



EMTEC

Part of Nottingham College

EMTEC

**world class
automotive training**

A guide for employers

EMTEC – world class automotive training

EMTEC is a specialist and globally renowned provider of automotive education and training. Our team of professional trainers have all enjoyed successful careers in the UK and global automotive and engineering sector for a number of years.

We develop and supply talent to the UK and global automotive industry, presiding over a wide-ranging training programme covering automotive apprenticeships, specialist bespoke training packages, online training and accredited automotive qualifications.

We are expert collaborators and we take pride in our ability to operate as a strategic partner, entirely responsive to your organisation and training needs.

We enjoy successful and long-standing partnerships with international brands including:

- KIA
- Hyundai
- Ferrari
- Aston Martin
- Tesla
- Gemini
- Ssang Yong

We work closely with professional bodies including the IMI (Institute of Motor Industry) and ATA (Automotive Technician Accreditation) to ensure our training is cutting-edge and relevant to the industry today, and in the future.

EMTEC College is owned by one of the largest colleges in the UK - Nottingham College. Located in Ruddington, Nottingham we offers safe, regulated and accredited training to young people and adults within the automotive industry. We are inspected by Ofsted and our safeguarding practices and provision of pastoral care are inspected within the rigorous inspection standard used.



info.emtec@nottinghamcollege.ac.uk • 0115 945 7200

Our training facilities

Our training facilities are unrivalled in our region. We feature dedicated workshop spaces for structural repair, bodywork repair and research and development. We also have a dedicated caravan and motorhome workshop.

Facilities include two spray-booths, dedicated electro-vehicle lab and a fabrication innovation unit. We also host our own End Point Assessment centre to support full delivery of Apprenticeships, including those delivered by partners.

Our onsite facilities include:

- Workshops with up to 6 vehicle capacity
- 12-14 seat classrooms
- Flexi rooms for larger audiences (meetings, conferences, product launches etc)
- Boardrooms
- Dedicated office space
- Dedicated parking
- Virtual meeting delivery space
- Onsite cafeteria as well as a hospitality and catering service provided by Nottingham College





Be

FUTURE READY

Train for the future, **today**

EMTEC

Award-winning training and workforce development for the automotive sector.

Talk to us about your requirements. We are here to help.

Jon Rawson

Head of Operations

[Contact me](#)

Tim Franks

Business Engagement Manager

[Contact me](#)

Nicole Richardson

Industry Lead

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Industry Lead

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Motor Vehicle Service & Maintenance Technician (Light Vehicle)

Level 3 Standard

Servicing and repairing light vehicles such as cars and vans, working on all the systems found in the vehicle.

A Motor Vehicle Service and Maintenance Technician services and repairs light vehicles such as cars and vans and works either in dealerships which focus on a particular manufacturer, or in an independent garage which deals with many different makes of vehicles.

The Automotive Retail Industry provides employment for over half a million employees who work for approximately 70,000 employers. In a large dealership the Technician will typically report to the Workshop Controller, who in turn reports to the Aftersales Manager and liaises with the Service Reception. In smaller garages the Technician will report directly to the owner or Garage Manager.

The Technician must be able to work independently but also operate as an effective team member and have good customer handling skills. They will understand how their workshop and the dealership/garage functions from a commercial perspective and identify ways in which they can work more efficiently.

Technicians working in large dealerships work with other departments such as Sales or Parts, whereas apprentices in smaller independent garages may be called upon to carry out some of the function of the other departments themselves, such as managing their own delivery of parts.

The Technician will work on all systems found within the vehicle. The day-to-day work ranges from replacing simple parts through to solving complex faults with the use of diagnostic methods and equipment. Tasks faced are constantly changing, driven by the introduction of ever more complex technologies and diagnostic techniques.

Programme duration

3 years.

Entry requirements

Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

For those with an Education, Health and Care Plan or a legacy statement the English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Qualification

Before the Standard is met, all apprentices must hold a certificate that meets the EU's 2014 F-gas regulation.

This Standard has been designed to be recognised by relevant Professional Engineering Institutions and successful apprentices can apply for the appropriate level of professional registration (EngTech).



Accident Repair Technician

Level 3 Standard

Mending damaged vehicles using a range of metalworking and finishing techniques.

A Motor Vehicle Accident Repair Technician repairs all elements of a vehicle after it has sustained some type of damage.

Depending on the type of damage sustained, a technician is expected to undertake complex and detailed repair or replacement of major structural elements of a vehicle.

Typically, an Accident Repair Technician works in a modern, highly technical workshop environment, working on a broad range of vehicles, from cars and vans to light commercial vehicles.

Technicians are competent in all aspects of vehicle accident repair, including Mechanical, Electrical & Trim (MET); Panel Repair & Replacement and Preparation and Paint.

Additionally, an Accident Repair Technician is able to work with detailed and complex technical repair specifications and instructions, and, at times, obtain these instructions from a range of sources.

An Accident Repair Technician has the ability to work in a focused, analytical and methodical fashion, completing repairs on time, with a right-first-time, customer focused approach.

The Accident Repair Technician from day one embraces the need to put complete customer satisfaction, as well as commercial awareness, at the centre of everything they do. The ability to excel whilst working within a team is a key output for any Accident Repair Technician.

Programme duration
24-30 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Vehicle Damage Paint Technician

Level 3 Standard

A technical and practical programme designed to meet the needs of today's automotive and body repair industry.

This programme, written by employers, is specifically tailored to body repair following collisions and other incidents. It covers the technical and practical needs for today's automotive body repair industry.

Apprentices can gain expertise in the general principles of spray painting technology, paint composition, paint mixing and the various methods of paint spraying vehicles.

They will study both the theory and practical aspects of the following:

- Applying various top coats and clear coats
- Health and safety
- Materials and tools
- Paint mixing
- Preparing and applying foundation materials to vehicles
- Repairing paint defects
- Tools and equipment

The vehicles can include cars/light commercial vehicles. This includes ensuring correct colour match and final finish to the company and customer's exacting standards.

This is usually within a collision repair workshop or smart repair workshop/mobile repair micro business, working alongside another fully qualified Paint Technician.

Employability and study skills will be included in the programme and are designed to reflect the specific requirements of the role and the sector more broadly.

Programme duration
The typical length of this programme could be up to 34 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend time training at our Ruddington campus but for the majority of the apprenticeship, employees will be training on the job. They will be employed for a minimum of 30 hours a week.

All applicants, including adult candidates over the age of 19 will be required to undertake an assessment in English and maths prior to enrolling.

Vehicle Damage Panel Technician

Level 3 Standard

Providing expertise in the removal, repair and replacement of vehicle body panels.

A vehicle damage panel technician is an expert in the removal, repair and replacement of vehicle body panels to manufacturer specification. Vehicles can include cars and light commercial vehicles. Apprentice technicians will work both independently and as part of a team and use their skills to correctly identify the different body panel types and the correct tools to carry out the work to the highest possible standard.

The programme covers the technical and practical needs for today’s motor vehicle body repair industry and includes core components such as:

- Health and safety
- Materials and consumables
- Removing and fitting non-structural body panels
- Removing and replacing structural body panels
- Repair techniques and processes
- Tools and equipment
- Vehicle body alignment
- Welding techniques and processes

Apprentices will spend their day release time in specialist body repair workshops at our EMTEC centre in Ruddington where we have a vast array of vehicles, in various damaged states, to provide apprentices with plenty of practical hands-on experience using top of the range equipment and branded products.

Alongside this technical training apprentices will study maths and English and undertake employability skills training too.

Programme duration

Typically it is expected that it will take up to 36 months for the apprentice to attain the required level of competence in the workplace, although it may be sooner if an individual already has significant prior training and practical experience

Entry requirements

Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus and must be employed within an automotive setting for a minimum of 30 hours per week.

Auto-care Technician

Level 2 Standard

Carrying out a range of services and repairs to cars, car derived vans and light goods vehicles.

An Auto-care Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles, working in an Auto-care or “Fast-Fit” Centre; which may be part of a national chain or operated by a regional/local independent group/owner.

An Auto-care Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify and repair simple system faults.

The Auto-care Technician has to demonstrate expertise not only in the technical elements of their role and have a good grasp of the practical and theoretical aspects of the vehicle systems they service, but also needs to have excellent telephone, customer handling (including how to handle difficult customers and deal with customer disappointment) and effective sales skills, as well as strong problem- solving and self-organisation skills. They must be able to work as part of a team but also operate independently, understand how a centre operates from a commercial perspective and how their actions contribute to business results.

Please note: this Standard does not on its own qualify apprentices to work on air-conditioning systems. Employers who require apprentices to work on air-conditioning systems must also provide the F-Gas qualification.

Programme duration

Typically it is expected that it will take 30 months for the apprentice to attain the required level of competence in the workplace, although it may be sooner if an individual already has significant prior training and practical experience.

Entry requirements

Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Qualification and Professional Membership

On completion of this Standard an Auto-care Technician will be eligible to apply for IMI membership as a Registered Young Professional, or if they wish as an Associate Member. You would also gain entry onto the IMI Professional Register.

Caravan and Motorhome - Advanced Apprenticeship

Level 2 and Level 3 Standard

Equipping technicians with the skill and knowledge to service and repair caravan and motorhome vehicles in this dramatically expanding specialist sector.

The Caravan and Motorhome National Apprenticeship programme has been designed in conjunction with the National Caravan Council (NCC) to specifically develop technician apprentices to equip them with the highest level of skills and practical ability within the Caravan and Motorhome industry.

The programme provides dealers and repairers with all the support they need to attract, select and develop the most capable apprentices to become the Caravan and Motorhome technical experts of the future.

To assist the National Caravan Council with the programme the NCC have partnered with EMTEC Colleges Limited, part of Nottingham College, to manage and deliver the Caravan and Motorhome National Apprenticeship Programme.

This Apprenticeship and Advanced Apprenticeship is structured around the IMI Level 2 Diploma in Caravan and Motorhome Maintenance and Repair, combined with the Level 2 Customer Service Practitioner Apprenticeship, both developed in conjunction with the NCC.

Progression from this Apprenticeship is to the IMI Level 3 Diploma in Caravan and Motorhome Maintenance and Repair and Level 3 Customer Service Specialist standard.

A residential programme is delivered at EMTEC's Caravan and Motorhome Training Facility, in Ruddington near Nottingham, several times a year, to complement the work-based learning provided by the employer. The programme contains modules on the OEM supply chain, as well as all the training requirements to meet the Approved Workshop Scheme including Standards of Training in Gas Works (STGW, formerly ACoPs qualification).

Included in the new qualifications:

- IMI Level 2 Diploma in Caravan and Motorhome Maintenance and Repair and Level 2 Customer Service Practitioner
- IMI Level 3 Diploma in Caravan and Motorhome Maintenance and Repair and Level 3 Customer Service Specialist
- NCC Caravan Service Award (CSA)
- NCC Low Voltage (LV)
- NCC Extra Low Voltage (ELV)
- UK Certification STGW (Gas safety for the use of LPG in Caravan & Motorhomes)

Programme duration

Level 2 - 15 months.

Level 3 - 18 months.

Entry requirements

Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

For those with an Education, Health and Care Plan or a legacy statement the English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

Apprentices will spend around 85% of their time with their employer and the remainder of their time at our EMTEC Centre in Ruddington, Nottingham.



Customer Service

Level 2 and Level 3 Standard

A customer facing role combining excellence in customer service with technical knowledge and competence about servicing and repair.

A dedicated pathway containing specialist training for Parts Advisor or Service Advisor will run alongside the Standard to ensure apprentices gain full knowledge of their specialist area at the appropriate level.

A Service Advisor will have direct contact with customers, initially booking them in for work to their vehicles and then informing them of any additional repairs required.

A qualified apprentice will be able to:

- Be a confident first and last point of contact with customers
- Take customer bookings and scheduling services and repairs
- Communicate effectively with both customers and the vehicle technicians
- Manage customer complaints
- Offer advice and guidance for vehicle care, warranty retention and warranty claims
- Sales/advice for accessories and modifications
- Collate information for CSI

As a Parts Advisor an apprentice will be responsible for ordering, selling and managing stock control on vehicle parts. Once the apprenticeship is complete they will be able to:

- Take orders from customers both face to face and over the phone
- Maintain an ordered stock room and find parts from stock
- Raise invoices
- Liaise with other members of staff
- Customers may include members of the public, service departments of dealerships, and garages
- Advise on accessories and modifications
- Warranty claims and returns

Our programmes can lead to further higher level qualifications and professional memberships. Employability and study skills are woven into the fabric of our programmes and designed to reflect the specific skills required within this industry.

Programme duration

Level 2 - 15 months.

Level 3 - 18 months.

Entry requirements

Grades 9-3 (A*-D), or equivalent including English Language and maths and ICT. For the Level 3 you will need grades 9-4 (A*-C) and these must include maths or English Language.

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment if they are completing the Level 3 standard.

Apprentices working in the automotive industry will spend time training at our Ruddington campus but for the majority of the apprenticeship, employees will be training on the job. They will be employed for a minimum of 30 hours a week.

All applicants, including adult candidates over the age of 19 will be required to undertake an assessment in English and maths prior to enrolling.



Why hire an apprentice?

All apprenticeship jobs are advertised on the National Apprenticeship Service website. All apprenticeships offered by Nottingham College are also on this site, as well as Nottingham College's own website.

You can hire someone new, or upskill an existing employee. They are an extremely cost effective training option and as an employer, you can get funding from the government to help pay for apprenticeship training, as well as a number of additional local incentives too.

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

86% of employers said apprenticeships helped them develop skills relevant to their organisation.

78% of employers said apprenticeships helped them improve productivity.

74% of employers said apprenticeships helped them improve the quality of their product or service.

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Other benefits of working with apprentices include:

- You can adapt their training according to the needs of your business.
- Existing employees are motivated to learn new skills.
- You can expand and upskill your workforce.



From August 2020, Apprenticeship Frameworks were replaced by Apprenticeship Standards were introduced to ensure that apprenticeship training could more effectively meet the needs and expectations of employers. Standards have been written by employers and include the specific knowledge, skills and behaviours needed to be qualified for employment in a specific occupation. An Apprenticeship Standard has an end-point assessment which varies by apprenticeship. The end-point assessment is assessed by an independent end point assessment organisation.

Choosing **EMTEC** **College** part of **Nottingham** **College**

The college has a long and successful track record in recruiting and training apprentices in Nottingham, the wider region and nationally too.

We have a dedicated Employer Services team providing expert recruitment services, ensuring that you have access to the best quality candidates available.

The College brings together a workforce of experienced trainers and assessors specialising in a whole range of disciplines, ensuring that your apprentice and wider workforce can access the very best, up to date training available.



Our Services

We work tirelessly to support employers, and our Account Managers and Apprenticeship Managers provide a dedicated service to all employers we work with.

Our services include:

- Free recruitment service to find, prepare and select candidates for roles within your organisation.
- A team of apprenticeship experts will guide you through the vast range of training options available to you.
- A dedicated team on hand to guide you through details about the Apprenticeship Levy, funding options and other government incentives designed to encourage apprenticeship take up.
- Access to a range of accredited and bespoke training and workforce development opportunities, delivered in person and online to your employees.
- Access to a range of funded training and development programmes providing free training to businesses meeting specific criteria.

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Commercial courses on offer at EMTEC

IMI Accreditations/Reaccreditations (ATA's)

- IMI/Training Route
- IMI Accreditation Vehicle Damage Assessor
- IMI Accreditation Senior Paint Technician
- IMI Accreditation Senior MET Technician
- IMI Accreditation Senior Panel Technician
- Vehicle Inspection
- IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006) (VRQ)
- Bonding & Riveting
- IMI Level 3 Award in Electric / Hybrid Vehicle System Repair and Replacement
- IMI Level 4 Award in the Diagnosis, Testing and Repair of Electric / Hybrid Vehicles
- Electric Vehicle - Awareness Training
- Cosmetic Repair
- Pre-Training Day

More information about IMI ATA Accreditation



You might also be interested in:

Finance Assistant

Level 2 Standard

Business Administration

Level 3 Standard

Accountant (Assistant)

Level 3 Standard

Digital Marketer

Level 3 Standard

Team Leading

Level 3 Standard

Management

Level 3 to 5 Standard

Project Management

Level 4 Standard

Standard Accounting (Professional)

Level 4 Standard

Human Resources (coming soon)

Level 3 and 5 Standard

What's new with apprenticeships?

Introducing Apprenticeship Standards

Apprenticeship frameworks were retired and apprenticeship standards became mandatory from Aug 2020, in order to better meet the needs of employers by ensuring that training is more occupation-focused, as opposed to qualification-focused, which had been a criticism of the former Apprenticeship Frameworks.

The new end-point assessment (EPA) is one of the biggest changes in the new apprenticeship reforms. Instead of being assessed continually throughout their course, all apprentices now have to complete an end-point assessment to complete their qualification.

Apprentices following an Apprenticeship Framework were regularly assessed throughout their training, as they were required to obtain a number of qualifications during the apprenticeship.

Once they'd completed a unit, it was ticked off and they didn't necessarily need to demonstrate the skill again. With a Standard, an apprentice's skills, knowledge and behaviours are assessed at the end of their apprenticeship, ensuring that they are now equipped to perform successfully in their chosen occupation.

Apprenticeship Funding

Funding available to organisations taking on an apprentice changes regularly. For up to date information about employer funding and apprenticeship grants you can visit our website: [CLICK HERE](#) or speak directly to one of our specialist team of advisors.

As part of the nation's economy recovery strategy post COVID, a range of additional incentives have been launched by the Government, including cash incentives for employers hiring apprentices.

Apprenticeship wages

The national minimum wage for apprentices aged 16-18 as well as adult apprentices is reviewed regularly. The current national minimum wage for an apprentice aged 16-18 as well as those aged 19+ in their first year is £4.30 an hour. All other apprentices should be paid at least the national minimum.

Work experience and placements

As an employer there are many ways you can access training and development for your current or potentially future workforce.

At Nottingham College we believe that a formal qualification can only get you so far. We know, because you've told us, that you want to see a range of other skills in your new employees, particularly those who are coming out of college or university.

Confidence, initiative, drive, resilience, communication skills, team work and many others are top of the list when it comes to skills and attributes you look for, and that's why Nottingham College invests time and energy in sourcing work experience and placements for our students.

Work placements can help young people become aware of careers they have not previously considered, enable them to develop relevant occupational skills and help instill the attitudes and behaviours expected at work.

For industries that struggle to attract new talent, work placements are a great way of introducing young people to the jobs and careers on offer in your sector, and in some cases, placements can lead onto apprenticeships and full time employment once the student has secured their qualifications.

We are looking for businesses from across the city and region to take on students for work experience or extended placements. We can offer anything from a one day taster through to a formal three month placement. We'd love to hear from you if you are able to accommodate one or more of our students.

work.placements@nottinghamcollege.ac.uk • 0115 838 0972

Working in partnership

Our Employer Services team at Nottingham College are committed to working in partnership with employers to ensure your needs are understood and met. We do this in a number of ways:

1. Industry Advisory Boards

Industry Advisory Boards provide businesses with the opportunity to contribute their experience and expertise to the design and creation of the college's core curriculum. This input is vital in ensuring that we continue to move with the times and develop our offer to meet the skills needs of employers, both now and in the future.

If you would like further information or to register your attendance at any of the Industry Advisory Boards, please contact IAB@nottinghamcollege.ac.uk or 0115 884 2242

2. Employment Engagement

Our dedicated Employer Engagement team work to ensure all our employers are kept informed and updated with key news and information, not just from the College, but about the City, our region, new products and services, and our economy in general. We have a regular employer newsletter that we issue to update you on the latest skills and training news, we have a team of account managers who will keep you updated with new products and services that you can access and we issue regular surveys to capture information about you and your ongoing needs. We are committed to working in partnership with you throughout your journey with us.

3. Creating new opportunities

We work closely with D2N2 and our Local Authorities to bring you new initiatives and schemes that can benefit you. Our High Level Skills programme, our Construction Skills Hub, our funded course programme and our work placements programme all exist because of the work we do in partnership with various agencies and organisations locally and nationally.

4. Rebooting our economy

The global COVID-19 pandemic has had a significant impact on many businesses we work with. We are constantly looking at what new products and services we can offer to support businesses to make their business COVID safe, adapt their business' operating model or move their business online. If you need help in adapting your business, or require training for you or your colleagues to make the necessary changes, please do get in touch.

info.emtec@nottinghamcollege.ac.uk • 0115 945 7200





For more information about our apprenticeships:

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