



# Key Stage 4 Programme Motor Vehicle & Agriculture Engineering Induction Pack

# IMI L1 CERTIFICATE IN CARRYING OUT PERIODIC VEHICLE MAINTENANCE & INSPECTION

Year 1 & 2 workbook





Please ensure that you read and understand the information in this booklet – you will be asked to sign to say that you agree to comply with the policies and procedures within.

## When starting your course please remember:



Be punctual – arrive 5 minutes before start of session



Be polite, remember your manners, also respect works in two ways; give it to get it



Always ask for help if you need it



Have a positive attitude



SMILE!



# Qualification information

**Title:** IMI Level 1 Certificate in carrying out Periodic Vehicle Maintenance & Inspection

## Overview

This is a Level 1 vocational qualification which provides individuals with an introduction to the knowledge, understanding and practical skills required to gain employment or further study towards the vehicle maintenance and repair industry.

**Topics** (Topics are subject to change) :

### Knowledge of Carrying out Periodic Vehicle Maintenance and Inspection

- Health and Safety
- Tools
- Serviceing

### Skills in Carrying out Periodic Vehicle Maintenance and Inspection

- Engines
- Steering
- Suspension
- Braking
- Wheels and Tyres
- Fabrication
- Project

Assessment takes place in the form of practical and Written theory assessments with some oral questioning of knowledge.

Learners will be expected to produce supporting evidence for inclusion in their assessment portfolio which will be graded at Pass, Merit or Distinction. There will be an external online synoptic exam.

Year one of the programme involves developing skills and knowledge and collecting evidence for your portfolio and carrying out practical assessment. The majority of year 2 is completion of your project as well as any theory exams.



## Engineering rules

- **Correct PPE** must be worn at all times when carrying out practical tasks.
- **NO photos or information** relating to the college, staff, or equipment is to be shared on social media
- **No phones in class/workshop** - these cause potentially dangerous distractions. Any phone seen will need to be handed to a member of staff immediately.
- **No earphones** (mp3 players, mobile phones or iPods etc) allowed whilst in engineering. These cause potentially dangerous distractions.
- **All jewellery and/or piercings** must be removed whilst carrying out practical tasks to reduce the risk of injury.  
**No plasters to be used to cover piercings.**
- **No eating or drinking** on the yard/workshops for hygiene reasons.
- **Bad language** will not be tolerated.
- **Students are expected** to attain 100% attendance and punctuality for all sessions.
- **The use or possession of alcohol** or narcotic substances are forbidden on the college and **WILL** result in disciplinary action.
- **All visitors** to the Engineering department **MUST** be met with politeness and courtesy.
- **All staff and tutors** should be treated with respect at all times.

## Values and behaviours

Below is the list of the Engineering departments values and behaviours. It is expected that all students will adhere to these whilst at College. These values are in place whether you are in Engineering or on the main campus. The values and behaviours are chosen by our students and staff as an agreed Code of Conduct.

Any students who do not abide by the values and behaviours will be issued with a reporting slip (see below) and will be actioned to improve. Failure to improve or poor behaviour could result in you being withdrawn from your course and returned to school.

Values and behaviours	
Be helpful to guests and customers	Be a good team member / help each other
Ask for help if needed	No littering
Respect your environment	No bullying
Respect other people's point of view	Be respectful, polite and show good matters
No phones used in the workshop	Accept constructive criticism
Be punctual	Respect all staff
Respect the equipment	Wear ID badge and correct PPE
Be prepared for your sessions	No swearing / use of offensive language
Be able to work responsibly	Complete all tasks as required



## Student dress code

It is important that we present a professional, smart image at all times. Please read the student dress code below carefully, this applies to **ALL** students using the college facilities at any time

- ID cards must be visible at all times.
- No jewellery or piercings may be worn. You will be asked to remove them.
- Boiler suits (overalls) are required as you will be working in a dangerous environment (this is not provided by the college).
- Your own wrap around safety glasses
- Long hair must be tied back.
- Steel toe capped boots must be worn during every practical lesson (these are not provided by the college)
- Shorts and vest tops are not permitted.
- No scarves or hats are permitted in the workshop or classroom.



## Fire procedures

On discovery of a fire and the fire alarm is ringing you must follow these procedures:

1. Stay calm, alert a member of staff and inform them of the location of the fire.
2. When fire alarm sounds, everyone go immediately to the Assembly Point.

### Assembly Point - football field

#### You will be shown where this is on your first day

You are **NOT** to get involved with firefighting activities

## Accident procedures

If an accident occurs when the first aid is needed, you need to report the accident to your instructor who will assess the situation. If first aid is required then a member of staff with first aid training will be called, they can be identified by having first aid crosses on their lanyard. The first aid boxes can be found in the staff offices and workshop walls.

All accidents and near misses must be reported to a member of staff.

In the event of an accident:

- Keep calm, use your common sense
- Call for member of staff
- Ensure the area is safe and prevent any further accidents from happening



**I understand and agree to abide by the rules and regulations stated within this booklet while studying at Reaseheath College.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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