

For the attention of the Automotive audience

September 2012

Qualification **Automotive maintenance and repair,
body and paint**

Levels **Entry level 3, 1, 2, 3, 4**

Numbers **3902, 4101, 4270, 4271, 4290, 4291, 4310, 4311,
4390, 4391, 4121**

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- Nominations for the City & Guilds Medals for Excellence now open!
- Skills Show 2012 at Birmingham NEC
- Test your knowledge with our new Apps for the level 2 light vehicle maintenance and repair qualifications
- Amendment to qualification handbooks: 4290-11, 4291-11 and 4291-21
- Extension of 4121 Level 4 Certificate in Advanced Automotive Diagnostic Techniques till June 2013
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News

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Delays on the issue of certificates and proxy units

We sincerely regret the unacceptable delays some centres have experienced with certification. This has been due to a technical problem in our system which didn't recognise online results achieved by apprentices as part of their VCQ/VRQ qualifications.

This fault has been fixed and certificates are now being issued as usual. If you have any problems, please do contact us at pdcustomersupport@cityandguilds.com

In addition, there have been a few instances where centres couldn't claim results due to lack of proxy units, which has delayed the result submission process.

We are currently building the missing proxies which should be available on the Walled Garden from October 2012. Until then, if you need results to be processed where a proxy is not yet available, please e-mail the details to pdcustomersupport@cityandguilds.com and we will process them for you.

Please do accept our most sincere apologies for all the inconvenience this has caused you and your learners.

Nominations for the City & Guilds Medals for Excellence now open! The medals acknowledge learners and lecturers/trainers who have demonstrated exceptional talent or overcome the odds to achieve their goals. The deadline for nominations is Wednesday, 31 October and all City & Guilds learners who have completed a qualification between August 2011 – July 2012 can apply. Nominations from both the UK and International are welcome.

Nominations are now open and can be entered via the new online nomination form on <http://medals.cityandguilds.com/nomination/>

Skills Show 2012 at Birmingham NEC

Following the success of WorldSkills London 2011, City & Guilds is proud to announce its sponsorship of a new annual UK-wide skills competition for the next three years.

The event, called The Skills Show, will celebrate the achievements of the UK's most talented apprentices and vocational learners. The 2012 show will take place in November at the NEC in Birmingham and is expected to attract close to 100,000 visitors, will feature various exhibitions by top employers, and give participants the opportunity to gain careers advice and guidance.

For more information and registration please go to <http://worldskillsuk.apprenticeships.org.uk/the-skills-show>

Test your knowledge with our new Quiz City Apps for the level 2 light vehicle maintenance and repair qualifications

Our new Quiz City Apps will help you test your knowledge and prepare for the online tests by using multiple choice questions which provide you feedback on your answers.

You can download the Quiz City Apps for the level 2 in light vehicle from October 2012 from **iTunes** Shortly after on [Android](#)

More Quiz City Apps for other automotive qualifications coming soon.

Amendment to qualification handbooks: 4290-11, 4291-11 and 4291-21

Please note that the following amendments have been made to these handbooks:

We have developed range for units 026/076 Level 1 Skills in Introduction to Vehicle Technology and Workshop Methods and Processes and 027/077 Level 1 Carry out basic routine vehicle maintenance to facilitate the delivery of these units. This range has been added to the handbooks which are available on our website.

4291-21 Level 1 Diploma in Accident Repair Paint

In addition, we have amended the text for the rules of combination to clarify the number of credits that can be taken from entry level 3 units in order to achieve this level 1 qualification.

Please note that we have added version control to the handbooks on their first page so you are kept informed of any amendments.

Extension of 4121 Level 4 Certificate in Advanced Automotive Diagnostic Techniques

Our 4121 Level 4 Certificate in Advanced Auto Diagnostic Techniques (100/5240/9) has been extended by OfQual.

The new end dates are:

Final registration date: 30 June 2013

Final certification date: 30 June 2016

Our Walled Garden has been updated accordingly.

New valeting qualifications

We are pleased to announce that our new valeting qualifications have been accredited by OfQual and are open for registrations. The details are:

4290-41: City & Guilds Level 1 Certificate in Vehicle Valeting Principles
Qualification Number- 600/4879/7

4290-42: City & Guilds Level 2 Diploma in Vehicle Valeting Principles
Qualification Number - 600/4886/4

Approval process

If your centre is already offering the Body and Paint level 2 and 3 qualifications (4271/4291-12, 13, 22, 23) you will be automatically approved for Valeting level 1(4290-41) without direct claims status.

If your centre is already offering the Body and Paint entry level 3 and level 1 qualifications (3902-02, 4291-11, 21) you will be automatically approved for Valeting level 1(4290-41) without direct claims status.

If your centre is already offering the LV, HV, MC, VF, MET qualifications at any level (3902-01, 03, 11, 4270/4290-11,12,13, 22, 23, 32, 33, 51, 52, 53 and 4271/4291-32 and 33) you can apply for fast track approval for Valeting level

1(4290-41)

If your centre is already offering any other automotive qualification, e.g. auto electrical, vehicle parts (4270/4290-62, 63; 4150/4151-02, 03) the full approval process is required for Valeting level 1(4290-41)

New hybrid vehicle qualifications

We are pleased to announce that our new hybrid qualifications have been accredited by OfQual and are open for registration. The details are:

4290-70 City & Guilds Level 2 Award in Hybrid Electric Vehicle Operation and Maintenance - 600/5221/1

4290-71 City & Guilds Level 3 Award in Hybrid Electric Vehicle Repair and Replacement - 600/5220/X These

qualifications are already live.

Approval process

There is no fast track approval for this qualification, existing centres who wish to offer this qualification must use the standard Qualification Approval Process.

Level 3 VCQ for Vehicle Damage Assessors

We have started work on a new development for Vehicle Damage Assessors. This would be a level 3 competence based qualification that would allow vehicle damage assessors to prove competence and meet PAS125 requirements.

We are pleased to announce that this qualification has been accredited by OfQual and its QAN number is 600/6443/2.

We expect to go live by December 2012 (please note change of date from November 2012 to December 2012 due to additional work required).

We will keep you informed on this development in the next qualification news communications.

Automotive bank reviews 4270/4271/4290/4291/4310/4311/4390/4391

Following on from our April 2012 communication regarding the on-going multiple-choice question bank review for the above, the following light vehicle banks (4270/4290/4310/4390) have been reviewed and are live:

- 076
- 077
- 151
- 152
- 153
- 154
- 155
- 156
- 157
- 158
- 162

- 163

The review continues with the following pathways:

- Heavy vehicle
- Body
- Paint
- MET
- Vehicle fitting
- Auto-electrical
- Motorcycles.

We are keen to include our centres in the review of questions through the attendance at editing meetings, please email automotive@cityandguilds.com if you or your colleagues are interested in attending an editing meeting. These will generally be held at the City & Guilds London office 10am to 4pm with lunch provided, City & Guilds will reimburse for reasonable travel expenses incurred.

Re-sits will continue to be free of charge until further notice but it is important that candidates do not sit assessments (including re-sits) until the tutor/assessor feels the candidate has gained the required knowledge for that particular unit.

We will continue to update you on the progress of the review through future editions of News.

Please pass on our most sincere apologies to your learners for any inconvenience caused.

If you have any queries please contact centresupport@cityandguilds.com

Framework automotive apprenticeship guidance

To ensure Technicians in the automotive industry are fully skilled and experienced it is expected that the majority of automotive apprenticeship candidates will develop their skills and knowledge through the completion of a VRQ (Technical Certificate) before moving on to show their competency in the workplace and gathering evidence as part of the VCQ.

What to do:

- look at where evidence could be used across the Technical Certificate and VCQ to minimize the assessment burden ensuring it meets the assessment requirements of both qualifications at all times
- use the City & Guilds documentation (or approved centre devised alternative) which identifies where evidence may be used from the VCQ and Technical Certificate
- contact your allocated Qualification Consultant (formally known as External Verifier) if you have any queries.

What **not** to do:

- assume that if a VCQ unit has been achieved that the equivalent VRQ unit can automatically be achieved
- allow candidates to complete the VCQ before achieving the Technical Certificate.

Please note: tracking docs for the VCQs have been amended to re-confirm the requirements of the VRQ as these will often differ to those of the VCQ equivalent unit.

More information can be found on the City & Guilds website under the relevant qualification.

Automotive assessment packs for the VCQs

Complete assessment packs for Light Vehicle and Motorcycles are now available on the City & Guilds website to download. These packs contain all the mandatory and optional assessments (except those shared with other qualifications eg Entry Level) for a specific pathway eg Level 2 Light Vehicles. The passwords for these packs can be found on the relevant qualification page on the City & Guilds Walled Garden eg 4270-12 under the Administration section. Similar packs will soon be available for the remaining pathways.

These packs include clarification in the flexibility in the assessment of unit 004 (G4).

Halfords' trade card

Halfords are giving out free trade discount cards to qualified and apprentice technicians in the motor trade.

The card is not an account or credit card you cannot pay with it, it allows technicians and apprentice technicians Car parts at factor prices up to 65% off up to 20% off tool, oils and other workshop items

http://www.halfords.com/webapp/wcs/stores/servlet/product_storeId_10001_catalogId_14552_productId_565661_langId_-1_categoryId_173019

Thanks for your continued support.