

## INTRODUCTION

All of the IMI's online systems are accessed via the IMI awarding organisation website ([www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding)). This website covers all aspects of operating as an IMI approved centre. It also has areas for candidates and general information that will be useful for prospective new centres and the general public.

The key area on the website is the 'Centres' area which is password protected. It contains access to:

- IMI Centres Hub, the IMI's online centre management system
- IMI online administration portal for candidate registration, amendments, viewing and certificate requests
- IMI online assessments
- specific documentation for each IMI qualification and other key documents such as this manual.

It is the responsibility of the Centre Coordinator to arrange access to this area for the appropriate centre personnel (i.e. request a PIN). A PIN will be created when a new 'user' is added to the centres profile on Centres Hub. The PIN will be generated immediately within Centres Hub. The user will receive an email with their log in to access Centres Hub. When they log into Centres Hub they will be able to see their PIN in the 'My Details' section.

Please be advised that PINs will no longer be generated for staff members. If you require a staff member to have access to the website and/or Centres Hub you will need to create them as a 'user'.

## ACCESSING IMI ONLINE


This may involve arranging for specific software to be downloaded on to individual of computers. It is advisable to involve the centre's IT department at an early stage to ensure that computers are set up before the use of the systems is required.

From the home page ([www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding)), approved personnel should 'sign in' at the top using their IMI PIN and password, then access the area they wish to go to from the purple text boxes (please see example image overleaf).


Centres must ensure that the 'auto save' function is disabled from all IT equipment utilised to access IMI systems, particularly IMI online assessments, to mitigate any risk of unauthorised personnel gaining access and misusing these.


*Note: Misuse of the online assessment system or failure to adhere to IMI awarding requirements will be regarded as malpractice (see section 1.10).*


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IMI Operating Manual

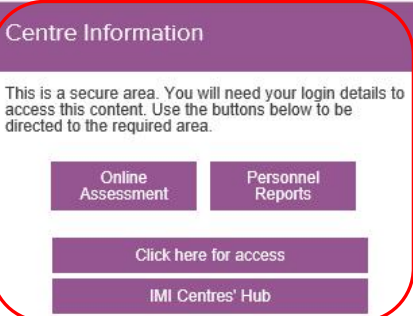

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This is a secure area. You will need your login details to access this content. Use the buttons below to be directed to the required area.

Online Assessment
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Click here for access

IMI Centres' Hub

## THE IMI CENTRES HUB

Centres Hub is the IMI's centre management system that enables both centres and the IMI to communicate in an effective manner, to create forms online, receive feedback and manage requests. Video instructions on how to use Centres Hub can be found on the IMI website and further details are contained in section 3.2 of this manual.

## REGISTRATION AND CERTIFICATION PORTAL

Centres must register and claim candidates using the IMI's Web Portal 2 system which can be accessed via the IMI website. Please refer to section 4.1 of this manual for full details of the candidate registration process and section 6.1 for information on certificate claims.

## ONLINE ASSESSMENTS

*Most IMI qualifications and IMI Accredited Assessments use online assessments for candidates to demonstrate their knowledge. Predominantly multiple choice questions, these online assessments provide independent testing with instant results. They are available 'on demand' provided the security and login requirements are met. Full details on how to access and run online assessments are contained in section 5.2 of this manual'.*

## ACCESSING DOCUMENTS AND QUALIFICATION DETAILS

The centres area of the IMI website contains a wide range of documents and other information to support centres. In particular, full details of each IMI qualification can be accessed by clicking on the qualifications tab at the top of the page and selecting the qualification required. By 'clicking' on the appropriate link, full details of the qualification selected, including sample assessment material, schemes of work etc. can be downloaded.

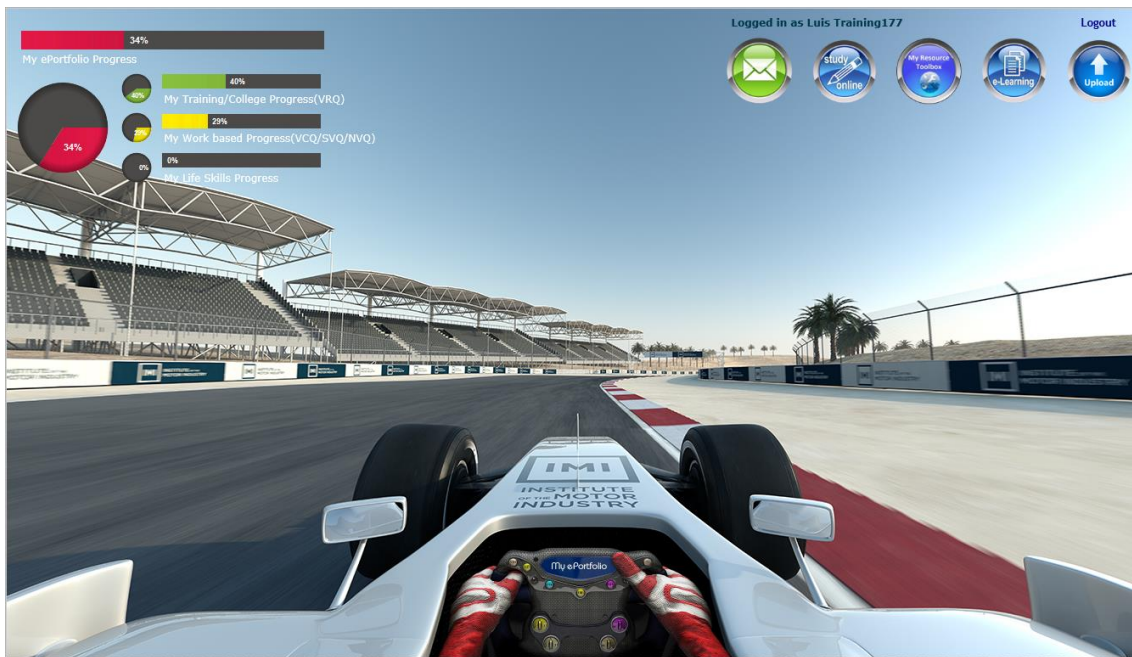
Centres can also access key IMI documentation under the 'documentation' tab on Centres Hub, such as the IMI Operating Manual, or under the 'qualification library' tab for specific qualification material.

## IMI EPORTFOLIO

Developed in collaboration with approved centres, IMI ePortfolio is the only system designed specifically for training providers within the automotive industry. Offered free of charge to IMI approved centres, it is easy to set up and training/support is also provided. ePortfolio enables candidates, assessors and internal quality assurers to view progress and manage workloads in real time with 24/7 access. It keeps all work and evidence safe and secure, so it can't be lost.

System requirements for running ePortfolio:

- Internet Explorer (8.0 or higher)
- Mozilla Firefox (v13 or higher)
- Adobe Flash Player 10.1 (to play video files)
- Pop-up blockers set to 'off'
- 1MB minimum internet bandwidth



Once a centre has been set up to use the IMI ePortfolio, it can be accessed from the home page of the IMI awarding organisation website ([www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding)) which leads to the login page.

The website also contains guides for candidates, assessors and internal quality assurers as well as instructions for ePortfolio administrators. Details of all the qualifications available on ePortfolio are also listed here.

Issue Number	Effective Date	Amendments	Reason for Amendments
6	18 Aug 20	<ol style="list-style-type: none"> <li>1. Rebranding of header and font.</li> <li>2. Replaced all reference of 'Quality Assured Programmes' or 'QAP' with 'IMI Accredited'.</li> </ol>	<ol style="list-style-type: none"> <li>1. Companywide rebranding on all IMI material.</li> <li>2. Realignment of IMI Products</li> </ol>