

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Award in Motor Vehicle Studies (Light Vehicle)**

**600/2996/1**

###### SEG Awards Level 2 Award in Motor Vehicle Studies (Light Vehicle)

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/601/3889 Skills in inspecting light vehicles using prescribed methods**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and vehicle coverings throughout all light vehicle inspection activities  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support light vehicle inspection activities including:a. vehicle technical datab. inspection proceduresc. legal requirements  **2.2** . Use technical information to support light vehicle inspection activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out a range of inspections on light vehicle systems  **3.2** . Ensure that equipment has been calibrated to meet manufacturers’ and legal requirements  **3.3** . Use the correct tools and equipment in the way specified by manufacturers when carrying out a range of inspections on light vehicle systems |  |  |  |  |
| **4.1** . Carry out light vehicle inspections using prescribed methods, adhering to the correct specifications and tolerances for the vehicle and following:a. the manufacturer’s approved inspection methodsb. recognised researched inspection methodsc. health and safety requirements  **4.2** . Ensure that inspected light vehicle conforms to the vehicle operating specification and any legal requirements  **4.3** . Ensure any comparison of the vehicle against specification accurately identifies any: a differences from the vehicle specificationb vehicle appearance and condition faults  **4.4** . Use suitable testing methods to evaluate the performance of the inspected systems |  |  |  |  |
| **5.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **5.2** . Make suitable and justifiable recommendations for cost effective repairs  **5.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/601/3742 Knowledge of inspecting light vehicles using prescribed methods**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Explain the difference between the various prescribed light vehicle inspection methods to include:a. pre-workb. post-workc. pre-deliveryd. maintenance inspection (brake, seasonal and tyre)  **1.2** . Identify the different systems to be inspected when using the prescribed inspection methods  **1.3** . Identify the procedures involved in carry out the systematic inspection of the prescribed inspection methods on light vehicles  **1.4** . Identify correct conformity of vehicle systems and condition on light vehicles inspections  **1.5** . Compare test and inspection results against light vehicle specification and legal requirements  **1.6** . Explain how to record and complete the inspection results in the format required  **1.7** . Identify the recommendations that can be made based on results of the light vehicle inspections  **1.8** . Explain the implications of failing to carry out light vehicle inspections activities correctly  **1.9** . Explain the implications of signing workplace documentation and vehicle records  **1.10** . Explain the procedure for reporting cosmetic damage to light vehicle components and units outside normal inspection items |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/601/6753 Skills in inspection and repair of light vehicle clutches**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use suitable personal protective equipment and vehicle coverings when working on vehicles  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Inspect light vehicle clutches and components using suitable tools, sources of information and equipment |  |  |  |  |
| **3.1** . Carry out replacement of clutch within appropriate timescales, using:a. suitable equipment and technical informationb. correct repair and replacement techniquesc. correct type and size of replacement componentsd. correct materials  **3.2** . Adjust clutch if required and carry out final vehicle safety checks in the workshop, prior to releasing the vehicle to the customer |  |  |  |  |
| **4.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **4.2** . Make suitable and justifiable recommendations for cost effective repairs  **4.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/601/6060 Knowledge of inspection and repair of light vehicle clutches**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the types, function and use of clutch removal, alignment and replacement tools and equipment |  |  |  |  |
| **2.1** . Describe different types of clutch and operating systems and how they and their associated components operate |  |  |  |  |
| **3.1** . Describe different types of clutch inspection techniques and how to carry them out  **3.2** . Explain how to make checks and adjustments to clutches  **3.3** . Describe the common faults associated with clutch systems, their causes and how to identify and rectify them  **3.4** . Describe removal and replacement procedures associated with clutch systems  **3.5** . Describe how to adjust clutch working tolerances |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/601/6842 Skills in inspection and replacement of light vehicle exhaust components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use suitable personal protective equipment and vehicle coverings when working on vehicle exhaust systems and components  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Inspect exhaust systems and components to identify faults using suitable tools, sources of information and equipment |  |  |  |  |
| **3.1** . Carry out repair and replacement of exhaust components within appropriate timescales, using:a. suitable equipment and technical informationb. suitable repair and replacement techniquesc. suitable type and size of replacement components and fixingsd. suitable materials  **3.2** . Carry out final adjustments and checks in the workshop, prior to releasing the vehicle to the customer. To include:a. correct fitmentb. correct alignmentc. leakage |  |  |  |  |
| **4.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **4.2** . Make suitable and justifiable recommendations for cost effective repairs  **4.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/601/6072 Knowledge of inspection and replacement of light vehicle exhaust components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the types, selection, safety checks and safe use of tools and equipment for the removal and replacement of exhausts  **1.2** . Describe how to use oxy-acetylene equipment when working on exhausts |  |  |  |  |
| **2.1** . Describe the purpose, function, construction and layout of exhaust system components  **2.2** . Describe exhaust related emission control systems  **2.3** . Describe the legal requirements relating to exhaust systems |  |  |  |  |
| **3.1** . Describe inspection techniques for exhaust system faults and how to carry them out  **3.2** . Describe common faults associated with exhaust systems.  **3.3** . Describe the effective sequence of working when removing and replacing exhaust systems  **3.4** . Describe how to remove, replace or re-thread broken, damaged or seized exhaust fixings.  **3.5** . Describe how to check exhaust system components are functioning correctly after refitting or replacement |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/601/6082 Knowledge of inspection testing and replacement of vehicle batteries and related components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Explain the selection, function and safe use of battery testing equipment  **1.2** . Describe code saving devices and how and when to use them |  |  |  |  |
| **2.1** . Describe the purpose, function and layout of automotive batteries and charging systems.  **2.2** . Describe battery ratings and the circumstances in which differently rated batteries should be fitted  **2.3** . Describe legal requirements relating to storage, selection and disposal of vehicle batteries and components |  |  |  |  |
| **3.1** . Describe fault identification methods and procedures and safe testing techniques associated with batteries and components  **3.2** . Describe the common faults associated with batteries and charging systems  **3.3** . Describe safe removal and replacement procedures associated with batteries and components.  **3.4** . Describe how to check drive belt adjustment  **3.5** . Describe how to check that batteries and components are:a. functioning correctly after refitting or replacement. b. of the correct type and quality for the vehicle and conform to legal requirements where relevant |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/601/8179 Skills in inspection testing and replacement of vehicle batteries and related components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use suitable personal protective equipment and vehicle coverings when working on vehicles  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Inspect and test batteries, charging systems and associated components using suitable tools, sources of information and equipment |  |  |  |  |
| **3.1** . Perform battery removal and replacement activities within appropriate timescales, using:a. suitable equipment and technical informationb. suitable removal and replacement techniquesc. suitable type and size of replacement components and fixings  **3.2** . Perform final battery and component checks in the workshop, prior to releasing the vehicle to the customer. |  |  |  |  |
| **4.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **4.2** . Make suitable and justifiable recommendations for cost effective repairs  **4.3** Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/601/6857 Skills in inspection and replacement of light vehicle suspension dampers and springs**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use suitable personal protective equipment and vehicle coverings when working on vehicle suspension systems and components  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Inspect and test suspension dampers and springs using suitable tools, sources of information and equipment |  |  |  |  |
| **3.1** . Perform removal and replacement activities within appropriate timescales, using:a. suitable equipment and technical informationb. suitable removal and replacement techniquesc. suitable type and size of replacement components and fixings  **3.2** . Carry out wheel alignment checks and adjustments as appropriate before release to the customer  **3.3** . Perform final suspension damper and spring function checks in the workshop, prior to releasing the vehicle to the customer. |  |  |  |  |
| **4.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **4.2** . Make suitable and justifiable recommendations for cost effective repairs  **4.3** . Record and report any additional faults noticed during the course of their work promptly in the format required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/601/6083 Knowledge of inspection and replacement of light vehicle suspension dampers and springs**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the selection, safety checks and safe use of tools and equipment for the replacement of suspension dampers and springs |  |  |  |  |
| **2.1** . Describe the types, purpose, function and location of light vehicle suspension dampers and springs.  **2.2** . Describe legal requirements relating to light vehicle dampers and springs |  |  |  |  |
| **3.1** . Describe safe testing techniques and procedures associated with suspension dampers and springs  **3.2** . Describe the common faults associated with light vehicle suspension dampers and springs  **3.3** . Describe safe removal and replacement procedures associated with light vehicle suspension dampers and springs.  **3.4** . Describe how to check camber setting and road wheel alignment  **3.5** . Describe how to check that components are:a. functioning and adjusted correctly after refitting or replacement. b. of the correct type and quality for the vehicle and conform to legal requirements where relevant |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/601/6084 Knowledge of inspection adjustment and replacement of light vehicle braking systems and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the selection, safety checks and safe use of tools and equipment for the inspection, adjustment and replacement of light vehicle braking system components |  |  |  |  |
| **2.1** . Describe the purpose, function and layout of typical light vehicle braking systems.  **2.2** . Describe legal requirements relating to light vehicle braking systems  **2.3** . Describe how to identify electronic braking systems. |  |  |  |  |
| **3.1** . Describe safe inspection and testing techniques and procedures associated with braking systems  **3.2** . Describe the common faults associated with light vehicle braking systems  **3.3** . Describe safe removal and replacement procedures associated with light vehicle braking system components referral of problems  **3.4** . Describe how to make adjustments to braking systems  **3.5** . Describe how to check that components are:a. functioning and adjusted correctly after refitting or replacement. b. of the correct type and quality for the vehicle and conform to legal requirements where relevant |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/601/6862 Skills in inspection and replacement of light vehicle braking systems and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use suitable personal protective equipment and vehicle coverings when working on vehicles  **1.2** . Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** . Inspect and test braking systems using suitable tools, sources of information and equipment |  |  |  |  |
| **3.1** . Carry out removal and replacement activities within appropriate timescales, using:a. suitable equipment and technical informationb. suitable removal and replacement techniquesc. suitable type and size of replacement components and fixings  **3.2** . Carry out final braking system function checks in the workshop, prior to releasing the vehicle to the customer. |  |  |  |  |
| **4.1** . Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required  **4.2** . Make suitable and justifiable recommendations for cost effective repairs  **4.3** . Record and report any additional faults noticed during the course of their work promptly in the format required  **4.4** . Give advice on procedures for bedding in new brakes before release to the customer |  |  |  |  |

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**H/501/7005 Health and safety for motor vehicle studies - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify personal responsibilities and the responsibilities of others in the working environment  **1.2** Identify and use correctly equipment and procedures provided for Health and Safety in the workplace.  **1.3** Demonstrate good housekeeping routines in the working environment |  |  |  |  |
| **2.1** Select and use correct Personal Protective Equipment |  |  |  |  |
| **3.1** Identify 4 Substances Hazardous to Health according to current regulations  **3.2** Demonstrate appropriate ways to dispose of waste products in accordance with environmental guidance. |  |  |  |  |
| **4.1** Know the principles of safe Manual Handling  **4.2** Demonstrate safe Manual Handling using appropriate equipment |  |  |  |  |
| **5.1** Identify the principles of fire prevention  **5.2** Identify the type and location of fire extinguisher(s) in the working area  **5.3** State the procedure to follow in the event of an emergency evacuation |  |  |  |  |

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