

INTRODUCTION

This section provides guidance on the centre requirements for the delivery of the following qualifications:

- IMI Level 2 Award in MOT Testing (Classes 1 and 2) (601/8930/7)
- IMI Level 2 Award in MOT Testing (Classes 4 and 7) (601/8928/9)
- IMI Level 3 Award in MOT Test Centre Management (601/8929/0)

APPROVAL REQUIREMENTS

Centres wishing to apply to deliver any of the aforementioned qualifications will need to ensure that:

- trainers, assessors and internal quality assurers meet the requirements as detailed in the DVSA assessment strategy/qualification specification
- schemes of work and lesson plans clearly showing how the GLH/TQT of training will be completed and submitted to the IMI as part of the approval application and must clearly show how the current content of the qualification, including classroom and practical training, will be covered.
- photographs of training and assessment resources and evidence of trainer/assessor eligibility must be submitted to the IMI prior to support approval application.

Should a prospective or approved centre wish to apply to deliver the qualification and carry out the assessments utilising a current MOT approved testing centre or a specific remote/satellite centre as opposed to using a 'designated assessment centre' as indicated in the initial approval application, they must ensure that in addition to the current IMI requirements for centre approval, they agree to:

- inform and seek initial approval from their IMI EQA prior to training or assessments taking place at a remote/satellite centre
- inform the IMI (a minimum of 14 days in advance) of when and where the delivery of the qualifications are taking place and (a minimum of 5 days in advance) Candidates attending to be listed (to be uploaded into the "notes" section on IMI Centres Hub)
- provide the IMI (a minimum of 14 days in advance) of the MOT testing centre number(s), where applicable, for those centres being used (to be uploaded into the "notes" section on IMI Centres Hub)
- have a current and signed Service Level Agreement (SLA) in place with each of the MOT testing centres and/or remote/satellite centre confirming the exclusive use of the centres facilities and resources in line with the assessment requirements. Copies of the SLA must be included with the approval checklist and uploaded onto the documents section on IMI Centres Hub
- ensure suitable teaching and learning facilities are available for the duration of the assessment, to include online assessment facilities
- be liable to unannounced visits by an IMI External Quality Assurer (EQA).

Failure to provide the IMI with the requested information or adhere to the above will result in the suspension of registration and certification.

Note: please be advised that a copy of an IMI e-Certificate for candidates with the IMI Light Vehicle Inspection Technician Accreditation will suffice as a pre-requisite to register for the IMI Level 2 Award in MOT Testing (Classes 4 and 7).

APPROVAL PROCESS

Centres wishing to apply to offer either of the IMI Level 2 Awards in MOT Testing (classes 4 and 7 – Light vehicle or classes 1 and 2 – motorcycle) or Level 3 Award in Test Centre Management, will need to complete a **qualification approval application** form via the IMI Centres Hub, as detailed in section 2.6).

In addition, they will need to complete the IMI MOT qualifications approval guidance checklist (you can find a copy of the checklist within your IMI Connect account under Qualification details) and provide a scheme of work and lesson plans for the training along with photographs of the training resources, which must all be uploaded with their application in the **staff and physical resources** section of the 'qualification approval application' form on IMI Centres Hub.

Upon receipt, an IMI EQA will complete a 'desktop' review of the application via Centres Hub. Should the EQA determine that the centre is not in a position to deliver the qualifications, the application will be returned and advice and guidance will be provided to the centre.

If the application is accepted, the centre will firstly be granted conditional approval. Conditional approval will allow the centre to register candidates but this will not allow them to run assessments without observation firstly by the EQA. The EQA and centre will then agree on a date to complete an observation and full approval visit.

When undertaking a full approval visit, the IMI EQA will confirm whether or not:

- they have adequate training and staffing resources to deliver the qualification(s)
- candidate prerequisites have been met
- the training is being completed in line with a current scheme of work and lesson plans
- the end assessments are being completed correctly, and
- all other requirements are being met to deliver the qualification to the required standard
- internal quality assurance structure in place

Once the EQA is satisfied that the centre meets the requirements and when an identified comprehensive track record of undertaking quality assurance activities has occurred, the EQA may grant full approval.

Note: At this stage, should the EQA determine that the centre is not yet in a position to deliver the qualifications, the centre will be subject to an additional approval visit at a later date. Please be advised that a charge will be made for any additional visits deemed necessary by the IMI. The centre will be advised of these costs in advance of the visit being arranged.

ONLINE ASSESSMENTS REQUIREMENTS

The online assessments for the IMI Level 2 Awards in MOT Testing (classes 4 and 7 – Light vehicle or classes 1 and 2 – motorcycle) or Level 3 Award in Test Centre Management are ‘open book’. For the purpose of clarity, an open book assessment allows candidates to refer to approved reference materials during the assessment.

Candidates must have access to the MOT Testing Guide, Special Notices and the MOT Testing Manual for the category of vehicles they are being assessed on. The available documents can be found on:

- <https://www.gov.uk/mot-testing-service>
- <https://www.gov.uk/topic/mot>
- <https://www.gov.uk/topic/mot/run-mot-test-station>

The use of a scribe or a reader is NOT permitted for any of these assessments.

*Note: documentation is only available in English, therefore candidates must be conversant in English language prior to undertaking these qualifications. Bilingual dictionaries are allowed to be used during assessment, however these can only be provided in hard copy by the centre, and online mediums **cannot** be used. Use of Bilingual dictionaries must be applied for if the request is in accordance with the requirements of section 1.6 Reasonable Adjustments and Special Considerations Policy and there is appropriate evidence to support the application.*

Additional time may be applied for if the request is in accordance with the requirements of section 1.6 Reasonable Adjustments and Special Considerations Policy and there is the appropriate evidence to support the application.

It is at the discretion of the centre whether to provide reference materials in hard copy during the assessment or allow candidates to access these online. Where online access is granted, it is the responsibility of the invigilator to ensure that candidates **only** access the approved websites (listed above) and must not access any other website during the assessment. The candidate is permitted to open any of the above listed MOT related documents providing they do not leave the gov.uk website.

The centre must ensure that they have a suitable invigilation strategy which clearly reflects the internal quality assurance of the open book online assessment requirements.

Full details of IMI online assessment requirements can be found in section 5.1.

Misuse of the online assessment system or failure to adhere to IMI awarding requirements will be regarded as malpractice (see 1.10 Malpractice and Maladministration Policy).

EXTERNAL QUALITY ASSURANCE

Due to the 'high risk' classification of these qualifications, the centre could be subject to additional external quality assurance which will include unannounced visits by an EQA to monitor training and assessment. In line with the company risk assessment, and for the purpose of audit, the EQA will require full access to the centre workshop(s) and classroom(s).

In addition to the criteria as detailed in the Operating Manual under Approved Centre Criteria and EQA Monitoring Visits, the EQA will check that the centre:

- is providing full details and dates of all training and assessments and is being recorded in the notes section of the IMI Centres Hub (a minimum of 14 days in advance) of when and where the delivery of the qualifications is taking place and (a minimum of 5 days in advance) Candidates attending to be listed (to be uploaded into the "notes" section on IMI Centres Hub)
- has a suitable process for checking candidate eligibility and recording details appropriately
- has in place and is following a rigorous and robust internal quality assurance strategy and sampling plan
- photographs of Trainers and Assessors are displayed clearly
- new Trainers and Assessors have undertaken awarding organisation training
- is using the correct version of assessment documentation and these are completed and stored correctly with candidate assessment summaries to show authorisation of claim
- has uploaded revised lesson plans / training material in the notes section of IMI Centres Hub
- is allowing access to the workshop and classroom, therefore ensuring that the training is being completed in line with the current and correct scheme of work and lesson plans
- is keeping abreast of all special notices to ensure these are included in training delivery
- provides candidates with guidance on the next steps once they have completed the qualification
- Adhering to the latest MOT Driver and Vehicle Standards Agency (DVSA) MOT Qualifications Assessment Strategy
- Following current DVSA guidance for Annual Assessment and CPD requirements.

Failure to provide the IMI with any of the requested information detailed above, or if there is inactivity over a 12-month period, this will result in the suspension of registration and certification.

The EQA may also undertake candidate interviews during this time. It is important to note that any evident non-compliance to IMI and DVSA requirements could lead to removal of the qualification from the centre.

Please refer to section 2.1 for full approved centre criteria and section 7.1 for full details of EQA monitoring visits.

REGISTERING WITH DVSA

IMI approved centres who wish to offer successful candidates who achieve an IMI MOT qualification the opportunity to undertake their final DVSA observation (MOT8) within their training facility (where it is not an existing MOT testing station) must provide the relevant information to IMI to be registered with DVSA in order to receive a Vehicle Test Station (VTS) or Training Centre Site number (this does not make it a live MOT testing station).

The IMI will pass these details to the DVSA confirming the request and that your centre is approved. Having been supplied with the required information, DVSA will create a site on the MTS and send a VTS or Training Centre Site number to the IMI for forwarding onto the centre. This number should then be provided to the candidate for use when requesting a demonstration test on the MTS.

Testers should then add their certificate details on the MTS as normal and order their Security cards but this will not automatically initiate an MOT8. When the candidates has had sufficient practice and feels ready to competently complete a demonstration test in a realistic time, they should call the DVSA on 0300 123 9000 and provide the following details:

- Name
- User ID
- Email address
- Phone number
- VTS number where the candidate wishes to conduct the demonstration test

Note: only original qualification certificate serial numbers are permitted when requesting MOT8s (which can also be in the form of an IMI e-Certificate). However, certificates or records of achievements are NOT accepted by DVSA.

Approval will require an EQA visit within the last 12 months, with no identified nonconformances.

Full details on how to register can be found on:

<http://www.theimi.org.uk/approved-centres-becoming-vts-site>

Please note this is not a mandatory requirement for delivery of the qualification.

Issue Number	Effective Date	Amendments	Reason for Amendments
12	10 Aug 2023	1. Additional wording. Updates to the quality assurance and centre compliance	1. Updates to the DVSA Assessment Strategy