

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Diploma in Motor Vehicle Studies (Motor Cycle)**

**600/2957/2**

###### SEG Awards Level 2 Diploma in Motor Vehicle Studies (Motor Cycle)

## 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.

**K/601/6237 Knowledge of materials fabrication tools and measuring devices used in the automotive environment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** identify and explain the use of common types of hand tools used for fabricating and fitting in the automotive environment**1.2** identify and explain the use of common measuring devices used for fabrication and fitting in the automotive environment**1.3** describe, within the scope of their responsibilities, how to select, prepare and maintain hand tools, measuring devices and PPE used for fabrication, repair and fitting in the automotive environment**1.4** state the limitations of common hand tools and measuring devices used for fabricating, repair and fitting in the automotive workplace**1.5** explain how common hand tools and measuring devices used for fabricating, repair and fitting in the automotive environment should be stored and maintained**1.6** identify common electrical measuring tools used in the repair of vehicles and components**1.7** explain the preparation and safe and correct use of common electrical tools when measuring voltage, current and resistance |  |  |  |  |
| **2.1** describe the preparation and safe use of workshop equipment**2.2** explain the term: safe working load |  |  |  |  |
| **3.1** describe the properties, application and limitations of ferrous and non-ferrous metals, including their safe use.**3.2** describe the properties, application and limitations of common non-metallic materials, including their safe use**3.3** define common terms relating to the properties of materials |  |  |  |  |
| **4.1** describe how to tap threads, file, cut and drill plastics and metals when modifying or repairing vehicles**4.2** describe how to measure, mark out, shape and join materials when fabricating**4.3** describe the selection and fitting procedures of the following: a. gaskets and seals b. sealants and adhesives c. fittings and fasteners d. electrical circuit components**4.4** identify locking, fastening and fixing devices**4.5** state the importance of correct operating specifications for limits, fits and tolerances in the automotive environment |  |  |  |  |

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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/601/6279 Skills in materials fabrication tools and measuring devices used in the automotive environment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select, maintain and use suitable hand tools safely when fabricating and fitting in the automotive workplace**1.2** Select, maintain and use suitable measuring devices safely when fabricating and fitting in the automotive environment**1.3** Select, maintain and use suitable PPE for fabrication, repair and fitting in the automotive environment.**1.4** Select, maintain and use suitable electrical measuring tools safely when repairing vehicles and components |  |  |  |  |
| **2.1** Use suitably maintained workshop equipment safely**2.2** use correct interpretation of ‘safe working load’ on lifting and supporting equipment.**2.3** report any faulty or damaged tools and equipment to the relevant persons clearly and promptly.**2.4** store work tools and equipment in a safe manner which permits ease of access and identification for use. |  |  |  |  |
| **3.1** select and use appropriate materials whilst constructing, fitting, modifying or repairing vehicles and components. |  |  |  |  |
| **4.1** use correct procedures when:a. filing, b. tapping threadsc. cutting plastics and metalsd. drilling plastics and metals. e. fitting**4.2** use appropriate techniques when fabricating, repairing and modifying vehicles and components**4.3** select and use: a. gaskets b. seals c. sealants d. fittings and fasteners**4.4** apply modification and repair techniques to automotive electrical circuits**4.5** select and use locking, fixing and fastening devices |  |  |  |  |

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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/601/6286 Skills to identify and agree motor vehicle customer service needs**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** obtain and interpret sufficient, relevant information, from the customer to make an assessment of their needs.**1.2** clarify customer and vehicle needs by referring to vehicle data and operating procedures |  |  |  |  |
| **2.1** provide customers with accurate, current and relevant advice and information, in a form that the customer will understand.**2.2** demonstrate techniques which encourage customers to ask questions and seek clarification during conversation |  |  |  |  |
| **3.1** summarise and record work agreed with the customer, before accepting the vehicle.**3.2** implement confirmation of the agreement by ensuring customer understanding |  |  |  |  |
| **4.1** use recording systems which are accurate and complete, in the required format and signed by the customer where necessary**4.2** perform the next stage in the process by passing on completed records to the correct person promptly.**4.3** demonstrate correct procedures for customer approval where the contracted agreement is likely to be exceeded. |  |  |  |  |

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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/601/6247 Knowledge of how to identify and agree motor vehicle customer service needs**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** describe the fundamental legal requirements of current consumer legislation and the consequences of their own actions in respect of this legislation**1.2** describe the content and limitations of company and product warranties for the vehicles dealt with by their company**1.3** explain the limits of their own authority for accepting vehicles**1.4** explain the importance of keeping customers informed of progress**1.5** describe their workplace requirements for the completion of records**1.6** explain how to complete and process all the necessary documentation |  |  |  |  |
| **2.1** explain how to communicate effectively with customers**2.2** describe how to adapt your language when explaining technical matters to non-technical customers**2.3** explain how to use effective questioning techniques**2.4** describe how to care for customers and achieve customer satisfaction |  |  |  |  |
| **3.1** describe the range of options available to resolve vehicle problems**3.2** describe the range and type of services offered by their company**3.3** explain the effect of resource availability upon the receipt of customer vehicles and the completion work**3.4** explain how to access costing and work completion time information |  |  |  |  |

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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/601/5515 Knowledge of routine motorcycle maintenance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** explain how to conduct a scheduled motorcycle routine examination and assessment against the motorcycle manufacturers specification, legal and road safety requirements**1.2** identify the different systems to be inspected while carrying out motorcycle routine maintenance.**1.3** identify adjustments that need to be carried out on a motorcycle routine maintenance |  |  |  |  |
| **2.1** describe the procedures used for checking the condition and serviceability of motorcycle units and components**2.2** describe the procedures used for checking gaps and clearances**2.3** describe the procedures for checking and replenishing fluid levels**2.4** describe the procedures for checking and replacing lubricants**2.5** explain the procedure for reporting cosmetic damage to motorcycle components and units outside normal service items**2.6** Identify the operating specifications for the systems being checked while carrying out motorcycle routine maintenance |  |  |  |  |

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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/601/5594 Skills in routine motorcycle maintenance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and motorcycle coverings throughout all motorcycle routine maintenance activities**1.2** . Work in a way which minimises the risk of damage or injury to the motorcycle, people and the environment |  |  |  |  |
| **2.1** select suitable sources of technical information to support motorcycle routine maintenance activities including:a. motorcycle technical datab. maintenance proceduresc. legal requirements**2.2** use technical information to support motorcycle inspection activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for carrying out routine maintenance**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 routine maintenance |  |  |  |  |
| **4.1** carry out motorcycle inspections using prescribed methods, adhering to the correct specifications and tolerances for the motorcycle and following:a. the manufacturer’s approved inspection methodsb. Recognised researched inspection methodsc. health and safety requirements**4.2** carry out adjustments, replacement of motorcycle components and replenishment of consumable materials following the manufacturer’s current specification**4.3** ensure the examination methods identify accurately any motorcycle system and or component problems falling outside the maintenance schedule are specified.**4.4** ensure that the inspected motorcycle conforms to the motorcycle operating specification and any legal requirements**4.5** use suitable testing methods to evaluate the performance of all replaced and adjusted components and systems accurately |  |  |  |  |
| **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.

**R/601/5597 Skills in motorcycle internal engine systems**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and motorcycle coverings throughout all light motorcycle routine maintenance activities**1.2** . Work in a way which minimises the risk of damage or injury to the motorcycle, people and the environment |  |  |  |  |
| **2.1** select suitable sources of technical information to support motorcycle engine power train unit and component removal and replacement activities including:a. motorcycle technical datab. removal and replacement proceduresc. legal requirements**2.2** use technical information to support motorcycle engine power train unit and component removal and replacement activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for removal and replacement of motorcycle engine power train systems**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 to remove and replace light motorcycle engine systems |  |  |  |  |
| **4.1** remove and replace the motorcycle electrical systems and components, adhering to the correct specifications and tolerances for the motorcycle and following:a. the manufacturer’s approved and workplace removal and replacement methodsb. recognised researched repair methodsc. health and safety requirements.**4.2** check that replaced motorcycle electrical units and components conform to the motorcycle operating specification and any legal requirements**4.3** use suitable testing methods to evaluate the performance of the reassembled system**4.4** ensure that the reassembled motorcycle electrical systems performs to the motorcycle operating specification and meets 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.

**Y/601/5519 Knowledge of motorcycle internal engine systems**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** identify motorcycle engine mechanical system components**1.2** describe the construction and operation of motorcycle engine mechanical systems.**1.3** compare key engine mechanical system components and assemblies against alternatives to identify differences in construction and operation**1.4** identify the key engineering principles that are related to engine mechanical systems.a compression ratio’sb cylinder capacityc powerd torque**1.5** state common terms used in motorcycle engine mechanical system design.a tdcb bdcc stroked bore |  |  |  |  |
| **2.1** identify motorcycle engine lubrication system components**2.2** describe the construction and operation of motorcycle engine lubrication components and systems.**2.3** compare key motorcycle engine lubrication system components and assemblies to identify differences in construction and operation**2.4** identify the key engineering principles that are related to motorcycle engine lubrication systems.a. classification of lubricantsb. properties of lubricantsc. methods of reducing friction**2.5** state common terms used in motorcycle engine lubrication system design |  |  |  |  |
| **3.1** identify motorcycle engine cooling system components**3.2** describe the construction and operation of motorcycle engine cooling systems**3.3** compare key motorcycle engine cooling system components and assemblies against alternatives to identify differences in construction and operation**3.4** identify the key engineering principles that are related to motorcycle engine cooling systemsa. heat transferb. linear and cubical expansionc. specific heat capacityd. boiling point of liquids**3.5** state common terms used in key motorcycle engine cooling system design |  |  |  |  |
| **4.1** identify motorcycle clutch and transmission system components**4.2** describe the construction and operation of motorcycle clutch and transmission system components**4.3** compare key motorcycle clutch and transmission system components and assemblies against alternatives to identify differences in construction and operation. |  |  |  |  |
| **5.1** describe how to remove and replace power train systems, units and components**5.2** describe common types of testing methods used to check the operation of engine power train systems and their purpose**5.3** explain how to test and evaluate the performance of replacement units against motorcycle specification**5.4** explain common faults found in motorcycle power train systems and their causes |  |  |  |  |

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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/601/5527 Knowledge of motorcycle fuel ignition air and exhaust system units and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** identify motorcycle engine fuel system components**1.2** describe the construction and operation of motorcycle engine fuel systems**1.3** compare key motorcycle engine fuel system components and assemblies against alternatives to identify differences in construction and operation**1.4** identify the key engineering principles that are related to motorcycle engine fuel systemsa. properties of fuelsb. combustion processesc. exhaust gas constituents**1.5** state common terms used in motorcycle engine fuel system design |  |  |  |  |
| **2.1** identify motorcycle engine ignition system components**2.2** describe the construction and operation of fundamental motorcycle engine ignition systems**2.3** compare key motorcycle engine ignition system components and assemblies against alternatives to identify differences in construction and operation**2.4** identify the key engineering principles that are related to motorcycle engine ignition systemsa. flame travelb. ignition timing**2.5** state common terms used in key motorcycle engine ignition system design |  |  |  |  |
| **3.1** identify motorcycle engine air supply and exhaust system components**3.2** describe the construction and operation of motorcycle engine air supply and exhaust systems**3.3** compare key motorcycle air supply and exhaust system components and assemblies against alternatives to identify differences in construction and operation**3.4** identify the key engineering principles that are related to motorcycle engine air supply and exhaust systemsa. sound absorptionb. reduction of harmful emissions**3.5** state common terms used in key motorcycle engine air supply and exhaust system design |  |  |  |  |
| **4.1** describe how to remove and replace fuel, ignition, air and exhaust systems, units and components**4.2** describe common types of testing methods used to check the operation of fuel, ignition, air and exhaust systems and their purpose**4.3** explain how to test and evaluate the performance of replacement units against motorcycle specification**4.4** explain common faults found in motorcycle fuel, ignition, air and exhaust systems, units and components and their causes |  |  |  |  |

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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/601/5604 Skills in removing and replacing motorcycle electrical units and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and motorcycle coverings throughout all light motorcycle routine maintenance activities**1.2** . Work in a way which minimises the risk of damage or injury to the motorcycle, people and the environment |  |  |  |  |
| **2.1** select suitable sources of technical information to support motorcycle electrical unit and component removal and replacement activities including:a) motorcycle technical data and codesb) removal and replacement proceduresc) legal requirements**2.2** use technical information to support motorcycle electrical unit and component removal and replacement activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for removal and replacement of motorcycle electrical system components**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 to remove and replace motorcycle electrical systems |  |  |  |  |
| **4.1** remove and replace the motorcycle electrical systems and components, adhering to the correct specifications and tolerances for the motorcycle and following:a. the manufacturer’s approved and workplace removal and replacement methodsb. recognised researched repair methodsc. health and safety requirements.**4.2** ensure that replaced motorcycle electrical units and components conform to the motorcycle operating specification and any legal requirements**4.3** use suitable testing methods to evaluate the performance of the reassembled system**4.4** ensure that the reassembled motorcycle electrical systems performs to the motorcycle operating specification and meets any legal requirements |  |  |  |  |
| **5.1** produce work records that are accurate, completeand passed to the relevant person(s) promptly inthe 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.

**H/601/5555 Knowledge of removing and replacing motorcycle electrical units and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** identify electrical symbols and units found in motorcycle circuits**1.2** describe how to interpret motorcycle wiring diagrams**1.3** describe the operation of key motorcycle circuit safety protection devices and why these are necessary**1.4** describe motorcycle earthing principles and earthing methods**1.5** identify the use of different cables and connectors used in motorcycle circuits**1.6** describe the operation of electrical and electronic sensors and actuators and their application**1.7** describe the key electrical and electronic control principles that are related to motorcycle electrical circuits**1.8** state common terms used in motorcycle electrical circuits |  |  |  |  |
| **2.1** identify motorcycle batteries, starting and charging system components**2.2** describe the construction and operation of motorcycle batteries, starting and charging system components**2.3** compare motorcycle batteries, starting and charging system components and assemblies against alternatives to identify differences in construction and operation**2.4** state common terms used in conjunction with motorcycle batteries, starting and charging systems |  |  |  |  |
| **3.1** identify motorcycle auxiliary system components**3.2** describe the construction and operation of motorcycle auxiliary systems**3.3** compare key motorcycle auxiliary system components and assemblies against alternatives to identify differences in construction and operation**3.4** state common terms used in motorcycle auxiliary system design |  |  |  |  |
| **4.1** describe how to remove and electrical and electronic systems, units and components**4.2** describe common types of testing methods used to check the operation of electrical and electronic systems and their purpose**4.3** explain how to test and evaluate the performance of replacement units against motorcycle specification**4.4** Identify common faults found in motorcycle electrical and electronic systems and their causes |  |  |  |  |

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

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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.

**M/601/5610 Skills in removing and replacing motorcycle chassis units and components**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and motorcycle coverings throughout all motorcycle routine maintenance activities**1.2** . Work in a way which minimises the risk of damage or injury to the motorcycle, people and the environment |  |  |  |  |
| **2.1** select suitable sources of technical information to support motorcycle chassis unit and component removal and replacement activities including:a. motorcycle technical datab. removal and replacement proceduresc. legal requirements**2.2** use technical information to support motorcycle chassis unit and component removal and replacement activities |  |  |  |  |
| **3.1** select the appropriate tools and equipment necessary for removal and replacement of motorcycle chassis systems including:a. steering b. suspensionc. brakingd. wheels and tyres**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 to remove and replace motorcycle chassis systems |  |  |  |  |
| **4.1** remove and replace the motorcycle chassis systems and components, adhering to the correct specifications and tolerances for the motorcycle and following:a) the manufacturer’s approved removal and replacement methodsb) Recognised researched repair methodsc) health and safety requirements.**4.2** ensure that replaced motorcycle chassis units and components conform to the motorcycle operating specification and any legal requirements**4.3** . Use suitable testing methods to evaluate the performance of the reassembled system**4.4** . Ensure that the reassembled motorcycle chassis system performs to the vehicle operating specification and meets any legal requirements |  |  |  |  |
| **5.1** produce work records that are accurate, completeand passed to the relevant person(s) promptly inthe 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.

**T/601/5558 Knowledge of removing and replacing motorcycle chassis units and components**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** identify motorcycle and suspension system components**1.2** describe the construction and operation of motorcycle steering and suspension systems**1.3** compare key motorcycle steering and suspension system components and assemblies against alternatives to identify differences in construction and operation**1.4** identify the key engineering principles that are related to motorcycle steering and suspension systemsa. steering anglesb. hydraulic forcesc. stress and strain**1.5** state common terms used in motorcycle steering and suspension system design |  |  |  |  |
| **2.1** identify motorcycle braking system components**2.2** describe the construction and operation of motorcycle braking systems**2.3** compare key motorcycle braking system components and assemblies against alternatives to identify differences in construction and operation**2.4** identify the key engineering principles that are related to motorcycle braking systemsa. laws of frictionb. hydraulics c. properties of fluidsd. properties of aire. braking efficiency**2.5** state common terms used in motorcycle braking system design |  |  |  |  |
| **3.1** identify motorcycle wheel and tyre components**3.2** describe the construction and operation of motorcycle wheels and tyres**3.3** compare key motorcycle wheel and tyre components and assemblies against alternatives to identify differences in construction and operation**3.4** Identify the key engineering principles that are related to motorcycle wheel and tyre systemsa. frictionb. un-sprung weightc. dynamic and static balance**3.5** state common terms used in motorcycle wheel and tyre design |  |  |  |  |
| **4.1** describe how to remove and replace chassis units and components**4.2** describe common types of testing methods used to check the operation of chassis units and components and their purpose**4.3** explain how to test and evaluate the performance of replacement units against vehicle specification**4.4** identify common faults found in motorcycle chassis units and 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.

**F/601/5563 Knowledge of motorcycle preparation and inspection**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Explain the difference between the various motorcycle preparation activities and inspections**1.2** . Identify the different systems to be inspected when using inspection methods**1.3** . Identify the procedures involved in carrying out the preparation and inspection of motorcycles**1.4** . Identify correct conformity of motorcycle systems and condition on motorcycle inspections**1.5** . Compare test and inspection results against motorcycle specifications and legal requirements**1.6** . Explain how to record and complete the preparation and inspection results in the format required**1.7** . Identify the recommendations that can be made based on results of the motorcycle inspections**1.8** . Explain the implications of failing to carry out motorcycle preparation and inspection activities correctly**1.9** . Explain the implications of signing workplace documentation and motorcycle records**1.10** . Explain the procedure for reporting cosmetic damage to motorcycle 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.

**Y/601/5617 Skills in motorcycle preparation and inspection**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Use suitable personal protective equipment and use suitable motorcycle coverings throughout all light motorcycle inspection activities**1.2** . Work in a way which minimises the risk of damage or injury to the motorcycle, people and the environment |  |  |  |  |
| **2.1** . Select suitable sources of technical information to support motorcycle inspection activities including:a. motorcycle technical datab. inspection proceduresc. legal requirements**2.2** . Use technical information to support motorcycle inspection activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary when carrying out preparation and inspections**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 a range of inspections on motorcycle systems |  |  |  |  |
| **4.1** . Carry out motorcycle preparation and inspections using prescribed methods, adhering to the correct specifications and tolerances for the motorcycle**4.2** . Ensure that inspected motorcycle conforms to the motorcycle operating specification and any legal requirements**4.3** . Ensure any comparison of the motorcycle against specification accurately identifies any differences from the motorcycle specification**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.

**J/601/6231 Skills in working with plastic materials and 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 throughout all preparation and application of foundation materials to plastics used in vehicle refinishing**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 preparation and application of foundation materials to plastics in vehicle refinishing**2.2** . Use technical information to support preparation and application of foundation materials to plastics in vehicle refinishing |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out preparation and application of foundation materials to plastics in vehicle refinishing**3.2** . Ensure that equipment has been calibrated to meet manufacturers requirements**3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out preparation and application of foundation materials to plastics in vehicle refinishing**3.4** . Leave all application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** . Identify the type of plastic component prior to working on the vehicle**4.2** Remove and store safely any components likely to be affected by the preparation process**4.3** . Keep the work area clean and tidy throughout all preparation activities**4.4** Use surface cleaning agents and protect adjacent panels to those being repaired**4.5** . Leave the prepared areas free from contamination and ready for the application of foundation materials**4.6** . Check the viscosity of foundation materials**4.7** . Prepare and apply all foundation materials to plastics**4.8** Dry and cure all foundation materials to plastics**4.9** Dispose of waste material to conform with legal and workplace requirements**4.10** . Ensure all completed repairs are finished to an agreed standard ready for the next process |  |  |  |  |
| **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 identified 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/601/6119 Knowledge of working with plastic materials and components**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Identify the types of substrate likely to be found in vehicle refinishing**1.2** . Identify the main methods used to determine the vehicle substrate**1.3** . Identify the properties of the substrate**1.4** . Identify substrate to determine the selection of the preparation process and suitable foundation material**1.5** . Identify the types of plastic likely to be found in vehicle body manufacturing |  |  |  |  |
| **2.1** . Describe the choice and use of surface cleaning agents prior to applying foundation materials to plastics**2.2** . Describe how to condition and clean surfaces prior to the application of foundation coatings to ensure adequate adhesion |  |  |  |  |
| **3.1** . Describe how to mix and check the viscosity of foundation materials**3.2** . Describe the importance of viscosity and its effects on the surface finish**3.3** . Describe the properties of the foundation materials**3.4** . Describe the principles of paint mixing, the importance of the right additive (hardener or thinner) in the correct ratio**3.5** . Describe the curing and drying recommendations for the various foundation materials to plastics**3.6** . Describe how to apply foundation coatings**3.7** . Describe how to find and interpret sources of information relevant to the mixing and application of foundation coatings relating to plastics**3.8** . Describe how to avoid application defects**3.9** . Outline and describe the masking procedures, methods and techniques for part or whole vehicles**3.10** . Describe how to carry out masking procedures to avoid material wastage and vehicle contamination for each stage of the process**3.11** . Identify the requirements for protecting the vehicle and contents from damage before, during and after preparing and applying foundation materials to plastics |  |  |  |  |

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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/601/6244 Skills in repairing minor paint defects**

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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 carrying out the rectification of minor paint defects**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 rectification of minor paint defects**2.2** . Use technical information to support the rectification of minor paint defects |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out the rectification of minor paint defects**3.2** . Ensure 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 the rectification of minor paint defects**3.4** . Leave all equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** . Identify the type of paint defect prior to working on the vehicle**4.2** . Use surface cleaning agents and protect all surfaces adjacent to those being prepared and rectified using the specified method**4.3** . Remove and store safely any components likely to be affected by the preparation and rectification process**4.4** . Correct defects using the approved tools and equipment required**4.5** Keep the work area clean and tidy throughout all rectification activities**4.6** Dispose of waste materials to conform with legal and workplace requirements**4.7** Ensure all minor paint defects are rectified to a commercially acceptable 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 identified 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/601/6122 Knowledge of repairing minor paint defects**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe how to identify the existing paint surface finish on which the minor paint defect has occurred**1.2** . Identify the minor paint defects, their cause and methods of rectification suitable for the paint finish |  |  |  |  |
| **2.1** . Describe how to carry out flatting, burnishing, polishing and touch in techniques to correct minor paint defects**2.2** . Describe how to use polishing machines, denibbing blocks and flatting equipment**2.3** . Describe how to use compounds, flatting papers, polishes, pre-prepared paints and glazes**2.4** . Identify the factors affecting the choice and use of materials in the rectification of minor paint defects**2.5** . Describe how to prevent further paint damage during rectification**2.6** . Describe the importance of proper cleaning to the vehicle and work area prior to and after rectification work**2.7** . Describe the importance of keeping equipment and materials clean and free from contamination during rectification work**2.8** . Identify the requirements for protecting the vehicle and contents from damage before, during and after repairing minor paint defects |  |  |  |  |

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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/601/6135 Knowledge of vehicle colour matching**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** . Describe the colours of the spectrum**1.2** . Identify the primary colours**1.3** . Explain the effect by which pigments produce visible colour, including black and white**1.4** . Identify and recognise colour classification systems**1.5** . Describe the terms colour, strength, hue, chroma**1.6** . Explain the effects of the viewing environment on colour matching**1.7** . Explain the terms gloss, opacity and metamerism and there effects on colour matching |  |  |  |  |
| **2.1** . Explain the purpose of paint materials**2.2** . Describe the kinds of undercoats, their functions and use on motor vehicles**2.3** . Describe the kinds of topcoats, their functions and use on motor vehicles including:a) solid coloursb) clear over base coloursc) metallic coloursd) pearl colours**2.4** . Identify and explain the basic ingredients of paints**2.5** . Explain the types of paints available and their function including:a) single packb) two packc) acrylic**2.6** . Explain the types of pigments available and their function**2.7** . Explain the types of solvents available and their function**2.8** . Explain the purpose of testing paint materials |  |  |  |  |
| **3.1** . Describe how to find, interpret and use sources of information relevant to the mixing and matching of vehicle paint colours**3.2** . Describe how to identify the paint substrate and the importance of doing so**3.3** . Explain how to compare, mix, test and adjust colour tones and effects, including metallic and mica effects**3.4** . Explain the consequences of adding too much of one type of tinter and the process for correcting and adjusting it**3.5** . Describe how to use test panels and colour test cards including drying and the importance of doing so**3.6** . Explain how spray equipment adjustments can alter colour**3.7** . Explain how to identify the causes of colour mismatch and how to rectify**3.8** . Explain how to assess and evaluate the need for blending techniques to achieve and acceptable colour match**3.9** . Describe the importance of correctly preparing the existing finish for colour matching and checking the match using the correct light source |  |  |  |  |

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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/601/6256 Skills in vehicle colour matching**

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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 carrying vehicle mixing and matching**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 paint mixing and matching activities**2.2** . Use technical information to support paint mixing and matching activities |  |  |  |  |
| **3.1** . Select the appropriate tools and equipment necessary for carrying out paint mixing and matching activities**3.2** . Ensure that equipment has been calibrated to meet manufacturers requirements**3.3** Use the correct tools and equipment in the way specified by manufacturers when carrying out paint mixing and matching activities**3.4** . Leave all mixing and application equipment in a clean and serviceable condition |  |  |  |  |
| **4.1** . Identify prior to working on the vehicle the type of substrate to be painted.**4.2** . Prepare all the refinishing systems and materials required following health and safety requirements**4.3** . Mix, compare and adjust colour tones and effects using suitable mixing and matching techniques**4.4** . Ensure all refinishing systems and materials prepared meet the specification required for colour and viscosity prior to application**4.5** . Apply refinishing systems and materials to colour test cards**4.6** Dry all colour test cards before checking colour**4.7** Ensure the colour produced meets the material manufacturer’s requirements, the customer requirements and is a blendable match to the existing colour**4.8** Dispose of waste materials to conform with legal and workplace 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.

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

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

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| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

Please ensure these forms are copied and distributed to each learner.

## 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/601/6171 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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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

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| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

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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.

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

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