

Welcome & Induction 2020

Motor Vehicle



Better Careers Begin Here

Colchester Institute Auto Staff



**Kevin Doo – Area Head
Motor Vehicle**



**Matt Collins – Assistant Area Head
Motor Vehicle**



**Jake Reed Course
leader / WBL Assessor**

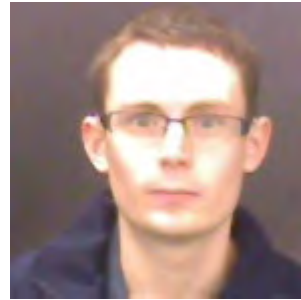


**Julian Woodstock
Course leader**

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Neville Wilding
Course leader
WBL



Daniel Baker
Course leader



Adrian Clarke
Course leader



Paul Hart
Course leader



Dominic O'Donovan
Course leader



Ian Luke
Workshop
technician



Jon Edwards
Course leader



Jamie Crossley
PDT

Expectations of Students.

Timekeeping - Arrive on time for the start of all timetabled lessons to improve your chances of being successful and for your progression.

ID badges- Your ID badge must be worn at all times whilst on college campus. These can be removed for workshop sessions due to health and safety but must be put back on when leaving the workshops.

Attendance - 100% attendance increases positive learning.

Absence reporting - Information will be on the back of your ID badge about how to report an absence.

Equipment - Pens, pad, folder, boots, overalls, goggles and all relevant PPE are required to help you successfully complete your qualification and prepare you for progression.

Behaviour - Being polite at all times to other students and staff.

Respect - Respect your college, equipment all students and staff.

Classroom / Workshop expectations

- Be safe.
- Be on time.
- No messing around.
- Be courteous (Polite) no foul language.
- Be prepared for all lessons.
- Take notes.
- Mobile phones to be turned off during lesson times.
- Do not disrupt others from learning.
- Try your best at all times.
- No eating or drinking in classrooms / workshops.
- Leave the environment clean (do not wear boots and overalls in. Classrooms, put tools and equipment away)
- Ask tutors for help - ask questions.
- Raise your hand there is no silly question.
- Wear your ID badge at all times whilst on college campus.

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Where you will be learning

- Please see below some pictures of our Motor Vehicle classrooms and workshops!



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Motor Vehicle Groups



BMW



Mustang



Brabus



Cayenne



Porsche



Cosworth



Maserati



TVR



Bugatti



Tesla



Audi



Land Rover



Panamera

You will be allocated your group on enrolment.



Uniform, Kit & Equipment

Please bring the following basic learning materials with you on your first day of college;

Pen, folder, notepad, boots, overalls, safety glasses.

Student membership to the IMI is free upon registration and provides access to e-learning resources discounts and competitions.

Please inform your course tutor if you have difficulty accessing the internet from home.



Uniform, Kit & Equipment (For Refinishing students only)

If you are enrolling onto the level 2 refinishing programme or the mixed qualification you will be required to purchase the following items of PPE;

| | |
|-----------------------------|--------|
| Sata air Star Charcoal mask | £45.50 |
| Air supply tube | £28.40 |
| Sponge filter | £2.85 |
| Connection pipe | £3.95 |

- You can purchase these items from the refinishing department in the first few weeks of starting your course.
- Student services may be able to assist you with the funding of this equipment.

Optional Resources To Purchase

Refinishing students- A Practical Guide To Refinishing levels 1-3.
£25.76 from amazon.



Mechanical Students- Automotive Technician Training levels 1-3.
£16.42 from amazon.



Delivery of learning

- Set sessions consist of learning in theory and practical.
- Weekly portfolio building sessions (electronic portfolio)
- Revision and self directed study is imperative to the learning experience. We expect you to manage your time and use the specialist areas for further enhancement of your learning experience (e.g. homework, assignments, assessments, projects, etc.).



Assessment

Assessments are set throughout the course once skill sets and competencies have been met.

- Practical assessment
- Theory assessment
- Online assessment.



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English & Maths are essential skills to all elements of our courses. They provide the tools required to compliment all areas of Motor Vehicle maintenance.

You will be required to attend Maths and English classes until you obtain a grade 4 In both subjects.



| English & Maths Qualification on Entry | Enrolment Learning Aims |
|--|--------------------------------------|
| GCSE Grade 9-4 (Grade A*-C) | Not required to attend GCSE classes. |
| GCSE Grade 3 or Functional Skills L2 (Grade D) | GCSE Resit to achieve a Grade 9-4 |
| GCSE Grade 2-1 (Grade F-G) | GCSE Resit to achieve a Grade 9-4 |

Appeals procedure

In the event that you should wish to make an appeal regarding the result of a practical assessment or an on line examination, please note the following appeals procedure.

A verbal appeal must first be made to your **Assessor** if you are not satisfied with this outcome a formal appeal in writing should be made to the **Internal Verifier**,

If you are still not satisfied a formal appeal in writing should be made to the **Centre Co-ordinator**.

Full details of the appeals procedure are available on the CI Portal.

Student Course Representative

Anyone interested in becoming a course representative will be nominated by their course group. Further information can be found out about this by your course tutor or PDT

Concerns of a general nature which are shared by several students should be raised by the elected student representative, Course Leader or with the Course Committees as appropriate. If an issue remains unresolved then students can make a formal complaint in accordance with the Institutes Student Grievance Procedure.

Examinations and Assessments



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On-going performance will be assessed by practical workshop tasks, phase tests and on-line exams.

In order to gain your qualification you will be required to satisfactorily complete practical assessments and on-line multiple choice examinations both of which are set by the awarding body.

These may vary in number depending on the units you are studying towards. Dates and times of examinations will be given to you.



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Individual Tutorials

In the individual tutorial sessions you will have a one to one interview with a tutor, this will be to discuss your progress on the course and any issues the teaching team may have regarding your progress.

It is also an opportunity for you to discuss any issues you may have regarding your course or any issues outside of college which may affect your ability to complete your course

Automotive Training

Summary



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Don't forget you will get out what you put in - we have a lot to offer in the way of personal expertise from the staff and the general college facilities, all you have to do is ask!

We look forward to working with you!



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If you have any questions please contact the Area Head or Assistant Area Head on the emails below.

Area Head- kevin.doo@colchester.ac.uk

Assistant Area Head- matthew.collins@colchester.ac.uk

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Click image below to open video in YouTube



**Colchester
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Motor Vehicle Courses

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