

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Certificate in Motor Vehicle Studies (Auto Electrical)**

**600/2966/3**

###### SEG Awards Level 2 Certificate in Motor Vehicle Studies (Auto Electrical)

## 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/601/6034 Skills in locating and correcting simple electrical faults in the automotive workplace**

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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 when carrying out vehicle electrical testing and rectification 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 the identification of electrical faults, by reviewing:a technical data b diagnostic test procedures  **2.2** . Use technical information to support the identification of electrical faults |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out electrical testing techniques and rectification activities  **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 electrical testing techniques and rectification activities |  |  |  |  |
| **4.1** . Carry out a functionality test of the electrical system and or component  **4.2** . Use electrical testing methods that are suitable for assessing the performance of the electrical system and or components concerned  **4.3** . Carry out all diagnostic and rectification activities following:a. manufacturers’ instructionsb. recognised researched repair methodsc. workplace proceduresd. health and safety requirements  **4.4** . Ensure all electrical testing techniques clearly identifies the cause of the identified faults  **4.5** . Seek assistance of the relevant person promptly where the results of the testing are unclear  **4.6** . Ensure all repaired and replaced electrical components are secure and function as specified by the manufacturer or any legal requirements  **4.7** . Dispose of any removed electrical components safely to comply with legal requirements and workplace procedures |  |  |  |  |
| **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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| **TUTOR 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.

**K/601/6013 Knowledge of locating and correcting simple electrical faults in the automotive workplace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify commonly used electrical test equipment  **1.2** . Describe how to use and operate electrical test equipment  **1.3** . Describe the safety and operational checks that should be carried out on tools and equipment required to remove and replace electrical components  **1.4** . Describe how to measure voltage, resistance, current, and specific gravity in determining simple circuit faults  **1.5** . Describe when and where to use voltage, ohm, amp and specific gravity measurements in determining simple circuit faults  **1.6** . Describe the fundamental operation of motors, capacitors, resistors, semi-conductors, transistors, actuators and sensors (including active or self-generating and passive or modulating) |  |  |  |  |
| **2.1** . Describe common types of testing methods used to check the operation of vehicle electrical/electronic circuits and components  **2.2** . Describe how to determine component condition and suitability based upon calculations using ohms law  **2.3** . Describe how to conduct tests following electrical safety and workplace procedures  **2.4** . Explain how to evaluate and interpret test resultsfound in diagnosing simple electrical circuit faultsagainst vehicle manufacturer specifications andsettings  **2.5** . Describe how and the importance of making recommendations for rectification based upon the analysis of the test information gained  **2.6** . Explain how to identify common faults and their causes found in fundamental electrical systems and components  **2.7** . Explain how to evaluate the performance of any replaced electrical components against vehicle specification and the importance of doing so  **2.8** . Describe the procedures for disposing of any removed electrical components |  |  |  |  |

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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/601/6043 Skills in fitting auxiliary locks and security devices (electrical and mechanical)**

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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 when fitting auxiliary locks and security devices  **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 fitting of auxiliary locks and security devices including:a. vehicle technical datab. manufacturers fitting procedures  **2.2** . Use technical information to support the fitting of auxiliary locks and security devices |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for the fitting of auxiliary locks and security devices  **3.2** . Check that equipment has been calibrated to meet manufacturers’ and legal requirements  **3.3** . Use the equipment required, correctly and safely throughout all of the fitting activities |  |  |  |  |
| **4.1** . Ensure fitment of components are compatible with the vehicle specification and the customers requirements  **4.2** . Carry out all vehicle fitting activities following:a. manufacturers’ instructionsb. legal requirementsc. workplace proceduresd. health and safety requirements  **4.3** . Ensure when necessary that adjustments to components and systems are carried out to ensure correct and effective operation  **4.4** . Ensure all auxiliary locks and security devices conform to the vehicle operating specification and are secure and function as specified by the manufacturer or any legal requirements |  |  |  |  |
| **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.

**K/601/6027 Knowledge of fitting auxiliary locks and security devices (electrical and mechanical)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify auxiliary locks and security devicesincluding:a. electronic and electro mechanical lock mechanismsb. additional auxiliary mechanical door locks using cylinder type locksc. additional auxiliary mechanical door and aperture locks using external locking systemsd. mechanical window protection devices (internal and external)e. replacement security windows and window security filmsf. pneumatic locking systems  **1.2** . Describe the function and operation of the auxiliary locks and security devices  **1.3** . Describe how the fitment may be limited by the existing vehicle systems and fitments  **1.4** . Compare the advantages and disadvantages of carrying out the fitting of auxiliary locks and security devices  **1.5** . Describe the interaction between electrical and electronic and mechanical components within auxiliary locks and security devices |  |  |  |  |
| **2.1** . Describe the procedures involved in fitting auxiliary locks and security devices  **2.2** . Describe how to integrate vehicle electrical systems with auxiliary locks and security devices  **2.3** . Describe how to apply vehicle body anticorrosion to meet vehicle requirements |  |  |  |  |
| **3.1** . Describe the checks that are made to make sure the components are compatible with the vehicle specification and the customer requirements  **3.2** . Explain how to test and evaluate the performance of any auxiliary locks and security devices fitted against vehicle specification and the importance of doing so  **3.3** . Describe how to prepare, calibrate and use any equipment required to fit auxiliary security devices  **3.4** . Explain how to make adjustments to components and to any surrounding systems to ensure effective operation |  |  |  |  |

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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/601/6028 Knowledge of inspecting 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. installed system functional checkc. post-workd. vehicle handover inspection  **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.

**T/601/6046 Skills in inspecting 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 when carrying out 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** use tools and equipment in the way specified by manufacturers when carrying out a range of inspections on light vehicle systems including: |  |  |  |  |
| **4.1** . Carry out light vehicle inspections using prescribed methods, adhering to the specifications and tolerances for the vehicle and following:a. the manufacturer’s approved inspection methodsb. recognised researched inspection methodsc. health and safety requirementsd. prescribed documentation  **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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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/601/6030 Knowledge of removing and fitting electrical components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** identify the procedures involved in carrying out the systematic removal and fitting of common electrical components  **1.2** explain the methods and procedures for storing removed vehicle electrical components  **1.3** identify the procedures involved in working with supplementary safety systems when fitting vehicle components  **1.4** identify the procedures involved in working with gas discharge headlamp systems  **1.5** describe the procedures, methods and reasons for ensuring correct alignment of vehicle electrical components  **1.6** identify the quality checks that can be used to ensure correct alignment and operation of components to manufacturers specification  **1.7** identify correct conformity of vehicle systems against vehicle specification and legal requirements on completion  **1.8** explain the procedure for reporting damage to vehicle electrical components and units |  |  |  |  |
| **2.1** identify common electrical system components  **2.2** describe the construction and operation of the main electrical systems |  |  |  |  |

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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/601/6055 Skills in removing and fitting electrical components**

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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 motor vehicle removal and fitting of electrical vehicle components  **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 vehicle removal and fitting activities including:a. vehicle technical datab. removal and fitting proceduresc. legal requirements  **2.2** use technical information to support vehicle removal and fitting activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for carrying out the removal and fitting of electrical components  **3.2** ensure that equipment has been calibrated and is in a safe working condition to meet manufacturers’ and legal requirements  **3.3** use the correct tools and equipment in the way specified by manufacturers when carrying out removal and fitting of electrical components |  |  |  |  |
| **4.1** remove and refit common electrical vehicle components  **4.2** remove and refit the electrical vehicle components 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 methods  **4.3** ensure that the removal and fitting of electrical vehicle components conforms to the vehicle operating specification and any legal requirements  **4.4** ensure no damage occurs to other components when removing and fitting electrical vehicle components  **4.5** ensure all components are stored safely and in the correct location |  |  |  |  |
| **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.

**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.

**D/601/6171 Knowledge of health safety and good housekeeping in the automotive environment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** explain the importance of wearing the types of PPE required for a range automotive repair activities  **1.2** identify vehicle protective equipment for a range of repair activities  **1.3** describe vehicle and personal safety considerations when working at the roadside |  |  |  |  |
| **2.1** describe why the automotive environment should be properly cleaned and maintained.  **2.2** describe requirements and systems which may be put in place to ensure a clean automotive environment.  **2.3** describe how to minimise waste when using utilities and consumables  **2.4** state the procedures and precautions necessary when cleaning and maintaining an automotive environment.  **2.5** Describe the selection and use of cleaning equipment when dealing with general cleaning, spillages and leaks in the automotive environment.  **2.6** describe procedures for correct disposal of waste materials from an automotive environment  **2.7** describe procedures for starting and ending the working day which ensure effective housekeeping practices are followed |  |  |  |  |
| **3.1** list the main legislation relating to automotive environment health and safety.  **3.2** describe the general legal duties of employers and employees required by current health and safety legislation  **3.3** describe key, current health and safety requirements relating to the automotive environment.  **3.4** describe why workplace policies and procedures relating to health and safety are important |  |  |  |  |
| **4.1** identify key hazards and risks in an automotive environment  **4.2** describe policies and procedures for reporting hazards, risks, health and safety matters in the automotive environment.  **4.3** state precautions and procedures which need to be taken when working with vehicles, associated materials, tools and equipment.  **4.4** identify fire extinguishers in common use and which types of fire they should be used on  **4.5** identify key warning signs and their characteristics that are found in the vehicle repair environment.  **4.6** state the meaning of common product warning labels used in an automotive environment. |  |  |  |  |
| **5.1** explain the importance of personal conduct in maintaining the health and safety of the individual and others  **5.2** explain the importance of personal presentation in maintaining health safety and welfare |  |  |  |  |

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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/601/7254 Skills in health safety and good housekeeping in the automotive environment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . select and use personal protective equipment throughout activities. To include appropriate protection of:  a. eyes  b. ears  c. head  d. skin  e. feet  f. hands  g. lungs  **1.2** . select and use vehicle protective equipment throughout all activities |  |  |  |  |
| **2.1** select and use cleaning equipment which is of the right type and suitable for the task  **2.2** use utilities and appropriate consumables, avoiding waste  **2.3** use materials and equipment to carry out cleaning and maintenance duties in allocated work areas, following automotive work environment policies, schedules and manufacturers instructions  **2.4** perform housekeeping activities safely and in a way which minimizes inconvenience to customers and staff  **2.5** keep the work area clean and free from debris and waste materials  **2.6** keep tools and equipment fit for purpose by regular cleaning and keeping tidy  **2.7** dispose of used cleaning agents, waste materials and debris to comply with legal and workplace requirements |  |  |  |  |
| **3.1** name and locate the responsible persons for health and safety in their relevant workplace  **3.2** identify and report working practices and hazards which could be harmful to themselves or others  **3.3** carry out safe working practices whilst working with equipment, materials and products in the automotive environment  **3.4** rectify health and safety risks encountered at work, within the scope and capability of their job role |  |  |  |  |
| **4.1** show personal conduct in the workplace which does not endanger the health and safety of themselves or others  **4.2** display suitable personal presentation at work which ensures the health and safety of themselves and others at work |  |  |  |  |

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