All About Automotive
All about automotive
Issue 04
December 2019

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

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

- Funding band changes to light vehicle and heavy vehicle new apprenticeship standards
- Automotive webinars:
  - Are you ready for end point assessment (EPA)?
  - City & Guilds’ offer for the new apprenticeship standards
- Digital learning materials to support your on programme delivery
- End point assessment service – get ready for success!
- Pilot of digital credentials for our light vehicle technician new apprenticeship (England)
- Important deadlines for the reformed Functional Skills (4748)
Funding band changes to light vehicle and heavy vehicle new apprenticeship standards

The funding bands for the following apprenticeship standards have been reviewed:

Motor vehicle service and maintenance technician (light vehicle) - the new funding band is dropping from £18,000 to £15000 for all new starts from 05 August 2019.

Heavy vehicle service and maintenance technician - the new funding band is dropping from £18,000 to £15000 for all new starts from 30 September 2019.

Automotive webinars

Are you ready for end point assessment (EPA)?

Watch our recorded webinar on how to get ready for the automotive EPAs.

The webinar covers:

Part 1 – Operational Overview for EPA with Janice Collins
Part 2 – Gateway and EPA ready with Paul Tunnicliffe
Part 3 – Live Q&A

Click the following link to access the webinar:
https://www.cityandguilds.com/apprenticeships/events-and-webinars
City & Guilds’ offer for the new apprenticeship standards

Watch our recorded webinars explaining our offer for the following new apprenticeship standards:

- (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)

Click the following link to access the webinar:
https://www.cityandguilds.com/apprenticeships/events-and-webinars

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.

- Are you ready for EPA Automotive Webinar
- Managing a successful apprenticeship programme - webinar series
- Generating stakeholder buy-in - apprenticeship programmes webinar series
- End point assessment - sharing experiences
- Prior Learning in Apprenticeships - 5 steps to getting it right
- 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

Digital learning materials to support your on programme delivery

Apprenticeship training manuals

Available for the following standards:

- (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)
These training manuals provide 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. Each manual includes:

- 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

- 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.

Available for the following standards:

- (9304) Level 2 Autocare technician
- (9301) Level 3 Motor vehicle service and maintenance technician (light vehicle)
Schemes of work and lessons plans – have your tutors/assessors ready from day one!

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 and hybrid electric vehicle operation, maintenance and repair.

Available for the following standards:

- (9304) Level 2 Autocare technician
- (9301) Level 3 Motor vehicle service and maintenance technician (light vehicle)

e-Portfolio

City & Guilds Learning Assistant is a market-leading e-portfolio system designed to enable your organisation to reach its full potential. Learning Assistant transforms the vocational education management process, allowing you to maximise productivity, increase profitability and enhance the quality of the learning experience.
Click here for demo: https://attendee.gotowebinar.com/recording/1233325874002209283

Available for the following standards:

- (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)

Other on-programme resources available to support your training delivery

**Maths and English**

**Qualifications**

- New Functional Skills (4748)
- ‘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
On-programme core induction

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

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.

Available for the following standards:

- (9301) Level 3 Motor vehicle service and maintenance technician (light vehicle)
End point assessment service – get ready for success!

City & Guilds’ end-point assessment service

End-point assessment service

City & Guilds delivers end-point assessment (EPA) across a broad range of apprenticeship standards. EPA is the assessment process for the new apprenticeship standards in England, SASE frameworks continue as before.

View our 8 stage guide to your EPA journey document to help you understand the stages you will follow.

Employers get to choose which apprenticeship assessment organisation to use for EPA. They might decide based on the company’s reputation or their trust in the organisation helping their apprentice to learn and demonstrate the right knowledge, skills and behaviours.

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

Available now and includes terms and conditions, everything you need to know about using City & Guilds end-point assessment service.

These EPA assessment packs provide you with the following information for each occupational standard:

- Resource requirements for EPA.
- Timeline for EPA.
- Guidance for centres/employers and apprentices on what to expect before, during and after the EPA takes place.

These documents must be used alongside the EPA Recording Forms also available on our website.
EPA preparation tool – tools to help your apprentice calmly approach EPA

### CG0330 End-Point Assessment Preparation

#### CG0330 Motor Vehicle Service and Maintenance Technician (Light Vehicle)

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 'Handmark 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.

Learn more about the EPA registration process in SmartScreem. 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 as well as FAQs on our EPA service and the EPA events.

**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.

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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’

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President: HRH The Princess Royal; Chairman: Sir John Armitt CBE FREng FCGI. Director-General: Chris Jones.
Important deadlines for the reformed Functional Skills (4748)

Our new reformed maths and English Functional Skills qualifications are open for registrations.

Centres currently approved to deliver our legacy maths and English Functional Skills (3748) qualifications need to apply for fast track approval, if they intend to deliver the reformed maths and English Functional Skills (4748) qualifications.

Click here for Instructions for completing the Functional Skills Fast Track or QAP Approval process (4748)

Centres that do not have approval for City & Guilds’ legacy maths and English Functional Skills (3748) qualifications should apply for the reformed maths and English Functional Skills (4748) qualifications via a Qualification Approval Application (QAP). This must be submitted via the Walled Garden Quality Portal.

You can find out more about this process by reading our user guide

Access key documents relating to the reformed qualifications from the 'Centre Documents' tab on our Functional Skills (4748) qualification page

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


Thank you for your continued support

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