

INTRODUCTION

Since the introduction of the Qualifications and Credit Framework (QCF) most qualifications specify the number and level of units that must be achieved and the minimum number of credits that must be obtained for the candidate to be awarded the qualification. These requirements are defined as the 'Rules of Combination' (ROC).

Potentially, the rules of combination for a qualification can be quite complex, but it is essential that the correct units are selected when registering candidates or claiming certificates.

To help Centre personnel select the right units prior to registering candidates, the IMI has developed a 'ROC Checker'. The ROC Checker will enable any approved centre personnel (i.e. PIN holder) to add and remove units from a qualification to establish the correct combination which will meet the requirements of the qualification in full. This combination can also be saved to inform administrators when registering candidates.

Note: The Rules of Combination (ROC) Checker will only include qualifications the centre is approved to offer.

CENTRE RESPONSIBILITIES

The ROC Checker is a tool provided to help centres check that their planned selection of units meets the requirements of the qualification. However, it is the centre's responsibility to ensure that when claiming a certificate that all qualification requirements, including rules of combination, have been met.

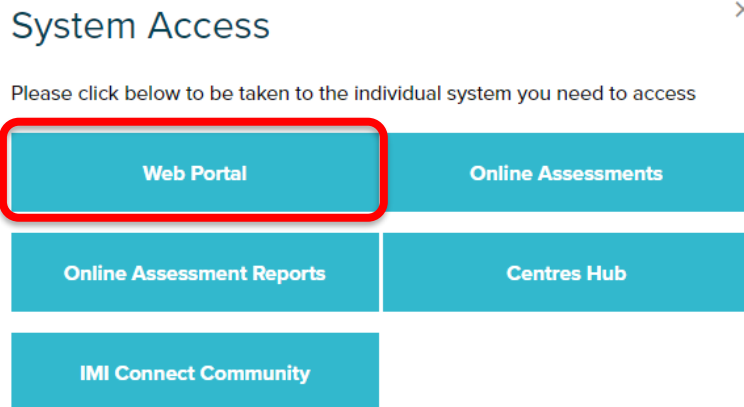
Note: Some QCF qualifications contain 'barred combinations' of units (i.e. where choosing one unit will preclude another unit from being chosen). The ROC Checker will not identify barred combinations.

Equally, the ROC Checker will not complete a final check to confirm whether the maximum credits have been exceeded for qualifications that feature a maximum number of set credits within certain unit groups, for instance the Level 2 or 3 Diploma in Customer Service or Business Administration.

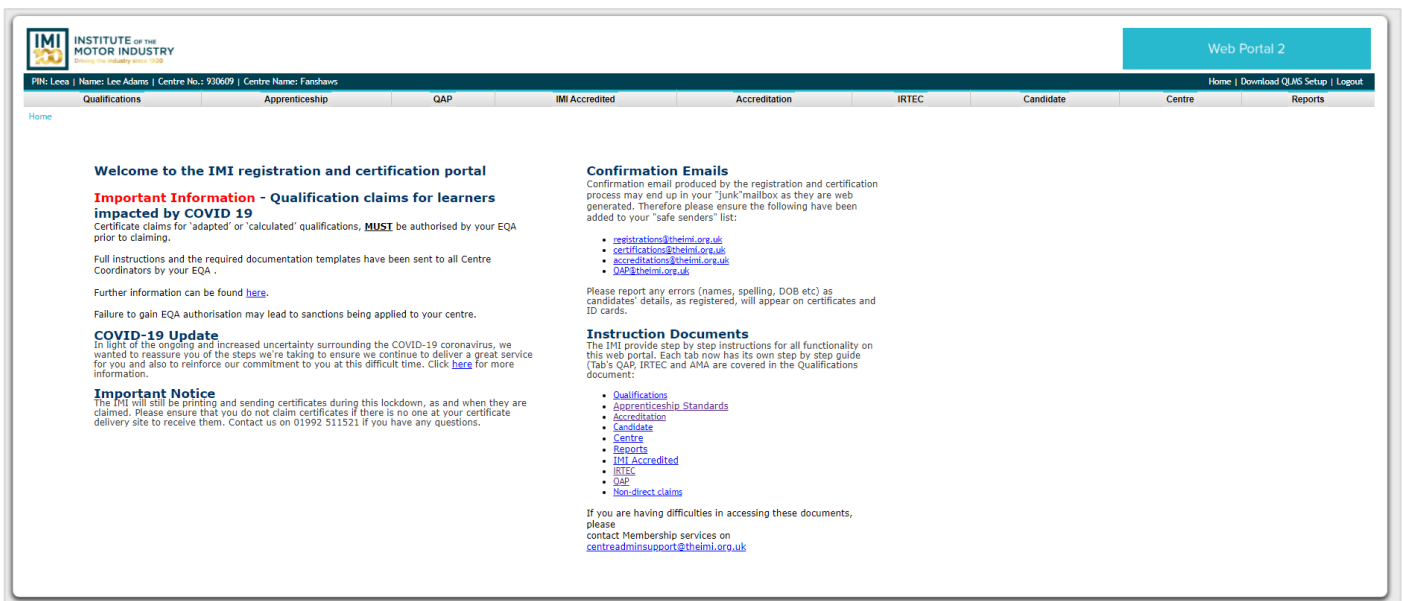
The specific unit requirements for each qualification can be found within the candidate assessment summaries on the IMI website and Centres should always use these to check that the correct units have been selected prior to claim.

USING THE CHECKER

The ROC checker can be found on IMI Connect (<https://tide.theimi.org.uk/>). From the home page once you are logged in, select the IMI Systems Access button and then 'Web Portal':



Once logged on, the web portal 2 home page will be displayed:



ROC CHECKER

(Important note: This process is to allow you to check and ensure that you are working towards the correct Rules of Combination only. Groups created here will NOT be available for registration purposes)

Create

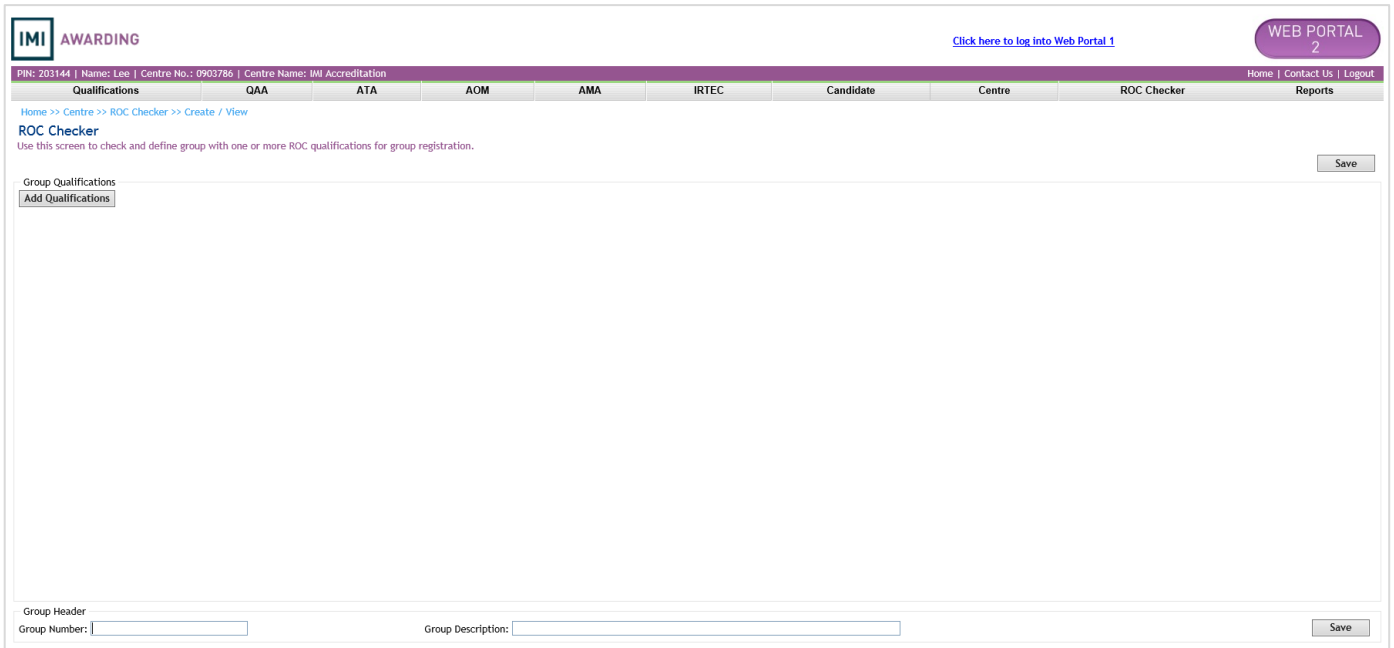
From the **ROC Checker** drop down menu, select **Create**:

ROC Checker

Create

View

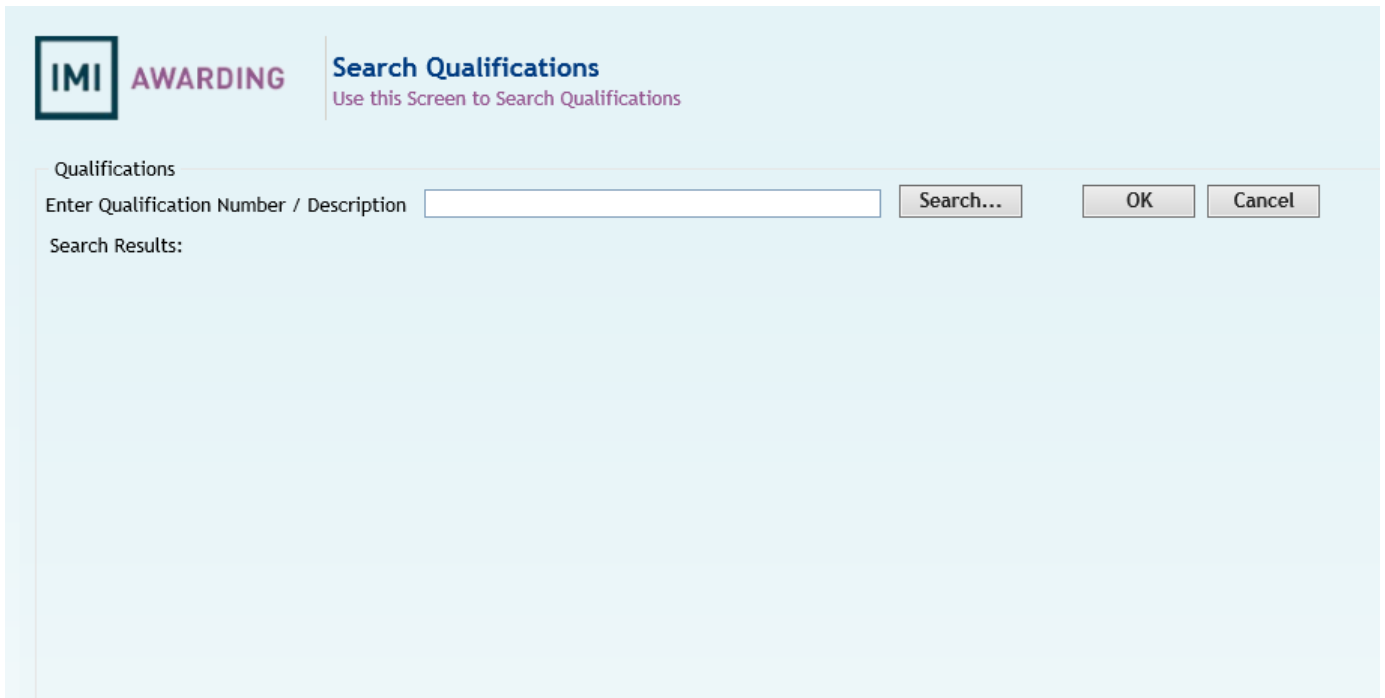
The following page will be displayed:



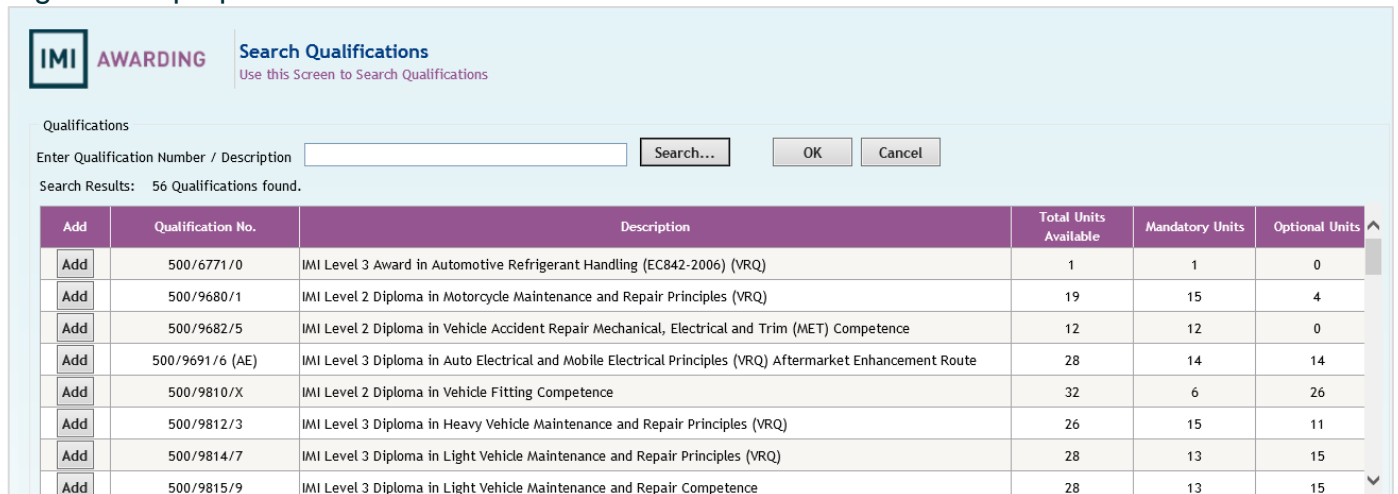
The screenshot shows the IMI AWARDING web portal interface. At the top left is the IMI logo and the text 'AWARDING'. To the right, there is a link 'Click here to log into Web Portal 1' and a 'WEB PORTAL 2' button. Below this is a navigation menu with tabs for 'Qualifications', 'QAA', 'ATA', 'AOM', 'AMA', 'IRTEC', 'Candidate', 'Centre', 'ROC Checker', and 'Reports'. The 'ROC Checker' tab is active. The main content area has a breadcrumb trail 'Home >> Centre >> ROC Checker >> Create / View' and the title 'ROC Checker'. Below the title is a description: 'Use this screen to check and define group with one or more ROC qualifications for group registration.' There is a 'Save' button in the top right corner of the main content area. The main content area contains a 'Group Qualifications' section with an 'Add Qualifications' button. At the bottom of the page, there are input fields for 'Group Number' and 'Group Description', and a 'Save' button.

Click **Add Qualifications**.

The qualifications search page will be displayed:



Search using the qualification number (*the qualification number will need to be exact to show here*) or blank search by clicking **Search**. This will present a list of all qualifications approved for registration purposes:



Add	Qualification No.	Description	Total Units Available	Mandatory Units	Optional Units
Add	500/6771/0	IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006) (VRQ)	1	1	0
Add	500/9680/1	IMI Level 2 Diploma in Motorcycle Maintenance and Repair Principles (VRQ)	19	15	4
Add	500/9682/5	IMI Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence	12	12	0
Add	500/9691/6 (AE)	IMI Level 3 Diploma in Auto Electrical and Mobile Electrical Principles (VRQ) Aftermarket Enhancement Route	28	14	14
Add	500/9810/X	IMI Level 2 Diploma in Vehicle Fitting Competence	32	6	26
Add	500/9812/3	IMI Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles (VRQ)	26	15	11
Add	500/9814/7	IMI Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)	28	13	15
Add	500/9815/9	IMI Level 3 Diploma in Light Vehicle Maintenance and Repair Competence	28	13	15

Click **Add** on the relevant qualification. Repeat this process until all qualifications have been selected.

Click **OK**.

The selected qualification(s) will be displayed:

ROC Checker
Use this screen to check and define group with one or more ROC qualifications for group registration.

Group Qualifications Save

Add Qualifications

Number: 500/9814/7 Remove

Title: IMI Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)

Level: 3 Min. Units: 14 Min. Credit: 73

Status: Minimum 14 unit(s) should be added.
Total 73 credit should be added.
All Unit groups are not validated.

Unit Group Details:

- Group A: Mandatory Units (OK) ✖
- Group B: Mandatory Specialist Units (OK) ✖
- Group C: Optional Units (NOT OK) ✖

Group Header

Group Number: Group Description: Save

The **Status** section of the qualification will advise how many units/credits are required.

Each qualification is made up using groups. Next to each group is **OK** or **NOT OK**.

If a group is not ok, click the **Arrow** icon. A list of units within that group will be displayed:

ROC Checker
Use this screen to check and define group with one or more ROC qualifications for group registration.

Group Qualifications Save

Add Qualifications

Number: GO-500/9814/7-C

Description: Group C: Optional Units

M/O: Optional Min. Units: 1 Min Credit: 5

Status: Minimum units not added.; Minimum credit not added.

Unit Details:

Add	Remove	Number	Title	Unit Ref. No.	Level	Credit Value
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	E/601/3747	Knowledge in Removing and Fitting Basic Light Vehicle Mechanical, Electrical and Trim (MET) Components and Non Permanently Fixed Vehicle Body Panels	BP18K	2	2
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	K/601/3869	Skills in Removing and Fitting Basic Light Vehicle Mechanical, Electrical and Trim (MET) Components and Non Permanently Fixed Vehicle Body Panels	BP18S	2	3
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	T/601/6242	Knowledge of How to Make Learning Possible through Demonstrations and Instruction	G6K	3	5
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	Y/601/6282	Skills in How to Make Learning Possible through Demonstrations and Instruction	G6S	3	5
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	R/601/6247	Knowledge of How to Identify and Agree Motor Vehicle Customer Service Needs	G8K	3	5
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	M/601/6286	Skills to Identify and Agree Motor Vehicle Customer Service Needs	G8S	3	5
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	H/601/3742	Knowledge of Inspecting Light Vehicles Using Prescribed Methods	LV0506K	2	4
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	A/601/3889	Skills in Inspecting Light Vehicles using Prescribed Methods	LV0506S	2	4
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	R/601/3736	Knowledge of Overhauling Light Vehicle Engine Units	LV11.1K	3	3
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	L/601/3881	Skills in Overhauling Light Vehicle Engine Mechanical Units	LV11.1S	3	2
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	Y/601/3737	Knowledge of Overhauling Light Vehicle Transmission Units	LV11.2K	3	3

Group Header

Group Number: Group Description: Save

Click **Add** to select the units (some units are linked, if you choose 1 unit, its linked unit will also be added)

Once all units/credits have been selected, the **Status** of the full qualification will show as **OK**:

ROC Checker
Use this screen to check and define group with one or more ROC qualifications for group registration.

Group Qualifications Save

Add Qualifications

Number:	500/9814/7			Remove	
Title:	IMI Level 3 Diploma In Light Vehicle Maintenance and Repair Principles (VRQ)				
Level:	3	Min. Units:	14	Min. Credit:	73
Status:	OK				

Unit Group Details:

- Group A: Mandatory Units (OK) ✖
- Group B: Mandatory Specialist Units (OK) ✖
- Group C: Optional Units (OK) ✖

Group Header

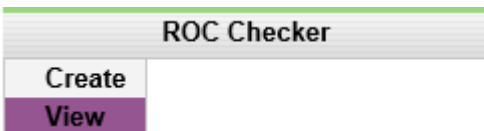
Group Number: Group Description: Save

Insert a unique **Group Number** and **Group Description** and click **Save**. A confirmation message will be delivered.

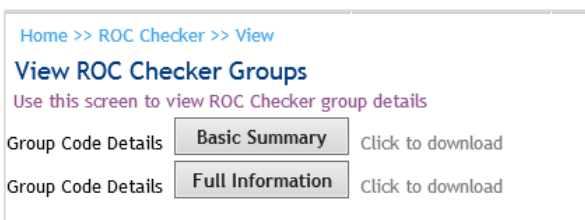
Note: Choose a Group Description that is easily identifiable with you or a specific cohort of learners. It is this description that will enable you or a colleague to view your selection at a later date.

View

From the **ROC Checker** drop down menu, select **View**:



ROC Checker Groups can be viewed:



Click **Basic Summary** to view the basic details (group number, group title and qualification type).

Click **Full Information** to view a more detailed report (qualifications and units/credits).

Issue Number	Effective Date	Amendments	Reason for Amendments
6	11 Aug 2023	Updated screenshots.	As a result of IMI Connect inception.