

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Certificate in Motor Vehicle Studies (Specialist Tyre Fitting)**

**600/2966/3**

###### SEG Awards Level 2 Certificate in Motor Vehicle Studies (Specialist Tyre Fitting)

## 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.

**D/601/6025 Knowledge in inspection repair and replacement of standard light vehicle tyres**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . State the main purpose of tyres  **1.2** . Identify the different types of standard light vehicle wheel and rim construction  **1.3** . Identify the types and application of light vehicle tyre construction.  **1.4** . State the legal requirements for light vehicle tyres.  **1.5** . State the relevant parts of the British and European Standard for the repair of light vehicle tyres  **1.6** . Give examples of how to deal with specialist waste materials in their workplace. |  |  |  |  |
| **2.1** List the tools and equipment used when working with standard light vehicle tyres  **2.2** State specialist maintenance requirements of wheel balancing and tyre removal and refitting machinery |  |  |  |  |
| **3.1** State the types of repair materials available and when they would be used |  |  |  |  |
| **4.1** State the meaning of markings on standard light vehicle tyres  **4.2** State the inspection and fault identification methods and procedures associated with light vehicle tyres |  |  |  |  |

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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/601/6091 Skills in inspection repair and replacement of standard light vehicle tyres**

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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** . Carry out inspection of wheels and tyres using appropriate techniques, suitable tools, equipment and manufacturers instructions where relevant. To include:a. visual inspectionb. measurement of tread depthc. tyre pressuresd. balance |  |  |  |  |
| **3.1** . Carry out tyre repair activities within appropriate timescales, using:a. suitable tools and equipmentb. correct repair and replacement techniquesc. correct type and size of replacement componentsd. correct materials  **3.2** . Carry out tyre replacement activities within appropriate timescales |  |  |  |  |
| **4.1** . Carry out wheel balancing to within acceptable limits  **4.2** . Carry out final vehicle safety checks in the workshop, prior to releasing the vehicle to the customer |  |  |  |  |
| **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/601/6092 Skills in inspection repair and replacement of high performance light vehicle tyre**

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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 wheels and tyres using suitable tools, sources of information, and equipment. To include:a. visual inspectionb. measurement of tread depthc. tyre pressuresd. balance |  |  |  |  |
| **3.1** . Carry out tyre repair activities within appropriate timescales, using:a. suitable tools and equipmentb. correct repair and replacement techniquesc. correct type and size of replacement componentsd. correct materials  **3.2** . Carry out tyre replacement activities within appropriate timescales |  |  |  |  |
| **4.1** . Carry out wheel balancing to within acceptable limits  **4.2** . Carry out final vehicle safety checks in the workshop, prior to releasing the vehicle to the customer |  |  |  |  |
| **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.

**T/601/6032 Knowledge of inspection repair and replacement of high performance light vehicle tyres**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the purpose, function and construction of high performance light vehicle wheels and tyres.  **1.2** . Describe the types and functions of pressure monitoring systems  **1.3** . Describe the current legal requirements for high performance light vehicle tyres.  **1.4** . Describe the relevant parts of the British and European Standard for the repair of high performance light vehicle tyres  **1.5** . Give examples of how to deal with specialist waste materials in their workplace. |  |  |  |  |
| **2.1** . Give examples of how to select, prepare, and use tools and equipment appropriate to working with high performance light vehicle tyres  **2.2** . Describe specialist maintenance requirements of wheel balancing and tyre removal and refitting machinery |  |  |  |  |
| **3.1** . Describe the types of repair materials available and when it is permissible for them to be used. |  |  |  |  |
| **4.1** . Describe the different types of valve construction used with high performance light vehicle tyres and their installation techniques  **4.2** . Give examples of the meanings of markings used on standard and high performance light vehicle tyres and where these can be found.  **4.3** . Describe the inspection and fault identification methods and procedures associated with high performance light vehicle tyres.  **4.4** . Give examples of the common faults associated with high performance light vehicle tyres and wheels.  **4.5** . Describe high performance light vehicle tyre and wheel removal, replacement and refitting methods and procedures.  **4.6** . Describe the principles of wheel balancing. To include:a static balancingb dynamic balancing |  |  |  |  |

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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.

**R/601/6040 Knowledge of inspection repair and replacement of motorcycle tyres**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the purpose, function and construction of motorcycle wheels and tyres  **1.2** . Describe the current legal requirements for motorcycle tyres  **1.3** . Describe the relevant parts of the British and European Standard for the repair of motorcycle tyres  **1.4** . Give examples of how to deal with specialist waste materials in their workplace |  |  |  |  |
| **2.1** . Give examples of how to select, prepare and use tools and equipment appropriate to working with motorcycle wheels and tyres  **2.2** . Describe specialist maintenance requirements of wheel balancing and tyre removal and refitting machinery |  |  |  |  |
| **3.1** . Understand the materials used in the repair of motorcycle tyres  **3.2** . Describe the types of repair materials available and when it may be permissible for them to be used |  |  |  |  |
| **4.1** . Describe the types of valve used in motorcycle tyres and their removal and installation techniques  **4.2** . Give examples of the meanings of markings used on motorcycle tyres and tubes and where these can be found.  **4.3** . Describe the inspection and fault identification methods and procedures associated with motorcycle tyres, rims and valves  **4.4** . Give examples of the common faults associated with motorcycle tyres, wheels and valves.  **4.5** . Describe motorcycle wheel, tyre and tube removal and refitting methods and procedures.  **4.6** . Describe the principles of wheel balancing. To include:a static balancingb dynamic balancing |  |  |  |  |

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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/601/6094 Skills in inspection repair and replacement of motorcycle tyres**

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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 motorcycle wheels and tyres using suitable tools, sources of information, and equipment. To include:a. visual inspectionb. measurement of tread depthc. tyre pressuresd. balance |  |  |  |  |
| **3.1** . Remove front and rear wheels from motorcycles to facilitate tyre removal and refitment  **3.2** . Carry out tyre repair activities using:a. suitable tools and equipmentb. correct repair and replacement techniquesc. correct type and size of replacement componentsd. correct materials  **3.3** . Carry out tyre replacements activities within appropriate timescales  **3.4** Use suitable equipment to align front and rear wheels following wheel refitment |  |  |  |  |
| **4.1** . Carry out wheel balancing to manufacturers’ tolerances  **4.2** . Carry out final vehicle safety checks in the workshop, prior to releasing the motorcycle to the customer |  |  |  |  |
| **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/601/6051 Knowledge of light vehicle four wheel alignment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the Ackerman principle  **1.2** . Describe the principles of steering and suspension and their effects on tyre wear and vehicle handling  **1.3** . Describe the purpose, function and location of steering and suspension components and how wear can affect wheel alignment  **1.4** . Give examples of abnormal tyre wear associated with misalignment |  |  |  |  |
| **2.1** . Describe appropriate specialist tools, their selection and calibration when measuring four wheel alignment  **2.2** . Describe pre-checks to be applied to the vehicle prior to measuring four wheel alignment  **2.3** . Describe how to find and use vehicle data relating to working tolerances on four wheel alignment  **2.4** . Explain the importance of and how to take and record accurate measurements |  |  |  |  |
| **3.1** . Describe the use of appropriate specialist tools, when adjusting four wheel alignment.  **3.2** . Describe four wheel alignment adjustment techniques, including the use of weights, how to apply them and record adjustments  **3.3** . Describe the importance of ensuring any adjustments are within acceptable tolerances for the vehicle and the possible consequences of inaccurate adjustment |  |  |  |  |
| **4.1** . Describe how to check that the adjusted items function correctly  **4.2** . Explain the importance of checking the operation of adjusted items prior to return to the customer and the implications for safety and customer satisfaction  **4.3** . Describe the impact of adjustment on electronic 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.

**F/601/6745 Skills in light vehicle four wheel alignment**

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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** . Perform four wheel alignment pre-checks to vehicle and equipment prior to testing  **2.2** . Carry out light vehicle four wheel alignment using suitable tools and equipment, carrying out calibration as appropriate  **2.3** . Use vehicle data relating to working tolerances. To include:a. technical informationb. manufacturers instructions where relevant |  |  |  |  |
| **3.1** . Carry out adjustment activities within appropriate timescales. To include:a. suitable tools and equipmentb. correct adjustment techniquesc. calibration of equipment as appropriate  **3.2** . Carry out final checks to ensure that adjustments and settings are within the tolerances allowed for the vehicle and conform to legal requirements, 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.

**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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