MOT Qualifications and CPD (3428)

|  |
| --- |
| www.cityandguilds.com January 2020 Version 1.6 |

Frequently asked questions for centres

Contents

1 General questions 2

Who are these qualifications for? 2

What are the changes in the current process to apply for a licence? 2

What is the structure of these qualifications? 3

What are the Guided Learning Hours (GLH) for these qualifications? 3

2 Getting ready for delivery 4

Where can I find the qualifications fees? 4

How do I gain approval for these qualifications? 4

What resources do I need to deliver the qualifications? 4

Are there any training materials available? 4

What are the requirements for assessors, trainers and internal quality assurers? 5

3 Assessment of the qualifications 7

What are the assessment methods of these qualifications? 7

4 After qualification completion 9

What are the next steps once the Level 2 Award for MOT Testers qualification is completed? 9

What are the next steps once the Level 3 Award for MOT Test Centre Managers is completed? 9

5 Annual training and assessment (CPD) 10

What testers need to do before 31 March 2020? 10

What is the syllabus for the CPD for 2019/20? 12

6 Additional information 14

# General questions

Who are these qualifications for?

Anyone who wants to become a MOT Tester or an Authorised Examiner/ Designated Manager will need to achieve these qualifications to apply for their licence in England, Wales and Scotland.

What are the changes in the current process to apply for a licence?

In the new process, eligible learners will be able to attend a training course at a training organisation to achieve an accredited qualification. Please note that being nominated by a MOT Station won’t be required.

As DVSA are the regulator for the MOT Scheme, they will continue issuing the licences upon presentation by the applicant of the qualification certificate issued by an officially recognised awarding organisation such as City & Guilds and final observation of the learner carrying out an inspection (that is, the VT8).

Please note that the current eligibility requirements remain, which can be found at DVSA’s website:

[**https://www.gov.uk/become-an-mot-tester/eligibility**](https://www.gov.uk/become-an-mot-tester/eligibility)

Those who wish to undertake the Level 2 Award in MOT Testing must;

* have a current and full UK driving licence for the vehicle classes to be tested
* be a skilled technician with at least 4 years’ full-time employment in the service and repair of the vehicle types to be tested
* have no unspent convictions for criminal offences connected with the MOT testing scheme or the motor trade, or involving acts of violence or intimidation
* be ‘of good repute’

To become a nominated tester for class 3, 4, 5 or 7 vehicles, applicants must also have an appropriate qualification, for details see; <https://www.gov.uk/become-an-mot-tester/qualifications>

It will be the responsibility of the training provider to verify the identity of the individual, the driving licence and qualification certificates.

Certificates and driving licences must be hard copy originals.

Conviction status and employment records can be evidenced by self-declaration.

Please see example of self-declaration form from DVSA:



All evidence must be kept for a **minimum of 6 months** for audit purposes.

DVSA has the right to refuse the progression of the candidate if it is subsequently found that the individual does not comply with the above. This may result in the withdrawal of approval to deliver the qualification.

Prior learning from previous training must not be assumed, and therefore all learning outcomes, assessment criteria and the entire content must be covered within the delivery of the training for this qualification.

In regards to MOT Managers, there are no eligibility requirements for those who wish to undertake the Level 3 Award in MOT Test Centre Management.

What is the structure of these qualifications?

Level 2 Award for MOT Testers – all units are mandatory:

* Safe working practices in the vehicle test centre
* Working relationships within the vehicle test centre
* Manage own professional development as an MOT Tester
* Carry out pre-test checks for a statutory periodic roadworthiness test
* Carry out a statutory periodic roadworthiness test (classes 4 & 7).

Learning will be no less than 24 hours including a minimum of 8 hours of practical training.

Level 3 Award for MOT Vehicle Test Centre Managers – all units are mandatory:

* Understand how to manage the legislative and compliance requirements of a Vehicle Test centre
* Know how to deal with customer service problems within a test centre
* Understand how to develop and supervise staff within a test centre
* Understand vehicle test centre quality systems and quality audits

Learning will be no less than 16 hours.

For full information on the unit detail, please have a look at the qualification handbook in our website [www.cityandguilds.com](http://www.cityandguilds.com)

What are the Guided Learning Hours (GLH) for these qualifications?

For the Level 2 Award in MOT Testing, 29 GLH

For the Level 3 Award for MOT Vehicle Test Centre Managers, 16 GLH.

# Getting ready for delivery

Where can I find the qualifications fees?

For the latest information on qualification fees, last registration and certification dates please check in the Walled Garden.

How do I gain approval for these qualifications?

Please follow the link below to information on how to deliver our qualifications:

<http://www.cityandguilds.com/delivering-our-qualifications/offer-our-qualifications>

What resources do I need to deliver the qualifications?

Please see below minimum equipment list required.

<https://www.gov.uk/search?q=mot+equipment>



Are there any training materials available?

Yes, DVSA have provided the following training which can be used by centres:

Notes from training sessions



VT8 Assessment and guidance



MOT Risk Scoring Guide & Guide to MOT risk reduction

<https://www.gov.uk/government/publications/site-assessment-risk-scoring-guide>

MTS screenshots for Manager



Suggested inspection routine for use during learning – **not to be used during practical assessment**



What are the requirements for assessors, trainers and internal quality assurers?

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) but are not required to take the MOT annual assessment.

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

Awarding Organisations must check that 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.

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

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.

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.
* All Assessors for MOT Tester Training must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA) and are required to successfully complete the MOT annual assessment.

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 numbers of hours of MOT annual training each year.

Internal quality assurance of VRQs shall be the responsibility of Awarding Organisation approved industry competent IQAs.

The primary responsibility of the IQA is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as technical competence related to the qualifications that they are internally quality assuring.

IQAs will be responsible for, and accountable for consistency, quality and reliability of evidence and assessors.

It will be the responsibility of the approved centre to select and appoint IQAs.

To be an approved IQA, the person must:-

* have in-depth knowledge of the MOT qualification requirements
* be occupationally aware of the MOT sector
* be approved by the Awarding Organisation to carry out internal quality assurance for relevant qualifications
* demonstrate knowledge and understanding of the quality assurance processes required by the centre and the Awarding Organisation.

Approval of IQAs can be removed. IQAs cannot verify the qualifications if they are not approved by, or have had their approval removed by the Awarding Organisation.

# Assessment of the qualifications

What are the assessment methods of these qualifications?

**Level 2 Award for MOT Testers**

The assessment consists of: a multiple choice online test plus a practical observation carrying out an inspection.

The requirements for the MOT Tester qualification include:

* Learning will be no less than 24 hours including a minimum of 8 hours of practical training
* Direct observation of an entire simulated, uninterrupted MOT Test (with use of an assistant) carried out in the training environment to the current standard required by DVSA. This must include the ‘MOT computer testing service system’ part of the demo test. This will include assessment of all units in the qualification.
* Knowledge elements must also be assessed through an externally set and externally marked examination in line with the assessment specification.
* As Testers will need to access DVSA material during their normal testing activities, scribes or readers will not be allowed during the qualification assessment
* Additional oral questioning including assessment of component wear and ethics will also be carried out by the assessor as part of the practical observation.

For the practical assessment, the following must apply:

* The assessor can play the role of the Vehicle Presenter during assessment
* The assessor to learner ratio must be 1:1
* The assistant and vehicle presenter must not be a learner on the same qualification
* Other learners must not be present when practical assessments are taking place.

Awarding Organisations will ensure that quality assurance of the assessments is in place, both internally and externally in line with Ofqual, SQA and Qualification Wales’ systems and procedures.

DVSA will carry out a final check after the qualification has been awarded before authorising testers. Successful candidates will be entered onto the MOT Testing Service and will be deemed to have achieved a Certificate of Competence, although no physical certificate will be awarded.

**Level 3 Award for MOT Vehicle Test Centre Managers**

The Award in MOT Test Centre Management qualification structure comprises of mandatory units that will be undertaken by all types of Manager. There are no separate pathways.

The requirements for the qualification include the below:

* Learning will be no less than 16 hours
* Knowledge elements must also be accessed through an externally set and externally marked examination in line with the assessment specification.
* As managers will need to access DVSA material during their normal testing activities, scribes or readers will not be allowed during the qualification assessment

Awarding Organisations will ensure that quality assurance of the assessments is in place, both internally and externally in line with Ofqual, SQA and Qualifications Wales’ systems and procedures.

# After qualification completion

What are the next steps once the Level 2 Award for MOT Testers qualification is completed?

Please see below power point slides the DVSA have produced that should be included at the end of the training so learners know how to request a demonstration test upon qualification completion.



If a centre would like to host the VT8 at their premises, they need to ensure they are fully equipped for it and inform DVSA at [MOT@vosa.gov.uk](mailto:MOT@vosa.gov.uk)

What are the next steps once the Level 3 Award for MOT Test Centre Managers is completed?

A qualified MOT Manager may complete an application to become an Authorised Examiner (AE)/Authorised Examiner Designated Manager (AEDM) without any further competence assessment by DVSA.

# Annual training and assessment (CPD)

On 1 April 2016, DVSA changed how MOT training is done.

An annual training programme and an assessment replaced the 5-year MOT tester refresher course.

What testers need to do before 31 March 2020?

As a tester, you must complete this year’s annual training and assessment by Saturday 31 March 2018.

Record your training in the training log and your assessment results on the MOT testing service (MTS) <https://www.gov.uk/mot-testing-service>

You can find out more from Take MOT tester annual training and assessments

<https://www.gov.uk/guidance/mot-training>

Make sure you record your assessment result correctly. If you don’t do it properly on the MTS, DVSA will assume that you haven’t done the assessment.

If you don’t complete this year’s annual training and record your results on the MTS by 31 March 2020, **you’ll be automatically suspended from testing.**

If you become suspended, you’d need to complete next year’s annual training (2020 to 2021) and assessment, forward your training log to DVSA and complete a DVSA observed demonstration test – so that you can return to testing. You’re likely to face delays in being able to start testing again.

**Please note that from 01 April 2020 City & Guilds will only offer the following MOT products:**

**3428-01 Pre-Vehicle Testing Assessment**

**3428-02 Level 2 Award in MOT Testing (classes 4 and 7)**

**3428-03 Level 3 Award in MOT Test Centre Management**

**We will not continue offering the 3428-04 MOT Annual Assessment from 01 April 2020.**

**How to record your assessment result**

1. Sign to the MOT testing service.

2. Click ‘Your profile’.

3. Click ‘View or add annual assessment certificates’ under the ‘Annual assessments’ heading.



4. Click to add your group A (class 1 and 2 vehicles) or group B (class 3, 4, 5 and 7 vehicles) assessment certificate.

5. Add your assessment and certificate details, review the details and save them.

**What authorised examiners (AEs) and authorised examiner designated managers (AEDMs) need to do**

As an AE or AEDM, it’s your responsibility to make sure that all your testers:

* maintain their knowledge of the MOT service
* complete their annual training and assessment

DVSA will take action against testers who don’t do this on time. Their suspension may have an impact on the operation of your MOT test station.

You should:

* ask each of your testers to show you their training log
* log onto the MTS and check that your testers have completed their assessments.

You can find out more from Take MOT tester annual training and assessments

<https://www.gov.uk/guidance/mot-training>

**Declaration**

Testers

By clicking the green ‘Acknowledge’ button (<https://www.gov.uk/mot-testing-service> ) in the MOT testing service you’re confirming that you’re aware that you must complete your annual training and record the assessment certificate details onto the MTS by Saturday 31 March 2018.

You’re also acknowledging that if you haven’t completed your MOT annual training and recorded your assessment on the MTS, you will be suspended from testing on 1 April 2018.

AEs and AEDMs

By clicking the green ‘Acknowledge’ button in the MOT testing service (<https://www.gov.uk/mot-testing-service> ) you’re confirming that all of your testers know that they must complete their annual training and record their annual assessment on the MTS by Saturday 31 March 2018.

You’re also acknowledging that any testers that haven’t completed and recorded their annual training and assessment by 31 March 2018, will be suspended from 1 April 2018 and will need to complete next year’s annual training and assessment (2018 to 2019), forward their training log to DVSA and complete a DVSA observed demonstration test. They’re likely to face delays in returning to testing.

What is the syllabus for the CPD for 2019/20?

The CPD syllabus for each year is set by the Driver and Vehicle Standards Agency (DVSA).

The 2019 – 2020 MOT annual training syllabus for class 4 and 7 vehicles covers:

* 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

List of subjects:

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

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).

Please check our handbook for additional information on

<https://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/automotive/3428-mot-qualifications-and-cpd#tab=documents>

# Additional information

**Where can I find further information?**

Please visit our website [www.cityandguilds.com](http://www.cityandguilds.com) or contact us at [automotive@cityandguilds.com](mailto:automotive@cityandguilds.com) with any queries.

You can alternatively visit the Government’s website at <https://www.gov.uk/guidance/mot-training>

Please remember all special notices and manuals can be found at:

<https://www.gov.uk/topic/mot/manuals>

**Please note that from 01 April 2020 City & Guilds will only offer the following MOT products:**

**3428-01 Pre-Vehicle Testing Assessment**

**3428-02 Level 2 Award in MOT Testing (classes 4 and 7)**

**3428-03 Level 3 Award in MOT Test Centre Management**

**We will not continue offering the 3428-04 MOT Annual Assessment from 01 April 2020.**