

Work Activity Brief

Course (s)	Motor Vehicle Level 2		
Project Title	Motor Vehicle Business Set Up		
Tutor/s	Carl Bundy		
Issue date	April 2020	Completion date	August 2020

Project overview

This project will provide you with an insight into setting up a medium size garage business, which will service and repair all types of cars that are out of repair warranty with the manufacturers. The business will be required to employ 4 members of staff (3 Technicians and a Service Adviser) as well as one Apprentice.

On completion of this project, you will have an understanding of the basic functions required to begin a vehicle service and repair business including the premises required, basic garage equipment and the advantages of hiring an Apprentice

Once you have completed your project, please forward this to the following email address along with your full name: submissions@esc.ac.uk. We'll then forward this on to our curriculum teams who will be in touch shortly.

Outcome of the project

This project has been developed to help you prepare for the programme that you will be joining in September. It will give you some insight in to the subject area and develop your assignment writing skill as well as help you to develop the skill of working independently.

These are the tasks that you need to complete and will support you to structure your work

1. Create either a Microsoft PowerPoint or Microsoft Word document with the heading 'Vehicle Service and Repair Business Set Up' as well as your name.
2. Research the cost of buying or renting a premises within a 15-mile radius of East Surrey College, that would be suitable for running a vehicle service and repair business. Its placement needs to be close to transport links and have sufficient parking for customer's vehicles within its boundaries. Once you have found a premises, copy and paste a photo and include the details including the size, facilities and rent per month.
3. Design a business logo and banner for the front of the building. Think carefully about the design as this needs to be unique to your business and eye catching.
4. Draw up a list and total cost of basic garage equipment required to service and repair vehicles for 3 technician's bays. Include specialist tools as well as garage equipment.

5. Investigate and report on the benefits of taking on an Apprentice and the available incentives for the garage proprietor for employing an Apprentice.

6. Plan an advertising launch for the business, which will include a launch event and advertising in the local paper. Design a launch advert and competition that will be across one page in the paper. You can use the Microsoft Word Templates to help you design this.