SEG Awards Level 2

Diploma in Motor Vehicle Studies

(SMART Repair Pathway)

**Practical Evidence Record**

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| **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.

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| 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.

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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 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 | ✔ |  |  |
| **T/502/6355** | Skills in removing dents and creases from motor vehicle flat panels  |  |  |  |
| **M/502/6337** | Skills in removing dents and creases from motor vehicles through swage lines  |  |  |  |
| **D/502/6348** | Skills in removing dents and creases from motor vehicles where access is difficult or restricted  |  |  |  |
| **K/503/4646** | Skills in vehicle cosmetic interior trim repair  |  |  |  |
| [**M/503/4650**](https://rits.ofqual.gov.uk/Structures/LinkedUnits/Details/727015) | Skills in vehicle cosmetic interior upholstery repair (fabric) |  |  |  |
| **F/503/4653** | Skills in vehicle cosmetic interior upholstery repair (leather)  |  |  |  |
| **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  |  |  |  |
| **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 |  |  |  |
| **K/600/7442** | Repair damaged windscreen glass in vehicles  |  |  |  |

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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 and vehicle PPE (1) |  |
| Using personal and vehicle 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.

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| **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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| **T/502/6355 Skills in Removing Dents and Creases from Motor Vehicle Flat Panels** **(Option Unit)** |

**Assessment Guidance**

This unit is removing dents and creases from vehicle flat panels 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 a 20mm dent from a flat panel using PDR methods (1)To Include – PDR rods, glue pulling techniques  |  |
| Remove a 10-15mm dent from a flat panel using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/WhaleTip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, wedge. Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a 15-20mm dent from a flat panel using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, wedge, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a crease from a flat panel using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| --- | --- |
| **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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| **M/502/6337 Skills in Removing Dents and Creases from Motor Vehicles through Swage Lines (Option Unit)** |

**Assessment Guidance**

This unit is about removing dents and creases through swage lines 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 a 20mm dent from a swage line using PDR methods (1)To Include – PDR rods, glue pulling techniques  |  |
| Remove a 10-15mm dent from a swage line using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod. For example, Flare/WhaleTip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR Tools.For example, Reflection light Board, chain and hook, wedge. Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair |  |
| Remove a 15-20mm dent from a swage line using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, wedge, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a crease from a swage line using PDR methods.To Include – PDR rods/bars. |  |
| Select and use the correct PDR rod For example, Flare/Whale Tip, Flat Bar, Bullet Tip. |  |
| Select and use the correct PDR ToolsFor example, Reflection light Board, chain and hook, Punch. |  |
| Select the correct process for gaining access to the damaged area.For example, Drill and Grommet, Remove vehicle component (light/trim etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| --- | --- |
| **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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| **D/502/6348 Skills in Removing Dents and Creases from Motor Vehicles where Access is Difficult or Restricted (Option Unit)** |

**Assessment Guidance**

This unit is about in removing dents and creases where access to the repair area is difficult or restricted 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 a dent from a restricted area using PDR methods (1)To Include – PDR rods, glue pulling techniques  |  |
| Remove a 10-15mm dent from a flat panel where access is difficult or restricted using PDR methods.To Include – PDR glue pulling techniques. |  |
| Select and use the correct PDR Glue Pulling accessories.For example, correct Glue, Tab, and Release agent. |  |
| Select and use the correct PDR Glue Pulling Tools.For example, Slide hammer, Mini Lifter, Glue gun, reflection board. |  |
| Select the correct process for gaining access to the damaged area.For example, Remove vehicle component (light/trim/handles etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair |  |
| Remove a 10-15mm dent from a swage line where access is difficult or restricted using PDR methods. To Include – PDR glue pulling techniques. |  |
| Select and use the correct PDR Glue Pulling accessories.For example, correct Glue, Tab, and Release agent. |  |
| Select and use the correct PDR Glue Pulling Tools.For example, Slide hammer, Mini Lifter, Glue gun, reflection board. |  |
| Select the correct process for gaining access to the damaged area.For example, Remove vehicle component (light/trim/handles etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |
| Remove a crease from a panel where access is difficult or restricted using PDR methods.To Include – PDR glue pulling techniques. |  |
| Select and use the correct PDR Glue Pulling accessories.For example, correct Glue, Tab, and Release agent. |  |
| Select and use the correct PDR Glue Pulling Tools.For example, Slide hammer, Mini Lifter, Glue gun, reflection board. |  |
| Select the correct process for gaining access to the damaged area.For example, Remove vehicle component (light/trim/handles etc.) |  |
| Ensure all anti-corrosion, sealant and sound deadening materials are reinstated after the repair. |  |

To fully meet the unit requirements, the following items need to be referenced below. The evidence can be generated in this or other units.

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| **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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| **K/503/4646 Skills in Vehicle Cosmetic Interior Trim Repair** **(Option Unit)** |

**Assessment Guidance**

This unit is about the cosmetic repair of vehicle interior trim.

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** |
| Repair trim damage on dashboards, consoles, door cards and textured trim parts, to include: |  |
| Surface texture damage x2 |  |
| A 3 - 8 mm diameter hole |  |
| A crack of no greater than 50 mm In length |  |
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| **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.

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| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Apply legal requirements |  |
| Record information and make suitable recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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| **M/503/4650 Skills in Vehicle Cosmetic Interior Upholstery Repair (Fabric)****(Option Unit)** |

**Assessment Guidance**

This unit is about the cosmetic repair of vehicle interior upholstery fabric.

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** |
| To repair damage to areas of vehicle interior to include: carpets, roof linings, seats and door cards. |  |
| Seat burns, no larger than 15 mm |  |
| carpet burns, no larger than 20 mm |  |
| A rip or tear, no larger than 50 mm |  |
|  |
| **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.

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| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Apply legal requirements |  |
| Record information and make suitable 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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| **F/503/4653 Skills in Vehicle Cosmetic Interior Upholstery Repair (Leather)****(Option Unit)** |

**Assessment Guidance**

This unit is about the cosmetic repair of vehicle interior upholstery leather.

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** |
| To repair damage to areas of vehicle interior to include: seats and door cards, facia, consoles and arm rests. |  |
| Cracking  |  |
| Seat burns, no larger than 15 mm |  |
| Scratch/scrape |  |
| A rip or tear, no larger than 50 mm |  |
| Texture damage |  |
| Discoloration |  |
|  |
| **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.

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| --- | --- |
| **Assessment Criteria** | **Evidence Ref** |
| Use personal PPE |  |
| Use appropriate vehicle coverings |  |
| Select and use technical data |  |
| Use correct inspection procedures |  |
| Apply legal requirements |  |
| Record information and make suitable recommendations |  |
| Produce appropriate work records |  |

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| **Assessor Declaration** |
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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.

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| **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 whenfiling, tapping threads, cutting and drilling metal and plastics |  |
| Select and use sealants, gaskets, fittings and fasteners |  |

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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.

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

**Assessment Guidance**

This unit is about working with plastic materials and 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** |
| Identify and record the type of plastic component |  |
| Repair an automotive plastic component |  |
| Prepare an automotive plastic component to accept foundation materials |  |
| Mix foundation materials according to technical data sheets  |  |
| Perform a viscosity check and compare results to paint manufactures product data sheet |  |
| Apply foundation materials to plastic components, including mixture of primers, texture additives and adhesion promoters |  |
|  |
| **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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| **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

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| **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** |
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| **K/600/7442 Repair Damaged Windscreen Glass in Vehicles****(Option Unit)** |

**Assessment Guidance**

This unit is about performing a windscreen repair 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** |
| Set up and test equipment |  |
| Assess feasibility of repair |  |
| Perform a bulls eye repair |  |
| Perform a star break repair |  |
| Perform a crack repair |  |
|  |
| **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…………………… |

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)