



ALL ABOUT AUTOMOTIVE, RAIL & MARINE

Issue 1
Sept/Oct 2020



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A newsletter from City & Guilds on education updates in Automotive, Rail & Marine for all nations.

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- Keep in touch and up to date



Welcome to 2020/2021

2020 has certainly thrown us all some real challenges and it's now time to move forward and hope for better things in 2020/2021 and I hope you have a well-deserved break and returned to a successful enrolment period,

Here at City & Guilds we have worked tirelessly through the period of mitigation and like most in this new world we have made some changes, firstly it is a pleasure to welcome myself Jason Benn as the new Interim Industry Manager for the portfolio of Automotive, Marine and Rail. Many will know and remember Patricia Santos who moved on to pastures new back in March 2020. You will also be pleased to know that Paul Tunnicliffe remains at the helm to support you all as the Technical Advisor.

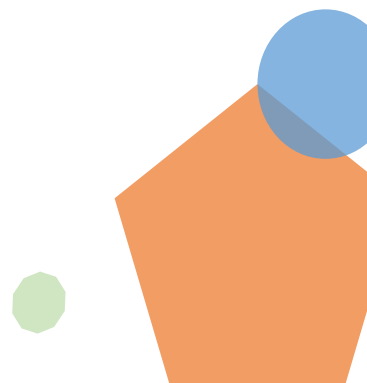
We have also made a couple of small changes to the newsletter, firstly we aim to release bi monthly, we have also combined the three areas Automotive, Marine and Rail into one great newsletter and finally you will find this and all future newsletters and any other important information such as presentations etc. within the qualifications page / key documents



Supporting customers – Covid-19

We understand that these are extraordinary and unprecedented times, and we are working closely with education providers, employers and governments to monitor the Covid-19 situation, and putting in place measures to support our employees, customers and stakeholders

We appreciate that as your situation changes you will have many questions and concerns on delivery and supporting your learners and apprentices. From end-point assessment events to specific queries on certification or finance, we are on-hand to guide you through this difficult time.



VTQ Assessment Mitigation - 2021

We are currently working on the mitigation approach for this year and you will find regular updates here: <https://www.cityandguilds.com/covid-19>



Webinars/Future events

Automotive network events – dates and locations

October 21st at 1.00pm

Automotive- Transitioning to Apprenticeship Standards

<https://attendee.gotowebinar.com/register/2502927579581424908>

November 4th at 1.00pm

Automotive- Preparation for EPA

<https://attendee.gotowebinar.com/register/8341437677165573390>



Traineeships

Traineeships are an education and training programme created to help learners who are interested in securing an apprenticeship, or employment.

To support the economic recovery from Covid-19 the UK government announced further funding opportunities for traineeships and pledges to provide 30,000 new traineeships to get young people in England into work.

Government funding is available for traineeships which are aimed at 16 to 24 year-old-learners who need support in developing their learning and skills, to subsequently help them to progress to an apprenticeship, employment or further education.

More information about our Offers can be found: [here](#)



EPA support contact details



Phone 0844 543 0000 (option 5)



Email us at centresupport@cityandguilds.com

Keep in touch and up to date

For regular updates and further information please follow us on:



Jason Benn - [Twitter Link](#)



Jason Benn - [LinkedIn Link](#)



Paul Tunncliffe – [LinkedIn Link](#)



Auto and Transport Apprenticeship support group

Make sure you sign up for alerts to receive any of our latest news and updates

<https://www.cityandguilds.com/what-we-offer/centres/email-updates>



All about Automotive Issue 1 Sept/Oct 2020

Extension of current qualifications (England, Wales, Northern Ireland)

The following suite of qualifications currently available in England, Wales and Northern Ireland have been extended. The current **end registration date is 30.06.2023**.

3902 Entry Level 3 and Level 1 Introductory Qualifications in Vehicle Systems, Body and Paint Maintenance and Cycle Mechanics
4270 Levels 2 and 3 Vehicle Maintenance and Repair (VCQs)
4290 Levels 1, 2 and 3 Vehicle Maintenance and Repair (VRQs)
4271 Levels 2 and 3 Vehicle Accident Repair (VCQs)
4291 Levels 1, 2 and 3 Vehicle Accident Repair (VRQs)
7543 Level 3 Mobile Air Conditioning
4150 Levels 2 and 3 Vehicle Parts (VCQs)
4151 Levels 2 and 3 Vehicle Parts (VRQs)
4121 Level 4 Advanced Auto Diagnostic Techniques
4122 Level 4 Advanced Vehicle Diagnostics and Management

Only currently open qualifications are being extended and their end registration dates have been updated in the Walled Garden and our website. Those qualifications which are already closed are **not** being extended.

For information on end registration and end certification dates, please check **Walled Garden**.

For information on whether the qualifications attract any funding or not please refer to the funding websites such as **LARS (England)** or **QiW (Wales)**.

T levels (England)

Please find more information at
<https://www.cityandguilds.com/tlevels/providers>

Scotland

Redevelopment of the accident repair – body and paint current qualifications is now completed.

The new qualification numbers are:

Current qualifications/package	Replacement qualification/package number
4311-43 SVQ in Vehicle Body Repair & Alignment at SCQF Level 6	5311-16
4391-42 Diploma in Vehicle Body Repair at SCQF Level 5	5381-15
4391-43 Diploma in Vehicle Body Repair & Alignment Principles at SCQF Level 6	5381-16
9422-55 Level 3 Modern Apprenticeship in Vehicle Body and Paint - Vehicle Body Repair	9242-03
4311-53 SVQ in Vehicle Paintwork Repair at SCQF Level 6	5311-26
4391-52 Diploma in Vehicle Accident Repair Paint Principles at SCQF Level 5	5381-25
4391-53 Diploma in Vehicle Accident Repair Paint Principles at SCQF Level 6	5381-26
9422-56 Level 3 Modern Apprenticeship in Vehicle Body and Paint - Vehicle Paintwork Repair	9242-04

Support materials (all nations)

Auto e-learning – the library of virtual learning for vehicle maintenance

Whether you deliver apprenticeships or full time courses or just would like to update your tutors' CPD we have created a library of new virtual learning resources, which can be used by centres regardless of which qualifications or regions you deliver in.

This virtual learning provides the following advantages for learners:

- Designed for visual and kinaesthetic learners
- Learn by doing instead of memorising



- Uses serious gaming principles
- Full of interactive animations and simulations
- Photorealistic graphics
- Discovery-based learning
- Focuses on doing, not reading
- Hones problem solving skills
- Develops critical thinking

The topics covered in this virtual learning package are:

- Properties and applications of materials in the automotive industry
- Automotive servicing and inspection operations
- Automotive business workshop practices
- Automotive mechanical systems
- Automotive electrical and electronic systems
- Automotive technology and future innovation
- Management in the automotive industry
- Vehicle design and manufacturing process
- Automotive systems, diagnostics and repair
- Science and maths in automotive industry systems
- EMS Engine management simulations.

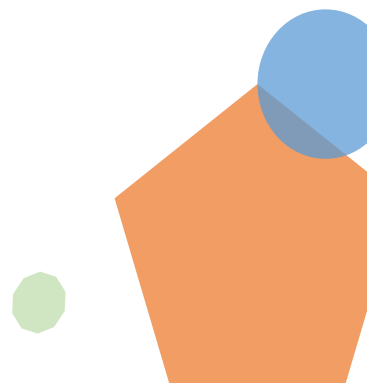
Available in the Walled Garden. Code: SS9422*

SmartScreen and enhanced SmartScreen

SmartScreen provides [online teaching and learning support](#) for tutors, learners and assessors of City & Guilds' qualifications. High quality support materials provide complementary support to the entire teaching and learning experience.

The following qualifications are supported with SmartScreen resources:

- 3902 – 01 Entry Level 3 Introductory Qualifications in Vehicle Systems
- 4290 – 12/17/13 Levels 2 and 3 Vehicle Maintenance and Repair (VRQs) (Light Vehicle)
- 4290 – 70/71 Level 2 Award in Hybrid Electric Vehicle Operation and Maintenance & Level 3 Award in Hybrid Electric Vehicle Repair and Replacement
- 7543 – 01/02 Level 3 Mobile Air Conditioning



Schemes of work and lessons plans – have your tutors/assessors ready from day one!

4290 Level 2 Diploma in Light Vehicle Maintenance & Repair Principles

Unit 151 Knowledge of routine light vehicle maintenance

This unit enables the learner to develop an understanding of:

- conducting routine maintenance, adjustment and replacement activities as part of the periodic servicing of light vehicles

Scheme of work



Lesson plans



Handouts



Worksheets



Activities



Sample questions



Practical Assessment/ Service Training Tasks



Short interactive courses anyone?

Additional virtual learning for Hybrid Electric Vehicles and F-Gas

Safety first!



Interactive and engaging virtual learning modules offering more flexible delivery of demonstrations and practical tasks safely, allowing the learners to learn at their own pace in their own time. The e-learning is automatically marked, allowing tutors to track learner's progress.

Content includes: handling F-Gas and hybrid electric vehicle operation, maintenance and repair.

e-Portfolio (learning assistant)

City & Guilds **Learning Assistant** is a market-leading e-portfolio system designed to enable your organisation to reach its full potential. Learning Assistant transforms the vocational education management process, allowing you to maximise productivity, increase profitability and enhance the quality of the learning experience.

The screenshot displays the City & Guilds Learning Assistant interface. On the left is a navigation menu with options like 'Automotive Assessor', 'Homepage', 'Learners', 'News & Events', 'Appointments', 'Forums', 'PDR', 'Messages', and 'Processes'. The main area shows a 'Course Folder' for 'FL Test001' dated '02 July'. It lists 'Assessors' (Automotive Assessor) and 'Verifiers' (Kirsty Jones). Below this, there are progress bars for 'Started 25%', 'Completed 0%', and 'Expected 0%'. A tabbed interface shows 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', and 'Journey'. The 'Course' tab is active, showing 'Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle) - On Programme (Incomplete)'. A table lists tasks under 'G1 - Training Towards Gateway 1':

Task	Status	Assessor	Completion Date
G1.1 - Task 1 Safe lifting: Wheels and torque wrench	Recall	Automotive Assessor	12 Jan 2017
G1.2 - Task 2 Vehicle lift/under-body service	Reviewed and Accepted	Automotive Assessor	12 Jan 2017
G1.3 - Task 3 Brakes inspection	Reviewed and Accepted	Automotive Assessor	12 Jan 2017
G1.4 - Task 4 Under-bonnet service	Reviewed and Accepted	Automotive Assessor	12 Jan 2017
G1.5 - Task 5 Diesel: Under-bonnet service	Reviewed and Accepted	Automotive Assessor	12 Jan 2017
G1.6 - Task 6 Workshop hand skills	Reviewed and Accepted	Automotive Assessor	12 Jan 2017

For more information go to: <https://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/learning-assistant>

Apprenticeship webinars

Watch our recorded webinars explaining our offer for the following new apprenticeship standards:

- (9304) Level 2 Autocare technician
- (9302) Level 3 Heavy vehicle service and maintenance technician
- (9301) Level 3 Motor vehicle service and maintenance technician (light vehicle)

Click the following link to access the webinar:

<https://www.cityandguilds.com/apprenticeships/events-and-webinars>

On programme resources - digital learning materials to support your on programme delivery

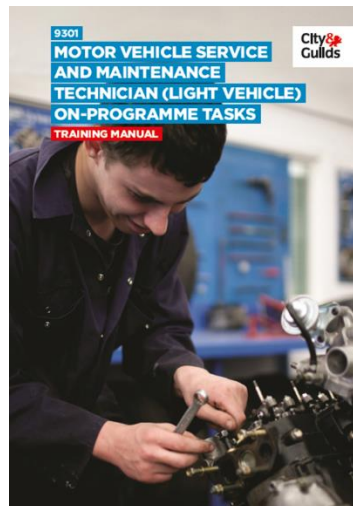
Apprenticeship training manuals

Available for the following standards:

- (9304) Level 2 Autocare technician
- (9302) Level 3 Heavy vehicle service and maintenance technician
- (9301) Level 3 Motor vehicle service and maintenance technician (light vehicle)

These training manuals provide apprentices with a range of practical tasks to apply their knowledge and skills in preparation for assessment. The manual supports formative learning, by allowing the apprentice to track their progress and record evidence. Each manual includes:

- tasks to support reflective learning and evidence literacy, numeracy and behavioural competencies
- integrated tasks to provide 'stretch' learning
- checklists for each task, where assessors can provide feedback.

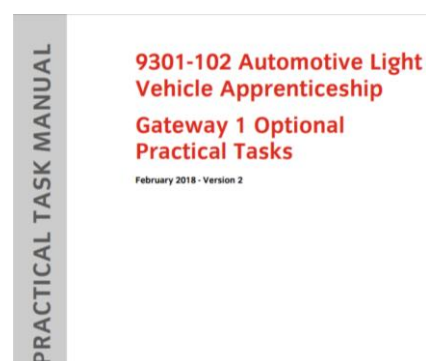


Schemes of work and lessons plans – have your tutors/assessors ready from day one!

9304 Enhanced Level 2 Autocare Technician 01 Advanced brakes	
Scheme of work	▶
Mapping document	▶
Electude e-learning	▶

Schemes of work and lesson plans signposted to the virtual learning materials and workplace soft skills and behaviors to facilitate the delivery of the apprenticeship.

Gateway assessments – knowledge online tests and practical tasks



Ensure that your apprentices are progressing according to plan with assessments produced following the end-point assessment principles.

It is not just about knowledge, skills and behaviours; it is also about the type of assessment event preparing the apprentices for.

Available for the following standards:

- (9301) Level 3 Motor vehicle service and maintenance technician (light vehicle)



End point assessment resources – get ready for success!

City & Guilds' end-point assessment service

We are transitioning over to EPA Pro, our new EPA service delivery platform bringing the end-to-end journey, from registration to results all in one place, for full information, documents, demos, videos, etc please visit our website

<https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service>

Further documents to help you understand the process:

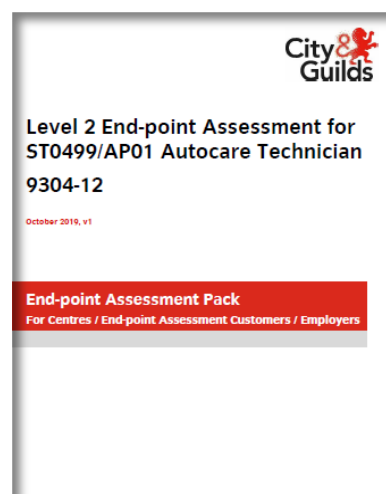


Available now and includes terms and conditions, everything you need to know about using City & Guilds end-point assessment service.

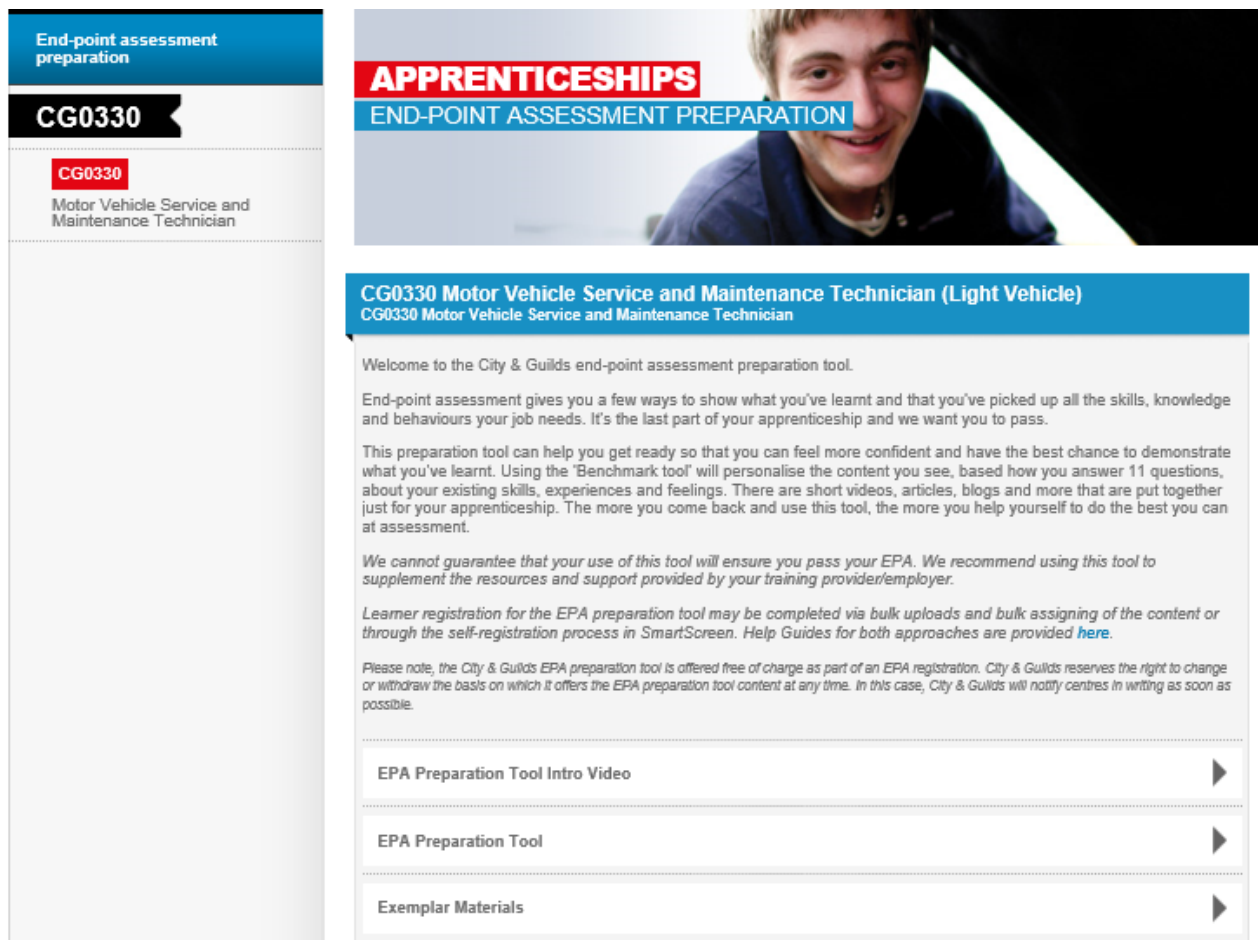
EPA assessment packs provide you with the following information for each occupational standard:

- Resource requirements for EPA.
- Timeline for EPA.
- Guidance for centres/employers and apprentices on what to expect before, during and after the EPA takes place.

These documents must be used alongside the EPA Recording Forms also available on our website.



EPA preparation tool – tools to help your apprentice calmly approach EPA



End-point assessment preparation

CG0330

CG0330
Motor Vehicle Service and Maintenance Technician

APPRENTICESHIPS
END-POINT ASSESSMENT PREPARATION

CG0330 Motor Vehicle Service and Maintenance Technician (Light Vehicle)
CG0330 Motor Vehicle Service and Maintenance Technician

Welcome to the City & Guilds end-point assessment preparation tool.

End-point assessment gives you a few ways to show what you've learnt and that you've picked up all the skills, knowledge and behaviours your job needs. It's the last part of your apprenticeship and we want you to pass.

This preparation tool can help you get ready so that you can feel more confident and have the best chance to demonstrate what you've learnt. Using the 'Benchmark tool' will personalise the content you see, based how you answer 11 questions, about your existing skills, experiences and feelings. There are short videos, articles, blogs and more that are put together just for your apprenticeship. The more you come back and use this tool, the more you help yourself to do the best you can at assessment.

We cannot guarantee that your use of this tool will ensure you pass your EPA. We recommend using this tool to supplement the resources and support provided by your training provider/employer.

Leamer registration for the EPA preparation tool may be completed via bulk uploads and bulk assigning of the content or through the self-registration process in SmartScreen. Help Guides for both approaches are provided [here](#).

Please note, the City & Guilds EPA preparation tool is offered free of charge as part of an EPA registration. City & Guilds reserves the right to change or withdraw the basis on which it offers the EPA preparation tool content at any time. In this case, City & Guilds will notify centres in writing as soon as possible.

EPA Preparation Tool Intro Video ▶

EPA Preparation Tool ▶

Exemplar Materials ▶

Included in the registration for end-point assessment (no additional cost) – visit our end-point assessment service website for demos.

These EPA exemplar materials will provide learners and employers/training providers with a greater understanding of how to prepare for end-point assessment and are tailored to each of the assessment methods the learner will face during this apprenticeship.

The following resources for apprentices and tutors are available:

- EPA FAQs
- Practical skills test overview
- Resits and retakes guidance
- Professional discussion guidance both on video and audit transcript format
- Showcase portfolio guidance
- And more!

Digital credentials for our light vehicle technician new apprenticeship (England)

Digital credentials are now an integrated part of our apprenticeship offer, for more details please go to <https://www.cityandguilds.com/digital-credentials>

Digital Credentials



[Home](#) > Digital Credentials

See every skill

People and organisations can grow more effectively when all skills are visible

Our digital credentials issued on [Acclaim by Credly platform](#) allows individuals and organisations to recognise and communicate learning achievements and certifications online in a secure way. Digital credentials, also known as "digital badges or open badges," unlike a paper certificate are backed by metadata, they contain comprehensive data including who has earned the badge, its criteria, learning evidence and who has endorsed it.

Digital credentials allow us to recognise and communicate all skills consistently. We do this by using the [open badge standard](#), a universal format that creates data that can be validated quickly and easily.

Learn more about ways to share your digital credentials in the short video below.



Digital Credentials: Getting Started Guide

A step by step process on how digital credential earners can accept and ensure they make the most of their credentials.

[Download the guide >](#)

Supporting blended delivery

Find out how we can support you with digital delivery, assessment and certification.

[Find out more >](#)

All about Marine

Issue 1

Sept/Oct 2020

New qualifications for Boatbuilders and Marine Engineers

We are re-developing our (2463) Marine Construction, Systems Engineering and Maintenance qualifications to align them to the new Apprenticeships' requirements.

Our new (2473) marine qualifications have been developed to be included within the Foundation Phase and the Development Phase of the new Apprenticeship standards for boatbuilders and marine engineers, which will replace the current level 2 and level 3 Marine, Construction, Systems Engineering and Maintenance (Boatbuilding and Marine Engineering) qualifications from current Apprenticeship Frameworks.

The qualifications can also be used for full time students aged 16 and above who would like to gain the basic knowledge and skills that will enable them to progress into further training to become a boatbuilder or a marine engineer.

The new qualifications open for registrations are:

(2473-02) Level 2 Diploma in Boatbuilding (Foundation)
Accreditation Number (QAN): 603/0348/7

(2473-12) Level 2 Diploma in Marine Engineering (Foundation)
Accreditation Number (QAN): 603/2237/8

(2473-03) Level 3 Diploma in Boatbuilding (Advanced)
Accreditation Number (QAN): 601/7556/4

(2473-13) Level 3 Diploma in Marine Engineering (Advanced)
Accreditation Number (QAN): 603/4726/0

Remember:

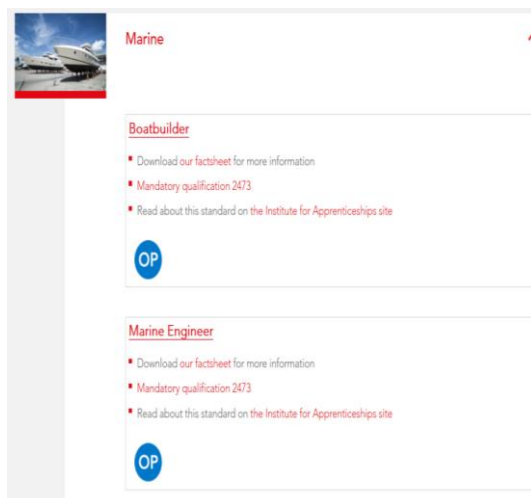
These qualifications are part of the new Apprenticeship standard but can also be used as standalone.

You can access the handbook and assessment documentation in the link <http://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/marine/2473-marine#tab=documents>

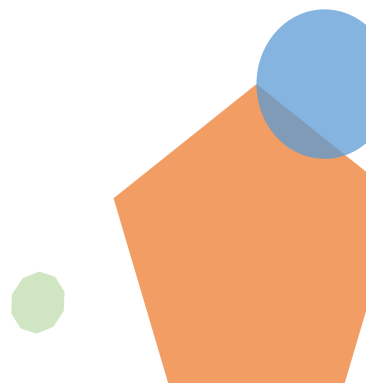
You can also download the factsheets for marketing purposes:

<https://www.cityandguilds.com/apprenticeships/emerging-standards>

Click on 'Marine'.



We are now working on the development of Marine Electrical to support the new EPA mandatory qualification, more information coming soon.



All about Rail Issue 1 Sept/Oct 2020

9303-12 End Point Assessment (EPA) for Rail Engineering Operative open for registrations

Our 9303-12 EPA for Rail Engineering Operative standard is open for registrations.

For more information, please visit our website:

Link to website

Webinar to prepare your apprentices for the EPA for Rail Engineering Operative standard

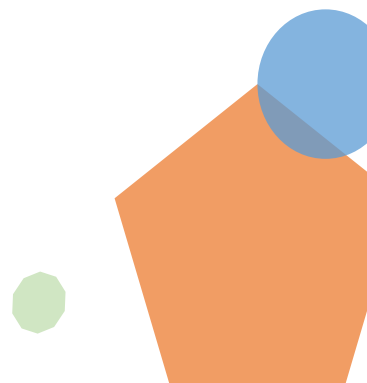
We have recorded a webinar to help you prepare apprentices to take the end-point assessment for the new Rail Engineering Operative standard successfully. The webinar covers:

- What the EPA process is
- what you can expect from our EPA service and how we will support you
- the assessment methods and how you should prepare for them.

You can access it here:

Link to recording

The recording has been uploaded under 'Past Events', 'Transitioning to the new standards'.



Apprenticeships events and webinars

City & Guilds runs free and paid-for webinars and events for employers and for training providers on process, policy and opportunities in the new apprenticeship system. Our industry experts can help you understand the new system and how employers, training providers and colleges can work in partnership most easily.

You can see the primary audience for each event using the key:



Employers



Training provider

Please note: If page does not render properly, please use a different browser.

APPRENTICESHIPS

- Standards
- On-programme learning
- EPA service
- Become an IEPA
- Deliver an apprenticeship
- Apprenticeship funding
- Become an apprentice
- **Events and Webinars**
- Contact

Upcoming

Transitioning to the new standards - webinar series

Eventbrite

Past events

Catch up on any webinars you missed. You'll find recordings of the session, plus the presentation and Q&A from the day.

10-step guide to end-point assessment

Transitioning to the new standards - webinar series



New SmartScreen on-programme core induction for apprenticeships

A blend of e-learning and downloadable content to provide you with an understanding of Health and Safety, Equality and Diversity, Safeguarding and PREVENT as well as provide an overview of your Apprenticeship.

The screenshot shows the City & Guilds SmartScreen interface. At the top left is the City & Guilds logo. The main header is 'SmartScreen'. Navigation links include 'MY SUBJECTS', 'CENTRE ADMIN', 'REPORTS', and 'LOGOUT'. The breadcrumb trail is 'My Subjects > On-programme core induction > On-programme core induction > On-programme core induction'. The left sidebar shows 'QUALIFICATIONS', 'On-programme core induction', and 'CI001 On-programme core induction'. The main content area features a video player with the title 'APPRENTICESHIPS ON-PROGRAMME CORE INDUCTION' and a photo of a smiling woman. Below the video is the unit title 'CI001 On-programme core induction' and a description: 'The aim of this unit is to provide you with an understanding of health and safety, equality and diversity, safeguarding and PREVENT as well as provide an overview of your Apprenticeship. The best way to progress through this unit is to read through the handouts and go through the e-learning activities before completing the worksheets, as they will test your knowledge of the material.' A table of contents follows with expandable sections: Introduction, Health and safety, Equality and diversity, Safeguarding and PREVENT, and British values.

New e-portfolio system for Rail Engineering Apprenticeships

Watch it now! <https://lnkd.in/eA-fBN4>

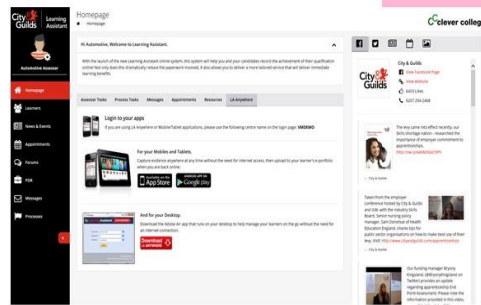
New e-portfolio system for Rail Engineering Apprenticeships!

16 October 2017

New e-portfolio system for Rail Engineering Apprenticeships

Watch how it works: <https://www.youtube.com/watch?v=dH4ucbpH4tg>

- Let apprentices take control of their learning with access 24/7 on the go and offline.
- Monitor progress at course and unit level with interaction among the employer, training organisation and apprentice for a clear and transparent audit process.
- The contact diary reflects the apprentices' journey through their course from assessment planning, feedback, review and verification.
- Select evidence to prepare the end point assessment portfolio and get apprentices ready for the viva interview.
- Learning Assistant can integrate with your MIS provider using your Learning Assistant API. Also connected to the Walled Garden.
- Safety first! With a complete disaster recovery strategy and hosted by Microsoft Azure.



Become an independent assessor for rail engineering operative standard

We have a new website for our end point assessment service. Whether you want to know about all the new Apprenticeship Standards City & Guilds is an apprentice assessment organization for, business models, planning and processes or even become an independent end assessor, you will find the answers in the link below:

<http://www.cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service>

Role profiles independent assessors and application forms can be found here:

<https://eqarecruitment.cityandguilds.com/vacancy/rail-engineering-operative-iepa-407329.html>

For those who would like to apply for these roles for the rail engineering operative standard, please remember you can access the standard and the assessment plan in the Institute for Apprenticeships' website:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/rail-engineering-operative/>

In regards to the qualifications developed for this standard, which can be used as part of the Apprenticeship or as standalone, please find qualification handbooks in our website:

(6499) Competence based qualifications

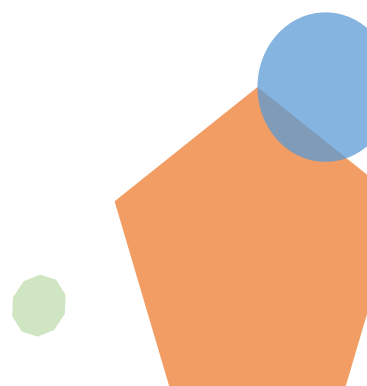
<http://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/railway/6499-diplomas-in-rail-engineering-competence#tab=documents>

(6497) Knowledge based qualifications

<http://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/railway/6497-diplomas-in-rail-engineering-knowledge#tab=documents>

You can also download the factsheets for marketing purposes:

<https://www.cityandguilds.com/apprenticeships/emerging-standards>



Tell us what you think

All about Automotive, Marine and Rail is a newsletter that brings together all of the key developments from City & Guilds relevant to skills learning across England, Scotland Northern Ireland and Wales. It contains updates on the range of teaching and learning resources we offer, plus relevant public policy or other information we think you might be interested in.

Each edition is numbered, so we can refer back to previous issues or tell you when information has been superseded.

If there's anything else you'd particularly like us to cover or explain more fully in future issues of *All About*, please feel free to drop us a line to **jason.benn@cityandguilds.com** or **paul.tunncliffe@cityandguilds.com**

For specific queries and enquiries please contact our dedicated customer support team

centresupport@cityandguilds.com or **0844 543 0000**

Thank you for your continued support.

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