

Contract Reference: *K280021679*

Schedule 2 – Requirements Specification

1. Requirement Overview

DVSA has an ongoing requirement to provide MOT inspection training for Vehicle Examiners (VE) to carry out MOT enforcement activities effectively.

Vehicle Examiners (VE) are required to conduct assessments on the standards of MOT testers and re-examine vehicles which have previously been tested to confirm the standard of inspections are satisfactory.

The assessment of an MOT tester can be a check on the continuing competence of a current MOT tester, assessment of a candidate following the successful attendance of a training course, or assessment of a candidate following a lapse in testing.

A VE will assess a candidates inspection routine, implementation of MOT inspection manual standards, correct use of testing equipment, and ability to use and navigate the MOT Testing Service to correctly record the outcome of an inspection.

The assessment of a previously tested vehicle will require a Vehicle Examiner to carry out a full or partial examination of a vehicle, ensuring the correct assessment has been made and is in line with the standards of the class 1 and 2 (motorcycle) or class 3, 4, 5 and 7 (light vehicle) MOT inspection manual.

To conduct these activities the VE needs to have knowledge of the correct standards applied during an MOT inspection, understand the methods of inspection, and be able to carry out sufficient practical examinations for both motorcycles and light vehicles.

DVSA is therefore looking to procure the services of a supplier(s) to deliver MOT Training for approximately 90 delegates over an initial 3-year contract period. DVSA anticipates 30 delegates per year however this is not guaranteed.

Content of Training

The supplier will need to include the following content in the courses for new entrants and existing VEs:

a) Introduction to MOT Testing

- Abbreviations and definitions used within MOT testing (including vehicle categories, definition of insecure and modified vehicles)
- MOT testing documentation
- Identification and descriptions of vehicle classes
- Level of inspection and defect categories



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- Inspection procedure (including pre-checks)
- Reasons for refusing to test a vehicle
- Vehicle first use dates – Application of test criteria
- Assessment of component condition (objective and subjective decisions)
- Road testing
- Disabled driver's controls
- Health and safety - safe working practices in the vehicle test centre
- MOT Testing Equipment

b) Procedures and Standards to be applied in the following areas for all classes of vehicle:

- Assessing structural integrity and corrosion
- Identification of vehicles
- Brakes (including manual brake calculations)
- Steering
- Visibility
- Lamps, reflectors and electrical equipment
- Axles, wheels tyres and suspension (including use of tyre load index tables)
- Other equipment (including the use of tyre and seat belt fitment tables)
- Nuisance
- Supplementary tests for buses and coaches

c) Practical Examination of a Class 1 and/or 2 and Class 4 and/or 7 vehicles

- Vehicle pre-checks
- Register a vehicle for test on the MOT Testing Service (MTS) - using MOT Training Test option
- Use the correct equipment to carry out a full vehicle inspection using the DSVA recommended inspection routine.
- Record results of inspection on the MOT Testing Service (MTS) - using MOT Training Test option

Completion of training

The supplier will be required to provide DVSA's training team with the delegate attendance figures and names and the date attended, within five (5) working days of the completion of each course.

The supplier must provide written and practical assessments for each delegate covering the above topics / subjects during the course.

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Written assessment

The written assessment will test the delegates ability to navigate the inspection manual to answer multiple choice questions regarding the 'Introduction to MOT Testing' and 'Procedures and Standards' to be applied when testing all classes of vehicle.

Practical assessment

The practical assessment will test the delegates ability to:

- Carry out vehicle pre-checks
- Register a vehicle for test on MTS - using MOT Training Test option
- Inspect a vehicle using the correct routine
- Use equipment correctly
- Record results on MTS – using MOT Training Test option

There is no requirement for delegates to pass or fail the course. Delegates who have low scores on assessments must be provided with verbal and written feedback on any incorrect answers identified in the written assessment and where improvements are required on the practical assessment.

On the completion of each course, the supplier will be required to provide DVSA's training team with details on how the delegate has interacted, how they answered questions during the course and a copy of the written feedback provided. This assessment of learning should be completed within 10 working days following the course delivery. The main purpose is to identify any development areas for delegates.

2. Quality Assurance Requirements

The Supplier will be required to have quality assurance processes in place as part of their delivery of the Services.

DVSA will also have the option request a pilot course is delivered prior to implementation and conduct random quality assurance checks on the delivery of the training.

The training provider must be accredited by one or more of the following awarding organisations:

- SEG Awards
- Institute of the Motor Industry (IMI)
- City and Guilds

Further information on applying for approval can be found on GOV.UK.

<https://www.gov.uk/guidance/become-an-mot-training-provider>

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Vehicle Examiners must be trained to the same standard as a Level 2 MOT Testing Award in:

- Class 1 and 2 vehicles (group A)
- Class 4 and 7 vehicles (group B)

Following the training DVSA Vehicle Examiners are **not** to be issued with the certificate needed to book and take a demonstration test.

3. Information Assurance

Security

The supplier will ensure that all data processed in relation to the contract is held securely.

Data Protection

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the Buyers behalf. The Buyer will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the Buyers documented instructions, as set out in Schedule 8 of the Tender (Authorised Processing Template).

4. Service Delivery Conditions

Booking Procedure

Delegates will be notified on the joining instructions by DVSA's training team with information provided by the supplier on course location and content.

DVSA's training team will provide the supplier with the availability of delegates.

Delivery conditions

The training should be available from August 2022.

All elements of the training will take place at the supplier's premises within Great Britain.



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The supplier must have access to a suitable classroom or meeting room with a projector and adequate seating for the required for a group size of at least six (6) delegates.

Delegates can provide their own stationary and a DVSA issued laptop to access the MOT Inspection Manuals and Testing Guide.

If delegates are required to bring DVSA issued laptops, there must be suitable storage (locked room or cupboard) for this equipment during practical sessions and breaks.

The supplier's premises will have access to an MOT inspection test bay with the following equipment:

- Brake performance test
- Emissions testing
- Headlamp aim test
- Assessment of suspension components
- Assessment of steering components
- Four post hoist/ramp with turning plates and jacking beam
- Headlamp aim tester
- Roller brake tester
- Emissions tester (Exhaust gas analyser/diesel smoke meter)
- Corrosion Assessment Tool (CAT)
- Tread depth gauge
- Low voltage lamp
- Selection of levers
- 1m steel tape measure

The supplier must ensure any equipment used is on the DVSA list of approved equipment and in good working order.

Details of MOT equipment approved by DVSA can be found at GOV.UK.

<https://www.gov.uk/government/publications/mot-centre-approved-testing-equipment>

The suppliers' facilities, for the practical element of the training, must be suitable for carrying out demonstration tests but do not need to be compliant with the Requirements of Authorisation of a Vehicle Testing Station.

The supplier will need to ensure safety procedures are in place as per government guidelines in relation to COVID-19.

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If the training requires DVSA staff to travel and stay away in hotels, the cost of travel and accommodation will be covered by DVSA.

Cancellation

If the supplier cancels an agreed course for any reason, they shall meet all claims for costs incurred by DVSA or its delegates in the cancelling and rebooking of an alternative training course.

DVSA may cancel agreed training dates with the supplier up to and including seven working days prior to that date without incurring costs. Any costs incurred by the supplier due to a cancellation by DVSA within seven working days of the training date will be paid in full by DVSA.

We would reserve the right to substitute delegates at short notice if the needs of our business change.

5. Management and Contract Administration

Account Management

The supplier shall within five (5) days of signing the intended contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

The supplier and DVSA will set in place contract review meetings and agree the frequency appropriate to the length, value and complexity of the contract. The supplier will agree with DVSA's Contract manager at the contract implementation meeting what will be reviewed and measured at these meetings, and define the format data should be provided in. No reimbursement of costs will be provided if travel is required for these meetings.

Payment and Invoicing

Unless we specify otherwise, payment will be made by BACS no later than 30 (thirty) days of receipt of a valid invoice. We will aim to pay you within 10 (ten) days. All payments will be made in arrears after works have been approved and signed off by the DVSA Contract Owner.

A Purchase Order Number for this requirement will be provided to the supplier. The supplier must quote the PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

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Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA Contract Owner and the Contractor should include any information required to ensure efficient and effective receipting / invoice matching. For example provision of timesheets or an annotated progress report.

Further information on invoicing and payment procedures are contained within our Instructions to Tenderers document.

Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

6. Skills

Trainers should provide evidence of their relevant skills and experience.

Trainers must possess sufficient knowledge, skills and experience in the subject matter being delivered.

They must have completed MOT relevant training and gained the qualification which they are delivering.

Those that received DVSA delivered training, provided for Training Providers, are required to complete the relevant Level 2 MOT Qualification.

Existing MOT Trainers and assessors will be required to complete and pass the current year's annual assessment and CPD/annual training, and every year thereafter.

The supplier must ensure the skills and qualifications of trainers reflect the standards outlined in the MOT Assessment Strategy provided by DVSA to awarding organisations.

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7. Documentation

The supplier shall provide any documentation required as part of the delivery of the training and include these in their overall costs. DVSA is unable to accept USB sticks, but materials can be either hard copies or sent through email if required.

8. Arrangement for End of Contract

The Contractor shall fully cooperate with the Buyer to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.