

# Level 1 Diploma in Accident Repair (Paint)

## 4291- 21

Assessment Pack  
Version 1-4

Candidate name: \_\_\_\_\_

Centre enrolment date: \_\_\_\_/\_\_\_\_/\_\_\_\_

City & Guilds registration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of assessor: \_\_\_\_\_

Date qualification completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Planned completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Candidate number: \_\_\_\_\_

Name of internal verifier: \_\_\_\_\_

Date claimed/certificated: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 4291-21 Level 1 Diploma in Accident Repair (Paint)

### Unit tracking assessment and verification page



Mandatory /Optional group	Unit number and title	Assessment method	Assessor signature/date when completed
M	4291-001 Skills in Health, Safety and Good Housekeeping in the Automotive Environment	Observation	
M	4291-026 Skills in Introduction to Vehicle Technology and Workshop Methods and Processes	Observation	
M	4291-031 Skills in Supporting Working Relationships in the Automotive Work Environment	Observation	
M	4291-109 Valet Vehicles	Observation	
OP	4291-201 Skills in Tools and Equipment Used in Vehicle Refinishing	Observation	
OP	4291-202 Skills in Applying Fillers and Foundation Materials	Observation	
OP	4291-204 Skills in Preparing Metal and Pre-Painted Surfaces	Observation	
OP	4291-206 Skills in Repairing Minor Paint Defects	Observation	
OP	4291-218 Skills in Removing and Fitting of Basic Light Vehicle Mechanical, Electrical and Trim (MET) Components and Non Permanently Fixed Vehicle Body Panels	Observation	
OP	4291-544 Skills in receiving and storing stock	Observation	
OP	4291-712 Entry 3 Introduction to Vehicle Workshop Bench Skills	Refer to 3902-012	
OP	4291-713 Entry 3 Basics of Vehicle Body Fitting	Refer to 3902-013	
OP	4291-714 Entry 3 Basics of Vehicle Mechanical Electrical Trim	Refer to 3902-014	
OP	4291-715 Entry 3 Fundamental Vehicle Body Repair Techniques	Refer to 3902-015	
OP	4291-718 Entry 3 Introduction to Vehicle Panel Preparation Techniques	Refer to 3902-018	
OP	4291-720 Entry 3 Application of Paint Materials to Vehicles Using Spray Gun Techniques	Refer to 3902-020	
OP	4291-721 Entry 3 Mix Foundation Coat Materials For Spray Gun Application	Refer to 3902-021	
OP	4291-723 Entry 3 Prepare Vehicle Body Panels For Foundation Coat Materials Using Masking Materials and Techniques	Refer to 3902-023	

M	4291-051 Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment	Short answer questions	
M	4291-076 Knowledge in Introduction to Vehicle Technology and Workshop Methods and Processes	e-volve	
M	4291-081 Knowledge to Support working relationships in the Automotive Work Environment	Short answer questions	
M	4291-159 Valet Vehicles	Short answer questions	
OP	4291-251 Knowledge of Tools and Equipment Used in Vehicle Refinishing	e-volve	
OP	4291-252 Knowledge of Applying Fillers and Foundation Materials	e-volve	
OP	4291-254 Knowledge of Preparing Metal and Pre-Painted Surfaces	e-volve	
OP	4291-256 Knowledge of Repairing Minor Paint Defects	e-volve	
OP	4291-268 Knowledge of Removing and Fitting Basic Light Vehicle Mechanical, Electrical and Trim (MET) Components and Non Permanently Fixed Vehicle Body Panels	e-volve	
OP	4291-594 Knowledge of receiving and storing stock	Short answer questions	

**Refer to the Walled Garden or Qualification Handbook for rules of combination**

Internal Verifier's sampling Name	Units sampled	Document reference	Signature and date
Qualification Consultant's sampling Name	Units sampled	Document reference	Signature and date

## Guidance for Assessors

### Purpose

These assignments assess the knowledge and skills for the units contained within the **Level 1 Diploma in Accident Repair Paint (4291-21)**. Units not contained within this pack are assessed by online tests, details of which can be found in the qualification handbook.

The guidance here relates to the specific units covered in this assessment pack.

### Tools and equipment

The vehicles required for the practical skills assessments should have a realistic resemblance to current vehicles. Centres can use whole vehicles and/or specially prepared realistic vehicle rigs for training and assessment. It is expected that the technology used is similar to that used today.

Centres should have the tools and equipment to facilitate the vehicle types and units being worked upon; they must be in a safe condition to support learning and assessment.

### Evidence submitted for assessment and verification

The skills only units are covered by a simple assessment document to cover the practical content. Knowledge units will typically be assessed by online assessments.

Candidates need to:

- agree the assessments with their assessors before starting
- write in the vehicle details, tools and equipment needed, gather and fill in the vehicle data and make sure that the work area is safe and risks identified
- complete the work activities and knowledge questions as required
- record any evidence of Health & Safety, good housekeeping and working with others. This must also be initialled in the relevant boxes by the assessor to make sure the candidate has adhered to all good working practices.

Both the assessor and candidate will need to sign and date the record when work is successfully completed.

### General Units

The following general units are contained within this pack: 001, 031, 051 and 081.

The technical units assessment task sheets contain references to units 001 and 031. This is because as candidates are completing certain tasks they will naturally be generating evidence for some of the general units learning outcomes and assessment criteria. For example, all the units within this qualification incorporate Health & Safety (Unit 001). Evidence may also be produced in relation to gathering data and information, identifying and using the correct tools and equipment, carrying out the work, and recording essential test readings. Therefore it may be possible to use evidence from these units towards the evidence for the general units. The evidence relating to each unit must be identified and marked separately.

**Knowledge units**

Short answer questions are provided for units 051 and 081.

The short-answer questions should be taken under supervised conditions as closed-book tests.

This means that all activities will be completed with the assessor, or other designated supervisor, present. Strict exam regulations do not apply; it is envisaged that most candidates will take the short-answer questions in their normal learning environment with their own tutor present or under full invigilated conditions.

Alternatively, assessors may prefer to ask the questions orally and record individual candidates' responses.

Where it is not possible to generate evidence for the general units indicated through the technical tasks, centres will need to create additional tasks to ensure that the candidates are able to sufficiently cover the learning outcomes and assessment criteria of the unit.

**Opportunities for generating other evidence**

Within each unit, evidence can be seen for numeracy skills, communication, ICT, problem solving, working with others and improving own learning, including personal learning and thinking skills (PLTS).

Candidates will always be gathering data, taking numerical test readings, using computers to fault find and access vehicle data, solving vehicle faults which in turn improves their own learning.

**Level 1 Diploma in Accident Repair (Paint) assessment pack**  
Candidate unit tracking assessment and verification page



PRN Number	Practical activity	Units worked upon	Assessor's Comments	Assessor	Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.		Internal verifier _____ Signature _____ Date ____/____/____			
14.		Qualification consultant _____ Signature _____ Date ____/____/____			

## Additional knowledge and skills questions asked during assessment

- |                             |    |   |
|-----------------------------|----|---|
| H&S and<br>housekeeping     | 1  | Why are you using this item of PPE? (Assessor to choose PPE).   |
|                             | 2  | Outline a potential hazards related to this job.  |
|                             | 3  | How should you report any H&S issues that you are unable to resolve?  |
|                             | 4  | Where/how do you access relevant information sources for cleaning and basic routine maintenance of the tools, equipment, vehicles and workshop? (Assessor to select suitable item). |
| Working<br>positively       | 5  | State why is it important to maintain positive working relationships?   |
|                             | 6  | Give an example of where you have considered the views and opinions of your work colleagues.  |
|                             | 7  | Explain why it is important to be on time and ready for work?.  |
|                             | 8  | Who do you report problems to?  |
| Joining<br>methods          | 9  | What joining technique are you going to use on this job?  |
|                             | 10 | Outline how you are going to check the joint meets the required standards.  |
|                             | 11 | State a typical fault that can occur with this joining method. (assessor to select joining method)  |
|                             | 12 | Alternatively assessor could state or show a typical fault and ask what may have caused it.   |
| Checking<br>compliance      | 13 | Other than on completion, state another point at which alignment should be checked.   |
|                             | 14 | How are you going to check to ensure correct alignment?   |
|                             | 15 | Outline why is it important to check compliance at different stages of a repair.  |
|                             | 16 | For the work activity - State two different measurements required to help ensure correct alignment  |
| Construction<br>& materials | 17 | Identify three different structural panels on this vehicle.   |
|                             | 18 | Outline how structural panels (chosen by the assessor) contribute to the overall strength of the vehicle.   |
|                             | 19 | Explain how you are going to identify the material before repair.   |
|                             | 20 | Outline why this material is suitable for this particular application.  |

**These numbers are to be included on the work sheets as extra supporting knowledge as asked by the assessor**

Candidate's name \_\_\_\_\_

Candidate's enrolment number \_\_\_\_\_

Produce evidence of good housekeeping:

- Show you can check tools for damage
- Clean tools
- Store tools
- Clean work area

Below is a selection of typical equipment found in a tyre fitting workshop, initial when you have been involved in checking, cleaning and storing examples of similar.

<b>HAND TOOLS</b>	<b>HYDRAULIC TOOLS</b>	<b>ELECTRICAL TOOLS</b>	<b>PNEUMATIC TOOLS</b>	<b>MECHANICAL TOOLS</b>
Tool box checks _____	Car lifts _____	Drill _____	Air gun/wrench _____	Pullers _____
Spanners _____	Trolley jack _____	Grinder _____	Air drill _____	Vice _____
Screwdriver _____	Bottle jack _____	Hand lamp _____	Air lines _____	Press _____
Socket sets _____	Stands _____	Other _____	Tyre machine _____	Tyre tools _____
Assessor's initials: _____	Assessor's initials: _____	Assessor's initials: _____	Assessor's initials: _____	Assessor's initials: _____

Clean work area: maintain your workshop to the standards expected by your assessors and supervisors.

Assessor to sign this when observation of cleaning the work area has taken place to the required standard over a period of time.

Start date: \_\_\_/\_\_\_/\_\_\_ End date: \_\_\_/\_\_\_/\_\_\_ Assessor signature: \_\_\_\_\_

Assessor knowledge check: outline of question/s used and response.

Assessor's feedback on evidence provided

I confirm that the work carried out on this evidence record meets City & Guilds requirements for validity, authenticity, currency and sufficiency.

Assessor's name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Candidate's signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



4290-001 Skills in Health, Safety and Good Housekeeping in the Automotive Environment









Candidate's name \_\_\_\_\_



Candidate's enrolment number \_\_\_\_\_

1. Identify risks in your workshop, produce evidence for following workshop maintenance checks in-line with workshop policies.

1. Name the equipment below and identify a possible risk with each piece of equipment and a maintenance inspection

						
Possible risk and maintenance required _____ _____ _____	Possible risk and maintenance required _____ _____ _____	Possible risk and maintenance required _____ _____ _____	Possible risk and maintenance required _____ _____ _____	Possible risk and maintenance required _____ _____ _____	Possible risk and maintenance required _____ _____ _____	Possible risk and maintenance required _____ _____ _____

2. Identify risks from spillages and tool breakages from observations in your workshop; use examples from the diagrams below.

1 Oil spillages 	2 Broken hand tools 	3 Damaged cable 
---	---	---

1. State how you would deal with the spillage \_\_\_\_\_
2. State how you would deal with broken hand tools \_\_\_\_\_
3. State how you would deal with damaged cables \_\_\_\_\_

3. Your assessor needs to observe you working safely and following workshop policies consistently in the following three areas.

Personal presentation	The use of safe working methods and equipment	Safe use of hazardous substances
Assessor to confirm that this has been consistent		
Signature _____	Signature _____	Signature _____

I confirm that the work carried out on this evidence record meets City & Guilds requirements for validity, authenticity, currency and sufficiency.

Assessor's name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Candidate's signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## 026 Vehicle Technology and Workshop Processes



Unit/s supported on this evidence record

Candidate's name:	Date: ___/___/___	Demonstrate the ability to pop rivet metal plates	4290-001 H&S Housekeeping	4290-031 Support Work Relations	4290-076 Workshop Processes
-------------------	-------------------	---	---------------------------	---------------------------------	-----------------------------

Connect two plates of either metal or composite material using joining methods

### Details of work activity

To complete this exercise you must show that you can use engineering equipment correctly and safely. Demonstrate the process of using a pop-rivet gun to connect metal plates or composite materials correctly and securely.

Pop rivets	Metal plates	Pop-rivet gun
------------	--------------	---------------

### Evidence of Health & Safety, good housekeeping and working with others. (Assessor to sign this area if the learner meets the requirements)

1. Work with others when reporting findings	5. Clear up spillages
2. Dispose all waste correctly and safely	6. Identify workshop policies
3. Tools tidy, cleaned, checked and put away	7. Wear and use correct PPE
4. Sweep up	8. Evidence of recycling and correct disposal of waste (ESDGC)

Assessor's signature: \_\_\_\_\_

State how you checked your work against specification, disposed of waste, recycled materials:

Assessor's feedback on evidence provided.

I confirm that the work carried out on this evidence record meets City & Guilds' requirements for validity, authenticity, currency and sufficiency.

Assessor's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Candidate's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## 031 Skills to Support Working Relationships in the Automotive Environment



<p>Overview This unit is about developing the skills required to keep good working relationships with all colleagues and customers and being able to:</p> <ul style="list-style-type: none"> <li>• communicate effectively</li> <li>• provide effective support.</li> </ul> <p>Evidence requirements: VCQ 031 (G3) (competence) This must show that the candidate is able to;</p> <ol style="list-style-type: none"> <li>1. work effectively within the organisation</li> <li>2. use information to support the job role</li> <li>3. communicate with customers/colleagues</li> <li>4. develop good working relationships</li> </ol> <p><b>Three direct observations</b> must be carried out to incorporate all the criteria. It is expected that this evidence will be generated during natural performance when carrying out practical assessments in the workshop Evidence requirements: VRQ 031 (G3) (Skills) The evidence requirement is the same as for the VCQ; but it is expected that it is produced within the centre and must meet current industry practice and standards. Centres may devise their own tasks to cover the learning outcomes and assessment criteria of the unit. The evidence requirements must be as stated above. Centre devised tasks must be made available to the QC for checking.</p>	VRQ: 3 direct observations		PRN Numbers use boxes as appropriate	
		VRQ Tick when competence observed		
	Respond to requests			
	Refer customers/colleagues			
	Use manufacturers' legal information			
	Communicate with customer/colleagues			
	Give accurate information			
	Report any delays where applicable			

<p>Essential Knowledge ; This is primarily assessed by a written assignment for Unit 081 which is available within this pack. At the end, the assessor must sign this form to confirm that all evidence identified above has been carried out competently by the candidate.</p>	Contribute to a team			
	Show respect			
	Inform colleagues of their own work			
	Workplace policies			
	Direct observations PRNs			
	Knowledge evidence PRNs Use as appropriate			
	<p>Signing this document below by the assessor indicates that the assessor and candidate have agreed that all components of the unit have been fully completed</p> <p>Assessor's name _____ Signature _____ date __/__/__</p> <p>Quality Co-ordinator _____ Signature _____ date __/__/__</p> <p>External verifier _____ Signature _____ date __/__/__</p>			

## Assessment Record



4291-109/159 Skills Valet Vehicles											
Candidate's name: _____						Start date: ___/___/___			Completion date: ___/___/___		
<b>Vehicle details</b>											
Make/Model: _____				Type of body: _____				Number of doors: _____			
<b>Details of work activity:</b>											
<b>Candidates should be observed by their assessor carrying out two full exterior and interior vehicle valets covering all the listed areas on two different vehicles.</b> Please indicate which of the panels have been observed.											
<b>Exterior</b>											
Wings		Doors		Bonnet		Roof		Boot lid/tailgate			
Alloy wheels		Steel wheels		Plastic bumper		Front screen		Side glass & rear screens			
Steam clean engine bay		<b>or</b>		Pressure wash engine bay		Lacquer engine bay		Dress tyres			
<b>Interior</b>											
Fabric front seats			Rear fabric seats			Front leather seats			Rear leather seats		
Door panels		Air vents		Front carpets		Rear carpets		Boot carpets			
Interior glass		Steering wheel		All interior fittings		Dashboard panel					
<b>Instructions To Candidate. To complete the removal and replacement assessments you will need to:</b>											
Ensure vehicle/s suitable to complete the valeting activities.						Check your work and report any other work required to your assessor.					
Ensure your work area is safe.						Contribute towards the completion of this assessment record					
Ensure the vehicle is protected throughout the activities.						Outline how you covered evidence for units 001 & 003.					
Complete the valeting activities.						Answer and keep a record of the responses to the knowledge questions.					
<b>List special tools/equipment used</b>						<b>List consumables used</b>					
➤						➤					
➤						➤					
<b>Evidence for units 001 and 003. Outline how you have covered each of the following if appropriate:</b>											
1. Worked positively with others.						5. Cleared up spillages.					
2. Reported any problems or queries.						6. Identified workshop policies.					
3. Tools tidied, cleaned, checked and put away.						7. Used correct PPE.					
4. Kept work area clean and clear of obstructions.						8. Recycled and correctly disposed of waste.					
<b>Work found that requires further attention and any action taken</b>											
9 Work found						10 Action taken					

## Assessor Report

<b>Indicate when candidate has:</b>	<b>Completed the valeting activities</b>		<b>Checked the work</b>	
-------------------------------------	--	--	-------------------------	--

Knowledge evidence. See prepared questions			
Assessor to select a question from each section to confirm breadth and or depth of knowledge			Assessor decision Yes/No
Section	Q No.	Outline of candidate's response:	
H&S and housekeeping			
Working positively			
Joining methods			
Checking compliance			
Construction & materials			
<b>Assessor's feedback and assessment decision (outline why the candidate did or did not demonstrate the skills required):</b>			
I confirm that the work recorded in this assessment record meets City & Guilds' requirements for validity, authenticity and sufficiency. Assessor's name _____ Signature _____ Date ____/____/____  Candidate's signature _____ Date ____/____/____			
If sampled: I confirm that I have sampled the assessment decisions and evidence presented for this assessment activity. I am satisfied that the required standards have been met and the evidence may be presented for external verification and/or certification as appropriate.			
IQA/IV name _____ Signature _____ Date ____/____/____			
If sampled: QC/EV name _____ Signature _____ Date ____/____/____			

## Assessor Report

<b>Indicate when candidate has:</b>	<b>Completed the valeting activities</b>		<b>Checked the work</b>	
-------------------------------------	--	--	-------------------------	--

<b>Knowledge evidence.</b>	
<b>Candidates are required to answer the following questions from each knowledge area below. Answers to questions should be recorded below, available for verification</b>	<b>Assessor decision Yes/No</b>
<b>Be able to understand the tools, equipment and materials for carrying out a vehicle valet</b>	
Explain why certain tools and equipment were selected to carry out the valet.	
What maintenance needs to be carried out on tools and equipment used during the valet?	
Why were certain materials and fluids chosen for the valet?	
<b>Be able to understand legislative and organisational requirements for carrying out a vehicle valet</b>	
What are the legal requirements relating to vehicle valets?	
What are the health and safety requirements relating to vehicle valets?	
What additional information might someone carrying out a vehicle valet require?	
Explain the organisational requirements relating to vehicle valets.	

<b>Be able to understand the procedures for conducting a vehicle valet</b>	
What procedures need to be undertaken when carrying out a vehicle valet and why?	
List the sequence of procedures and activities undertaken when a full car valet is carried out.	
Explain the different methods that can be used to restore exterior paint work.	
How can customer's need/ requirements best be documented and met?	
What environmental considerations need to be taken into account when carrying out a vehicle valet.	
Explain why certain valet accessories would be chosen.	
Describe what protective measures can be used to stop cleaned areas becoming contaminated.	
<b>Assessor's feedback and assessment decision (outline why the candidate did or did not demonstrate the skills required):</b>	
I confirm that the work recorded in this assessment record meets City & Guilds' requirements for validity, authenticity and sufficiency.	
Assessor's name _____	Signature _____ Date ____/____/____
Candidate's signature _____	Date ____/____/____



If sampled: I confirm that I have sampled the assessment decisions and evidence presented for this assessment activity. I am satisfied that the required standards have been met and the evidence may be presented for external verification and/or certification as appropriate.			
IQA/IV name	_____	Signature	_____ Date ____/____/____
If sampled: QC/EV name	_____	Signature	_____ Date ____/____/____



## Skills in Tools and Equipment used in Vehicle Refinishing



Unit/s covered on this evidence record

Candidate's name:	Date:		<b>001</b>	<b>201</b>
-------------------	-------	--	------------	------------

### Vehicle

Make/Model:	Year of manufacture:	Number of doors	Type of body:
-------------	----------------------	-----------------	---------------

### Details of work activity

Candidates need to be observed by their assessor preparing and correctly using all the tools and equipment listed. This **must** include the use of two types of spray gun from those listed.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>flattening block</li> <li>sponge</li> <li>squeegee</li> <li>chamois leather</li> <li>trimming knife</li> <li>polishing mop</li> <li>sealer gun</li> <li>water traps</li> <li>pressure gauges</li> <li>random orbital sander</li> </ul> | <ul style="list-style-type: none"> <li>infra-red dryer</li> <li>compressor</li> <li>air line</li> <li>transformer/regulator</li> <li>vacuum extraction sander</li> <li>spray gun cleaning machines</li> <li>plastic sheeting dispenser</li> <li>paper/tape dispenser</li> <li>viscosity measuring equipment</li> <li>combi-booth</li> </ul> |
|---|---|

### Assessment Record

**Assessor to indicate  when correct use demonstrated and or knowledge confirmed**

**Be able to select, use and care for hand and power tools used in vehicle refinishing**

- Select, prepare, safely use and maintain suitable power tools when vehicle refinishing
- Report any faulty or damaged tools to the relevant person(s) clearly and promptly
- Store work tools in a clean, serviceable and safe manner, which permits ease of access and identification for use

**Be able to prepare and use vehicle refinishing equipment**

- Select, prepare and safely use vehicle refinishing workshop equipment
- Report any faulty or damaged equipment to the relevant person(s) clearly and promptly
- Store work equipment in a clean, serviceable and safe manner, which permits ease of access and use

**Assessors to select suitable 'component' based on assessment circumstances.  
Answers to questions should be available for verification**

1. List the **main** components of a spray gun.
2. Describe the methods of adjusting compressed air pressures by use of a spray gun pressure gauge.
3. List **five** spray gun faults and their cause.
4. Describe the operation of a water based spray gun cleaning machine.
5. State the PPE that should be worn when cleaning spray guns and equipment with solvent based materials.

**Assessor's feedback**

**Evidence of Health & Safety, good housekeeping and working with others. (Assessor to sign this area if the learner meets the requirements)**

1. Work with others when reporting findings	5. Clear up spillages
2. Dispose all waste correctly and safely	6. Identify workshop policies
3. Tools tidy, cleaned, checked and put away	7. Wear and use correct PPE
4. Sweep up	8. Evidence of recycling and correct disposal of waste (ESDGC)

Assessor's signature: \_\_\_\_\_

Work found that requires further attention and any action taken:

Assessor's knowledge questions									
--------------------------------	--	--	--	--	--	--	--	--	--

Assessor's feedback on evidence provided.

I confirm that the work carried out on this evidence record meets City & Guilds' requirements for validity, authenticity, currency and sufficiency.

Assessor's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Skills in Applying Fillers and Foundation Materials



Unit/s covered on this evidence record

Candidate's name:	Date:		<b>001</b>	<b>202</b>
-------------------	-------	--	------------	------------

### Vehicle

Make/Model:	Year of manufacture:	Number of doors	Type of body:
-------------	----------------------	-----------------	---------------

### Details of work activity

Candidates need to be observed by their assessor carrying out the following activities listed below:

- setting up and using application and safety equipment
- mixing fillers and foundation materials
- applying fillers and foundation coats
- dry curing filling and foundation materials
- cleaning application equipment and disposing of waste.

### Assessment Record

**Assessor to indicate  when correct use demonstrated and or knowledge confirmed**

**Be able to work safely when carrying out preparation and application of foundation materials to vehicles**

Use suitable personal protective equipment and vehicle coverings throughout all preparation and application of foundation materials to plastics used in vehicle refinishing

Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment

**Be able to use carry out preparation and application of foundation materials to vehicles**

Identify prior to working on the vehicle the type of substrate.

Report any faulty or damaged equipment to the relevant person(s) clearly and promptly.

Use surface cleaning agents, fillers and foundation materials.

Mix and adjust the viscosity of fillers and foundation materials.

Apply all foundation materials.

Dry and cure all foundation materials.

Ensure all completed repairs are finished to an agreed standard ready for the next process.

**Be able to record information and make suitable recommendations**

- Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required.
- Make suitable and justifiable recommendations for cost effective repairs.
- Record and report any additional faults noticed during the course of their work promptly in the format required.

**Be able to use appropriate tools and equipment**

- Select the appropriate tools and equipment necessary for carrying out preparation and application of foundation materials to vehicles.
- Ensure that equipment has been calibrated to meet manufacturers' requirements.
- Use the correct tools and equipment in the way specified by manufacturers when carrying out preparation and application of foundation materials to vehicles.
- Leave all application equipment in a clean and serviceable condition.

**Be able to use relevant information to carry out the task**

- Select suitable sources of technical information to support preparation and application of foundation materials to vehicles.
- Use technical information to support preparation and application of foundation materials to vehicles.

**Assessors to select suitable 'component' based on assessment circumstances.**

**Answers to questions should be available for verification**

1. State the **main** methods used to determine the vehicle substrate.
2. State how to condition and clean surfaces prior to the application of foundation coatings to ensure adequate adhesion.
3. Describe how to check the viscosity of foundation materials.
4. State why it is important to record any additional faults noticed during repair.
5. State why it is important to use manufacturers' data when mixing a foundation material.

**Assessor's feedback**

<b>Evidence of Health &amp; Safety, good housekeeping and working with others. (Assessor to sign this area if the learner meets the requirements)</b>	
1. Work with others when reporting findings	5. Clear up spillages
2. Dispose all waste correctly and safely	6. Identify workshop policies
3. Tools tidy, cleaned, checked and put away	7. Wear and use correct PPE
4. Sweep up	8. Evidence of recycling and correct disposal of waste (ESDGC)
Assessor's signature: _____	
Work found that requires further attention and any action taken:	
Assessor's knowledge questions	
Assessor's feedback on evidence provided.	
I confirm that the work carried out on this evidence record meets City & Guilds' requirements for validity, authenticity, currency and sufficiency.	
Assessor's name: _____ Signature: _____ Date: ____/____/____	
Candidate's signature: _____ Date: ____/____/____	

## Skills in Preparing Metal and Pre-Painted Surfaces



Unit/s covered on this evidence record

Candidate's name:	Date:		<b>001</b>	<b>204</b>
-------------------	-------	--	------------	------------

### Vehicle

Make/Model:	Year of manufacture:	Number of doors	Type of body:
-------------	----------------------	-----------------	---------------

### Details of work activity

Candidates need to be observed by their assessor carrying out the following activities:

- 1 Preparing metal and pre-painted surfaces on 3 different vehicle body panels out of the 8 listed below:
  - electro-coated panels
  - repaired panels
  - original manufacturers finish
  - plastic components
  - zinc coated panels
  - steel panels
  - aluminium panels
  - primed panel.
- 2 and, covering all of the techniques listed
  - feathering out
  - flatting using guide coats
  - hand sanding
  - machine sanding
  - dry sanding

### Assessment Record

**Assessor to indicate  when correct use demonstrated and or knowledge confirmed**

**Be able to work safely when carrying out the preparation of metal and pre-painted surfaces**

Use suitable personal protective equipment and vehicle coverings throughout the preparation of metal and pre-painted surfaces.

Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment.



**Be able to carry out the preparation of metal and pre-painted surfaces to accept foundation materials and paint topcoats**

- Identify prior to working on the vehicle the type of substrate.
- Use surface cleaning agents and protect all surfaces adjacent to those being prepared using the specified method.
- Remove and store safely any components likely to be affected by the preparation process.

**Prepare all panel surfaces required following:**

- Vehicle manufacturers' technical data.
- Product data.
- Recognised methods and techniques.
- Keep the work area clean and tidy throughout all preparation activities.
- Dispose of waste materials to conform with legal and workplace requirements.
- Ensure all preparation is finished to an agreed standard and free from contamination ready for the next process.

**Be able to record information and make suitable recommendations**

- Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required.
- Make suitable and justifiable recommendations for cost effective repairs.
- Record and report any additional faults noticed during the course of their work promptly in the format required.

**Be able to use appropriate tools and equipment**

- Select the appropriate tools and equipment necessary for carrying out the preparation of metal and pre-painted surfaces.
- Ensure that equipment has been calibrated to meet manufacturers' requirements.
- Use the correct tools and equipment in the way specified by manufacturers when carrying out the preparation of metal and pre-painted surfaces.
- Leave all application equipment in a clean and serviceable condition.

**Be able to use relevant information to carry out the task**

- Select suitable sources of technical information to support preparation of metal and pre-painted surfaces
- Use technical information to support preparation of metal and pre-painted surfaces

**Assessors to select suitable 'component' based on assessment circumstances.**

**Answers to questions should be available for verification**

1. State the properties a substrate **must** have.
2. Describe the different preparation that is needed for a new panel over a repaired panel.
3. Describe a workshop test to determine the substrates on a vehicle panel.
4. State the etch primer that **must** be used on coated metal materials.
5. List the Health & Safety precautions to be taken when using a chemical paint stripper.

**Assessor's feedback**

**Evidence of Health & Safety, good housekeeping and working with others. (Assessor to sign this area if the learner meets the requirements)**

1. Work with others when reporting findings	5. Clear up spillages
2. Dispose all waste correctly and safely	6. Identify workshop policies
3. Tools tidy, cleaned, checked and put away	7. Wear and use correct PPE
4. Sweep up	8. Evidence of recycling and correct disposal of waste (ESDGC)

Assessor's signature: \_\_\_\_\_

Work found that requires further attention and any action taken:

Assessor's knowledge questions									
--------------------------------	--	--	--	--	--	--	--	--	--

Assessor's feedback on evidence provided.

I confirm that the work carried out on this evidence record meets City & Guilds' requirements for validity, authenticity, currency and sufficiency.

Assessor's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Skills in Preparing Minor Paint Defects



Unit/s covered on this evidence record

Candidate's name:	Date:		<b>001</b>	<b>206</b>
-------------------	-------	--	------------	------------

### Vehicle

Make/Model:	Year of manufacture:	Number of doors	Type of body:
-------------	----------------------	-----------------	---------------

### Details of work activity

Candidates need to be observed by their assessor repairing three out of the five defects listed below:

- scuffs to the manufacturers original finish
- minor scratches to the manufacturers' original finish
- loss of gloss
- dirt inclusion in a newly applied finish
- runs or sags in a newly applied finish
- orange peel.

Indicate  below which of the components have been assessed

<input type="checkbox"/> New wing	<input type="checkbox"/> New door	<input type="checkbox"/> New bonnet	<input type="checkbox"/> Boot lid/tailgate	<input type="checkbox"/> New plastic body panel
<input type="checkbox"/> Repaired wing	<input type="checkbox"/> Repaired door	<input type="checkbox"/> Repaired bonnet	<input type="checkbox"/> Repaired plastic body panel	<input type="checkbox"/> Repaired roof panel

### Assessment Record

**Assessor to indicate  when correct use demonstrated and or knowledge confirmed**

**Be able to work safely when carrying out the rectification of minor paint defects**

- Use suitable personal protective equipment and vehicle coverings when carrying out the rectification of minor paint defects
- Work in a way which minimises the risk of damage or injury to the vehicle, people and the environment

**Be able to carry out the rectification of minor paint defects**

- Identify the type of paint defect prior to working on the vehicle.
- Use surface cleaning agents and protect all surfaces adjacent to those being prepared using the specified method.
- Remove and store safely any components likely to be affected by the preparation and rectification process.
- Correct defects using the approved tools and equipment required.
- Keep the work area clean and tidy throughout all rectification activities.
- Dispose of waste materials to conform with legal and workplace requirements.
- Ensure all minor paint defects are rectified to a commercially acceptable standard.

**Be able to record information and make suitable recommendations**

- Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required.
- Make suitable and justifiable recommendations for cost effective repairs.
- Record and report any additional faults noticed during the course of their work promptly in the format required.

**Be able to use appropriate tools and equipment**

- Select the appropriate tools and equipment necessary for carrying out the rectification of minor paint defects.
- Ensure that the equipment is safe and has been calibrated to meet manufacturers' requirements.
- Use the correct tools and equipment in the way specified by manufacturers when carrying out the rectification of minor paint defects.
- Leave all application equipment in a clean and serviceable condition.

**Be able to use relevant information to carry out the task**

- Select suitable sources of technical information to support preparation of metal and pre-painted surfaces.
- Use technical information to support preparation of metal and pre-painted surfaces.

**Assessors to select suitable 'component' based on assessment circumstances.****Answers to questions should be available for verification**

- 1 State the factors affecting the choice and use of materials in the rectification of minor paint defects.
- 2 Describe how to use a de nibbing block.
- 3 Describe a workshop test to determine the substrates on a vehicle panel.
- 4 State the importance of keeping equipment clean and free from contamination during rectification work.
- 5 Describe how to prevent further paint damage during rectification.

**Assessor's feedback**

**Evidence of Health & Safety, good housekeeping and working with others. (Assessor to sign this area if the learner meets the requirements)**

1. Work with others when reporting findings	5. Clear up spillages
2. Dispose all waste correctly and safely	6. Identify workshop policies
3. Tools tidy, cleaned, checked and put away	7. Wear and use correct PPE
4. Sweep up	8. Evidence of recycling and correct disposal of waste (ESDGC)

Assessor's signature: \_\_\_\_\_

Work found that requires further attention and any action taken:

Assessor's knowledge questions									
--------------------------------	--	--	--	--	--	--	--	--	--

Assessor's feedback on evidence provided.

I confirm that the work carried out on this evidence record meets City & Guilds' requirements for validity, authenticity, currency and sufficiency.

Assessor's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Skills in Removing and Fitting of Basic Light Vehicle Mechanical, Electrical  
Trim Components and Non Permanently Fixed Vehicle Body Panels**



Unit/s covered on this evidence record

Candidate's name:	Date:		<b>001</b>	<b>218</b>
-------------------	-------	--	------------	------------

**Vehicle**

Make/Model:	Year of manufacture:	Number of doors	Type of body:
-------------	----------------------	-----------------	---------------

**Details of work activity**

Candidates need to be observed by their assessor carrying out removing and refitting all the units or components listed below.

- bumpers
- interior trim
- batteries
- headlamp
- road wheels
- bonnet fittings
- exterior trim.

**Assessment Record**

**Assessor to indicate  when correct use demonstrated and or knowledge confirmed**

**Be able to work safely when carrying out and fitting of basic MET components and non - permanently fixed light vehicle body panels:**

- Use suitable personal protective equipment and vehicle coverings throughout all light vehicle removal and fitting of basic MET components and non-permanently fixed light vehicle body panels
- Work in way which minimises the risk of damage or injury to vehicle people and the environment

**Be able to use relevant information to carry out the task**

Select and use suitable sources of technical information to support motor vehicle removal and recognised fitting activities including:

- Vehicle technical data
- Removal and fitting procedures
- Legal requirements
- Use technical information to support light vehicle engine unit and component removal and replacement activities

**Be able to use appropriate tools and equipment**

- Select the appropriate tools and equipment necessary for carrying out removal and fitting of basic MET components and non-permanently fixed light vehicle body panels
- Ensure that equipment has been calibrated to meet manufacturers' and legal requirements
- Use the correct tools and equipment in the way specified by manufacturers when carrying removal and fitting of basic MET components and non-permanently fixed light vehicle body panels

**Be able to carry out removal and fitting of basic MET components and non-permanently fixed light vehicle body panels**

- Remove and fit basic MET components and non-permanently fixed light vehicle body panels
- Ensure that the removal and fitting of basic MET components and non-permanently fixed light vehicle body panels conforms to the vehicle operating specification and any legal requirements
- Ensure no damage occurs to other components when carrying out removal and fitting of basic MET components and non-permanently fixed light vehicle body panels
- Ensure all components and panels are stored safely and in the correct location

**Be able to record information and make suitable recommendations**

- Produce work records that are accurate, complete and passed to the relevant person(s) promptly in the format required
- Make suitable and justifiable recommendations for cost effective repairs
- Record and report any additional faults noticed during the course of their work promptly in the format required

**Assessors to select suitable 'component' based on assessment circumstances.**

**Answers to questions should be available for verification**

- 1 State the precautions that should be taken before removing any electrical components.
- 2 State **two** methods of checking panel gaps when refitting components.
- 3 State **two** health and safety issues that could occur when handling xenon headlight bulbs and systems.
- 4 State why it is important that all parts removed from a vehicle are stored securely.

**Assessor's feedback**

<b>Evidence of Health &amp; Safety, good housekeeping and working with others. (Assessor to sign this area if the learner meets the requirements)</b>	
1. Work with others when reporting findings	5. Clear up spillages
2. Dispose all waste correctly and safely	6. Identify workshop policies
3. Tools tidy, cleaned, checked and put away	7. Wear and use correct PPE
4. Sweep up	8. Evidence of recycling and correct disposal of waste (ESDGC)
Assessor's signature: _____	
Work found that requires further attention and any action taken:	
Assessor's knowledge questions	
Assessor's feedback on evidence provided.	
I confirm that the work carried out on this evidence record meets City & Guilds' requirements for validity, authenticity, currency and sufficiency.	
Assessor's name: _____ Signature: _____ Date: ____ / ____ / ____	
Candidate's signature: _____ Date: ____ / ____ / ____	



### Skills in Receiving and Storing Stock (4 credits)

Date work carried out \_\_\_\_\_ Unit/s covered on this record: 001/03/544

Candidate name \_\_\_\_\_ Candidate enrolment number \_\_\_\_\_

This unit is about receiving and storing stock. You should work safely, wearing the correct personnel protection. You should be able to

- complete records accurately for stock going out and coming in
- deal with damaged and incorrect stock
- select and issue parts

Receiving and storing parts	Dealing with discrepancies	Selecting and issuing parts
<p>You need to show you can receive stock into a clean and tidy area, deal with invoices and records in a correct and proper manner</p>	<p>You need to show you can deal with discrepancies to include</p> <ol style="list-style-type: none"> <li>1. damaged stock</li> <li>2. incorrect stock</li> </ol> <p>in a correct and proper manner</p>	<p>You need to show you can select and issue stock in a correct and proper manner</p>
<p>Brief report on your activity</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Brief report on your activity</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Brief report on your activity</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Assessor knowledge check : assignment to be completed for this section

Assessor feedback on evidence provided.

I confirm that the work carried out on this evidence record meets City & Guilds requirements for validity, authenticity, currency and sufficiency.

Assessor signature Name: \_\_\_\_\_ Signature \_\_\_\_\_ . Date \_\_\_/\_\_\_/\_\_\_ Candidate signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**The short-answer questions should be taken under supervised conditions as closed-book tests.**

**This means that all activities will be completed with the assessor, or other designated supervisor, present. Strict exam regulations do not apply; it is envisaged that most candidates will take the short-answer questions in their normal learning environment with their own tutor present or under full invigilated conditions.**

**Alternatively, assessors may prefer to ask the questions orally and record individual candidates' responses.**

1 List **six** main tools and pieces of equipment, used in the workshop, and describe the checks and cleaning methods needed.

a \_\_\_\_\_

b \_\_\_\_\_

c \_\_\_\_\_

d \_\_\_\_\_

e \_\_\_\_\_

f \_\_\_\_\_

2 What activities are required to be carried out for cleaning and maintaining the workshop at the start and finish of the day?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 Take a tour of the workshop and identify any areas of untidiness and state how you would normally deal with this.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

5 State what methods you use to clean the floor, including spillages, in your workshop.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

4 Describe the waste policies that are in place for the following materials and substances and what your responsibilities are.

a Metal

---

b Cardboard

---

c Oils

---

d Plastics

---

6 State **three** housekeeping rules which **must** be adhered to in the workshop.

a \_\_\_\_\_

b \_\_\_\_\_

c \_\_\_\_\_

1 List the **main** sections to be found in a typical automotive environment.

---

---

---

---

3 Outline the typical organisational structures for non franchised and franchised dealers.

---

---

---

---

5 Explain the levels of responsibility within a typical automotive work environment for a trainee, skilled technician, supervisor and manager.

---

---

---

---

2 Identify different information sources to find and interpret relevant data and information used in the automotive workplace.

---

---

---

---

4 Give examples of the legal requirements including safety requirements relating to the use of a vehicle on the road.

---

---

---

---

6 State why it is important to obtain correct information and to work using recognised procedures and processes.

---

---

---

---

7 Explain the importance of using identification codes when replacing units and components to meet manufactures specification.

---

---

---

---

9 Explain where different methods of communication would be used within the automotive workplace, depending on the needs of your customers.

---

---

---

---

11 Give **two** examples of when it would be important to communicate with a supervisor whilst carrying out repairs in an automotive environment.

---

---

---

---

8 State the importance of keeping records of vehicle repair information.

---

---

---

---

10 State why it is important to keep to agreed work timescales.

---

---

---

---

12 Describe how you develop positive working relationships with colleagues and customers and why it is important to accept other people's views and opinions.

---

---

---

---

---

13 Explain the importance of honouring realistic commitments to colleagues and customers.

---

---

---

---

1. What are the company's procedures for ordering stock and how do you fit into the procedural chain?

---

---

---

---

2 What happens to stock when it arrives and the procedure used to manage the receipts of goods?

---

---

---

---

3 How are special orders managed, including 'vehicle off road' situations where parts /goods are needed urgently?

---

---

---

---

4 What are the procedures for reporting damaged goods and who is this reported to?

---

---

---

---

5 What are the implications to the company when damaged goods

6 What are the company's procedures for checking stock and parts at



are not detected and reported?

---

---

---

---

7 Provide an overview of the parts storage and information systems used in order for you to locate and store stock correctly (computer, numbering)?

---

---

---

---

9 What types of storage devices are mainly used in your parts department?

---

---

---

---

the time of receipt?

---

---

---

---

8 Describe what personal protective equipment is used when moving stock, to include mechanical moving devices (such as fork lift, pallet carriers and trolley's)?

---

---

---

---

10 What type of storage rotation methods are in place?

---

---

---

---

11 How would you store easily damaged vehicle parts to prevent damage?

---

---

---

---

13 Who should normally update these records and what role would you play in the stock control process?

---

---

---

---

15 When and how is stock control monitored?

---

---

---

---

12 Where should you access information about the stock which has been delivered, to include paper documentation and or computer generated information?

---

---

---

---

14 What methods of parts numbering is in place in order to accurately find and store parts?

---

---

---

---