



Part of Autotech Group



2026

Contractor Handbook

autotechrecruit.co.uk/contractor-welcome-pack

WE KEEP THE WORLD MOVING

Welcome to Autotech Recruit! It's Great to Have You On Board!

We're looking forward to supporting you throughout your contracting journey with Autotech Recruit.

This guide provides all the essential information you'll need while contracting with us.

Please take a few minutes to read through it and check out the links included throughout the document. We've aimed to cover everything from how to accept work and check in on site, to logging your hours, getting paid, and accessing support whenever you need it. Each section is kept short and practical, so it works as a quick reference, with links to more detailed guidance if you want to dig a bit deeper.

Let's go! 

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Let's Start With a Few Basics



What we do

Autotech Recruit, part of Autotech Group, specialises in placing skilled Vehicle Technicians, MOT Testers, Service Advisors, and Parts Advisors into quality contract opportunities, as well as permanent roles. We work with the UK's largest network of employers across the automotive sector, including main dealer groups, national retail chains, and independent garages. This means we can offer access to the widest range of contract opportunities available in the market.

Our contractors are extremely important to us, and we are committed to ensuring your experience of contracting is as smooth, supported, and rewarding as possible.

We aim to maximise every opportunity so you can focus on doing what you do best.



Your Contracts Manager

- You have a designated Contracts Manager who remains your main point of contact at Autotech Recruit. Please make sure you have their mobile number saved in your phone.
- They will manage your bookings and support you throughout your time with us.



Other helpful contacts

For any other enquiries, you can reach us using the details below:

Office: 01234 240503

General enquiries:

hello@autotechgroup.co.uk

Contractor Care team:

contractorcare@autotechrecruit.co.uk

Document enquiries:

operations@autotechrecruit.co.uk



Key links to keep handy

- [Contractor Portal](#)
- [Contractor Welcome Pack](#)
- [Contractor Charter](#)
- autotechrecruit.co.uk

You Are In Safe Hands With Us

Since 2010, we've led the way as the first agency to specialise in contract roles for Vehicle Technicians and MOT Testers, setting the benchmark for quality and compliance. Backed by multiple industry awards and ISO 9001 and ISO 27001 certifications, we deliver a trusted, secure, and professional service - one no other automotive recruitment agency can match.



ISO 9001 accreditation

ISO 9001 is a global standard for quality management. It means we follow clear, consistent processes across everything we do - from contractor registration and bookings to our wider HR and IT systems. This helps reduce issues, improve communication, and ensure a dependable way of working.



ISO 27001 accreditation

ISO 27001 is an internationally recognised standard for information security. It means we have strong controls in place to protect sensitive information at every stage - from onboarding and training systems to contractor and client data.



Multiple industry awards

We're well known for our work in automotive recruitment and have won several awards for it. These include Small Recruitment Agency of the Year (2023), Best Small Recruitment Business (2024), and Best Specialist Recruitment Company (2025). As Autotech Group, we were also named IMI Partner of the Year at the IMI Awards 2025, reinforcing our leadership and impact across the automotive sector.



Rated excellent

We're proud of our excellent reviews on Trustpilot and Google. Our star ratings reflect real feedback from real contractors, candidates, and clients. Every review you see is genuine and earned through honest experiences.

How Contracting Works

→ The basics

- We place you on fixed-term contracts that can last from one day to several months.
- Each contract day is a minimum of 8 hours, unless stated otherwise in your contract confirmation.
- We always try to offer work as close to home as possible. Where longer travel is required, this will usually be reflected in a higher pay rate.
- Some placements are booked weeks in advance, while others may occasionally be offered at short notice, including same-day placements.
- To help us plan and schedule work effectively, it's important that you keep your availability clearly up to date via the Contractor Portal.

→ Booking contract work

- Your Contracts Manager will contact you when a suitable contract placement becomes available.
- Bookings are usually offered by phone, but may also be confirmed by text or email.
- Please let us know clearly and promptly whether you can accept or decline the work.
- Only accept contracts that you can realistically travel to, complete in full, and are suitable for your skills and experience. It's always better to decline a booking upfront than to accept it and later realise you can't attend.
- Before accepting a booking, please consider:
 - The location and travel time
 - The start time and dates
 - The type of work required
 - Whether the contract fits your personal circumstances
- Note: on rare occasion, clients may cancel bookings up to two working days in advance. If this happens, we will do our utmost to rebook you on an alternative contract.

Contractor Portal (Check-ins, Timesheets, Availability & Documents)

The Contractor Portal is your main online tool for working with Autotech Recruit. It's designed to make your communication with us simple, quick, and transparent.



What you use the Contractor Portal for

- Check in when you arrive at a placement
- Complete and submit timesheets
- View your upcoming and past placements
- Upload and manage your compliance documents
- Keep your availability up to date
- Access useful information about contracting with us



Your log in

- You receive your portal login details once your registration is complete.
- The portal can be accessed on your phone, tablet, or computer. You can also add it to your phone's home screen, just like an app (see instructions on page 07).
- If you forget your password or need it resetting, please contact your Contracts Manager.



If you can't access the Portal

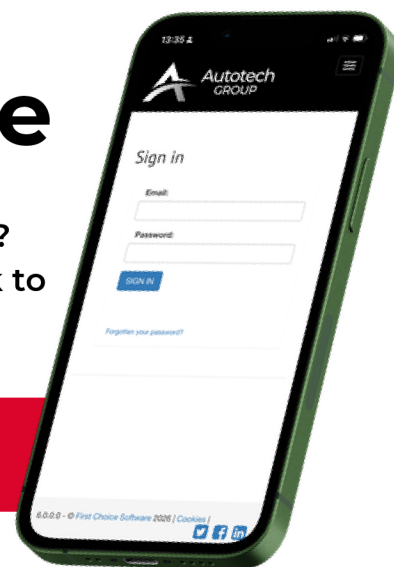
- If you experience any issues checking in via the Contractor Portal, you must contact your Contracts Manager by call or text.
- Always let us know as early as possible so we can support you and avoid any issues with attendance or pay.

**CLICK
HERE**

**Click here to access
the Contractor Portal.**

How to Save Our Contractor Portal as an App on Your Phone

Want faster access to the Autotech Recruit Contractor Portal? Add it to your home screen so it works just like an app - quick to open and always within reach.



→ For iPhone (Safari)

- Open Safari on your iPhone.
- Go to: <https://clientportal.autotechrecruit.co.uk/>
- Tap the tree dots (...) in the bottom-right corner.
- Tap the Share icon (square with an arrow pointing up).
- Scroll down and tap Add to Home Screen.
- Edit the name if you'd like (e.g., 'Autotech Recruit Portal').
- Tap Add in the top right corner.
- You'll now see an app-style icon on your home screen.

→ For Android (Chrome)

- Open Chrome on your Android phone.
- Visit: <https://clientportal.autotechrecruit.co.uk/>
- Tap the three dots (:) in the top-right corner.
- Select Add to Home screen.
- Choose a name (e.g., Autotech Portal).
- Tap Add or Add automatically.
- An app-like icon will now appear on your home screen.

→ For Android (Samsung Internet)

- Open Samsung Internet.
- Visit: <https://clientportal.autotechrecruit.co.uk/>
- Tap the menu icon (≡ or three lines).
- Choose Add page to → Home screen.
- Confirm by tapping Add.

Contract Agreement & Confirmation

Every placement you work on is treated as a separate contract.

→ Agreeing a contract

- Pay rates are agreed before you accept the booking.
- Once you confirm acceptance, we confirm your availability with the client.
- This commitment allows the client to plan their work knowing they are covered.

→ Contract confirmation

You will receive a contract confirmation email, which includes:

- Role and responsibilities
- Pay rate and minimum hours per day
- Dates, start and finish times
- Client name and work location
- Contact details at the site
- Any specific requirements (for example, branded clothing or MOT credentials)

Please read this contract confirmation email carefully before your first day.

Client Information & Arrival Checklist

→ Before you arrive

- Check the site location in advance and allow enough travel time.
- Make sure you know where to park and allow extra time if parking is off-site.
- Bring all required tools and any necessary safety equipment.
- Be clear on the agreed start time and arrive ready to begin work on time.

→ When you get to the site

- Report to the site manager.
- Let them know you've arrived and wait for instructions.
- Check in using the Contractor Portal (or contact your Contracts Manager if unable to do so).
- Some large clients may require a brief additional check before you commence work on their site. Where applicable, this will be outlined in your contract confirmation.

→ While on site

While on placement, you represent both yourself and Autotech Recruit. Your behaviour helps build strong client relationships and secure ongoing work opportunities..

- You must follow all rules and expectations set out in the Contractor Charter.
- You are expected to work only within your training, skills, and qualifications, comply with all site health and safety rules, and promptly communicate any issues or changes to your Contracts Manager.
- You are also expected to follow the Five A's, which set the standards for working as our contractor (see page 13).

If Things Don't Go As Planned (Notify Us)

Successful contracting relies on good communication. If something goes wrong - such as lateness or any issue affecting your assignment - contact your Contracts Manager straight away so we can deal with it quickly and manage expectations with the client.

→ Unable to attend

- You must contact your Autotech Recruit Contracts Manager, or call the office landline on 01234 240503, by 7:30am on the day you are unable to attend site. Leave a message if no answer.

→ Running late

- Call your Contracts Manager as soon as you know.

→ Client says 'not required' & asks you to leave

- Call your Contracts Manager before leaving site.

→ Client asks you to leave early

- Let the client know you're contracted for at least 8 hours and are happy to stay.
- If they still ask you to leave early, they should sign off 8 hours on your timesheet.

→ Reporting accidents

- Tell the client straight away and contact your Autotech Recruit Contracts Manager as soon as possible if an accident happens.
- Make a note of what happened and take photos if needed, even if you weren't directly involved.
- Complete the Accident Form and send it within 48 hours to your Contracts Manager (**downloadable here**).

Contractor Charter Essentials

When you joined Autotech Recruit, you signed our Contractor Charter, and it's important that you follow its expectations on every assignment. Please refer back to it from time to time to stay familiar with its guidelines. Below are the core expectations to keep in mind.



Appearance

- Clean, plain workwear (or client-issued branded items).
- Protective footwear.
- No jewellery for safety.
- See page 12 for more detail.



Professional conduct

- Be respectful, customer-aware, and safety-focused.
- Only complete work you're trained or qualified to do.
- No alcohol/drugs on site; follow all client rules.



On-site standards

- Keep workshops, customer areas, and rest rooms clean.
- Use seat covers and drive vehicles safely at all times.
- Report any faulty equipment immediately.



Work practices

- Check in via the Contractor Portal at the start of your assignment.
- Be on time, follow site procedures, and avoid personal calls during work.
- Contact your Contracts Manager if asked to perform work outside your remit or if any issues arise.

**CLICK
HERE**

Read the full Contractor Charter for all detailed requirements.

How You Should Present Yourself

Wear appropriate plain, unbranded work clothing (or Autotech Recruit-supplied branded items when required) and maintain a clean, presentable appearance with good personal hygiene throughout the assignment.



Remove all jewellery (watches, rings, chains, etc.) for safety reasons.

No shorts are allowed - only long workwear trousers may be worn.

Safety footwear with slip-resistant, puncture-resistant soles and toe caps for protection. No trainers!

The Five A's

As an Autotech Recruit contractor, your technical skills matter - but your work ethic matters just as much. Developed by one of our long-standing contractors, in addition to our Contractor Charter, the “Five A's” outline the key behaviours and professional standards expected across our network.

→ Appearance

Present yourself cleanly and professionally to show you care about your work and the client's workspace.

→ Attendance

Be punctual and reliable, communicating early with your contracts manager if delays occur.

→ Awareness

Always familiarise yourself with each workshop's processes, expectations, and safety standards to work effectively.

→ Attitude

Maintain a positive, respectful, and professional approach with colleagues, customers, and clients.

→ Accountability

Take responsibility for your workmanship, follow procedures, and act with integrity at all times.



**CLICK
HERE**

Read more about the Five A's that define success in automotive contracting.

Timesheets (and When You're Paid)

This section walks you through how timesheets work, from receiving your notification to getting paid. Following the steps below will help make sure your hours are approved smoothly and your payment is made on time.

→ Timesheet notification

On the final working day of each contract placement for that week, you will receive a notification confirming that your digital timesheet for that site is ready to complete.

→ Submitting your timesheet

Log in to the Contractor Portal, complete your digital timesheet, and submit it.

- Ideally, this should be done before you leave site
- Absolute submission deadline: Monday at 9:00am

→ Client review

Once you submit your timesheet, the assigned site contact will automatically be notified for approval. The site contact will either:

- Approve the timesheet, or
- Query the timesheet if clarification is needed

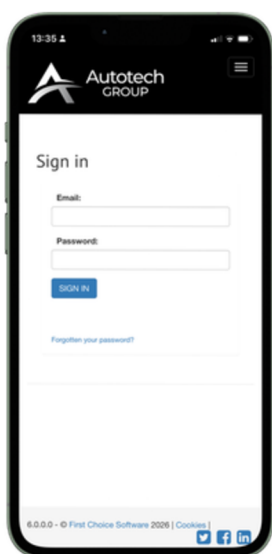
→ Queries or amendments (if required)

- If the timesheet is queried, we will contact you to clarify the details
- If an amendment is required, we will update the timesheet on your behalf and resend it to the client for approval

→ Payment

If you have followed all the steps above and your timesheet is approved, you will be paid on the following Friday.

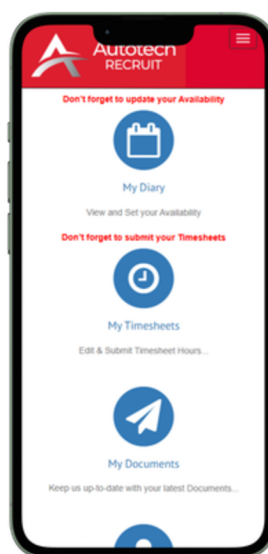
Timesheet Submission: Step by Step



1

Log in to your Contractor Portal

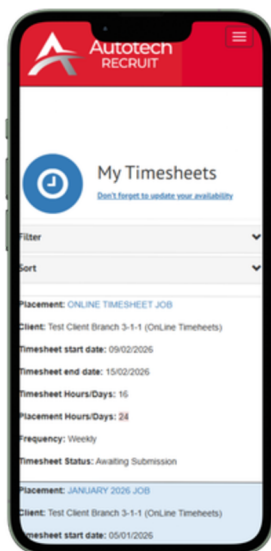
Once you're notified the timesheet is ready, log in to the Contractor Portal. See page 07 to add it to your phone for quick access.



2

Select 'My Timesheets'

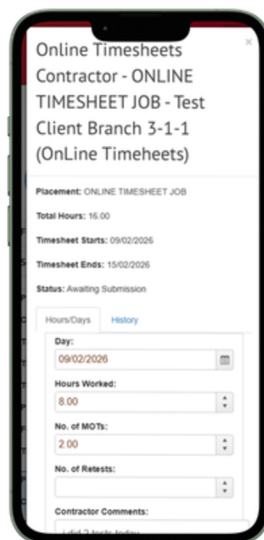
This will show you all placements that require a timesheet submission.



3

Choose the placement

Click on the specific placement (highlighted in blue) for which you're submitting your timesheet.



4

Complete the timesheet

Enter all required information accurately, then click **Submit**.

Once submitted, your timesheet will automatically be sent to the assigned client contact for approval and further processing by Autotech Recruit.

Your Payment Options Explained

You chose your payment method when you registered, but you can change it at any time if your circumstances change. We've included a short comparison table here to give you an overview, and there's a separate leaflet with more detailed information about each payment option to help you decide what works best for you.

	SELF-EMPLOYED FREELANCE OPTION 1	SELF-EMPLOYED FREELANCE OPTION 2	LIMITED COMPANY <small>MOST POPULAR</small>	UMBRELLA
Key Benefits	<p>Higher take-home pay.</p> <p>You can fit around other jobs you do outside of Autotech Recruit.</p> <p>Access to exclusive protection and training benefits through our Damage and Benefits Fund.</p> <p>Weekly fee from £22.75.</p>	<p>Higher take-home pay.</p> <p>You can fit around other jobs you do outside of Autotech Recruit.</p> <p>Insurance included as part of the service (charged weekly).*</p> <p>Access to exclusive protection and training benefits through our Damage and Benefits Fund.</p> <p>Weekly fee from £28.75.</p> <p>* See Public Liability Insurance section overleaf.</p>	<p>Higher take-home pay.</p> <p>You can fit around other jobs you do outside of Autotech Recruit.</p> <p>Access to exclusive protection and training benefits through our Damage and Benefits Fund.</p> <p>No fee.</p>	<p>No annual tax bill.</p> <p>No need to set up accounts, business bank account or limited company as you're paid PAYE as an employee of the umbrella company.</p> <p>Insurance included as part of the service.</p> <p>Access to exclusive protection and training benefits through our Damage and Benefits Fund.</p> <p>Weekly fee from £23.75.</p>
Example Take-Home Pay	<p>£777.25</p> <p>Based on: Gross pay: £800 Hourly rate: £20</p>	<p>£768.25</p> <p>Based on: Gross pay: £800 Hourly rate: £20</p>	<p>£791.25</p> <p>Based on: Gross pay: £800 Hourly rate: £20</p>	<p>£555.78</p> <p>Based on: Gross pay: £800 Hourly rate: £20</p>

**CLICK
HERE**

View the Contractor Payment Options for more specific information.

Shield Scheme: Designed to Support You

As an Autotech Recruit contractor, you'll be enrolled in our Shield Scheme. This is a small daily contribution of £1.75 for each day you work via Autotech Recruit, designed to support you while you are contracting with us.

→ Why this matters

For a small daily contribution, you get reassurance that you're supported if something goes wrong, alongside access to free training that helps you stay skilled, compliant, and in demand.

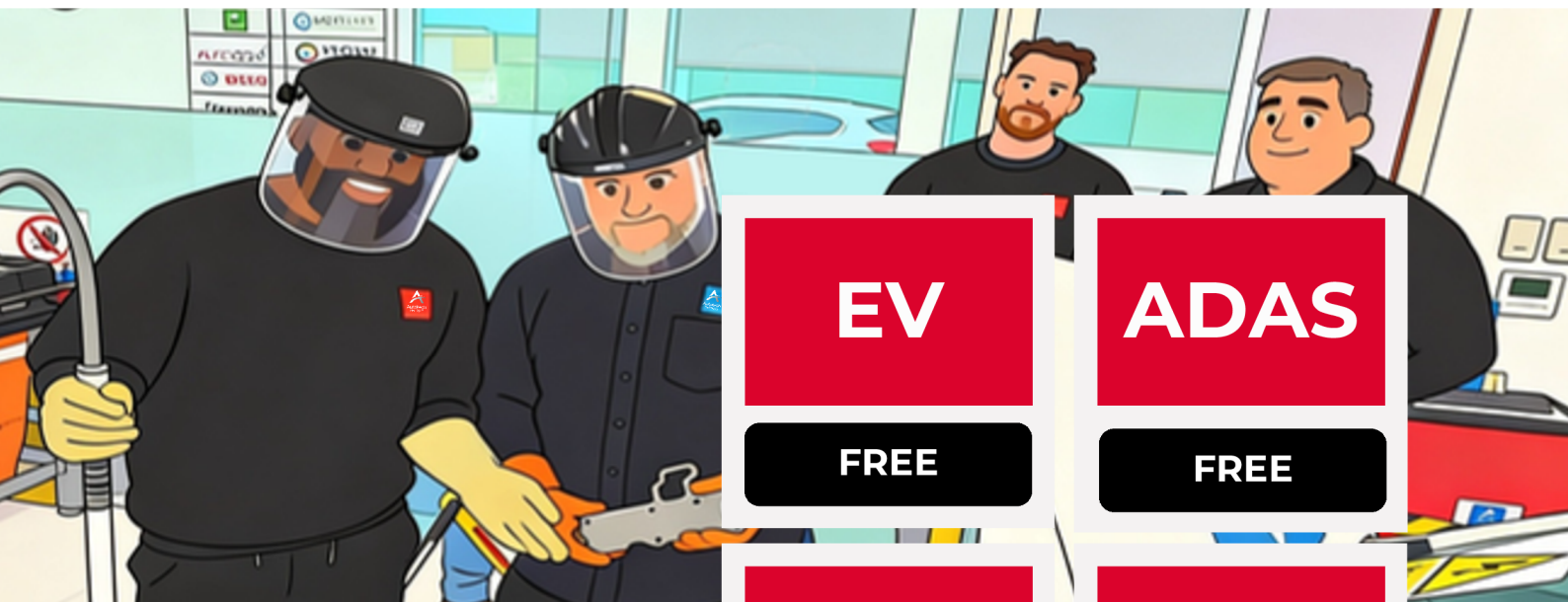
→ Protection against damage-related costs

The Shield Scheme acts as a safety net, helping to protect you from the full financial impact of accidental damage to vehicles or client equipment while you're working on site. If it needs to be used due to damage you've caused, a 10% handling charge will apply to the total repair or replacement cost for your first incident. For any further incidents, this handling charge may increase. This shared approach helps keep costs fair and manageable for everyone.

→ Future-proofing your skills with free training

The Autotech Recruit Shield Scheme doesn't just protect you day to day - it also helps shield your career against skills gaps. Through our partnership with Autotech Training, you can access a wide range of free or discounted IMI-accredited training courses, including Annual MOT Tester Training and Assessment, EV training, MOT Manager courses, ADAS, Automotive Air Conditioning, and IMI TechSafe™ Electric and Hybrid Vehicle CPD. More details about accessing these training benefits can be found on the following page.

Free IMI Training Exclusively for Our Contractors



EV

FREE

ADAS

FREE

**AUTOMOTIVE
AIR-CON**

FREE

**HYDROGEN
VEHICLE
AWARENESS**

FREE

**ANNUAL MOT
TRAINING
AND
ASSESSMENT**

FREE

**MOT
TESTER**

£600 + VAT



How to access

- You can access FREE training through Autotech Training, an award-winning IMI-approved centre, once you've completed the usual qualifying period (typically three months).
- We run several weekend training sessions throughout the year.
- You'll also have access to online Annual MOT Training.
- Your Contracts Manager can provide all the details.

**CLICK
HERE**

Visit our Contractor Training page for more details and the latest schedule.

We Care About Our Contractors

→ contractorcare@autotechrecruit.co.uk

Contractorcare@autotechrecruit.co.uk is a confidential inbox for our contractors, and an address to share anything that helps us make your contracting experience better. Whether it's feedback, ideas, questions, positive shout-outs, or concerns you'd prefer to raise privately, we're here to listen and support you. If it matters to your experience, it matters to us.

→ **What you can use it for**

- **Feedback & ideas:** suggestions to improve communication, training, processes, newsletters, etc.
- **Support & wellbeing:** any contract-related concerns, work-life balance, stress, or "I'm not sure who to ask" situations.
- **Confidential issue-raising:** concerns about a placement, operational challenges, or anything you're uncomfortable discussing directly with your Contracts Manager.
- **Queries:** any questions when you're unsure where to send them.
- **Positive experiences:** shout-outs for contract managers or clients, success stories, training wins, and proud moments (with your permission, we may share these to recognise great work).

→ **How we handle your concern**

- **Confidential by default:** we'll treat your email with discretion and only loop in others when needed (and with your consent wherever possible).
- **Timely replies:** we aim to acknowledge within one business day and provide an update or resolution path within three business days.
- **Constructive action:** we'll triage to the right team, follow up clearly, and keep you informed until it's closed.

Keeping In Touch



Contractor News

As an Autotech Recruit contractor, you are automatically signed up to receive Contractor News. This regular mailer is sent to the address you've provided and includes important updates and useful information. We send at least two issues each month, so please look out for it, as it contains essential information you need to know.



Vehicle Mechanic & MOT Tester Hub

We encourage you to join our Facebook group, Vehicle Mechanic & MOT Tester Hub, where vehicle technicians and MOT testers share tips, useful links, and advice, and industry news. Join in, ask questions, or support others in the community.



Ambassador Programme

We have a team of experienced vehicle technicians and MOT testers who act as Autotech Recruit Ambassadors. They share guidance, support other contractors, and help promote contracting with Autotech Recruit as a great career choice. Our Ambassadors represent the wider contractor community and help us shape how we work.



Regular satisfaction surveys

Your satisfaction is our top priority. That's why we regularly ask for your feedback on your experience contracting with us. Please take part when we contact you. Your feedback genuinely helps us improve, and we do our best to act on all reasonable suggestions.

Refer & Earn - Get Rewarded for Recommending Us to Fellow Technicians and Testers

- **Know someone who would make a great Autotech Recruit contractor or is looking for a permanent role in the automotive industry? Refer them to us and you could both receive up to £300 each.**

It's easy to take part: just introduce skilled automotive professionals who are ready for a fresh start. We're looking for vehicle technicians, MOT testers, service advisors, and parts advisors (excluding current client employees). You bring the talent – we'll reward you both!

**CLICK
HERE**

Start referring today to maximise your impact and rewards.



Part of Autotech Group



Excellent ★★★★★ ★ Trustpilot

We Are Here For You

T: 01234 240503

E: hello@autotechrecruit.co.uk

W: autotechrecruit.co.uk

More useful information:

autotechrecruit.co.uk/contractor-welcome-pack

WE ARE ISO 27001 & ISO 9001 CERTIFIED.

YOU'RE IN SAFE HANDS.



WE KEEP THE WORLD MOVING