



AUTOMOTIVE APPRENTICESHIPS
LEARNER BOOKLET



BODY REPAIR



Body Repair

When cars, vans, motorcycles and larger vehicles are damaged in accidents, they are taken to a body repair workshop. Some repairers will complete the process from start to finish and others will have specialised roles and work on one part of the repair process. Panel Technicians, also known as Panel Beaters or Body Repair Technicians, specialise in repairing or replacing damaged panels. As a Panel Technician you will need to demonstrate strong communication skills, the ability to work alone and as part of a team, the ability to maintain quality under pressure and an awareness of safety procedures.



Working Hours and Salary

You will normally work from 8am to 5pm Monday to Friday; however, you may be able to work overtime in the evenings and at weekends. You will usually work indoors in workshops or body shops and you will be expected to wear safety clothing when using specialised equipment and carrying out tasks such as welding. As an apprentice Body Repair Technician, you will earn at least the apprentice national minimum wage. Once you are qualified you may expect to earn £19,000 or more and an experienced Body Repair Technician can earn over £30,000.



Career Progression

Body Repair Technician apprentices will work toward their level 2 qualifications and will then progress to level 3. The level 2 will take 18 months and the level 3 a further 12 months. Once qualified at level 3 there are opportunities to gain further experience through equipment manufacturer courses and to progress into management positions for those who demonstrate that potential.



HEAVY VEHICLE



Heavy vehicle

Heavy Vehicle Service Technicians service and repair large vehicles such as lorries and trucks. Technicians are trained in all areas of heavy vehicle mechanics and electronics, from engine and exhaust systems to air conditioning and security features.

As a Heavy Vehicle Service Technician you will need to demonstrate excellent practical skills, the ability to work quickly with attention to detail, the ability to work without supervision, good communication skills and the ability to follow written and verbal instructions. Some tasks may be physically demanding although you will use lifting equipment to help move the heavy parts.



Qualifications

Remit offer a range of apprenticeships for heavy vehicle covering the underpinning knowledge you will need to get started and the hands-on skills required to carry out the job.

- Heavy Vehicle Maintenance and Repair Level 2 Framework
- Heavy Vehicle Maintenance and Repair Level 3 Framework
- Heavy Vehicle Service and Maintenance Technician Level 3 Standard



Working hours and salary

You will normally work from 8am to 5pm Monday to Friday. However, as a Heavy Vehicle Technician you may be required to do some shift and overtime work as you progress through the apprenticeship.

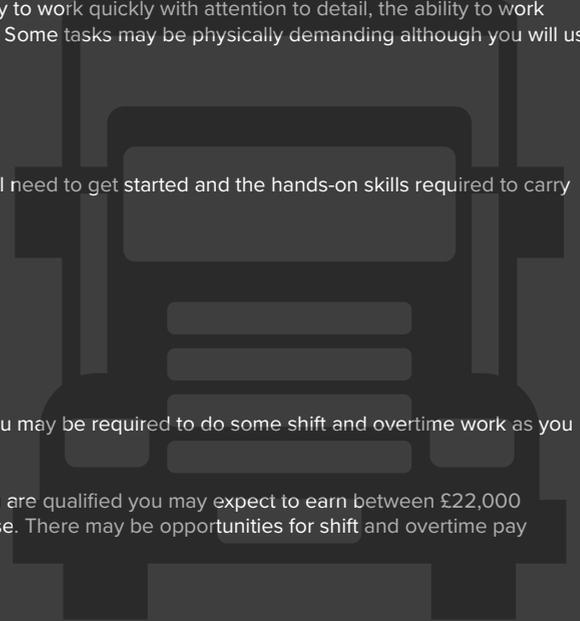
As a Heavy Vehicle Technician, you will earn at least the apprentice national minimum wage. Once you are qualified you may expect to earn between £22,000 – £26,000. As you gain more experience and complete further training you can expect this salary to rise. There may be opportunities for shift and overtime pay depending on your employer.



Career progression

Heavy Vehicle Technician apprentices will work towards their level 3 qualifications and may complete a level 2 along the way. The level 3 will take 3 years to achieve.

Once qualified as a Heavy Vehicle Technician at level 3 you could also consider a career as a Heavy Vehicle Diagnostic Technician or a Refrigeration Technician.





LIGHT VEHICLE



Light vehicle

Light Vehicle Service Technicians service and repair vehicles such as cars and vans up to 3.5 tonnes. Technicians are trained in all areas of vehicle mechanics and electronics, from engine and exhaust systems to air conditioning and security features.

The duties of a Light Vehicle Service Technician may include:

- Servicing vehicles - carrying out maintenance checks according to the manufacturers' guidelines
- Repairing and replacing faulty parts and components
- Advising the Service Receptionists about required repairs
- Producing time estimates
- Maintaining repair and service records

As a Light Vehicle Service Technician, you will need to demonstrate excellent practical skills, good communication skills and the ability to follow written and verbal instructions. In addition, you would be required to work quickly with attention to detail and able to work without supervision. Some tasks may be physically demanding although you will use lifting equipment to move heavy parts.



Qualifications

Remit offer a range of apprenticeship options designed to meet the needs of both employers and apprentices.

- Light Vehicle Maintenance & Repair - Level 2 Framework
- Light Vehicle Maintenance & Repair - Level 3 Framework
- Vehicle Service and Maintenance Technician - Level 3 Standard
- Autocare Technician - Level 2 Standard



Working hours and salary

You will normally work from 8am to 5pm Monday to Friday. However, as a Light Vehicle Technician you may be required to work on Saturdays as you progress through the apprenticeship.

As a Light Vehicle Technician, you will earn at least the apprentice national minimum wage. Once you are qualified you may expect to earn between £22,000 – £26,000. As you gain more experience and complete further training you can expect this salary to rise.



Career progression

Once qualified as a Light Vehicle Technician you could also consider a career as a Workshop Controller, Fleet Maintenance Manager, Automotive Trainer or a MOT Examiner.



MECHANICAL, ELECTRICAL & TRIM



Mechanical, Electrical & Trim (MET)

Mechanical and Electrical Trim Technicians (MET) are responsible for identifying damaged mechanical and electrical components on vehicles and removing and refitting before and after the vehicle is refinished. As a Mechanical and Electrical Trim Technician, you will need to demonstrate the ability to use specialised equipment, the ability to work as part of a team and on your own initiative, good communication skills, an awareness of safety procedures and the ability to follow written and verbal instructions.



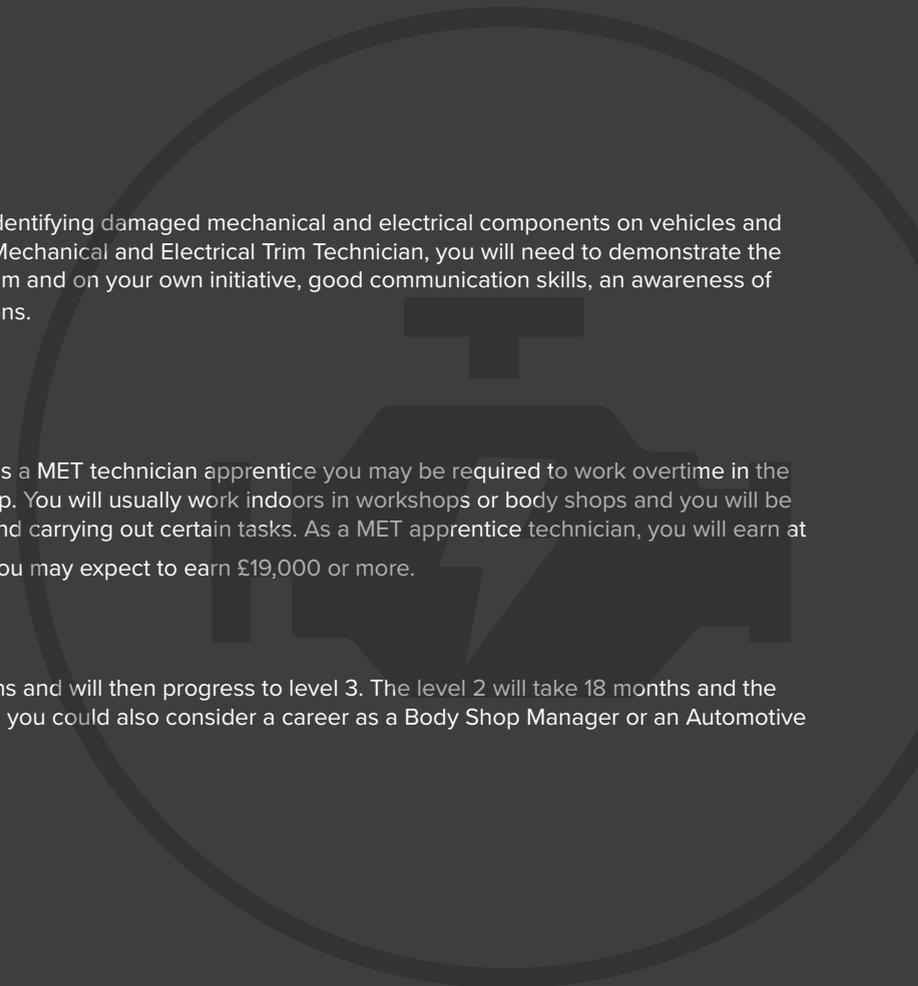
Working hours and salary

You will normally work from 8am to 5pm Monday to Friday. However, as a MET technician apprentice you may be required to work overtime in the evenings and at weekends as you progress through the apprenticeship. You will usually work indoors in workshops or body shops and you will be expected to wear safety clothing when using specialised equipment and carrying out certain tasks. As a MET apprentice technician, you will earn at least the apprentice national minimum wage. Once you are qualified you may expect to earn £19,000 or more.



Career progression

MET technician apprentices will work towards their level 2 qualifications and will then progress to level 3. The level 2 will take 18 months and the level 3 a further 12 months. Once qualified as a MET Technician level 3 you could also consider a career as a Body Shop Manager or an Automotive Trainer.





PAINT TECHNICIAN



Paint Technician

When cars, vans, motorcycles and larger vehicles are damaged in accidents, they are taken to a body repair workshop. Some repairers will complete the process from start to finish and others will have specialised roles and work on one part of the repair process.

Panel Technicians, also known as Panel Beaters or Body Repair Technicians, specialise in repairing or replacing damaged panels. As a Panel Technician you will need to demonstrate strong communication skills, the ability to work alone and as part of a team, the ability to maintain quality under pressure and an awareness of safety procedures.



Working hours and salary

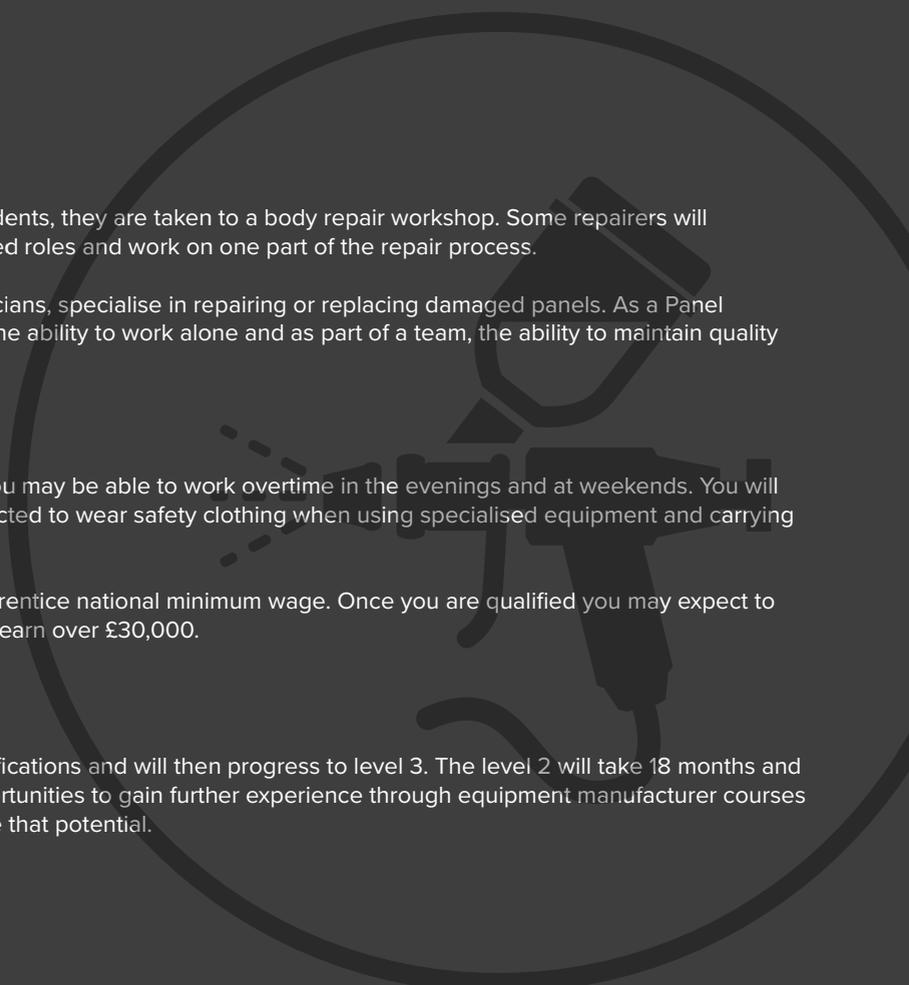
You will normally work from 8am to 5pm Monday to Friday; however, you may be able to work overtime in the evenings and at weekends. You will usually work indoors in workshops or body shops and you will be expected to wear safety clothing when using specialised equipment and carrying out tasks such as welding.

As an apprentice Body Repair Technician, you will earn at least the apprentice national minimum wage. Once you are qualified you may expect to earn £19,000 or more and an experienced Body Repair Technician can earn over £30,000.



Career progression

Body Repair Technician apprentices will work toward their level 2 qualifications and will then progress to level 3. The level 2 will take 18 months and the level 3 a further 12 months. Once qualified at level 3 there are opportunities to gain further experience through equipment manufacturer courses and to progress into management positions for those who demonstrate that potential.





PARTS ADVISOR



Parts Advisor

Parts Advisors are also sometimes known as Vehicle Parts Operatives and they are responsible for ordering, selling and managing stock control on a wide range of vehicle parts and accessories.

Duties may vary from employer to employer but will typically include:

- Advising customers on how to solve problems with their vehicle
- Taking orders from customers both face to face and over the phone
- Maintaining an ordered stock room and finding parts from stock
- Raising invoices for parts sold
- Liaising with other members of staff
- Customers may include members of the public, service departments of dealerships and independent garages

As a Parts Advisor you will need to demonstrate a good technical understanding and general knowledge of how motor vehicles work. You would also be required to have confidence in problem solving, processing payments and good communication skills. In addition, it is key that you have a willingness to keep technical knowledge updated in order to provide the most efficient service possible and an ability to work on your own initiative as well as being part of a team.



Working hours and salary

Full time hours are typically around 40 hours a week for a Parts Advisor. This could include some weekend or evening work and may be on a rota system with other team members. Working environments will differ depending on your employer so you may be based within a shop, parts distributor or dealership.

As an apprentice Parts Advisor you will earn at least the apprentice national minimum wage. Once fully trained may earn between £15,000 and £18,000 a year, progressing to £20,000 or more with more experience.



Career progression

Parts Advisor apprentices will work towards their level 2 qualifications and will then progress to level 3. The level 2 will take 18 months and the level 3 a further 12 months.

Once qualified at level 3 there are opportunities to gain further experience and the skills gained through a parts apprenticeship provide a grounding to progress into management positions for those who demonstrate that potential.



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