

Driver and Vehicle Standards Agency (DVSA)  
MOT Qualifications Assessment Strategy for  
Vocationally Related Qualifications (VRQ)

## 1. Introduction, background, and scope

This document sets out Driving Vehicle Standards Agency (DVSA) requirements for its approved Awarding Organisations (AOs) to implement the robust assessment and quality assurance of MOT Vocationally Related Qualifications for MOT Testers of classes 1 and 2 vehicles and classes 4 and 7 vehicles and MOT Manager Qualifications.

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 MOT qualification and assessment strategy must satisfy current legislative requirements and must be used for the delivery, assessment and quality assurance of: **Level 2 Award in MOT Testing** and **Level 3 Award in MOT Test Centre Management**.

The current MOT Testing Guide, Inspection Manuals and Special Notices and associated documentation can be located on Gov.uk and are the central reference documents.

## 2. Aims of the assessment strategy

The purpose of the Assessment Strategy is for DVSA and its approved AOs to work in partnership to:

- put in a place a robust assessment system that will instil industry confidence in the MOT qualifications.
- maximise the quality assurance arrangements for the units and qualifications and maintain standardisation across the assessment practice.
- assure employers and learners that the units and qualifications are based on the National Occupational Standards (NOS) and
- promote continuous professional development amongst trainers, assessors, and verifiers.

The content of the strategy has been reviewed in close consultation with DVSA's approved AOs. Any AO wishing to offer the qualifications must agree to offer the qualifications in coherence with the principles in this assessment strategy, and that the assessment strategy will be reviewed along with the qualifications content and National Occupational Standards to ensure that they continue to meet the needs of the DVSA and the sector.

DVSA approved AOs will be entitled to use a discrete DVSA logo on the certificates that they award. This logo may not be used for any other purpose than to validate certificates issued by DVSA approved AOs.

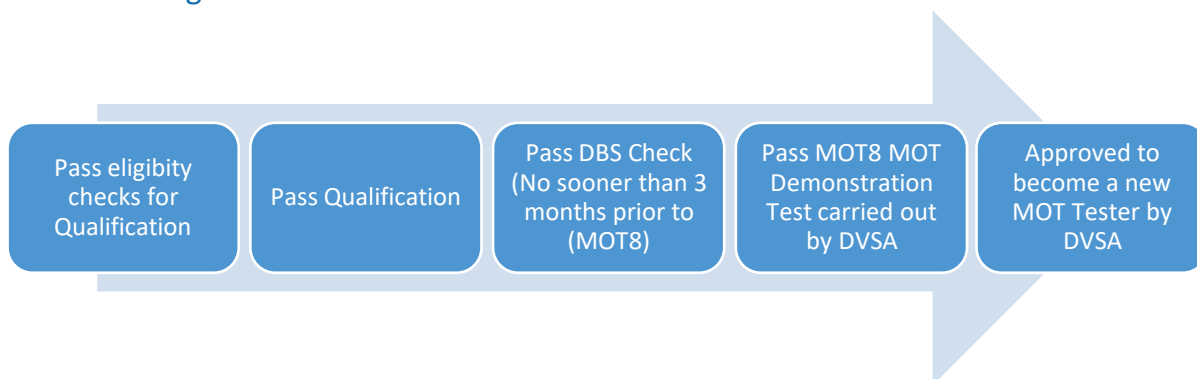
The DVSA corporate logo has legal protection because it incorporates the Royal Coat of Arms, the misuse of which can be a criminal offence. Guidance on the use of other DVSA logos can be sought by emailing; [crowncopyright@dsa.gsi.gov.uk](mailto:crowncopyright@dsa.gsi.gov.uk)

Level 2 and Level 3 certificates **must** display the AO and Training Provider (TP) names

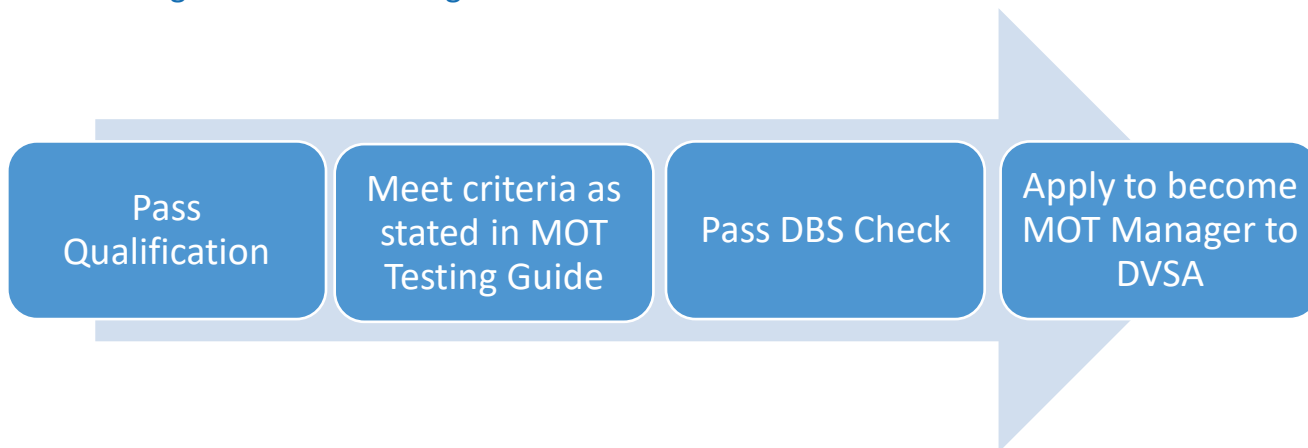
A separate document shows the AO MOT Auditing Strategy (under development)

### 3. Routes into MOT Testing and MOT Management

#### 3.1 Becoming a new MOT Tester



#### 3.2 Becoming a new MOT Manager



A qualified MOT Manager is eligible to become an Authorised Examiner (AE)/Authorised Examiner Designated Manager (AEDM) without any further competence assessment by DVSA as long as they meet all other requirements including those relating to Convictions and repute as detailed in Appendix 7 of the MOT Testing Guide. Please note that a basic Disclosure and Barring (DBS) certificate is mandatory for each person proposed to be involved within the Authorisation which also includes all company directors, partners, or sole traders and the AEDM. Information on VT01 <https://www.gov.uk/government/publications/application-for-mot-authorisation-vt01>

### 4 Eligibility Requirements

It will be the responsibility of the TP to verify the identity of the individual, a driving licence or passport are acceptable forms of photographic identification.

A current full driving licence for a vehicle class within the test group they wish to test is a requirement for becoming a MOT tester. Photographic identification is required for those attending level 2 and 3 courses, driving licences are acceptable (if you do not have a photocard licence you also need to take photo ID, such as your passport). The photographic identification and any certificates must be originals and not copies.

Electronic Certificates can be used. The name as appears on the certificate, authentication code or access code details are required to be retained for authentication. A screen shot and printout must be retained by the TP. Testers must be in possession of the required qualification or accreditation

prior to attending the level 2 training even if the eligibility certificate was gained from the same training provider that is delivering the MOT level 2 qualification

Conviction status and employment records are required to be recorded on the DVSA Tester Eligibility form.

Reasonable checks must be made on the details recorded on the DVSA Tester Eligibility form by the TP and signed accordingly.

DVSA has the right to refuse the progression of the learner if it is subsequently found that the individual does not comply with the above. The AO may take regulatory action against the training provider.

All evidence must be kept in line with the AOs requirements.

MOT testers will need to provide a basic disclosure certificate (also known as a DBS check) before they can carry out a demonstration test.

This will apply to:

- newly qualified MOT testers
- suspended MOT testers (2 or 5 years) who want to return to testing
- MOT testers who have not carried out an MOT test in the last 5 years
- Existing testers who add an additional test group

The disclosure check must be dated within 3 months of your DVSA demonstration test. For example, a certificate dated 21 February 2022 would not be acceptable for a demonstration test booked for 30 May 2022.

#### 4.1 Classes 1&2

Those who wish to undertake the Level 2 Award in Mot Testing (Classes 1 and 2) must:

- have a current and full UK driving licence for a vehicle class within the test group to be tested.
- be a skilled technician with at least 4 years' full-time employment, permitted by law, in the service and repair of the vehicle types to be tested.
- have no unspent convictions for criminal offences as described in Appendix 7 of the MOT Testing Guide.
- not be currently suspended or disqualified from MOT testing and
- be of good repute as described in [Appendix 7 of the MOT Testing Guide](#)

#### 4.2 Class 4 & 7

Those who wish to undertake the Level 2 Award in Mot Testing (Classes 4 and 7) must:

- have a current and full UK driving licence for a vehicle class within the test group to be tested.
- be a skilled technician with at least 4 years' full-time employment, permitted by law, in the service and repair of the vehicle types to be tested.
- have an appropriate qualification. For details relating to this please see; <https://www.gov.uk/become-an-mot-tester/qualifications>
- have no unspent convictions for criminal offences as described in Appendix 7 of the MOT Testing Guide.
- not be currently suspended or disqualified from MOT testing and
- be of good repute as described in [Appendix 7 of the MOT Testing Guide](#)

### 4.3 Class 3 & 5

For MOT Testers that are qualified for Classes 4 and 7, additional training and recognition to cover classes 3 and 5 is available.

A DVSA observed test (MOT8) will be required for each of these additional classes once a certificate of training recognition has been issued for each class.

### 4.4 MOT Manager

There are no eligibility requirements for those who wish to undertake the Level 3 Award in MOT Test Centre Management, however if they wish to take on the role as Authorised Examiner Dedicated Manager (AEDM) or Authorised Examiner Principal (AEP) they must be:

- free of conviction and
- be of good repute as described in [Appendix 7 of the MOT Testing Guide](#)

Reasonable checks must be made on the details recorded on the DVSA Manager Training form by the TP and signed accordingly.

The DVSA Manager Training form must be retained in line with the AO's requirements.

## 5 Training / Delivery and Assessment Requirements:

### 5.1 Prior Learning

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 the qualifications.

### 5.2 Training and delivery material approval

Prior to delivery, the AOs must approve TP (for all qualifications they hold approval for):

- Scheme of Work (SOW)
- Session plans
- Training materials
- Trainers and assessors
- Training and assessment environment

### 5.3 Assessment method approval

A robust set of assessment requirements are required to ensure the validity, reliability and authenticity of the evidence produced and of the assessment decisions made. It will also ensure comparability in the offer across different AOs to ensure that there is a consistent standard that best represents the sector.

Annexes A and B show the structures of the qualifications outlined within this assessment strategy.

AOs will ensure that quality assurance of the assessments is in place, both internally and externally in line with Ofqual's General Conditions of Recognition, systems and procedures.

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.

Qualifications	Training and delivery requirements	Assessment requirements
Level 2 Award in MOT Testing (Classes 1 and 2)	<p>Training must be delivered in person and be no less than 16 hours</p> <p>Minimum of 4 hours must be practical training within a workshop environment with appropriate equipment meeting the DVSA requirements.</p>	<p>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 DVSA. This must include the 'MOT computer testing service system' part of the demo test.</p>
Level 2 Award in MOT Testing (Classes 4 and 7)	<p>Training must be delivered in person and be no less than 29 hours</p> <p>Minimum of 8 hours must be practical training within a workshop environment with appropriate equipment meeting the DVSA requirements.</p>	<p>Knowledge elements must also be assessed through an externally set and externally marked assessment</p> <p>Additional oral questioning including assessment of component wear and ethics will also be carried out by the assessor as part of the practical observation.</p> <p>As learners will need to access DVSA material during their normal testing activities, scribes or readers will be allowed during the invigilated qualification assessment</p> <p>For the practical assessment, the following must apply:</p> <ul style="list-style-type: none"> <li>• The assessor can play the role of the Vehicle Presenter during assessment</li> <li>• The assessor to learner ratio must be 1:1</li> <li>• The assistant and vehicle presenter must not be a learner on the same qualification who is yet to complete the practical assessment</li> <li>• Other learners must not be present when practical assessments are taking place.</li> </ul>
Level 3 Award in MOT Test Centre Management	<p>Training must be delivered in person and be no less than 16 hours</p>	<p>Knowledge elements must also be assessed through an externally set and externally marked assessment</p> <p>As learners will need to access DVSA material during their normal testing activities, scribes or readers will be allowed during the invigilated qualification assessment</p>

## 5.4 Simulation for all qualifications

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-world scenario as possible.

Assessors must use the DVSA 'MOT8' documentation or equivalent. This ensures that the assessment mirrors the final observation which DVSA will conduct, prior to authorising individuals to carry out MOT tests.

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.

Where TPs wish to offer the facility to complete the DVSA observed inspection (MOT8) at the training venue, AOs will complete a site visit to ensure that the facilities are suitable for the purpose. This request should then be made via the AOs to DVSA using the request document that AOs hold to; [MOT@dvs.gov.uk](mailto:MOT@dvs.gov.uk).

**Note:** If the centre is already an active Vehicle Testing Station, the site will not need inspecting but the application process to DVSA must still be completed and a new Training Centre number will be issued, which the candidate must use when requesting a MOT8.

Minimum training equipment requirements are listed in Annex C.

Please note any TP who no longer wishes to deliver MOT Training or have demonstration tests carried out at their facilities should notify DVSA promptly at [MOT@dvs.gov.uk](mailto:MOT@dvs.gov.uk). If the TP has had its MOT Training Centre Recognition removed, please notify DVSA promptly at [MOT@dvs.gov.uk](mailto:MOT@dvs.gov.uk). This information will be shared by the DVSA to the AOs.

## 6 Requirements for Trainers, Assessors and Quality Assurers

### 6.1 Requirements for existing Trainers and Assessors

Qualification / Requirements	Hold sufficient knowledge, skills and experience in the subject matter	Hold the qualification they are delivering / assessing or previously been a tester	Pass a DVSA MOT8 (Applies from 01/10/2022)	Complete current years' MOT annual assessment each year	Complete and record current year's MOT annual training
Level 2 Award in MOT Testing (Classes 1 and 2)	Trainer & Assessor	Trainer & Assessor	Trainer only	Trainer & Assessor	Trainer & Assessor
Level 2 Award in MOT Testing (Classes 4 and 7)	Trainer & Assessor	Trainer & Assessor	Trainer only	Trainer & Assessor	Trainer & Assessor

Qualification / Requirements	Hold sufficient knowledge, skills and experience in the subject matter	Hold the qualification they are delivering / assessing or previously attended DVSA/VOSA manager training
Level 3 Award in MOT Test Centre Management	Trainer	Trainer *Forwarded to DVSA using the form at appendix D

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



Existing MOT Tester trainers/assessors will be required to complete and pass the current year's annual assessment and every year thereafter. Failure to pass the annual assessment will result in the suspension of the trainer being able to deliver MOT Level 2 courses until the current year's annual assessment has been passed. This ideally should be completed within 1 month of the new annual training year but must be completed within 3 months of the start of the training year. Trainers/assessors are required to provide evidence of completion of their annual assessment to the AO they are accredited to. The trainers/assessors will have to submit their user id and a screen shot of their annual assessment page on the MOT Testing Service, by the 1<sup>st</sup> of July.

All trainers / assessors must create a personal account within the MOT testing service. It is the assessors' responsibility to ensure details have been recorded against their MTS account.

All trainers and assessors MOT testing service user id's to be retained by AO's and forwarded to DVSA [MOT@dvs.gov.uk](mailto:MOT@dvs.gov.uk) using the proforma in **Annex D**. If trainers or assessor decide to move training venues or leave, an amended proforma should be forwarded to DVSA [MOT@dvs.gov.uk](mailto:MOT@dvs.gov.uk).

## 6.2 Requirements for new Trainers and Assessors

AOs must check that new Trainer and Assessors:

- have attended training recognised by the AOs and gained the qualification which they are assessing.
- demonstrate 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.

All new MOT Tester trainers must complete and pass the current year's annual assessment and CPD/annual training prior to gaining approval from an AO, which will be evidenced by the AOs confirming receipt of a recognised certificate. Failure to pass the annual assessment or provide evidence will result in the trainer not being approved.

New trainers will be observed by AO's prior to being approved to deliver training

New trainers and assessors need to provide a basic disclosure certificate (also known as a DBS check) to the AO. The disclosure check must be dated within 3 months of the application to the AO for approval to become a trainer or assessor.

Returning trainers (those who have not delivered a MOT training course for a period of 2 years) will be deemed to be "new trainers"

## 6.3 Internal Quality Assurers (IQA) Requirements

Internal quality assurance of VRQs shall be the responsibility of AOs approved industry competent 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 qualifications that they are internally quality assuring.

IQAs will be responsible for, and accountable for consistency, quality and reliability of evidence and assessors.

It will be the responsibility of the approved centre to select and appoint IQAs.

To be an approved IQA, the person must: -

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

Approval of IQAs can be **removed**. IQAs **cannot** verify the qualifications if they are not approved by or have had their approval removed by the AOs.

## 6.4 Additional information for MOT Testers

The requirement for MOT Testers to undertake CPD/annual training is mandatory (minimum of 15 hours over a rolling 5-year period with a minimum of 3 hours being completed each year and will be required to maintain records of their learning and updating along with evidence of successful completion of the annual assessment.

The annual assessment **must** be carried out solely by the tester. The CPD/annual training can continue to be carried out individually, in groups or more formally as a training event. MOT Testers must produce a log of this training and an example template for recording this can be found [here](#).

All MOT Tester annual assessment results will be fed into the MOT Testing Service via the AO's API. Testers whose assessment pass results that have not been uploaded prior to the end of the training year will be suspended, regardless of the date of completion. The MOT Tester must ensure that they record their Date of Birth (DOB) and user id correctly otherwise their results will not be recorded against their MTS account, and this could result in suspension from testing.

Recording of all annual assessment attempts is mandatory to allow for further development of the annual assessment and monitoring of standards.

## 7 External Quality Control of Assessment

### 7.1 External Quality Assessor (EQA) Requirements

AOs will be responsible for the selection and appointment of EQAs.

To be an approved EQA or moderator the person must:

- hold or be working towards an appropriate qualification as specified by the AOs, confirming their competence to externally verify VRQ assessments. This will include, but not be limited to:
  - Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice
  - Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
  - SVQ Unit L&D12 Externally monitor and maintain the quality of workplace assessment (SCQF Level 9)
  - PDA in External verification of workplace assessment at SCQF Level 9

- EQA's working towards a relevant qualification must achieve their qualification within 12 months. It is a requirement that EQAs working towards this qualification must have their assessment decisions confirmed by a qualified EQA.
- have experience of working within the Automotive Industry gained through current or prior employment in order to have an up-to-date technical awareness relevant to the qualification they are seeking to externally verify
- have a sound and in-depth knowledge of the qualification requirements

## 8 External Quality Control

### 8.1 AOs (AO) requirements

It is expected that the awarding of qualifications will be underpinned by quality assurance appropriate to the delivery. At a minimum this should reflect the principles outlined below.

- External quality control of assessment is the responsibility of the AOs. They must ensure that common approaches are employed and that consistent, high standards are achieved. If repeated shortcomings are identified by the AOs, then an appropriate sanction should be applied including suspension of the delivery of training by this provider. In that instance the other AO's should be made aware of the action to prevent the TP switching AO's.
- EQAs will be required to implement rigorous risk management strategies consistently across all centres for which they are responsible, and in line with Ofqual approved systems and processes.
- AOs must adopt a risk rating and risk management system for centres offering VRQs.

Such systems will identify:

- Assessment/Quality assurance risk – are factors apparent in the relationship between learner, assessors and quality assurers that might prejudice a fair and consistent assessment process.

Where risks or potential risks are identified, DVSA expects that the AOs, via the EQA, takes appropriate action to ensure that the credibility of the assessment process is not prejudiced.

AOs will be responsible for and accountable for the quality of the qualifications delivered and assessed by their approved assessment centres.

## 9 Review Process (Qualifications & Process)

All DVSA approved AOs will attend regular meetings to discuss the performance of the qualifications and assessments with the DVSA, to be held twice per year. AOs will share with the DVSA information that relates to the performance of the qualifications including registrations, certification, and pass/fail rates (this sensitive information will not be shared without first being anonymised).

It is imperative that the National Occupational Standards (NOS) and the qualifications remain quality products, consistent across AOs and up to date with the changing industry requirements.

## 10 Complaint's procedure service Level of agreement

When a complaint is raised by DVSA a response of receipt of the complaint would be expected to be received within 5 working days. An investigation will be carried out and a report/summary made to DVSA within a 20-working day period. If the initial investigation identifies further concerns and further investigation is required, we expect that further updates are forwarded to DVSA on a 2-weekly period. Failure to provide information in a timely manner would mean that DVSA may not carry out MOT8 assessments or recognise the Level 3 Award in Test Centre Management from learners from this provider.

## 11 Candidate fails a DVSA demo test.

If a candidate fails, the demonstration test they cannot reapply for a demonstration test for at least 10 working days to allow them time for further training and practice. If they fail for a second time, they cannot apply for a further assessment for 6 months. At this stage they are required to successfully complete the current year's annual training and pass the annual assessment prior to arranging their demo test.

Any further failures would repeat the 6-month cycle. Should this cycle exceed 5 years they will need to re-attend the full training program for the relevant qualification.

Should a candidate have any issues or concerns with the training they have received, the candidate must be directed to contact their TP directly.

If a candidate has been unsuccessful on their second attempt at the demonstration test, the Vehicle Examiner will note the TP and AOs details recorded from the Level 2 certificate, on the event notes and the candidate's user ID and dates of the failed demo tests will be forwarded to MOT Policy.

When MOT Policy is in receipt of 3 notifications of candidates failing the demo test for a second time from a particular TP within a calendar month period MOT Policy ([MOT@dvsa.gov.uk](mailto:MOT@dvsa.gov.uk)) will contact the appropriate AOs. The initial action from the AOs will be to contact the TP, detailing the concerns and warning of the further actions of repeated demo test failures.

If after 3-month period three further demo test failures (second attempts) have been identified from a particular TP, the Vehicle Examiner will send details to MOT Policy ([MOT@dvsa.gov.uk](mailto:MOT@dvsa.gov.uk)) who will then contact the relevant AOs.

The AOs will prevent any further candidates registering for training with this provider and will inform the other AOs that an investigation is ongoing, preventing the TP switching AOs at this time.

DVSA will decline any requests for demo tests from candidates from that TP or accept any Level 3 Award in MOT Test Centre Management certificates until the AOs has carried out an investigation and reached a satisfactory outcome.

Candidates who have been declined requests during this period should practice/consider additional training or mentoring as appropriate.

Where significant failings have been identified during an initial demonstration test further investigation will be considered by DVSA and the AO.

## 12 Requirements for Training Providers (TPs)

TPs are required to record information on DVSA produced forms listed in Annex E. These forms are headed with a DVSA Logo.

These documents are to be retained as per the requirements of the AO's and are to be made available to DVSA staff on production of a warrant card or by email request to an email address ending in @DVSA.gov.uk. Failure to provide these documents may result in any MOT Level 2 or Level 3 certificate issued by that TP not being accepted by DVSA

New TPs and new trainers are required to have observations prior to approval to deliver MOT Training courses. The observation can be to a mock class or other trainers at the site and can also be used to quality assure the training material used. The observation can be of the entire training course or modules within the course (minimum of 1 day) as the AO deems appropriate.

Any TP who obstructs or threatens any representative from DVSA or the AOs (in line with any policy held by that AO) will not have any MOT Level 2 or Level 3 certification accepted by DVSA.

Any formal or repeated actions taken by the AOs will also result in any MOT Level 2 or Level 3 certification issued by that TP not being accepted by DVSA.

Non completion of the MOT annual assessment by any MOT tester trainer from a TP (as per 6.1 of this document) will result in any MOT Level 2 or Level 3 certification issued by that TP not being accepted by DVSA.

TPs and Trainers that have been subject to cessation from the MOT scheme will be considered unsuitable to be involved in the delivery of MOT Training courses.

Trainers /Assessors must notify the AOs of any cessation action, failure to do so would result in indefinite suspension from training delivery

TPs must submit details of all learners and location of any demonstration tests (if different from training site location for Level 2 MOT qualification) at least 5 days prior to the commencement of the training course. Failure to provide this notice would result in no certification being issued and suspension of approval. In exceptional circumstances late registrations may be added if agreed with AO. A record of late registrations must be retained by the AO.

TPs must ensure that the delivery and assessment of the follow qualifications meets the minimum requirements as stated:

Qualification	Delivery	Practical Assessment
Level 2 Award in MOT Testing (Classes 1 and 2)	Training must be delivered in person and be no less than 16 hours  Minimum of 4 hours must be practical training.	Ratio 1:1 (Assessor to Learner)  Must be completed in addition to the minimum GLH training
Level 2 Award in MOT Testing (Classes 4 and 7)	Training must be delivered in person and be no less than 29 hours  Minimum of 8 hours must be practical training.	Ratio 1:1 (Assessor to Learner)  Must be completed in addition to the minimum GLH training.
Level 3 Award in MOT Test Centre Management	Training must be delivered in person and be no less than 16 hours	N/A

## Annex A

Each qualification consists of 5 mandatory units. The 4 units below must be completed by all MOT Testers. In addition, learners must also complete the MOTT05 unit relevant to the class of vehicle they will be testing (either MOTT05 or MOTT05MC)

Unit Ref	Unit Title
MOTT01	Safe working practices in the vehicle test centre
MOTT02	Working relationships within the vehicle test centre
MOTT03	Manage own professional development as an MOT Tester
MOTT04	Carry out pre-test checks for a statutory periodic roadworthiness test

Learners undertaking the Award in MOT Testing (classes 4 and 7) must also achieve the unit below:

Unit Ref	Unit Title
MOTT05	Carry out a statutory periodic roadworthiness test

Learners undertaking the Award in MOT Testing (classes 1 and 2) must also achieve the unit below:

Unit Ref	Unit Title
MOTT05MC	Carry out a statutory periodic roadworthiness test (Motorcycle)

## Annex B

All the units below are mandatory and undertaken by all types of MOT Manager

Unit Ref	Unit Title and ID Number
MOTM01	Understand how to manage the legislative and compliance requirements of a Vehicle Test Centre
MOTM02	Know how to deal with customer service problems within a test centre
MOTM03	Understand how to develop and supervise staff within a test centre
MOTM04	Understand Test centre quality systems and quality audits

For those providers who wish to deliver MOT Manager training only, the Awarding Organisation should pass the following details to DVSA.

Information required:

- Training Provider Name:
- Address: Where training is to be delivered and/or correspondence address
- Town or City:
- Postcode:
- Country:
- Email:
- Confirm Email:
- Telephone No:
- Contact name

Having been supplied with the above information, DVSA will record the information on Gov.uk

## Annex C

### Minimum equipment list for delivery of Light Vehicle/Motorcycle MOT training

- Suitable Vehicle Ramp with Turning Plates & Jacking Beam **or**: -
  - Vehicle Pit with Turning Plates & 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)
- Selection of levers
- 13 Pin trailer socket tester
- Gas leak detector (Optional – only required for gas vehicles)
- Suitable wheel chocks

(If Class three vehicles are being tested, A suitable method of supporting the ‘single wheel’ of any three wheeled vehicle on a firm surface with a captive bearing based turning plate. A SWL of at least 500kg must be clearly marked on the support)

### Motorcycle specific equipment

- 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 or connected equipment at present.*



## AO requirements

For those providers who wish to facilitate DVSA Demonstration tests at their facilities, the AOs should pass the following details to DVSA.

Information required:

- Site Name:
- Address:
- Town or City:
- Postcode:
- Country:
- Email:
- Confirm Email:
- Telephone No:
- How many two-person test lanes does the site have:
- How many one-person test lanes does the site have:
- Test Classes being assessed: 1,2,3,4,5,7 (specify as required)

Having been supplied with the above information, DVSA will create a site on the MTS and forward the Training Centre site number onto the AO contact, copied to the training centre.

This number should then be provided to the candidate for use during their request for a demo test on the MTS

## Annex D

Name of Trainer/Assessor	MOT User ID	Training site	Training Group		
			A	B	Manager

## Annex E



Manager Course

Declaration form v0.F.



Training Course

Declaration ver002.dc



Tester Eligibility form

v0.g1.docx

## Annex F Reasonable Adjustments

Reasonable adjustments are changes made to assessment conditions or formats to minimise the impact of any barriers or difficulties that place learners at a disadvantage. These adjustments ensure that learners are not unfairly hindered and can demonstrate their abilities fairly.

Awarding Organisations are required to permit reasonable adjustments in line with Ofqual General Condition G6. These adjustments must be reasonable; for example, a Centre cannot be required to make an adjustment that would be unreasonably expensive or difficult to provide.

Learners are strongly encouraged to discuss any reasonable adjustments they may need with their Centre before attending the course. Centres should work with learners to determine what adjustments are necessary.

Each Awarding Organisation will publish their requirements regarding reasonable adjustments, including how Centres can apply for them and the timeframes within which requests must be made.

For the multiple-choice examination (covering both MOT Manager and MOT Tester qualifications), the following reasonable adjustments are permitted:

- The use of a reader and/or scribe.
- Extra time – as allowed with the Annual Assessment, learners may receive up to 25% additional time.
- The use of a pen reader. Such pen readers must not translate questions into another language, nor have the ability to memorise or record the text that has been read. Awarding Organisations may maintain a list of acceptable e-reader pens. The 'C-Pen Exam Reader 2' is an example of an e-reader pen that meets these criteria.
- Training providers to ensure that an appropriate pen reader is used prior to any assessment
- If the learners pen reader is not acceptable or fails prior the assessment the learner should be allowed to take the assessment at a mutually convenient time and date to the learner and training provider
- If a reader and/or scribe is used, then the learner should take their assessment separately from the rest of the class

The above reasonable adjustments must be requested by the Centre in accordance with each Awarding Organisation's published policy.

Some reasonable adjustments may also be made for the 'Oral Question and Answering' assessment for the MOT Tester qualifications, in line with Awarding Organisation policies. While it is expected that MOT Testers can communicate in English, BSL (British Sign Language) may be used as an alternative where a Centre is able to facilitate this. As with the multiple-choice examination, the use of any translation tool is not permitted.

Some reasonable adjustments are allowed for the simulated observation of an MOT Test, for example if the learner wishes to refer to the appropriate tester's manual or MOT Testing Guide during the test, this is acceptable to assess the learners' occupational competence as an MOT Tester.