Apprentice Vehicle Damage Assessor (VDA)

About the Role

We are recruiting an Apprentice Vehicle Damage Assessor (VDA) to join our modern bodyshop environment. This apprenticeship offers a unique opportunity to develop expertise in assessing vehicle damage, communicating with multiple stakeholders, and understanding all aspects of the vehicle repair process.

As a VDA Apprentice, you will play a crucial role in inspecting, evaluating, and estimating repairs for vehicles involved in collisions, contributing directly to customer satisfaction and operational efficiency. You will interact with customers, insurance companies, technicians, and office staff, building skills essential for a long-term career in automotive assessment.

What You'll Do (Key Responsibilities)

As an Apprentice VDA, you will:

- Inspect and record damage to vehicles accurately, using manufacturer guidance
- Determine which parts should be repaired or replaced and document repair requirements
- Produce detailed, accurate repair specifications for use by the workshop team
- Develop understanding of manual and electronic estimating processes and software
- Apply commercial knowledge to produce repair costs and timescales
- Communicate effectively with customers, colleagues, and insurance representatives
- Handle enquiries and resolve issues with professionalism and customer focus
- Follow all health, safety, environmental, and recycling policies
- Maintain accurate records and documentation for all assessments
- Support additional tasks as directed by the Bodyshop Manager
- Demonstrate a positive approach to learning, development, and professional conduct

Essential Skills & Attributes

We're looking for someone who:

- Communicates clearly and confidently with multiple stakeholders
- Is organised, methodical, and detail-oriented
- Demonstrates problem-solving and analytical skills
- Works well both independently and as part of a team
- Shows commercial awareness and a customer-focused mindset
- Is motivated to learn and develop technical and professional assessment skills
- Can travel reliably to and from the workplace each day

Desirable Qualifications & Experience

While not essential, the following are advantageous:

- GCSE (or equivalent) English – Grade 4/C or above
- GCSE (or equivalent) Maths – Grade 4/C or above
- Basic IT skills
- A full driving license

Training & Development

- Apprenticeship Standard: Level 4 Vehicle Damage Assessor
- Duration: 24 months
- Training Delivery (government-approved provider):
  - Assessor-led workplace learning with online support

This apprenticeship will help you develop strong administrative, customer service, and commercial skills, with clear pathways for future progression.

Future Career Progression

On successful completion of the apprenticeship, you will be well positioned to progress into a fully qualified Vehicle Damage Assessor, with opportunities for permanent employment and long-term career development within the business.

Why Join Us / Benefits?

- Develop expertise in vehicle damage assessment across a range of vehicles
- Gain a nationally recognised Level 4 qualification
- Build strong customer service, communication, and commercial skills
- Work in a modern, professional bodyshop environment with structured support
- Access clear progression pathways into technical or management roles
- Build a long-term career in the automotive industry
- Earn while you learn on a full-time apprenticeship
- PAYE apprenticeship wage + pay reviews as you progress
- Fully supported training to IMI Level 4 standard
- Hands-on experience with real vehicles every day

Inclusion & Diversity

We are committed to creating an inclusive workplace and welcome applications from people of all backgrounds, identities, and experiences. If you're enthusiastic about learning and developing your skills, we encourage you to apply.

Additional Information

- Reliable daily transport to and from the workplace is required

fix UK AUTO APPRENTICES

For more information about the apprenticeship standard, visit:
www.instituteforapprenticeships.org/apprenticeship-standards/st0448-v1-2

fix AUTO COLLISION