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## SKILLS AND EDUCATION GROUP AWARDS CANDIDATE EVIDENCE DECLARATION RECORD

Course ID:

Submitted by:

Email Address:

Date:

This declaration confirms that the candidate(s) have (a) met all of the qualification eligibility requirements as set out in the MOT Testing Guide published by the DVSA, (b) met the minimum guided learning hours (GLH) and total qualification time (TQT) as stated in the relevant qualification guide and (c) that the relevant supporting records for each course have been completed.

These records must be retained by the centre for a **minimum of seven years** and be made available for audit as and when requested by Skills and Education Group Awards. Should an issue be identified by the centre that threatens the security, validity or integrity of any practical or onscreen assessment, Skills and Education Group Awards must be informed as soon as the issue becomes apparent<sup>1</sup>.

This form must be emailed to: [MOT@abcawards.co.uk](mailto:MOT@abcawards.co.uk) (Please **DO NOT** cc additional SEG Awards email addresses to this submission)

Qualification or Accredited Assessment being claimed (please √)

- |   |  |
|---|--|
| <input type="checkbox"/> U008 Vehicle Technician Accredited Assessment (VTAA)     | <input type="checkbox"/> A6003-02 Level 2 Award in MOT Testing (Classes 4 and 7) |
| <input type="checkbox"/> U0010 Vehicle Technician Accredited Assessment – Modular | <input type="checkbox"/> A6018-02 Level 2 Award in MOT Testing (Classes 1 and 2) |
| <input type="checkbox"/> A6005-03 Level 3 Award in MOT Test Centre Management     |  |

| Candidate Name | Candidate registration Number | Candidate eligibility requirements met | Attendance Register & Invigilation Forms | Minimum GLH met | Practical Assessment forms (where applicable) |
|----------------|-------------------------------|--|--|-----------------|---|
| Joe Smith      | 1234567                       | √                                      | √  | Yes             | √   |
|                |                               |  |  |                 |   |
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<sup>1</sup>Please refer to the following policies on the [Skills and Education Group Awards](https://www.skillsandeducationgroupawards.co.uk) website: Centre Record Keeping; External Assessment Policy.

| Qualification / Accredited Assessment   | Eligibility Requirements  |
|---|---|
| <b>U0008 &amp; U0010 (VTAA) Vehicle Technician Accredited Assessment and Modular version</b>  | <p>There are no formal requirements for entry to the VTAA however as the VTAA is assessment of a motor vehicle technician's knowledge and skills it is expected that motor vehicle technicians will have worked in their roles for four or more years to demonstrate capabilities at Level 3. Evidence to demonstrate four years' experience could be provided through items such as former wage slips/technician declaration or a CV. This list is not exhaustive. Skills and Education Group Awards expects centres to recruit with integrity.</p>  |
| <b>A6005-03 Level 3 Award in MOT Test Centre Management (GLH-16)</b>  | <p>This qualification is designed for those learners who want to manage MOT Test Centres. There are no eligibility requirements for those who wish to undertake the Level 3 Award in MOT Test Centre Management. Prior learning from previous training <b>must not</b> be assumed, and therefore all learning outcomes, assessment criteria and the entire content <b>must</b> be covered within the delivery of the training for this qualification.</p> <p>Skills and Education Group 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.</p>  |
| <b>A6003-02 Level 2 Award in MOT Testing (Classes 4 and 7) (GLH-29)</b><br><br><b>A6004-02 Level 2 Award in MOT Testing (Classes 1 and 2) (GLH-24)</b>  | <p>Before attending an MOT Testers course an applicant needs to be sure that they meet the DVSA requirements and has to satisfy the course provider that they meet the following eligibility criteria:</p> <ol style="list-style-type: none"> <li>a. have a current full UK driving licence for a vehicle class within the test group they wish to test, subject to paragraph E2.5 and E2.6; of the MOT Testers Guide</li> <li>b. be a skilled mechanic that has at least four years full time employment, permitted by law, in the service and repair of the vehicle types to be tested</li> <li>c. have no convictions, as defined in Appendix 7 of the MOT Testers Guide, Convictions and Repute</li> <li>d. be otherwise 'of good repute', as defined in Appendix 7 of the MOT Testers Guide Convictions and Repute.</li> </ol> <p>For a list of accepted qualifications and accreditations, visit: <a href="https://www.gov.uk/become-an-mot-tester/eligibility">https://www.gov.uk/become-an-mot-tester/eligibility</a></p> |
| <ul style="list-style-type: none"> <li>• It is the responsibility of the training provider to verify the identity of the individual, the driving licence and qualification certificates (originals to be presented not copies)</li> <li>• Certificates and driving licences must be hard copy originals</li> <li>• eCertificates can be used - Name as appears on the certificate, authentication code and or access code details are required to be retained for authentication. A screen shot and print out must be retained</li> <li>• Conviction status and employment records are required to be recorded on the DVSA Tester Eligibility form</li> <li>• Reasonable checks must be made on the details recorded on the DVSA Tester Eligibility form by the training provider and signed accordingly</li> </ul> |   |