

All About Automotive



All about automotive

Issue 03

March 2019

A newsletter from City & Guilds on professional and technical education updates in automotive for England.

This month focuses on our offer for the new apprenticeship standards:

- Automotive network events in March
- City & Guilds' end point assessment service
- (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)
- Pilot of digital credentials for our light vehicle technician new apprenticeship (England)

Automotive network events in March

Please find below further details and joining instructions for our next automotive network events.

The events are half-day sessions: covering: the new apprenticeship provision, full time courses, digital learning support materials, maths and English as well as a chance to network and share best practice.

City & Guilds' office Wakefield 20 March 2019

<https://www.eventbrite.co.uk/e/city-guilds-automotive-network-meeting-wakefield-office-tickets-54923243901>

East Durham College Technical Centre (North East) 22 March 2019

<https://www.eventbrite.co.uk/e/city-guilds-automotive-network-meeting-north-east-tickets-55154222765>

Hopwood Hall (North West) 27 March 2019

<https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-north-west-hopwood-hall-college-tickets-54924134565>

City & Guilds' end point assessment service

One location in our website for all the information you need about:

- What apprenticeship standards City & Guilds offers, with downloadable factsheets
- What's is on-programme learning
- Our EPA service and the EPA document library – all you need to know about City & Guilds' EPA service
- How to become an independent end point assessor: role profile and application forms
- Deliver an apprenticeship - guidance
- Apprenticeship funding – all you need to know
- Become an apprentice
- Events and Webinars – this is where all our past and future webinars are announced and uploaded
- Contact – next steps.

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

Apprenticeship standards

We provide on-programme materials and learning resources and also offer end-point assessment for many of the new apprenticeship standards. The apprenticeship delivery and assessment details are set by employers through trailblazer groups. City & Guilds has been a part of many of these trailblazer groups with industry bodies to help shape the new standards.

The standards replace SASE frameworks in England. If you're outside of England or not yet delivering the new standards, you can find our SASE framework apprenticeships under [qualifications](#).

Search our live apprenticeship standards

Standards have to be signed off by the ESFA before they can be advertised. If you can't see the occupation you want, it may not be approved yet.

Our [master list](#) shows what we're rolling out next and our [pricelist for end-point assessment](#) is also available. You can talk to us about standards you want to deliver - speak to your Business Manager (if you're a centre) or [email us](#).

Key



APPRENTICESHIPS

- [Standards](#)
- [On-programme learning](#)
- [EPA service](#) ▼
- [Become an IEPA](#)
- [Deliver an apprenticeship](#)
- [Apprenticeship funding](#)
- [Become an apprentice](#)
- [Events and Webinars](#)
- [Contact](#)

(9304) Level 2 Autocare Technician

Glad to announce that City & Guilds has been approved in the register of end-point assessment organisations to carry out the independent end-point assessment of the Level 2 Autocare technician apprenticeship standard.

We expect our on-programme and end point assessment offer to be ready by March 2019.

Watch this space for the webinars and events we are arranging to share our new offer with you. We want your feedback! Dates, times and locations coming soon.

(9302) Level 3 Heavy Vehicle Service and Maintenance Technician

City & Guilds is also approved in the register of end point assessment organizations to carry out the independent end point assessment of the Level 3 Heavy Vehicle Service and Maintenance Technician.

Watch our recorded webinar and access the slides and FAQs in our website to see our live offer for both on-programme and end point assessment.

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

Then click on Past events, 'transitioning to the new standards - webinars series'.

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.

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

APPRENTICESHIPS

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

(9301) Level 3 Motor Vehicle Service and Maintenance Technician (Light Vehicle)

Over the last year, we have been offering a one-box solution with different types of digital and print tools to support you prepare your apprenticeships successfully for the end-point assessment of the new apprenticeship standard in Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle) (9301-11).

Following consultation with customers using it, we have received feedback explaining that this off the shelf offer is very comprehensive and cost efficient as it enables tutors to get ready from day one and fits with apprentices' different learning styles.

However, we have also received suggestions to incorporate additional content in our offer that will further enhance the learning experience of apprentices and their competence and employability opportunities in the future according to changes taking place in the automotive sector.

For this reason, we have decided to take the feedback on board and replace our e-portfolio (Learning Assistant) from the bundle and include additional virtual learning material around handling F-Gas (which

is a mandatory requirement in the standard) and hybrid electric vehicle operation, maintenance and repair at no extra cost.

For current customers, if you have already made registrations for our 9301-11 on-programme offer, we will add these additional resources to your SmartScreen subscription.

Our Learning Assistant (e-portfolio) is available separately for new customers. Please note that Learning Assistant is provided per licenses, not per product. This means that:

Current Learning Assistant customers just need to speak to digitalsupport@cityandguilds.com and the Learning Assistant will be added to your current license as part of your current subscription.

Why not adding other automotive standards such as heavy vehicle technician or maths and English too?

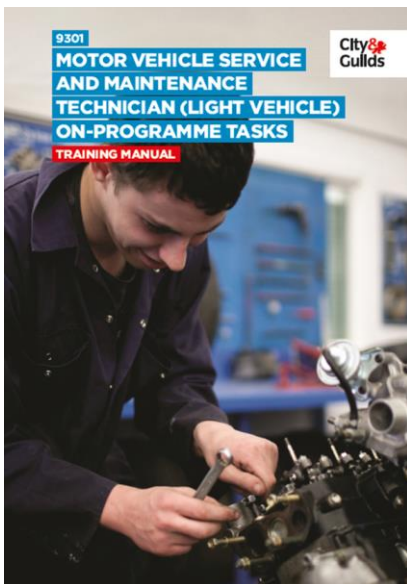
New Learning Assistant customers just need to speak to digitalsales@cityandguilds.com and they will provide you with a demo.

Have a look at the new offer below!

9301-11: new enhanced on-programme resources

Registration on 9301-11 will give you access to the following on programme resources:

A training manual for your apprentices, either a hard copy or a writable pdf you can upload to your LMS:



This training manual provides 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. It includes:

- tasks mapped to the three apprenticeship gateways
- 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.

Virtual learning – time to flip the classroom



Short demo:

[youtube.com/watch?v=GBe_DHASmcg](https://www.youtube.com/watch?v=GBe_DHASmcg)

- Let apprentices learn and progress at their own pace in their own time.
- Includes quizzes for formative assessment and reports for you to track apprentices' progress.
- Counts toward 20% off-the-job training.

New! 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 (which is a mandatory requirement in the standard) and hybrid electric vehicle operation, maintenance and repair at no extra cost

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



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

9301 Automotive Retail Motor Vehicle Service & Maintenance Technician Apprenticeship

- 301 Soft skills and behaviours
- 302 Induction and foundation skills
- 303 Routine services and inspections
- 304 Simple diagnostics and repair
- 305 Intermediate diagnosis and repair
- 306 Complex diagnosis and repair
- 307 Complete systems understanding and repair major components

Unit 306: Complex diagnosis and repair

Sample scheme of work

Course/qualification: _____ Tutor's name: _____

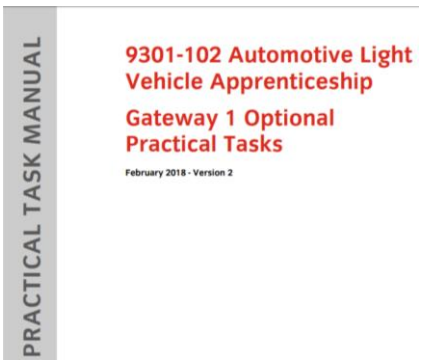
Number of sessions: 05 Delivery hours: 18 Venue: _____ Group: _____

<p>Aims</p> <ul style="list-style-type: none"> • Knowledge criteria: soft skills and behaviours • Complete a wide range of repairs that involve complex procedures, or in depth knowledge. • Identify causes of common faults associated with two stage removal and replacement and recommend suitable further actions. • Use current flow diagrams and electrical test equipment to carry out standard diagnostic and repair procedures. • Use diagnostic, mechanical and electrical, measuring equipment. • Follow a logical diagnostic sequence. 	<p>To enable learners to:</p> <ul style="list-style-type: none"> • carry out complex level diagnostics across fuel, induction, emissions and braking systems • undertake data logger read outs from engine and braking systems • identify the legal requirements for emission requirements • undertake de-gas and re-gas of air-conditioning system.
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Session	Objectives/learning outcomes The learner will:	Activities and resources	Skills and Behaviours check
1 3 hours	(Learning outcome 1.6 and 1.9) Diagnostic skills Engine inlet systems:	Activities: Refer to Electride modules for the following training material: • Forced induction • Catalytic converters • Exhaust gas temperature sensor	Completion of Electride quiz Forced induction Catalytic converters

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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.

Next steps – new and current customers

For current customers, if you have already made registrations for our 9301-11 on-programme offer, we will add these additional resources to your SmartScreen subscription.

Our Learning Assistant (e-portfolio) is available separately for new customers. Please note that Learning Assistant is provided per licenses, not per product. This means that:

Current Learning Assistant customers just need to speak to digitalsupport@cityandguilds.com and the Learning Assistant will be added to your current license as part of your current subscription.

New Learning Assistant customers just need to speak to digitalsales@cityandguilds.com and they will provide you with a demo.

Other on-programme resources available to support your training delivery

Our Learning Assistant e-portfolio and the following resources are available independently, outside the 9301-11 registrations. Have a look!

Maths and English

Qualifications

- Full suite of Functional Skills qualifications (3748)
- 'Bite-sized' maths and English qualifications (3847 and 3844)
 - can be used to support progression towards Functional Skills or GCSE

Workforce support

- Qualifications for literacy and numeracy practitioners
- Specialist support, especially with maths and English integration

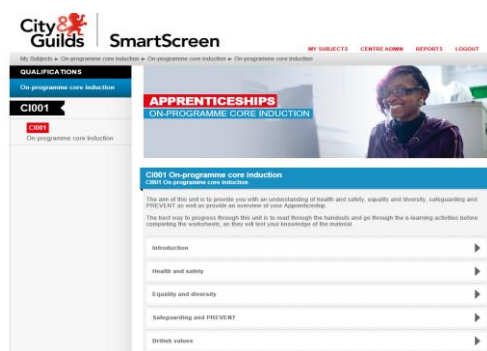
Learning resources

- e-Functional Skills
- Maths and English e-toolkit
- Functional Skills SmartScreen resources

QUALIFICATIONS	
3748 (PLUS)	Functional Skills qualifications in English
3748 (FREE)	Functional Skills qualifications in English
3748 (PLUS)	Functional Skills qualifications in information and communication technology (ICT)
3748 (FREE)	Functional Skills qualifications in information and communication technology (ICT)
3748 (FREE)	Functional Skills qualifications in mathematics
3748 (PLUS)	Functional Skills qualifications in mathematics

QS	Qualification Support
E1	Entry 1 (FREE) Functional Skills English at Entry 1 resources
E2	Entry 2 (FREE) Functional Skills English at Entry 2 resources
L1	Level 1 (FREE) Functional Skills English at Level 1 resources
E3	Entry 3 (FREE) Functional Skills English at Entry 3 resources
L2	Level 2 (FREE) Functional Skills English at Level 2 resources
Developing skills	Guidance documents
Preparing for exams	Videos

On-programme core induction



The aim of these materials is to provide apprentices with an understanding and appreciation of health and safety, equality and diversity, safeguarding and prevent, as well as provide an overview of their apprenticeship.

9301-12/13: new enhanced end-point assessment resources:

To register apprentices for the end-point assessment you need to use the following registration numbers:

9301-12: Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle) – end-point assessment (if EPA takes place at a City & Guilds venue)

9301-13 Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle) – end-point assessment (if EPA takes place at your centre)

City & Guilds end-point assessment service

For full information, documents, demos, videos, etc please visit our website
cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service

Documents to help you understand the process



Manual for the End-Point Assessment Service

Version 1.0
January 2018

9301 Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle) Apprenticeship End-point Assessment (9301-12/13)

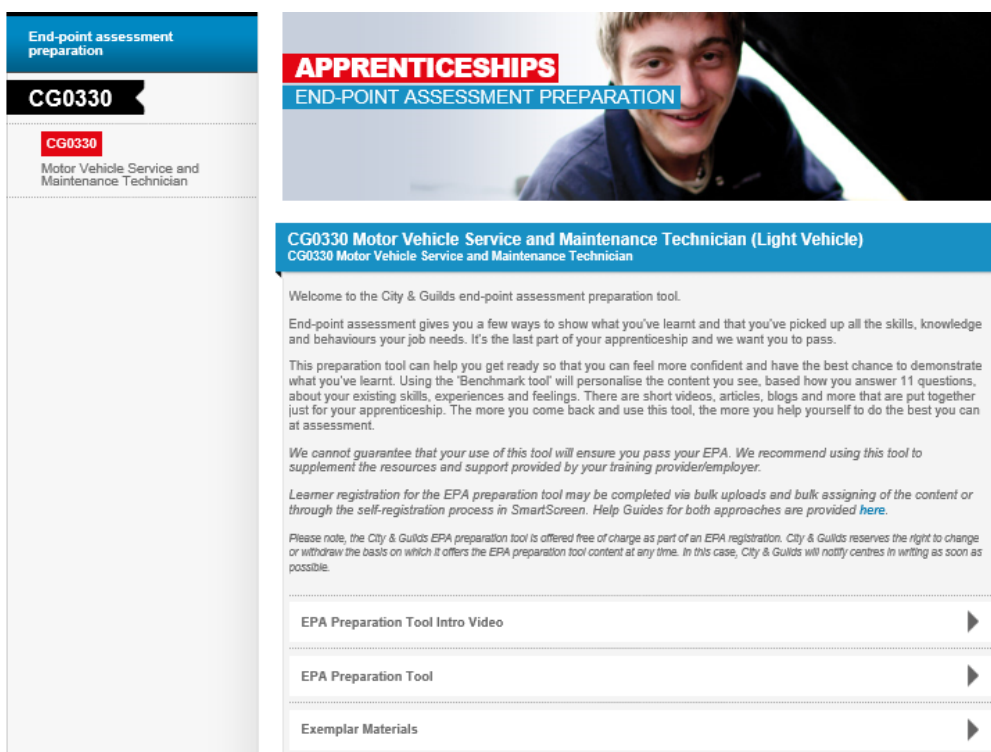
January 2018, version 0.1

End-Point Assessment Pack
For Centres / End-Point Assessment Customers / Employers / Training Providers

Available now and includes terms and conditions, everything you need to know about using City & Guilds end-point assessment service plus specific information for apprentices and tutors to get ready for the end-point assessment.

Upon registration, you will get access to the following resources:

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 resources vary from guidance documents, which provide overviews of the various assessments, to specific examples of the standard of work learners should be working towards to achieve either a pass or a distinction.

Pilot of digital credentials for our light vehicle technician new apprenticeship (England)

Digital credentials offer an exciting new way to evidence and showcase learners' skills, set up clear milestones of achievement and drive standardisation and transparency across cohorts of learners.

We are piloting digital credentials for the new light vehicle technician apprenticeship standard and want colleges, training providers, employers and apprentices to tell us what you think.

This is a great opportunity to try out a system for free that is growing in popularity and help shape its application in apprenticeships.

Contact us at digitalcredentials@cityandguilds.com

More information in this webinar:

cityandguilds.com/apprenticeships/events-and-webinars

Click on 'Past Events' – 'Digital credentials pilot for apprenticeships'

Apprenticeships events and webinars

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Employers



Training provider

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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

Apprenticeship policy and funding changes 2018/19

The EPA journey – supporting you every step of the way webinar

Apprenticeship funding rules – version 6 changes

How to fuel your apprentice's journey from start to finish - webinar series

Digital credentials pilot for apprenticeships

Taking a closer look at end point assessment (EPA) activities



Tell us what you think

All About Automotive is a newsletter that brings together all of the key developments from City & Guilds relevant to automotive skills learning across England, Northern Ireland, Scotland 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 automotive@cityandguilds.com or visit us at



<http://bit.ly/J01t4F>

Thank you for your continued support

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