



Driver & Vehicle  
Standards  
Agency



# Role information: DVSA's Vehicle Standards Assessor Apprenticeship

Keeping **Britain** moving, **safely** and **sustainably**



# What will we be covering today?

- Who we are and what we do
- Benefits and salary information
- What you will be doing as an apprentice
- How the Apprenticeship works
- What skills and experience you will need
- Q&A session

# DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

## What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



**1.9 million**  
driving tests each year



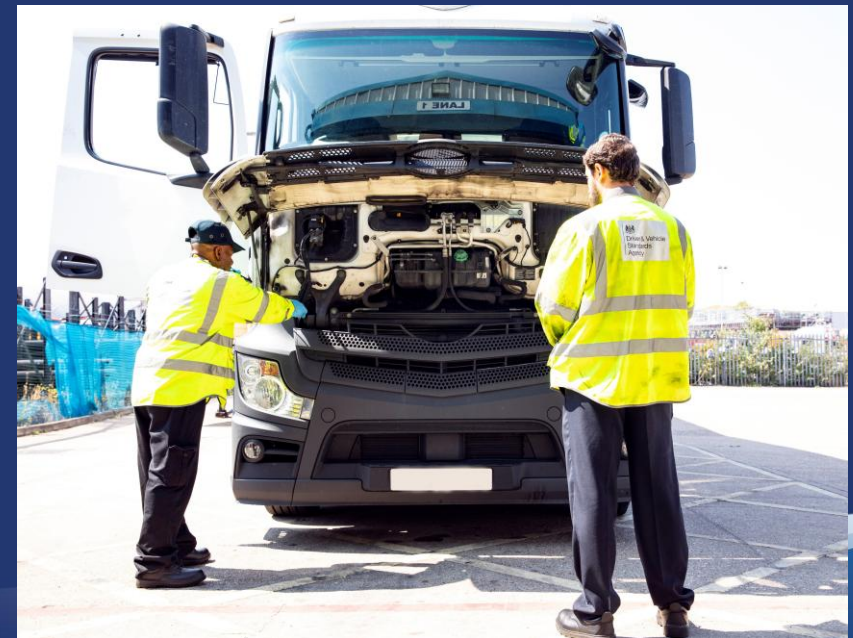
**38.5 million**  
MOT certificates issued each year



**2 million**  
theory tests each year



**31,958**  
defective vehicles discovered each year



# Benefits

**We offer a wide range of employee benefits, such as:-**

- Employer pension contribution rate of 28.97%
- Generous annual leave – 25 days holiday, increasing by 1 day for each year of service, up to a maximum of 30
- 8 paid Bank Holidays plus an additional Privilege Day to mark the Kings Birthday
- Modern IT devices, e.g. laptop and smartphone
- All PPE, uniform, tools and equipment provided
- Career path; opportunities to progress within DVSA and wider Civil Service
- Tax free childcare schemes
- A wide range of discount schemes on high street names
- Specifically for this role: a fully insured and taxed modern lease car, which is for both work and personal use.

# Pay and Reward

## **Current Salary:**

- £26,607 Plus Allowances (**£29,007 – £33,007**)

## **Allowances:**

- Flexibility allowance **£2,400** payable to **all** apprentices
- London Weighting **£4,000** payable additionally dependant on location

## **Daily allowances:**

- £8.25 lunch allowance
- Claim back travel further than 9 miles
- Claim back travel time more than 30 mins

# Pay and Reward Qualified VSA

- Additional Technical Allowance of £2,590 for fully qualified Vehicle Standards Assessors (MOT Testers)
- Making a salary range of £31,597 - £35,597

## What will you be doing?

VSA's play a vital role in road safety. VSA's use skills, knowledge and experience to assess whether customers vehicles are safe and road worthy. As an Apprentice, you will be working towards a Level 3 qualification in Heavy Goods Vehicle Maintenance and repair. Your apprenticeship will require you to:

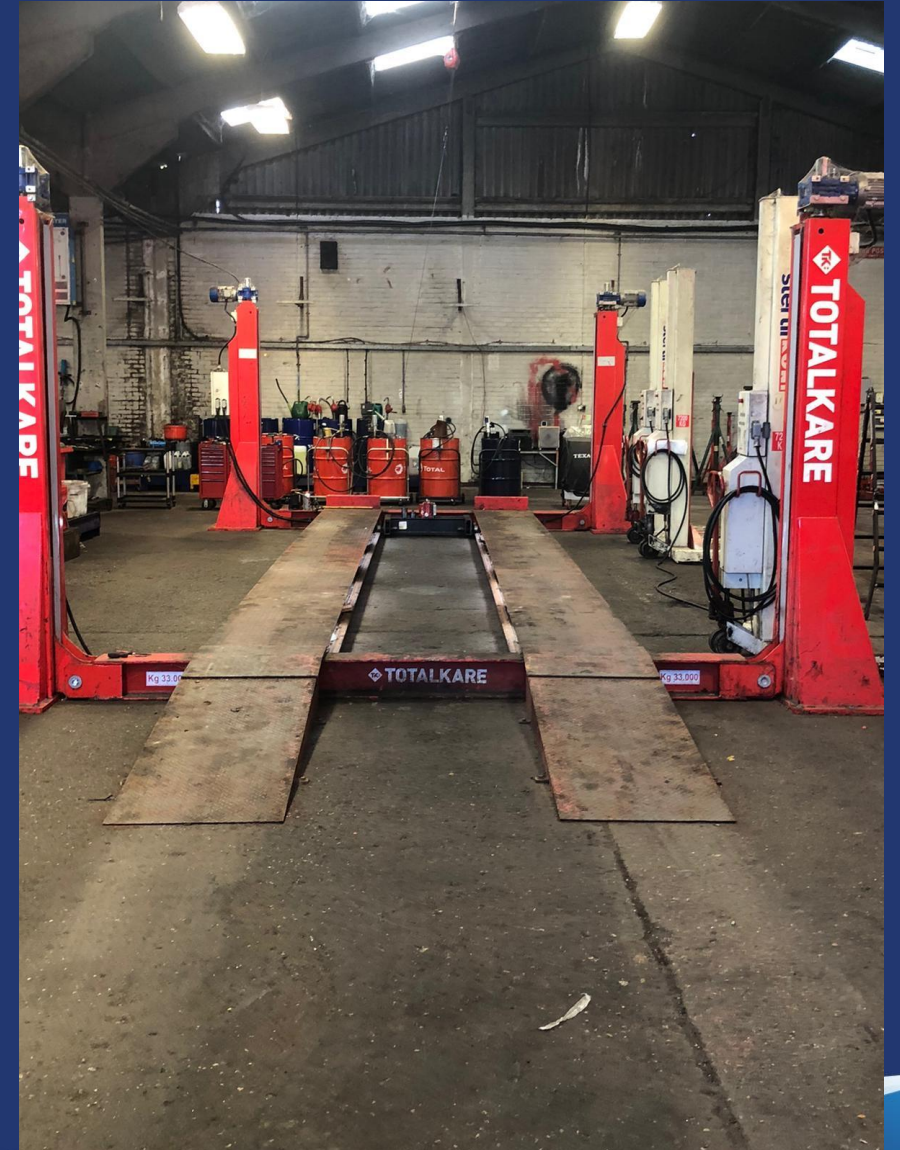
- Undertake a work placement to gain experience repairing and maintaining heavy goods vehicles
- Attend college. This will involve travel to the assigned college, roughly every 6 weeks for 5 days. All expenses are paid.
- Work alongside a DVSA mentor within the Authorised Testing Facility (ATF) network, shadowing whilst learning on the job
- The role will be deployed from home, working at; 3rd party placements and testing facilities, college, agency and other government locations within the national network
- Working flexibly to provide high quality customer service and act professionally as a representative of the DVSA



## Work Placement/Experience

We partner with third party companies, who provide work placements for our apprentices to gain the necessary experience required for their college studies.

Typical work involves; service and inspections, replacing worn components such as brakes and suspension items, diagnosing vehicle faults – both electrical and mechanical – and repairing them.



# College

- Up to eight college blocks per year, lasting one week each (Monday – Friday).
- Colleges are residential unless living local to the college.
- Apprentices have a Development Coach, who tracks their progress and guides them through their learning journey.
- At the end of each year the apprentices sit an assessment called Gateways. At the end of the third year, they sit the Endpoint Assessment, which tests them on knowledge gained across all three years.



## DVSA Mentor

- Each apprentice typically spends two days a week shadowing their VSA mentor at 3<sup>rd</sup> party testing facilities.
- Apprentices will gain an understanding of the VSA role, in preparation for them becoming operational when they graduate.
- DVSA's required training courses are planned into the duration of the apprenticeship, further developing the required skills of a Vehicle Standards Assessor.

# What experience do I need?

- NONE!
- We will support you to get all the skills, experience and qualifications you need.

## Mandatory Requirements

- A current full UK driving license, at point of applying
- If you're under 19, GCSE grade C/4+ in Maths and English (or equivalent) or be willing to take these subjects as functional skills during the apprenticeship
- Willingness to drive on DVSA business
- Willingness to work within a wide geographical area.
- Willingness to spend nights away from home, if necessary, on DVSA business
- Work flexibly when needed in line with the relevant operating modules



## What skills do I need?

- **Able to work independently** – manage own time efficiently and effectively
- **Excellent communication skills** – you will be working with various stakeholders (both internal and external)
- **Effective decision making** – and ability to explain your decisions
- **Flexibility** – willing to travel to various sites to support the business



# Recruitment Principles

*To help prepare you for any Civil Service recruitment process, familiarise yourself with our Success Profiles.*

*This information is available on the .Gov website and explains the type of evidence required for each profile.*

*The role will be advertised on our Civil Service Jobs portal. An account will be required to apply.*

*Once the role is released, there will be drop-in sessions to learn more about the role and how to apply.*

# Time for your questions



For enquiries regarding this recruitment please  
contact [\*\*vsa.recruitment@dvsa.gov.uk\*\*](mailto:vsa.recruitment@dvsa.gov.uk)