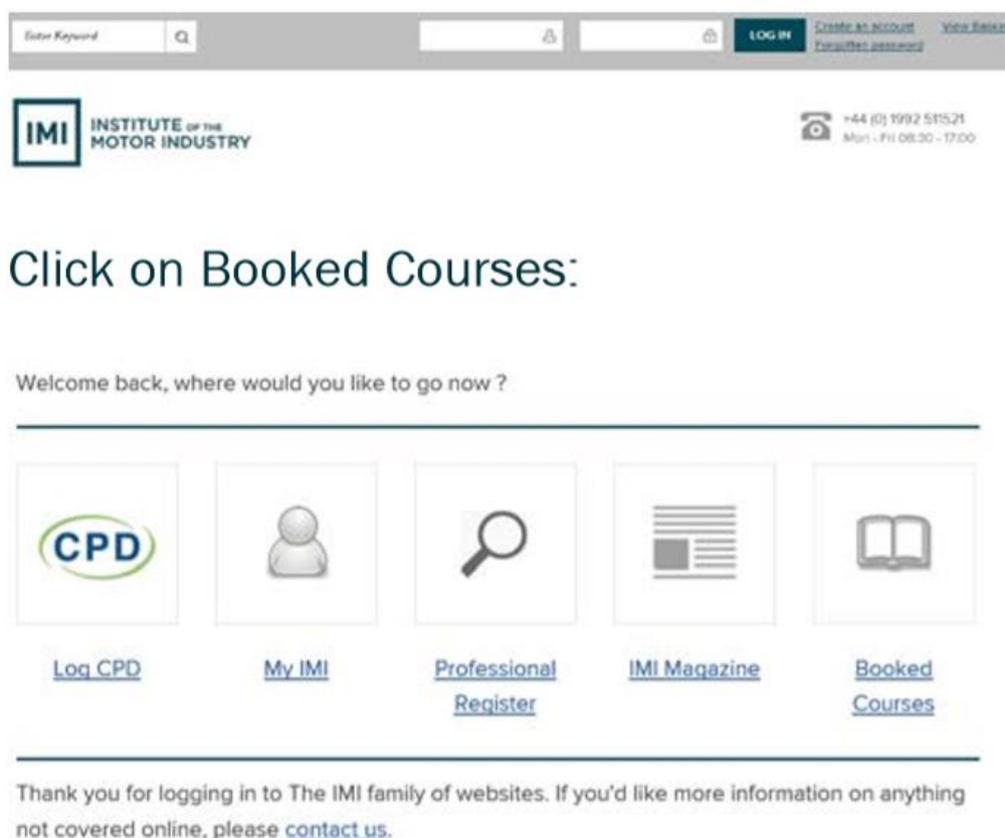


Accessing your e-logbook

All users – Logging in and access codes

Step 1

If you have already redeemed your access code then got to www.theimi.org.uk and log in as shown here, if you have a code to redeem then go to step 2. If you have not received a redemption code and you do not have a log in please contact your Development Coach/Assessor



The screenshot shows the top navigation bar of the IMI website. It includes a search bar with the text "Enter Keyword" and a magnifying glass icon. To the right of the search bar are two input fields with icons, a "LOG IN" button, and links for "Create an account" and "You forgot your password?". Below the navigation bar is the IMI logo and the text "INSTITUTE OF THE MOTOR INDUSTRY". To the right of the logo is a phone icon and the text "+44 (0) 1992 51521" and "Mon - Fri 08.30 - 17.00".

Click on Booked Courses:

Welcome back, where would you like to go now ?

				
Log CPD	My IMI	Professional Register	IMI Magazine	Booked Courses

Thank you for logging in to The IMI family of websites. If you'd like more information on anything not covered online, please [contact us](#).

Your courses will now show – go to step 4

Step 2

To redeem an access code go to: <http://www.theimi.org.uk/redeem/> and enter the code in the box and click the redeem code button

ENTER YOUR ACCESS CODE

Access code

REDEEM CODE ▶

(If you have already claimed your code, please view your course list)



Step 3

If you already have an account with the IMI, login using the two boxes on the right, if not then enter your username, password and email on the left:

REGISTER AND REDEEM MY CODE

Username

Password

Email

Confirm Email

REGISTER AND REDEEM MY CODE ▶

LOGIN AND CONTINUE

Username

Password

LOGIN AND REDEEM CODE

[Forgot Your Password?](#)

Enter your contact details when this screen shows (only part is shown here):

Please complete / confirm your details below as courses will be booked with this information. (* indicates required)

First Name*

Last Name*

1

January

1970

Make sure your email is a real one as you will need this if you forget your password and username.

When all details are correct, the following is displayed:

SUCCESS! CODE REDEEMED

You have successfully redeemed your access code and your course is now available to view.

[VIEW COURSE ▶](#)

Step 4

A list of your courses will now show:



The screenshot shows a course page on the left and a 'MANAGE MY ACCOUNT' menu on the right. The course page displays the following information:

- Course Name:** DVSA Application Selection
- Booked:** Fri, 05/05/2017 - 09:59
- Buttons:** [VIEW COURSE](#) and [LOG INTO THE COURSE](#)

The 'MANAGE MY ACCOUNT' menu includes the following options:

- My IMI Activity
- My Details
- My MA's
- My Membership
- My Booked Courses

Step 5

Click the 'Log into course' button and you will be taken directly to the course area:



The screenshot shows the IMI course area. The header includes the IMI logo and the text 'IMI Institute for the Motor Industry'. The main content area is titled 'IMI Traditioner eLearning and eLogbook' and contains the following sections:

- Progress to Gateway 1:** A progress bar with a 'Refresh of results' button.
- Progress to Gateway 2:** A progress bar with a 'Refresh of results' button.
- Progress to Gateway 3:** A progress bar with a 'Refresh of results' button.
- Navigation:** A sidebar menu.
- Phase 0: Practice:** A section with a description and a 'Support resources' link.
- Phase 1: Group 1 Soft skills and behaviours:** A section with a description.
- Phase 1: Group 2 Induction and foundations skills:** A section with a description.

You can access the course directly from My Sites (or My Courses)

All users – Overview and structure

The IMI e-logbook/e-learning system contains learning modules and self-assessments for you to complete to further your learning.

Once logged into your course you will see a screen similar to the below. The grey boxes on the right contain your e-learning modules and your self assessments



Here is a closer look:

Phase 1: Group 1 Soft skills and behaviours

Communicate effectively, behave in accordance with the values of the company, work as an effective team member, constantly learn and demonstrate commercial awareness (developed throughout the programme).

Labels: 2 SCORM packages: 6 Quiz: 1

Progress: 2 / 7

Phase 1: Group 2 Induction and foundation skills

This is the initial stage of the apprenticeship; it is designed to get you to the point where you can assist others to complete simple, process driven tasks in the workshop, gaining experience and learning while contributing to the productivity of others.

Assignment: 1 Labels: 10 SCORM packages: 30 Quiz: 1

Progress: 0 / 32

Phase 1: Group 3 Routine service and inspections

On completion of this group you should be able to complete a good range of routine services. You will not be expected to do some of the more complex tasks found on large services such as timing belt change. You should be able to identify the difference between good and possible faulty components but, at this stage, you will not be expected to make any decisions on whether a component is serviceable or if any future action is to be taken, document your progress at the end of this section.

Assignment: 1 Labels: 5 SCORM packages: 8 Quiz: 1

Progress: 1 / 10

To access the content you need to click on the title, for example, Phase 1: Group 3 Routine service and inspections

Once you click on this you will see the following:

Phase 1: Group 3 Routine service and inspections

On completion of this group you should be able to complete a good range of routine services. You will not be expected to do some of the more complex tasks found on large services such as timing belt change. You should be able to identify the difference between good and possible faulty components but, at this stage, you will not be expected to make any decisions on whether a component is serviceable or if any future action is to be taken, document your progress at the end of this section.

Group 3. Practical competencies □



Upload evidence to show that you can:

1. Use ICT to create emails and word-processed documents; copy and paste across documents; save and print documents.
2. Use ICT to carry out web based searches.
3. Obtain inspection schedules, data and recall information.
4. Use equipment normally found in the workplace relating to servicing and inspections.
5. Reset service indicator.
6. Consistently complete a range of services and inspect and prepare a vehicle to the required quality standard for handover to the customer.
7. Identify common faults found during routine service and inspections.
8. Report faults using company procedures.
9. Complete documentation following workplace procedures.
10. Test the function of a wide range of fitted accessories



Complete each of these eLearning packages in sequence from top to bottom:

5 Maintenance

5.2 Servicing and inspections



[5.2.1 Introduction](#) □



[5.2.2 Rules and regulations](#) □

You will need to click on the blue writing next to the green icon to access the e-learning modules.

At the bottom of the page you will see a self-assessment, again you need to click on the blue writing to access this



Group 3: Self-assessment □



Attempt this quiz after you have completed the learning packages.