

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



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**Unit recording documents for
Vehicle maintenance (Units 372-376)**

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VEHICLE MAINTENANCE E3

Unit no: 372		Unit title: Wax and polish a motor car or van		Credit value: 3	
<p>Guidance: this unit only covers the waxing/polishing of a motor vehicle. The vehicle should be cleaned in preparation for this unit.</p>					
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to wax and polish a motor car or van correctly and safely 			
Assessor Initials/Date					
					E
Practical evidence					
					<ul style="list-style-type: none"> Choose and wear personal protective clothing
		<ul style="list-style-type: none"> Recognise one of the following to be waxed and polished (<i>indicate which one was correctly recognised</i>): 			
				Vehicle recognised:	<ul style="list-style-type: none"> - Motor car - Motor van
		<ul style="list-style-type: none"> Recognise all of the following main external parts: 			
					- Roof
					- Wings
					- Doors
					- Bonnet
					- Boot lid
					- Bumpers
					- Wheels
		<ul style="list-style-type: none"> Recognise and collect cleaning materials: 			
					- Waxing and polishing cloths
					- Wax polish (liquid or solid)
					<ul style="list-style-type: none"> Check that the vehicle is clean and free from dirt
					<ul style="list-style-type: none"> Apply polish as recommended by the manufacturer
					<ul style="list-style-type: none"> Remove/buff the polish as recommended by the manufacturer
					<ul style="list-style-type: none"> Clean the bumpers and wheels using the recommended cleaning materials and following the manufacturers instructions
					<ul style="list-style-type: none"> Check that all surfaces have been treated as appropriate
					<ul style="list-style-type: none"> Clean and tidy work area
					<ul style="list-style-type: none"> Clean and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands thoroughly

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VEHICLE MAINTENANCE E3

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Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• A reason for following manufacturer's instructions	
		• A reason for checking that vehicle is clean and free from dirt	
		• A reason for using soft cloths for applying and removing	
		• A reason for using the correct cleaning materials for different parts of the vehicle	
DECLARATION – 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 E3

Unit no: 373		Unit title: Remove, check and replace a wheel on a motor car or van		Credit value: 2	
<p>Guidance: For this unit the vehicle must be raised, secured and lowered by a suitably qualified other person. The learner is only required to change the wheel once the vehicle has been secured.</p>					
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to remove, check and replace a wheel on a motor car or van correctly and safely 			
Assessor Initials/Date					
E M					
Practical evidence					
					<ul style="list-style-type: none"> Choose and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise all of the following tools and equipment to be used:
					- Jack
					- axle stand
					- wheel chocks
					- wheel brace
					- hub cap removing device
					- tyre pressure gauge
					- tyre tread gauge
					<ul style="list-style-type: none"> Check that tools and equipment are safe to use
					<ul style="list-style-type: none"> Recognise wheel to be removed
					<ul style="list-style-type: none"> Remove hub cap using correct device
					<ul style="list-style-type: none"> Slacken wheel nuts slightly
<i>Trainer/Assessor or other suitably qualified person to raise vehicle, place on axle stands and appraise for safety before learner proceeds. This is not part of the assessment.</i>					
					<ul style="list-style-type: none"> Visual check that it is safe to continue
					<ul style="list-style-type: none"> Remove the wheel nuts and store safely
					<ul style="list-style-type: none"> Remove the wheel
					<ul style="list-style-type: none"> Check the tyre for:
					- uneven wear
					- damage (splits and cracks)
					- tread depth
					- pressure
					<ul style="list-style-type: none"> Take action appropriate to findings
					<ul style="list-style-type: none"> Replace wheel on vehicle and hold in place with 'hand tight' wheel nuts

Continued.....

VEHICLE MAINTENANCE E3

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<i>Trainer/Assessor or other suitably qualified person to lower vehicle back onto its wheels and appraise for safety before learner proceeds. This is not part of the assessment.</i>				
				<ul style="list-style-type: none"> • Tighten the wheel nuts to correct torque
				<ul style="list-style-type: none"> • Replace hub cap
				<ul style="list-style-type: none"> • Clean and tidy work area
				<ul style="list-style-type: none"> • Clean and store personal protective clothing
				<ul style="list-style-type: none"> • Wash and dry hands thoroughly
Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i>				
				A reason for slackening wheel nuts before jacking up vehicle
				A reason for using axle stands
				A reason for using chocks against wheels remaining on the ground
				A reason for checking tyre condition
DECLARATION – 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 E3

Unit no: **374** Unit title: **Check and maintain levels of fluids in a motor car or van** Credit value: **2**

Guidance: This can be carried out as part of routine servicing of the vehicle. Where specific oil grades are required, guidance should be given to the learner. Normally the learner would check and maintain oil, screenwash and one other but this can be varied if some of the reservoirs are inaccessible.

Learning Outcome:

- The learner will be able to check and maintain the levels of fluids in a motor car or van

Assessor Initials/Date				

E M

Practical evidence				
				<ul style="list-style-type: none"> Choose and wear personal protective clothing
				<ul style="list-style-type: none"> Recognise vehicle to be checked
				<ul style="list-style-type: none"> Recognise location of three fluid reservoirs: (<i>indicate which were identified</i>)
				Reservoir 1: <ul style="list-style-type: none"> Engine oil Coolant
				Reservoir 2: <ul style="list-style-type: none"> Brake fluid Clutch fluid
				Reservoir 3: <ul style="list-style-type: none"> Power steering fluid Windscreen wash fluid
				<ul style="list-style-type: none"> Recognise three of the following fluids: (<i>indicate which were recognised</i>)
				Fluid 1: <ul style="list-style-type: none"> Engine oil (type and grade) Coolant/antifreeze
				Fluid 2: <ul style="list-style-type: none"> Brake fluid Clutch fluid
				Fluid 3: <ul style="list-style-type: none"> Power steering fluid Windscreen wash fluid
				<ul style="list-style-type: none"> Recognise engine oil dipstick
				<ul style="list-style-type: none"> Recognise maximum and minimum fluid levels (as appropriate)
				<ul style="list-style-type: none"> Remove dipstick from engine
				<ul style="list-style-type: none"> Wipe dry with paper towel or cloth
				<ul style="list-style-type: none"> Insert dipstick into engine
				<ul style="list-style-type: none"> Remove dipstick, check oil level
				<ul style="list-style-type: none"> Top up with correct oil to 'maximum' level as appropriate
				<ul style="list-style-type: none"> Top up to correct level with correct fluid
				<ul style="list-style-type: none"> Replace wheel on vehicle and hold in place with 'hand tight' wheel nuts

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VEHICLE MAINTENANCE E3

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					• Check windscreen washer bottle level
					• Add correct quantity of screenwash
					• Top up to correct level with clean water
					• Check and maintain fluid level in one other reservoir
					• Check that all reservoir/container filler caps are replaced securely
					• Check that engine oil dip stick is replaced firmly
					• Clean and tidy up work area
					• Remove and store personal protective clothing
					• Wash and dry hands thoroughly
Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)					
					• A reason for checking fluid levels
					• A reason for topping up fluid levels correctly
					• A reason for checking that fluid used is correct grade and type
					• A reason for replacing reservoir caps securely
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessment completed for this unit :					
Name of Assessor		Signature of Assessor		Name of Learner	

VEHICLE MAINTENANCE E3

Unit no: 375 Unit title: **Check and maintain lights on a motor car or van** Credit value: 2

Guidance: Any vehicle with standard lights for road use is appropriate. Tutor can assist with checking function of lights by operating the switches if required. The vehicle should be “rigged” so that at least one bulb requires replacement.

Learning Outcome: • The learner will be able to check and maintain lights on a motor car or van correctly and safely

Assessor Initials/Date				

E M

Practical evidence					
					• Choose and wear personal protective clothing
					• Recognise vehicle to be checked
					• Recognise all of the following lights:
					- Head lamp
					- Side light
					- Indicator
					- Rear brake lights
					- Rear lights
					- Rear high intensity fog warning lights
					- Rear license plate lights
					- Reversing lights
					• Check that each light is functioning correctly
					• Switch on/off each light using correct procedures
					• Recognise bulb that requires replacing
					• Remove light lens/bulb cover and store safely
					• Remove bulb from socket
					• Choose and check that replacement bulb is correct
					• Replace bulb in socket
					• Check that it is in working order
					• Replace light lens/bulb cover securely
					• Clean and tidy up work area
					• Clean and store personal protective clothing
					• Wash and dry hands thoroughly
Knowledge evidence (evidence of answers given to be recorded in portfolio)					
					A reason for checking that all lights are in working order
					A reason for replacing non functioning bulb
					A reason completing service records accurately
					• Replace wheel on vehicle and hold in place with ‘hand tight’ wheel nuts

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VEHICLE MAINTENANCE E3

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DECLARATION – 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 E3

Unit no: 376	Unit title: Replace spark plugs	Credit value: 1
<p>Guidance: Any Spark ignition engine can be used for this assessment. For ease of access it is acceptable for the assessment to take place on an engine removed from the vehicle but recognition of spark plug position should be done with engine in place</p> <p>Learning Outcome: <ul style="list-style-type: none">The learner will be able to replace spark plugs correctly and safely</p>		
Assessor Initials/Date		
		E M
Practical evidence		
		<ul style="list-style-type: none">Choose and wear personal protective clothing
		<ul style="list-style-type: none">Recognise spark plug(s) to be replaced
		<ul style="list-style-type: none">Recognise all of the following tools and equipment:
		<ul style="list-style-type: none">- Plug spanner
		<ul style="list-style-type: none">- Feeler gauge
		<ul style="list-style-type: none">- New spark plugs
		<ul style="list-style-type: none">Check that tools and equipment are safe to use
		<ul style="list-style-type: none">Remove ignition lead(s) from spark plug as appropriate
		<ul style="list-style-type: none">Choose and check that plug spanner fits spark plug correctly
		<ul style="list-style-type: none">Remove spark plug correctly
		<ul style="list-style-type: none">Inspect condition of spark plug
		<ul style="list-style-type: none">Check the spark plug gap of new spark plugs
		<ul style="list-style-type: none">Check spark plug hole in cylinder head is clean
		<ul style="list-style-type: none">Place new spark plug(s) in cylinder head and tighten correctly
		<ul style="list-style-type: none">Replace ignition lead(s) correctly
		<ul style="list-style-type: none">Start engine and check that it is running smoothly
		<ul style="list-style-type: none">Clean and tidy up work area
		<ul style="list-style-type: none">Clean and store personal protective clothing
		<ul style="list-style-type: none">Wash and dry hands thoroughly
Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)		
		<ul style="list-style-type: none">A reason for replacing a spark plug
		<ul style="list-style-type: none">A reason for setting the spark plug gap correctly
		<ul style="list-style-type: none">A reason for checking that the spark plug hole in the cylinder head is clean
		<ul style="list-style-type: none">A reason for replacing the ignition lead(s) correctly

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VEHICLE MAINTENANCE E3

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DECLARATION – 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

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.

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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General qualification

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E: learnersupport@cityandguilds.com

International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

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

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

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

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

Employer

Employer solutions, Mapping,
Accreditation, Development Skills,

T: +44 (0)121 503 8993

E: business@cityandguilds.com

Publications

Logbooks, Centre documents,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com