SEG Awards Level 2

Diploma in Motor Vehicle Studies

 (Motorcycle Pathway)

**Practical Evidence Record**

|  |  |
| --- | --- |
| **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.

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit No.** | **Unit Title** | **Units****Selected**✔ | **Internal Moderator** **Signature & Date****(If Sampled)** | **External Moderator****Signature & Date****(If Sampled)** |
| **Y/601/7254** | Skills in health, safety and good housekeeping in the automotive environment | ✔ |  |  |
| **F/601/6034** | Skills in locating and correcting simple electrical faults in the automotive workplace |  |  |  |
| **Y/601/6279** | Skills in materials, fabrication, tools and measuring devices used in the automotive environment |  |  |  |
| **M/601/6286** | Skills to identify and agree motor vehicle customer service needs  |  |  |  |
| **F/601/5594** | Skills in routine motorcycle maintenance |  |  |  |
| **R/601/5597** | Skills in motorcycle internal engine systems |  |  |  |
| **D/601/5604** | Skills in removing and replacing motorcycle electrical units and components |  |  |  |
| **M/601/5610** | Skills in removing and replacing motorcycle chassis units and components |  |  |  |
| **Y/601/5617** | Skills in motorcycle preparation and inspection |  |  |  |
| **J/601/6231** | Skills in working with plastic materials and components  |  |  |  |
| **F/601/6244** | Skills in repairing minor paint defects  |  |  |  |
| **T/601/6256** | Skills in vehicle colour matching |  |  |  |
| **T/601/6094** | Skills in inspection, repair and replacement of motorcycle tyres |  |  |  |

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| **Y/601/7254 Skills in Health, Safety and Good Housekeeping in the Automotive Environment (Mandatory Unit)** |

**Assessment Guidance**

This unit is about following Health and Safety guidelines and good housekeeping routines 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** |
| Using personal PPE (1) |  |
| Using personal PPE (2) |  |
| Identification of hazards and risks (1) |  |
| Identification of hazards and risks (2) |  |
| Following workplace policies (1) |  |
| Following workplace policies (2) |  |
|  |
| **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 PPE to protect: |
| - Eyes |  |
| - Ears |  |
| - Head |  |
| - Skin |  |
| - Feet |  |
| - Hands |  |
| - Lungs |  |
| Correct disposal of waste |  |
| Display personal presentation |  |
| Clean work area |  |
| Show good personal conduct |  |

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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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| **F/601/6034 Skills in Locating and Correcting Simple Electrical Faults in the Automotive Workplace (Option Unit)** |

**Assessment Guidance**

This unit is about locating and correcting simple electrical faults 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** |
| Locate and correct faults from 3 of the following |
| Lighting system |  |
| Wiring loom |  |
| Wipers and washers |  |
| Vehicle security |  |
|  |
| **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** |
| Select and use appropriate PPE |  |
| Use appropriate vehicle coverings |  |
| Select suitable technical data |  |
| Select suitable diagnostic test procedures |  |
| Check accuracy of test equipment |  |
| Follow manufacturer’s guidelines |  |
| Record additional faults |  |

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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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| **Y/601/6279 Skills in Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment (Option Unit)** |

**Assessment Guidance**

This unit is about the ability to select and use tools and measuring devices in the manufacture of a motor vehicle component or tool 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** |
| Manufacture vehicle component or tool |  |
| Checking tools (1) |  |
| Checking tools (2) |  |
| Using measuring devices (1) |  |
| Using measuring devices (2) |  |
|  |
| **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** |
| Select, maintain and use suitable hand tools |  |
| Select, maintain and use suitable measuring devices |  |
| Select maintain and use suitable electrical measuring tools |  |
| Use correct procedures when:filing, tapping threads, cutting and drilling metal and plastics |  |
| Select and use sealants, gaskets, fittings and fasteners |  |

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| **Assessor Declaration** |
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| **M/601/6286 Skills to Identify and Agree Motor Vehicle Customer Service Needs (Option Unit)** |

**Assessment Guidance**

This unit is about identifying and agreeing customer needs in a motor vehicle setting

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** |
| Obtain relevant information from customer |  |
| Clarify customer and vehicle needs |  |
| Provide relevant information to customer with regard to |
| Work to be carried out |  |
| Company terms and conditions |  |
| Repair costs |  |
| Repair timescales |  |
|  |
| **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** |
| Encourage customers to ask questions and seek clarification |  |
| Use recording systems that are accurate, complete and signed by customer |  |
| Pass on completed records to correct person promptly |  |

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| **Assessor Declaration** |
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| **F/601/5594 Skills in Routine Motorcycle Maintenance****(Option Unit)** |

**Assessment Guidance**

This unit is about carrying out routine servicing procedures 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** |
| Carry out mileage based full service on a motorcycle with a |  |
| Four Stroke Engine |  |
| Two Stroke Engine |  |
|  |  |
| **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 |  |
| Select and use technical data |  |
| Report faults and differences from specification |  |
| Complete service checklist |  |
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| **Assessor Declaration** |
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| **R/601/5597 Skills in Motorcycle Internal Engine Systems** **(Option Unit)** |

**Assessment Guidance**

This unit is about locating and correcting simple internal engine system faults 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** |
| Engine mechanical |  |
| Engine Lubrication |  |
| Engine Cooling |  |
| Engine Air/Exhaust/Fuel |  |
| Engine Ignition |  |
| Clutch/transmission |  |
|  |
| **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** |
| Select and use appropriate PPE |  |
| Select suitable technical data |  |
| Ensure replacement components meet manufacturer’s specification |  |
| Record and report additional work |  |

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| **Assessor Declaration** |
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| **D/601/5604 Skills in Removing and Replacing Motorcycle Electrical Units and Components (Option Unit)** |

**Assessment Guidance**

This unit is about removing and replacing electrical units and components 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** |
|  One Starting or Charging System |  |
| **Plus 3 from** |  |
| Lighting |  |
| Monitoring and instrumentation |  |
| Security and alarm |  |
| Information and entertainment |  |
| Telephone and two-way communication |  |
| Safety devices |  |
|  |  |
| **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** |
| Ensure replacement components meet legal and operating specification |  |
| Select and use technical information |  |
|  |  |

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| **Assessor Declaration** |
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| **M/601/5610 Skills in Removing and Replacing Motorcycle Chassis Units and Components (Option Unit)** |

**Assessment Guidance**

This unit is about removing and replacing chassis system components 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** |
| Steering system to include wheel alignment |  |
| Braking system to include hydraulic system component |  |
| Suspension system |  |
| Front to rear wheel alignment |  |
|  |  |
| **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 |  |
| Select and use technical data |  |
| Ensure replacement components meet legal and operating specification |  |
| Make justifiable recommendations for cost effective repair |  |
| Produce appropriate work records |  |
|  |  |

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| **Assessor Declaration** |
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| **Y/601/5617 Skills in Motorcycle Preparation and Inspection****(Option Unit)** |

**Assessment Guidance**

This is about carrying out various inspections of motorcycles 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** |
| Pre and Post Work |  |
| **Plus any 1 from** |  |
| Used machine pre-delivery |  |
| Pre MOT test |  |
| New machine pre-delivery |  |
|  |  |
| **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 |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Record information and make suitable recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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| **J/601/6231 Skills in Working with Plastic Materials and Components** **(Option Unit)** |

**Assessment Guidance**

This unit is about preparation and application of foundation materials and topcoats to plastic materials and components

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

|  |
| --- |
| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Apply foundation coat including adhesion promoters |  |
| Apply topcoat |  |
| Use flexible additive |  |
|  |
| **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 |  |
| Work safely |  |
| Select and use technical data |  |
| Select and use appropriate tools and equipment |  |
| Produce appropriate work records |  |

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| **F/601/6244 Skills in Repairing Minor Paint Defects****(Option Unit)** |

**Assessment Guidance**

This unit is about repairing minor paint defects 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 –Select any 5 from the list below** | **Evidence Ref** |
| Crinkling  |  |
| Stone chipping  |  |
| Loss of gloss |  |
| Loss of adhesion |  |
| Orange peel |  |
| Runs |  |
| Cratering / fish eyes |  |
| Dust/dirt contamination |  |
| Sanding marks |  |
|  |
| **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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| **T/601/6256 Skills in Vehicle Colour Matching** **(Option Unit)** |

**Assessment Guidance**

This unit is about performing vehicle colour matching in a motor vehicle workshop.

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

|  |
| --- |
| **Practical Task Log** |
| **Recommended Practical Tasks** | **Evidence Ref** |
| Colour match a vehicle (1) |  |
| Colour match a vehicle (2) |  |
| Colour match a vehicle (3) |  |
| Formulate colours using a paint mixing scheme (1) |  |
| Formulate colours using a paint mixing scheme (2) |  |
| Formulate colours using a paint mixing scheme (3) |  |
| Spray test cards from the above formulations (1) |  |
| Spray test cards from the above formulations (2) |  |
| Spray test cards from the above formulations (3) |  |
| Spray test cards to demonstrate the effect of speed, distance and pressure on a metallic/mica coating |  |
|  |
| **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** |
| 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/601/6094 Skills in Inspection, Repair and Replacement of Motorcycle Tyres (Option Unit)** |

**Assessment Guidance**

This unit is about the inspection, repair and replacement of motorcycle tyres 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 and refit front wheel |  |
| Remove and refit rear wheel |  |
| Tyre inspection |  |
| Replacement  |  |
| Repair (1) |  |
| Repair (2) |  |
| Balance (1) |  |
| Balance (2) |  |
| Align front and rear wheels |  |
|  |
| **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 correct inspection procedures |  |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Record information and make suitable cost effective repair/replacement recommendations |  |
| Select and use technical data |  |
| Produce appropriate work records |  |

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| --- |
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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)