

## Accessing IMI Light Vehicle Apprenticeship Standard (ST003/AP02) Practice Tests

#### **Introduction**

The purpose of this document is to provide step by step instructions to access the test the apprentices need to use the 'click and pay' option on the website, although there is no fee to pay.

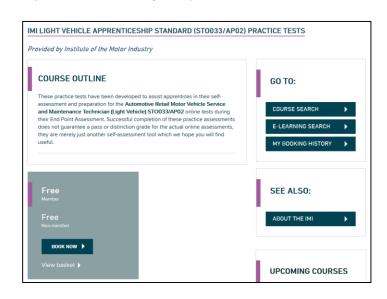
#### **Process**

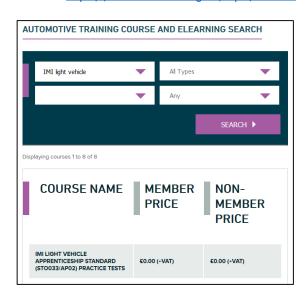
PLEASE NOTE: Prior to following this process, please ensure you have an account at https://www.theimi.org.uk

To access the test the apprentices need to use the 'click and pay' option on the website, although there is no fee to pay.

The course can be found here: https://www.theimi.org.uk/cpd/course/detail/1247

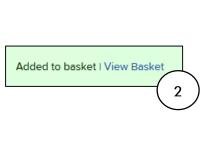
Or by searching the course directory for 'IMI light vehicle' here: https://www.theimi.org.uk/cpd/search





Once the course has been located, click the 'BOOK NOW' button (1). Followed by clicking on the link 'View Basket' (2) to take you through to 'YOUR CPD BASKET:







From the 'YOUR CPD BASKET', click the 'CHECKOUT' button (3).



On the following screen, click 'LOG IN NOW':

**LOG IN NOW** 

Then complete your details on the confirmation screen:

## CONFIRMATION - YOUR CPD BASKET

You are logged in as A User

Please complete / check your details below as courses will be booked with this information.

(\* indicates required)

Once complete, click the button 'PROCEED TO PAYMENT' (Please note: No Payment will be taken):

## PROCEED TO PAYMENT

You will then receive confirmation that your booking has been successfully completed:

## THANK YOU. YOUR ORDER WAS SUCCESSFULLY COMPLETED.

You can review your orders and access any eLearning courses via your list of bookings

Clicking on the 'list of bookings' will take you through to your course bookings page where you will see your new practice tests:

# MY BOOKED COURSES

IMI Light Vehicle Apprenticeship Standard (STO033/AP02) Practice Tests

VIEW COURSE

LOG INTO COURSE