



# Automotive and Bodyshop Competence Awards

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## Centre Guidance Document

<b>For SEG Awards Use Only</b>			
<b>Issue</b>	<b>Date</b>	<b>Details of change</b>	<b>Section/page</b>
1	24/05/19	Original document	n/a
1.1	30/07/19	Amended hours of study, removed trainer criteria and amended assessor requirements	5

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## Introduction

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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 and reliable 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

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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?

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An accreditation is designed to assess the current competency of automotive technicians. This is achieved through 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

of continual professional development (CPD), from the date of certification to the 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 candidates must complete a knowledge assessment set by SEG (Skills and Education Group) Awards.

## Prerequisites

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The prerequisites for the Automotive & Bodyshop Competence Awards are straightforward as set out below.

### **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?

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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

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There are no hours of study attached to these Awards as they are purely an assessment of current knowledge and competence. Centres/providers may choose to offer training in addition to these Awards, to support or upskill, but there is no requirement to do so.

## Assessor Requirements

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The Automotive and Bodyshop Competence Award(s) must be assessed by occupationally competent Assessors. As an Assessor you will be responsible for the validity, reliability and authenticity of the assessment(s) and any required evidence.

Assessors need to have a thorough knowledge and understanding of ensuring fair access to assessment for all candidates in addition to being able to deliver constructive and meaningful assessment feedback.

All Assessors need to meet the following minimum requirements:

- hold a qualification or appropriate experience for the Award(s) they want to assess
- have the appropriate subject knowledge and understanding
- have previously worked in the sector carrying out the same or similar job function
- be able to demonstrate a thorough knowledge and understanding of assessment
- maintain their technical knowledge through appropriate Continual Professional Development (CPD), which must be recorded

If there is any doubt that the knowledge and competence of an Assessor is no longer up to date or at the required standard, they must undertake additional training and may consider a period back on the 'shop floor' and be able to prove that this has taken place.

To 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 candidate's 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)**

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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

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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](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

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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](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

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

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

## Assessment

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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 an appropriate assessor to candidate ratio 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

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

## Audits

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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(s) are being continually met. These will be at least annually or by unannounced spot checks.

## Document Updates

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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/>