Apprentice Vehicle Technician

NVQ Level 3 Apprenticeship

Duration: 3 Years + Improver Year
Department: Vehicle Fleet Services
Location: Vehicle Fleet Maintenance – Edge Lane, Liverpool L13 2EW.
Reports To: Fleet Maintenance Officer / Senior Vehicle Technician
Grade: Grade E paid at 80% of each increment over 4 years

Job Purpose

To undertake a structured three-year apprenticeship programme leading to the achievement of an NVQ Level 3 (or equivalent) qualification in Vehicle Maintenance and Repair. The apprentice will gain the knowledge, skills and behaviours required to inspect, maintain, diagnose, and repair cars and light commercial vehicles (LCVs) to manufacturer, industry, and organisational standards.

The apprentice will work under supervision whilst developing competence in all aspects of vehicle service, maintenance, fault diagnosis and repair, progressively taking on more responsibility as experience and qualifications are gained.

Key Responsibilities

Typical Skills Developed During the Apprenticeship

By completion of the programme, the apprentice will be expected to demonstrate competence in:

- Vehicle servicing and maintenance
- Fault diagnosis techniques
- Electrical and electronic system testing
- Hybrid and emerging vehicle technologies (where applicable)
- Workshop management processes

- Use of diagnostic software
- Technical information interpretation
- Customer service and communication
- Health, safety, and environmental compliance

Person Specification

Essential Requirements

Qualifications

- Minimum of 5 GCSEs (or equivalent), including:
- English Language (Grade 4/C or above)
- Mathematics (Grade 4/C or above)
- Enthusiastic Interest in vehicle technology and engineering.

Knowledge and Skills

- Basic mechanical aptitude.
- Good critical thinking skills.
- Ability to follow instructions accurately.
- Effective communication skills.
- Ability to work effectively within a team.

Personal Qualities

- Enthusiastic and motivated.
- Reliable and punctual.
- Willingness to learn.
- Positive attitude towards safety and quality.
- Professional and customer-focused approach.

Apprenticeship Framework

Year 1

- Introduction to workshop practices.
- Basic servicing and maintenance activities.
- Health and Safety training.
- Foundation mechanical skills.

Year 2

- Intermediate diagnostic techniques.

- Vehicle electrical systems.
- Brake, steering and suspension repairs.
- Increasing responsibility for routine repairs.

Year 3

- Advanced diagnostics and fault-finding.
- Complex repair activities.
- Independent completion of service and repair work.
- Preparation for NVQ Level 3 completion and End Point Assessment.

Working Conditions

- Workshop-based environment.
- Manual handling of vehicle components.
- Requirement to wear PPE.
- Exposure to workshop noise, oils, and automotive equipment.
- Attendance at training provider/college as part of the apprenticeship programme.

Expected Outcomes on Completion

Following successful completion of the three-year apprenticeship and improver year, the postholder will be qualified to NVQ Level 3 standard and may be considered for progression into a substantive Vehicle Technician role, subject to organisational requirements and satisfactory performance and workplace attendance.