

4311/4391 SVQ and VRQ Accident Repair (Body) Tracking Sheets

The tracking sheets originally produced for this qualification have recently been reviewed and this has resulted in further clarification being included regarding evidence requirements. In some cases the original information did not provide sufficient clarity and therefore allowed some differences of interpretation, these anomalies have now been addressed.

The tracking sheets for the competency units have now been combined with the relevant short-answer questions to provide individual assessment packs per level and pathway which includes the internally assessed documentation required, these are available to download from the City & Guilds website under **4311**.

Some minor format changes have also been made in order to provide further clarity and consistency.

Two things to note:

1. The evidence requirements stated on the tracking sheets indicate the minimum evidence required to meet the assessment criteria. Depending on the situation additional evidence may be required.
2. Candidates completing both the SVQ & VRQ must meet the assessment requirements of both qualifications. For example, if the VCQ requires two observations and the VRQ three observations, then a minimum of three observations must be recorded. However only two of these need to be from the workplace the third can be produced within the centre but must meet current industry practice and standards.

The table below indicates the units where additional clarification has been given.

Unit	NoS	Comment re evidence requirement
001	G1	No change
002	G2	Revised sheet providing improved clarification of evidence requirements
003	G3	No change in requirement but additional clarification
004	G4	Working with plastics has been added
006	G6	No change
008	G8	Further clarification on VRQ evidence requirement
011	G11	No Change (Unit not in original pack)
101	BP01	No Change
102	BP02	No Change
105	BP05	Change to evidence requirement for VRQ
106	BP06	Clarification given on 'Repair Areas'
113	BP13	No Change
114	BP14	Further clarification on the number of different types of repair method
117	BP17	No Change
119	BP19	Further clarification to ensure 'setting up' is included in the assessment criteria
120	BP20	Further clarification to ensure 'setting up' is included in the assessment criteria
121	BP21	Further clarification to ensure 'setting up' is included in the assessment criteria
122	BP22	Further clarification to ensure 'setting up' is included in the assessment criteria
123	BP23	Further clarification to ensure 'setting up' is included in the assessment criteria
124	BP24	Further clarification on VRQ evidence requirement
125	BP25	Further clarification on the number of occasions to be assessed

All candidates must be using these revised tracking sheets or amended previous versions to show how the Evidence Requirements are being met for both qualifications in full.