



INSTITUTE
OF THE MOTOR
INDUSTRY

IMI PROFESSIONAL STANDARD



Education and Training

IMI Professional Standards sit at the heart of what we stand for and, along with our Professional Register, provide a benchmark for the motor industry, focusing on professional behaviours both with customers and business associates.

This Professional Standard applies to a range of education and training roles. For example: teacher, trainer, lecturer, assessor, quality assurer, and learning and development support roles.



INSTITUTE
OF THE MOTOR
INDUSTRY

PROFESSIONAL CONDUCT AND ETHICS

As an education and training professional you:

- act as a role model and champion for the industry
- are honest, courteous and have customer satisfaction at the heart of your work ethic
- have integrity and treat others with respect and without discrimination
- work in a safety conscious manner and consider the health and welfare of others
- are environmentally aware and minimise any impact resulting from your work
- are accountable and take responsibility for your own actions
- adhere to the law at all times and raise legitimate concerns of non-compliance
- protect the confidentiality, security and use of any stored or processed personal data
- do not bring yourself, others, IMI or the Professional Register into disrepute

PROFESSIONAL COMPETENCE

As an education and training professional you:

- contribute to the development of skills, employability and the professional requirements of learners and business
- focus on the delivery of a return on investment for business
- deliver plans and actions that address the diverse needs of learners, business and other stakeholders
- proactively research industry advancements and learning and skills policy and best practice
- identify and draw on the expertise of others when help is required
- communicate clearly, accurately and with relevance using a method best suited to the audience
- role model positive behaviours and adopt an inclusive style that supports pastoral care
- build positive and productive working relationships with colleagues and stakeholders
- review and evaluate performance to drive quality improvement and timely, successful outcomes for learners and business
- proactively grow your knowledge of career pathways and promote the range of opportunities within the industry

CONTINUING PROFESSIONAL DEVELOPMENT

As an education and training professional you:

- have a commitment to Continuing Professional Development (CPD) to maintain your professional competence
- review your performance to identify areas of improvement and development
- focus your CPD on subjects that are developmental, effective and appropriate to your job role or career progression
- plan CPD through regular learning activities spanning a recurring three year cycle
- log CPD with IMI to meet the mandatory requirement for Professional Registration
- take every opportunity to learn and develop using a variety of formal and informal sources of CPD

This section only applies to IMI members on the Professional Register.

Professional Standards are currently available for the following Job Families at www.theimi.org.uk/standards

- Technical
- Sales
- Business Support
- Customer Service
- Management and Leadership
- Education and Training

If you would like help deciding which one best suits you, or to find out more about Professional Registration or CPD requirement, please call **+44 (0)1992 519025** or email imimembers@theimi.org.uk