

## **MET - GUIDELINES**

### **1. Introduction**

ATA is governed by the Institute of the Motor Industry (IMI) in line with ATA requirements.

Under this scheme, any technician will be able to gain accredited status (at different levels) by successfully completing a series of practical assessments and knowledge tests.

Successful technicians will be issued with a photo ID card, valid for five years, and entered onto the ATA Register.

Organisations wishing to offer ATA assessments must be approved by a regulated awarding body recognised by the IMI to carry out such approvals (see section below).

### **2. MET ATA Assessment Guidelines**

Assessments must be undertaken off the job within an approved assessment centre. Each assessment must be carried out by occupationally competent and qualified assessors. Centres must also ensure that an internal verification process is in place for all ATA activities.

*Note: All ATA assessors and verifiers must be approved by the awarding body in advance of carrying out assessments/verification.*

A minimum ratio of one assessor to four candidates is required for the practical assessment process, together with a workshop technician to assist in resetting the tasks after each assessment has been completed. It is recommended that a maximum of six technicians are assessed during any one period of practical assessment.

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments
- is eligible to take the assessments (see section below)
- has signed the ATA Code of Conduct.

On the assessment day the centre must ensure the candidate has provided photographic proof of identity in the form of a driving licence or valid passport. The centre must take a minimum of one digital photograph of the technician in line with ATA requirements.

Following successful assessments, the centre must submit the candidate's photograph and claim their ID card on line.

Technicians who are referred on one or two practical assessments may re-take these assessments within the twelve-month period. Technicians who are referred on more than two practical assessments will have to retake **all** the assessments again.

Candidates may re-take the on-line knowledge test as many times as the centre considers appropriate. However, if they are not successful after three attempts and suitable refresher training, the centre should review whether they are being assessed at the most appropriate level.

### **3. Levels of MET ATA**

Light vehicle technicians may become accredited at the following levels

- MET Technician
- Senior MET Technician

### **4. Pre-requisites for Candidates**

A requirement of MET ATA is that candidates must meet specified pre-requisites before they may take an assessment. To be eligible, a technician must:

- have a minimum level of industry experience in an appropriate role as follows:
  - for MET Technician 2 years
  - for Senior MET technicians 5 years
- or
- hold a relevant nationally recognised qualification as follows, as well as a minimum of 2 year's post qualification experience in an appropriate role:
  - for MET Technician Level 2
  - for Senior MET technicians Level 3

### **5. Assessment Details**

To attain each level of accreditation, candidates will have to pass practical assessments and on-line knowledge test(s).

The practical assessments, comprising technician's instructions, work station requirements, marking schedules and associated documents must be used by the centre, these can be obtained by contacting the recognised awarding body. These documents are accessible to approved centres only.

The Under Pinning Knowledge assessment, to allow flexibility the online knowledge test can be taken before, during or after the assessment day. If all other assessments have not been completed within 12 months, the candidate will need to complete the UPK test again. The on-line test will be multiple choice and consist of randomised questions.

### **MET Technician Assessment**

To become an accredited MET Technician, candidates must pass 6 practical assessments and an on-line knowledge test.

- **MET Technician- practical assessments:**

MET11 Remove and replace mechanical, trim and electrical components:

- Health and safety, regulations, correct use of PPE and guidelines
- To demonstrate your skills in removing mechanical and electrical components without damaging vehicle panels, other components or systems
- To demonstrate your ability to refit/renew mechanical and electrical components to the original specification without damaging vehicle panels, other components or systems

MET12 Carry out a cosmetic panel alignment:

- To demonstrate your skills in removing existing bolted cosmetic panels without causing damage to the vehicle panels, trim or systems
- To demonstrate the ability to prepare the vehicle to receive the new panel
- To demonstrate you can fit a new bolted cosmetic panel and achieve the correct alignment and security.

MET13 Remove and refit a radiator and cooling system test

- To demonstrate your skills in removing and refitting a radiator
- To demonstrate your ability to test a cooling system

MET14 Remove and refit SRS component

- To demonstrate your skills in disarming and removing and handling SRS system components
- To demonstrate your ability to refit, activate and check serviceability of SRS system components

MET15 Mechanical component removal and replacement-non structural

- To demonstrate your skills in removing mechanical components without damaging vehicle panels, components or systems
- To demonstrate your ability to refit/renew and adjust mechanical components to the original specification without damaging vehicle panels, components or systems

MET16 Vehicle electrical - simple diagnosis

- To demonstrate your skills in diagnosing simple faults in electrical components.
- Demonstrate your ability to rectify electrical faults

- **MET Technician – underpinning knowledge test:**

MET Technician – 30 questions / 60 minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a MET technician.

- legislation, health and safety relating to MET operations
- basic vehicle body construction
- basic operation of vehicle systems and components
- non-structural panel removal and refitting procedures

- MET removal and refitting procedures
- anti corrosion procedures
- vehicle system checks
- basic diagnostic procedures

## **Senior MET Technician Assessment**

To become an accredited Senior MET Technician, candidates must pass 8 practical assessments and two on-line knowledge tests.

- **Senior MET Technician- practical assessments:**

**METS11 Remove and Refit Mechanical, Trim and Electrical Components**

- To demonstrate your skills in removing mechanical and electrical components without damaging vehicle panels, other components or systems
- To demonstrate your ability to refit/renew mechanical and electrical components to the original specification without damaging vehicle panels, other components or systems

**METS12 Carry out a Cosmetic Panel Alignment**

- To demonstrate your skills in removing existing bolted cosmetic panels without causing damage to the vehicle panels, trim or systems
- To demonstrate the ability to prepare the vehicle to receive the new panel
- To demonstrate you fit a new bolted cosmetic panel and achieve the correct alignment and security

**METS13 Remove and refit a radiator and cooling system test**

- To demonstrate your skills in removing and refitting a radiator

**METS14 Remove and refit an SRS component**

- To demonstrate your skills in disarming and removing and handling SRS system components
- To demonstrate your ability to refit, activate and check serviceability of SRS system components

**METS15 Mechanical component removal and replacement- structural**

- To demonstrate your skills in removing and refitting mechanical components from a vehicle
- Carryout the correct safety checks
- Identify any use only once safety critical items
- Carrying out the related adjustment to restore to the vehicle to the manufacturer's specification

**METS16 Diagnose electrical faults**

- To demonstrate your skills in diagnosing faults in electrical components.
- Demonstrate your ability to rectify electrical faults

**METS17 Carry Out Four Wheel Geometry Checks and Alignment**

- To demonstrate your skills in identifying damaged and worn steering and related components

- To demonstrate your ability to measure front wheel steering geometry and adjust to reinstate to manufacturers specifications

#### METS18 Refrigerant handling

- To demonstrate your practical knowledge and techniques when working with AC refrigerant.
- To demonstrate a methodical workshop procedure when carrying out Air Conditioning recovery, recycling, evacuation, recharging and leak detection.
- To work within current EC legislation and regulations when carrying out Air Conditioning activities.

#### METS19 Refrigerant cylinder handling

- To demonstrate your practical knowledge and techniques when working with AC refrigerant
- To demonstrate a methodical workshop procedure when handling Air Conditioning refrigerant / containers
- To work within current EC legislation and regulations when carrying out Air Conditioning activities.

- **Senior MET Technician – underpinning knowledge tests:**

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of a Senior MET technician.

Senior MET Technician – MET knowledge 30 questions / 60minutes

- legislation, health and safety relating to MET operations
- basic vehicle body construction
- operation of vehicle systems and components
- air conditioning and climate control technology
- fault diagnosis of systems
- plastic repair technology
- quality check procedures

Senior MET Technician – Refrigerant Handler knowledge 30 questions / 60minutes

- Montreal Agreement and Kyoto Protocol
- Global Warming Potential
- Basic knowledge of the relevant provisions of Regulation (EC) No 842/2006 and Directive 2006/40/EC
- Applicable current EC regulations to the proposed market (i.e. UK)
- Health and Safety
- First Aid
- Refrigerant state temperature/pressure/conditions
- Identification of various AC systems
- Working practices pre and post
- Air Conditioning refrigerant handling
- Contamination of refrigerant
- EC waste regulations
- Transportation of refrigerants

## **6. Centre Approval**

To become an approved centre to offer this ATA route contact:

IMI Awards Ltd  
Fanshaws  
Brickendon  
Hertford SG13 8PQ

Tel: 01992 511521

Email: [ianc@imiawards.org.uk](mailto:ianc@imiawards.org.uk)