



## Guidance Notes

1. Please complete the form below in pen using block capitals.
2. Candidates will have to pass the IRTEC theory test and the practical test at S&B Training Ltd to become licensed.
3. Both tests will be taken on the same day and you will be notified with a date in due course.
4. We recommend that you attend the 1 day training day prior to the test. This will provide invaluable information about the theory and practical test. Fees start from £150.00 + VAT per person (providing a minimum of 4 people apply).
5. A minimum of 5 people is required before a date will be issued for the theory and practical tests.
6. **Reassessment** – For candidates that fail the written test component of the assessment:
  - If candidates fail the written test but have passed the practical test in any category, they are allowed an extended period of 3 months to reach the required standard in the written test. If they have not passed the written test after this time they are required to re-sit the full assessment (Practical and theory).
  - Unsuccessful candidates in the written test are able to re-sit this component once only on the day of assessment (providing they have remained under exam conditions). If they prefer, candidates can choose to re-sit at a future date.
  - Candidates who take a written test at a future date will be subject to an additional fee of £20+ VAT.
7. For candidates who fail any of the practical categories of the assessment:
  - Candidates that have failed to achieve the necessary practical competence level for certification in any or all of the practical categories of the assessment should contact the S&B Training to arrange a suitable date for a re-sit.
  - A candidate can arrange to re-sit one practical module at the assessment centre at which they were assessed at no extra cost. Failure in more than one of the practical categories will carry a full standard retest fee of £285 + vat.
8. When you have completed the form please return to:

Steve Woodward  
S&B Training Ltd  
Princess Street  
Bedminster  
Bristol  
BS3 4AG  
[swoodward@sandbtraining.com](mailto:swoodward@sandbtraining.com)  
Tel: 01173730925.

Please include the standard test fee £285.00 + VAT and two passport sized photographs.



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# APPLICATION FOR ASSESSMENT LEADING TO IRTE CERTIFICATION

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- Document reference:** AD/04 issue status as indicated in footer
- Scope:** Application form for use by candidates seeking IRTEC assessment and certification

The Society of Operations Engineers  
22 Greencoat Place, London SW1P 1PR  
Tel: +44 (020) 7630 1111  
Fax: +44 (020) 7630 6677  
e-mail: [irtec@soe.org.uk](mailto:irtec@soe.org.uk)



**THE CANDIDATE SHOULD COMPLETE SECTIONS 1 TO 5 INCLUSIVE.**

<b>SECTION 1</b>	<b>CANDIDATE DETAILS</b>
Surname:	
Forename(s):	
Date of birth:	
National Insurance No:	
Address: Name of premise/house street number/name town/city county post code	
Telephone:	
Fax:	
e-mail:	
<b>SECTION 2 (see page 3)</b>	<b>GENERAL APPLICATION CONDITIONS</b>
Experience category	
Current employer	
	<b>ALL APPLICANTS</b>
Have you regularly undertaken the type of work covered by the IRTEC Certification sought - up to the date of application? If yes state the number of years. Y/N	
Have you ever been deemed incompetent in vehicle inspection, maintenance or repair? Y/N	
Have you ever been dismissed from employment due to incompetence? Y/N If yes, give details.	
<b>Section 3 (SEE NOTE 1)</b>	<b>EXISTING QUALIFICATIONS HELD</b>
Do you hold current valid IRTEC certification (YES/NO)? If yes, state expiry date:	
<b>DO YOU HOLD ANY OTHER RELEVANT QUALIFICATIONS? IF YES, GIVE DETAILS AND STATE DATE OF ISSUE:</b>	
<b>SECTION 4 (see note 1 and IRTEC document TD/04A)</b>	<b>LIST IRTEC ASSESSMENTS YOU WISH TO ATTEMPT</b>
<b>SECTION 5</b>	<b>CANDIDATE'S DECLARATION</b>
I declare that the information provided above in Sections 1 to 4 inclusive is accurate (please sign, date, and write your name in the space opposite).	
<b>SECTION 6</b>	<b>APPROVAL / REJECTION OF APPLICATION</b>
Candidate approved Y/N If no, provide brief reasons.	



**NOTE 1 - EXPERIENCE CATEGORIES (to help you complete Section 2 of the form)**

**CATEGORY 1 APPLICANTS**

- Experienced operatives seeking re-certification, or assessment and certification to extend their work range.

**You need to:**

- ✓ *present all current IRTEC certification (or the original certificate if issued by any other agency)*
- ✓ *Declare if you have/have not regularly undertaken the type of work covered by the IRTEC certification scheme up until the time of application.*
- ✓ *Declare if you have been deemed incompetent in the past in matters of vehicle inspection, maintenance and repair.*
- ✓ *Declare if you have been dismissed from employment on the grounds of incompetence or have had certification withdrawn for the same reason. You will need to provide details for review by IRTEC.*

**Category 2 Applicants**

- ✓ First time applicants with appropriate level qualifications in the inspection maintenance and repair of vehicles Level II S/NVQ or equivalent (see Note 2 below for equivalent list),
- ✓ First time applicants with at least three years practical experience working in vehicle inspection, maintenance and repair at an appropriate level and with no formal related vocational qualifications.
- ✓ First time applicants with relevant mechanical engineering/fitting qualification and experience, e.g. Consideration will be given to following examples:
  - Engineer from the vehicle manufacturing industry.
  - Alternative Engineer from the vehicle electrical servicing/installation sector.
  - Marine engineer/fitter.
  - Aircraft engineer/fitter.
  - People from outside the UK with relevant qualifications/experience possibly seeking certification for the first time.

**You need to:**

- ✓ *Declare whether you have had competency certification or qualification withdrawn in the past.*
- ✓ *Declare whether you have been deemed incompetent in the past in matters of vehicle inspection, maintenance or repair. If so, you will need to provide details for IRTEC.*
- ✓ *Describe your skills/experience you believe to be relevant.*
- ✓ *Provide relevant certification, qualification details, and evidence of training or other authentic evidence such as a letter from employer on application.*
- ✓ *Provide evidence of at least 3 years experience working in vehicle inspection, maintenance and repair at an appropriate level. Evidence of training or other authentic evidence such as a letter from employer should be attached to this form.*

**Category 3 Applicants**

- New entrants, without relevant qualification/experience, possibly entering employment for the first time, or changing career direction. As such, you are not yet eligible for certification.

**You need to:**

- ✓ *Seek training and experience which will result in the attainment of a Scottish/National NVQ (S/NVQ) in vehicle inspection, maintenance and repair at Level II or III.*
- ✓ *Alternatively, an S/NVQ within the mechanical or production engineering sector will support a future application.*
- ✓ *Alternatively Gain at least 3 years experience working in vehicle inspection, maintenance and repair at an appropriate level. Evidence of training or other authentic evidence such as a letter from employer should be attached to this form.*

*You may be able to use your an IRTEC certificate of competence as evidence towards an attaining an S/NVQ award. Contact the Accreditation for Prior Learning (APL) advisor at your S/NVQ centre.*



**NOTE 1 – IRTEC ASSESSMENT STANDARDS (to help you complete Section 4 of the form)**

The full and up to date list of assessments available through the IRTEC Scheme is published in document reference (available from IRTEC or any IRTEC Assessment Centre Reference no. AD/01 full list of IRTEC Documents).  
For example, details of the assessment tests for 'vehicle inspection, maintenance and repair Bus and Coach Mechanical' the Document TD/04 Appendix 1m to 6m would apply. Student packs obtainable from IRTEC would contain this information.

**NOTE 2 – When attending an IRTEC Assessment Centre for the first time, you need to bring with you:**

- ✓ 2 recent passport sized photographs
- ✓ Documentary evidence of national insurance number
- ✓ Any relevant original certificate(s) of competence or qualification (issued by a body other than IRTEC)
- ✓ Proof of date of birth
- ✓ Means of paying assessment fees

**On subsequent occasions you need to bring:**

- ✓ Two passport sized photograph
- ✓ Your IRTEC identity card and certification

**Equivalent Qualifications:**

If applying under Category 2 or 3 using the formal vocational qualification route examples of equivalent qualifications or higher are listed below. Other qualifications not listed can be verified for suitability by contacting an IRTEC Assessment Centre. The examples below are related to IRTEC Assessments for the 'inspection, maintenance and repair of Buses and Coaches - Mechanical':

City and Guilds Qualifications:

Motor Vehicle Mechanics 168

Motor Vehicle Technicians 170

Motor Vehicle Mechanics 381 Part II or higher

Motor Vehicle Mechanics 380 Level II or higher

Motor Vehicle Technicians 390 Part I or higher (395 or 0395 overseas accepted)

S/NVQ Level II based on MITC, EMTA or Transfed standards and related Progression awards for the underpinning knowledge.

BTEC - any vocationally related BTEC Ordinary National Certificate /Diploma or higher.

**Further information if required can be obtained from:**

IRTEC

The Society of Operations Engineers

22 Greencoat Place, London SW1P 1PR

Tel: +44 (020) 7630 1111

Fax: +44 (020) 7630 6677

e-mail: [irtec@soe.org.uk](mailto:irtec@soe.org.uk)

Users of The IRTEC Scheme should ensure that they have the latest issue of documents. The current status of IRTEC documents can be confirmed by IRTEC or any authorised IRTEC Assessment Centre.