

CIWM ELV Technician Level 3 Course:

Terms & Conditions

Candidate Guidance: Level 3 vocational qualification covering the core elements of standard vehicle depollution, conforming to relevant legislation and incorporating industry best practice.

The objective of this course is to equip candidates with the necessary knowledge and skills to ensure they are able to safely and compliantly decommission a vehicle that has reached the end of its operational life (end of life vehicle – ELV), in accordance with relevant health, safety and environmental legislation and industry recognised standards.

COURSE FORMAT:

This course is delivered in a blended format, incorporating 15 self-guided eLearning Syllabus modules hosted by **ELV Training** (www.elvtraining.com) followed by a one-day Onsite Training Day Workshop and final assessment at the candidate's workplace provided by **Salvage Wire Ltd.**

IMPORTANT NOTICE: Candidates must complete and pass the online eLearning Syllabus training before they can attend and participate in the Onsite Training Day Workshop and final assessment.

HOW IT WORKS:

When booking a CIWM ELV Technician Level 3 Course via the elvtraining.com website, the booking system first asks the client to select a preferred date for the Onsite Training Day Workshop element of the course. The booking system ensures that any available training dates being offered ensure that candidates have sufficient time to complete the necessary eLearning Syllabus modules prior to attending the Onsite Training Day Workshop. Candidates will be given access to the eLearning syllabus modules for 6 weeks prior to the selected Onsite Training Day Workshop.



ELV Training – ELEARNING SYLLABUS

The ELV depollution & recycling eLearning syllabus makes up the elvTech Certification, currently offered by ELV Training. This programme has been designed specifically to meet the National Occupational Standards framework for Vehicle Dismantling. Candidates will receive enrolment instructions **42 days (6 weeks)** before the scheduled Onsite Training Day Workshop. The enrolment email will state that the candidate's learning portal account is live and includes:

- Links required to access the ELV Training Learning Portal.
- Candidate's username and password details.
- Step by Step how to guide – accessing the online portal and navigating the course programme material.
- Contact details for additional programme support.

The online modules of the eLearning Syllabus can be completed at the candidates own pace, at their home or place of work, with 24/7 access for the **42 days** leading up to the pre-arranged Onsite Training Day Workshop. The candidate is required to complete all 15 subject knowledge modules. In all cases, the online modules **MUST** have been completed and passed prior to attending and participating in the Onsite Training Day Workshop. This is to ensure candidates have achieved the necessary theory and knowledge prior to advancing to the practical session. It is strongly advised that candidates complete the online training well in advance of their booked Onsite Training Day Workshop and Final Assessment, as any candidate who fails to reach the pass mark, or does not complete the eLearning Syllabus in its entirety will not be able to attend or participate in the Workshop. Online modules are assessed by means of a

timed end of module quiz integrated into the Learning Management System. There is an 80% mark that must be achieved in order to successfully pass each module. Candidates have a total of two attempts to achieve the pass mark. If the candidate has been unable to reach the pass mark, the LMS Programme Manager is notified, who will arrange for the delegate to receive specific tutor support from a subject expert before being allowed to retake the relevant quiz. If the candidate fails for a third time, then they fail the entire course and will not be allowed to continue or participate at the Onsite Training Day Workshop. No full or partial refunds will be issued to any candidate who fails the eLearning Syllabus element of the course.



Salvage Wire – ONSITE TRAINING DAY WORKSHOP

The Onsite Training Day Workshop is a one day skills-based practical session which concludes with a final assessment. These sessions can only be delivered at an Authorised Treatment Facility (ATF). The venue must be specified on the booking form during course sign-up. This is typically the treatment facility where the candidates are or will be employed. The session consists of the following:

PRACTICAL WORKSHOP

The tutor / assessor will give a step-by-step demonstration of practical depollution skills with thorough and explicit instruction at each stage.

Candidates will be organised into pairs or small groups, taking turns to complete the steps and checking their teammates work.

Candidates must complete the steps independently as demonstrated by the tutor / assessor. This is in preparation for the final assessment.

PRACTICAL WORKSHOP FINAL ASSESSMENT

The workshop concludes with each candidate providing an independent vehicle depollution demonstration in front of the tutor / assessor. Points are awarded based on the candidate's ability to correctly demonstrate the following:

1. Check through all tools and PPE, test them as required and utilise as necessary.
2. Enter quarantine area and follow the correct process to fully depollute the vehicle in accordance with prescribed process.
3. Explain processes to the assessor as they are completing vehicle depollution.
4. Follow all health and safety requirements of the business and guidance issued by HSE, Environment Agency (or equivalent for other areas). This includes looking after their own safety, the safety of others and of the business.

The tutor / assessor will consider each delegate's competency, and candidates must achieve an overall pass mark of 90% in order to pass the assessment and achieve the full qualification.

IMPORTANT NOTICE: If a candidate fails any health and safety elements of assessment, they will incur an immediate fail. (For example, the failure to correctly use PPE would be classed as an immediate fail.)

IMPORTANT NOTICE: F-GAS TRAINING: Vehicle depollution technicians should hold, or have scheduled, accredited F-Gas qualifications. F-Gas is a separate qualification, essential if the candidate is to perform the full vehicle depollution process.

PERSONS & ORGANISATIONS RESPONSIBLE FOR QUALIFICATION DELIVERY:

- 1. Mark Jones – Director of ELV Training, eLearning Syllabus Programme Designer & Programme Manager.** ELV Training (t/a End of Life Vehicle Training Ltd) provides the foundational knowledge via eLearning element of this programme. ELV Training will manage the delivery of the programme including course booking, invoicing, payments, joining instructions, assigning eLearning profiles, the Learning Management System and Quality Assurance.
- 2. Andy Latham – Director of Salvage Wire Ltd, Onsite Training Day Workshop and Final Assessment Provider.** Andy Latham is an elvTech certified, experienced tutor / assessor, as well as a member of a relevant professional body (for example IMI) and maintains his continuing professional development. Salvage Wire Ltd reserves the right to engage additional employees to fulfil the tutor / assessor role on the condition that they can satisfy the following:
 - elvTech certification.
 - member of a relevant professional body.
 - Evidence their CPD.

TERMS & CONDITIONS:

1. Confirmation:

Bookings can be made online via the website <https://www.elvtraining.com/book-ciwm-elv-technician-onsite> and or via invoice, by BACS and bank transfer methods. All online bookings are confirmed on receipt of a completed booking form and full online payment at time of purchase. BACS and bank transfer bookings are confirmed on receipt of a completed booking form and full payment. Any enquires including those made via the website, telephone or via email are provisional. A booking is only confirmed and the training date secured when ELV Training are in receipt of the completed booking form and full payment. When a booking is confirmed, you will receive a training confirmation via email, at which time you may be requested to distribute pre-course information to the course candidates.

2. Payment:

Full payment is due at time of booking or on receipt of the invoice.

3. Pre-course information:

The course organiser must ensure that all candidates are aware of pre-course requirements. Please do this by distributing any pre-course information sent to you by **ELV TRAINING** to all course attendees before the course start date.

4. Cancellation & Refunds:

Cancellation by CLIENT:

I've changed my mind about the course

If you cancel your booking within 14 days from the date of purchase you will be entitled to a full refund. This only applies if the eLearning syllabus has not been accessed by yourself or any candidate.

If your course starts within the 14-day period

If you specifically request for access to the eLearning syllabus to begin early, and it is accessed within the 14-day period cooling off period, your right to a refund will be waived.

If you wish to cancel the Onsite Training Workshop

- a.** Cancellations made within 42 days and 15 days prior to the Onsite Training Day Workshop - 25% refund of course costs.
- b.** Cancellations made within 14 days and 8 days prior to the Onsite Training Day Workshop - 10% refund of course costs.

c. Cancellations made within 7 days prior to the Onsite Training Day Workshop - No refund. If candidates complete the eLearning syllabus but do not attend the training day (through cancellation or illness), they will still receive their ELV Training elvTech qualification certificate and entry on to the elvTech Register.

If you wish to reschedule the Onsite Training Workshop

The Onsite Training Day Workshop may be rescheduled if 14 days or more prior notice is given. Rescheduling will incur a £50 admin fee.

Extenuating circumstances regarding refunds and rescheduling that can be properly evidenced may be considered on a case by case basis. ELV Training and Salvage Wire reserve the right to waiver any and all costs at their discretion.

Cancellation by ELV TRAINING and / or SALVAGE WIRE:

ELV TRAINING and SALVAGE WIRE reserve the right to cancel or reschedule the Onsite Training Day Workshop at any time. In the unlikely event that the Onsite Training Day Workshop needs to be cancelled at short notice, we will make every attempt to contact the course organiser using the details given on the booking form. If a cancellation of the Onsite Training Day Workshop is made, every effort will be made to reschedule the course to a date suitable for both the client (course organiser), ELV Training, and Salvage Wire. If the course cannot be rescheduled, or the alternative proposed dates for the workshop are not acceptable to the client, the client will be entitled to a partial refund, reflective of the cost of delivering the Onsite Training Day Workshop. Candidates who still complete the eLearning syllabus will receive their ELV Training elvTech qualification certificate and entry on to the elvTech Register.

Any candidate who has been unable to complete their eLearning syllabus, or had their training interrupted, due to service issues within ELV Training's control are eligible to a refund. This includes disruptions affecting the services and functionality of the ELV Training website, the ELV Training Learning Portal, WIX cloud-based web development services and the learning management system (LMS) hosted by iSpring Solutions.

5. Special Needs:

The Onsite Training Day Workshop element of the CIWM ELV Technician Level 3 qualification is a practical skills-based training session and will be physically demanding. Participants are normally expected to be physically fit and sufficiently mobile enough to carry out the depollution and automotive activities required of them. Requests for reasonable assessment adjustments for candidates with unique needs, including Learning and Physical disabilities will be taken by ELV Training and / or Salvage Wire. ELV Training and / or Salvage Wire must be notified of candidates with unique needs a minimum of 14 days before the course start date.

6. Failed Candidates

eLearning Syllabus not passed: The fifteen core eLearning Syllabus modules must be completed and passed. Any candidate who has not met the pass mark and subsequently been unable to achieve the elvTech qualification in the given timescale, will not be able to attend the Onsite Training Day Workshop and will not be awarded the CIWM ELV Technician Level 3 qualification.

Onsite Training Day Workshop Final Assessment criteria not met: The CIWM ELV Technician Level 3 course requires assessment. In order to gain the qualification candidates must meet the required assessment criteria. Full and active participation on the course is required to create the necessary continual assessment opportunities. If a candidate fails to meet the required assessment criteria,

they will not be awarded the qualification certificate. In all such cases the full course fee remains payable and no refund will be issued.

Onsite Training Day Workshop late arrival or insufficient contact time: The CIWM ELV Technician Level 3 qualifications have a mandatory contact time requirement. Late arrivals will be turned away from the course, prolonged absences during the Onsite Training Day Workshop or leaving the Workshop early will mean that the candidate will not receive the qualification certificate. In all such cases the full course fee remains payable and no refund will be issued.

Resits: If a candidate fails the eLearning Syllabus element then they fail the entire course and will not be allowed to continue or participate at the Onsite Training Day Workshop. No full or partial refunds will be issued to any candidate who fails the eLearning Syllabus element of the course. If a candidate fails the Onsite Training Day Workshop and Final Assessment a resit can be booked. A fee will be payable for any and all resits. No full or partial refunds will be issued to any candidate who fails the Onsite Training Day Workshop element of the course.

7. **Certificates:**

ELV Training receives CIWM Accredited certificates for successful candidates within 4 weeks of course completion. The certificates will be sent to the course organiser as soon as possible after receipt. Course organisers should distribute certificates to successful candidates within 1 week of receiving them.

8. **Insurance:**

Public Liability and Professional Indemnity Insurance is held by Salvage Wire and can be made available upon request.

Disclaimer: ELV Training and Salvage Wire should not be liable for any loss, damage, expense, injury or delay of any kind to the client, employee of the client or any third party by any act, default or omission of any kind however caused except so far as such liability cannot be excluded by law.

9. **Client responsibilities:**

- a. **Unacceptable behaviour from client or candidate(s):** Clients are responsible for maintaining acceptable levels of behaviour, unacceptable behaviour may lead to offenders being asked to leave. No refund is given for candidates who do not complete the course. The client will be asked to pay for any malicious damage caused to any equipment provided by ELV Training and / or Salvage Wire.
- b. **Health and Safety:** The course involves the operating of equipment therefore candidates must report for training, rested and not under the influence of alcohol or drugs. If candidates are taking medication that may affect their ability, we must be informed. We reserve the right to refuse to train any person considered unfit to operate equipment. There will be no refund in this case. Candidates will be expected to be in their normal work clothing and wearing any appropriate Personal Protective Equipment (PPE) that has been issued to them by their Employer. The trainer / assessor will provide their own PPE, however if the client has any additional specialist PPE requirements above what would be deemed typical for the depollution role, then the client is responsible for making the trainer / assessor aware and supplying this equipment in advance of the Onsite Training Day Workshop. Candidates will be expected to follow all company health, safety and environmental guidelines and other workplace procedures throughout the training day.
- c. **Physical training location / venue:** The training location / venue must be an ATF permitted site with depollution equipment that is fully operational and safe to use. Permit details, images of depollution rig and equipment must be provided after course booking and a

minimum of seven days prior to the Onsite Training Day Workshop taking place. The venue must be safe and suitable for the delivery of The CIWM ELV Technician Level 3 qualification. If the trainer / assessor finds the venue is unsafe or becomes unsafe, they have the right to cancel the course at any time. No refund will be given.

- d. ELVs provided for physical depollution:** The client is responsible for providing sufficient End-of-Life (ELV) vehicles for both the demonstration, practice and assessment activities. The actual number of ELVs will be dependent on the number of candidates attending the training session and will be advised in advance.
- e. Qualified counterbalance lift truck operator:** The client is responsible for providing a qualified counterbalance forklift truck operator for the duration of the training session. This is to facilitate the movement of ELVs around the work area and on and off the depollution fixture.
- f. Plant and Equipment:** The plant and equipment presented for training must be serviceable in all respects. All lifting appliances and accessories must be in good condition and where necessary have current test certificates. Training should be carried out in a section isolated from working areas and clearly marked. We reserve the right to refuse training if the conditions are not met. Please note: In this instance the full course fee will be charged. The minimum depollution and dismantling equipment that must be available and in serviceable condition include:
 - Plant equipment to facilitate the manoeuvring, lifting and lowering of ELVs in and around the work area.
 - Depollution fixture - vehicle lift and / or fixed stand.
 - Device capable of remotely deactivating the SRS Pyrotechnic systems in situ.
 - Equipment suitable for the removal of the catalytic converter(s) from the vehicle's exhaust system.
 - Engine and gearbox oil recovery equipment.
 - Screenwash and cooling system fluid recovery equipment.
 - Hydraulic fluid (brake and clutch) recovery equipment.
 - General automotive hand and power tools.

10. Enrolment:

ENTRY REQUIREMENTS:

- Candidates must reside in the United Kingdom.
- Candidates must be at least 16 years of age on enrolment.
- Candidates must have completed a programme of general education to Key Stage 4.
- Candidates must have competent English Language skills and understanding.
- Candidates must be physically fit and able to complete the depollution and automotive activities required of them.
- ELV Training and Salvage Wire welcomes applications from students who do not have academic qualifications but who wish to apply by virtue of experience.
- Please contact us on info@elvtraining.com for more information about recognition of prior learning.

11. Photography and Media:

ELV Training & Salvage Wire may seek to use photos or record videos of students / candidates for website / publicity purposes. Please advise us if you would prefer not to be involved in this.

12. Intellectual Property:

The Service and its original content, features and functionality are and will remain the exclusive property of ELV Training & Salvage Wire. The Service is protected by copyright, trademark, and other laws of both the United Kingdom and foreign countries. Our trademarks and trade dress may not be

used in connection with any product or service without the prior written consent of ELV Training & Salvage Wire. Any copying, reproduction, recording, sharing, transmitting or adaptation of course materials is strictly prohibited without prior permission of ELV Training & Salvage Wire.

13. **Instructor Travel Expenses:**

Travel Expenses are the main "variable" expense associated with booking the CIWM ELV Technician Level 3 Course. We understand that our clients wish to know how we calculate these costs as well understand what this charge covers.

a. Travel Expenses are charges applied to all onsite training scheduled based on the client's geographical location. This is a one-charge-per-visit fee applied to onsite training to cover instructor travel, expenses relating to shipping training materials/certificates, and overnight accommodation (if applicable).

b. Charges relating Travel Expenses are kept separate from our online booking process for the course, and will be invoiced to the client responsible for the original booking. We cannot quote the exact fee until we begin the scheduling process, where we will assign an instructor to your Onsite Training Day Workshop and calculate the distance and associated expenses for their travel.

c. One-charge-per-visit fee: Any back-to-back eight-hour workshops, held at the same venue and for the same client, will incur a single fee.

d. The Travel Expenses fee will be clearly displayed on your Training Agreement. Payment needs to be made in full 14 days prior to the workshop and assessment date stated on the booking confirmation.

e. Mainland UK Fees:

- 0.45 pence per mile (round trip)
- If the venue is in a remote area or in excess of 200 miles of our nearest available instructor's base a fee will be incurred for overnight accommodation (£150 plus vat per night).
- Multiple back-to-back sessions held at the same venue and for the same client will incur additional overnight accommodation charges.

f. Beyond Mainland UK Fees:

Travel instructor expenses beyond mainland UK including Ireland and overseas, will be calculated on a case-by-case basis. Any expenses will take into consideration the following parameters:

- The client's geographical location (country and location within that region).
- Any reasonable instructor travel expenses incurred by road, rail, sea and air in order to meet the agreed training commitments stated on the booking confirmation.
- Any additional travel expenses incurred getting to and from the client's specified training venue (hotel or transport hub).
- Any reasonable overnight accommodation and meal costs for the duration of the instructor's overseas stay, only for the purposes of delivering the client's training at the specified training venue.

14. **Terms - Changes and Amendments:**

We reserve the right, at our sole discretion, to modify or replace these Terms at any time. If a revision is material, we will try to provide at least 15 days' notice prior to any new terms taking effect. What constitutes a material change will be determined at ELV Training & Salvage Wire's sole discretion.

15. **Contact Us:**

If you have any questions about these Terms, please contact us on info@elvtraining.com or alternatively by telephone on (+44) 7393 732483.