

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 Sales.

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 Sales Learner Journey

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

Vehicle Sales Learner Journey VCQ Level 2

The Vehicle Sales 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 86 credits is required to achieve the Level 2 in Vehicle Sales. 18 credits from 2 mandatory units, 53 credits from 8 mandatory specialist units and a minimum of 15 credits from 1 '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 |
|----------------|---|----------------|
| VS01C | - Competency in Brand, products and Market Awareness in the Vehicle Sales and supply Business | 4 |
| VS01K | - Knowledge of Brand, products and Market Awareness in the Vehicle Sales and supply Business | 6 |
| VS03 C | - Competence in Complying with the Legal Requirements and Regulations of Vehicle Sales | 3 |
| VS03 K | - Knowledge of Complying with the Legal Requirements and Regulations of Vehicle Sales | 3 |
| VS05C | - Competency in Handling Vehicles Sales Telephone Enquiries | 3 |
| VS05K | - Knowledge of Handling Vehicles Sales Telephone Enquiries | 3 |
| VS08C | - Competency in Delivering of Vehicle Sales Static Presentation | 3 |
| VS08K | - Knowledge of Delivering of Vehicle Sales Static Presentation | 3 |
| VS09C | - Competency in Conducting Vehicle Demonstration Drives | 3 |
| VS09K | - Knowledge of Conducting Vehicle Demonstration Drives | 3 |
| VS13C | - Competency in Managing Customer Relationships in a Vehicle Sales Environment | 3 |
| VS13K | - Knowledge of Managing Customer Relationships in a Vehicle Sales Environment | 3 |
| VS14C | - Competency in Handover of the Vehicle to the Customer | 3 |
| VS14K | - Knowledge of Handover of the Vehicle to the Customer | 4 |
| VS15C | - Competency in Meeting and Greeting Vehicle Sales Customers | 3 |
| VS15K | - Knowledge of Meeting and Greeting Vehicle Sales Customers | 3 |

| Group C | Optional Units | Credits |
|----------------|--|----------------|
| VS02C | - Competency in Negotiating Fleet and Business Buyer Needs | 3 |
| VS02K | - Knowledge of Negotiating Fleet and Business Buyer Needs | 3 |
| VS06C | - Competency in Motor Vehicle Sales Packages | 5 |
| VS06K | - Knowledge of Motor Vehicle Sales Packages | 4 |
| VS07C | - Competency in Automotive Retail Negotiation and Sales Techniques | 4 |
| VS07K | - Knowledge of Automotive Retail Negotiation and Sales Techniques | 5 |
| VS10C | - Competency in Promoting Finance and Insurance for Vehicle Sales | 4 |
| VS10K | - Knowledge of Promoting Finance and Insurance for Vehicle Sales | 5 |

Vehicle Sales Learner Journey VCQ Level 3

The Vehicle Sales 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 125 credits is required to achieve the Level 3 in Vehicle Sale. 28 credits from 3 mandatory units, 91 credits from 13 mandatory specialist units and a minimum of 6 credits from 1 '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 |
| G6C | - Competency in Making Learning Possible Through Demonstrations and Instructions | 5 |
| G6K | - Knowledge of How to Make Learning Possible Through Demonstrations and Instructions | 5 |

| Group B | Mandatory Specialist Units | Credits |
|----------------|---|----------------|
| VS01C | - Competency in Brand, products and Market Awareness in the Vehicle Sales and supply Business | 4 |
| VS01K | - Knowledge of Brand, products and Market Awareness in the Vehicle Sales and supply Business | 6 |
| VS03 C | - Competence in Complying with the Legal Requirements and Regulations of Vehicle Sales | 3 |
| VS03 K | - Knowledge of Complying with the Legal Requirements and Regulations of Vehicle Sales | 3 |
| VS04C | - Competency in Self Management and Administration in a Vehicle Sales Environment | 3 |
| VS04K | - Knowledge of Self Management and Administration in a Vehicle Sales Environment | 4 |
| VS05C | - Competency in Handling Vehicles Sales Telephone Enquiries | 3 |
| VS05K | - Knowledge of Handling Vehicles Sales Telephone Enquiries | 3 |
| VS06C | - Competency in Motor Vehicle Sales Packages | 5 |
| VS06K | - Knowledge of Motor Vehicle Sales Packages | 4 |
| VS08C | - Competency in Delivering of Vehicle Sales Static Presentation | 3 |
| VS08K | - Knowledge of Delivering of Vehicle Sales Static Presentation | 3 |
| VS09C | - Competency in Conducting Vehicle Demonstration Drives | 3 |
| VS09K | - Knowledge of Conducting Vehicle Demonstration Drives | 3 |
| VS10C | - Competency in Promoting Finance and Insurance for Vehicle Sales | 4 |
| VS10K | - Knowledge of Promoting Finance and Insurance for Vehicle Sales | 5 |
| VS11C | - Competency in Appraising Vehicles for Part Exchange | 3 |
| VS11K | - Knowledge of Appraising Vehicles for Part Exchange | 3 |
| VS12C | - Competency in Valuing Vehicles for Part Exchange | 3 |
| VS12K | - Knowledge of Valuing Vehicles for Part Exchange | 4 |
| VS13C | - Competency in Managing Customer Relationships in a Vehicle Sales Environment | 3 |
| VS13K | - Knowledge of Managing Customer Relationships in a Vehicle Sales Environment | 3 |
| VS14C | - Competency in Handover of the Vehicle to the Customer | 3 |
| VS14K | - Knowledge of Handover of the Vehicle to the Customer | 4 |

| | | |
|-------|--|---|
| VS15C | - Competency in Meeting and Greeting Vehicle Sales Customers | 3 |
| VS15K | - Knowledge of Meeting and Greeting Vehicle Sales Customers | 3 |

| Group C | Optional Units | Credits |
|----------------|--|----------------|
| VS02C | - Competency in Negotiating Fleet and Business Buyer Needs | 3 |
| VS02K | - Knowledge of Negotiating Fleet and Business Buyer Needs | 3 |
| VS07C | - Competency in Automotive Retail Negotiation and Sales Techniques | 5 |
| VS07K | - Knowledge of Automotive Retail Negotiation and Sales Techniques | 5 |

Technical Certificate for Vehicle Sales

The Technical Certificate in Vehicle Sales 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/Key Skills and the VCQ are 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 apprenticeship at Level 2 will take 24 months to complete.

The advanced apprenticeship at Level 3 will take 18 months to complete.

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

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