

**Learner Unit Achievement Checklist**

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

**600/2996/1**

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

## 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.

**M/502/6354 Knowledge of removing dents and creases from motor vehicle flat panels**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** describe how to assess the size, depth and plane of damage and any additional damage in Paintless Dent Removal (PDR) refinishing in flat panels  **1.2** identify the best course of action to carry out the PDR repair to the standard required  **1.3** identify the action to be taken if the PDR repair cannot be carried out to the standard required  **1.4** interpret and use sources of information applicable to the safe repair of panels using PDR techniques |  |  |  |  |
| **2.1** identify the tools used in PDR finishing  **2.2** describe how to prepare, test, use and maintain the tools and equipment used in PDR techniques  **2.3** describe how to prepare damaged areas to facilitate repairs  **2.4** describe how to repair and reinstate vehicle body panel contours  **2.5** describe the implications of working with mild, high, ultra high strength steels, aluminium alloys and galvanised coatings  **2.6** describe how heat can assist in reforming panels but also affect the properties of the steel  **2.7** describe how to prepare and protect the vehicle being repaired from cross contamination  **2.8** describe the different types of PDR techniques and methods used for repairing panels  **2.9** describe the consequences of using inappropriate repair methods  **2.10** describe the faults that can occur when repairing panels using PDR techniques and the causes of these faults including the dangers to:a. damaging wiringb. protective coatingsc. SRS systems  **2.11** explain the procedures for reinstating anti corrosion, sealant and sound deadening materials |  |  |  |  |
| **3.1** describe the methods used to check for panel contours for accuracy after reshaping  **3.2** identify the need for correct alignment of components and the methods used to achieve this  **3.3** identify the types of quality checks that can be used to ensure the correct repair, alignment and operation of components to manufacturers specification and purpose |  |  |  |  |

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| **TUTOR COMMENTS:**  **Name: Signature: Date:** |

If chosen for sampling, Internal/External Moderators must complete the following:

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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.

**T/502/6355 Skills in removing dents and creases from motor vehicle flat panels**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** wear suitable personal protective equipment and use suitable vehicle coverings throughout all PDR operations on vehicle flat panels  **1.2** work in a way which minimises the risk of damage or injury to the vehicle, people and the environment |  |  |  |  |
| **2.1** elect suitable sources of technical information to support PDR activities on vehicle flat panels to include:a. vehicle technical datab. removal and fitting proceduresc. health and safetyd. recognised researched repair methods  **2.2** interpret technical information to support motor vehicle PDR activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for carrying out all PDR operations on vehicle flat panels  **3.2** check 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 all PDR operations on vehicle flat panels |  |  |  |  |
| **4.1** assess the area for repair to ensure that a PDR repair can be effected to an acceptable standard without compromising the integrity of the vehicle  **4.2** prepare the damaged area to facilitate a PDR repair  **4.3** reinstate vehicle body panel contours using PDR repairs  **4.4** reinstate vehicle body panel contours adhering to the correct specifications and tolerances for the vehicle and following:a. the manufacturer’s approved removal and fitting methodsb. recognised researched removal and fitting methodsc. health and safety requirements  **4.5** ensure the components are realigned correctly in a way which regains their original manufactured tolerance  **4.6** ensure all components operate correctly following the manufacturers specification after the completion of the PDR PDA repair  **4.7** avoid damaging other components and units on the vehicle whilst carrying out the PDR repair. Any damage caused should be correctly reinstated.  **4.8** store all removed components safely in an appropriate location |  |  |  |  |
| **5.1** Produce work records that are accurate, complete 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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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/502/6357 Knowledge of removing dents and creases from motor vehicles through swage lines**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** describe how to assess the size, depth and plane of damage and any additional damage in Paintless Dent Removal (PDR) refinishing  **1.2** identify the best course of action to carry out the PDR repair to the standard required  **1.3** identify the action to be taken if the PDR repair cannot be carried out to the standard required  **1.4** select, interpret and use sources of information applicable to the safe repair of panels using PDR techniques |  |  |  |  |
| **2.1** Identify the tools used in PDR finishing  **2.2** describe how to prepare, test, use and maintain the tools and equipment used in PDR techniques  **2.3** describe how to prepare damaged areas to facilitate repairs  **2.4** describe how to repair and reinstate vehicle body panel contours  **2.5** describe the implications of working with mild, high, ultra high strength steels, aluminium alloys and galvanised coatings  **2.6** describe how heat can assist in reforming panels but also affect the properties of the steel  **2.7** describe how to prepare and protect the vehicle being repaired from cross contamination  **2.8** describe the different types of PDR techniques and methods used for repairing panels  **2.9** describe the consequences of using inappropriate repair methods  **2.10** describe the faults that can occur when repairing panels using PDR techniques and the causes of these faults including the dangers to:a. damaging wiringb. protective coatingsc. SRS systems  **2.11** explain the procedures for reinstating anti corrosion, sealant and sound deadening materials |  |  |  |  |
| **3.1** describe the methods used to check for panel contours for accuracy after reshaping  **3.2** identify the need for correct alignment of components and the methods used to achieve this  **3.3** identify the types of quality checks that can be used to ensure the correct repair, alignment and operation of components to manufacturers specification and purpose |  |  |  |  |

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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.

**M/502/6337 Skills in removing dents and creases from motor vehicles through swage lines**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** wear suitable personal protective equipment and use suitable vehicle coverings throughout all PDR operations on swage lines on vehicle panels  **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 PDR activities on swage lines to include:a. vehicle technical datab. removal and fitting proceduresc. health and safetyd. recognised researched repair methods  **2.2** interpret technical information to support motor vehicle PDR activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for carrying out all PDR operations on vehicle panels  **3.2** check 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 all PDR operations on vehicle panels |  |  |  |  |
| **4.1** assess the area for repair to ensure that a PDR repair can be effected to an acceptable standard without compromising the integrity of the vehicle  **4.2** prepare the damaged area to facilitate a PDR repair  **4.3** reinstate vehicle body panel contours and swage lines using PDR repairs  **4.4** reinstate vehicle body panel contours and swage lines adhering to the correct specifications and tolerances for the vehicle and following:a. the manufacturer’s approved removal and fitting methodsb. recognised researched removal and fitting methodsc. health and safety requirements  **4.5** ensure the components are realigned correctly in a way which regains their original manufactured tolerance  **4.6** ensure all components operate correctly following the manufacturers specification after the completion of the PDRPDA repair  **4.7** avoid damaging other components and units on the vehicle whilst carrying out the PDR repair. Any damage caused should be correctly reinstated.  **4.8** store all removed components safely in an appropriate location |  |  |  |  |
| **5.1** produce work records that are accurate, complete 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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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/502/6348 Skills in removing dents and creases from motor vehicles where access is difficult or restricted**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** wear suitable personal protective equipment and use suitable vehicle coverings throughout all PDR operations on vehicle panels  **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 PDR activities where access is difficult or restricted to include:a. vehicle technical datab. removal and fitting proceduresc. health and safetyd. recognised researched repair methods  **2.2** interpret technical information to support motor vehicle PDR activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for carrying out all PDR operations on vehicle panels  **3.2** check 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 all PDR operations on vehicle panels |  |  |  |  |
| **4.1** assess the restricted area for repair to ensure that a PDR repair can be effected to an acceptable standard without compromising the integrity of the vehicle  **4.2** prepare the damaged area to facilitate a PDR repair  **4.3** reinstate vehicle body panel contours and swage lines using PDR repairs where access is difficult or restricted  **4.4** 4.4 reinstate vehicle body panel contours and swage lines where access is difficult or restricted adhering to the correct specifications and tolerances for the vehicle and following:a. the manufacturer’s approved removal and fitting methodsb. recognised researched removal and fitting methodsc. health and safety requirements  **4.5** ensure the components are realigned correctly in a way which regains their original manufactured tolerance  **4.6** ensure all components operate correctly following the manufacturers specification after the completion of the PDR PDA repair  **4.7** avoid damaging other components and units on the vehicle whilst carrying out the PDR repair. Any damage caused should be correctly reinstated.  **4.8** store all removed components safely in an appropriate location  **4.9** ensure all anti corrosion, sealant and sound deadening materials are reinstated after the repair |  |  |  |  |
| **5.1** produce work records that are accurate, complete 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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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/502/6347 Knowledge of removing dents and creases from motor vehicles where access is difficult or restricted**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** describe how to assess the size, depth and plane of damage and any additional damage in Paintless Dent Removal (PDR) refinishing  **1.2** identify the best course of action to carry out the PDR repair to the standard required  **1.3** identify the action to be taken if the PDR repair cannot be carried out to the standard required  **1.4** select, interpret and use sources of information applicable to the safe repair of panels using PDR techniques |  |  |  |  |
| **2.1** Identify the tools used in PDR finishing  **2.2** describe how to prepare, test, use and maintain the tools and equipment used in PDR techniques  **2.3** describe how to prepare damaged areas to facilitate repairs  **2.4** describe how to repair and reinstate vehicle body panel contours where access to the panel is restricted  **2.5** describe the implications of working with mild, high, ultra high strength steels, aluminium alloys and galvanised coatings  **2.6** describe how heat can assist in reforming panels but also affect the properties of the steel  **2.7** describe how to prepare and protect the vehicle being repaired from cross contamination  **2.8** describe the different types of PDR techniques and methods used for repairing panels with restricted access  **2.9** describe the consequences of using inappropriate repair methods  **2.10** describe the faults that can occur when repairing panels using PDR techniques and the causes of these faults including the dangers to:a. damaging wiringb. protective coatingsc. SRS systems  **2.11** explain the procedures for reinstating anti corrosion, sealant and sound deadening materials |  |  |  |  |
| **3.1** describe the methods used to check for panel contours for accuracy after reshaping  **3.2** identify the need for correct alignment of components and the methods used to achieve this  **3.3** identify the types of quality checks that can be used to ensure the correct repair, alignment and operation of components to manufacturers specification and purpose |  |  |  |  |

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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/503/4645 Knowledge of vehicle cosmetic interior trim repair**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Distinguish between viable and non-viable cosmetic interior trim repairs  **1.2** Identify the limits of equipment used for cosmetic interior trim repairs |  |  |  |  |
| **2.1** Identify types of materials used in vehicle interior trim  **2.2** Identify the properties of materials used in vehicle interior trim |  |  |  |  |
| **3.1** Explain methods for cleaning interior trim prior to repair  **3.2** Identify processes of preparation for different repairs and materials  **3.3** Describe the methods of protecting adjacent and unaffected areas and the circumstances in which they should be used |  |  |  |  |
| **4.1** Determine the correct products for the type of repair, referring to repair kit manufacturers guidelines  **4.2** List the correct equipment required to complete an effective interior trim repair, to include;Spraying equipment Compressed air supply Drying equipment Scales |  |  |  |  |
| **5.1** Identify suitable gels and fillers used in cosmetic interior trim repair  **5.2** list the processes involved in the application of fillers, adhesives and textures  **5.3** Describe how to replicate the grain or texture of interior trim  **5.4** Explain how to achieve levels of finish in vehicle interiors including;gloss satin matt  **5.5** Describe methods used to blend repair colour to existing colour  **5.6** Describe how to minimise waste when using consumables  **5.7** Identify the correct drying methods for a range adhesives, gels and paints  **5.8** Describe the importance of applying conditioning products to the trim |  |  |  |  |
| **6.1** List the quality checks required after completing the repair  **6.2** Explain how to assess and evaluate colour match, blending and the final finish  **6.3** Identify methods for rectifying defects found in the repair |  |  |  |  |
| **7.1** Describe the importance of visual inspection of the vehicle interior for residues and surface finish  **7.2** Explain how to strip and clean spraying equipment  **7.3** Identify appropriate ways to dispose of waste products in accordance with environmental guidance |  |  |  |  |

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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/503/4646 Skills in vehicle cosmetic interior trim repair**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Wear suitable personal protective equipment and follow repair kit manufacturers guidelines on safe working practices  **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 the process of cosmetic interior trim repair  **2.2** Interpret technical information to support cosmetic interior trim repair |  |  |  |  |
| **3.1** Select the appropriate tools and equipment necessary for carrying out all cosmetic interior trim repair operations  **3.2** Check that the equipment is safe and has been calibrated to meet manufacturers requirements  **3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out interior trim repairs  **3.4** Leave all application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** Identify in the vehicle the type of cosmetic interior trim repair for a range of materials  **4.2** Use surface cleaning agents and protect all surfaces adjacent to those being prepared using the specified method  **4.3** Prepare the damaged area of interior trim  **4.4** Replace any damaged foam in trim  **4.5** Fill the area of repair using fillers/gels  **4.6** Replicate grain and leather texture using appropriate methods to match area of repair  **4.7** Dry the area of repair using the appropriate methods  **4.8** Match trim repair in terms of colour and finish using colour swatches  **4.9** Formulate colours using manufacturers formulation chart  **4.10** Apply colours coats and blend into original area using appropriate spraying equipment and methods  **4.11** Use heat gun to dry colour coats  **4.12** Apply conditioning products to protect the interior trim  **4.13** Keep the work area clean and tidy throughout all repair activities  **4.14** Dispose of waste materials to conform with legal and workplace requirements  **4.15** Ensure all interior trim repairs are completed to an agreed standard |  |  |  |  |
| **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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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.

**M/503/4647 Knowledge of vehicle cosmetic interior upholstery repair - fabric**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Distinguish between viable and non-viable cosmetic interior upholstery repairs  **1.2** Identify the limits of equipment used for cosmetic interior upholstery repairs |  |  |  |  |
| **2.1** Identify types of fabrics used in vehicle upholstery  **2.2** Identify the properties of fabrics used in vehicle upholstery |  |  |  |  |
| **3.1** Explain methods for cleaning interior fabric prior to repair  **3.2** Identify processes of preparation for different repairs and fabrics  **3.3** Describe the methods of protecting adjacent and unaffected areas and the circumstances in which they should be used |  |  |  |  |
| **4.1** Determine the correct products for the type of repair, referring to repair kit manufacturers guidelines |  |  |  |  |
| **5.1** Identify suitable upholstery reinforcement materials used in cosmetic fabric repair  **5.2** Explain the methods used to correctly colour match the area of repair  **5.3** Describe methods used to blend repair colour to existing colour  **5.4** list the processes involved in the application of compounds, adhesives and fibres  **5.5** Describe how to minimise waste when using consumables  **5.6** Identify the correct drying methods for a range compounds and adhesives |  |  |  |  |
| **6.1** List the quality checks required after completing the repair  **6.2** Explain how to assess and evaluate colour match, blending and the final finish  **6.3** Identify methods for rectifying defects found in the repair |  |  |  |  |
| **7.1** Describe the importance of visual inspection of the vehicle interior for residues and surface finish  **7.2** Identify appropriate ways to dispose of waste products in accordance with environmental guidance |  |  |  |  |

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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.

**M/503/4650 Skills in vehicle cosmetic interior upholstery repair - fabric**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Wear suitable personal protective equipment and follow repair kit manufacturers guidelines on safe working practices  **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 the process of cosmetic interior fabric repair  **2.2** Interpret technical information to support cosmetic interior fabric repair |  |  |  |  |
| **3.1** Select the appropriate tools and equipment necessary for carrying out all cosmetic interior fabric repair operations  **3.2** Check that the equipment is safe and has been calibrated to meet manufacturers requirements  **3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out interior fabric repairs  **3.4** Leave all application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** Identify in the vehicle the type of cosmetic interior upholstery repair for a range of fabrics  **4.2** Use surface cleaning agents and protect all surfaces adjacent to those being prepared using the specified method  **4.3** Prepare the damaged area of interior fabric, removing any burnt material from around the repair if required  **4.4** Replace any damaged foam in seat or trim  **4.5** Reinforce the area of repair using backing material and appropriate adhesive  **4.6** Apply suitable compounds to the area of repair  **4.7** Colour match fibres to the area of repair  **4.8** Apply fibres to the area of repair  **4.9** Reproduce material patterns on the area of repair  **4.10** Keep the work area clean and tidy throughout all repair activities  **4.11** Dispose of waste materials to conform with legal and workplace requirements  **4.12** Ensure all upholstery repairs are completed to an agreed standard |  |  |  |  |
| **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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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/503/4652 Knowledge of vehicle cosmetic interior upholstery repair - leather**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Distinguish between viable and non-viable cosmetic interior upholstery repairs  **1.2** Identify the limits of equipment used for cosmetic interior upholstery repairs |  |  |  |  |
| **2.1** Identify types of leathers used in vehicle upholstery  **2.2** Identify the properties of leathers used in vehicle upholstery |  |  |  |  |
| **3.1** Explain methods for cleaning interior leather prior to repair  **3.2** Identify processes of preparation for different repairs and leathers  **3.3** Describe the methods of protecting adjacent and unaffected areas and the circumstances in which they should be used |  |  |  |  |
| **4.1** Determine the correct products for the type of repair, referring to repair kit manufacturers guidelines  **4.2** List the correct equipment required to complete an effective leather repair, to include;Spraying equipment Compressed air supply Drying equipment Scales |  |  |  |  |
| **5.1** Identify suitable upholstery reinforcement materials used in cosmetic leather repair  **5.2** list the processes involved in the application of compounds, fillers, adhesives and textures  **5.3** Describe how to replicate the grain or texture of interior leather upholstery  **5.4** Explain how to achieve levels of finish in vehicle interiors including;gloss satin matt  **5.5** Describe methods used to blend repair colour to existing colour  **5.6** Describe how to minimise waste when using consumables  **5.7** Identify the correct drying methods for a range compounds, adhesives and paints  **5.8** Describe the importance of applying conditioning products to the leather |  |  |  |  |
| **6.1** List the quality checks required after completing the repair  **6.2** Explain how to assess and evaluate colour match, blending and the final finish  **6.3** Identify methods for rectifying defects found in the repair |  |  |  |  |
| **7.1** Describe the importance of visual inspection of the vehicle interior for residues and surface finish  **7.2** Explain how to strip and clean spraying equipment  **7.3** Identify appropriate ways to dispose of waste products in accordance with environmental guidance |  |  |  |  |

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## 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.

**F/503/4653 Skills in vehicle cosmetic interior upholstery repair - leather**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Wear suitable personal protective equipment and follow repair kit manufacturers guidelines on safe working practices  **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 the process of cosmetic interior leather repair  **2.2** Interpret technical information to support cosmetic interior leather repair |  |  |  |  |
| **3.1** Select the appropriate tools and equipment necessary for carrying out all cosmetic interior leather repair operations  **3.2** Check that the equipment is safe and has been calibrated to meet manufacturers requirements  **3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out interior leather repairs  **3.4** Leave all application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** Identify in the vehicle the type of cosmetic interior upholstery repair for a range of leathers  **4.2** Use surface cleaning agents and protect all surfaces adjacent to those being prepared using the specified method  **4.3** Prepare the damaged area of interior leather  **4.4** Replace any damaged foam in seat or trim  **4.5** Reinforce the area of repair using backing material and appropriate adhesive  **4.6** Apply suitable compounds to the area of repair  **4.7** Replicate grain and leather texture using appropriate methods to match area of repair  **4.8** Dry the area of repair using the appropriate methods  **4.9** Match leather repair in terms of colour and finish using colour swatches  **4.10** Formulate colours using manufacturers formulation chart  **4.11** Apply colours coats and blend in to original area using appropriate spraying equipment and methods  **4.12** Use heat gun to dry colour coats  **4.13** Apply conditioning products to protect the leather  **4.14** Keep the work area clean and tidy throughout all repair activities  **4.15** Dispose of waste materials to conform with legal and workplace requirements  **4.16** Ensure all leather repairs are completed to an agreed standard |  |  |  |  |
| **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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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/600/7448 Understanding windscreen repair and system maintenance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the repair process specified by the system manufacturer, with reference to Health and Safety and methods of work.  **1.2** Explain why the specified process should be followed and what problems can arise if this is not adhered to |  |  |  |  |
| **2.1** Explain the importance of making sure the kit contains all necessary equipment and consumables  **2.2** Explain where to obtain items required to replenish the repair kit and when this should be done |  |  |  |  |
| **3.1** Describe the purpose of resins in automotive glazing repairs.  **3.2** Explain how to check a resin is suitable for use  **3.3** Explain the problems that could arise if non approved or out of date resins are used |  |  |  |  |
| **4.1** Describe the make-up of at least 2 types of laminated glass used in windscreens  **4.2** Name any type of windscreen that cannot be repaired. |  |  |  |  |
| **5.1** Explain why damage that extends to the PVB interlayer or integral heater elements should not be repaired  **5.2** Explain how to ensure these are not damaged during the repair process |  |  |  |  |
| **6.1** Name the industry Code of Practice referring to windscreen repairs  **6.2** Explain what the Code of Practice refers to  **6.3** Describe 2 limitations the Code of Practice states |  |  |  |  |
| **7.1** Explain the MOT regulations on windscreen damage , to include:  • Zones  • Size of damage permissible |  |  |  |  |
| **8.1** Give detailed explanations of 4 problems that could affect the feasibility of carrying out a windscreen repair, and why these affect the feasibility, for example:  • Weather conditions  • Age/condition of damage  • Proximity of 2 types of damage  • Size of impact point |  |  |  |  |
| **9.1** . State who should be made aware of any problems or potential problems  **9.2** Explain when the people should be informed and why this is important |  |  |  |  |
| **10.1** Explain how to deal with a repair that is not successful, to include the following:  • Damage that prevents attempting the repair  • Damage that is made worse during the repair  • Damage that is not repaired to the customer’s satisfaction |  |  |  |  |
| **11.1** Explain what information should be recorded  **11.2** Explain why the information should be recorded and the implications of not recording the information fully and correctly |  |  |  |  |

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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/600/7442 Repair damaged windscreen glass in vehicles**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Name the industry code of practice referring to windscreen repairs and explain what this means in practice. |  |  |  |  |
| **2.1** Correctly identify the type of windscreen damage.  **2.2** Correctly identify the zone in which the damage lies  **2.3** Correctly determine the feasibility of repair.  **2.4** Clearly inform the customer of the action required, risks involved, customer expectations and obtain customer’s agreement and confirmation of this action. |  |  |  |  |
| **3.1** Explain why it is important to identify correctly the zone where the damage lies.  **3.2** Explain how the position and condition of the damage affects the feasibility of repair. |  |  |  |  |
| **4.1** Describe the types of action that can be taken to rectify windscreen damage. Give at least three examples. |  |  |  |  |
| **5.1** Select the correct equipment to carry out the repair.  **5.2** Select the correct materials.  **5.3** Correctly carry out the repair minimising the time the vehicle is not operational. |  |  |  |  |
| **6.1** Clearly provide necessary information to the customer, for example:  • further action required when repair is not feasible or on completion is not satisfactory to the customer  • provide the customer with advice on MOT regulations with regard to windscreen damage |  |  |  |  |
| **7.1** Describe four problems that can occur in the repair of damaged windscreens and explain how these might be overcome. |  |  |  |  |
| **8.1** Correctly record information on the repair of damaged windscreens. |  |  |  |  |

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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/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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