

# **Entry 2 Skills for Working Life (4807-02)**

July 2014 Version 1.0



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July 2014  
Version 1.0

**Assessment recording documents for  
Vehicle Maintenance (Units 249-253)**

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## VEHICLE MAINTENANCE E2

Unit no:	249	Unit title:	<b>Recognise outside parts of a motor car or van</b>	<b>Credit Value 1</b>
<p><b>Guidance:</b> Identification of outside parts can be done using more than one vehicle if required.</p> <p>Learning Outcome:</p> <ul style="list-style-type: none"> <li>The learner will be able to recognise correctly <b>six</b> external parts of a motor car or van</li> </ul>				
<b>Assessor Initials/Date</b>				
<b>E</b>				
<b>Practical Evidence</b>				
				<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise <b>one</b> of the following types of vehicle (<i>indicate which was correctly recognised</i>):</li> </ul>
			Vehicle type:	<ul style="list-style-type: none"> <li>Motor van</li> <li>Motor car</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise <b>six</b> main external parts (indicate which six were correctly recognised):</li> </ul>
			External part 1:	<ul style="list-style-type: none"> <li>Wheel</li> <li>Bumpers (front and back)</li> <li>Number plates (front and back)</li> <li>Head lights</li> <li>Rear lights</li> <li>Indicator lights</li> <li>Brake lights</li> <li>Windscreens (front and back)</li> <li>Windscreen wipers (front and back)</li> <li>Doors (all)</li> <li>Bonnet</li> </ul>
			External part 2:	
			External part 3:	
			External part 4:	
			External part 5:	
			External part 6:	
				<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> <li>Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )				
				<ul style="list-style-type: none"> <li>A reason for wearing personal protective clothing and equipment</li> </ul>
				<ul style="list-style-type: none"> <li>A function/purpose of three different external parts of a motor car or van</li> </ul>
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above				
Date all assessments completed for this unit:				
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner	

## VEHICLE MAINTENANCE E2

Unit no:	250	Unit title:	<b>Recognise inside parts of a motor car or van</b>	<b>Credit Value 1</b>
<p><b>Guidance:</b> It is acceptable to use more than one vehicle for this unit. Pictures can also be used for identification if, for example, the learner has difficulty in accessing the inside of the vehicle.</p>				
<p>Learning Outcome:</p> <ul style="list-style-type: none"> <li>The learner will be able to recognise correctly <b>six</b> inside parts of a motor car or van</li> </ul>				
<b>Assessor Initials/Date</b>				
<b>Practical Evidence</b>				
				<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise <b>six</b> main internal parts (indicate which six were correctly recognised):</li> </ul>
			Internal part 1:	<ul style="list-style-type: none"> <li>Seats (front and back)</li> <li>Seatbelts</li> <li>Steering wheel</li> <li>Gear lever</li> <li>Stereo (radio, tape or CD)</li> <li>Fan/heater/air conditioning controls</li> <li>Headlight switch</li> <li>Instrument panel</li> <li>Glove compartment</li> <li>Control pedals (accelerator, clutch and brake)</li> </ul>
			Internal part 2:	
			Internal part 3:	
			Internal part 4:	
			Internal part 5:	
			Internal part 6:	
				<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> <li>Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )				
				<ul style="list-style-type: none"> <li>A function/purpose of three different internal parts</li> </ul>
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above				
Date all assessments completed for this unit:				
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner	

## VEHICLE MAINTENANCE E2

Unit no:	251	Unit title:	<b>Wash the outside of a motor car or van</b>	<b>Credit Value 2</b>
<p><b>Guidance:</b> For this unit a motor car or vehicle, bucket, brush, hose-pipe and fittings, sponge, cloths, chamois leather, detergent and shampoo must be available.</p>				
Learning Outcome:		<ul style="list-style-type: none"> <li>The learner will be able to wash the outside of a car or van correctly and safely</li> </ul>		
<b>Assessor Initials/Date</b>				
<b>E M</b>				
<b>Practical Evidence</b>				
				<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following equipment:</li> </ul>
				- Bucket
				- Brush
				- Hose-pipe and fittings
				- Sponge
				- Cloths
				- Chamois leather
				- Detergent/shampoo
				<ul style="list-style-type: none"> <li>Check that equipment and materials are safe to use</li> </ul>
				<ul style="list-style-type: none"> <li>Collect equipment and materials required (not necessarily all of the above)</li> </ul>
				<ul style="list-style-type: none"> <li>Measure out cleaning material correctly</li> </ul>
				<ul style="list-style-type: none"> <li>Add correct amounts of cleaning material to correct quantity of water</li> </ul>
				<ul style="list-style-type: none"> <li>Check that doors, windows and sun-roof are tightly closed</li> </ul>
				<ul style="list-style-type: none"> <li>Check that radio aerial is fully retracted if appropriate</li> </ul>
				<ul style="list-style-type: none"> <li>Connect hose-pipe securely to water supply</li> </ul>
				<ul style="list-style-type: none"> <li>Remove excess amounts of mud and dirt correctly</li> </ul>
				<ul style="list-style-type: none"> <li>Wash the vehicle in a logical sequence</li> </ul>
				<ul style="list-style-type: none"> <li>Rinse the vehicle with clean water</li> </ul>
				<ul style="list-style-type: none"> <li>Check that edges are clean on the doors, bonnet and boot</li> </ul>
				<ul style="list-style-type: none"> <li>Check that the vehicle is clean</li> </ul>
				<ul style="list-style-type: none"> <li>Dry the vehicle using a cloth or leather as appropriate</li> </ul>
				<ul style="list-style-type: none"> <li>Store unused materials and equipment correctly</li> </ul>
				<ul style="list-style-type: none"> <li>Dispose of waste materials correctly and safely</li> </ul>
				<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Wash and dry hands thoroughly</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )				
				<ul style="list-style-type: none"> <li>A reason for removing excess dirt and mud with water</li> </ul>
				<ul style="list-style-type: none"> <li>A reason for washing the vehicle in a logical sequence</li> </ul>
				<ul style="list-style-type: none"> <li>A reason for rinsing the vehicle</li> </ul>

Continued.....

**VEHICLE MAINTENANCE E2**

Unit 251: Wash the outside of a motor car or van  
Continued.....

<b>DECLARATION-</b> The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

## VEHICLE MAINTENANCE E2

Unit no:	252	Unit title:	<b>Clean the inside of a motor car or van</b>	Credit Value	<b>2</b>
<p><b>Guidance:</b> learners should be guided to ensure the appropriate use of cleaner/polish in the vicinity of the windscreen and steering wheel</p>					
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> <li>• Clean the inside of a motor car or van correctly and safely</li> </ul>			
<b>Assessor Initials/Date</b>					
<b>E</b>					
<b>Practical Evidence</b>					
					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise <b>all</b> of the following equipment/materials:</li> </ul>
					- Bucket/water
					- Rubbish sack
					- Cloths
					- Vacuum cleaner and fittings
					- dust pan and brush
					- circuit breaker
					- upholstery cleaner
					- glass cleaner
					<ul style="list-style-type: none"> <li>• Check that equipment and materials are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>• Collect equipment and materials required</li> </ul>
					<ul style="list-style-type: none"> <li>• Remove rubbish from inside of vehicle</li> </ul>
					<ul style="list-style-type: none"> <li>• Remove “loose” floor coverings/mats</li> </ul>
					<ul style="list-style-type: none"> <li>• Empty, clean and replace ashtrays</li> </ul>
					<ul style="list-style-type: none"> <li>• Wipe over dashboard with suitable cleaner and polish</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and polish all glass surfaces</li> </ul>
					<ul style="list-style-type: none"> <li>• Choose the correct attachment for the vacuum cleaner</li> </ul>
					<ul style="list-style-type: none"> <li>• Plug in and switch on the vacuum cleaner</li> </ul>
					<ul style="list-style-type: none"> <li>• Check that the circuit breaker is functioning</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean <b>all</b> of the following:</li> </ul>
					- Seats
					- Floor -carpets and mats/loose floor coverings
					- Luggage compartment using the vacuum cleaner
					<ul style="list-style-type: none"> <li>• Replace “loose” floor covering/mats</li> </ul>
					<ul style="list-style-type: none"> <li>• Check that all surfaces have been cleaned</li> </ul>
					<ul style="list-style-type: none"> <li>• Store unused cleaning materials correctly</li> </ul>
					<ul style="list-style-type: none"> <li>• Dispose of waste materials correctly and safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Remove and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands thoroughly</li> </ul>

Continued.....

## VEHICLE MAINTENANCE E2

Unit 252: Clean the inside of a motor car or van

Continued.....

<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
	• A reason for using a circuit breaker		
	• A reason for cleaning the inside of a vehicle		
	• A reason for disposing of waste materials correctly and safety		
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner



## VEHICLE MAINTENANCE E2

Unit no:	253	Unit title:	<b>Repair a puncture</b>	Credit Value	<b>2</b>
<p><b>Guidance:</b> For this unit a bicycle, wheel barrow or wheel chair wheel may be used (motor vehicle wheels should not be used as these should only be repaired by a qualified technician).</p>					
<p>Learning Outcome:</p> <ul style="list-style-type: none"> <li>The learner will be able to repair a puncture in an inner tube correctly and safely</li> </ul>					
<b>Assessor Initials/Date</b>					
<b>E M</b>					
<b>Practical Evidence</b>					
					<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise wheel to be repaired on <b>one</b> of the following (indicate which one was correctly recognised):</li> </ul>
				Wheel type:	<ul style="list-style-type: none"> <li>Bicycle</li> <li>Wheel barrow</li> <li>Wheel chair</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following items:</li> </ul>
					- Valve cap
					- Valve core
					- Tyre
					- Inner tube
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> tools and equipment to be used:</li> </ul>
					- Valve core remover
					- Levers
					- Pump (hand or foot operated)
					- Air compressor
					- Airline
					- Pressure gauge
					- Water in suitable container
					- Puncture repair kit
					- French chalk
					<ul style="list-style-type: none"> <li>Check that tools, equipment and materials are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>Check that valve is not leaking</li> </ul>
					<ul style="list-style-type: none"> <li>Remove valve core</li> </ul>
					<ul style="list-style-type: none"> <li>Remove tyre from rim using appropriate method</li> </ul>
					<ul style="list-style-type: none"> <li>Remove inner tube from wheel</li> </ul>
					<ul style="list-style-type: none"> <li>Replace valve core</li> </ul>
					<ul style="list-style-type: none"> <li>Inflate inner tube safely</li> </ul>
					<ul style="list-style-type: none"> <li>Insert inner tube in water</li> </ul>
					<ul style="list-style-type: none"> <li>Locate source of bubbles</li> </ul>
					<ul style="list-style-type: none"> <li>Mark position of puncture correctly on the inner tube</li> </ul>
					<ul style="list-style-type: none"> <li>Remove inner tube from water and dry the punctured area</li> </ul>
					<ul style="list-style-type: none"> <li>Prepare the area around the puncture correctly</li> </ul>
					<ul style="list-style-type: none"> <li>Apply correct amount of adhesive to the prepared area</li> </ul>

Continued.....

## VEHICLE MAINTENANCE E2

Unit 253: Repair a puncture

					<ul style="list-style-type: none"> <li>• Allow to dry for recommended period of time</li> </ul>
					<ul style="list-style-type: none"> <li>• Choose and repair the correct size of patch</li> </ul>
					<ul style="list-style-type: none"> <li>• Apply the patch to the inner tube correctly and leave to dry for the recommended period of time</li> </ul>
					<ul style="list-style-type: none"> <li>• Apply French chalk powder as recommended</li> </ul>
					<ul style="list-style-type: none"> <li>• Check that inside of tyre is free from any sharp objects</li> </ul>
					<ul style="list-style-type: none"> <li>• Inflate the inner tube and check that puncture has been repaired</li> </ul>
					<ul style="list-style-type: none"> <li>• Deflate the tube and correctly insert into tyre on the wheel</li> </ul>
					<ul style="list-style-type: none"> <li>• Replace the tyre correctly</li> </ul>
					<ul style="list-style-type: none"> <li>• Inflate the tube to the correct pressure</li> </ul>
					<ul style="list-style-type: none"> <li>• Replace the valve cap correctly</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and tidy work area</li> </ul>
					<ul style="list-style-type: none"> <li>• Remove and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands thoroughly</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )					
					<ul style="list-style-type: none"> <li>• A reason for drying and preparing the puncture site</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for checking that the inside of the tyre is free from sharp objects</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for taking care not to “pinch” the inner tube when re-installing in the tyre</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for inflating the inner tube to the correct pressure</li> </ul>
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on [www.cityandguilds.com](http://www.cityandguilds.com).

**Centre Manual - Supporting Customer Excellence** contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

**Our Quality Assurance Requirements** encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

**Access to Assessment & Qualifications** provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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**UK learners**

**General qualification**

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E: [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)

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**International learners**

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

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**Centres**

Exam entries, Certificates,  
Registrations/enrolment, Invoices,  
Missing or late exam materials,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

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**Single subject qualifications**

Exam entries, Results, Certification,  
Missing or late exam materials,  
Incorrect exam papers, Forms  
request (BB, results entry), Exam

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)

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**International awards**

Results, Entries, Enrolments,  
Invoices, Missing or late exam

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: [intops@cityandguilds.com](mailto:intops@cityandguilds.com)

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**Walled Garden**

Re-issue of password or username,  
Technical problems, Entries,  
Results, e-assessment, Navigation,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: [walledgarden@cityandguilds.com](mailto:walledgarden@cityandguilds.com)

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T: +44 (0)121 503 8993

E: [business@cityandguilds.com](mailto:business@cityandguilds.com)

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**Publications**

Logbooks, Centre documents,

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