



# Frequently Asked Questions About BTC Awards

## FAQs - General

**Q. Am I eligible to register for a BTC Award?**

A. If your company is a member of the BTC Testing Advisory Group and you have your supervisor or manager's approval then you are eligible to register.

**Q. What experience and qualifications do I need to take a Standard Level Award?**

A. You need to be working within the automotive, engine and petroleum test industries and your company will determine if your level of competence is suitable to register for this Award.

**Q. What experience and qualifications do I need to take a Higher Level Award?**

A. You need to be an experienced or senior technician, or, have already achieved the appropriate BTC Standard Award. Your own company will determine your capabilities to achieve this Award.

**Q. How much more advanced is a Higher Level Award from an NVQ Level 3?**

A. It is approximately equivalent to an NVQ Level 4, although this Award is completely independent and not linked in any way to the NVQ system.

**Q. What if I am not yet at the required level?**

A. You will be expected to fill in the gaps in your knowledge and capabilities either prior to commencing or as you progress through the Award.

**Q. How do I get help with increasing my knowledge?**

A. Your company should assist you with additional training or experience, if required.

**Q. I have other qualifications already. Can they be used to show that I have already achieved some of the work?**

A. Yes, they can be used providing there is sufficient documentary evidence and/or testimonials available to submit with your work. Ultimately the BTC TTI Review Panel will decide on the suitability of any evidence provided.

**Q. How long will it take me to achieve an Award?**

A. It is estimated that it will take 6-24 months to achieve a BTC Award, but your company may set its own targets for completion. Candidates that already have all the necessary

knowledge and experience, and the documentary evidence to show this, may be able to meet the requirements in less time and Candidates that need to gain some experience or knowledge may take longer.

**Q. Is there a time limit to when I have to complete an Award?**

A. Yes. The Awards are performance based, but there is a maximum time limit of 36 months, otherwise your registration expires. If there are exceptional circumstances requiring an extended time period, these will be dealt with on a case-by-case basis, upon request and there may be an additional administration charge payable to extend the time period.

**Q. How many hours per week do I need to allocate to the work?**

A. The time required will vary depending on the amount of documentary evidence available, the level of knowledge and experience, and the overall timescale set, however as a guide an average of 1 to 4 hours per week should be anticipated.

**Q. What if my company is not sure about my competence level and needs further advice?**

A. Contact the BTC Secretariat for further assistance.

**Q. I would like to become an Assessor for BTC Awards. How do I achieve this?**

A. To become an Assessor you will need to be a senior and experienced technician or engineer, proposed by your company and approved by the BTC TTI as an Assessor. You will need to complete and submit to the BTC Secretariat, an Assessor Registration Form providing details of your experience and abilities. This must be signed by your line manager. In addition, you must attend at least one BTC Assessor Workshop each calendar year, in order to ensure that the quality of the standard is maintained. If acceptable to BTC, you will receive a certificate stating your approval as a BTC Assessor. Your certificate will be applicable for an 18-month period. After each Workshop that you attend, you will be re-approved as an Assessor and a new certificate will be issued.

**Q. Is there a requirement for an Assessor to achieve an Award before he is able to assess other candidates' work?**

A. No, it is not necessary, providing that the Assessor is considered by their company and the BTC TTI to be of an appropriate standard and experience.

## FAQs - Registered Candidates

**Q. How do I know which optional modules to select?**

A. The modules you choose should be discussed and agreed with your supervisor or line manager and should suit your working environment and responsibilities. You may wish to discuss this further with your Assessor.

**Q. Who can sign any testimonials that I might need in place of evidence?**

A. It should be a suitable authorised and experienced person in your company, such as your line manager, supervisor, project engineer or project manager. It must not be your Assessor.

**Q. If I want to progress on to other BTC Awards after this one, do I have to repeat the work for each module?**

A. No. Many of the modules will read across to other Awards to avoid duplication of work, but they may need enhancement.

**Q. How is an Assessment Made? How Often and by Whom?**

A. Candidates are assessed on the job using a range of methods including observation, witness testimony, job write-ups, personal statements, professional discussions, portfolio of evidence, simulation, written and oral questioning, assignments and project work. Assessor contact time is at 4-6 week intervals from 1-4 hours each time. Each unit requires at least one observation, plus two other forms of assessment. Assessors will record a Candidate's progress using a BTC 'Candidate Progress Review' form. Underpinning knowledge is a requirement for each module and is in addition to the standard methods of assessment above.

**Q. What if I leave my company before completing the Award?**

A. Your registration is personal to you. You will be able to continue your Award, providing you inform the BTC of your move and obtain the approval of the TTI. You must also arrange access to another BTC Assessor.