

**4101 Automotive Qualifications
Tracking and Assessment Planning Forms**



4101 – N/SVQ Level 1 Vehicle Fitting Operations – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| 44 (mandatory) | Planning Dates | | |
|---------------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| receiving and storing parts 1 | | | |
| receiving and storing parts 2 | | | |
| receiving and storing parts 3 | | | |
| dealing with discrepancies 1 | | | |
| dealing with discrepancies 2 | | | |
| selecting and issuing vehicle parts 1 | | | |
| selecting and issuing vehicle parts 2 | | | |

*Choose one of the following mandatory options units:

| VF01 (mandatory option) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| inspecting, removing and replacing refitting 1 | | | |
| inspecting, removing and replacing refitting 2 | | | |
| inspecting, removing and replacing refitting 3 | | | |
| repairing tyre 1 | | | |
| repairing tyre 2 | | | |
| repairing tyre 3 | | | |

| VF03 (mandatory option) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and replacing tyres 1 | | | |
| removing and replacing tyres 2 | | | |
| removing and replacing tyres 3 | | | |
| re-grooving tyres 1 | | | |
| re-grooving tyres 2 | | | |
| re-grooving tyres 3 | | | |
| repairing CV tyre 1 | | | |
| repairing a CV tyre 2 | | | |
| repairing a CV tyre 3 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| 44 | | | |
| VF01 or VF03 | | | |

4101 – N/SVQ Level 2 Roadside Assistance and Recovery – Tracking and Assessment Planning

Candidate Name _____ Registration No. _____



| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| | | | |
|---|--|--|--|
| removing and transporting vehicles from the roadside 1 | | | |
| removing and transporting vehicles from the roadside 2 | | | |
| removing and transporting vehicles from the roadside 3 | | | |
| removing and transporting vehicles from the roadside 4 | | | |
| removing and transporting vehicles from hard standing 1 | | | |
| removing and transporting vehicles from hard standing 2 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| RA03 | | | |
| RA04 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| RA03 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| breakdowns off a live carriageway 1 | | | |
| breakdowns off a live carriageway 2 | | | |
| assessing and securing the roadside situation 1 | | | |
| assessing and securing the roadside situation 2 | | | |

| RA04 (mandatory) | Planning Dates | | |
|------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| | | | |

4101 – N/SVQ Level 2 Vehicle Body Repair – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| RP05 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| combinations of 3 or more adjacent panels 1 | | | |
| combinations of 3 or more adjacent panels 2 | | | |
| 1 welded rear panel | | | |

| | Planning Dates | | |
|------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| BP02 | | | |
| BP05 | | | |
| BP06 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| BP06 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing a dent using specialist equipment | | | |
| hot shrinking a high crown metal panel | | | |
| filling and finishing of dents in metal panels | | | |
| metal finishing of a dent | | | |
| preparing and repairing a split in a plastic component | | | |
| preparing and repairing a scuff in a plastic component | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| BP02 (mandatory) | Planning Dates | | |
|-------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and fitting wing 1 | | | |
| removing and fitting wing 2 | | | |
| removing and fitting door 1 | | | |
| removing and fitting door 2 | | | |
| removing and fitting bonnet 1 | | | |
| removing and fitting bonnet 2 | | | |
| removing and fitting boot lid | | | |

4101 – N/SVQ Level 2 Vehicle Fitting Operations (General Vehicle Fitting) – Track & Assess. Plan



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

*Choose FOUR of the following optional units:

| VF02 (optional) | Planning Dates | | |
|------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| high performance LV tyre 1 | | | |
| high performance LV tyre g 2 | | | |
| high performance LV tyre 3 | | | |
| repair 1 | | | |
| repair 2 | | | |
| repair 3 | | | |

| VF04 (optional) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and replacing tyres1 | | | |
| removing and replacing tyres 2 | | | |
| removing and replacing tyres 3 | | | |
| repairing a motorcycle tyre 1 | | | |

| | | | |
|-------------------------------|--|--|--|
| repairing a motorcycle tyre 2 | | | |
| repairing a motorcycle tyre 3 | | | |

| VF07 (optional) | Planning Dates | | |
|---------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| front wheel alignment vehicle 1 | | | |
| front wheel alignment vehicle 2 | | | |
| front wheel alignment vehicle 3 | | | |

| VF08 (optional) | Planning Dates | | |
|-------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| inspecting clutch component 1 | | | |
| inspecting clutch component 2 | | | |
| inspecting clutch component 3 | | | |
| inspecting clutch component 4 | | | |
| inspecting clutch component 5 | | | |
| inspecting clutch component 6 | | | |
| inspecting clutch component 7 | | | |
| inspecting clutch component 8 | | | |
| inspecting clutch component 9 | | | |
| replacing clutch assemblies 1 | | | |
| replacing clutch assemblies 2 | | | |
| replacing clutch assemblies 3 | | | |

| VF09 (optional) | Planning Dates | | |
|----------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| inspecting & replacing exhaust 1 | | | |
| inspecting & replacing exhaust 2 | | | |
| inspecting & replacing exhaust 3 | | | |
| inspecting & replacing exhaust 4 | | | |
| inspecting & replacing exhaust 5 | | | |

| VF10 (optional) | Planning Dates | | |
|----------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| inspection and battery testing 1 | | | |
| Inspection and battery testing 2 | | | |
| Inspection and battery testing 3 | | | |
| Replacing battery 1 | | | |
| Replacing battery 2 | | | |
| Replacing battery 3 | | | |

| VF11 (optional) | Planning Dates | | |
|-------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| test & replace damper 1 | | | |
| test & replace damper 2 | | | |
| test & replace damper 3 | | | |

| VF12 (optional) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| test, replace, adjust brakes 1 | | | |
| test, replace, adjust brakes 2 | | | |
| test, replace, adjust brakes 3 | | | |
| test, replace, adjust brakes 4 | | | |

| RA03 (optional) | Planning Dates | | |
|---------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| breakdowns off live road 1 | | | |
| breakdowns off live road 2 | | | |
| assessing & securing roadside 1 | | | |
| assessing & securing roadside 2 | | | |

| MR10 (optional) | Planning Dates | | |
|-----------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| customer 1 | | | |
| customer 2 | | | |
| customer 3 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| Option 1 | | | |
| Option 2 | | | |
| Option 3 | | | |
| Option 4 | | | |

4101 – N/SVQ Level 2 Vehicle Fitting Operations (Specialist Tyre Fitting) – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

*Choose FOUR of the following optional units:

| VF02 (optional) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| high performance light vehicle tyre fitting 1 | | | |
| high performance light vehicle tyre fitting 2 | | | |
| high performance light vehicle tyre fitting 3 | | | |
| repair 1 | | | |
| repair 2 | | | |
| repair 3 | | | |

| VF03 (optional) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and replacing tyres 1 | | | |
| removing and replacing tyres 2 | | | |
| removing and replacing tyres 3 | | | |
| re-grooving tyres 1 | | | |
| re-grooving tyres 2 | | | |
| re-grooving tyres 3 | | | |
| repairing CV tyre 1 | | | |
| repairing a CV tyre 2 | | | |
| repairing a CV tyre 3 | | | |

| VF04 (optional) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and replacing tyres 1 | | | |
| removing and replacing tyres 2 | | | |
| removing and replacing tyres 3 | | | |
| repairing a motorcycle tyre 1 | | | |
| repairing a motorcycle tyre 2 | | | |
| repairing a motorcycle tyre 3 | | | |

| VF05 (optional) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| replacing or refitting plant tyres 1 | | | |
| replacing or refitting plant tyres 2 | | | |
| replacing or refitting plant tyres 3 | | | |
| repairing plant equipment tyre 1 | | | |
| repairing plant equipment tyre 2 | | | |
| repairing plant equipment tyre and inner tube | | | |

| VF06 (optional) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and replacing tyres 1 | | | |
| removing and replacing tyres 2 | | | |
| removing and replacing tyres 3 | | | |
| repairing industrial tyre 1 | | | |
| repairing industrial tyre 2 | | | |
| repairing industrial tyre 3 | | | |

| VF07 (optional) | Planning Dates | | |
|---------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| front wheel alignment vehicle 1 | | | |
| front wheel alignment vehicle 2 | | | |
| front wheel alignment vehicle 3 | | | |

| RA03 (optional) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| breakdowns off a live carriageway 1 | | | |
| breakdowns off a live carriageway 2 | | | |
| assessing and securing the roadside situation 1 | | | |
| assessing and securing the roadside situation 2 | | | |

| MR10 (optional) | Planning Dates | | |
|-----------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| customer 1 | | | |
| customer 2 | | | |
| customer 3 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| Option 1 | | | |
| Option 2 | | | |
| Option 3 | | | |
| Option 4 | | | |

4101 – N/SVQ Level 2 Vehicle Maintenance and Repair (Auto-electrical) – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| AE01 (mandatory) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| start/charge system 1 | | | |
| start/charge system 2 | | | |
| start/charge system 3 | | | |
| engine management / ignition 1 | | | |
| engine management / ignition 2 | | | |
| engine management / ignition 3 | | | |
| lighting system 1 | | | |
| lighting system 2 | | | |
| lighting system 3 | | | |

+Choose one of AE02 and AE03 mandatory, the other may then be the option.

| AE02+ (mandatory or optional) | Planning Dates | | |
|-------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| electrical enhancements 1 | | | |
| electrical enhancements 2 | | | |
| electrical enhancements 3 | | | |

| AE03+ (mandatory or optional) | Planning Dates | | |
|-------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| Starter repair 1 | | | |
| Starter repair 2 | | | |
| Starter repair 3 | | | |
| Starter repair 4 | | | |
| Alternator repair 1 | | | |
| Alternator repair 2 | | | |
| Alternator repair 3 | | | |
| Alternator repair 4 | | | |

*Choose one option as above or from the following units:

| BP01 (optional) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| bumper | | | |
| bumper | | | |
| headlamp unit | | | |
| headlamp unit | | | |
| door trim | | | |
| door trim | | | |
| window and 1 waist moulding | | | |
| road wheel | | | |
| road wheel | | | |
| battery | | | |
| battery | | | |
| bonnet and 1 boot lid trim | | | |

| MR05 (optional) | Planning Dates | | |
|----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| pre-work inspection | | | |
| pre-work inspection | | | |
| post-work inspection | | | |
| post-work inspection | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| AE01 | | | |
| AE02 or AE03 | | | |
| Option 1 | | | |

4101 – N/SVQ Level 2 Vehicle Maintenance and Repair (LV, HV and MC) – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| MR01 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| major service – vehicle 1 | | | |
| major service – vehicle 2 | | | |
| major service – vehicle 3 | | | |

| MR02 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| R&R engine mechanical unit | | | |
| R&R units & components 1 | | | |
| R&R units & components 2 | | | |
| R&R units & components 3 | | | |

| MR03 (mandatory) | Planning Dates | | |
|------------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| R&R electrical unit or component 1 | | | |
| R&R electrical unit or component 2 | | | |
| R&R electrical unit or component 3 | | | |
| R&R electrical unit or component 4 | | | |

| MR04 or MR04HV (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| R&R steer, susp. or braking | | | |
| R&R steering | | | |
| R&R suspension | | | |
| R&R braking | | | |

*Choose one of the following optional units:

| MR12 or MR12HV (optional but recommended) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| R&R transmission units 1 | | | |
| R&R transmission units 2 | | | |
| R&R transmission units 3 | | | |
| R&R transmission units 4 | | | |

| MR05 (optional) | Planning Dates | | |
|----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| pre-work inspection | | | |
| pre-work inspection | | | |
| post-work inspection | | | |
| post-work inspection | | | |

| MR09 (optional) | Planning Dates | | |
|-----------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | | |

| | Observed | Approved centre or workplace | Observed assessment |
|--------------|----------|------------------------------|---------------------|
| | Observed | Approved centre or workplace | Observed assessment |
| full valet 1 | | | |
| full valet 2 | | | |
| full valet 3 | | | |

| BP03 (optional for MC route) | Planning Dates | | |
|------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| full fairing 1 | | | |
| full fairing 2 | | | |
| seat cowling 1 | | | |
| seat cowling 2 | | | |
| tank panel 1 | | | |
| tank panel 2 | | | |
| mudguards 1 | | | |
| mudguards 2 | | | |
| screens 1 | | | |
| screens 2 | | | |
| mirror 1 | | | |
| mirror 2 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| MR01 | | | |
| MR02 | | | |
| MR03 | | | |
| MR04 or MR04HV | | | |
| Option 1 | | | |

4101 – N/SVQ Level 2 Vehicle Maintenance and Repair (Mobile electronics & Security) – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| AE01ME (mandatory) | Planning Dates | | |
|-----------------------------------|----------------|------------------------------|-----------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment * |
| * 3 observations needed overall | | | |
| starting and charging system 1 | | | |
| starting and charging system 2 | | | |
| communications & telematics 1 | | | |
| communications & telematics 2 | | | |
| lighting system 1 | | | |
| lighting system 2 | | | |
| anti-theft, security and safety 1 | | | |
| anti-theft, security and safety 2 | | | |
| vehicle entertainment systems 1 | | | |
| vehicle entertainment systems 2 | | | |

| AF02MF (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| electrical enhancements 1 | | | |
| electrical enhancements 2 | | | |
| electrical enhancements 3 | | | |

| BP01 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| bumper | | | |
| bumper | | | |
| headlamp unit | | | |
| headlamp unit | | | |
| door trim | | | |
| door trim | | | |
| window and 1 waist moulding | | | |
| road wheel | | | |
| road wheel | | | |
| battery | | | |
| battery | | | |
| bonnet and 1 boot lid trim | | | |

*Choose one of the following optional units:

| AE03 (optional) | Planning Dates | | |
|---------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| starter repair 1 | | | |
| starter repair 2 | | | |
| starter repair 3 | | | |
| starter repair 4 | | | |
| alternator repair 1 | | | |
| alternator repair 2 | | | |
| alternator repair 3 | | | |
| alternator repair 4 | | | |

| MR05 (optional) | Planning Dates | | |
|----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| pre-work inspection | | | |
| pre-work inspection | | | |
| post-work inspection | | | |
| post-work inspection | | | |

| 49 (optional) | Planning Dates | | |
|-----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| processing payments 1 | | | |
| processing payments 2 | | | |
| processing payments 3 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| AE01ME | | | |
| AE02ME | | | |
| BP01 | | | |
| Option 1 | | | |

4101 – N/SVQ Level 2 MET/Body Fitting – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| RP02 (mandatory) | Planning Dates | | |
|-------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and fitting wing 1 | | | |
| removing and fitting wing 2 | | | |
| removing and fitting door 1 | | | |
| removing and fitting door 2 | | | |
| removing and fitting bonnet 1 | | | |
| removing and fitting bonnet 2 | | | |
| removing and fitting boot lid | | | |

| | Planning Dates | | |
|------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| BP01 | | | |
| BP02 | | | |
| BP04 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| BP04 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| R&R radiators, cowls, cooling fans, hoses and thermostatic switches | | | |
| R&R a complete exhaust system | | | |
| making safe, removing and storing a safety restraint system | | | |
| R&R a front suspension unit | | | |
| removing, rebuilding, refitting and realigning head lamp units | | | |
| R&R an electro-mechanical door unit | | | |
| R&R a complete front seat unit | | | |
| R&R a section of carpeting to facilitate repair | | | |
| checking and adjusting front wheel tracking | | | |
| R&R drop glass and operating mechanism | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| BP01 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| bumper | | | |
| bumper | | | |
| headlamp unit | | | |
| headlamp unit | | | |
| door trim | | | |
| door trim | | | |
| window and 1 waist moulding | | | |
| road wheel | | | |
| road wheel | | | |
| battery | | | |
| battery | | | |
| bonnet and 1 boot lid trim | | | |

4101 – N/SVQ Level 2 Vehicle Refinishing – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| BP07 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| surface preparation to accept primer on 1 repaired metal panel | | | |
| surface preparation to accept primer on 1 new metal panel | | | |
| surface preparation to accept primer on 1 plastic panel | | | |
| surface preparation to accept topcoats on 1 original manufacturer's finish panel | | | |
| surface preparation to accept topcoats on 1 previously primed panel | | | |

| RP08 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| setting up and using application and safety equipment 1 | | | |
| mixing etch primers and primer fillers 1 | | | |
| applying foundation coats 1 | | | |
| dry curing filling and foundation materials 1 | | | |
| cleaning application equipment and disposing of waste 1 | | | |
| setting up and using application and safety equipment 2 | | | |
| mixing etch primers and primer fillers 2 | | | |
| applying foundation coats 2 | | | |
| dry curing filling and foundation materials 2 | | | |
| cleaning application equipment and disposing of waste 2 | | | |

| BP09 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| the rectification of loss of gloss | | | |
| the rectification of scuffs and scratches to the manufacturer's original finish | | | |
| the rectification of dirt inclusions on a newly applied finish | | | |
| the rectification of runs and sags on a newly applied finish | | | |
| the rectification of orange peel | | | |
| rectification activity from the above list 1 (not additional job) | | | |
| rectification activity from the above list 2 (not additional job) | | | |

| MR09 (optional for unit) | Planning Dates | | |
|--------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| full valet 1 | | | |
| full valet 2 | | | |
| full valet 3 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| BP07 | | | |
| BP08 | | | |
| BP09 | | | |
| MR09 | | | |

4101 – N/SVQ Level 3 Roadside Assistance – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| 37 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| give customers a positive impression of yourself and your organisation 1 | | | |
| ditto 2 | | | |
| ditto 3 | | | |

| RA01 (mandatory) | Planning Dates | | |
|--------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| diagnosing engine area 1 | | | |
| diagnosing engine area 2 | | | |
| diagnosing transmission area 1 | | | |
| diagnosing transmission area 2 | | | |
| diagnosing chassis or frame 1 | | | |
| diagnosing chassis or frame 2 | | | |

| | | | |
|------------------------------|--|--|--|
| diagnosing electrical area 1 | | | |
| diagnosing electrical area 2 | | | |

| RA02 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| rectify engine area 1 | | | |
| rectify engine area 2 | | | |
| rectify transmission area 1 | | | |
| rectify transmission area 2 | | | |
| rectify chassis or frame 1 | | | |
| rectify chassis or frame 2 | | | |
| rectify electrical area 1 | | | |
| rectify electrical area 2 | | | |

| RA03 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| breakdowns off a live carriageway 1 | | | |
| breakdowns off a live carriageway 2 | | | |
| assessing and securing the roadside situation 1 | | | |
| assessing and securing the roadside situation 2 | | | |

* Choose one of the following optional units:

| G5 (optional) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| improved customer service working with others internal or external | | | |
| agreeing customer service roles and responsibilities | | | |
| worked with at least 2 individuals | | | |

| 49 (optional) | Planning Dates | | |
|-----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| processing payments 1 | | | |
| processing payments 2 | | | |
| processing payments 3 | | | |

| 55 (optional) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| solving customer service probs 1 | | | |
| solving customer service probs 2 | | | |
| identifying repeated problems and options for solving them 1 | | | |
| ditto 2 | | | |
| taking action to avoid the repetition of problems 1 | | | |
| ditto 2 | | | |

| RA04 (optional) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and transporting vehicles from the roadside 1 | | | |
| removing and transporting vehicles from the roadside 2 | | | |
| removing and transporting vehicles from the roadside 3 | | | |
| removing and transporting vehicles from the roadside 4 | | | |
| removing and transporting vehicles from hard standing 1 | | | |
| removing and transporting vehicles from hard standing 2 | | | |

| RA05 (optional) | Planning Dates | | |
|---------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| accident on road | | | |
| accident off road | | | |
| overturned off road | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| 37 | | | |
| RA01 | | | |
| RA02 | | | |
| RA03 | | | |
| Option 1 | | | |

4101– N/SVQ Level 3 Roadside Recovery – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| RA03 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| breakdowns off a live carriageway 1 | | | |
| ditto 2 | | | |
| assessing and securing the roadside situation 1 | | | |
| assessing and securing the roadside situation 2 | | | |

* Choose one of the following optional units:

| G5 (optional) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| improved customer service working with others internal or external | | | |
| agreeing customer service roles and responsibilities | | | |
| worked with at least 2 individuals | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| RA04 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and transporting vehicles from the roadside 1 | | | |
| removing and transporting vehicles from the roadside 2 | | | |
| removing and transporting vehicles from the roadside 3 | | | |
| removing and transporting vehicles from the roadside 4 | | | |
| removing and transporting vehicles from hard standing 1 | | | |
| removing and transporting vehicles from hard standing 2 | | | |

| 49 (optional) | Planning Dates | | |
|-----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| processing payments 1 | | | |
| processing payments 2 | | | |
| processing payments 3 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| 55 (optional) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| solving customer service probs 1 | | | |
| solving customer service probs 2 | | | |
| identifying repeated problems and options for solving them 1 | | | |
| ditto 2 | | | |
| taking action to avoid the repetition of problems 1 | | | |

| 37 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| give customers a positive impression of yourself and your organisation 1 | | | |
| give customers a positive impression of yourself and your organisation 2 | | | |
| give customers a positive impression of yourself and your organisation 3 | | | |

+Choose one of RA05 or RA06

| RA05+ (mandatory option) | Planning Dates | | |
|--------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| accident on road | | | |
| accident off road | | | |
| overturned off road | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| 37 | | | |
| RA03 | | | |
| RA04 | | | |
| RA05 or 6 | | | |
| Option 1 | | | |

| RA06+ (mandatory option) | Planning Dates | | |
|--------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| jack-knifed on road | | | |
| accident on road | | | |
| accident off road | | | |
| overturned off road | | | |

4101 – N/SVQ Level 3 Vehicle Body Repair – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| BP13 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing and replacing welded non-structural panels | | | |
| removing and replacing welded structural panels | | | |
| removing and replacing 1 non-welded non-structural panel | | | |

| RP14 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| difficult access panel damage 1 | | | |
| repair of metal panel splits using welding | | | |
| repair of a fracture to a plastic panel | | | |
| hot shrinking of a flat metal panel | | | |
| severely distorted panel 1 | | | |
| severely distorted panel 2 | | | |
| difficult access panel damage 2 | | | |

| BP17 (mandatory) | Planning Dates | | |
|-----------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| rectifying vehicle misalignment 1 | | | |
| rectifying vehicle misalignment 2 | | | |
| rectifying vehicle misalignment 3 | | | |

| BP18 (optional for unit certification) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| repairs to slight impact damage, including holes and fractures | | | |
| grafting in new sections to reinstate vehicle contours and strength | | | |
| replacement of whole panels and or sections of whole panels | | | |

| | Planning Dates | | |
|------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| BP13 | | | |
| BP14 | | | |
| BP17 | | | |
| BP18 | | | |

4101 – N/SVQ Level 3 Vehicle Fitting Operations – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G4 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| information sources | | | |
| information sources | | | |
| information sources | | | |
| checked all the workplace health and safety procedures for the areas | | | |
| checked all the workplace health and safety procedures for the areas | | | |
| checked all the workplace health and safety procedures for the areas | | | |
| reported a hazard which could present high risk | | | |
| reported a hazard which could present high risk | | | |

| G5 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| improved customer service working with others internal or external | | | |
| agreeing customer service roles and responsibilities | | | |
| worked with at least 2 individuals | | | |

| 45 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| co-ordinating the receipt and storage of parts 1 | | | |
| co-ordinating the receipt and storage of parts 2 | | | |
| co-ordinating the receipt and storage of parts 3 | | | |

| 49 (mandatory) | Planning Dates | | |
|-----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| processing payments 1 | | | |
| processing payments 2 | | | |
| processing payments 3 | | | |

| 55 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| solving immediate customer service problems 1 | | | |
| solving immediate customer service problems 2 | | | |
| identifying repeated customer service problems and options for solving them 1 | | | |
| identifying repeated customer service problems and options for solving them 2 | | | |
| taking action to avoid the repetition of customer service problems 1 | | | |
| taking action to avoid the repetition of customer service problems 2 | | | |

| 57 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| customers choose products 1 | | | |
| customers choose products 2 | | | |

| 62 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| plan staffing levels 1 | | | |
| plan staffing levels 2 | | | |
| monitor staffing levels 1 | | | |
| monitor staffing levels 2 | | | |

| | Planning Dates | | |
|----|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G4 | | | |
| G5 | | | |
| 45 | | | |
| 49 | | | |
| 55 | | | |
| 57 | | | |
| 62 | | | |

4101 – N/SVQ Level 3 Vehicle Maintenance and Repair (Auto-electrical) – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| AF05 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| fault in a transmission and/or chassis electrical system 1 | | | |
| fault in a transmission and/or chassis electrical system 2 | | | |
| fault in a transmission and/or chassis electrical system 3 | | | |

| | Planning Dates | | |
|----------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| AE04 | | | |
| AE05 | | | |
| AE06 or AE06MC | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| AE06 or AE06MC (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| complex fault in an auxiliary equipment electrical system 1 | | | |
| complex fault in an auxiliary equipment electrical system 2 | | | |
| complex fault in an auxiliary equipment electrical system 3 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| AE04 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| diagnosis and rectification in an engine electrical system 1 | | | |
| diagnosis and rectification in an engine electrical system 2 | | | |
| diagnosis and rectification in an engine electrical system 3 | | | |

4101 – N/SVQ Level 3 Vehicle Maintenance and Repair (LV, HV and MC) – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| AF06 or AF06MC | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| complex fault in an auxiliary equipment electrical system 1 | | | |
| complex fault in an auxiliary equipment electrical system 2 | | | |
| complex fault in an auxiliary equipment electrical system 3 | | | |

| MR11 (optional) | Planning Dates | | |
|--------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| overhauling unit 1 | | | |
| overhauling unit 2 | | | |
| overhauling unit 3 | | | |
| overhauling unit 4 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

*Choose one of the following optional units:

| MR13 or MR13HV (optional but recommended) * the observation may be on any of the four systems | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| fault in gearbox | | | * |
| fault in hubs and bearings | | | |
| fault in driveline shafts | | | |
| fault in clutch | | | |

| G6 (optional) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| observations by an Assessor or a Witness | | | |
| observations by an Assessor or a Witness | | | |
| record of the activity to be demonstrated | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| MR06 (optional) | Planning Dates | | |
|----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| inspecting 1 vehicle | | | |
| inspecting 1 vehicle | | | |
| inspecting 1 vehicle | | | |
| inspecting 1 vehicle | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| G1 | | GOLA | Other |
| G2 | | | |
| G3 | | | |
| MR07 | | | |
| MR08 or MR08HV | | | |
| AE06 or AE06MC | | | |
| Option 1 | | | |

| MR07 (mandatory) | Planning Dates | | |
|----------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| engine mechanical systems | | | |
| engine electrical systems | | | |
| engine hydraulic & fluid systems | | | |

| MR10 (optional) | Planning Dates | | |
|-----------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| customer 1 | | | |
| customer 2 | | | |
| customer 3 | | | |

| MR08 or MR08HV (mandatory) *observe any one | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| steering fault | | | |
| suspension fault | | | |
| braking fault | | | |

4101 – N/SVQ Level 3 Vehicle MET/Body Fitting – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| RP15 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| removing an engine from a damaged vehicle and replacing an engine in a repaired vehicle | | | |
| removing a front suspension assembly from a damaged vehicle, stripping, rebuilding and replacing a front suspension assembly in a repaired vehicle | | | |
| conducting a full geometry check on a repaired vehicle | | | |
| removing a safety restraint system (SRS) from a damaged vehicle and replacing a SRS in a repaired vehicle | | | |
| observation of one of the above (not additional job) | | | |
| observation of one of the above (not additional job) | | | |

| BP16 (mandatory) | Planning Dates | | |
|--|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| Interior or exterior trim 1 | | | |
| Interior or exterior trim 2 | | | |
| Interior or exterior trim 3 | | | |
| Interior or exterior trim 4 | | | |
| observation of one of the above (not additional job) | | | |
| observation of one of the above (not additional job) | | | |

| MR06 (mandatory) | Planning Dates | | |
|----------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| inspecting 1 vehicle | | | |
| inspecting 1 vehicle | | | |
| inspecting 1 vehicle | | | |
| inspecting 1 vehicle | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| BP15 | | | |
| BP16 | | | |
| MR06 | | | |

4101 – Level 3 Vehicle Refinishing – Tracking and Assessment Planning



Candidate Name _____ Registration No. _____

| G1 (mandatory) | Planning Dates | | |
|----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| cleaning work area 1 | | | |
| cleaning work area 2 | | | |
| cleaning work area 3 | | | |
| checking tools equipment 1 | | | |
| checking tools equipment 2 | | | |
| checking tools equipment 3 | | | |

| G2 (mandatory) | Planning Dates | | |
|-----------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| identify risks 1 | | | |
| identify risks 2 | | | |
| follow workplace policies 1 | | | |
| follow workplace policies 2 | | | |
| follow workplace policies 3 | | | |
| follow workplace policies 4 | | | |

| G3 (mandatory) | Planning Dates | | |
|---------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| worked well with others 1 | | | |
| worked well with others 2 | | | |
| worked well with others 3 | | | |

| BP10 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| the application of a metallic or mica clear over base finish | | | |
| the mixing and application of a metallic or mica clear over base finish | | | |
| the application of a textured finish | | | |
| the blending of colour into an adjacent panel | | | |
| a spot repair | | | |
| an edge to edge application on a new panel | | | |

| BP11 (mandatory) | Planning Dates | | |
|---|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| mixing and matching non-metallic colour 1 | | | |
| mixing and matching non-metallic colour 2 | | | |
| mixing and matching non-metallic colour 3 | | | |
| mixing and matching metallic colour 1 | | | |
| mixing and matching metallic colour 2 | | | |
| mixing and matching metallic colour 3 | | | |

| BP12 (mandatory) | Planning Dates | | |
|-------------------------------------|----------------|------------------------------|---------------------|
| | Plan | Actual | Actual |
| | Observed | Approved centre or workplace | Observed assessment |
| rectifying paint faults / defects 1 | | | |
| rectifying paint faults / defects 2 | | | |
| rectifying paint faults / defects 3 | | | |
| rectifying paint faults / defects 4 | | | |

| Essential knowledge | Planning Dates | | |
|---------------------|----------------|--------|--------|
| | Plan | Actual | Actual |
| | | GOLA | Other |
| G1 | | | |
| G2 | | | |
| G3 | | | |
| BP10 | | | |
| BP11 | | | |
| BP12 | | | |