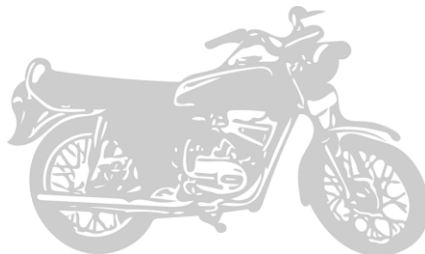




Skills and Education Group Awards Level 2 Award in MOT Testing. Group A – (Classes 1 & 2)

Qualification Guidance

Group A (Classes 1 and 2) - 610/0571/X



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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.

About Us

At the Skills and Education Group Awards 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.

Skills and Education Group Awards have 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://ors.skillsandeducationgroup.co.uk/>

Sources of Additional Information

The Skills and Education Group Awards website <http://www.skillsandeducationgroupawards.co.uk> provides access to a wide variety of information.

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For Skills and Education Awards Use Only			
Issue	Date	Details of change	Section/page
1.0	03/03/2022	Original document	n/a
1.1	05/07/2022	Addition of OTL requirement	12
1.2	22/03/2023	Updates due to amendments to MOT Testing Guide	10

This guide should be read in conjunction with the Indicative Content document **version 1.0** which is available on our secure website using the link above.

This qualification guide must be read in conjunction with the latest MOT Assessment Strategy which can be found in the 'Related downloads' section on the qualification webpage.

Introduction

The Skills and education Group Awards Level 2 Award in MOT Testing has been developed in collaboration with the Driver and Vehicle Standards Agency (DVSA).

This qualification is 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 Skills and Education Group Awards Level 2 Award in MOT Testing qualification is a lifetime qualification, which means that it 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 and Assessment Requirements each year and the DVSA can withdraw tester status if conditions are not met.

The Skills and Education Group Awards Level 2 Award in MOT Testing is a regulated qualification.

Aims

The Skills and Education Group Awards Level 2 Award in MOT Testing aims to:

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

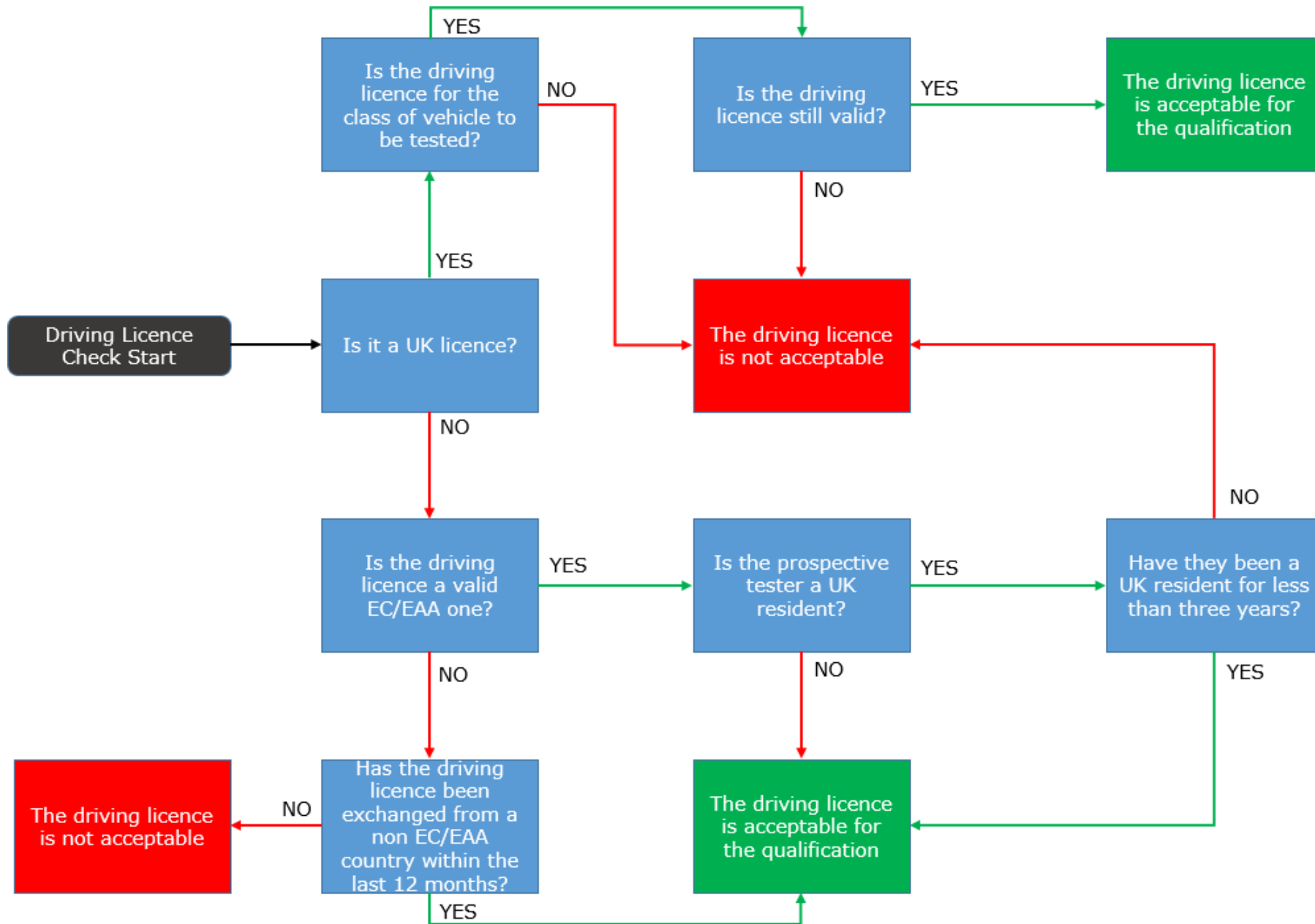
Target Group

These qualifications are designed for those learners who want to become MOT Testers for motorcycles and motorcycle/side car combinations. These learners will already hold a current and full driving licence for the class of vehicle to be tested, be a skilled technician with a minimum of 4 years' full time experience and meet all the prerequisites as stated below.

Prerequisites

Learners must meet the following criteria to be eligible to undertake the MOT Tester qualification:

- Before attending an MOT Testers course an applicant needs to be sure that they meet the DVSA requirement and must satisfy the course provider that they meet the following eligibility criteria.
- 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 Testing Guide.
- 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.
- have no convictions, as defined in Appendix 7 Convictions and Repute, of the MOT Testing Guide
- be otherwise 'of good repute', as defined in Appendix 7 Convictions and Repute, of the MOT Testing Guide. It will be the responsibility of the training provider to verify the identity of the individual, the driving licence and qualification certificates. The following page includes a flow chart to ensure the suitability of the driving licence.



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.

- Skills and Education Group Awards expect approved centres to recruit with integrity based on a learner's ability to contribute to and successfully complete all the requirements of the full qualification. All courses/candidates must be registered with Skills and Education Group Awards no less than 5 days prior to the start of the course.

Content Overview

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

The Award in MOT Testing qualifications contain mandatory units only and are designed to provide generic units for all Testers, generic Pre Test units and a unit covering the MOT test that is specific for Classes 1 & 2.

Units within the qualification cover:

- Safe working practices in the vehicle test centre
- Working relationships within the vehicle 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 (Motorcycle)

Learning will be no less than 16 hours which must include a minimum of 4 hours of practical training.

Assessment will be through:

- A Skills and Education Group Awards set on-line, multiple choice exam with a pass mark of 80%. This exam is invigilated. As learners will need to access DVSA material during their normal testing activities, scribes or readers will be allowed during the invigilated qualification assessment
- direct observation of an entire simulated, uninterrupted MOT Test (with use of an assistant).

Qualification Structure and Rules of Combination

Level 2 Award in MOT Testing (Classes 1 and 2) – learners must complete all 5 units

Unit	Unit Number	Level	GL
Mandatory Units			
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 Group A (Classes 1 and 2)	L/650/0920	2	2
Carry out a Statutory Periodic Roadworthiness Tests Group A (Classes 1 and 2)	M/650/0921	2	8

Assessment

Overview

The assessment comprises:

- A Skills and Education Group Awards, on-line, multiple choice exam with a pass mark of 80%. This exam is invigilated.
- 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 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.

Unit	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
MOTT04MC: Carry Out Pre-test Checks for a statutory periodic Roadworthiness Test	6
MOTT05MC: 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 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
 - 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 answers. The assessment of learner's ability to source information in the DVSA published literature should not be diminished.

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. Example questions are available from ORS for assessors to download and use.

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 Skills and Education Group 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 a Skills and Education Group 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 Skills and Education Group Awards ORS system.

Once the Practical Observation forms have been completed, they will need to be internally quality assured and then emailed to MOT@skillsedugroup.co.uk. The initial result should also be input to ORS. These will then be externally quality assured by Skills and Education Group 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 (MTS) 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 learner's successful completion of an Award in MOT Testing, they must email Skills and Education Group Awards (MOT@skillsedugroup.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
- which test classes will be assessed: 1,2,3,4,5,7 (specify as required).

Having been supplied with the above information, Skills and Education Group 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 Skills and Education Group 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.

Practice Assessment Material

Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

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

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 (VT8). If 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 (at least 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 MOT 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:

- IT equipment
- Test environment that meets the requirements
- Invigilators.

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

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

Trainer/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 Skills and Education Group Awards.

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

They must have completed MOT relevant training and gained the qualification which they are delivering. Those that received DVSA delivered training, provided for Training Providers, are now required to complete the relevant Level 2 MOT Qualification by 1st of April 2022.

All MOT Trainers must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA).

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

Existing MOT 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 and 3 courses until the current year's annual assessment has been passed. This ideally should be completed within 3 months of the new annual training year.

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

For all MOT trainers and assessors, MOT testing service user id's to be supplied to the Awarding Organisations who will then forward these details to the DVSA. Additionally, Awarding Organisations must check that assessors:

- have attended training recognised by the Awarding Organisation 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.

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 will be the responsibility of the Approved Centre to select and appoint assessors.

It will be the responsibility of the Awarding Organisation to approve the selected assessors in line with their policies.

For unit 5 MOTT05MC of the Award in MOT Testing qualifications:

- Assessors must have attended relevant MOT training recognised by the Awarding Organisation and gained the qualification which they are assessing.

All Assessors for MOT Tester Training must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA) and are required to successfully complete the MOT annual assessment. All new assessors must complete and pass the current year's annual assessment and CPD/annual training prior to gaining approval from an Awarding Organisation and this will be evidenced by the Awarding Organisation confirming receipt of a recognised certificate. Failure to pass the annual assessment or provide evidence will result in the assessor not being approved. Existing assessors will be required to complete and pass the current year's annual assessment and CPD/annual training and every year thereafter. Failure to pass the annual assessment will result in the suspension of the assessor until the current year's annual assessment has been passed. This ideally should be completed within 3 months of the new annual training year.

All 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.

For all MOT trainers and assessors, MOT testing service user id's to be supplied to the Awarding Organisation's who will then forward these details to the DVSA.

All MOT trainers and assessors will be subject to an observation of teaching and learning carried out by the Awarding Organisation before they can be approved to deliver training.

Additionally, Awarding Organisations will check that assessors:

- have attended training recognised by the Awarding Organisation 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;
- can 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 Skills and Education Group 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 Skills and Education Group Awards

Approval of IQAs can be removed.

Language

These specifications and associated assessment materials are in English only. The MOT Testing Manual, MOT Testing Guide and other official DVSA published documents required during the delivery and assessment of these qualifications are also only available in English.

Note: Use of bi-lingual dictionaries is permitted during the assessment

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

Qualification

Level 2 Award in MOT Testing (Classes 1 and 2) – 610/057/X

Qualification Purpose	D2. Confirm the ability to meet a 'licence to practice' or other legal requirement.							
Age Range	Pre 16		16-18		18+		19+	✓
Regulation	The above qualifications are regulated by Ofqual							
Assessment	Multiple choice question paper and practical observation.							
Type of Funding Available	See LARS (Learning Aims Reference Service)							
Qualification/Unit Fee	See Skills and Education Group Awards website for current fees and charges							
Grading	Pass							
Operational Start Date	01/04/2022							
Review Date	31/03/2027							
Operational End Date								
Certification End Date								
Guided Learning (GL)	16 hours							
Total Qualification Time (TQT)	19 hours							
Skills and Education Group Awards Sector	Motor Vehicle							
Ofqual SSA Sector	4.3 Transport Operations and maintenance							
Support from Trade Associations/Stakeholder Support	Driver and Vehicle Standards Agency (DVSA)							
Administering Office	See Skills and Education Group Awards website							

Unit Details

Safe Working Practices in the Vehicle Test Centre

Unit Reference	H/508/5322
Level	2
Guided Learning	2 hours
Unit Summary	This unit 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) <i>The learner will</i>	Assessment Criteria (1.1 to 3.5) <i>The learner can</i>
1. Understand the requirements relating to health, safety and good housekeeping in a vehicle test centre.	1.1 Identify the main legislative requirements relating to Health and Safety in the vehicle testing environment. 1.2 Identify the key hazards and risks relating to a vehicle testing environment.
2. Understand personal responsibilities within the vehicle test centre.	2.1 Explain the importance of own responsibility in maintaining the health and safety of yourself and others. 2.2 Explain the importance of personal, and workplace presentation.
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	

Working Relationships within the Vehicle Test Centre

Unit Reference	M/508/5324
Level	2
Guided Learning	2 hours
Unit Summary	This unit 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) <i>The learner will</i>	Assessment Criteria (1.1 to 3.2) <i>The learner can</i>
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 effectively with others within the vehicle test centre.	<p>3.1 Use effective methods of communication with others appropriate to the situation.</p> <p>3.2 Give accurate information relating to the vehicle testing activities.</p>
Mapping to National Occupational Standards IMICA03, IMICA08, INSCS020	

Manage own Professional Development as an MOT Tester

Unit Reference	K/508/5323
Level	2
Guided Learning	2 hours
Unit Summary	This unit 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) <i>The learner will</i>	Assessment Criteria (1.1 to 2.4) <i>The learner can</i>
1. Understand the official published requirements for Continuous Professional Development (CPD).	<p>1.1 Identify the official published requirements for ongoing CPD for vehicle testers.</p> <p>1.2 Explain the benefits of completing more CPD than the minimum requirement.</p> <p>1.3 Explain the implications of non-compliance with CPD requirements.</p>
2. Know how to manage their CPD requirements.	<p>2.1 Explain how to establish their own training needs.</p> <p>2.2 Explain the importance of discussing their own performance with others.</p> <p>2.3 Identify ways in which they can develop their knowledge of and competence in vehicle testing.</p> <p>2.4 Use a personal development plan, to identify their continued professional development.</p>
Mapping to National Occupational Standards COSVR712	

Carry out Pre-test Checks for a Statutory Periodic Roadworthiness Test Group A (Classes 1 and 2)

Unit Reference	L/650/0920
Level	2
Guided Learning	2 hours
Unit Summary	This unit 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) <i>The learner will</i>	Assessment Criteria (1.1 to 3.2) <i>The learner can</i>
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 required for vehicle testing.	3.1 Use IT systems to locate relevant information for vehicle testing. 3.2 Locate vehicle identification information.
Mapping to National Occupational Standards IMISPRT1	

Carry Out a Statutory Periodic Roadworthiness Test Group A (Classes 1 and 2)

Unit Reference	M/650/0921 (Classes 1 and 2)
Level	2
Guided Learning	8 hours
Unit Summary	This unit 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) <i>The learner will</i>	Assessment Criteria (1.1 to 6.3) <i>The learner can</i>
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>
2. Be able to work safely when carrying out vehicle test.	<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>

Mapping to National Occupational Standards
IMISPRT2

Minimum Equipment Requirements

Minimum equipment list for delivery of motorcycle MOT training

- 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.

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

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- **Exemption** - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.
 - Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.
 - It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
 - Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- **Credit Transfer** – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - Original certificates OR
 - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the External Moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from the Skills and Education Group Info Hub.

<https://skillsandeducationgroupawards.co.uk/>

Note: Recognition of Prior Learning (RPL), exemptions, credit transfers and equivalencies are not accepted for these qualifications unless formally agreed and documented by the Driver and Vehicle Standards Agency (DVSA).

Certification

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

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

Skills and Education Group Awards' policies and procedures are available on the Skills and Education Group Awards web site: <https://skillsandeducationgroupawards.co.uk/policies-and-procedures/>

Exemptions

There are no identified exemptions for these qualifications.

Glossary of Terms

GL (Guided Learning)

GL 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?’

GL 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 formative assessment
- The learner is being observed as part of a formative assessment.

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 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 (GL) 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
- Requesting guidance via email – will not guarantee an immediate response.