

SEG Awards Entry 3 Award and Certificate in Motor Vehicle Studies

England

**Entry Level 3 Award in Motor
Vehicle Studies - 600/6103/0**

**Entry Level 3 Certificate in Motor
Vehicle Studies - 600/6104/2**

About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards have an on-line registration system to help customers register learners on its qualifications, units and exams. In addition, it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

The [Skills and Education Group Awards](#) website provides access to a wide variety of information.

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Specification Code

The specification code is A5520-E3, C5520-E3 and D5520-E3.

Issue	Date	Details of change
9.2	April 2026	Updated to new company branding

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

Entry Level 3 Award in Motor Vehicle Studies (600/6103/0) Entry Level 3 Certificate in Motor Vehicle Studies (600/6104/2)	
Qualification Purpose	B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area. B1. Prepare for further learning or training.
Age Range	Pre 16 ✓ 16-18 ✓ 18+ 19+ ✓
Regulation	The above qualifications are regulated by Ofqual
Assessment	Internal assessment Internal and external moderation
Type of Funding Available	See FaLA (Find a Learning Aim)
Grading	Pass
Operational Start Date	02/07/2012
Review Date	31/08/2028
Operational End Date	
Certification End Date	
Guided Learning (GL)	Award – 70 Certificate - 140
Total Qualification Time (TQT)	Award – 70 Certificate - 140
Credit Value	Award – 7 Certificate - 14
Skills and Education Group Awards Sector	Engineering and Manufacturing Technologies
Regulator Sector	4.3 Transportation Operations and Maintenance
Support from Trade Associations	IMI / Automotive Skills

Introduction

These qualifications form part of Skills and Education Group Award's Foundation Learning offer in the Engineering and Manufacturing Technologies sector.

The Skills and Education Group Awards Entry 3 Award and Certificate in Motor Vehicle Studies provide practical experience and knowledge of the automotive sector to support engagement, participation, achievement and progression for learners at Entry Level. They will help learners to decide whether to undertake further training or employment within this occupational area.

Pre-requisites

Learners must be aged 14+ who have an interest in Motor Vehicle Studies.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: Entry 3 Award in Motor Vehicle Studies

Learners must achieve a minimum of 7 credits.

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Unit				
Health and Safety Awareness	J/506/0641	E3	1	10
Minimum 6 Credits from the group				
Motor Vehicle Workshop Tools and Equipment	J/502/4657	E3	2	20
Principles of Engine Components and Operations	L/502/4658	E3	2	20
Check and Maintain Vehicle Fluid Levels	M/504/1386	E3	1	10

Check and Maintain Motor Vehicle External Lights	T/504/1387	E3	1	10
Checking and Maintaining Car Tyre Pressure and Tread	M/506/0861	E3	1	10
Remove and Replace Motor Vehicle Road Wheels	A/504/1388	E3	1	10
Motorcycle Construction	J/502/4674	E3	2	20
Routine Motorcycle Checks	L/502/4675	E3	2	20
Routine Braking System Checks	M/502/4667	E3	2	20
Routine Vehicle Checks	M/502/4670	E3	2	20
Clean a Vehicle Interior and Exterior	F/504/1389	E3	1	10
Remove and Replace Spark Plugs	T/504/1390	E3	1	10
Introduction to Vehicle Exhaust Systems	D/501/7021	1	2	20
Introduction to Customer Care	H/501/7022	1	1	10
If learners achieve credits from units of the same title (or linked titles) at more than one level, they cannot count credits achieved from both units towards the credit target of a qualification.				

Rules of Combination: Entry 3 Certificate in Motor Vehicle Studies

Learners must achieve a minimum 14 credits.

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Unit				
Health and Safety Awareness	J/506/0641	E3	1	10
Minimum 6 Credits from the group				

Motor Vehicle Workshop Tools and Equipment	J/502/4657	E3	2	20
Principles of Engine Components and Operations	L/502/4658	E3	2	20
Check and Maintain Vehicle Fluid Levels	M/504/1386	E3	1	10
Check and Maintain Motor Vehicle External Lights	T/504/1387	E3	1	10
Checking and Maintaining Car Tyre Pressure and Tread	M/506/0861	E3	1	10
Remove and Replace Motor Vehicle Road Wheels	A/504/1388	E3	1	10
Motorcycle Construction	J/502/4674	E3	2	20
Routine Motorcycle Checks	L/502/4675	E3	2	20
Routine Braking System Checks	M/502/4667	E3	2	20
Routine Vehicle Checks	M/502/4670	E3	2	20
Clean a Vehicle Interior and Exterior	F/504/1389	E3	1	10
Remove and Replace Spark Plugs	T/504/1390	E3	1	10
Introduction to Vehicle Exhaust Systems	M/501/7024	1	2	20
Introduction to Vehicle Ignition Systems	A/501/7026	1	2	20
Introduction to Customer Care	D/501/7021	1	1	10
If learners achieve credits from units of the same title (or linked titles) at more than one level, they cannot count credits achieved from both units towards the credit target of a qualification.				

Aim

The Skills and Education Group Awards Entry 3 Award, Certificate and Diploma in Motor Vehicle Studies aim to enable learners to:

- > Gain work-related skills in the area of motor vehicle studies
- > Develop generic employability skills
- > Prepare for further training within this occupational area
- > Gain an insight into core activities within this occupational area in order to allow them to make informed career decisions

Target Group

These qualifications are designed for young people aged 14+ and adults who have an interest in the automotive sector as an area of employment and want to develop practical skills in this area.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit/s or the full qualification.

The qualifications sit within the following Progression Pathways in the Foundation Learning Tier.

Level 1 Award in Motor Vehicle Studies

Independent Living / Supported Employment
14-16 Entry Level

Level 1 Certificate in Motor Vehicle Studies

Full Level 2
Skilled Employment including Apprenticeships
14-16 Entry Level

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Resources

Skills and Education Group Awards provides the following additional resources for this qualification:

- > Learner Assessment Record Book
- > Purpose Statement
- > Learner Unit Achievement Checklist
- > Indicative Content

Practice Assessment Material

Skills and Education Group Awards confirm that there are no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

These qualifications sit within Foundation Learning and are suitable for learners pre and post 16 who are engaged in a personalised learning programme.

Learners could progress from the Skills and Education Group Awards Entry Level 3 Award/Certificate in Motor Vehicle Studies to the Skills and Education Group Awards Level 1 Award/Certificate/Diploma in Motor Vehicle Studies and then onto a Level 2 automotive qualification such as the Skills Education Group Awards Level 2 Award, Certificate or Diploma in Motor Vehicle Studies, or onto an Apprenticeship.

Centres should be aware that reasonable Adjustments which may be permitted for assessment may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Mandatory Unit Details

Health and Safety Awareness	
Unit Reference	J/506/0641
Level	E3
Credit Value	1
Guided Learning (GL)	10
Unit Summary	This aims to develop learners' understanding of health and safety issues and common protocols in a motor vehicle workshop
Learning Outcomes (1 to 2)	Assessment Criteria (1.1 to 2.2)
The learner will	The learner can
1. Understand Health and Safety procedures and signage	1.1 State who they should tell in the event of an accident 1.2 Give an example of an emergency and state one thing they should do if one happens 1.3 Identify simple safety signs
2. Be able to undertake safe working practices	2.1 Wear safety clothing and equipment as advised 2.2 Follow specific instructions concerning health and safety practice in relation to a given task

Optional Unit Details

Motor Vehicle Workshop Tools and Equipment	
Unit Reference	J/502/4657
Level	E3
Credit Value	2
Guided Learning (GL)	20
Unit Summary	This unit introduces the learner to common tools, equipment and measuring devices found in a typical motor vehicle workshop.
Learning Outcomes (1 to 4)	Assessment Criteria (1.1 to 4.2)
The learner will	The learner can
1. Know common motor vehicle hand tools and workshop equipment	1.1 Identify common hand tools found in a motor vehicle workshop 1.2 1.2 Identify common equipment found in a motor vehicle workshop
2. Be able to use motor vehicle hand tools and workshop equipment correctly and safely	2.1 2.1 Demonstrate the safe use of common hand tools found in a motor vehicle workshop 2.2 2.2 Demonstrate the safe use of common equipment found in a motor vehicle workshop
3. Know examples of measuring equipment used in a motor vehicle workshop	3.1 Name the types of measuring equipment commonly used in a motor vehicle workshop
4. Know examples of different locking and securing devices used on motor vehicles	4.1 Identify the types of locking device commonly found on a motor vehicle 4.2 Demonstrate the correct use of tools when using locking devices commonly found on a motor vehicle

Principles of Engine Components and Operations	
Unit Reference	L/502/4658
Level	E3
Credit Value	2
Guided Learning (GL)	20
Unit Summary	This unit introduces the learner to the basic principles of motor vehicle engines and removal and refitting of associated components.
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.2)
The learner will	The learner can
1. Be able to work safely	1.1 Use appropriate Personal Protective Equipment and methods when working on engines
2. Know about four stroke internal combustion engines	2.1 State the four stroke cycle 2.2 Identify the main engine components 2.3 State using simple terms their purpose within the engine
3. Be able to remove and refit simple four stroke engine components	3.1 Demonstrate how to remove and refit a range of simple engine components from a (non-running) stand engine 3.2 3.2 Demonstrate the correct use of tools and equipment

Check and Maintain Vehicle Fluid Levels

Unit Reference	M/504/1386	
Level	E3	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit introduces learners to the use of various fluids within motor vehicles and how to check and maintain the correct levels of fluid.	
Learning Outcomes (1 to 2)	Assessment Criteria (1.1 to 2.3)	
The learner will	The learner can	
1. Be able to work safely when checking vehicle fluid levels	1.1	Demonstrate safe working practices when checking vehicle fluid levels
	1.2	Use correct PPE required to carry out given tasks
	1.3	Dispose of waste products in line with environmental guidance
	1.4	Clean and store tools, equipment and PPE safely
2. Be able to check and adjust vehicle fluid levels	2.1	Recognise fluid reservoirs and associated fluids
	2.2	Check and maintain fluid levels using the correct type and grade of fluid
	2.3	Ensure reservoir caps are replaced securely

Check and Maintain Motor Vehicle External Lights

Unit Reference	T/504/1387	
Level	E3	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit introduces learners to the maintenance of vehicle lighting using specialist tools and equipment.	
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.2)	
The learner will	The learner can	
1. Be able to work safely when checking motor vehicle lights	1.1	Demonstrate safe working practices when checking motor vehicle lights
	1.2	Use correct PPE required to carry out given tasks
	1.3	Clean and store tools, equipment and PPE safely
2. Know the importance of checking and maintaining motor vehicle lights	2.1	Identify external lights on a vehicle
	2.2	State reasons for checking that all external lights are in working order
3. Be able to check and maintain external motor vehicle lights	3.1	Check external vehicle lights for correct functioning
	3.2	Maintain external vehicle lights safely

Checking and Maintaining Car Tyre Pressure and Tread

Unit Reference	M/506/0861	
Level	E3	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit is designed to introduce learners to checking and maintaining car tyre pressures using specialist tools and equipment.	
Learning Outcomes (1 to 2)	Assessment Criteria (1.1 to 2.6)	
The learner will	The learner can	
1. Be able to use relevant tools and equipment safely	1.1	Select and safely use tyre pressure gauge, air line and inflator, tread gauge and tyre pressure chart for tasks
2. Be able to maintain tyres on a car	2.1	Check all tyres for uneven wear and damage and record findings on a checklist
	2.2	Identify legal tyre tread depth
	2.3	Check tread depths of all tyres using a tread gauge and record on a checklist
	2.4	Identify front and rear tyre pressures of a specified car from tyre pressure chart
	2.5	Check all tyre pressure and increase or decrease to correct value using an air line pressure gauge and inflator
	2.6	Remove dust caps, store and replace correctly when checking tyre pressure

Remove and Replace Motor Vehicle Road Wheels

Unit Reference	A/504/1388	
Level	E3	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit introduces learners to the basic principles of tyre maintenance and the removal and replacement of vehicle wheels using specialist tools and equipment.	
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.4)	
The learner will	The learner can	
1. Be able to work safely when removing and replacing motor vehicle road wheels	1.1	Demonstrate safe working practices when removing and replacing motor vehicle road wheels
	1.2	Use correct PPE required to carry out given tasks
	1.3	Dispose of waste products in line with environmental guidance
	1.4	Clean and store tools, equipment and PPE safely
2. Know the importance of checking motor vehicle road wheels	2.1	State reasons for removing wheels from a motor vehicle
	2.2	State why wheels need to be checked for condition
3. Be able to remove and replace motor vehicle road wheels	3.1	Select the correct tools and equipment, checking for fitness for purpose
	3.2	Safely use a jack
	3.3	Remove, check and refit wheel

	3.4	Ensure all wheel nuts are replaced securely
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Motorcycle Construction	
Unit Reference	J/502/4674
Level	E3
Credit Value	2
Guided Learning (GL)	20
Unit Summary	This unit introduces the learner to different types of motorcycles and their basic construction.
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.1)
The learner will	The learner can
1. Know about the types of motorcycle available	1.1 Identify a range of motorcycle types
2. Know the names of the main parts found on motorcycles	2.1 State the names of the main parts found on naked motorcycles
	2.2 State the names of the main panels found on faired motorcycles
3. Know the position of the controls on scooter and conventional motorcycles	3.1 Identify the position of the various controls found on a range of motorcycles

Routine Motorcycle Checks	
Unit Reference	L/502/4675
Level	E3
Credit Value	2
Guided Learning (GL)	20
Unit Summary	This unit is designed to introduce learners to the basic checks and maintenance of motorcycles using specialist tools and equipment.
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.3)
The learner will	The learner can
1. Know motorcycle systems and components that require routine checks	1.1 Identify the motorcycle systems and components that require routine checks
	1.2 Identify the basic maintenance requirements for Motorcycle systems
2. Know the information and equipment required for motorcycle maintenance checks	2.1 Identify the information required for motorcycle maintenance
	2.2 Identify the tools and equipment required for motorcycle maintenance
3. Be able to safely and correctly carry out routine motorcycle checks	3.1 Use safe working practices and correct methods of working
	3.2 Use the appropriate personal protective equipment required for motorcycle checks
	3.3 Demonstrate the correct sequence and procedure when carrying out motorcycle checks

Routine Braking System Checks

Unit Reference	M/502/4667	
Level	E3	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	This unit introduces learners to routine checks and basic maintenance of vehicle braking systems using specialist tools and equipment.	
Learning Outcomes (1 to 4)	Assessment Criteria (1.1 to 4.1)	
The learner will	The learner can	
1. Be able to work safely	1.1	Use appropriate Personal Protective Equipment and methods when working on braking systems
2. Know about braking systems	2.1	State the function of a vehicle braking system
	2.2	State in simple terms how the drivers effort is converted into braking forces
	2.3	Identify the main components of a vehicle braking system
3. Be able to remove and replace simple brake components and carry out simple checks	3.1	Remove and refit a set of disc pads
	3.2	Check operation of brake lights
	3.3	Check and top-up brake fluid reservoir
4. Know how to dispose of braking system components	4.1	State how to dispose of brake friction materials
	4.2	State how to dispose of brake fluid

Routine Vehicle Checks	
Unit Reference	M/502/4670
Level	E3
Credit Value	2
Guided Learning (GL)	20
Unit Summary	This unit introduces learners to basic routine vehicle maintenance procedures using specialist tools and equipment, and how to access sources of technical information.
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.3)
The learner will	The learner can
1. Be able to work safely	1.1 Identify the vehicle systems and components that require routine checks 1.2 Identify the basic maintenance requirements for vehicle systems
2. Know about braking systems	2.1 Identify the information required for vehicle maintenance 2.2 Identify the tools and equipment required for vehicle maintenance
3. Be able to remove and replace simple brake components and carry out simple checks	3.1 Use safe working practices and correct methods of working 3.2 Use the appropriate personal protection equipment (PPE) required for vehicle checks 3.3 Demonstrate the correct sequence and procedure when carrying out vehicle checks

Clean a Vehicle Interior and Exterior

Unit Reference	F/504/1389	
Level	E3	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit introduces the learner to basic cleaning of vehicle interiors and exteriors.	
Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.5)	
The learner will	The learner can	
1. Be able to work safely when cleaning a vehicle	1.1	Demonstrate safe working practices when cleaning a vehicle
	1.2	Use correct PPE required to carry out given tasks
	1.3	Clean and store tools, equipment and PPE safely
2. Be able to clean the exterior of a vehicle	2.1	Rinse off any dirt and grit from the vehicle
	2.2	Wash the exterior of a vehicle
	2.3	Dry the exterior of a vehicle
3. Be able to clean a vehicle interior	3.1	Remove any rubbish from the interior of the car
	3.2	Remove internal floor mats
	3.3	Clean internal floor mats
	3.4	Clean a vehicle interior foot well, seats, dashboard and windows
	3.5	Replace internal floor mats in the correct position

Remove and Replace Spark Plugs	
Unit Reference	T/504/1390
Level	E3
Credit Value	1
Guided Learning (GL)	10
Unit Summary	This unit is designed to give learners an introduction to spark plugs and associated working practices.
Learning Outcomes (1 to 2)	Assessment Criteria (1.1 to 2.3)
The learner will	The learner can
1. Be able to work safely when removing and replacing spark plugs	1.1 Demonstrate safe working practices when removing and replacing spark plugs
	1.2 Use correct PPE required to carry out given tasks
	1.3 Dispose of waste products in line with environmental guidance
	1.4 Clean and store tools, equipment and PPE safely
2. Be able to remove and replace spark plugs	2.1 Locate the spark plugs
	2.2 Remove and replace the spark plugs in the correct sequence
	2.3 Ensure all spark plugs are replaced securely

Introduction to Vehicle Exhaust Systems	
Unit Reference	M/501/7024
Level	1
Credit Value	2
Guided Learning (GL)	20
Unit Summary	This unit is designed to give learners an introduction to vehicle exhaust systems and associated specialist tools and equipment.
Learning Outcomes (1 to 5)	Assessment Criteria (1.1 to 5.1)
The learner will	The learner can
1. Work safely	1.1 Use safe working practices when working with vehicle exhaust systems
2. Know the main components of a vehicle exhaust system	2.1 Identify and locate the main components of a vehicle exhaust system to include <ul style="list-style-type: none"> > manifold > catalytic converter > oxygen sensor > front pipe > silencer
3. Know how to inspect a vehicle exhaust system	3.1 Give examples of common exhaust faults 3.2 Perform visual inspection of exhaust system for serviceability with particular attention to leakage, corrosion, damage and security 3.3 Identify key findings of inspection
4. Know how to replace a vehicle exhaust component	4.1 Remove an exhaust component 4.2 Identify the correct replacement component for a specified vehicle 4.3 Fit an exhaust component in accordance with manufacturers guidance

	4.4	Perform inspection to ensure correct alignment, security and sealing
5. Be aware of environmental considerations	5.1	Demonstrate appropriate ways to dispose of waste products in accordance with environmental guidance

Introduction to Vehicle Ignition Systems

Unit Reference	A/501/7026	
Level	1	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	In this unit learners will learn about the main components of vehicle ignition systems their construction and correct usage including the carrying out of practical activities regarding inspection and replacement.	
Learning Outcomes (1 to 4)	Assessment Criteria (1.1 to 4.1)	
The learner will	The learner can	
1. Work safely	1.1	Use safe working practices when working with vehicle ignition systems
	1.2	Identify and avoid specific risks associated with high tension systems
2. Know the main components of a vehicle ignition system	2.1	Identify and locate the main components of a vehicle ignition system to include: <ul style="list-style-type: none"> > Ignition coils > Spark plug leads > Spark plugs
	2.2	Identify the primary purpose of each
3. Know how to replace a vehicle ignition component	3.1	Remove and replace an ignition coil
	3.2	Remove, inspect and measure the resistance of an HT lead using correct equipment
	3.3	Replace the HT lead in the correct position
	3.4	Remove and examine spark plugs to identify signs of wear

	3.5	Replace spark plugs in accordance with manufacturers' guidance
	3.6	Start engine to check correct engine operation and throttle response
4. Be aware of environmental considerations	4.1	Demonstrate appropriate ways to dispose of waste products in accordance with environmental guidance
<p>Mapping to National Occupational Standards Vehicle Maintenance and Repair 2005 AE03 (EK: 1. PO: d.) MR02 (EK: 11, 13, 22. PO: d.)</p>		

Introduction to Customer Care	
Unit Reference	D/501/7021
Level	1
Credit Value	1
Guided Learning (GL)	10
Unit Summary	To help the learner to understand the benefits of good customer service and how poor customer service can affect a business.
Learning Outcomes (1 to 4)	Assessment Criteria (1.1 to 4.1)
The learner will	The learner can
1. Recognise the elements of positive customer experience	1.1 Give an example of a positive customer experience
	1.2 Give an example of a negative customer experience
2. Understand the importance of the customer's experience to a business	2.1 Indicate how positive and negative customer experience could affect a business
3. Recognise own contribution to customer experience	3.1 Identify and demonstrate behaviours that would contribute to a positive customer experience when: <ul style="list-style-type: none"> > greeting a customer > answering customer questions > relaying customer information or requests to the correct workplace person Identify and demonstrate behaviours that would contribute to a negative customer experience when: <ul style="list-style-type: none"> > greeting a customer > answering customer questions > relaying customer information or requests to the correct workplace person

4. Know how to promote customer safety	4.1	Identify and demonstrate customer safety procedures
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Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- > **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- > **Exemption** - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.
 - > Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.
 - > It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
 - > Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- > **Credit Transfer** – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - > Original certificates OR
 - > Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- > **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Skills and Education Group Awards Qualifications' which can be downloaded from skillsandeducationgroupawards.co.uk/for-centres

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- > Face-to-face meeting with a tutor
- > Telephone conversation with a tutor
- > Instant messaging with a tutor
- > Taking part in a live webinar
- > Classroom-based instruction
- > Supervised work
- > Taking part in a supervised or invigilated formative assessment
- > The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- > Researching a topic and writing a report
- > Watching an instructional online video at home/e-learning
- > Watching a recorded webinar
- > Compiling a portfolio in preparation for assessment
- > Completing an unsupervised practical activity or work
- > Rehearsing a presentation away from the classroom
- > Practising skills unsupervised
- > Requesting guidance via email – will not guarantee an immediate response.