

## *Scheme approval for 4101NVQ in Automotive Maintenance & Repair, Body & Paint, Vehicle Fitting & Roadside Assistance* Levels 1, 2 and 3

Centres currently offering the City & Guilds **Automotive 4000 to 4003 Awards** and wishing to offer the **4101 NVQ** should refer to the table attached which indicates the awards the centre must be approved for to enable Fast Track Approval. Centres not approved for the appropriate schemes should obtain approval for **4101 NVQ** by completing a scheme approval form (SAP) and submitting to your national/regional office. An External Verifier visit may be necessary.

**Fast track approval** is achieved by completing the attached fast track approval form and scheme approval will be an automatic process. Fast Track Approval is appropriate providing:

- You have been granted approval or have been actively offering the component qualifications within the last two years
- There are no unresolved actions from your external verifier visits.
- There have been no changes to centre information previously supplied. **This means that no changes should have been made to any of the following centre details:**
  - Assessors & internal verifiers
  - Satellite centres
  - Staff resources
  - Physical resources

However, where minimal changes to the 4 items above have occurred, centres may still use the fast-track form, but must complete and attach Form APU contained in the document **Providing City & Guilds Qualifications – edition four**. In such cases, an additional verification visit **may** be necessary to confirm that the approval criteria continue to be met and this may incur a cost of £150. **In submitting the attached fast-track form without an APU, centres are confirming that there are no changes to the above. Failure to inform City & Guilds of changes may result in approval being withdrawn.**

Fast track approval is on condition that the centre is adequately resourced for the qualifications requested. This will be confirmed by the external verifier at the first verification activity following approval.

As a City & Guilds Centre you are encouraged to maintain a Centre Quality Assurance Manual and to have a detailed written Quality Assurance system. Examples of both have been provided as part of your Fast Track application.

During your first External Verification visit following Fast Track Approval your External Verifier will examine and discuss your Centre's Quality Assurance systems and procedures.

**Providing City & Guilds Qualifications** is available to download from our web site [www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk).

Existing qualification title	Level	Scheme No.	Approved Tick	Replaced/ Withdrawn/ New	New qualification title	Level	Scheme No.	Fast Track Approval Tick
Vehicle Fitting (Tyres)	1	4000 01		Replaced	Vehicle Fitting Operations (Tyre Fitting)	1	4101 16	
Vehicle Fitting (Fast Fit)	1	4000 01		Replaced	As above		4101 16	
Vehicle Fitting (Tyres)	2	4000 02		Replaced	Vehicle Fitting Operations (Specialist Tyre Fitting )	2	4101 18	
Vehicle Fitting (Fast fit)	2	4000 02		Replaced	Vehicle Fitting Operations (General Vehicle Fitting)	2	4101 17	
Vehicle Fitting (Auto electrical)	2	4000 02		Replaced	As above		4101 17	
				New	Vehicle Fitting Operations	3	4101 19	
Vehicle Maintenance (Vehicle valeting)	1	4001 01		withdrawn				
Vehicle Maintenance and Repair (Light Vehicles)	2	4001 02		Replaced	Vehicle Maintenance and Repair (Light Vehicle)	2	4101 01	
Vehicle Maintenance and Repair (Heavy Vehicles)	2	4001 02		Replaced	Vehicle Maintenance and Repair (Heavy Vehicle)	2	4101 02	
Vehicle Maintenance and Repair (Motorcycles)	2	4001 02		Replaced	Vehicle Maintenance and Repair (Motorcycle)	2	4101 03	
Vehicle Maintenance and Repair (Auto electrical)	2	4001 02		Replaced	Vehicle Maintenance and Repair (Auto-electrical)	2	4101 04	
As above		4001 02			Vehicle Maintenance and Repair (Mobile Electronics and Security)	2	4101 05	
2 Vehicle Maintenance and Repair (Vehicle inspection)	2	4001 02		Withdrawn				
Vehicle Maintenance and Repair (Light Vehicles)	3	4001 03		Replaced	Vehicle Maintenance and Repair (Light Vehicle)	3	4101 06	
Vehicle Maintenance and Repair (Heavy Vehicles)	3	4001 03		Replaced	Vehicle Maintenance and Repair (Heavy Vehicle2)	3	4101 07	
Vehicle Maintenance and Repair (Motorcycles)	3	4001 03		Replaced	Vehicle Maintenance and Repair (Motorcycle)	3	4101 08	
Vehicle Maintenance and Repair (Auto electrical)	3	4001 03		Replaced	Vehicle Maintenance and Repair (Auto-electrical)	3	4101 09	
Vehicle Body and Paint Operations (Strip and rebuild vehicles)	2	4002 02		Replaced	Vehicle Body and Paint Operations (MET/Body Fitting )	2	4101 10	

