SEG Awards Level 2

Award in Motor Vehicle Studies

 (SMART Repair Pathway)

**Practical Evidence Record**

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| **Learners Name** |  |
| **SEG Awards Registration Number** |  |
| **Centre Name** |  |
| **Assessor 1 Name**  |  |
| **Assessor 2 Name**  |  |
| **Assessor 3 Name**  |  |
| **Assessor 4 Name**  |  |

**DECLARATION OF AUTHENTICITY**

This declaration must be completed and signed by the learner and countersigned by the tutor / assessor and covers all evidence submitted for moderation.

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| --- | --- |
| Learner Name |  |
| Unique Learner Number (ULN) |  | SEGLearner Reg. ID |  |
| Qualification Title |  |
| Centre Name |  |

# Learner statement of authenticity

**Before signing please read the guidance below**.

I confirm, that the attached assignment / portfolio is all my own work[[1]](#footnote-1) and does not include any work completed by anyone other than myself. I have completed the assignment / portfolio in accordance with SEG Awards’ instructions and within the time limits set by my centre.

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| Signature |  | Date |  |

# Centre confirmation of authenticity

On behalf of …………………………………….(insert centre name), I confirm that the above mentioned learner, to the best of my knowledge, is the sole author of the completed assignment / portfolio attached, and the assessments have been completed under the required conditions.

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| Signed |  | Date |  |
| Name |  |
| Title |  |

**Guidance for Learners**

You have been asked to sign this Declaration of Authenticity and place it at the front of your portfolio or course work assessment. It confirms that the work you have submitted for assessment is your own and that you have not copied it from someone else or allowed another learner to copy it from you.

When preparing any course work it is good practice to undertake research using information from published sources. If you quote directly from these sources then this must be indicated in your work by using quotation marks and referencing the document from which the quotation was taken. You must then comment in your own words on any ideas expressed.

Assessors, internal verifiers and SEG Awards’ external moderators and verifiers are subject specialists who can spot the use of published materials that may be passed as your own words or ideas.

If you do copy words from a published source and do not indicate their reference you will be committing plagiarism. This is considered a form of cheating and may result in your assessment being declared void.

**UNIT TRACKING SHEET**

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| **Unit No.** | **Unit Title** | **Units****Selected**✔ | **Internal moderator** **Signature & Date****(If Sampled)** | **External moderator****Signature & Date****(If Sampled)** |
| **H/501/7005** | Health and safety for Motor Vehicle Studies | ✔ |  |  |
| **T/502/6355** | Skills in removing dents and creases from motor vehicle flat panels  |  |  |  |
| **M/502/6337** | Skills in removing dents and creases from motor vehicles through swage lines  |  |  |  |
| **D/502/6348** | Skills in removing dents and creases from motor vehicles where access is difficult or restricted  |  |  |  |
| **K/503/4646** | Skills in vehicle cosmetic interior trim repair  |  |  |  |
| [**M/503/4650**](https://rits.ofqual.gov.uk/Structures/LinkedUnits/Details/727015) | Skills in vehicle cosmetic interior upholstery repair (Fabric) |  |  |  |
| **F/503/4653** | Skills in vehicle cosmetic interior upholstery repair (Leather)  |  |  |  |
| **K/600/7442** | Repair damaged windscreen glass in vehicles  |  |  |  |

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| **H/501/7005 Health and Safety for Motor Vehicle Studies** **(Mandatory Unit)** |

**Assessment Guidance**

This unit is about following Health and Safety guidelines in a motorcycle workshop.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Using appropriate personal PPE |  |
| Using appropriate safety equipment |  |
| Demonstrate good housekeeping routines |  |
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| **Knowledge Assessment** |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| **Assessment Criteria** | **Evidence Ref** |
| Correct waste disposal |  |
| Safe manual handling |  |
| Identify types and location of fire extinguishers |  |

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| **Assessor Declaration** |
| In signing this sheet the assessor confirms that all the operations in this task were carried out by the named learner and the learner observed safe working practices at all times.Assessor Name (Please Print)……...……………………………………………............Date……………………Assessor Signature ………………………………………………….....Date…………………… |

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| **T/502/6355 Skills in removing dents and creases from motor vehicle flat panels** **(Option Unit)** |

**Assessment Guidance**

This unit is removing dents and creases from vehicle flat panels in a motor vehicle workshop.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Remove a 20mm dent from a flat panel using PDR methods (1)To Include – PDR rods, glue pulling techniques  |  |
| Remove a 10-15mm dent from a flat panel using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/WhaleTip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, wedge. Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a 15-20mm dent from a flat panel using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, wedge, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a crease from a flat panel using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Record information and make suitable cost effective recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
| In signing this sheet the assessor confirms that all the operations in this task were carried out by the named learner and the learner observed safe working practices at all times.Assessor Name (Please Print)……...……………………………………………............Date……………………Assessor Signature ………………………………………………….....Date…………………… |

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| **M/502/6337 Skills in removing dents and creases from motor vehicles through swage lines (Option Unit)** |

**Assessment Guidance**

This unit is about removing dents and creases through swage lines in a motor vehicle workshop.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Remove a 20mm dent from a swage line using PDR methods (1)To Include – PDR rods, glue pulling techniques  |  |
| Remove a 10-15mm dent from a swage line using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod. For example, Flare/WhaleTip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR Tools.For example, Reflection light Board, chain and hook, wedge. Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair |  |
| Remove a 15-20mm dent from a swage line using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, wedge, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a crease from a swage line using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

|  |  |
| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Record information and make suitable cost effective recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
| In signing this sheet the assessor confirms that all the operations in this task were carried out by the named learner and the learner observed safe working practices at all times.Assessor Name (Please Print)……...……………………………………………............Date……………………Assessor Signature ………………………………………………….....Date…………………… |

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| **D/502/6348 Skills in removing dents and creases from motor vehicles where access is difficult or restricted (Option Unit)** |

**Assessment Guidance**

This unit is about in removing dents and creases where access to the repair area is difficult or restricted in a motor vehicle workshop.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Remove a dent from a restricted area using PDR methods (1)To Include – PDR rods, glue pulling techniques  |  |
| Remove a 10-15mm dent from a flat panel where access is difficult or restricted using PDR methods.To Include – PDR glue pulling techniques. |  |
| Select and use the correct PDR Glue Pulling accessories.For example, correct Glue, Tab, and Release agent. |  |
| Select and use the correct PDR Glue Pulling Tools.For example, Slide hammer, Mini Lifter, Glue gun, reflection board. |  |
| Select the correct process for gaining access to the damaged area.For example, Remove vehicle component (light/trim/handles etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair |  |
| Remove a 10-15mm dent from a swage line where access is difficult or restricted using PDR methods. To Include – PDR glue pulling techniques. |  |
| Select and use the correct PDR Glue Pulling accessories.For example, correct Glue, Tab, and Release agent. |  |
| Select and use the correct PDR Glue Pulling Tools.For example, Slide hammer, Mini Lifter, Glue gun, reflection board. |  |
| Select the correct process for gaining access to the damaged area.For example, Remove vehicle component (light/trim/handles etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a crease from a panel where access is difficult or restricted using PDR methods.To Include – PDR glue pulling techniques. |  |
| Select and use the correct PDR Glue Pulling accessories.For example, correct Glue, Tab, and Release agent. |  |
| Select and use the correct PDR Glue Pulling Tools.For example, Slide hammer, Mini Lifter, Glue gun, reflection board. |  |
| Select the correct process for gaining access to the damaged area.For example, Remove vehicle component (light/trim/handles etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Record information and make suitable cost effective recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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| **K/503/4646 Skills in vehicle cosmetic interior trim repair** **(Option Unit)** |

**Assessment Guidance**

This unit is about the cosmetic repair of vehicle interior trim.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks**  | **Evidence Ref** |
| Repair trim damage on dashboards, consoles, door cards and textured trim parts, to include: |  |
| Surface texture damage x2 |  |
| A 3 - 8 mm diameter hole |  |
| A crack of no greater than 50 mm In length |  |
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| **Knowledge Assessment** |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Apply legal requirements |  |
| Record information and make suitable recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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| **M/503/4650 Skills in vehicle cosmetic interior upholstery repair (Fabric)****(Option Unit)** |

**Assessment Guidance**

This unit is about the cosmetic repair of vehicle interior upholstery fabric.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| To repair damage to areas of vehicle interior to include: Carpets, roof linings, seats and door cards. |  |
| Seat burns, no larger than 15 mm |  |
| carpet burns, no larger than 20 mm |  |
| A rip or tear, no larger than 50 mm |  |
|  |
| **Knowledge Assessment** |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

|  |  |
| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Apply legal requirements |  |
| Record information and make suitable recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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| **F/503/4653 Skills in vehicle cosmetic interior upholstery repair (Leather)****(Option Unit)** |

**Assessment Guidance**

This unit is about the cosmetic repair of vehicle interior upholstery leather.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| To repair damage to areas of vehicle interior to include: seats and door cards, facia, consoles and arm rests. |  |
| Cracking  |  |
| Seat burns, no larger than 15 mm |  |
| Scratch/scrape |  |
| A rip or tear, no larger than 50 mm |  |
| Texture damage |  |
| Discoloration |  |
|  |
| **Knowledge Assessment** |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Apply legal requirements |  |
| Record information and make suitable recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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| **K/600/7442 Repair damaged windscreen glass in vehicles****(Option Unit)** |

**Assessment Guidance**

This unit is about performing a windscreen repair in a motor vehicle workshop.

The evidence should be observed by an approved assessor or other qualified person

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| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Set up and test equipment |  |
| Assess feasibility of repair |  |
| Perform a bulls eye repair |  |
| Perform a star break repair |  |
| Perform a crack repair |  |
|  |
| **Knowledge Assessment** |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

|  |  |
| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Record information and make suitable cost effective recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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1. Unless otherwise stated e.g. for some entry level qualifications, learners can work together but should identify sections which are their own work. [↑](#footnote-ref-1)