

MOT Qualifications Assessment Strategy

Vocationally Related Qualifications (VRQ)

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1 Introduction, background and scope

This document sets out Driving Vehicle Standards Agency (DVSA) requirements for its approved Awarding Organisations to implement the robust assessment and quality assurance of MOT Vocationally Related Qualifications for MOT Tester, MOT Motorcycle Tester and MOT Manager Qualifications.

Learners meeting the requirements of the qualification as well as additional DVSA requirements will be eligible to carry out Statutory Vehicle Inspections on behalf of the Secretary of State for Transport.

- 1.1 Once qualified, the MOT Tester learner will need to demonstrate competence by completing a DVSA observed and assessed demonstration test. DVSA will then authorise the individual to test and the tester will be deemed to have achieved a Certificate of Competence, although no physical certificate will be issued. (as long as all other eligibility criteria have been met)
- 1.2 A qualified MOT Manager is eligible to become an Authorised Examiner (AE)/Authorised Examiner Designated Manager (AEDM) without any further competence assessment by DVSA as long as they meet all other requirements
- 1.3 The MOT qualification and assessment strategy must satisfy current legislative requirements

This overarching assessment strategy comes into force on 01/06/2016 and should be used for the assessment and verification of the Award in MOT Testing and Award in MOT Test Centre Management underpinned by the industry set and designed National Occupational Standards (NOS)

- 1.4 The current MOT Testing Guide, Inspection Manuals and Special Notices and associated documentation can be located on Gov.uk and are the central reference documents.

The requirement for MOT Testers to undertake annual training is mandatory (minimum of 16 hours over a rolling 5 year period with a minimum of 3 hours being completed each year) and

will be required to maintain records of their learning and updating along with evidence of successful completion of the annual assessment.

2 Aims of the assessment strategy

2.1 The purpose of the Assessment Strategy is for DVSA and its approved Awarding Organisations to work in partnership to:

- Put in place a robust assessment system that will instil industry confidence in the MOT qualifications
- Maximise the quality assurance arrangements for the units and qualifications and maintain standardisation across the assessment practice
- Assure employers and learners that the units and qualifications are based on the National Occupational Standards
- Promote continuous professional development amongst trainers, assessors and verifiers.

2.2 The content of the strategy has been reviewed in close consultation with DVSA's approved Awarding Organisations. Any awarding organisation wishing to offer the qualifications must agree to offer the qualifications in coherence with the principles in this assessment strategy, and that the assessment strategy will be reviewed along with the qualifications content and National Occupational Standards to ensure that they continue to meet the needs of the DVSA and the sector.

DVSA approved Awarding Organisations will be entitled to use a discrete DVSA logo on the certificates that they award. This logo may not be used for any other purpose than to validate certificates issued by DVSA approved Awarding Organisations.

The DVSA corporate logo has legal protection because it incorporates the Royal Coat of Arms, the misuse of which can be a criminal offence. Guidance on the use of other DVSA logos can be sought by emailing; crowncopyright@dsa.gsi.gov.uk

3 Eligibility Requirements

3.1 MOT Testers

Those who wish to undertake the Level 2 Award in MOT Testing must;

- have a current and full UK driving licence for the vehicle classes to be tested
- be a skilled technician with at least 4 years' full-time employment in the service and repair of the vehicle types to be tested
- have no unspent convictions for criminal offences connected with the MOT testing scheme or the motor trade, or involving acts of violence or intimidation
- be 'of good repute'

To become a nominated tester for class 3, 4, 5 or 7 vehicles, applicants must also have an appropriate qualification, for details see; <https://www.gov.uk/become-an-mot-tester/qualifications>

It will be the responsibility of the training provider to verify the identity of the individual, the driving licence and qualification certificates.

Certificates and driving licences must be hard copy originals.

Conviction status and employment records can be evidenced by self-declaration.

All evidence must be kept for a minimum of 6 months for audit purposes.

DVSA has the right to refuse the progression of the candidate if it is subsequently found that the individual does not comply with the above. This may result in the withdrawal of approval to deliver the qualification.

Prior learning from previous training must not be assumed, and therefore all learning outcomes, assessment criteria and the entire content must be covered within the delivery of the training for this qualification.

3.2 MOT Managers

There are no eligibility requirements for those who wish to undertake the Level 3 Award in MOT Test Centre Management.

Prior learning from previous training must not be assumed, and therefore all learning outcomes, assessment criteria and the entire content must be covered within the delivery of the training for this qualification.

4 Assessment Requirements

A robust set of assessment requirements are required to ensure the validity, reliability and authenticity of the evidence produced and of the assessment decisions made. It will also ensure comparability in the offer across different awarding organisations to ensure that there is a consistent standard that best represents the sector.

4.1 MOT Tester Qualification

The Award in MOT Testing qualification contains mandatory units only and is designed to provide generic units for all Testers, a generic Pre Test unit and a unit covering the MOT test that is specific for either classes 4 + 7 or classes 1 + 2. For those undertaking the pathway for classes 4 + 7, additional knowledge units to cover classes 3 and 5 will be available. A DVSA observed test (VT8) will be required for each of these additional classes. Annex A shows the optional routes for an MOT Tester.

Motorcycle classes 1 and 2 will also be undertaken in a minimum of 24 hours.

The requirements for the MOT Testing qualification include:

- Learning will be no less than 24 hours including a minimum of 8 hours of practical training
- Direct observation of an entire simulated, uninterrupted MOT Test (with use of an assistant) carried out in the training environment to the current standard required by DVSA. This must include the 'MOT computer testing service system' part of the demo test. This will include assessment of all units in the qualification.
- Knowledge elements must also be assessed through an externally set and externally marked examination in line with the assessment specification.

- As Testers will need to access DVSA material during their normal testing activities, scribes or readers will not be allowed during the qualification assessment
- Additional oral questioning including assessment of component wear and ethics will also be carried out by the assessor as part of the practical observation.
- For the practical assessment, the following must apply:
 - The assessor can play the role of the Vehicle Presenter during assessment
 - The assessor to learner ratio must be 1:1
 - The assistant and vehicle presenter must not be a learner on the same qualification
 - Other learners must not be present when practical assessments are taking place.

Awarding Organisations will ensure that quality assurance of the assessments is in place, both internally and externally in line with Ofqual, SQA and Qualification Wales' systems and procedures.

DVSA will carry out a final check after the qualification has been awarded before authorising testers. Successful candidates will be entered onto the MOT Testing Service and will be deemed to have achieved a Certificate of Competence, although no physical certificate will be awarded.

4.2 MOT Test Centre Management Qualification

The Award in MOT Test Centre Management qualification structure comprises of mandatory units that will be undertaken by all types of Manager. There are no separate pathways. A table showing the unit structure of the qualification can be found in Annex B.

The requirements for the qualification include the below:

- Learning will be no less than 16 hours
- Knowledge elements must also be accessed through an externally set and externally marked examination in line with the assessment specification.
- As managers will need to access DVSA material during their normal testing activities, scribes or readers will not be allowed during the qualification assessment

Awarding Organisations will ensure that quality assurance of the assessments is in place, both internally and externally in line with Ofqual, SQA and Qualifications Wales' systems and procedures.

4.3 Simulation for all qualifications

Due to the legislation that governs MOT testing, testing can only be carried out by those authorised to do so. Carrying out assessments in the workplace is permissible, however only simulated MOT Tests are allowed.

Where approved Centres are carrying out assessments in a simulated environment they should make every attempt to ensure that the simulation is as close to the real world scenario as possible. Assessors must use the DVSA 'VT8' documentation or equivalent. This ensures that the

assessment mirrors the final observation which DVSA will conduct, prior to authorising individuals to carry out MOT tests.

Actual vehicles, subject to test by virtue of age must be used and suited to the category being assessed against. It is not recommended that defects are introduced onto vehicles because the defects will likely become general knowledge and there is a risk to road safety if the vehicle is used on the road. However, if defects exist, they must be identified. The simulation process should include an oral, open book assessment of theoretical defects.

The use of training rigs is not permitted for assessment. In addition, the equipment used should reflect real workplace resources available to Testers.

Where Training Providers wish to offer the facility to complete the DVSA observed inspection (VT8) at the training venue, Awarding Organisations will complete a site visit to ensure that the facilities are suitable for the purpose. This request should then be made via the Awarding Organisation to DVSA using the request document that AOs hold to; MOT@vosa.gov.uk.

Note; if the centre is already an active Vehicle Testing Station, there is no requirement to go through this process.

Minimum training equipment requirements are listed in Appendix C.

5 Requirements for Trainers, Assessors and Quality Assurers

5.1 Trainer requirements

Training Providers must have trainers with sufficient knowledge, skills and experience in the subject matter being delivered.

They must have completed MOT relevant training recognised by the approved Awarding Organisation, (This includes DVSA delivered training provided for Training Providers) or gained the qualification which they are delivering.

All MOT Trainers (for both MOT Testing and MOT Manager Training) must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA) but are not required to take the MOT annual assessment.

In addition to the above, for unit 5 (MOTT05 or MOTT05MC) of the Award in MOT Testing qualifications:

Awarding Organisations must check that trainers have proven competence in the delivery of motor vehicle skills **and**

- have evidence that they are either current or lapsed MOT Testers **or**
- have gained the Award in MOT Testing and have successfully passed a DVSA VT8 assessment.

Alternatively trainers will be acceptable if they have previously delivered MOT Tester courses on behalf of DVSA.

5.2 Assessor Requirements

Assessors will be responsible for, and accountable for; the validity, reliability and authenticity of evidence.

The primary responsibility of the assessor is to ensure that learners satisfy the requirements of the qualification. Assessors therefore need to have a thorough understanding of assessment and quality assurance processes, as well as having an in-depth technical competence relating to the qualifications for which they are assessing learners.

It will be the responsibility of the Approved Centre to select and appoint assessors.

It will be the responsibility of the Awarding Organisation to approve the selected assessors.

There are no specific requirements for assessors of the MOT Managers qualification as the only form of assessment is an externally set and externally marked assessment.

For unit 5 (MOTT05 or MOTT05MC) of the Award in MOT Testing qualifications:

- Assessors must have attended relevant MOT training recognised by the Awarding Organisation, (This includes DVSA delivered training provided for Training Centres) or gained the qualification which they are assessing.
- All Assessors for MOT Tester Training must complete MOT annual training as required by the Supervisory Body/Competent Authority (DVSA) and are required to successfully complete the MOT annual assessment.

Additionally Awarding Organisations must check that assessors:

- have attended training recognised by the Awarding Organisation or gained the qualification which they are assessing.
- demonstrate knowledge and understanding of the competencies that the learner is required to demonstrate for the qualification that they are undertaking
- provide evidence of completing the required numbers of hours of MOT annual training each year.

5.3 Internal Quality Assurers (IQA) Requirements

Internal quality assurance of VRQs shall be the responsibility of Awarding Organisation approved industry competent IQAs.

The primary responsibility of the IQA is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as technical competence related to the qualifications that they are internally quality assuring.

IQAs will be responsible for, and accountable for consistency, quality and reliability of evidence and assessors.

It will be the responsibility of the approved centre to select and appoint IQAs.

To be an approved IQA, the person must:-

- have in-depth knowledge of the MOT qualification requirements
- be occupationally aware of the MOT sector
- be approved by the Awarding Organisation to carry out internal quality assurance for relevant qualifications
- demonstrate knowledge and understanding of the quality assurance processes required by the centre and the Awarding Organisation

Approval of IQAs can be **removed**. IQAs **cannot** verify the qualifications if they are not approved by, or have had their approval removed by the Awarding Organisation.

6 External Quality Control of Assessment

6.1 External Quality Assessor (EQA) Requirements

Awarding Organisations will be responsible for the selection and appointment of EQAs.

To be an approved EQA or moderator the person must:

- hold or be working towards an appropriate qualification as specified by the Awarding Organisation, confirming their competence to externally verify VRQ assessments. This will include, but not be limited to:
 - Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice
 - Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
 - SVQ Unit L&D12 Externally monitor and maintain the quality of work place assessment (SCQF Level 9)
 - PDA in External verification of workplace assessment at SCQF Level 9
- EQAs working towards a relevant qualification must achieve their qualification within 12 months. Ordinarily, there is a requirement that EQAs working towards the assessor qualification must have their assessment decisions confirmed by a qualified EV.

- have experience of working within the Automotive Industry gained through current or prior employment in order to have an up to date technical awareness relevant to the qualification they are seeking to externally verify
- have a sound and in-depth knowledge of the qualification requirements
- demonstrate their commitment to maintaining their industry knowledge by providing evidence of CPD totalling not less than 30 hours from within their professional area within a 12 month period.

7 External Quality Control

7.1 It is expected that the awarding of qualifications will be underpinned by quality assurance appropriate to the delivery. At a minimum this should reflect the principles outlined below.

- External quality control of assessment is the responsibility of the Awarding Organisations, they must ensure that common approaches are employed and that consistent, high standards are achieved.
- EQAs will be required to implement rigorous risk management strategies consistently across all centres for which they are responsible, and in line with Ofqual approved systems and processes.
- Awarding Organisations must adopt a risk rating and risk management system for centres offering VRQs.

Such systems will identify:

- Assessment/Quality assurance risk – are factors apparent in the relationship between learner, assessors and quality assurers that might prejudice a fair and consistent assessment process?

Where risks or potential risks are identified, DVSA expects that the Awarding Organisation, via the EQA takes appropriate action to ensure that the credibility of the assessment process is not prejudiced.

Awarding Organisations will be responsible for and accountable for the quality of the qualifications delivered and assessed by their approved assessment centres.

8 Review Process (Qualifications & Process)

All DVSA approved awarding organisations will attend regular meetings to discuss the performance of the qualifications and assessments with the DVSA, to be held twice per year. Awarding Organisations will share with the DVSA information that relates to the performance of the qualification including registrations, certification and pass/fail rates (this sensitive information will not be shared without first being anonymised).

It is imperative that the National Occupational Standards and the qualifications remain quality products, consistent across awarding organisations and up-to-date with the changing industry requirements.

9 ANNEX A

Award in MOT Testing

Each qualification consists of 5 mandatory units. The 4 units below must be completed by all MOT Testers. In addition, learners must also complete the MOTT05 unit relevant to the class of vehicle they will be testing (either MOTT05 or MOTT05MC)

Unit Ref	Unit Title
MOTT01	Safe working practices in the vehicle test centre
MOTT02	Working relationships within the vehicle test centre
MOTT03	Manage own professional development as an MOT Tester
MOTT04	Carry out pre-test checks for a statutory periodic roadworthiness test

Learners undertaking the Award in MOT Testing (classes 4 and 7) must also achieve the unit below:

Unit Ref	Unit Title
MOTT05	Carry out a statutory periodic roadworthiness test

Learners undertaking the Award in MOT Testing (classes 1 and 2) must also achieve the unit below:

Unit Ref	Unit Title
MOTT05MC	Carry out a statutory periodic roadworthiness test (Motorcycle)

For MOT Testers that have completed the qualification for Classes 4 and 7, additional knowledge based units will be available to cover Classes 3 and 5.

10 Annex B

Award in MOT Test Centre Management Qualification

All the units below are mandatory and undertaken by all types of MOT Manager

Unit Ref	Unit Title and ID Number
MOTM01	Understand how to manage the legislative and compliance requirements of a Vehicle Test Centre
MOTM02	Know how to deal with customer service problems within a test centre
MOTM03	Understand how to develop and supervise staff within a test centre
MOTM04	Understand Test centre quality systems and quality audits

11 Annex C

Minimum equipment list for delivery of Light Vehicle/Motor Cycle MOT training

- Vehicle Ramp with Turning Plates & Jacking Beam **or**:-
 - Vehicle Pit with Turning Plates & Jacking Beam
- Roller Brake Tester
- Headlamp Aim Tester
- Gas Analyser
- Diesel Smoke Meter
- Corrosion Assessment Tool (CAT)
- Tyre Tread Depth Gauge
- Decelerometer
- Low voltage hand lamp
- Steel tape (Minimum 1 metre)
- 13 Pin trailer socket tester
- Gas leak detector (Optional – only required for gas vehicles)

Motorcycle

- Brake Tester with Weighing Facility **or**:-
 - Brake Tester incorporating Weighing Facility
- Headlamp Aim Tester
- Corrosion Assessment Tool (CAT)
- Tyre Tread Depth Gauge
- Decelerometer
- Selection of levers
- Low voltage hand lamp
- Steel tape (Minimum 1 metre)
- Wheel alignment cords or bars

Equipment should be as currently authorised for MOT use but need not be calibrated