

Apprenticeships Explained

The purpose of this section is to explain and provide a clear understanding of the components that make up the apprenticeship for Vehicle Parts.

Description of Apprenticeship Framework

The Framework specifies the main components set by the awarding body which include:

- VCQ Levels 2 & 3
- Technical Certificate Levels 2 & 3
- Functional Skills/Key Skills Level 1 & 2 (Maths, English & ICT)

Vehicle Parts Learner Journey

There is one route within this qualification at level 2 & 3

Vehicle Parts Learner Journey VCQ Level 2

The Vehicle Parts VCQ is based upon Mandatory (M) and Optional (O) units which can be chosen depending upon the learners ability (usually determined by the position held and responsibilities) to prove competence within the area. It also enables employers to choose areas which they wish to focus on improving competence.

A minimum of 66 credits is required to achieve the Level 2 in Vehicle Parts. 18 credits from 4 mandatory units, 28 credits from 8 mandatory specialist units and a minimum of 20 credits from 4 'set' of optional units.

Group A: Mandatory Units	Credits
G0102C - Competency in Health, Safety and Good Housekeeping in the Automotive Environment	7
G0102K - Knowledge in Health, Safety and Good Housekeeping in the Automotive Environment	3
G3C - Competency in supporting job roles in the Automotive Environment	5
G3K - Knowledge in supporting job roles in the Automotive Environment	3

Group B Mandatory Specialist Units	Credits
VP01C - Competency in Giving a Positive Impression to Vehicle Parts Customers	4
VP01K - Knowledge of Giving a Positive Impression to Vehicle Parts Customers	3
VP02C - Competency in Identifying and reporting security risks within a Vehicle Parts Environment	1
VP02K - Knowledge of Identifying and reporting security risks within a Vehicle Parts Environment	2
VP03C - Competency in Selecting and Issuing Motor Vehicle Parts	6
VP03K - Knowledge of Selecting and Issuing Motor Vehicle Parts	6
VP04C - Competency in Receiving and Storing Motor Vehicle Parts	3
VP04K - Knowledge of Receiving and Storing Motor Vehicle Parts	3

Group C	Optional Units	Credits
VP05C	- Competency in Processing Orders for Non-Stock Motor Vehicle Parts	4
VP05K	- Knowledge of Processing Orders for Non-Stock Motor Vehicle Parts	3
VP06C	- Competency in Processing Returned Goods and Materials in a Vehicle Parts Environment	2
VP06K	- Knowledge of Processing Returned Goods and Materials in a Vehicle Parts Environment	4
VP07C	- Competency in Delivering Motor Vehicle Parts to Customers	3
VP07K	- Knowledge of Delivering Motor Vehicle Parts to Customers	3
VP08C	- Competency in Processing Payment Transactions within a Vehicle Parts Environment	3
VP08K	- Knowledge of Processing Payment Transactions within a Vehicle Parts Environment	3
VP11C	- Competency in Entering and Finding Data Using Information Technology within a Vehicle Parts Environment	2
VP11K	- Knowledge of Entering and Finding Data Using Information Technology within a Vehicle Parts Environment	2
VP12C	- Competency in Communicating Information Electronically within a Vehicle Parts Environment	2
VP12K	- Knowledge of Communicating Information Electronically within a Vehicle Parts Environment	2

Vehicle Parts Learner Journey VCQ Level 3

The Vehicle Parts VCQ is based upon Mandatory (M) and Optional (O) units which can be chosen depending upon the learners ability (usually determined by the position held and responsibilities) to prove competence within the area. It also enables employers to choose areas which they wish to focus on improving competence.

A minimum of 93 credits is required to achieve the Level 3 in Vehicle Parts. 18 credits from 4 mandatory units, 67 credits from 18 mandatory specialist units and a minimum of 8 credits from 2 'set' of optional units.

Group A: Mandatory Units	Credits
G0102C - Competency in Health, Safety and Good Housekeeping in the Automotive Environment	7
G0102K - Knowledge in Health, Safety and Good Housekeeping in the Automotive Environment	3
G3C - Competency in supporting job roles in the Automotive Environment	5
G3K - Knowledge in supporting job roles in the Automotive Environment	3

Group B	Mandatory Specialist Units	Credits
VP01C	- Competency in Giving a Positive Impression to Vehicle Parts Customers	4
VP01K	- Knowledge of Giving a Positive Impression to Vehicle Parts Customers	3
VP02C	- Competency in Identifying and reporting security risks within a Vehicle Parts Environment	1
VP02K	- Knowledge of Identifying and reporting security risks within a Vehicle Parts Environment	2
VP03C	- Competency in Selecting and Issuing Motor Vehicle Parts	6
VP03K	- Knowledge of Selecting and Issuing Motor Vehicle Parts	6
VP04C	- Competency in Receiving and Storing Motor Vehicle Parts	3
VP04K	- Knowledge of Receiving and Storing Motor Vehicle Parts	3
VP05C	- Competency in Processing Orders for Non-Stock Motor Vehicle Parts	4
VP05K	- Knowledge of Processing Orders for Non-Stock Motor Vehicle Parts	3
VP08C	- Competency in Processing Payment Transactions within a Vehicle Parts Environment	3
VP08K	- Knowledge of Processing Payment Transactions within a Vehicle Parts Environment	3
VP09C	- Competency in Stock Control within a Vehicle Parts Operation	5
VP09K	- Knowledge of Stock Control within a Vehicle Parts Operation	5
VP10C	- Competency in Participating in Motor Vehicle Parts Stocktaking Activities	4
VP10K	- Knowledge of Participating in Motor Vehicle Parts Stocktaking Activities	5
VP14C	- Competency in Monitoring and Solving Customer Service Problems within a Vehicle Parts Environment	3
VP14K	- Knowledge of Monitoring and Solving Customer Service Problems within a Vehicle Parts Environment	4

Group C	Optional Units	Credits
G6C	- Competency in Making Learning Possible through Demonstration and Instructions	5
G6K	- Knowledge of how to Make Learning Possible through Demonstration and Instructions	5
VP06C	- Competency in Processing Returned Goods and Materials in a Vehicle Parts Environment	2
VP06K	- Knowledge of Processing Returned Goods and Materials in a Vehicle Parts Environment	4
VP07C	- Competency in Delivering Motor Vehicle Parts to Customers	3
VP07K	- Knowledge of Delivering Motor Vehicle Parts to Customers	3
VP11C	- Competency in Entering and Finding Data Using Information Technology within a Vehicle Parts Environment	2
VP11K	- Knowledge of Entering and Finding Data Using Information Technology within a Vehicle Parts Environment	2
VP12C	- Competency in Communicating Information Electronically within a Vehicle Parts Environment	2
VP12K	- Knowledge of Communicating Information Electronically within a Vehicle Parts Environment	2
VP15C	- Competency in Customer Service Improvements within a Vehicle Parts Environment	3
VP15K	- Knowledge of Customer Service Improvements within a Vehicle Parts Environment	4
VP17C	- Competency in Maximising Product Sales in a Vehicle Parts Operation	2
VP17K	- Knowledge of Maximising Product Sales in a Vehicle Parts Operation	4

Technical Certificate for Vehicle Parts

The Technical Certificate in Vehicle Parts is a parallel qualification which provides the knowledge requirements for the apprenticeship. Each unit has a set of guided learning hours to achieve. There will be practical assessments, written assessments and online examinations to determine knowledge retention.

Functional Skills / Key Skills

Functional skills / Key skills are designed to complement the apprenticeship and allow the learner to carry out essential tasks effectively in Maths, English and Information and Communication Technology (ICT). These are delivered at level 1 when completing an apprenticeship at Level 2 with progression to Level 2 for an advanced apprenticeship at Level 3.

Delivery Model

The Technical Certificate, Functional Skills and the VCQ is delivered and assessed in the workplace by an experienced Remit Trainer / Assessor who will carry out the observations and give one to one training and coaching to encourage progression.

All visits will be arranged in advance with the appropriate manager or supervisor to ensure that the visit is convenient, any policies and procedures for on-site visits are followed and observation opportunities to gain evidence will be maximised whilst the assessor is at the employer's premises.

Timescales

The Intermediate apprenticeship at level 2 will take 24 months to complete.

The Advanced apprenticeship at Level 3 will take 12 months to complete.

For employers requiring further information on this or any other Remit training course please contact 0115 975 9550

Remit Training G7 Ash Tree Court, Mellors Way, Nottingham, NG8 6PY
Email: automotive@remit.co.uk **Web:** www.remit.co.uk