



**Skills &
Education
Group**

AWARDS

Automotive and Bodyshop Competence Awards

Centre Guidance Document

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Issue	Date	Details of change	Section/page
1	24/05/19	Original document	n/a

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Introduction

Technology within the automotive industry continues to evolve at a rapid rate; therefore, it is important that Technicians can prove that they have the knowledge and skills to carry out safe repairs on modern vehicles.

Automotive and Bodyshop Competence Awards are a series of standalone accreditations which are mapped (where available) to the current National Occupational Standards (NOS) and Apprenticeship Standards. They have been developed with the automotive industry for the automotive industry and they provide the opportunity for technicians to prove that they are currently competent in a range of job functions. The knowledge criteria, practical competences and online assessments within the accreditations are equivalent to level 3.

Aims

The Automotive and Bodyshop Competence Awards aim to:

- provide a straightforward method for technicians working in the automotive industry to demonstrate their skills and be accredited for their competence
- provide practical and knowledge assessments which meet the requirements of the automotive industry and realistically reflect everyday workshop tasks
- provide a range of standalone accreditations that offer flexibility to both employers and technicians
- mirror the continual changes in vehicle repair techniques and technologies
- raise the skill levels and professional profile of the automotive industry

What is an Accreditation?

An accreditation is designed to assess the current competency of automotive technicians. This is done by completing an observed practical assessment(s) and an online knowledge test.

An accreditation is not a qualification, it is a non-regulated certificated product which is continually reviewed and developed to align with the requirements of industry and evolving technology.

When an Automotive and Bodyshop Competence Award is achieved, it is valid for life, except where an organisation, employer, standard or a Licence to Practice stipulates that a reaccreditation is required after a set period. For example, BS10125 (the Vehicle Damage Standard) requires technicians to *'provide evidence of industry competency assessed within the last three years'*. Any reaccreditation must follow the guidelines set out by the employer or standard, and will require the candidate to produce a log of at least 9 hours continual professional development (CPD), from the date of certification to the

Skills and Education Group Awards date of reaccreditation. This is usually over a 3 year period and must be relevant to the current systems and products they are working with.

In addition to this they must complete a knowledge assessment set by SEG (Skills and Education Group) Awards.

*Please note that practical skills will NOT be reassessed.

Prerequisites

The prerequisites for the Automotive & Bodyshop Competence Awards are straightforward and as follows.

The candidate must:

- be currently working in the automotive industry carrying out repairs, servicing or diagnostics relevant to the Accreditation they wish to undertake
- meet any additional prerequisite(s) as stated in the relevant documentation for the Accreditation you are completing

To prevent the candidate being disadvantaged, SEG Awards expects all centres to recruit candidates with integrity and ensure that all the prerequisites are met. Any candidate that is found to be in breach of the requirements will have their certificate retracted.

It is strongly recommended that a candidate embarks on a period of training, before taking any of the Automotive and Bodyshop Competence Awards. However, this is not compulsory and the candidate can opt for assessment only, if they feel that they possess the knowledge and skills to successfully achieve the award.

Centres are encouraged to ensure the 'readiness to assess'. Therefore all candidates must be aware of the assessment criteria and content of the award they are taking, to ensure that there are 'no surprises' with regards to the assessment procedures.

The centre must ensure that they have photographic proof of the candidate's identification. This can be in the form of a valid passport or driving licence.

Where Can Assessments be Carried Out?

The Awards can be assessed at a SEG Awards approved centre, or alternatively, the centre can carry out assessments in the candidate's place of work providing advance notice has been given to SEG Awards of the date, time and location.

Please note that practical assessments can only be carried out in the workplace if the workshop area has been appropriately screened off and the assessment(s) takes place away from any distractions and disruptions.

Hours of Study

There is no specific hours of study attached to these Awards, purely because the knowledge and experience will differ greatly between individuals.

It is the responsibility of the Centre/Training Provider to use appropriate methods to evaluate the knowledge and skills of all individuals that wish to undertake one of the Automotive and Body Competency Awards. The candidate's training and assessment must be planned appropriately so they are not disadvantaged in any way.

Trainer and Assessor Criteria

Assessors and Trainers must be able to prove that they have the qualifications, knowledge, and at least 5 years industry experience which are relevant to the Automotive and Bodyshop Competence Award(s) that they wish to assess.

They may teach and assess any of the Automotive & Bodyshop Competence Awards for which they have an equivalent Level 3 qualification for or an accreditation which has been achieved with the last 3 years. Alternatively, the successful achievement of the relevant Automotive and Bodyshop Competence Award(s) will be accepted.

If there is any doubt that the knowledge and competence of a Trainer or Assessor is not up to date or at the required standard, they must undertake additional training and even consider a period back on the 'shop floor' and be able to prove that this has taken place.

To teach or assess any awards which contain vehicle body repair methods such as welded or brazed joints, they must also hold a current Vehicle Welding Repair certificate. This has been designed to meet the requirements for the Certification of Welding Examiners for Vehicle Repair in the Automotive Sector and is available through [CSWIP](#)

In some cases Assessors must collate photographic or video evidence to support the candidates' assessment, and the centre must store them until they have been verified by the SEG Awards External Quality Assurer/Moderator. Any 'test pieces' must have the candidate's registration ID visible on each one.

Instances such as this will be highlighted on the assessment documentation.

Internal Quality Assurers (IQA)

It is the responsibility of the approved centre to select and appoint Internal Quality Assurers (IQAs).

The primary responsibility of the IQA is to assure the quality and consistency of assessments by the assessors for whom they are responsible.

To be an approved IQA, the person must:

- have a thorough understanding of quality assurance and assessment practices
- have in-depth knowledge of the accreditation requirements
- have technical competence related to the accreditation that they are internally quality assuring
- be approved by the centre and SEG Awards to carry out internal quality assurance on the specific accreditation
- demonstrate knowledge and understanding of the quality assurance processes required by the centre and SEG Awards

***Please note that Approval of IQAs can be removed.**

Centre Approval

Centres wishing to offer Automotive & Bodyshop Competence Awards must first be approved by SEG Awards. For further information about centre recognition please visit:

https://www.abcawards.co.uk/wp-content/uploads/2017/12/ABC-Awards_Centre-Guidance-for-Centre-Recognition.pdf

Centres will need to complete the following forms available from:

<https://www.abcawards.co.uk/policies-and-procedures/>

- CR1 (Centre Recognition Application)
- CR2 (Intention to Deliver)
- CR1e (Onscreen Test Delivery Application)

Centres are required to return the CR1/CR2/CR1e forms to SEG Awards along with any centre documents requested as part of the approval process. Existing SEG Awards' Centres will need to complete all forms except for the CR1.

Registration Process

SEG Awards has an on-line registration system (ORS) to help customers register learners on SEG Awards' certified learning, units and exams. The system is accessed via a web browser by connecting to a secure website using a username and password.

https://secure.abcawards.co.uk/ors/secure_login.asp

Please refer to our Learner Enrolment Policy which is downloadable from <https://www.abcawards.co.uk/policies-and-procedures/> below the 'Learner Enrolment' section.

Certification Process

When the assessment has been completed the Centre must email the Candidate Evidence Record to: centresupport@skillsedugroup.co.uk

This declaration of evidence must be submitted when the candidates have completed all the criteria associated with the Automotive and Bodyshop Competence Award(s). Failure to do so will prevent the certificates from being released.

The evidence must be kept for a **minimum of seven years** and must be available to audit when requested by SEG Awards. If there is an issue that threatens the security or integrity of any practical or onscreen assessment, SEG Awards must be informed of the details prior to any certification claim.

Resources

Whether the assessment has been carried out within a 'fixed centre' or in the workplace of the candidate, the following resources must be available:

- a member of staff on hand to support the assessments should things go wrong and ensure that the candidate is not disadvantaged, (e.g. a breakdown of equipment or tooling)
- a sufficient amount of computers with **online** access
- relevant and up to date repair methods and technical information
- appropriate rooms / areas where the assessment can be discussed and feedback given to the candidate
- a workshop which is appropriate for the awards being assessed
- workshop screening and signage which must be displayed during the assessment
- test pieces, vehicle panels and/or 'rigs' may be required for certain accident repair assessments. Details will be stated in the practical assessment documentation where this is the case

- vehicles with relevant technology to meet the criteria of the practical assessment
- tools and equipment appropriate for the assessment

Assessment

The assessment process will include:

- an online multiple choice assessment (please see the route overview or knowledge criteria document for any online test specifics)
- an observed practical task
- a face to face feedback session with the candidate and the assessor

Despite whether the centre has completed training prior to the assessment or an 'assessment only' has been approved, the practical element must be completed as soon as possible after successfully completing the online knowledge assessment. Due to the rate at which automotive technology is evolving, the award must be completed within 26 weeks of the candidate being registered.

Online Test and Retakes

The online test must be conducted under exam conditions and in line with the SEG Awards document "Instructions for the Conduct of Examinations and Other External Assessment" which is available here:

<https://www.abcawards.co.uk/info-hub/>

Please note: All candidates must pass the online test prior to carrying out the practical assessment. If a candidate is referred twice, they must undertake additional training and only be allowed to take the practical element when the online test has been achieved. Evidence of additional training will form part of the criteria during the audit process.

There is no limit on the amounts of retakes, however there will be a charge for each one taken.

Practical Assessment

Where simulation is appropriate, the centre must produce suitable designed tasks that meet the competences of the assessment.

The centre must ensure that the standard of the observed assessment is not jeopardised by attempting to assess too many candidates at any one time.

The centre must decide on the maximum number of candidates that can be assessed by taking into account:

- the experience of the assessors
- the number of assessors
- the resources available

- the content of the award being taken

For example, it may be decided that it is only feasible to assess a maximum of 3 candidates per one assessor.

If any part of the assessment results in a referral**, the candidate may retake just that part, rather than the full assessment. However, it is strongly recommended that they undertake further training and/or a period of revision, before retaking it.

****If the candidate is referred because they fail to work safely, then they must retake the assessment in full, no partial retakes are permitted in this instance.**

Language

The specifications and associated assessment materials for the Automotive and Bodyshop Competence Awards are available in English only.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the candidates, including those with identified special needs or learning difficulties/disabilities should be considered and appropriate support mechanisms put in place.

Audits

All centres that are approved to assess Automotive and Bodyshop Competence Awards will be subject to Inspection Audits to ensure that all the requirements of the Award are being continually met. These will be at least annually or by unannounced spot checks.

Document Updates

The documentation which supports the Automotive and Bodyshop Competence Awards can be reviewed and updated anytime throughout its life. For this purpose the most current documentation will be the one that is currently live on the website: <https://www.abcawards.co.uk/>