

# Level 2 Award in MOT Testing (classes 4 and 7)

(3428-02)

Version 6.0 (March 2021)

Qualification Handbook

## Qualification at a glance

|                                |   |
|--------------------------------|---|
| Subject area                   | Automotive  |
| City & Guilds number           | 3428  |
| Age group approved             | 18+   |
| Entry requirements             | Level 3   |
| Assessment types               | Synoptic Assessment; Multiple Choice; Practical           |
| Approvals                      | Approval application required                             |
| Support materials              | Assignment/Assessment guide for centres                   |
| Registration and certification | Consult the Walled Garden/Online Catalogue for last dates |

| Title and level                                | GLH | TQT | City & Guilds qualification number | Ofqual accreditation number |
|--|-----|-----|------------------------------------|-----------------------------|
| Level 2 Award in MOT Testing (classes 4 and 7) | 29  | 32  | 3428-02                            | 601/8981/2                  |

| Version and date | Change detail   | Section               |
|------------------|---|-----------------------|
| 3.1 Jan 2017     | Updated wording in <i>Learner entry requirements</i> subsection | 2 Centre Requirements |
| 4.0 Feb 2017     | Added additional points to the Assessment Strategy              | Assessment            |
| 5.0 April 2018   | Updated to align and mirror the revised tester specification    | Units                 |
| 6.0 March 2021   | Approval requirements updated                                   | 2 Centre Requirements |
|                  | Trainer requirements updated                                    | 2 Centre Requirements |
|                  | Examiner requirements updated                                   | 2 Centre Requirements |
|                  | Learner entry requirements updated                              | 2 Centre Requirements |

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# 1 Introduction

This document tells you what you need to do to deliver the qualification:

| Area   | Description  |
|--|--|
| Who is the qualification for?                            | Anyone who wants to become a qualified MOT tester will be required to successfully complete this qualification.  |
| What does the qualification cover?                       | This Driver and Vehicle Standards Agency (DVSA) approved qualification covers safe working practices and working relationships in vehicle testing centres, managing your own professional development, carrying out pre-checks and carrying out a full vehicle test. |
| What opportunities for progression are there?            | Individuals can progress to the Level 3 Award in MOT Test Centre Management (3428-03).   |
| Who did we develop the qualification with?               | This qualification was developed with the Driver and Vehicle Standard's Agency (DVSA).   |
| Is it part of an apprenticeship framework or initiative? | This qualification is not currently part of an apprenticeship framework.   |

## Level 2 Award in MOT Testing

| UAN        | City & Guilds unit number | Unit title   | Credit Value | GLH |
|------------|---------------------------|--|--------------|-----|
| L/508/5024 | 201                       | Safe working practices in the vehicle test centre                      | N/A          | 2   |
| D/508/5027 | 202                       | Working relationships within the vehicle test centre                   | N/A          | 2   |
| K/508/5029 | 203                       | Managing own professional development as a vehicle tester              | N/A          | 2   |
| D/508/5030 | 204                       | Carry out pre-test checks for a statutory periodic roadworthiness test | N/A          | 4   |
| H/508/5031 | 205                       | Carry out a statutory periodic roadworthiness test (classes 4 and 7)   | N/A          | 19  |

### Mandatory

|     |     |   |     |     |
|-----|-----|---|-----|-----|
| N/A | 298 | Multiple-choice test covering the mandatory units | N/A | N/A |
| N/A | 299 | Practical test covering the mandatory units       | N/A | N/A |

### Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other, appropriate provider of education or training.

| Title and level              | GLH | TQT |
|------------------------------|-----|-----|
| Level 2 Award in MOT Testing | 29  | 32  |

## 2 Centre requirements

### Approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the Centre Manual - Supporting Customer Excellence for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

### Resource requirements

#### *Resources*

Your centre should have the following minimum resources to deliver this qualification.

#### Light Vehicle

- Vehicle Ramp with Turning Plates and Jacking Beam or Vehicle Pit with Jacking Beam
- Roller Brake Tester
- Headlamp Aim Tester
- Gas Analyser\*
- Diesel Smoke Meter\*
- Corrosion Assessment Tool (CAT)
- Tyre Tread Depth Gauge
- Decelerometer
- Low voltage hand lamp
- Steel tape (Minimum 1 metre)
- 13 Pin trailer socket tester
- Gas leak detector (optional – only required for gas vehicles)

*\*Equipment should be as currently authorised for MOT use but need not be calibrated.*

#### *Centre staffing*

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

See also the qualification page on the City & Guilds website for the latest version of the assessment strategy on the requirements of trainers and assessors.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal verifier, but cannot internally verify their own assessments.

### ***Trainer requirements***

Training Providers must have trainers with sufficient knowledge, skills and experience in the subject matter being delivered.

They must have completed MOT relevant training recognised by the approved Awarding Organisation, (This includes DVSA delivered training provided for Training Providers) or gained the qualification which they are delivering.

All MOT Trainers (for both MOT Testing and MOT Manager Training) must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA).

All new trainers must complete and pass the current year's annual assessment prior to gaining approval from an Awarding Organisation which will be evidenced by the Awarding Organisation confirming receipt of a recognised certificate. Failure to pass the annual assessment or provide evidence will result in the trainer not being approved.

Existing MOT trainers/assessors will be required to complete and pass this year's annual assessment and every year thereafter. Failure to pass the annual assessment will result in the suspension of the trainer being able to deliver MOT level 2 and 3 courses until the current year's annual assessment has been passed.

All MOT trainers/assessors must create a personal account within the MOT testing service. It is the trainers'/assessors' responsibility to ensure details have been recorded against their MTS account.

Centres approved for, and delivering City & Guilds MOT Qualifications 3428-02 (Testers) and 3428-03 (Managers) are required to complete the form located at: <https://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/automotive/3428-mot-qualifications-and-cpd#tab=documents> and return to [automotive@cityandguilds.com](mailto:automotive@cityandguilds.com).

This form is required by City & Guilds to record all trainers and assessors DVSA user ID's.

**In addition to the above, for unit 5 (MOTT05 or MOTT05MC) of the Award in MOT Testing qualifications:**

Awarding Organisations must check that MOT trainers have proven competence in the delivery of motor vehicle skills **and**

- have evidence that they are either current or lapsed MOT Testers or
- have gained the Award in MOT Testing and have successfully passed a DVSA VT8 assessment. New trainers will have a successful DVSA VT8 recorded against their MTS account by a DVSA Vehicle examiner.

Alternatively, trainers will be acceptable if they have previously delivered MOT Tester courses on behalf of DVSA.

### ***Assessor requirements***

Assessors will be responsible for, and accountable for; the validity, reliability and authenticity of evidence.

The primary responsibility of the assessor is to ensure that learners satisfy the requirements of the qualification. Assessors therefore need to have a thorough understanding of assessment and quality assurance processes, as well as having an in-depth technical competence relating to the qualifications for which they are assessing learners.

It will be the responsibility of the Approved Centre to select and appoint assessors.

It will be the responsibility of the Awarding Organisation to approve the selected assessors in line with their policies.

There are no specific requirements for assessors of the MOT Managers qualification as the only form of assessment is an externally set and externally marked assessment.

For unit 5 (MOTT05 or MOTT05MC) of the Award in MOT Testing qualifications:

- Assessors must have attended relevant MOT training recognised by the Awarding Organisation, (This includes DVSA delivered training provided for Training Centres) or gained the qualification which they are assessing.

Centres approved for, and delivering City & Guilds MOT Qualifications 3428-02 (Testers) and 3428-03 (Managers) are required to complete the form located at: <https://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/automotive/3428-mot-qualifications-and-cpd#tab=documents> and return to [automotive@cityandguilds.com](mailto:automotive@cityandguilds.com).

This form is required by City & Guilds to record all trainers and assessors DVSA user ID's.

Additionally, Awarding Organisations must check that assessors:

- have attended training recognised by the Awarding Organisation or gained the qualification which they are assessing;
- demonstrate knowledge and understanding of the competencies that the learner is required to demonstrate for the qualification that they are undertaking;
- provide evidence of completing the required number of hours of MOT annual training each year.

### Learner entry requirements

Those who wish to become MOT Testers must meet specific eligibility criteria prior to undertaking the qualification. For more information on how to become an MOT Tester, please visit <https://www.gov.uk/become-an-mot-tester/overview>

Learners must also hold a current and valid UK drivers licence.

It will be the responsibility of the training provider to verify the identity of the individual and to check the correct certificates and driving licence are presented. In particular, an individual's driving licence should be checked online to ensure it is still valid (for more information on this, please visit <https://www.gov.uk/check-driving-information>).

DVSA has the right to refuse the progression of the candidate if it is subsequently found that the individual does not meet the eligibility requirements. This may also result in the withdrawal of centre approval to deliver the qualification.

### Age restrictions

City & Guilds cannot accept any registrations for learners under 18 as these qualifications are not approved for learners under 18.



### 3 Delivering the qualification

#### Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs
- support and guidance they may need when working towards their qualifications
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualification[s], their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

#### *Recording documents*

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, Learning Assistant, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: [www.cityandguilds.com/eportfolios](http://www.cityandguilds.com/eportfolios).

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

## 4 Assessment

### Summary of assessment methods

#### *Candidates must:*

- successfully complete one multiple-choice test covering the mandatory units
- successfully complete one practical test covering the mandatory units

#### *Available assessments/assignments*

City & Guilds has written the following assessments to use with this qualification:

- evolve multiple-choice test delivered on-screen
- one practical test assessment pack

## Assessment Types

| Unit | Title   | Assessment method     | Where to obtain assessment materials |
|------|---|-----------------------|--------------------------------------|
| 298  | Multiple-choice test covering the mandatory units | Evolve online test    | www.cityandguilds.com                |
| 299  | Practical test covering the mandatory units       | Practical observation | www.cityandguilds.com                |

### Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within six months.

### Assessment strategy

Centres should ensure they have obtained the latest version of the Driver and Vehicle Standards Agency (DVSA) assessment strategy for this qualification.

### Test Specifications

The knowledge based test is a multiple-choice test, sat under invigilated examination conditions. See JCQ requirements for details:

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>.

The way the knowledge is covered by the multiple-choice test is laid out in the table below:

| Test: 298   | Multiple-choice test covering the mandatory units  |   |
|---|--|---|
| Duration  | 75 minutes   |   |
| Total number of questions   | 40   |   |
| Learners can have access to the MOT Inspection Manual during the assessment |  |   |
| Unit  | Outcome  | % |
| 201 Safe working practices in the test centre                               | 01 Understand the requirements relating to health, safety and good housekeeping in a vehicle test centre | 2 |
|   | 02 Understand personal responsibilities within the vehicle test centre                                   | 5 |
| 202: Working relationships within the vehicle test centre                   | 01 Understand how to communicate within the vehicle test centre  | 5 |
|   | 02 Understand the rights of vehicle presenters relating to vehicle testing                               | 3 |

|   |   |    |
|---|---|----|
| 203: Managing own professional development as a vehicle tester              | 01 Understand the official published requirements for Continuing Professional Development (CPD) | 2  |
|   | 02 Know how to manage their CPD requirements  | 3  |
| 204: Carry out pre-test checks for a statutory periodic roadworthiness test | 01 Know if the facilities are suitable to test the presented vehicle                            | 15 |
| 205: Carry out a statutory periodic roadworthiness test (classes 4 and 7)   | 01 Know testing methods and how to conduct a vehicle test                                       | 10 |
|   | 05: Carry out a statutory periodic roadworthiness test (classes 4 and 7)                        | 55 |

### *Resources allowed during the test*

The following is a list of resources that learners are allowed to use during the assessment for the Level 2 Award in MOT testing (classes 4 and 7)

- Documents available on the home page, when signed in to MTS – <https://www.gov.uk/mot-testing-service>:
  - Special Notices
  - Inspection Manuals for classes 1-2, & 3-4-5 (as appropriate)
  - MOT testing guide
  - Checklists for all classes that testers will need to print off before their practical assessment
  - In service emission standards for road vehicles
- Documents available on <https://www.gov.uk/topic/mot>
- Anything on the MOT pages of gov.uk – In particular, “Matters of Testing Blog” <https://www.gov.uk/government/publications/matters-of-testing>

### Recognition of prior learning (RPL)

Recognition of prior learning means using a person’s previous experience, or qualifications which have already been achieved, to contribute to a new qualification.

For this qualification, RPL is not allowed.

## 5 Units

### Structure of the units

These units each have the following:

- City & Guilds reference number
- Unit Accreditation Number (UAN)
- Title
- Level
- Guided learning hours (GLH)
- Learning outcomes, which are comprised of a number of assessment criteria

Centres must deliver the full breadth of the range. Specialist equipment or commodities may not be available to all centres, so centres should ensure that their delivery covers their use. This may be covered by a practical demonstration (e.g. video). For the practical assessments for this qualification, centres should ensure that there are sufficient resources to complete the task but are not required to use all the equipment or commodities in the range.

|           |   |
|-----------|---|
| UAN:      | L/508/5024  |
| Level:    | 2   |
| GLH:      | 2   |
| Unit aim: | This unit enables the learner to develop an understanding of the importance of good housekeeping and health and safety in the vehicle test centre. It will provide an understanding of significant risks and how to identify and minimise them. |

---

### Learning outcome

The learner will:

- 1 Understand the requirements relating to health, safety and good housekeeping in a vehicle test centre

### Assessment criteria

The learner can:

- 1.1 identify the main legislative requirements relating to health and safety in the vehicle testing environment
- 1.2 identify the key hazards and risks relating to a vehicle testing environment

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### Range

(AC1.1) **Legislative requirements:**

- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations
- Noise at Work Regulations
- Manual Handling Operations Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Safe Working Loads
- Working at Height Regulations

(AC1.1) **Legislation relevant to health and safety:**

- HASAWA
- COSHH
- EPA
- Manual Handling Operations Regulations
- PPE Regulations 1992

(AC1.2) Hazards and risks to include:

- the difference between a risk and a hazard
- potential risks resulting from:
  - the use and maintenance of machinery or equipment
  - the use of materials or substances
  - accidental breakages and spillages
  - unsafe behaviour
  - working practices that do not conform to laid down policies
  - environmental factors
  - personal presentation
  - unauthorised personal, customers, contractors etc
  - entering your work premises
- the employee's responsibilities in identifying and reporting risks within their working environment
- the method of reporting risks that are outside your limits of authority
- potential causes of:
  - fire
  - explosion
  - noise
  - harmful fumes
  - slips
  - trips
  - falling objects

---

## Learning outcome

The learner will:

- 2 Understand personal responsibilities within the vehicle test centre

## Assessment criteria

The learner can:

- 2.1 explain the importance of own responsibility in maintaining the health and safety of yourself and others
- 2.2 explain the importance of personal and workplace presentation

---

## Range

(AC2.1) **Personal responsibilities:** the purpose of workplace policies and procedures on:

- the use of safe working methods and equipment
- the safe use of hazardous substances
- smoking, eating , drinking and drugs
- emergency procedures
- personal appearance

---

## Learning outcome

The learner will:

- 3 Be able to work safely within the vehicle test centre

## Assessment criteria

The learner can:

- 3.1 select and use suitable vehicle and personal protective equipment throughout activities
- 3.2 perform housekeeping activities safely in a way which minimises risk to customers and staff
- 3.3 maintain a clean work area free from debris and waste materials
- 3.4 maintain tools and equipment for safe working
- 3.5 use safe working practices at all times, whilst carrying out vehicle testing



|           |   |
|-----------|---|
| UAN:      | D/508/5027  |
| Level:    | 2   |
| GLH:      | 2   |
| Unit aim: | This unit enables the learner to understand and apply their knowledge of effective communication and building good working relationships with colleagues and customers. |

---

### Learning outcome

The learner will:

- 1 Understand how to communicate within the vehicle test centre

### Assessment criteria

The learner can:

- 1.1 explain the importance for clear and accurate communications throughout all activities
- 1.2 explain the importance of developing positive relationships with colleagues and customers
- 1.3 explain how to communicate the results of the test with vehicle presenters

---

### Range

(AC1.1) Importance of communication and maintaining positive working relationships:

- morale
- productivity
- company image
- customer relationships
- colleagues

(AC1.3) Results of the test:

- pass
- pass and advise
- aborting a test
- abandoning a test
- refusing a test
- the importance of timescales to the customer and the organisation

---

## Learning outcome

The learner will:

- 2 Understand the rights of vehicle presenters relating to vehicle testing

## Assessment criteria

The learner can:

- 2.1 identify the rights of vehicle presenters
- 2.2 describe what to do in the event of a customer complaint or appeal

---

## Range

(AC2.1) Rights of vehicle presenters:

- right to have the vehicle tested
- right to view the test
- right to appeal
- right to make a complaint

(AC2.2) Customer complaints and appeals:

- appeals against result of the test
- complaints about staff conduct
- complaints about test centre practices and processes
- escalation of complaint procedure

---

## Learning outcome

The learner will:

- 3 Be able to communicate effectively with others within the vehicle test centre

## Assessment criteria

The learner can:

- 3.1 use methods of communication with vehicle presenters and/or assistants that are appropriate to the situation
- 3.2 give accurate information relating to the vehicle testing activities

---

## Range

(AC3.1) Methods/techniques of communication:

- verbal
- signs and notices
- memos
- telephone
- electronic mail
- vehicle job card
- notice boards

(AC3.1) **Vehicle Presenter**

- any person that physically presents the vehicle to be tested; it may be the owner, owner's representative, a trade customer or an internal customer

(AC3.1) **Factors that determine the method of communication chosen**

- distance
- location
- job responsibility

(AC3.2) **Accurate information**

- Competent Authority/Supervisory Body procedures for
  - pass
  - pass and advise
  - aborting a test
  - abandoning a test
  - refusing a test

|           |  |
|-----------|--|
| UAN:      | K/508/5029   |
| Level:    | 2  |
| GLH:      | 2  |
| Unit aim: | This unit is around an individual understanding the need and methods of how to keep their technical skills and knowledge up to date. This unit will enable the learner to develop and monitor a personal development plan. |

---

### Learning outcome

The learner will:

- 1 Understand the official published requirements for Continuous Professional Development (CPD)

### Assessment criteria

The learner can:

- 1.1 identify the official published requirements for ongoing CPD for vehicle testers
- 1.2 explain the benefits of completing more CPD than the minimum requirement
- 1.3 explain the implications of non-compliance with CPD requirements

---

### Range

(AC1.2) Benefits of completing more CPD than the minimum requirements:

- additional benefits of completing CPD
  - for the individual
  - for the organisation
- the benefits of completing more CPD than the minimum requirement: 16 hours CPD over 5 years reflects the minimum requirements necessary to maintain compliance with test requirements
- those engaging in additional CPD will potentially have a greater knowledge of the MOT Testing Scheme and will be more up to date with emerging vehicle technology. Furthermore, they will be looked upon more favourably by the DVSA
- implication of non-compliance with CPD:
  - impact on authorised tester and Authorised Examiner status

---

## Learning outcome

The learner will:

- 2 Know how to manage their CPD requirements

## Assessment criteria

The learner can:

- 2.1 explain how to establish their own training needs
- 2.2 explain the importance of discussing their own performance with others
- 2.3 identify ways in which they can develop their knowledge of and competence in vehicle testing
- 2.4 use a personal development plan, to identify their continued professional development

---

## Range

- (AC2.1) **How to establish their own training needs:**
- DVSA publish a CPD framework on an annual basis
  - testers should identify their own areas for professional development
  - feedback from others
- (AC2.3) **Ways in which they can develop their knowledge and competence:**
- DVSA annual publication of CPD requirements
  - DVSA reports and notices
  - eShots
  - newsletters
  - seminars
  - networking events
  - technical training
  - mentoring

|           |  |
|-----------|--|
| UAN:      | KD/508/5030  |
| Level:    | 2  |
| GLH:      | 4  |
| Unit aim: | This unit enables the learner to carry out the necessary preparatory checks on a vehicle to ensure that a valid vehicle test can take place. |

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### Learning outcome

The learner will:

- 1 Know if the facilities are suitable to test the presented vehicle

### Assessment criteria

The learner can:

- 1.1 identify the limitations of the testing facilities when presented with a vehicle to test

---

### Range

(AC1.1) Limitations to vehicle test centres:

- the requirements and limitations of a vehicle test centre are set out in the official published requirements
- vehicle test centres may only test those classes and types of vehicle that they are authorised to test and which are of a size and weight that can be accommodated on the authorised test equipment
- test equipment used must be approved by DVSA

(AC1.1) Limitations to vehicle test classes:

All test classes relevant to vehicle type:

- seating capacity
- weight where applicable
- how vehicles can change class
- issues concerning dual purpose vehicles
- structure of the two part VT9a classes poster
- link to e-mail alerts and matters of testing on-line

(AC1.1) Limitations to vehicle testers:

- the requirements and limitations of a vehicle tester to inspect a vehicle are set out in the official published requirements

- only specifically approved people may conduct tests, sign official documents and make database entries
- restrictions to test a vehicle

---

## Learning outcome

The learner will:

- 2 Be able to check that the entire vehicle test can be completed

## Assessment criteria

The learner can:

- 2.1 use appropriate vehicle and personal protective equipment
- 2.2 undertake a vehicle acceptance check and identify if the vehicle is suitable for testing
- 2.3 locate relevant vehicle controls and systems for test
- 2.4 identify the reasons for refusing or declining to test the vehicle

---

## Range

(AC2.2) VPE/PPE (where appropriate):

- seat covers
- floor mats
- steering wheel covers
- safety shoes
- overalls
- gloves
- head protection

(AC2.3) Reference material and special notices:

- how to access reference material, including the testing guide and special notices
- the rules concerning retention and printing of special notices
- relevant sections of the introduction to the inspection manual & how to use manual, for example, refuse to test, inspection procedure, assessment criteria, modified vehicles and any section the trainer feels relevant

(AC2.3) Vehicle controls:

- the vehicle tester must be able to identify those controls that need to be tested
- he/she must also be able to identify the controls necessary in order that the vehicle may be safely driven in and out of the vehicle testing facility
- adaptations for disabled drivers or other special vehicle uses

(AC2.3) Sources of vehicle specific information/ vehicle identification information:

- web browser
- Vehicle Identification Number (VIN)
- vehicle registration information
- vehicle handbook
- MOT Testing Service (computerised system)

(AC2.4) Reasons for refusal and decline to test:

- requirement for pretest checks, and grounds for a refusal to test
- inspection manuals (all classes) - refusal to test

- testing guide (testing responsibilities, grounds for refusal to carry out a test)
- 

## **Learning outcome**

The learner will:

- 3 Be able to access information required for vehicle testing

## **Assessment criteria**

The learner can:

- 3.1 use IT systems to locate relevant information for vehicle testing
- 3.2 locate vehicle identification information



|           |  |
|-----------|--|
| UAN:      | H/508/5031   |
| Level:    | 2  |
| GLH:      | 19   |
| Unit aim: | This unit provides the learner with the knowledge and skills required to carry out a vehicle test using prescribed methods and current published guidance. |

---

### Learning outcome

The learner will:

- 1 Know testing methods and how to conduct a vehicle test

### Assessment criteria

The learner can:

- 1.1 identify the ethical requirements associated with vehicle testing
- 1.2 identify legal implications associated with carrying out vehicle tests and issuing test results
- 1.3 describe their responsibilities when authorising test records on behalf of the DVSA
- 1.4 describe how and when to use an assistant during testing activities
- 1.5 identify the different records and forms relating to vehicle testing
- 1.6 explain the procedure and requirements for retesting a vehicle including partial retests
- 1.7 explain the importance of keeping personal and customer information, data and passwords secure

---

### Range

(AC1.1) Ethical requirements:

- acting on behalf of the Secretary of State for Transport to certify that in-scope vehicles meet the requirements of the MOT Test
- acting honestly, compliant within the rules of the MOT scheme and avoiding fraud
- not compromising road safety through inappropriate or fraudulent activities connected with the MOT scheme

(AC1.2) Legal implications:

- removal from the scheme through the MOT disciplinary process
- prosecution
- bringing the MOT Scheme into disrepute

(AC1.3) Testing responsibilities:

- test appointments
- viewing of tests
- conduct of tests
- MOT Testing Service use and security requirements

(AC1.4) **Use of assistants:**

- requirement for assistants in normal testing
- One Person Test Lane and Automated Test Lane requirements

(AC1.6) **Partial retests abandon and abort:**

- retest procedure found in VT9a (Fees & Appeals) poster and the MOT Testing Guide
- correct procedure for using the Pass after Rectification at Station (PRS) function.
- abandoned tests where it is impossible to complete a test
- aborted tests where there is a problem with equipment

(AC1.6) **Documentation:**

- select the correct form relating to testing decision
- using the inspection checklist to inform and populate the pass certificate or the 'Refusal of an Mot certificate'
- the purpose of each document
- reasons for issue
- the data base is the MOT record (not the paper document)
- Vehicle Defect Reporting Scheme (VDRS) form and VTS procedures if presented with form
- Roadworthiness Prohibition (PG9) and VTS procedures if presented with form
- procedure for issuing duplicate or replacement certificates, who can issue, costs involved
- using the vehicle testing service (The MOT computerised system) in training mode, create a record of the simulated test

(AC1.6) **Contingency procedure:**

- the procedures for contingency testing in the event of a serious problem with the MOT Testing Service
- security of certificates, retention requirements and record keeping

(AC1.7) **Personal and customer information:**

- password authentication, and test data security
- customer personal data

## Learning outcome

The learner will:

- 2 Be able to work safely when carrying out vehicle test

## Assessment criteria

The learner can:

- 2.1 use suitable vehicle and personal protection throughout all activities
- 2.2 work in a way that reduces risk of damage or injury to the vehicle, people and environment

## Range

(AC2.1) **Vehicle and protective equipment (VPE/PPE):**

- seat covers
- floor mats

- steering wheel covers
- safety shoes
- overalls
- gloves
- head protection

(AC2.2) **Work in a way that reduces the risk:**

- the use and maintenance of machinery or equipment
- the use of materials or substances
- accidental breakages and spillages
- unsafe behavior
- working practices that do not conform to laid down policies
- environmental factors
- personal presentation
- unauthorised personal, customers, contractors etc entering your work premises

## Learning outcome

The learner will:

- 3 Be able to use suitable sources of information to carry out a vehicle test

## Assessment criteria

The learner can:

- 3.1 locate latest information published online by the DVSA
- 3.2 select suitable sources of information relating to testing activities including legal, technical information and testing procedures
- 3.3 use relevant information to enable an accurate decision relating to vehicle testing

## Range

(AC3.1) **Locate latest information:**

- how to access reference material, including the Testing Guide and special notices
- the rules concerning retention and printing of special notices
- relevant sections of the introduction to the Inspection Manual & how to use manual, for example, refuse to test, inspection procedure, assessment criteria, modified vehicles and any section the trainer feels relevant
- official published forms

(AC3.2) **Sources of information:**

- Inspection Manual
- testing guide
- special notices
- rules concerning retention and printing of special notices
- inspection procedure
- 'DVSA Direct'
- 'Matters of Testing'

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## Learning outcome

The learner will:

- 4 Be able to use appropriate tools and equipment in relation to a vehicle test

## Assessment criteria

The learner can:

- 4.1 use the approved tools and equipment in relation to the testing activities
- 4.2 check all approved tools and equipment for safety and calibration where required

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## Range

(AC4.1) **Equipment:**

- use of designated acceptable equipment (only)
- procedures following testing equipment failure
- condition of equipment and calibration requirements
- the difference between Automated Test Lane and One Person Test Lane equipment

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## Learning outcome

The learner will:

- 5 Be able to carry out the test in accordance with the guidance for classes 4 and 7 (M1.N1)

## Assessment criteria

The learner can:

- 5.1 prepare the vehicle systems and work area prior to test
- 5.2 use the recommended inspection routine outlined in the vehicle inspection manual
- 5.3 carry out systematic vehicle test following approved procedures and recognised inspection methods
- 5.4 apply the standards for the test and the correct defect categorisation as mandated by the inspection manual
- 5.5 use information recorded during test to inform decisions

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## Range

(AC5.1) **Prepare the vehicle systems and work areas:**

- use of vehicle protective equipment
- MOT bay is clear, tidy and safe
- vehicle can be safely inspected

(AC5.2) **Recommended inspection routine:**

- use recommended Inspection Routine outlined in the MOT Inspection Manual
- carry out systematic vehicle test following approved procedures and recognised inspection methods
- using the MOT Inspection Manual, carry out an inspection, identify in-scope items which pass, pass with advice or fail

(AC5.3) **Purpose:** in-scope vehicles over a prescribed age are checked once a year to ensure that they meet key roadworthiness and environmental requirements

- a test record is created
- the test only relates to the condition of testable items at the time of test
- dismantling is not permitted

(AC5.3) **Systematic vehicle test:** • **Inspection Manual**

- **Section 0 – Identification of the vehicle:**

- registration plates, front and rear, characters size and types and format margins
- fixing screws and location, damaged, deteriorated or delaminated plates
- number plates , defect and Major category
- vehicle identification number (VIN) on kit cars and amateur built vehicles
- location and number of VIN plates required and requirements
- creating a new vehicle using the convertors VIN
- Identification number ,defects and Major category

- **Section 1 - Brakes:**

- test procedure for parking brakes, including electronic type, service brakes, hydraulic operation, full power braking, Anti-lock Brake Systems (ABS) and (Electronic Stability Programmes) ESP, all hydraulic and mechanical components including brake fluid
- all aspects of brake performance testing using an RBT and decelerometer, plate testing
- methods of calculating brake efficiency and imbalance for class 4 & 7 vehicles correct testing methods and defect, categories of Dangerous, Major and Minor
- procedure for modified vehicles

- **Section 2 - Steering:**

- test procedure for steering controls, free play, play under load, static inspection, lock to lock and checks relevant to power steering , mechanical and electronic (EPS)
- steering wheel, column or handle bar, forks and yokes
- categories for all steering defects ,Dangerous, Major and Minor, and the correct testing methods relevant to vehicle positioning (hard standing or turn plates)
- procedure for modified vehicles

- **Section 3 - Visibility:**

- correct method of inspection, field of vision, condition of glass
- view to rear, including vehicle type, date of first use and requirements
- windscreen wipes and washers, operation and wear
- defects and categories, Major and Minor

- **Section 4 – Lamps, reflectors and electrical equipment:**

- head lamps, front and rear position lamps inspection methods and defects, categories of for all testable lamps , including stop and indicator lamps and relevant warning lamps
- front and rear fog lamps
- additional lamps, variations depending on vehicle type and age
- types of head lamp, testing method for beam aim and fail criteria

- battery(ies) and electrical wiring, tow bar sockets, inspection method and defect categories
- reversing lamps and reflectors

- **Section 5 – Axles, wheels, tyres and suspension:**

- axle security, stub axles, wheel bearings, play and wear
- tyre structures, legal fitment, tread depth, testable and non testable markings, dual markings, space saver tyres , condition, damage and correct fitment, tread depth requirement variations for vehicle type and age
  - Wheel condition and security, extra requirements for class 7 & large class 4 vehicles.
  - Fitment and correct operation of Tyre Pressure Monitoring Systems (TPMS) if relevant to vehicle type and age

Defect categories of Dangerous, Major and Minor

- inspection methods for all relevant spring types, gas,air and fluid, relevant checks on all moving and static suspension components, difference between testable (part of suspension)
- correct testing methods of shock absorbers, including missing
  - relevant checks on front drive shafts and universal joints, dampers and gaiters
  - jacking procedure and correct use of turn plates
  - procedure for modified vehicles
- Defect categories of Dangerous, Major and Minor

- **Section 6 - Body, Structure and attachments:**

- general structure test method not within a prescribed areas, body security, body condition
- exhaust system and fuel system, including gas and hydrogen fuel cells
- bumper security and damage and spare wheel carrier ( if fitted)
- coupling mechanisms towing equipment testing methods and defect categories
- transmissions, propshafts, drive shafts including couplings
- chains or belts
- requirements for class 3 vehicles
  - engine mountings, , seats and doors, test procedure and fail criteria relevant to vehicle type, age and modification
- body and interior, panels, undertrays, spoilers and mirror housings
- cab and body mountings, requirements for class 3 vehicles
- floor, deteriorated or insecure, drivers and passenger seats and driving controls
- cab steps , insecure or likely to cause injury
- handgrips and foot rests
- defect categories, Dangerous, Major and Minor

- **Section 7 – Other equipment:**

- correct type and fitment as required by legislation and vehicle age/type, belts to be tested, when fitted belt is not a seat belt, condition, operation and security, child seat fitted procedure. supplementary restraint systems test procedure
- criteria for seat belt installation checks relevant to vehicle type and age.
- procedure for modified vehicles
- anti-theft devices including electronic testing procedure
- audible warning (horn) not working properly or inoperative
- speedometer testing procedure and fitment of a tachograph, road testing
- speed limiter ( if required) requirements, tamper proof devices, vehicles testing procedure
- electronic stability control (ESC), class 3 vehicle requirements, operation including warning light.

## Defect categories

- **Section 8 - Nuisance:**

- noise suppression system, silencers , under bonnet suppression material, use if judgment to assess noise
- exhaust emissions (spark ignition and compression, full catalyst emissions test
- hybrid, hydrogen fuel cell and two stroke, testing procedure and requirements
- kit cars and amateur built vehicles, wankle engines and Q plated vehicles
- dual exhaust systems and LPG engines
- test procedures for fuel and exhaust systems, missing DPF for diesel vehicles and catalytic converters for petrol and diesel vehicles, identify vehicles by age and relevant emissions test
  - correct emission test applicable to available vehicle, test methods and fail criteria. Issues with Diesel testing including pre checks, use of temperature sensor, low revs and no printout.
- other environmental items, requirements for class 3 vehicles
- leak of fluids, testing procedure and defect categories

- **Section 9 – Supplementary tests for buses and coaches:**

- entry and exit doors, emergency control and power operated doors
- emergency exits test procedure and requirements
- passenger grab handles and steps and stairs, defect categories

- **Section 10 – Seat belt installation checks:**

- Seat belt installation guidance notes, including installation operation and wear
- Types of belts and fittings , methods of attaching belts
- Defect and categories
- 

### Appendix A - Structural Integrity and Corrosion:

- prescribed areas, load bearing structure, highly stressed components and thin gauge steel pressings
- methods of inspection, use of corrosion assessment tool and fail criteria
- methods of repair, seam welds, spot welds and manufacturer repair methods
- procedure if repair cannot be assessed
- testable items mounted to plastic structures, repairs to none-metallic load bearing structures

### Appendix B - Tyre load index tables:

- load rating and exceptions
- manufactures and ministry plate
- tyre load index table

### Appendix C – Seat belt fitment tables:

- requirements for three wheels, tricycles and quadricycles
- seats and seat belt requirements
- vehicles up to 8 seats, and 9 to 16seats
- coaches, other buses and goods vehicles

(AC5.4) **Standards:**

- assessment of component wear and condition
- minimum standards

- time of test
- types of decision
- objective and subjective, assessment criteria
- inappropriate modifications and repairs
- common areas of incorrect decisions
- partial re-tests

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## Learning outcome

The learner will:

- 6 Be able to record the information relating to the vehicle test

## Assessment criteria

The learner can:

- 6.1 record the vehicle on the MOT Testing Service (computerised system) prior to carrying the vehicle test
- 6.2 select the correct form relating to testing decision
- 6.3 use the MOT Testing Service (computerised system) to record your decision and additional information gathered during testing activities.

(AC6.2) Correct form:

- Using the inspection checklist to inform and populate the Pass certificate or the 'Refusal of an Mot certificate'
- the purpose of each document
- Reasons for issue
- the data base is the MOT record (not the paper document)
- vehicle Defect Reporting Scheme (VDRS) form and VTS procedures if presented with form
- roadworthiness Prohibition (PG9) and VTS procedures if presented with form
- procedure for issuing duplicate or replacement certificates, who can issue, costs involved

(AC6.3) Use the MOT testing service (computerised system):

- using the Vehicle Testing Service (the MOT computerised system) in training mode, create a record of the simulated test
- the procedures for contingency testing in the event of a serious problem with the MOT Testing Service. Security of certificates, retention requirements and record keeping



## Appendix 1

## Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the Centres and Training Providers homepage on [www.cityandguilds.com](http://www.cityandguilds.com).

*Centre Manual - Supporting Customer Excellence* contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues.

Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

*Our Quality Assurance Requirements* encompasses all of the relevant requirements of key regulatory documents such as:

- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

*Access to Assessment & Qualifications* provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

*Centre Guide – Delivering International Qualifications* contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification.

Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection

- Frequently asked questions.

## Appendix 2

## Useful contacts

### UK learners

General qualification information

E: [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)

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### International learners

General qualification information

F: +44 (0)20 7294 2413

E: [intcg@cityandguilds.com](mailto:intcg@cityandguilds.com)

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### Centres

Exam entries, Certificates, Registrations/enrolment, Invoices,  
Missing or late exam materials, Nominal roll reports, Results

F: +44 (0)20 7294 2413

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

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### Single subject qualifications

Exam entries, Results, Certification, Missing or late exam  
materials, Incorrect exam papers, Forms request (BB, results  
entry), Exam date and time change

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)

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### International awards

Results, Entries, Enrolments, Invoices, Missing or late exam  
materials, Nominal roll reports

F: +44 (0)20 7294 2413

E: [intops@cityandguilds.com](mailto:intops@cityandguilds.com)

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### Walled Garden

Re-issue of password or username, Technical problems,  
Entries, Results, e-assessment, Navigation, User/menu option,  
Problems

F: +44 (0)20 7294 2413

E: [walledgarden@cityandguilds.com](mailto:walledgarden@cityandguilds.com)

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### Employer

Employer solutions, Mapping, Accreditation, Development  
Skills, Consultancy

T: +44 (0)121 503 8993

E: [business@cityandguilds.com](mailto:business@cityandguilds.com)

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### Publications

Logbooks, Centre documents, Forms, Free literature

F: +44 (0)20 7294 2413

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[feedbackandcomplaints@cityandguilds.com](mailto:feedbackandcomplaints@cityandguilds.com)

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As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

## City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

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