SEG Awards Level 2

Motor Vehicle Studies

**Underpinning Knowledge Evidence Record**

J/501/7028 Introduction to Vehicle Valeting

(Level 1)

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| **Learners Name** |  |
| **SEG Awards Registration Number** |  |
| **Centre Name** |  |
| **Assessor 1 Name** |  |
| **Assessor 2 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.

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| Learner Name |  | | |
| Unique Learner Number (ULN) |  | SEG  Learner 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.

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| --- | --- | --- | --- |
| 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 voi

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| 3 | Valet engine bay | 4.1, 4.2 |
| 4 | Vehicle valet inspection | 5.1, 5.2 |
| 5 | Waste disposal | 6.1 |

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| **Task 1 - Valet vehicle exterior** | **Assessment Criteria 2.1** |

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| **Vehicle Details** | **Special Tools** | **Product Data** | |
| Make\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Model\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Colour\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Detergent |  |
| Glass Cleaner |  |
| Paint Renovator |  |
| Paint Polish |  |
| Plastic Restorer |  |
| **Instructions to Learners**   * + 1. Wash the vehicle exterior and dry effectively     2. Identify paint surface and apply appropriate methods to renovate dull paintwork     3. Apply appropriate polish to paintwork     4. Clean external glass to ensure no smears are left   5. Renovate exterior plastic | | | |

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| **Assessor Checklist** | **Achieved**  **Y/N** |
| PPE selected and used correctly |  |
| Methodical procedures used |  |
| Data completed |  |

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| **Assessor Declaration**  In signing this sheet the assessor and learner confirm 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 Signature……………………………………………………..........Date…………………  Learner Signature …………………………………………………………….Date………………… |

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| **Task 2 - Valet vehicle interior** | **Assessment Criteria 3.1** |

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| **Vehicle Details** | **Special Tools** | **Product Data** | |
| Make\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Model\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Colour\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Glass Cleaner |  |
| Interior Cleaner |  |
| Plastic Restorer |  |
| **Instructions to Learners**   1. Vacuum vehicle interior 2. Check upholstery and carpets for soiling and stains 3. Select and use appropriate cleaner to remove soiling or stains 4. Select and use appropriate polishes to seats. (Leather only) 5. Clean interior glass ensuring no smears are left   6. Restore the appearance of interior plastic trim | | | |

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| **Assessor Checklist** | **Achieved**  **Y/N** |
| PPE selected and used correctly |  |
| Methodical procedures used |  |
| Data completed |  |

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| **Assessor Declaration**  In signing this sheet the assessor and learner confirm 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 Signature……………………………………………………..........Date…………………  Learner Signature …………………………………………………………….Date………………… |

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| **Task 3 - Valet engine bay** | **Assessment Criteria 4.1, 4.2** |

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| **Vehicle Details** | **Special Tools** | | **Product Data** | | |
| Make\_\_\_\_\_\_\_\_\_\_\_\_\_  Model\_\_\_\_\_\_\_\_\_\_\_\_  Year\_\_\_\_\_\_\_\_\_\_\_\_\_  Colour\_\_\_\_\_\_\_\_\_\_\_\_ |  | | **Engine Bay Valet Product** | | |
|  | | |
| **Instructions to Learners**  1. Identify engine components to be protected prior to engine bay valet and complete the report below  2. Carry out an engine bay valet using appropriate equipment and materials  3. Run engine and check for correct operation and throttle response  4. Remove any residues from the engine bay or surrounding area. | | | | | |
| **Component** | | **Method** | | **Reason** |
| **1.** | |  | |  |
| **2.** | |  | |  |
| **3.** | |  | |  |
| **4.** | |  | |  |

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| **Assessor Checklist** | **Achieved**  **Y/N** |
| PPE selected and used correctly |  |
| Methodical procedures used |  |
| Data completed |  |

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| **Task 4 - Vehicle valet inspection** | **Assessment Criteria 5.1, 5.2** |

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| **Instructions to Learners**  1. Inspect a valeted vehicle and indicate key findings in the report below.  2. Outline the rectification procedure required for any imperfections found | | |
| **Valeting Inspection Report** | | |
| **Condition** | **O/K (Y/N)** | **Rectification Required** |
| **Exterior** | | |
| No paintwork residue |  |  |
| No paintwork polish marks |  |  |
| Door shuts cleaned |  |  |
| No plastic trim residue |  |  |
| No smears on glass |  |  |
| Tops of opening windows cleaned |  |  |
| **Interior** | | |
| Carpets clean and dry |  |  |
| Upholstery clean and dry |  |  |
| No residue on plastic trim |  |  |
| No smears on glass |  |  |
| Tops of opening windows cleaned |  |  |
| **Engine Bay** | | |
| No residue of cleaning product |  |  |
| Component protection removed |  |  |
| No residue in engine bay area |  |  |

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| **Assessor Checklist** | **Achieved**  **Y/N** |
| PPE selected and used correctly |  |
| Methodical procedures used |  |
| Report completed |  |

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| **Assessor Declaration**  In signing this sheet the assessor and learner confirm 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 Signature……………………………………………………..........Date…………………  Learner Signature …………………………………………………………….Date………………… |

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| **Task 5 - Waste disposal** | **Assessment Criteria 6.1** |

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| **Instructions to Learners**  State in the spaces provided below the correct procedure for disposing of waste ignition components | |
| **Component** | **Correct Disposal** |
| **Waste washing water** |  |
| **Cleaning product containers** |  |
| **Used polishing cloths** |  |
| **Waste water from engine bay valet** |  |

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| **Assessor Checklist** | **Achieved**  **Y/N** |
| PPE selected and used correctly |  |
| Methodical procedures used |  |
| Report completed |  |

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| **Assessor Declaration**  In signing this sheet the assessor and learner confirm 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 Signature……………………………………………………..........Date…………………  Learner Signature …………………………………………………………….Date………………… |

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)