All About Automotive
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Issue 06
March 2020

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:

- Automotive network events – dates and locations
- Apprenticeship webinars:
  - Maximising use of AEB in apprenticeships
  - Are you ready for end point assessment (EPA)?
  - City & Guilds’ offer for the new apprenticeship standards
- On programme resources - digital learning materials to support your on programme delivery
- End point assessment resources – get ready for success!
- Pilot of digital credentials for our light vehicle technician new apprenticeship (England)
Automotive network events - dates and locations

Come along for an opportunity to discuss the latest news in automotive and share best practice around the new apprenticeship standards and technical qualifications.

More dates coming soon so watch this space!

**Preston College**
Date: Wednesday 18 March 2020
Time: 09:00 – 12:30 GMT
[https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-preston-college-tickets-91584968105](https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-preston-college-tickets-91584968105)

**City College Southampton**
Date: Tuesday 24 March 2020
Time: 09:00 – 12:00 GMT
[https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-city-college-southampton-tickets-92187002807](https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-city-college-southampton-tickets-92187002807)

**ILM Offices, Burntwood, WS7 3GF**
Date: Tuesday 28 April 2020
Time: 09:00 – 12:30 GMT
[https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-burntwood-staffordshire-tickets-94114100809](https://www.eventbrite.co.uk/e/city-guilds-automotive-network-event-burntwood-staffordshire-tickets-94114100809)

**Apprenticeship webinars**

Signed up for our upcoming webinars and listen to the recorded webinars on the following key topics:

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.

<table>
<thead>
<tr>
<th>Webinar</th>
<th>Available</th>
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<tbody>
<tr>
<td>Are you ready for EPA Automotive Webinar</td>
<td>✓</td>
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<tr>
<td>Managing a successful apprenticeship programme - webinar series</td>
<td>✓</td>
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<tr>
<td>Generating stakeholder buy-in - apprenticeship programmes webinar series</td>
<td>✓</td>
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<tr>
<td>End-point assessment - sharing experiences</td>
<td>✓</td>
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<tr>
<td>Prior Learning in Apprenticeships - 5 steps to getting it right</td>
<td>✓</td>
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<tr>
<td>10-step guide to end-point assessment</td>
<td>✓</td>
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<tr>
<td>Transitioning to the new standards - webinar series</td>
<td>✓</td>
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<tr>
<td>Apprenticeship policy and funding changes 2018/19</td>
<td>✓</td>
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<tr>
<td>The EPA journey – supporting you every step of the way webinar</td>
<td>✓</td>
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<tr>
<td>Apprenticeship funding rules – version 6 changes</td>
<td>✓</td>
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</tbody>
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### On programme resources - 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!

Available for the following standards:

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

Short demo: [youtube.com/watch?v=GBe_DHASmcg](https://www.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.
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 resources - 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

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

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 following resources for apprentices and tutors are available:

- EPA FAQs
- Practical skills test overview
- Resits and retakes guidance
- Professional discussion guidance both on video and audit transcript format
- Showcase portfolio guidance
- And more!
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. 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’
Apprenticeships events and webinars

City & Guilds runs free and paid-for webinars and events for employers and for training providers on process, policy and opportunities in the new apprenticeship system. Our industry experts can help you understand the new system and how employers, training providers and colleges can work in partnership most easily.

You can see the primary audience for each event using the key:

- Employees
- Training provider

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Upcoming

- Transitioning to the new standards - webinar series
- Eventbrite

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.

- 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
- How to fuel your apprentice’s journey from start to finish - webinar series
- Digital credentials pilot for apprenticeships
- Taking a closer look at end point assessment (EPA) activities
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 [http://bit.ly/J01f4F](http://bit.ly/J01f4F)

Thank you for your continued support

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