

## Employer Accreditation Information Motor Vehicle Maintenance

### 1. Company Details

Company Name	_____	
Contact Name	_____	
No. of Employees	<input type="text"/>	
Are you a registered business/company?		(tick) Y <input type="checkbox"/> N <input type="checkbox"/>
Have been established for at least 2 years?		(tick) Y <input type="checkbox"/> N <input type="checkbox"/>
Business Address	_____	
		Post Code _____
Contact Numbers	Land Line _____	Mobile _____
	Fax _____	
Email Address	_____	

### 2. Association Membership Details

Are you a member of the Jersey Motor Trade Federation (JMTF)?	(tick) Y <input type="checkbox"/> N <input type="checkbox"/>
Are you a member of another recognised federation or institute?	(tick) Y <input type="checkbox"/> N <input type="checkbox"/>
<b>**If Y, please provide proof of membership / **If N, please provide professional references</b>	
If applicable, what is the name of the other association? _____	

### 3. Apprentice's Training Supervisor

Name	_____	Position	_____
Does the supervisor hold a National Qualification in motor vehicle engineering or a minimum of 5 years technical experience?		(tick) Y <input type="checkbox"/> N <input type="checkbox"/>	
<b>**If Y, please provide certificates OR give details below:</b>			
_____			
<b>**If no national qualification, please provide references</b>			
Contact Address	(If applicable, write "as above") _____		
		Post Code	_____
Contact Numbers	Land Line _____	Mobile	_____
Email Address	_____		

#### 4. Company Trading Sites / Workshops Where Training Will Take Place

(if training will take place on site, write "on site")

Do you have a workshop, equipped to a level to enable all jobs listed in the apprenticeship handbook to be performed? (tick) Y  N

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Name of Site/Workshop Supervisor \_\_\_\_\_

Best Contact Number \_\_\_\_\_

#### 5. Health & Safety

Do you have a current H&S policy? (tick) Y  N  **\*\*If Y, please provide copy of policy**

**\*\*If N, (you must have a policy if there are more than 5 employees) describe/state below what Health & Safety control measures are in place:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Personal Protection Equipment (PPE) issued and in use? (tick) Y  N

#### 6. Employers Liability Insurance Certificate

Do you hold a current certificate? (tick) Y  N  **\*\*If Y, please provide a copy of certificate**

Value £  Expiry date / /20

#### 7. Apprenticeship Information

Do you have a sufficient quantity and range of work to meet the requirements of the qualification? (tick) Y  N

Do you have adequate specialist tools and equipment that would be required to fulfil the range of work within the qualification? (tick) Y  N

How many apprenticeship positions are available?

How many **qualified/experienced** tradesmen are employed in the applicable trade area?

(Person working with apprentice to have a recognised National Qualification in Motor Vehicle Engineering or a minimum of 5 years technical experience, give details of qualifications and/or level of experience)

\_\_\_\_\_  
\_\_\_\_\_

How many apprentices are currently employed? (give details, i.e. specify level of training)

\_\_\_\_\_

**Please note.....**

Criteria for employers to join the Jersey Apprenticeship Scheme also includes:

- √ **Apprentice training plans.**
- √ **Skilled staff** to train apprentice to agreed level.
- √ Agreed arrangements for **systematic monitoring of training**, including the use of an approved **training logbook**.

**8. Employer Declaration**

I certify that the information provided on this application form is true to the best of my knowledge and belief, and I provide the information knowing that I shall be liable to prosecution if I have stated anything I know to be false. If funding is made available, I undertake to inform Enterprise and Business Development immediately of any change in circumstances which may affect the amount of the award. I understand that giving false information or withholding relevant information may lead to the recovery of any amounts paid by Enterprise and Business Development.

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

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

Position \_\_\_\_\_

**Checklist of paperwork to be submitted with this form:**

1.  trade/professional association membership documentation **OR**  
 professional references
2.  apprentice supervisor qualification documentation **OR**  
 professional references
3.  copy of health & safety policy
4.  copy of current employer's liability insurance certificate
5.  apprentice training plan – either signed EBD training plan, or company own

Once the above is complete, and all the necessary documentation is collated, please forward to:

**The Apprenticeship Manager  
Jersey Enterprise  
Liberation Place  
St Helier  
JE1 1BB**

# JERSEY APPRENTICESHIP SCHEME

## Trade: Motor Vehicle Maintenance

During an apprentice's time at work, it is expected that he/she will complete the following practical tasks to complement training at the College or other training support organisations or institutes.

### **Year 1 (For direct entry) Nationally recognised Level I Qualification**

- Use information sources: technical manuals, technical bulletins, servicing schedules, job card instructions, inspection records, check lists.
- Carry out visual and physical Inspections of tyres: tyre wear, tyre pressures, tread wear patterns (centre, outer edges, worn patches), damage to tread or side walls, bulging, separation of thread, incorrect tyre for vehicle
- Carry out visual and physical Inspections of wheels: damage by impact, wheels running out of true, buckled wheels
- Inspect steering components for serviceability, free-play in ball joints, tracking, fluid-loss
- Carry out routine oil and filter changing & testing oil pressure
- Replacing coolant, checking anti-freeze content, fans, cowlings and cooling fins, pressure test the cooling system
- Replace ignition system components including distributor, distributor cap, ignition leads, spark plugs
- Check transmission system fluid and oil levels, clutch operation, free play and adjustment, linkage adjustment and operation
- Check battery electrolyte levels, charging rates, voltage checks,
- Carry out drive belt adjustments, check cranking speeds
- Health & Safety Certificate (Royal Society of Health).
- St John's Ambulance Appointed Persons Certificate.
- Fire Awareness Certificate (States of Jersey Fire Service).

### **Year 2 (First year at Level 2) Nationally recognised Level II Qualification**

- Carry out brake component inspection for serviceability, brake shoe adjustment, bleeding, testing. Fluid identification, topping-up and fluid replacement
- Diagnose tyre wear pattern faults including hop, front uneven wear, rear uneven wear, flats on tread
- Carry out routine maintenance on wheel bearings (roller, taper roller, needle, ball and plain) including lubrication, checking free-play and adjustment
- Carry out routine maintenance on engine mechanical, cooling, internal heating and air filtration systems
- Identify common faults on ignition systems including HT coil, battery, ignition switch, spark plugs, rotor arm, distributor, distributor cap, ignition leads, and advance mechanisms
- Inspect, diagnose and identify common faults in transmission systems (2 & 4WD)
- Carry out routine maintenance on vehicle transmission systems (2 & 4WD)
- Identify common faults associated with battery charging & starting systems

# JERSEY APPRENTICESHIP SCHEME

## Trade: Motor Vehicle Maintenance (Cont'd)

During an apprentice's time at work, it is expected that he/she will complete the following practical tasks to complement training at the College or other training support organisations or institutes.

### **Year 3 (Second year at Level 2) Nationally recognised Level II Qualification**

- Diagnose common faults with brake systems including noise, poor efficiency, pulling to one side, grab
- Inspect suspension systems for common faults including ride height (unequal and low), wear, noises under operation, fluid leakage, excessive travel, excessive tyre wear
- Carry out routine maintenance on power assisted steering systems including checking fluid levels, fluid loss/leaks, drive belt adjustments
- Inspect, diagnose and identify faults in engine mechanical, cooling, internal heating and air filtration systems
- Carry out routine maintenance and testing on automatic transmissions
- Identify and diagnose faults on vehicle steering systems

### **Year 4 (First year at Level 3) Nationally recognised Level III Qualification**

- Carry out maintenance procedures on ABS braking systems within recommended time scales
- Identify and diagnose faults on vehicle suspension systems
- Test, identify and diagnose faults, on vehicle cooling, injection and ignition systems
- Carry out routine maintenance & repair on internal engine components including cylinder heads, valve faces, valve seats, camshafts etc.
- Carry out routine maintenance on climate control & air conditioning systems
- Carry out routine testing on ICE, navigation, communication, SRS Control Systems
- Use fault code readers, scanners, logic probes, multi-meters, oscilloscopes, palm scopes, etc. in the course of diagnosing vehicle faults

**Jersey Apprenticeship Scheme - Apprentice Training Plan**

**Pre employment**

The decision to engage an apprentice will be weighed against current business commitments and availability of reliable, skilled staff.

**Engagement**

Apprenticeship candidates will be interviewed for their inherent ability, knowledge and maturity. The apprentice will be informed of the duty to attend the relevant day release course of further education, the progress to be discussed on an ongoing basis. The company rules of conduct and the Health and Safety Policy of the company will be explained.

**Induction**

The apprentice will be introduced to all staff as an apprentice and his/her status within the workforce as a learner explained. The induction will be dealing with health and safety at work, machinery and equipment which pose potential hazards and must not be used, and work which must not be attempted until qualified and specifically directed by the training supervisor to do so. First aid procedures will be part of the induction. *Any introduction, training and training outcomes within these areas will be recorded.*

Protective equipment will be issued and instruction given to its care and use.

**Training to be achieved**

The training will be based on the apprenticeship programme in operation, the examination to be passed, the requirements of the day release study programme provider, the ability of the apprentice and the circumstances of the business procedures of the company. The main aim is to assist in the training of a first class, mature tradesman within the agreed period of the apprenticeship.

**Ongoing supervision**

The apprentice will be under the direct supervision of the training supervisor, who may delegate the supervision explicitly to another qualified staff who is fit for the purpose.

The training supervisor decides when the apprentice is to move on to new areas of work, to be trained in new skills, the degree of direct supervision required and records or countersigns any entries in the apprentice's training log book. The monthly review of the logbook and the quarterly and yearly review of progress is carried out by the training supervisor. The training supervisor deals with any ongoing queries by the apprentice.

**Review**

There will be a four weekly review, quarterly review and a formal yearly review, based on the training logbook, progress of training, acquisition of skills and progress with the programme of further education.

The outcome will be discussed with the apprentice by the training supervisor and an appropriate course of action will be agreed between the supervisor and the apprentice and recorded.

**Company**.....

**Name of Manager/Proprietor**.....

**Signature of Manager/Proprietor**.....

**Name of Training Supervisor**.....

**Signature of Training Supervisor**.....