualification Time)

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning Hours (GLH) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom

- Practising skills unsupervised