



Autotech  
RECRUIT

Part of Autotech Group

WE KEEP WORKSHOPS  
EST. 2010  
RUNNING

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**YOUR STEP-BY-STEP  
GUIDE TO BECOMING  
A FREELANCE  
VEHICLE TECHNICIAN  
OR MOT TESTER**



## **INTRODUCTION**

### **WHY AUTOTECH RECRUIT?**

#### **Autotech Recruit is the UK's leading provider of contract opportunities for vehicle technicians and MOT testers.**

If you are considering making the first move towards becoming a contractor but it all seems a little bit daunting, don't worry - you are in safe hands!

We are an award-winning freelance work specialist for the automotive aftermarket, supplying qualified and experienced temporary contractors to many of the leading names in the UK's motor industry. Our clients include national retail groups, independent garages, main dealer groups and government organisations.

There are currently more than four million self-employed people in the UK. As a career offering more flexibility, an improved work-life balance, and a better wage, contracting (also known as freelancing) is rapidly becoming a popular choice for vehicle technicians and MOT testers.

Switching from permanent to freelance is easier than you think. While this booklet has been prepared to guide you through the entire process of becoming a contract vehicle technician or MOT tester, don't forget that our team are also on hand to talk you through each stage of the registration and answer any questions you might have.

At Autotech Recruit, we take your career seriously, and recognise that taking the initial leap into the world of contracting, especially after the security of a permanent position, can be intimidating so we'll always be honest and upfront with you. We appreciate, like anything in life, that freelancing is not for everyone, but we're here to talk you through all of the available options and find the right path for you, even if that's to help you find another permanent position.

Like hundreds of other vehicle technicians and MOT testers, join the freelance revolution! Once you see how much contracting benefits you, you'll wish you did it years ago!



## STEP 1 DO YOUR HOMEWORK

We would advise that you read through our website to get a good idea of the scope and volume of the contract opportunities available within your area. Our reach covers the whole of the UK, and our client base is growing on a monthly basis.

We currently work with 80% of the top 200 UK dealerships, 90% of the fast-fit companies and hundreds of independent garages across the UK, and these numbers are increasing on a weekly basis. This means that we receive daily requests for temporary Vehicle Technicians and MOT Testers, and, most of the time, we don't have enough contractors to meet the high demand - so you should never be short of work!

We can also offer a wide variety of assignments due to the mix of clients we work with, including dealerships, independents, fast-fits, car supermarkets, councils and government bodies.

### WHERE WILL YOU WORK?

The more flexible you are about where you're willing to work, the more opportunities (and money) we will be able to offer. This doesn't necessarily mean you have to travel far; the more work we get in and around your area, the less you will need to travel.

There are, of course, always options of travelling a little further afield if you like the prospect of staying away for a few nights. You may have friends or family in certain areas who you could stay with, a mobile home in another part of the country you want to escape to, or even a touring caravan - you would be surprised at what many of our contractors look for! Whichever way, we're happy to work around what you are looking for and, if you operate as a sole trader or limited company, you can offset fuel expenses against your tax.





## ARE ASSIGNMENTS GUARANTEED?

Although we cannot provide a formal assurance of continuous contract work, currently, demand from our clients outstrips the number of vehicle technicians and MOT testers in our network. If you are flexible and prepared to occasionally work a bit further away, you will never be short of assignment opportunities.

For a good idea how in demand your skills are, keep a close eye on the job boards and social media. You will quickly begin to see how many new opportunities are being posted each week/month for skills like yours in the locations you are looking to work. Demand for vehicle technicians and MOT testers is very high and we anticipate that this will only continue.

## HOW MUCH CAN YOU EARN?

Talk to us about the current market rates for someone with your skillset and experience to get an idea of how this could benefit your financial situation. We have a radius map we use to determine hourly pay rates for certain distances travelled, which our consultants can talk you through during your first phone call to us.

At present, our **minimum** hourly pay rates are as follows\*:

	Vehicle Technician	Vehicle Tech/ MOT Tester	MOT Tester	PDI Technician
Standard	£18-£20	£18-£20	£16.50	£17-£18
Stay away	£20-£22	£20-£22	£18	£20
Night shift	£20-£24	£20-£24	N/A	£20-£24
Manufacturer trained	£20-£24	£20-£24	N/A	N/A

\* Information correct at the time of publication (August 2022)



## STEP 2 CHOOSE HOW TO BE PAID

We have a number of ways in which you can be paid for contract work through Autotech Recruit:

- limited company
- limited company plus (a limited company is formed on your behalf and your accounts are completed for you for a fee)
- independent freelancer/sole trader
- umbrella company

Our consultants will guide you through whichever route you take.

### **LIMITED COMPANY/LIMITED COMPANY PLUS**

If you want to go down this payment route, there are a number of organisations that offer support in setting up limited companies who can do everything for you for an ongoing monthly fee (our consultants will be able to share details of those companies). They will also complete your annual company accounts and offer advice on the most tax efficient way to run your limited company.

Alternatively, you may prefer to set up your limited company yourself. You can do this quite quickly and easily at Companies House and there is plenty of advice online on how to do this. In addition to setting up your limited company, you would also need to open up a business bank account and put insurance in place, including public liability insurance for at least £5million (this can usually be obtained for around £200-£300 per year). If you choose to employ an accountant, they would advise you as to whether you should become VAT registered or not.

You might have heard of the IR35 reforms affecting contractors operating as limited company, which came into effect in April 2021. Rest assured, vast majority of temporary contracts offered by our clients remain outside of IR35, so you can confidently choose the limited company route.

## **INDEPENDENT FREELANCER/SOLE TRADER**

We are now able to offer this method of payment to some of our contractors via The Guild. Contractors considering this route will be invited to complete a short assessment questionnaire over the telephone to confirm eligibility. Assuming the contractor meets the requirements to trade in this fashion, their assignments can be paid via this model.

Independent freelancer/sole trader is outside of IR35 regulations. It will still require you to complete an annual self employed tax return and you will need public liability insurance of at least £5million, but you do not require a separate business bank account. Independent freelancers/sole traders are also eligible for a lower rate of National Insurance contributions. You will be charged a weekly fee by The Guild for this service.

The Guild also offers a discounted rate for contractors who work 3 or less days each week.

## **UMBRELLA COMPANY**

If you don't want to set up and run your own limited company or are only looking to contract for the short term, then you may decide to choose the umbrella model.

Our consultants can share details of the umbrella companies on our preferred supplier list and they in turn can explain their services and cost. An advantage with umbrella is that they will process your pay and NI contributions as you become an employee of the umbrella company. However, you are unable to claim any expenses and you are responsible for employers and employees NI contributions.

It doesn't cost anything to speak with these companies and they are able to give you advice on the various options available so you can choose what's right for you. A lot of these websites also have rate calculators, where you can put in your expected day rate and see how much you take home after deductions.





## **STEP 3** **MAKING THE TRANSITION**

During your transition to freelancing, our operations team will complete your registration by collecting copies of various documents from you, i.e. passport/relevant proof of right to work documents and driving licence, as well as evidence of qualifications and payment method confirmation.

If you can provide your documents quickly, this process can be finalised on the same day and we could even have you in an assignment the very next day!

Once your registration is complete, your consultant will then get in contact and welcome you to Autotech Recruit.

Rest assured, we will be with you every step of the way, from the point of resignation from your current position, to actively securing new contracts for you.

### **WHAT HAPPENS NEXT?**

If you're currently in a permanent role, the first thing you'll have to do is hand in your notice and, in some cases, we might also ask to see a copy of this notice.

Then, we will undertake any relevant vetting to ensure you match up to standards required by our clients (i.e. collect references, make sure you have correct qualifications, etc.).

We will stay in regular contact and provide you with all the details prior to you starting your contract.

Upon registration with us, you will also be assigned login details to our Contractor Portal. It is a secure and easy to use web-based application, which will give you access to several functionalities, including checking-in on your placements, uploading and managing all your compliance documents, and finding out other useful information such as your work placement history, all from your laptop, tablet, or phone.

Once placed in an assignment, your consultant will call you on your first day and upon completion of your first week and first month to make sure you are settling in well and address any queries you may have.

We will keep in touch throughout your contract and actively work to extend it or secure future placements for you.



## STEP 4 ACCEPTING A CONTRACT

What do you do once you're fully registered? Initially, you will speak to your consultant who will officially offer you the work, discuss travel and pay rates and, once you accept, email the confirmation across to you. This will include all the details you need for the assignment you will be doing and a blank timesheet.

It is imperative that after every job you do, you correctly fill in a timesheet, get it signed off by the client's branch manager and email it to Autotech Recruit by Monday, 9:00am. This timesheet is a signed confirmation of the hours you have worked; without it, you will not be paid for the week.

After that, it's down to you. Although you are not employed by Autotech Recruit, you will be serving our clients on our behalf, but most importantly, you will be representing yourself. If you have accepted a contract, we expect you to turn up on time, but appreciate that occasionally unforeseen things happen in life that stop you from going to work and if this is the case, you **must** let your consultant know immediately.

Please note that some of our clients provide a free branded uniform, in which case we will post it out to you before your contract commences.







## STEP 5 GETTING PAID

### FIRST PAY

You will receive your first payment from Autotech Recruit on the Friday at the end of the second week you work with us. We will then pay you every Friday.

If you are paid via an umbrella company, your weekly salary will be transferred into your personal bank account by your umbrella company after relevant deductions.

Similarly, if you are a sole trader, your weekly salary will be transferred into your personal bank account by the Guild (minus their fee).

If you are a limited company, you will need to complete a self bill arrangement with us so we can submit an invoice to our payroll administrator. We will process your payments to your business bank account, leaving you to then handle your own tax, National Insurance, etc.

### ONGOING WORK

As long as you stay in regular contact with your consultant and keep your availability up to date on the Contractor Portal, you will be booked way in advance of the next contract starting. You will know where your contract assignments will be week in, week out.





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## USEFUL TERMS

### **ASSIGNMENT**

This is the contract you are assigned to and means the role you are contracted to at any one point.

### **CONSULTANT**

This is a team member at Autotech Recruit who offers you assignments. Your consultant will be your main contact throughout your time working with us. They will check your availability on a regular basis, allocate you work and be there to support you through any issues you may have.

### **REGISTRATION**

The first step in your registration with Autotech Recruit is when you apply for contract work through our website, by email or on a job board. To complete your registration with us you must speak to a consultant, submit your documents and be ready to be assigned work.



## AUTOTECH RECRUIT CONTRACTORS PAY LESS FOR TRAINING

We are proud to offer our contractors free or significantly discounted training courses delivered by Autotech Training, including:

- Electric/Hybrid Vehicle (Levels 1-4)
- MOT Annual Training and Assessment
- MOT Manager
- MOT Tester
- ADAS
- Automotive Air-Conditioning
- and more!

**For more information:**

**Email: [hello@autotechtraining.co.uk](mailto:hello@autotechtraining.co.uk)**

**or visit: [autotechtraining.co.uk](http://autotechtraining.co.uk)**



## DO YOU KNOW ANY YOUNG TECHNICIANS LOOKING FOR THEIR FIRST JOB?

We help newly qualified vehicle technicians transition from college course into employment through paid internships.

- Placement with garage or maintenance repair business lasting from 3 to 12 months
- Monthly wage, a top box tool kit, standard PPE
- In-placement mentor to help with daily work, along with ongoing support from Autotech Academy

**For more information:**

**Email: [hello@autotechacademy.co.uk](mailto:hello@autotechacademy.co.uk)**

**or visit: [autotechacademy.co.uk](http://autotechacademy.co.uk)**



**Autotech Recruit**

Libra Building  
Linford Wood Business Park  
Sunrise Parkway  
Milton Keynes  
MK14 6PH

Tel: 01234 240503

Email: [hello@autotechrecruit.co.uk](mailto:hello@autotechrecruit.co.uk)

Web: [autotechrecruit.co.uk](http://autotechrecruit.co.uk)



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