

## Light Vehicle ATA - GUIDELINES

### 1. Introduction

ATA is governed by the Institute of the Motor Industry (IMI) in line with ATA requirements.

Under this scheme, any technician will be able to gain accredited status (at different levels) by successfully completing a series of practical assessments and knowledge tests.

Successful technicians will be issued with a photo ID card, valid for five years, and entered onto the ATA Register.

Organisations wishing to offer ATA assessments must be approved by a regulated awarding body recognised by the IMI to carry out such approvals (see section 6).

### 2. Light Vehicle ATA Assessment Guidelines

Assessments must be undertaken off the job within an approved assessment centre. Each assessment must be carried out by occupationally competent and qualified assessors. Centres must also ensure that an internal verification process is in place for all ATA activities.

*Note: All ATA assessors and verifiers must be approved by the awarding body in advance of carrying out assessments/verification.*

#### **Service Maintenance Technician and Diagnostic Technician**

A minimum ratio of one assessor to three candidates is required for the practical assessment process, together with a workshop technician to assist in resetting the tasks after each assessment has been completed. It is recommended that a maximum of six technicians are assessed during any one period of practical assessment.

#### **Master Technician**

The master technician assessment requires additional personnel (assessors / actors) to enable the customer liaison / instruction support tasks to be carried out.

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments
- is eligible to take the assessments (see section 3 below)
- has signed the ATA Code of Conduct.

On the assessment day the centre must ensure the candidate has provided photographic proof of identity in the form of a driving licence or valid passport. The centre must take a digital photograph of the technician in line with ATA requirements.

Following successful assessments, the centre must submit the candidate's photograph and claim their ID card on line.

Technicians who are referred on one or two practical assessments may re-take these assessments within the twelve-month period. Technicians who are referred on more than two practical assessments will have to retake **all** the assessments again.

Candidates may re-take the on-line knowledge test as many times as the centre considers appropriate. However, if they are not successful after three attempts and suitable refresher training, the centre should review whether they are being assessed at the most appropriate level.

### **3. Levels of Light Vehicle ATA**

Light vehicle technicians may become accredited at the following levels

- Service Maintenance Technician
- Diagnostic Technician
- Master Technician

### **4. Pre-requisites for Candidates**

A requirement of Light Vehicle ATA is that candidates must meet specified pre-requisites before they may take an assessment. To be eligible, a technician must:

- have a minimum level of industry experience in an appropriate role as follows:
  - for service maintenance technicians      2 years
  - for diagnostics technicians                      3 years
  - for master technicians                              5 years
- or**
- hold a relevant nationally recognised qualification as follows, as well as a minimum of 1 year's post qualification experience in an appropriate role:
  - for service maintenance technicians      Level 2 qualification
  - for diagnostics technicians                      Level 3 qualification
  - for master technicians                              Level 4 qualification

### **5. Assessment Details**

To attain each level of accreditation, candidates will have to pass practical assessments and on-line knowledge test(s).

The practical assessments, comprising technician's instructions, work station requirements, marking schedules and associated paperwork can be obtained by contacting the recognised awarding body. These documents are accessible to approved centres only.

The Under Pinning Knowledge assessment, to allow flexibility the online knowledge test can be taken before, during or after the assessment day. If all other assessments have not been completed within 12 months, the candidate will need to complete the UPK test again. The on-line test will be multiple choice and consist of randomised questions.

## **Service Maintenance Technician (SMT) Assessment**

To become an accredited Service Maintenance Technician, candidates must pass 6 practical assessments and an on-line knowledge test.

- **Service Maintenance Technician- practical assessments:**

SMT01 Braking Systems:

- To demonstrate your skills and knowledge in carrying out a brake disc and hub run out checks
- To demonstrate your skills and ability to use and accurately read measuring equipment
- To demonstrate the correct approach when fitting replacement front components

SMT02 Engine Electrical Systems:

- Health and safety, regulations, correct use of PPE and guidelines
- To demonstrate your knowledge and ability in choosing the correct battery for the vehicle
- To demonstrate your skill in fitting a battery correctly to a vehicle
- To demonstrate your knowledge on procedures to recharge a battery 'off vehicle'
- To check a vehicle charging system
- To replace a 'serpentine' ancillary drive belt
- To demonstrate your ability to use scan tools and a multi-meter
- To demonstrate your ability to obtain fault codes

SMT03 Engine Mechanical Systems

- To demonstrate your knowledge and ability in using the correct procedure to fit a replacement timing belt.
- To demonstrate your knowledge and ability to check / set valve timing.

SMT07 Vehicle Safety Inspections

- To demonstrate your vehicle knowledge and vehicle inspection techniques, and record your findings on the documentation provided
- To demonstrate a methodical workshop procedure when carrying out a vehicle safety inspection
- Correctly fill out a vehicle inspection sheet

#### SMT05 Vehicle Electrical Systems

- To demonstrate your knowledge and ability in diagnosing simple vehicle electrical faults
- To locate electrical components on a motor vehicle

#### **Plus 1 of the following practical assessments:**

#### SMT04 Transmission Systems

- To demonstrate your knowledge in replacing an outer Constant Velocity gaiter to a driveshaft.
- To demonstrate your knowledge and ability to follow detailed instructions, including dismantling and reassembling a component

#### SMT06 Wheel Alignment and Steering

- To demonstrate your knowledge of replacing a steering component.
- To demonstrate your knowledge in adjusting front wheel alignment

#### • **Service Maintenance Technician – underpinning knowledge test:**

Service Maintenance Technician – 30 questions / 45minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a service maintenance technician.

- Health and Safety
- Chassis, steering and brakes
- Electrical
- Engine - petrol, diesel (hybrid safety awareness only)
- Driveline
- Servicing

#### **Diagnostic Technician (DT) Assessment**

To become an accredited Diagnostic Technician, candidates must pass 6 practical assessments and an on-line knowledge test.

#### • **Diagnostic Technician- practical assessments:**

#### DT01 Braking Systems

- To demonstrate your knowledge of Anti-lock Brake Systems (ABS)
- To demonstrate your skill and ability to diagnose an ABS fault
- To demonstrate your skills and ability to use electrical and diagnostic equipment

#### DT02 Engine Electrical Systems

- To demonstrate your knowledge and ability in diagnosing a non 'fault code' led fault with an engine management system
- To demonstrate your knowledge and ability in using workshop test equipment

#### DT03 Engine Mechanical Systems

- To demonstrate your knowledge, skill and ability in using the correct procedure to measure various engine components by different means
- To demonstrate your knowledge and skill in using engine compression test equipment to analyse and detect engine component wear
- To demonstrate your knowledge and ability to measure accurately.

#### DT05 Vehicle Electrical Systems

- To demonstrate your knowledge and ability in diagnosing vehicle electrical faults
- To demonstrate the basic use of an oscilloscope as a diagnostic tool.
- To understand the operation of an electrical circuit.
- To locate electrical components on a vehicle.

#### **Plus 2 of the following practical assessments:**

#### DT04 Driveline Systems

- To understand the operation of a manual gearbox and inspect gear, hubs, selectors and associated components.

#### DT06 Wheel Alignment and Steering

- To demonstrate your ability to carry out four wheel alignment.
- To demonstrate your ability to identify faults when carrying out four wheel alignment

#### DT07 Supplementary Restraint Systems (SRS)

- To demonstrate your ability to remove and replace safely a supplementary restraint component or system.
- To understand safe working practice around SRS systems.

#### • **Diagnostic Technician – underpinning knowledge test:**

Diagnostic Technician – 30 questions / 45minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a diagnostic technician.

- Health and Safety
- Chassis, steering and brakes
- Electrical
- Engine
- Driveline
- Supplementary Restraint Systems

#### **Master Technician (MT) Assessment**

To become an accredited Master Technician, candidates must pass 5 practical assessments and an on-line knowledge test.

#### MT01 Braking Systems

- To demonstrate your knowledge of Anti-lock Brake Systems (ABS)

- To demonstrate your skill and ability to diagnose an electronic vehicle stability system fault
- To demonstrate your skills and ability to use electrical and diagnostic equipment

#### MT02 Engine Electrical Systems (Engine Management)

- To demonstrate your knowledge and ability in diagnosing a multiple/complex fault with an engine management system
- To demonstrate your ability to use and understand diagnostic equipment and interpret data

#### MT03 Instructional Support

- To demonstrate your ability to communicate with colleagues
- To demonstrate your ability to provide instructional technical support to others in the workplace
- To pass on your knowledge to other workshop personnel

#### MT04 Vehicle Electrical Systems

- To demonstrate your knowledge and ability in diagnosing complex/multiple vehicle electrical system faults
- To understand the operation of a electronic controlled systems

#### MT05 Customer Liaison

- To demonstrate your ability to communicate effectively with the customer, accessing vehicle information from the customer
- To demonstrate your awareness of ALL health and safety issues when dealing with customers.
- To demonstrate your interpersonal skills with a customer
- To demonstrate your ability to record vehicle information for other workshop personnel to understand.

- **Master Technician – underpinning knowledge test:**

Master Technician – 30 questions / 45minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a master technician.

- Health and Safety
- Chassis control systems, steering and brakes
- Electrical
- Engine
- Driveline

## 6. Centre Approval

To become an approved centre to offer this ATA route contact:

City & Guilds  
Giltspur Street  
London  
EC1A 9DD

Tel: 0207 294 2800

Email: [ata@cityandguilds.com](mailto:ata@cityandguilds.com)

IMI Awards Ltd  
Fanshaws  
Brickendon  
Hertford  
SG13 8PQ

Tel: 01992 519038

Email: [ianc@imiawards.org.uk](mailto:ianc@imiawards.org.uk)