



Apprenticeships in Motor Vehicle Maintenance and Repair



Accelerate your ambitions

Future proof your business by investing in apprenticeships. Latest research by the Institute of the Motor Industry (IMI) shows that there are clear and significant financial returns for automotive businesses which hire apprentices.

How we can help

There's never been a better time to recruit apprentices. A recent IMI study has shown that automotive apprentices can deliver a return on investment of between 150% and 300% – and often much more quickly than expected.

At Derby College, we can help you make the most of the opportunity. We have a wealth of expertise in recruiting and training apprentices for vital roles across the motor vehicle sector.

Benefits for the employer

Apprentices can deliver real returns to your bottom line, filling your skills gaps while boosting your firm's efficiency and competitiveness.

As your apprenticeship training partner, Derby College will help you to achieve:

- Increased productivity and improved performance
- A highly skilled, confident and sustainable workforce for the future
- Cost-effective recruitment of an apprentice who will fit in with your team
- Flexible training to suit your working schedules
- A more motivated, engaged and satisfied team, with lower staff turnover.

With an apprentice, you'll be harnessing fresh new talent, investing in the right skills and nurturing the managers of tomorrow. Apprentices are widely regarded as eager, reliable and loyal to their company.

Benefits for the apprentice

As a motor vehicle apprentice, you'll gain the wide-ranging skills to pursue a rewarding career in an exciting industry. You will:

- Earn while you're learning, with paid holidays
- Work for a real employer in a real job with training
- Gain a recognised qualification respected world-wide
- Enjoy excellent progression opportunities.

With more than 32 million vehicles on the UK's roads, plenty of motor vehicle technicians are needed to keep them roadworthy. Vehicle maintenance and repair is demanding work and every job will present you with a new challenge. Along with practical know-how, an apprenticeship will help you to build the problem-solving, communication and customer service skills you need to succeed in the industry.

If you want to know more about life in the motor industry, visit www.autocity.org.uk/world-of-work

The Derby College difference

We have a strong track record in running high-quality motor vehicle courses at intermediate and advanced apprenticeship level. They are a highly respected route into the industry.

Motor vehicle apprentices training at Derby College will:

- Be inspired by industry-experienced teaching staff who have great contacts in the sector
- Benefit from our strong links with leading employers and the Institute of the Motor Industry (IMI)
- Develop skills in our specialist training facilities featuring industry-standard equipment – we even have our own commercial business, The Garage
- Keep up to date with latest technologies, practices and processes
- Gain broader horizons – through opportunities for overseas work experience, industry visits and guest lectures
- Have the chance to move on to higher level and management programmes.



DID YOU KNOW? IMMEDIATELY AFTER THE PROGRAMME, **58%** of apprentices were offered a job by their host employer.

Source: IMI Automotive Apprenticeship Research

Intermediate Apprenticeship in Light Vehicle Maintenance and Repair

Number of years: 2

Location: **Workplace and Roundhouse Johnson Building**



Course summary

This apprenticeship, leading to a VCQ award, is aimed at individuals working in the mechanical light vehicle (car) sector. As well as technical prowess, you will develop confidence, motivation and skills in problem-solving, communication and teamwork.

Entry requirements

You need to be employed within the motor industry – at least 24 hours per week – and you must have previously achieved either a Level 1 qualification in Motor Vehicle Studies or have a GCSE grade C or above in a STEM related subject including Maths, English and Science. Other grades may be considered on an individual basis. You will also be required to sit a mechanical comprehension entrance test.

Course content

Units for this qualification include:

- Health, Safety and Good Housekeeping
- Supporting Job Roles in the Automotive Environment
- Materials, Fabrication, Tools and Measuring Devices
- Routine Light Vehicle Maintenance
- Removing and Replacing Engine Units and Components
- Removing and Replacing Electrical Units and Components
- Removing and Replacing Chassis Units and Components
- Removing and Replacing Transmission and Driveline Units and Components
- Inspecting Light Vehicles Using Prescribed Methods
- Functional Skills in English and Maths
- ICT Level 1 qualification

You will develop your skills in maths, English and ICT to support your main programme of study, future progression and life skills.

How will I be assessed?

Underpinning knowledge will be assessed via online external tests for all the units. Practical activities are assessed in your place of work using externally set criteria. Functional Maths, English and ICT are assessed through a controlled assessment.

Are there any additional costs or is specialist equipment required?

You will need stationery and Personal Protective Equipment, including safety boots and overalls.

What can I do after the course?

Further study

With continued employment, you can progress to the IMIAL Advanced Apprenticeship, subject to assessment and work placement suitability.

Careers

You can take on additional responsibilities in your role as a vehicle technician, improving your career and promotion prospects.

Advanced Apprenticeship in Light Vehicle Maintenance and Repair

Number of years: 1

Location: **Workplace and Roundhouse Johnson Building**



Course summary

You can take your skills and experience to the next stage on this advanced apprenticeship, which leads to a VCQ award. You will learn how to identify and repair more complex faults, to use sophisticated diagnostic equipment and to make greater contributions to the business.

Entry requirements

You need to be employed within the motor industry – for at least 24 hours per week – and you must have previously achieved either an NVQ or VCQ Level 2 in Light Vehicle Maintenance and Repair.

Course content:

Units for this qualification include:

- Health, Safety and Good Housekeeping
- Supporting Job Roles in the Automotive Environment
- Materials, Fabrication, Tools and Measuring Devices
- Diagnosing and Rectifying Automotive Vehicle Auxiliary Electrical Faults
- Diagnosing and Rectifying Engine Faults
- Diagnosing and Rectifying Chassis System Faults
- Diagnosing and Rectifying Transmission and Driveline Faults
- Inspecting Light Vehicles Using Prescribed Methods
- Functional Skills ICT
- Level 2 English and Maths

You will develop your skills in maths, English and ICT to support your main programme of study, future progression and life skills.

How will I be assessed?

Underpinning knowledge will be assessed via online external tests for all units. Practical activities are assessed in your place of work using externally set criteria. Functional Maths, English and ICT are assessed through a controlled assessment.

Are there any additional costs or is specialist equipment required?

You will need stationery and Personal Protective Equipment, including safety boots and overalls.

What can I do after the course?

Further study

You can progress to gain Automotive Technician Accreditation (ATA) status.

Careers

You can continue developing your career as a diagnostic vehicle/master technician, with a view to moving into supervisory or management roles.



Catherine hits top gear

A Motor Vehicle apprenticeship has taken Catherine Treanor further than she ever imagined ...

Catherine, an apprentice at Station Garage in Belper who attends Derby College's Roundhouse campus to study on day release, won a prestigious national award for the quality of her work.

Shortlisted from thousands of entries, she was highly commended in the Institute of the Motor Industry (IMI) Outstanding Achievers Awards for Technical Student in the Light Vehicle category. She was presented with her prize by HRH Prince Michael of Kent at the IMI headquarters in Hertfordshire.

She said: "I was extremely honoured just to be shortlisted and delighted to be highly commended. It was a wonderful opportunity to meet other learners, members of the IMI and, of course, HRH Prince Michael of Kent.

"Derby College has opened so many new doors for me – including international work experience and the opportunity to represent the College at events to talk about my experiences."

She was nominated for the award by Derby College Motor Vehicle Team Manager Matthew Curtis who said: "Catherine is a hard working and diligent learner who has devoted her own time outside work and College to raise the profile of women in this traditionally male dominated industry.

"She really deserved this accolade in what was the most hotly contested category of the awards, with thousands of nominations from throughout the UK."

Since embarking on her apprenticeship, Catherine has broadened her horizons in many ways – including a European exchange programme where she spent two weeks working for a VW dealership in Germany. She was chosen to represent the College on the exchange because of her work ethic, enthusiasm and willingness to learn German.

Catherine was named Engineering Apprentice of the Year at Derby College's 2013 Peak Awards (*presentation pictured above*) and she has delivered presentations to school pupils and at International Women's Day events.

DID YOU KNOW? **80%** of employers would recommend taking on an apprentice to other businesses



Source: IMI Automotive Apprenticeship Research

"It's great that I am still learning and getting qualifications while being paid to do a job I really enjoy. The best feeling in the world is when you realise that you know what you are talking about.

My aim is to learn as much as I can and become a good mechanic before I start thinking about my long-term future and I still haven't ruled out going on to university.

Joe Needham

Motor Vehicle Apprentice working at Stoney Cross Garage



Apprenticeships fact file

Whether you're an employer looking to upskill your workforce or an individual considering an apprenticeship, Derby College will support you all the way. We deliver apprenticeships in over 40 industrial sectors.

What are apprenticeships?

They are work-based training programmes designed to give young people valuable work experience while earning a wage. Apprentices gain the job-specific skills they need to carry out their role competently and to meet the needs of their employer. They work alongside experienced staff to gain relevant skills on the job and attend College – usually for one day a week – working towards a recognised qualification and improving their Functional Skills.

Who are they for?

They are open to anyone over the age of 16 not already in full-time education – whether just leaving school, starting a fresh career or moving into a different role that requires new skills. Employers can use them to train new and existing employees alike.

How are they developed?

Apprenticeships are designed by the Sector Skills Councils, working with employers to develop course content that is relevant and up to date. The National Apprenticeship Service helps to fund the training.

How long do they take?

Our Intermediate Apprenticeships last 13-25 months and Advanced Apprenticeships last 12-48 months.

Where do they take place?

It is up to the employer. Most or all of the training is on the job in the workplace at times to suit the organisation. Most Derby College apprenticeships include a day a week of College-based learning.

What qualifications do they lead to?

Our apprentices gain a Level 2 or 3 NVQ, Functional Skills, and a Technical Certificate which shows they have industry-recognised skills.

What are Functional Skills?

All apprentices must develop Functional Skills that support them in their job, including Communication and Application of Number. They may also take other Functional Skills such as ICT, Working with Others and Problem Solving. Depending on the apprentice's existing qualifications and experience, they could be exempt from some of these.

What are the apprenticeship levels?

1. Intermediate Apprenticeships (equivalent to five good GCSE passes). The apprentices work towards work-based learning qualifications such as an NVQ Level 2, Functional Skills and, in some cases, a relevant knowledge-based qualification.
2. Advanced Apprenticeships (equivalent to two A-level passes). Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Functional Skills and, in most cases, a relevant knowledge-based certificate. To start this programme, apprentices should ideally have five GCSEs (grade C or above) or have completed an Intermediate Apprenticeship.
3. Higher Apprenticeships. Higher apprentices work towards work-based learning qualifications such as an NVQ Level 4 and, in some cases, a qualification like a Foundation Degree.

What does the College contribute?

A dedicated College representative works closely with employers to:

- help them decide which apprenticeship is right for them
- explain how apprenticeships might help them and if funding is available
- agree a training plan with the apprentice

- help recruit an apprentice or support existing staff into apprenticeships
- manage the training and evaluation to nationally recognised quality standards.

What does an employer contribute?

As well as a minimum of 30 hours a week employment, the employer must give the apprentice clear terms and conditions of employment and an induction into their role. Derby College can give advice on such issues. Employers are also responsible for paying apprentices' wages, based on the National Minimum Training Allowance.

Is there help with funding?

Funding towards training is available from the National Apprenticeship Service. The contribution varies depending on the sector and the age of the candidate. If the apprentice is aged 16–18 years, the employer will receive 100% of the training cost; if they are 19-24 years old, they will receive up to 50%; if they are 25 years old or over, any contribution depends on the employer's sector and area. Employers may also be eligible for the National Age Grant of £1,500.

Is there help with recruitment?

Derby College offers a free recruitment service matching the right candidate with the right apprenticeship vacancy. For vacancies daily, see: www.derby-college.ac.uk/apprenticeships

How do I find out more?

Call **0800 028 0289** or visit www.derby-college.ac.uk

Employers can also request our detailed guide to apprenticeships. See www.derby-college.ac.uk/apprenticeships-employers



DERBY college

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This publication is available, on request, in Braille and large print. Please call 0800 028 0289 for your copy.



All details contained within this publication were correct at the time of going to print. Special thanks to the staff and learners who agreed to be photographed for the publication.

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