# 

**Motor Vehicle**

**IMI Level 3 Diploma in Light Vehicle Maintenance & Repair Principles**



Dear Student,

Thank you for choosing to study the **IMI Level 3 Diploma in Light Vehicle Maintenance & Repair Principles** at Crawley College. My name is Clair Quinn, and I am the Teaching and Learning Manager for Motor Vehicle. I look forward to supporting you throughout your course over the coming year.

As you prepare to begin your studies, please take a moment to read the important information below. This will help you get ready for your first day and ensure a smooth start to college life.

**Induction and Enrolment**

You will be invited to the college for enrolment towards the end of August. You **will need** to bring **ID** (such as your birth certificate, passport or driving licence) and your **GCSE results** to your **enrolment** appointment.

Your first few days at college will focus on **induction**, giving you the chance to get to know the college, your course, and the staff. During this time, you’ll meet your lecturers, student tutor, and fellow classmates. **Timetables** will be provided at the **end** of the induction period.

1. **Confirmation of your GCSE results** – We cannot complete your **enrolment** without these. If you don’t have a printed copy, please email them to us as soon as you receive them.
2. **Basic stationery** – Pen, paper, and a folder.
3. **Course fee payment** – The course fee is **£40 for the year**, payable by **card online** (<https://estore.chichester.ac.uk/>) ideally before **induction**. If applicable, please also bring evidence of any benefits you receive.

**Course Fees**

The **£40 course fee** covers the cost of **consumable materials used during practical sessions**, as well as a **personalised Crawley College polo shirt**, which is part of your required uniform for workshop sessions.

**Uniform and Equipment**

For practical sessions, you must wear **safety footwear** and either **overalls or work trousers with your college polo shirt**. Please order footwear and trousers / overalls as soon as possible to ensure they arrive before your start date. As part of your **enrolment**, we’ll take your size for your personalised college polo shirt.

This is a quick and easy process using sample shirts, so you can try one on and choose the size that feels most comfortable.  
  
JP Supplies is a local supplier who often have deals on PPE and footwear available for college students (<https://www.jpsuppliesltd.co.uk/>).

**English and Maths Requirements**

All full-time students aged 16–18 who do not hold a **GCSE grade 4–9 in English and/or Maths** are required to continue studying these subjects alongside their main course. This is a **mandatory** part of your programme, and you must pass both qualifications to successfully complete your studies.

**Daily Essentials**

Please bring the following items with you each day:

* Pen and pencil
* A4 lined notepad
* College photo ID

**Financial Support**

If you believe you may be eligible for a bursary, please follow the finance link provided in your enrolment email to apply.



If you have any questions or need further information, please don’t hesitate to contact me or a member of the team. We’re here to help and look forward to welcoming you to Crawley College.

**Best wishes,**  
**Clair Quinn**  
Teaching and Learning Manager  
Motor Vehicle, Fabrication & Welding and 14-16 Provision

Contact your Motor Vehicle Tutors

 01293 442200 ext. 2315

 [mvfw@crawley.ac.uk](mailto:mvfw@crawley.ac.uk)

Course details

Course Code: RTRA038F

Duration: Sept ’25 to June ‘26

Attendance: 15 Hours per week

Campus: Crawley, W block