

Private Passenger and Light Commercial Vehicles (Classes 4 and 7) - MOT Annual Assessment (3428-04)

Version V6.0 (March 2019)

Qualification Handbook

Qualification at a glance

Subject area	Automotive
City & Guilds number	3428
Age group approved	18+
Entry requirements	None
Assessment types	Multiple Choice
Approvals	Approval application required
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TQT	City & Guilds qualification number	Ofqual accreditation number
Private Passenger and Light Commercial Vehicles (Classes 4 and 7) - MOT Annual Assessment	N/A	N/A	3428-04	N/A

Version and date	Change detail	Section
5.0 April 2018	Syllabus updated according to new manual	Introduction
6.0 March 2019	Syllabus updated according to new manual	Introduction / Assessment

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1 Introduction

This document tells you what you need to do to deliver the MOT annual assessment.

Area	Description
Who is the MOT annual assessment for?	<p>The Driver and Vehicle Standards Agency (DVSA) requirement is that, all testers must pass an MOT annual assessment each year following their tester certification.</p> <p>Failure to complete this assessment annually may lead to disciplinary action against the individual tester which may then lead to their authorised tester status being withdrawn.</p> <p>The syllabus covered is in this section.</p>
Who did we develop the MOT annual assessment with?	This MOT annual assessment was developed with the Driver and Vehicle Standards Agency (DVSA).
Is it part of an apprenticeship framework or initiative?	This MOT annual assessment is not part of an apprenticeship framework.
What does the MOT annual assessment cover for 2018-2019	<p>The CPD syllabus for each year is set by the Driver and Vehicle Standards Agency (DVSA).</p> <p>The 2019 – 2020 MOT annual training syllabus for class 4 and 7 vehicles covers:</p> <ul style="list-style-type: none"> • Understanding and use of new testers manual • Improvement of test quality, using information from annual and initial assessments as well as information from compliance examination • Use of Test Quality Information as well as how to ensure that users details are kept up to date on the MOT Testing Service • Elements taken from previous years' MOT Annual Training syllabi <p>List of subjects:</p> <ol style="list-style-type: none"> 1. Tyres, specifically tyre valves (no longer a failure item) 2. Cords can be “felt” when using a blunt instrument when opening a cut greater than 25 mm

Area	Description
	<ol style="list-style-type: none"> 3. Brake ferrules 4. Brake fluid contamination 5. Drivers view 6. Number plate black and silver characters; note this is now a 40-year-old vehicle-rolling requirement. 7. Coil springs 8. Anti-roll bar linkage 9. Falsified VIN numbers (pictures etc.) 10. The use of locking fluid 11. Unsafe modification 12. Assessment of component condition 13. Definition of insecure 14. Unsafe modification 15. Inspection procedure (recording details from vehicle when registering it for test) 16. Headlamp aim (correct use of equipment, correct alignment, distance from beam tester, where this information would be found in a Vehicle Test station etc.)

2 Centre requirements

Approval

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

However, centres who have been previously approved for both the Level 2 Award in MOT Testing (3428-02) and the Level 3 Award in MOT Test Centre Management (3428-03) will be given **automatic approval** for the Private Passenger and Light Commercial Vehicles (Classes 4 and 7) - MOT Annual Assessment (3428-04).

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

Resource requirements

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[s] 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 of 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, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

City & Guilds cannot accept any registrations 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 to achieve this MOT annual assessment.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the DVSA CPD syllabus for that year, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

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.

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 MOT annual training syllabus for that CPD year.

Available assessments/assignments

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

- evolve multiple-choice test delivered on-screen.

Assessment Types

Unit	Title	Assessment method	Where to obtain assessment materials
501	MOT annual assessment for Vehicle Classes 4 and 7 (2019/2020)	Evolve online test	www.cityandguilds.com

Time constraints

The following must be applied to the assessment of the MOT annual assessment:

- Candidates must successfully pass an MOT annual assessment for each CPD year (April - March).

Assessment strategy

Test Specifications

The MOT Annual Assessment for is a non-invigilated, open-book test. The way the knowledge is covered for the 2018/2019 CPD year is laid out in the table below:

Test: 502	Private Passenger and Light Commercial Vehicles (Classes 4 and 7) - MOT Annual Assessment 2019-2020	
Duration	60 minutes	
Total number of questions	30	
Section	Topic	%
MOT Inspection Manual (Classes 4 and 7) from 20 th May 2018	Understanding and use of new testers manual	40
Quality and Data Protection	Use of Test Quality Information as well as how to ensure that users details are kept up to date on the MOT Testing Service	40
	Improvement of test quality, using information from annual and initial assessments as well as information from compliance examination	13
MOT Inspection General Standards and Procedures	Elements taken from previous years' MOT Annual Training syllabi	6

Recognition of prior learning (RPL)

RPL is not allowed for this assessment.