

**Summary of Achievement Record (SOAR) – Automotive & Bus Maintenance Frameworks guidance document**

The SOAR document is used to claim Milestones for qualifications other than those based on quarterly achievement (QPRs).

**For New MA starts April 1st, 2021 you must use the SOAR.**

**For MA’s in training that started April 1st, 2020 you must use the SOAR.**

**For MA’s in training that started prior to April 1st, 2020 you must continue to use the ROP.**

The (SOAR) or equivalent as detailed in MA Specification section 4.4.2 must be completed prior to entering claims for Milestone achievement into FIPS.

Each subject area as detailed in the Payment Plan ROP matrix must be recorded and signed, dated by a qualified subject Assessor and by the Apprentice.

Claims must be made in line with the payment plan breakdown. This breakdown should be entered at the top of the SOAR for easy reference. The information contained in the SOAR is mandatory and therefore must be included in the form.

The SOAR has been published on the SDS website is a generic document used for a variety of Frameworks.

For the purposes of Automotive we have revised the headings in this exemplar to help you to understand the information requirements that are essential to make a claim.

**The SOAR exemplar - Changes to the headings**

 We have replaced some of the headings in the existing SOAR for the new MA Programme 21/22. This is specific to the Automotive Framework only

 **Existing Headings New Headings**

 Unit title Subject Area

 Unit Code ROP Matrix No

 Achieved date Date progress confirmed

 Portfolio Reference Number -PRN

VQ Reference Qualification level

VQ title Qualification title

Total Number of Units (As referred to in the Payment Plan ROP Matrix)