

City & Guilds Level 2 Diploma and Certificate in Light Vehicle Maintenance and Repair Principles (7290-12/17)

(610/0065/2 and 610/0067/4)

June 2022 Version 1.2

Qualification Handbook

Qualification at a glance

Subject area	Vehicle Maintenance and Repair
City & Guilds number	7290 -12/17
Age group approved	16+
Entry requirements	There are no entry requirements
Assessment	Online multiple-choice tests and assignments
Approvals	Fast track or Full approval applies
Support materials	Centre handbook, Qualification handbook, Assessment Packs, Sample test materials, SmartScreen
Registration and certification	Consult the Walled Garden/online catalogue for registration and certification end dates

Title and level	City & Guilds number	Qualification number	Total GLH	TQT
City & Guilds Level 2 Diploma in Light Vehicle Maintenance and Repair Principles	7290-12	610/0065/2	640	780
City & Guilds Level 2 Certificate in Light Vehicle Maintenance and Repair Principles	7290-17	610/0067/4	290	320

Version and date	Change detail	Section
V1.0	n/a	n/a
V1.1 April 2022	Updated City & Guilds address	Last page
V1.2 May 2022	Added details re RA/SC and grading to include fail details	Appendix 1 and Grading section

Contents

Qualification at a glance	2
1 Introduction	5
Structure	7
Total Qualification Time	11
2 Centre requirements	12
Approval	12
Resource requirements	12
Internal quality assurance	13
Learner entry requirements	13
Recognition of Prior Learning (RPL)	13
Age restrictions	13
3 Delivering the qualification	14
Initial assessment and induction	14
Support materials	14
Recording documents	14
Summary of assessment methods	16
Time constraints	16
Test specifications	16
Unit Assessment Types	17
5 Grading	19
Grading of individual assessments	19
Grading of qualifications	19
6 Units	20
Structure of the units	20
Unit 001 Skills in Health, Safety and Good Housekeeping in the Automotive Environment	21
Unit 003 Skills in Supporting Job roles in the Automotive Work Environment	23
Unit 004 Skills in Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment	25
Unit 008 Skills to Identify and Agree Motor Vehicle Customer Service Needs	27
Unit 051 Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment	29
Unit 053 Knowledge of Support for Job Roles in the Automotive Work Environment	37
Unit 054 Knowledge of Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment	41

Unit 058	Knowledge of How to Identify and Agree Motor Vehicle Customer Service Needs	45
Unit 101	Skills in Routine Light Vehicle Maintenance	47
Unit 102	Skills in Removing and Replacing Light Vehicle Engine Units and Components	49
Unit 103	Skills in Removing and Replacing Light Vehicle Electrical Units and Components	51
Unit 104	Skills in Removing and Replacing Light Vehicle Chassis Units and Components	53
Unit 105	Skills in Inspecting Light Vehicles Using Prescribed Methods	55
Unit 111	Skills in Overhauling Light Vehicle Combustion Engine Mechanical Units	57
Unit 112	Skills in Removing and Replacing Light Vehicle Driveline Units and Components	59
Unit 121	Skills in Overhauling Light Vehicle Transmission Units	61
Unit 131	Skills in Overhauling Light Vehicle Steering and Suspension Units	63
Unit 151	Knowledge of Routine Light Vehicle Maintenance	65
Unit 152	Knowledge of Light Vehicle Engine Mechanical, Lubrication and Cooling System Units and Components	70
Unit 153	Knowledge of Removing and Replacing Light Vehicle Electrical Units and Components	77
Unit 154	Knowledge in Removing and Replacing Light Vehicle Chassis Units and Components	85
Unit 155	Knowledge of Inspecting Light Vehicles Using Prescribed Methods	93
Unit 161	Knowledge of Overhauling Light Vehicle Combustion Engine Mechanical Units	97
Unit 162	Knowledge of Light Vehicle Transmission and Driveline Units and Components	100
Unit 171	Knowledge of Overhauling Light Vehicle Transmission Units	103
Unit 171	Knowledge of Overhauling Light Vehicle Transmission Units	104
Unit 172	Knowledge of Light Vehicle Fuel, ignition, Air and Exhaust System Units and Components	106
Unit 181	Knowledge of Overhauling Light Vehicle Steering and Suspension Units	114
Unit 601	Knowledge of Carrying Out Non- High Voltage Operations On, Near or With an Electric Vehicle	117
Appendix 1	Sources of general information	119
Useful contacts		124

1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	<p>The qualifications are aimed at learners aged 16+ who would like to develop practical skills and understanding in motor vehicle systems.</p> <p>Successful learners will have acquired the key skills and understanding to apply for an automotive apprenticeship. These qualifications could also be used as an 'interest' course for a wide range of learners.</p>
What do the qualifications cover?	<p>These qualifications allow learners to learn, develop and practise the skills required for employment and/or career progression in the automotive industry.</p>
Are the qualifications part of a framework/Standard	<p>These qualifications form part of the Apprenticeship Frameworks for Wales and Northern Ireland.</p>
What opportunities for progression are there?	<p>Upon successful completion of these qualifications, learners will be equipped with the knowledge and skills required for progression in the automotive industry, or to the following City and Guilds qualifications:</p> <ul style="list-style-type: none">• 7290-13 City and Guilds Level 3 Diploma in Light Vehicle Maintenance & Repair Principles• 7270 -12 City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Competence• 7270-13 City & Guilds Level 3 Diploma in Light Vehicle Maintenance & Repair Competence• 7290-01 City & Guilds Level 1 Award in Introduction to Electric and Hybrid Vehicle High Energy Systems• 7290-02 City & Guilds Level 2 Award in Safe Maintenance of Electric and Hybrid Vehicles• 7290-72 City & Guilds Level 2 Award in Hazard Management of Electric and Hybrid Vehicles• 7290-03 City & Guilds Level 3 Award in Component Removal and Replacement in Electric and Hybrid Vehicle• 7290-04 City & Guilds Level 4 Award in Diagnosis and Rectification of Faults in Electric and Hybrid Vehicles• 7290-63 City & Guilds Level 3 Award in Component Removal and Replacement in Hydrogen Fuel Cell Electric Vehicles

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- 7290-64 City & Guilds Level 4 Award in Diagnosis and Rectification of Faults in Hydrogen Fuel Cell Electric Vehicles
 - 7290-83 City & Guilds Level 3 Award in Diagnosis, Repair and Recalibration of Advanced Driver Assist Systems

Including Apprenticeship standard EPAs in England

- Level 3 Motor Vehicle Service and Maintenance Technician (9301-12/13)
- Level 2 Autocare Technician (9301-12/13)

Who did we develop the qualification with?

This qualification has been developed using the National Occupational Standards as set by automotive industry experts.

Structure

Full qualification certificates will be awarded to successful candidates on completion of the required rules of combination, as indicated below.

To achieve the **City & Guilds Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (7290-12)** candidates must achieve the following rules of combination:

All **16** mandatory units: 001, 003, 004, 051, 053, 054, 101, 102, 103, 104, 151, 152, 153, 154, 162, 172

In addition, **one** optional unit group (comprising of one or two units) from the following:

(008 and 058)
Or (105 and 155)
Or (111 and 161)
Or (121 and 171)
Or (131 and 181)
Or (112)

In addition, candidates can also choose the following Electric Vehicle elective unit: 601.

This unit does not form part of the rules of combination to achieve the full award but can be taken as supplementary unit. On successful completion of the unit a CUC will be awarded.

City & Guilds unit number	Unit title	GLH
Mandatory		
001	Skills in Health, Safety and Good Housekeeping in the Automotive Environment	60
003	Skills in Supporting Job Roles in the Automotive Work Environment	40
004	Skills in Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment	60
051	Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment	30
053	Knowledge of Support For Job Roles in the Automotive Work Environment	20
054	Knowledge of Materials, Fabrication, Tools and Measuring Devices Used in the Automotive Environment	40
101	Skills in Routine Light Vehicle Maintenance	20
102	Skills in Removing and Replacing Light Vehicle Combustion Engine Units and Components	45

City & Guilds unit number	Unit title	GLH
103	Skills in Removing and Replacing Light Vehicle Electrical Units and Components	45
104	Skills in Removing and Replacing Light Vehicle Chassis Units and Components	45
151	Knowledge of Routine Light Vehicle Maintenance	20
152	Knowledge of Light Vehicle Combustion Engine Mechanical, Lubrication and Cooling System Units and Components	20
153	Knowledge of Removing and Replacing Light Vehicle Electrical Units and Components	45
154	Knowledge of Removing and Replacing Light Vehicle Chassis Units and Components	45
162	Knowledge of Light Vehicle Transmission and Driveline Units and Components	45
172	Knowledge of Light Vehicle Fuel, Ignition, Air and Exhaust System Units and Components	20
Optional groups (Combinations)		
008	Skills in Identifying and Agreeing Motor Vehicle Customer Service Needs	40
058	Knowledge of How To Identify and Agree Motor Vehicle Customer Service Needs	45
105	Skills in Inspecting Light Vehicles Using Prescribed Methods	40
155	Knowledge of Inspecting Light Vehicles Using Prescribed Methods	40
111	Skills in Overhauling Light Vehicle Combustion Engine Mechanical Units	20
161	Knowledge of Overhauling Light Vehicle Combustion Engine Mechanical Units	20
121	Skills in Overhauling Light Vehicle Transmission Units	20
171	Knowledge of Overhauling Light Vehicle Transmission Units	20

City & Guilds unit number	Unit title	GLH
131	Skills in Overhauling Light Vehicle Steering and Suspension Units	20
181	Knowledge of Overhauling Light Vehicle Steering and Suspension Units	20
112	Skills in Removing and Replacing Light Vehicle Driveline Units and Components	45
Elective	(Electrical Vehicle)	
601	Knowledge of Carrying Out Non-High Voltage Operations On, Near or With an Electric Vehicle	8

To achieve the **City & Guilds Level 2 Certificate in Light Vehicle Maintenance and Repair Principles (7290-17)** candidates must achieve the following rules of combination:

All **six** mandatory units: 001, 004, 051, 054, 101, 151,

In addition, **one** optional unit group (comprising of two or three units) from the following:

(102, 152 and 172)

Or (103 and 153)

Or (104 and 154)

Or (105 and 155)

Or (112 and 162)

In addition, candidates can also choose the following Electric Vehicle elective unit: 601.

This unit does not form part of the rules of combination to achieve the full award but can be taken as supplementary unit. On successful completion of the unit a CUC will be awarded.

City & Guilds unit number	Unit title	GLH
Mandatory		
001	Skills in Health, Safety and Good Housekeeping in the Automotive Environment	60
004	Skills in Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment	40
051	Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment	30
054	Knowledge of Materials, Fabrication, Tools and Measuring Devices Used in the Automotive Environment	40

City & Guilds unit number	Unit title	GLH
101	Skills in Routine Light Vehicle Maintenance	20
151	Knowledge of Routine Light Vehicle Maintenance	20
Optional	(Combinations)	
102	Skills in Removing and Replacing Light Vehicle Combustion Engine Units and Components	45
152	Knowledge of Light Vehicle Combustion Engine Mechanical, Lubrication and Cooling System Units and Components	20
172	Knowledge of Light Vehicle Fuel Ignition, Air and Exhaust System Units and Components	20
103	Skills in Removing and Replacing Light Vehicle Electrical Units and Components	45
153	Knowledge of Removing and Replacing Light Vehicle Electrical Units and Components	45
104	Skills in Removing and Replacing Light Vehicle Chassis Units and Components	45
154	Knowledge of Removing and Replacing Light Vehicle Chassis Units and Components	45
105	Skills in Inspecting Light Vehicles Using Prescribed Methods	40
155	Knowledge of Inspecting Light Vehicles Using Prescribed Methods	40
112	Skills in Removing and Replacing Light Vehicle Driveline Units and Components	45
162	Knowledge of Light Vehicle Transmission and Driveline Units and Components	45
Elective	(Electric Vehicle)	
601	Knowledge of Carrying Out Non-High Voltage Operations On, Near or With an Electric Vehicle	8

Full qualification certificates will be awarded to successful candidates on completion of the required combinations of units. Candidates completing one or more units, rather than the full qualification(s), will receive a Certificate of Unit Credit (CUC).

Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

1. The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
2. An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other, appropriate provider of education or training

Title and level	GLH	TQT
City & Guilds Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (7290-12)	340	780
City & Guilds Level 2 Certificate in in Light Vehicle Maintenance and Repair Principles (7290-17)	290	320

2 Centre requirements

Approval

If your Centre is approved to offer the qualification 4290-12/17 you can apply for the new approval using the **fast-track approval form**, available from the City & Guilds website.

Centres should use the fast-track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all the approval criteria in the fast-track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast-track approval is still current at the time of application.

To offer these qualifications, new centres will need to gain both centre and qualification approval. Please refer to the City & Guilds website for further information on the approval process: www.cityandguilds.com

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Physical resources and site agreements

Centres must have access to sufficient equipment in the college, training centre or workplace to ensure candidates have the opportunity to cover all the practical activities.

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, e.g., tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Internal quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance.

Standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must have appropriate teaching and vocational knowledge and expertise. Assessor/Verifier (A/V) units are valued as qualifications for the centre, but they are not currently a requirement for this qualification.

Staff must:

- be familiar with the occupation and technical content covered within the qualification.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Recognition of Prior Learning (RPL)

Recognition learning means using a person's previous experience or qualifications which have already been achieved to contribute to a new qualification. RPL is not allowed for any previous units contained in the 4290 suite or equivalent units taken with other awarding organisations for the new 7290 suite of qualifications.

However, RPL is available for any elective units taken and will be recognised for Electric Vehicle/ADAS qualification(s), full registration to the EV/ADAS qualification must take place to claim RPL for elective units achieved in Light Vehicle qualifications.

Age restrictions

City & Guilds cannot accept any registrations for candidates under 16 as these qualifications are not approved for under 16s.

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs
- support and guidance they may need when working towards their qualifications
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme, so the candidate fully understands the requirements of the qualification[s], their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for these qualifications:

Description	How to access
Fast track approval form	www.cityandguilds.com
Assessment pack	www.cityandguilds.com
Sample test materials	www.cityandguilds.com
SmartScreen	www.smartscreen.co.uk
Learning Assistant	www.cityandguilds.com

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are

used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

4 Assessment

Summary of assessment methods

City & Guilds has written the following assessments to use with these Qualification(s):

- Online multiple choice tests.
- Practical Assignments to assess essential skills: comprising of practical tasks, observation, verbal questioning and short answer questions to cover all learning outcomes.
These are carried out in the classroom and must be completed to current industry standards and practice.

Practical Assignment requirements and relevant documentation are available in the corresponding qualification (s) Assessment Packs, which can be downloaded from the 7290 qualification web page.

Assignments are carried out in centres and must be completed to current industry standards and practice. It is important to note that although the units within these qualifications bear a close relationship to the VCQ units, they do not imply occupational competence.

Time constraints

Candidates must complete their assessments within their registration period.

Test specifications

Summary test specifications for all 7290 evolve online knowledge tests can be found in the *7290/7270 Evolve Test Specification* Document downloadable from www.cityandguilds.com.

Unit Assessment Types

Unit	Level	Unit title	Assessment method	Where to obtain assessment materials
7290-001	Level 2	Skills in Health, Safety and Good Housekeeping in the Automotive Environment	Assignment	www.cityandguilds.com .
7290-003	Level 3	Skills in Supporting Job Roles in the Automotive Work Environment	Assignment	www.cityandguilds.com .
7290-004	Level 2	Skills in Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment	Assignment	www.cityandguilds.com .
7290-008	Level 2	Skills in Identifying and Agreeing Motor Vehicle Customer Service Needs	Assignment	www.cityandguilds.com .
7290-051	Level 2	Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment	Assignment	www.cityandguilds.com
7290-053	Level 3	Knowledge of Support For Job Roles in the Automotive Work Environment	Assignment	www.cityandguilds.com
7290-054	Level 2	Knowledge of Materials, Fabrication, Tools and Measuring Devices Used in the Automotive Environment	Assignment	www.cityandguilds.com
7290-058	Level 2	Knowledge of How To Identify and Agree Motor Vehicle Customer Service Needs	Assignment	www.cityandguilds.com
7290-101	Level 2	Skills in Routine Light Vehicle Maintenance	Assignment	www.cityandguilds.com .
7290-102	Level 2	Skills in Removing and Replacing Light Vehicle Combustion Engine Units and Components	Assignment	www.cityandguilds.com .
7290-103	Level 2	Skills in Removing and Replacing Light Vehicle Electrical Units and Components	Assignment	www.cityandguilds.com .
7290-104	Level 2	Skills in Removing and Replacing Light Vehicle Chassis Units and Components	Assignment	www.cityandguilds.com .
7290-105	Level 3	Skills in Inspecting Light Vehicles Using Prescribed Methods	Assignment	www.cityandguilds.com .
7290-111	Level 3	Skills in Overhauling Light Vehicle Combustion Engine Mechanical Units	Assignment	www.cityandguilds.com .
7290-112	Level 2	Skills in Removing and Replacing Light Vehicle Driveline Units and Components	Assignment	www.cityandguilds.com .
7290-121	Level 2	Skills in Overhauling Light Vehicle Transmission Units	Assignment	www.cityandguilds.com .
7290-131	Level 3	Skills in Overhauling Light Vehicle Steering and Suspension Units	Assignment	www.cityandguilds.com .

Unit	Level	Unit title	Assessment method	Where to obtain assessment materials
7290-151	Level 2	Knowledge of Routine Light Vehicle Maintenance	Multiple choice test	Evolve
7290-152	Level 2	Knowledge of Light Vehicle Combustion Engine Mechanical, Lubrication and Cooling System Units and Components	Multiple choice test	Evolve
7290-153	Level 2	Knowledge of Removing and Replacing Light Vehicle Electrical Units and Components	Multiple choice test	Evolve
7290-154	Level 2	Knowledge of Removing and Replacing Light Vehicle Chassis Units and Components	Multiple choice test	Evolve
7290-155	Level 3	Knowledge of Inspecting Light Vehicles Using Prescribed Methods	Multiple choice test	Evolve
7290-161	Level 3	Knowledge of Overhauling Light Vehicle Combustion Engine Mechanical Units	Multiple choice test	Evolve
7290-162	Level 2	Knowledge of Light Vehicle Transmission and Driveline Units and Components	Multiple choice test	Evolve
7290-171	Level 3	Knowledge of Overhauling Light Vehicle Transmission Units	Multiple choice test	Evolve
7290-172	Level 2	Knowledge of Light Vehicle Fuel, Ignition, Air and Exhaust System Units and Components	Multiple choice test	Evolve
7290-181	Level 3	Knowledge of Overhauling Light Vehicle Steering and Suspension Units	Multiple choice test	Evolve
7290-601	Level 1	Knowledge of Carrying Out Non-High Voltage Operations On, Near or With an Electric Vehicle	Multiple choice test	Evolve

5 Grading

Grading of individual assessments

Assignments will be graded as Pass only as detailed in the Assessment Pack.

Multiple choice tests will be graded as Pass/Merit/Distinction apart from the elective unit 7290-601 which is graded Pass only.

Grading of qualifications

The overall grading of both qualifications is Pass/Fail only.

All assessments, within the designated rules of combination must be achieved at a minimum of **Pass** for the qualification(s) to be awarded.

6 Units

Structure of the units

Each unit will follow the following format:

- City & Guilds reference number
- Title
- Level
- Guided learning hours (GLH)
- Relationship to NOS
- Assessment type
- Aim
- Learning outcomes, which are comprised of a number of assessment criteria
- Supporting information (unit range) where applicable

A unit describes what is expected of a competent person in particular aspects of his/her job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** which specify the desired criteria that have to be satisfied before an individual can be said to have performed to the agreed standard.

Supporting information define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Unit 001

Skills in Health, Safety and Good Housekeeping in the Automotive Environment

Level:	Level 2
GLH:	60
Relationship to NOS:	This unit is linked to G1 Contribute to Housekeeping in Motor Vehicle Environment and G2 Reduce Risks to Health and Safety in the Motor Vehicle Environment.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop skills to carry out day to day work area cleaning, clearing away, dealing with spillages and disposal of waste, used materials and debris and identify hazards and risks in the automotive workplace and comply with relevant legislation and good practice.

Learning outcome	The learner will:
1. be able to use correct personal and vehicle protection within the automotive environment	
Assessment criteria	
The learner can:	
1.1 select and use personal protective equipment throughout activities. to include appropriate protection of:	
a. eyes	
b. ears	
c. head	
d. skin	
e. feet	
f. hands	
g. lungs	
1.2 select and use vehicle protective equipment throughout all activities.	

Learning outcome	The learner will:
2. be able to carry out effective housekeeping practices in the automotive environment	
Assessment criteria	
The learner can:	
2.1 select and use cleaning equipment which is of the right type and suitable for the task	
2.2 use utilities and appropriate consumables, avoiding waste	
2.3 use materials and equipment to carry out cleaning and maintenance duties in allocated work areas, following automotive work environment policies, schedules and manufacturers' instructions	
2.4 perform housekeeping activities safely and in a way which minimizes inconvenience to customers and staff	
2.5 keep the work area clean and free from debris and waste materials	
2.6 keep tools and equipment fit for purpose by regular cleaning and keeping tidy	
2.7 dispose of used cleaning agents, waste materials and debris to comply with legal and workplace requirements.	

Learning outcome	The learner will:
3. be able to recognise and deal with dangers to work safely within the automotive workplace	
Assessment criteria	
The learner can:	
3.1 name and locate the responsible persons for health and safety in their relevant workplace	
3.2 identify and report working practices and hazards which could be harmful to themselves or others	
3.3 carry out safe working practices whilst working with equipment, materials and products in the automotive environment	
3.4 rectify health and safety risks encountered at work, within the scope and capability of their job role.	

Learning outcome	The learner will:
4. be able to conduct themselves responsibly	
Assessment criteria	
The learner can:	
4.1 show personal conduct in the workplace which does not endanger the health and safety of themselves or others	
4.2 display suitable personal presentation at work which ensures the health and safety of themselves and others at work	

Unit 003

Skills in Supporting Job roles in the Automotive Work Environment

Level:	Level 3
GLH:	40
Relationship to NOS:	This unit is linked to G3 Maintain Working Relationships in the Motor Vehicle Environment
Assessment type:	Assignment
Aim:	This unit enables the learner to develop the skills required to keep good working relationships with all colleagues and customers in the automotive work environment by using effective communication and support.

Learning outcome	The learner will:
1. be able to work effectively within the organisational structure of the automotive work environment	
Assessment criteria	
The learner can	
1.1	respond promptly and willingly to requests for assistance from customers and colleagues
1.2	refer customers and colleagues to the correct person should requests fall outside their responsibility and capability.

Learning outcome	The learner will:
2. be able to obtain and use information in order to support their job role within the automotive work environment	
Assessment criteria	
The learner can	
2.1	select and use legal and technical information, in an automotive work environment.

Learning outcome	The learner will:
3.	be able to communicate with and support colleagues and customers effectively within the automotive work environment
Assessment criteria	
The learner can	
3.1	use methods of communication with customers and colleagues which meet their needs
3.2	give customers and colleagues accurate information
3.3	make requests for assistance from or to customers and colleagues clearly and courteously.

Learning outcome	The learner will:
4.	be able to develop and keep good working relationships in the automotive work environment
Assessment criteria	
The learner can	
4.1	contribute to teamwork by initiating ideas and co-operating with customers and colleagues
4.2	treat customers and colleagues in a way which shows respect for their views and opinions
4.3	make and keep achievable commitments to customers and colleagues
4.4	inform colleagues promptly of anything likely to affect their own work.

Unit 004

Skills in Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment

Level:	Level 2
GLH:	60
Relationship to NOS:	This unit is linked to G4 Use of hand tools and equipment in motor vehicle engineering.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop the skills required to correctly select, care and use key hand tools and measuring devices for modification, fabrication and repair in the automotive environment. To correctly prepare and use common work environment equipment and the correct selection and fabrication of materials used when modifying and repairing. Including the correct application of automotive engineering fabrication and fitting principles.

Learning outcome	The learner will:
1. be able to select, maintain and use hand tools and measuring devices in the automotive environment	
Assessment criteria	
The learner can:	
1.1	select, maintain and use suitable hand tools safely when fabricating and fitting in the automotive workplace
1.2	select, maintain and use suitable measuring devices safely when fabricating and fitting in the automotive environment
1.3	select, maintain and use suitable PPE for fabrication, repair and fitting in the automotive environment
1.4	select, maintain and use suitable electrical measuring tools safely when repairing vehicles and components.

Learning outcome	The learner will:
	2. be able to prepare and use common workshop equipment
Assessment criteria	
The learner can:	
2.1 use suitably maintained workshop equipment safely	
2.2 use correct interpretation of 'safe working load' on lifting and supporting equipment	
2.3 report any faulty or damaged tools and equipment to the relevant persons clearly and promptly	
2.4 store work tools and equipment in a safe manner which permits ease of access and identification for use.	

Learning outcome	The learner will:
	3. be able to select materials when fabricating, modifying and repairing vehicles and fitting components
Assessment criteria	
The learner can:	
3.1 select and use appropriate materials whilst constructing, fitting, modifying or repairing vehicles and components.	

Learning outcome	The learner will:
	4. be able to apply automotive engineering, fabrication and fitting principles when modifying and repairing vehicles and components
Assessment criteria	
The learner can:	
4.1 use correct procedures when:	
a. filing	
b. tapping threads	
c. cutting plastics and metals	
d. drilling plastics and metals	
e. fitting	
4.2 use appropriate techniques when fabricating, repairing and modifying vehicles and components	
4.3 select and use:	
a. gaskets	
b. seals	
c. sealants	
d. fittings and fasteners	
4.4 apply modification and repair techniques to automotive electrical circuits	
4.5 select and use locking, fixing and fastening devices.	

Unit 008

Skills to Identify and Agree Motor Vehicle Customer Service Needs

Level:	Level 3
GLH:	40
Relationship to NOS:	This unit is linked to G8 Identify and agree the motor vehicle customer needs.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop the skills to gain information from customers on their perceived needs; give advice and information and agree a course of action; contract for the agreed work and complete all necessary records and instructions.

Learning outcome	The learner will:
5.	be able to obtain relevant information from the customer
Assessment criteria	
The learner can:	
1.1	obtain and interpret sufficient, relevant information, from the customer to make an assessment of their needs
1.2	clarify customer and vehicle needs by referring to vehicle data and operating procedures.

Learning outcome	The learner will:
6.	be able to provide relevant information to the customer
Assessment criteria	
The learner can:	
2.1	provide customers with accurate, current and relevant advice and information, in a form that the customer will understand
2.2	demonstrate techniques which encourage customers to ask questions and seek clarification during conversation.

Learning outcome	The learner will:
	7. be able to agree work undertaken with the customer
Assessment criteria	
The learner can:	
3.1 summarise and record work agreed with the customer, before accepting the vehicle	
3.2 implement confirmation of the agreement by ensuring customer understanding.	

Learning outcome	The learner will:
	8. be able to ensure recording systems are implemented correctly
Assessment criteria	
The learner can:	
4.1 use recording systems which are accurate and complete, in the required format and signed by the customer where necessary	
4.2 perform the next stage in the process by passing on completed records to the correct person promptly	
4.3 demonstrate correct procedures for customer approval where the contracted agreement is likely to be exceeded.	

Unit 051

Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment

Level:	Level 2
GLH:	30
Relationship to NOS:	This unit is linked to G1 Contribute to Housekeeping in Motor Vehicle Environment and G2 Reduce Risks to Health and Safety in the Motor Vehicle Environment.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop knowledge in routine maintenance and cleaning of the automotive environment and using resources economically. It will also provide skills in Health and Safety legislation and an appreciation of significant risks in the automotive environment and how to identify and deal with them. Once completed the learner will be able to identify hazards and evaluate and reduce risk.

Learning outcome	The learner will:
1.	understand the correct personal and vehicle protective equipment to be used within the automotive environment
Assessment criteria	
The learner can:	
1.1	explain the importance of wearing the types of PPE required for a range automotive repair activities
1.2	identify vehicle protective equipment for a range of repair activities
1.3	describe vehicle and personal safety considerations when working at the roadside.

Learning outcome	The learner will:
2.	understand effective housekeeping practices in the automotive environment
Assessment criteria	
The learner can:	
2.1	describe why the automotive environment should be properly cleaned and maintained.
2.2	describe requirements and systems which may be put in place to ensure a clean automotive environment.
2.3	describe how to minimise waste when using utilities and consumables
2.4	state the procedures and precautions necessary when cleaning and maintaining an automotive environment.
2.5	describe the selection and use of cleaning equipment when dealing with general cleaning, spillages and leaks in the automotive environment.

- 2.6 describe procedures for correct disposal of waste materials from an automotive environment
- 2.7 describe procedures for starting and ending the working day which ensure effective housekeeping practices are followed.

Learning outcome	The learner will:
3. understand key health and safety requirements relevant to the automotive environment	
Assessment criteria	
The learner can:	
3.1 list the main legislation relating to automotive environment health and safety.	
3.2 describe the general legal duties of employers and employees required by current health and safety legislation	
3.3 describe key, current health and safety requirements relating to the automotive environment.	
3.4 describe why workplace policies and procedures relating to health and safety are important.	

Learning outcome	The learner will:
4. understand about hazards and potential risks relevant to the automotive environment	
Assessment criteria	
The learner can:	
4.1 identify key hazards and risks in an automotive environment	
4.2 describe policies and procedures for reporting hazards, risks, health and safety matters in the automotive environment.	
4.3 state precautions and procedures which need to be taken when working with vehicles, associated materials, tools and equipment.	
4.4 identify fire extinguishers in common use and which types of fire they should be used on	
4.5 identify key warning signs and their characteristics that are found in the vehicle repair environment.	
4.6 state the meaning of common product warning labels used in an automotive environment.	

Learning outcome	The learner will:
5. understand personal responsibilities	
Assessment criteria	
The learner can:	
5.1 explain the importance of personal conduct in maintaining the health and safety of the individual and others	
5.2 explain the importance of personal presentation in maintaining health safety and welfare.	

Unit 008

Skills to Identify and Agree Motor Vehicle Customer Service Needs

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Economic use of Resources

- a. Consumable materials e.g., grease, oils, split pins, locking and fastening devices etc.

Requirement to maintain work area effectively

- a. Cleaning tools and equipment to maximise workplace efficiency.
- b. Requirement to carry out the housekeeping activities safely and in a way that minimises inconvenience to customers and staff.
- c. Risks involved when using solvents and detergents.
- d. Advantages of good housekeeping.

Spillages, leaks and waste materials

- a. Relevance of safe systems of work to the storage and disposal of waste materials.
- b. Requirement to store and dispose of waste, used materials and debris correctly.
- c. Safe disposal of special / hazardous waste materials.
- d. Advantages of recycling waste materials.
- e. Dealing with spillages and leaks.

Basic legislative requirements

- a. Provision and Use of Work Equipment Regulations 1992
- b. Power Presses Regulations 1992
- c. Pressure Systems and Transportable Gas Containers Regulations 1989
- d. Electricity at Work Regulations 1989
- e. Noise at Work Regulations 1989
- f. Manual Handling Operations Regulations 1992
- g. Health and Safety (Display Screen Equipment) Regulations 1992
- h. Abrasive Wheel Regulations
- i. Safe Working Loads
- j. Working at Height Regulations.

Routine maintenance of the workplace

- a. Trainees' personal responsibilities and limits of their authority with regard to work equipment.
- b. Risk assessment of the workplace activities and work equipment.

- c. Workplace person responsible for training and maintenance of workplace equipment.
- d. When and why safety equipment must be used.
- e. Location of safety equipment.
- f. Particular hazards associated with their work area and equipment.
- g. Prohibited areas.
- h. Plant and machinery that trainees must not use or operate.
- i. Why and how faults on unsafe equipment should be reported.
- j. Storing tools, equipment and products safely and appropriately.
- k. Using the correct PPE.
- l. Following manufacturers' recommendations.
- m. Location of routine maintenance information e.g., electrical safety check log.

Legislation relevant to Health and Safety

- a. HASAWA
- b. COSHH
- c. EPA
- d. Manual Handling Operations Regulations 1992
- e. PPE Regulations 1992.

General regulations to include an awareness of:

- a. Health and Safety (Display Screen Equipment) Regulations 1992
- b. Health and Safety (First Aid) Regulations 1981
- c. Health and Safety (Safety Signs and Signals) Regulations 1996
- d. Health and Safety (Consultation with Employees) Regulations 1996
- e. Employers Liability (Compulsory Insurance) Act 1969 and Regulations 1998
- f. Confined Spaces Regulations 1997
- g. Noise at Work Regulations 1989
- h. Electricity at Work Regulations 1989
- i. Electricity (Safety) Regulations 1994
- j. Fire Precautions Act 1971
- k. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985
- l. Pressure Systems Safety Regulations 2000
- m. Waste Management 1991
- n. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- o. Control of Asbestos at Work Regulations 2002.

Legislative duties

- a. The purpose of a Health and Safety Policy.
- b. The relevance of the Health and Safety Executive.
- c. The relevance of an initial induction to Health and Safety requirements at your workplace.
- d. General employee responsibilities under the HASAWA and the consequences of non-compliance.
- e. General employer responsibilities under the HASAWA and the consequences of non-compliance.
- f. The limits of authority with regard to Health and Safety within a personal job role.
- g. Workplace procedure to be followed to report Health and Safety matters.

Precautions to be taken when working with vehicles, workshop materials, tools and equipment including electrical safety, pneumatics and hydraulics

- a. Accessing and interpreting safety information.
- b. Seeking advice when needed.
- c. Seeking assistance when required.
- d. Reporting of unsafe equipment.
- e. Storing tools, equipment and products safely and appropriately.
- f. Using the correct PPE.
- g. Following manufacturers' recommendations.
- h. Following application procedures e.g., hazardous substances.
- i. The correct selection and use of extraction equipment.

PPE to include:

- a. typical maintenance procedures for PPE equipment to include:
- b. typical maintenance log
- c. cleaning procedures
- d. filter maintenance
- e. variation in glove types
- f. air quality checks.
- g. choice and fitting procedures for masks and air breathing equipment.
- h. typical workplace processes which would require the use of PPE to include:
 - i. welding
 - j. sanding and grinding
 - k. filling
 - l. panel removal and replacement
 - m. drilling
 - n. cutting
 - o. chiselling
 - p. removal of broken glass
 - q. removal of rubber seals from fire damaged vehicles
 - r. removal of hypodermic needles
 - s. servicing activities
 - t. roadside recovery.
 - u. unserviceable PPE.
 - v. PPE required for a range automotive repair activities. To include appropriate protection of:
 - i. eyes
 - ii. ears
 - iii. head
 - iv. skin
 - v. feet
 - vi. hands
 - vii. lungs.

Fire and extinguishers

- a. Classification of fire types.
- b. Using a fire extinguisher effectively.
- c. Types of extinguishers:

- i. foam
- ii. dry powder
- iii. CO₂
- iv. water
- v. fire blanket.

Action to be taken in the event of a fire to include:

- a. the procedure as:
 - i. raise the alarm
 - ii. fight fire only if appropriate
 - iii. evacuate building
 - iv. call for assistance.

Product warning labels to include:

- a. reasons for placing warning labels on containers.
- b. warning labels in common use
 - i. toxic
 - ii. corrosive
 - iii. poisonous
 - iv. harmful
 - v. irritant
 - vi. flammable
 - vii. explosive.

Warning signs and notices

- a. Colours used for warning signs:
 - i. red
 - ii. blue
 - iii. green.
 - v. shapes and meaning of warning signs:
 - vi. round
 - vii. triangular
 - viii. square.
 - ix. The meaning of prohibitive warning signs in common use.
 - x. The meaning of mandatory warning signs in common use.
 - xi. The meaning of warning notices in common use.
 - xii. General design of safe place warning signs.

Hazards and risks to include:

- a. the difference between a risk and a hazard.
- b. potential risks resulting from:
 - i. the use and maintenance of machinery or equipment
 - ii. the use of materials or substances
 - iii. accidental breakages and spillages
 - iv. unsafe behaviour
 - v. working practices that do not conform to laid down policies
 - vi. environmental factors

- vii. personal presentation
- viii. unauthorised personal, customers, contractors etc entering your work premises
- ix. working by the roadside
- x. vehicle recovery.
- c. the employee's responsibilities in identifying and reporting risks within their working environment.
- d. the method of reporting risks that is outside your limits of authority.
- e. potential causes of:
 - f. fire
 - g. explosion
 - h. noise
 - i. harmful fumes
 - j. slips
 - k. trips
 - l. falling objects
- m. accidents whilst dealing with broken down vehicles.

Personal responsibilities:

- a. The purpose of workplace policies and procedures on:
 - i. the use of safe working methods and equipment
 - ii. the safe use of hazardous substances
 - iii. smoking, eating, drinking and drugs
 - iv. emergency procedures
 - v. personal appearance.
- xi. The importance of personal appearance in the control of health and safety.

Action to be taken in the event of colleagues suffering accidents

- a. The typical sequence of events following the discovery of an accident such as:
 - i. make the area safe
 - ii. remove hazards if appropriate i.e., switch off power
 - iii. administer minor first aid
 - iv. take appropriate action to re-assure the injured party
 - v. raise the alarm
 - vi. get help
 - vii. report on the accident.
- b. Typical examples of first aid which can be administered by persons at the scene of an accident:
 - i. check for consciousness
 - ii. stem bleeding
 - iii. keep the injured person's airways free
 - iv. place in the recovery position if injured person is unconscious
 - v. issue plasters for minor cuts
 - vi. action to prevent shock i.e., keep the injured party warm
 - vii. administer water for minor burns or chemical injuries
 - viii. wash eyes with water to remove dust or ingress of chemicals (battery acid)
 - ix. need to seek professional help for serious injuries.
- c. Examples of bad practice which may result in further injury such as:
 - i. moving the injured party

- ii. removing foreign objects from wounds or eyes
- iii. inducing vomiting
- iv. straightening deformed limbs.

Unit 053

Knowledge of Support for Job Roles in the Automotive Work Environment

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to G3 Maintain Working Relationships in the Motor Vehicle Environment.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop an understanding of how to keep good working relationships with all colleagues in the automotive work environment by using effective communication and support skills.

Learning outcome	The learner will:
1.	understand key organisational structures, functions and roles within the automotive work environment
Assessment criteria	
The learner can:	
1.1	identify the purpose of the different sections of a typical automotive work environment
1.2	explain organisational structures and lines of communication within the automotive work environment
1.3	explain levels of responsibility within specific job roles in an automotive workplace. To include: a. trainee b. skilled technician c. supervisor d. manager.

Learning outcome	The learner will:
2.	understand the importance of obtaining, interpreting and using information in order to support their job role within the automotive work environment
Assessment criteria	
The learner can:	
2.1	explain the importance of different sources of information in an automotive work environment
2.2	explain how to find, interpret and use relevant sources of information
2.3	describe the main legal requirements relating to the vehicle, including road safety requirements
2.4	explain the importance of working to recognised procedures and processes
2.5	explain when replacement units and components must meet the manufacturers' original equipment specification
2.6	explain the purpose of how to use identification codes.

Learning outcome	The learner will:
3. understand the importance of different types of communication within the automotive work environment	
Assessment criteria	
The learner can:	
3.1 explain where different methods of communication would be used within the automotive environment	
3.2 explain the factors which can determine their choice of communication	
3.3 explain how the communication of information can change with the target audience to include informed and uninformed people.	

Learning outcome	The learner will:
4. understand communication requirements when carrying out vehicle repairs in the automotive work environment	
Assessment criteria	
The learner can:	
4.1 explain how to report using written and verbal communication	
4.2 explain the importance of documenting information relating to work carried out in the automotive environment	
4.3 explain the importance of working to agreed timescales.	

Learning outcome	The learner will:
5. understand how to develop good working relationships with colleagues and customers in the automotive workplace	
Assessment criteria	
The learner can:	
5.1 describe how to develop positive working relationships with colleagues and customers	
5.2 explain the importance of developing positive working relationships	
5.3 explain the importance of accepting other peoples' views and opinions	
5.4 explain the importance of making and honouring realistic commitments to colleagues and customers.	

Unit 053

Knowledge of Support for Job Roles in the Automotive Work Environment

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

The structure of a typical vehicle repair business

- a. How these areas relate to each other within the business:
 - i. body shop
 - ii. vehicle repair workshop
 - iii. paint shop
 - iv. valeting
 - v. vehicle parts store
 - vi. main office
 - vii. vehicle sales
 - viii. reception.

Sources of information

- a. Other staff.
- b. Manuals.
- c. Parts lists.
- d. Computer software and the internet.
- e. Manufacturer.
- f. Diagnostic equipment.

Communication requirements when carrying out vehicle repairs

- a. Locating and using correct documentation and information for:
 - i. recording vehicle maintenance and repairs
 - ii. vehicle specifications
 - iii. component specifications
 - iv. oil and fluid specifications
 - v. equipment and tools
 - vi. identification codes.
- b. Procedures for:
 - i. referral of problems
 - ii. reporting delays
 - iii. additional work identified during repair or maintenance
 - iv. keeping others informed of progress.

Methods of communication:

- a. verbal
- b. signs and notices
- c. memos
- d. telephone
- e. electronic mail
- f. vehicle job card
- g. notice boards
- h. SMS text messaging
- i. letters.
- j. Organisational and customer requirements:
 - i. importance of time scales to customer and organization
 - ii. relationship between time and costs
 - iii. meaning of profit.
- k. Choice of communication
 - a. distance
 - b. location
 - c. job responsibility.
- l. Importance of maintaining positive working relationships:
 - i. morale
 - ii. productivity
 - iii. company image
 - iv. customer relationships
 - v. colleagues.

Unit 054

Knowledge of Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment

Level:	Level 2
GLH:	40
Relationship to NOS:	This unit is linked to G4 Use of hand tools and equipment in Motor Vehicle Engineering.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop the understanding required to correctly select, care and use key hand tools and measuring devices for modification, fabrication and repair in the automotive environment. To correctly prepare and use common work environment equipment and the correct selection and fabrication of materials used when modifying and repairing. Including the correct application of automotive engineering fabrication and fitting principles.

Learning outcome	The learner will:
1.	understand how to select, use and care for hand tools and measuring devices in the automotive environment
Assessment criteria	
The learner can:	
1.1	identify and explain the use of common types of hand tools used for fabricating and fitting in the automotive environment
1.2	identify and explain the use of common measuring devices used for fabrication and fitting in the automotive environment
1.3	describe, within the scope of their responsibilities, how to select, prepare and maintain hand tools, measuring devices and PPE used for fabrication, repair and fitting in the automotive environment
1.4	state the limitations of common hand tools and measuring devices used for fabricating, repair and fitting in the automotive workplace
1.5	explain how common hand tools and measuring devices used for fabricating, repair and fitting in the automotive environment should be stored and maintained
1.6	identify common electrical measuring tools used in the repair of vehicles and components
1.7	explain the preparation and safe and correct use of common electrical tools when measuring voltage, current and resistance.

Learning outcome	The learner will:
2.	understand how to prepare and use common workshop equipment

Assessment criteria

The learner can:

- 2.1 describe the preparation and safe use of workshop equipment
- 2.2 explain the term: safe working load.

Learning outcome**The learner will:**

- 3. understand how to select materials when fabricating, modifying and repairing vehicles and fitting components

Assessment criteria

The learner can:

- 3.1 describe the properties, application and limitations of ferrous and non-ferrous metals, including their safe use
- 3.2 describe the properties, application and limitations of common non-metallic materials, including their safe use
- 3.3 define common terms relating to the properties of materials.

Learning outcome**The learner will:**

- 4. understand how to apply automotive engineering, fabrication and fitting principles when modifying and repairing vehicles and components

Assessment criteria

The learner can:

- 4.1 describe how to tap threads, file, cut and drill plastics and metals when modifying or repairing vehicles
- 4.2 describe how to measure, mark out, shape and join materials when fabricating
- 4.3 describe the selection and fitting procedures of the following:
 - a. gaskets and seals
 - b. sealants and adhesives
 - c. fittings and fasteners
 - d. electrical circuit components
- 4.4 identify locking, fastening and fixing devices
- 4.5 state the importance of current operating specifications for limits, fits and tolerances in the automotive environment.

Unit 054

Knowledge of Materials, Fabrication, Tools and Measuring Devices in the Automotive Environment

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Common types of hand tools used for fabricating and fitting in the automotive workplace to include:

- a. files
- b. hacksaws and snips
- c. hammers
- d. screwdrivers
- e. pliers
- f. spanners
- g. sockets
- h. punches
- i. types of drill and drill bits
- j. taps and dies
- k. stud removers
- l. marking out tools.

Common measuring devices used for fabrication and fitting in the automotive environment.

To include:

- a. rule or tape
- b. callipers
- c. feeler gauge
- d. volume measures
- e. micrometer
- f. dial gauges
- g. torque wrenches
- h. depth gauges.

Common electrical measuring tools used in the repair of vehicles and components.

To include:

- a. ammeter
- b. voltmeter
- c. ohmmeter
- d. multimeter.

Common electrical terms when measuring:

- a. voltage
- b. current
- c. resistance.

Workshop equipment (including appropriate PPE) to include:

- a. hydraulic jacks
- b. axle stands
- c. pillar drills
- d. air tools
- e. vehicle lifts
- f. cranes
- g. hoists
- h. electrical power tools.

The properties, application and limitations to include safe use of ferrous and non-ferrous metals used when constructing, modifying and repairing vehicles and components. Materials to include:

- a. carbon steels
- b. alloy steels
- c. cast iron
- d. aluminium alloys
- e. brass
- f. copper
- g. lead.

The properties, application and limitations to include safe use of non-metallic materials used when constructing, modifying and repairing vehicles and components.

Materials to include:

- a. glass
- b. plastics
- c. kevlar
- d. rubber.

Terms relating to the properties of materials to include:

- a. hardness
- b. toughness
- c. ductility
- d. elasticity
- e. tenacity
- f. malleability
- g. plasticity.

Unit 058

Knowledge of How to Identify and Agree Motor Vehicle Customer Service Needs

Level:	Level 3
GLH:	45
Relationship to NOS:	This unit is linked to G8 Identify and Agree the Motor Vehicle Customer Needs.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop an understanding of how to gain: information from customers on their perceived needs; give advice and information and agree a course of action; contract for the agreed work and complete all necessary records and instructions.

Learning outcome	The learner will:
	1. understand legislative and organisational requirements and procedures
Assessment criteria	
The learner can:	
1.1 describe the fundamental legal requirements of current consumer legislation and the consequences of their own actions in respect of this legislation	
1.2 describe the content and limitations of company and product warranties for the vehicles dealt with by their company	
1.3 explain the limits of their own authority for accepting vehicles	
1.4 explain the importance of keeping customers informed of progress	
1.5 describe their workplace requirements for the completion of records	
1.6 explain how to complete and process all the necessary documentation.	

Learning outcome	The learner will:
2. understand how to communicate and care for customers	
Assessment criteria	
The learner can:	
2.1 explain how to communicate effectively with customers	
2.2 describe how to adapt their language when explaining technical matters to non-technical customers	
2.3 explain how to use effective questioning techniques	
2.4 describe how to care for customers and achieve customer satisfaction.	

Learning outcome	The learner will:
3. understand company products and services	
Assessment criteria	
The learner can:	
3.1 describe the range of options available to resolve vehicle problems	
3.2 describe the range and type of services offered by their company	
3.3 explain the effect of resource availability upon the receipt of customer vehicles and the completion work	
3.4 explain how to access costing and work completion time information.	

Unit 101

Skills in Routine Light Vehicle Maintenance

Level:	Level 2
GLH:	60
Relationship to NOS:	This unit is linked to LV01 Carry out Routine Light Vehicle Maintenance.
Assessment type:	Assignment
Aim:	This unit allows the learner to develop skills to carry out routine maintenance, adjustments and replacement activities as part of the periodic servicing of light vehicles.

Learning outcome	The learner will:
	1. be able to work safely when carrying out light vehicle routine maintenance
Assessment criteria	
The learner can:	
1.1 use suitable personal and vehicle protective equipment throughout all light vehicle routine maintenance activities	
1.2 work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area.	
1.3 prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.	

Learning outcome	The learner will:
	2. be able to use suitable sources of technical information to support all vehicle maintenance activities
Assessment criteria	
The learner can:	
2.1 select suitable sources of technical information to support light vehicle routine maintenance activities including:	
a. vehicle technical data	
b. maintenance procedures	
c. legal requirements	
2.2 use technical information to support light vehicle inspection activities.	

Learning outcome	The learner will:
	3. be able to use appropriate tools and equipment
Assessment criteria	
The learner can:	

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for carrying out routine maintenance
- 3.2 ensure that equipment has been calibrated to meet manufacturers and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers' when carrying out routine maintenance.

Learning outcome	The learner will:
4.	be able to carry out light vehicle routine maintenance
Assessment criteria	
The learner can:	
4.1	carry out light vehicle maintenance using prescribed methods, adhering to the correct specifications and tolerances for the vehicle and following: <ul style="list-style-type: none"> a. manufacturer's approved inspection methods b. manufacturer's maintenance recognised repair methods c. health, safety and environmental requirements d. working methods and procedures
4.2	carry out adjustments, replacement of vehicle components and replenishment of consumable materials following the manufacturer's current specification
4.3	ensure the examination methods identify accurately any vehicle system and or component problems falling outside the maintenance schedule are specified.
4.4	ensure any comparison of the vehicle against specification accurately identifies any: <ul style="list-style-type: none"> a. differences from the vehicle specification b. vehicle appearance and condition faults c. variation from legal requirements
4.5	use the manufacturer's approved methods to evaluate the performance of all replaced and adjusted components and systems accurately complete all vehicle maintenance activities within the agreed timescale.

Learning outcome	The learner will:
5.	be able to record information and make suitable recommendations
Assessment criteria	
5.1	ensure records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
5.2	report any problems or issues relating to the vehicle's condition or conformity to the relevant person(s) promptly
5.3	take appropriate action which complies with the customer's instructions and make suitable and justifiable recommendations for cost effective repair where system adjustments cannot be made within the manufacturer's specification
5.4	identify and report any expected delays in completion to the relevant person(s) promptly in the format required record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 102

Skills in Removing and Replacing Light Vehicle Engine Units and Components

Level:	Level 2
GLH:	45
Relationship to NOS:	This unit is linked to LV02 Remove and Replace Motor Engine Units and Components.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop skills to remove and replace light vehicle combustion engine system components. It also covers the evaluation of performance of the replaced units and systems.

Learning outcome	The learner will:
1.	be able to work safely when carrying out removal and replacement activities
Assessment criteria	
The learner can:	
1.1	use suitable personal and vehicle protective equipment when working on light vehicle engine systems and components
1.2	work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area, including: <ul style="list-style-type: none">a. damage to other vehicle systemsb. damage to other vehicle components and unitsc. contact with leakaged. contact with hazardous substances
1.3	prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.

Learning outcome	The learner will:
2.	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1	select suitable sources of technical information to support light vehicle engine unit and component removal and replacement activities including: <ul style="list-style-type: none">a. vehicle technical datab. removal and replacement proceduresc. legal requirements
2.2	use technical information to support light vehicle engine unit and component removal and replacement activities.

Learning outcome	The learner will:
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3. be able to use appropriate tools and equipment

Assessment criteria

The learner can:

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for removal and replacement of motor vehicle engine system components
- 3.2 ensure that equipment has been calibrated to meet manufacturers' and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to remove and replace motor vehicle engine systems.

Learning outcome

The learner will:

4. be able to carry out removal and replacement of light vehicle engine mechanical, lubrication and cooling units and components.

Assessment criteria

The learner can:

- 4.1 remove and replace the light vehicle's engine systems and components, adhering to the correct specifications and tolerances for the vehicle and following:
 - a. the manufacturer's approved removal and replacement methods
 - b. recognised workplace procedures
 - c. health and safety and environmental requirements
- 4.2 ensure that reassembled/replaced light vehicle engine units and components conform to the vehicle operating specification and any legal requirements
- 4.3 use suitable testing methods to evaluate the performance of the reassembled system
- 4.4 complete all system remove and refit activities within the agreed timescale.

Learning outcome

The learner will:

5. be able to record information and make suitable recommendations

Assessment criteria

The learner can:

- 5.1 ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
- 5.2 make suitable and justifiable recommendations for cost effective repairs
- 5.3 identify and report any unexpected delays in completion to the relevant person(s) promptly
- 5.4 record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 103

Skills in Removing and Replacing Light Vehicle Electrical Units and Components

Level:	Level 2
GLH:	54
Relationship to NOS:	This unit is linked to LV03 Remove and Replace Motor Electrical Units and Components.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop skills to remove and replace light vehicle engine system components. It also covers the evaluation of performance of the replaced units and systems.

Learning outcome	The learner will:
1.	be able to work safely when carrying out removal and replacement activities
Assessment criteria	
The learner can:	
1.1	use suitable personal and vehicle protective equipment when working on light vehicle electrical systems and components
1.2	work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area
1.3	prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.

Learning outcome	The learner will:
2.	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1	select suitable sources of technical information to support light vehicle electrical unit and component removal and replacement activities including: <ul style="list-style-type: none">a. vehicle technical datab. removal and replacement proceduresc. legal requirements
2.2	use technical information to support light vehicle electrical unit and component removal and replacement activities.

Learning outcome	The learner will:
3.	be able to use appropriate tools and equipment
Assessment criteria	
The learner can:	

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for removal and replacement of motor vehicle electrical system components
- 3.2 ensure that equipment has been calibrated to meet manufacturers' and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to remove and replace motor vehicle electrical auxiliary systems.

Learning outcome	The learner will:
4.	be able to carry out removal and replacement of light vehicle electrical units and components.
Assessment criteria	
<p>The learner can:</p> <ul style="list-style-type: none"> 4.1 remove and replace the motor vehicle's electrical systems and components, adhering to the specifications and tolerances for the vehicle and following: <ul style="list-style-type: none"> a. the manufacturer's approved removal and replacement methods b. recognised researched repair methods c. health and safety and environmental requirements. 4.2 ensure that replacement electrical auxiliary units and components conform to the vehicle operating specification and any legal requirements 4.3 use suitable testing methods to evaluate the performance of the reassembled system 4.4 complete all the system remove and refit activities within the agreed timescale. 	

Learning outcome	The learner will:
5.	be able to record information and make suitable recommendations
Assessment criteria	
<p>The learner can:</p> <ul style="list-style-type: none"> 5.1 ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required 5.2 make suitable and justifiable recommendations for cost effective repairs 5.3 identify and report any expected delays in completion to the relevant person(s) promptly 5.4 record and report any additional faults noticed during the course of their work promptly in the format required. 	

Unit 104

Skills in Removing and Replacing Light Vehicle Chassis Units and Components

Level:	Level 2
GLH:	45
Relationship to NOS:	This unit is linked to LV04 Remove and Replace Motor Vehicle Chassis Units and Components.
Assessment type:	Assignment
Aim:	This unit allows the learner to develop skills to remove and replace light vehicle steering, suspension and braking units (including wheels and tyres). It also covers the evaluation of performance of the replaced units and systems.

Learning outcome	The learner will:
1.	be able to work safely when carrying out removal and replacement activities
Assessment criteria	
The learner can:	
1.1	use suitable personal and vehicle protective equipment throughout all light vehicle chassis unit and component removal and replacement activities
1.2	work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area
1.3	prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.

Learning outcome	The learner will:
2.	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1	select suitable sources of technical information to support light vehicle chassis unit and component removal and replacement activities including: a. vehicle technical data b. removal and replacement procedures c. legal requirements
2.2	use technical information to support light vehicle chassis unit and component removal and replacement activities.

Learning outcome	The learner will:
3.	be able to use appropriate tools and equipment
Assessment criteria	
The learner can:	

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for removal and replacement of light vehicle chassis systems including:
 - a. steering
 - b. suspension
 - c. braking
 - d. wheels and tyres
- 3.2 ensure that equipment has been calibrated to meet manufacturers and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to remove and replace light vehicle chassis systems.

Learning outcome	The learner will:
4.	be able to carry out removal and replacement of light vehicle chassis units and components
Assessment criteria	
The learner can:	
4.1	remove and replace the light vehicle's chassis systems and components, adhering to the correct specifications and tolerances for the vehicle and following: <ul style="list-style-type: none"> a. the manufacturer's approved removal and replacement methods b. recognised researched repair methods c. health and safety and environmental requirements
4.2	ensure that replacement light vehicle chassis units and components conform to the vehicle operating specification and any legal requirements
4.3	use suitable testing methods to evaluate the performance of the reassembled system
4.4	ensure that the reassembled light vehicle chassis system performs to the vehicle operating specification and meets any legal requirements
4.5	complete all system diagnostic activities within the agreed timescale.

Learning outcome	The learner will:
5.	be able to record information and make suitable recommendations
Assessment criteria	
The learner can:	
5.1	ensure your records are accurate, complete and passed to the relevant person(s) in the agreed timescale and in the format required
5.2	make suitable and justifiable recommendations for cost effective repairs
5.3	identify and report any expected delays in completion to the relevant person(s) promptly in the format required
5.4	record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 105

Skills in Inspecting Light Vehicles Using Prescribed Methods

Level:	Level 2
GLH:	80
Relationship to NOS:	This unit is linked to LV05 Inspect Motor Vehicles Using Prescribed Methods.
Assessment type:	Assignment
Aim:	This unit enables the learner to develop skills to carry out a range of light vehicle inspections on vehicles using a variety of prescribed testing and inspection methods.

Learning outcome	The learner will:
1.	be able to work safely when carrying out light vehicle inspections using prescribed methods
Assessment criteria	
The learner can:	
1.1	use suitable personal and vehicle protective equipment throughout all light vehicle inspection activities
1.2	work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area, including: <ul style="list-style-type: none">a. damage to other vehicle systemsb. damage to other vehicle components and unitsc. contact with leakaged. contact with hazardous substances
1.3	prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.

Learning outcome	The learner will:
2.	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1	select suitable sources of technical information to support vehicle inspection activities including: <ul style="list-style-type: none">a. vehicle technical datab. inspection proceduresc. legal requirements
2.2	use technical information to support light vehicle inspection activities.

Learning outcome	The learner will:
3.	be able to use appropriate tools and equipment
Assessment criteria	
The learner can:	
3.1	select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for carrying out a range of inspections on light vehicle systems
3.2	ensure that equipment has been calibrated to meet manufacturers' and legal requirements
3.3	use the correct tools and equipment in the way specified by manufacturers when carrying out a range of inspections on light vehicle systems.

Learning outcome	The learner will:
4.	be able to carry out systematic light vehicle inspections using prescribed methods
Assessment criteria	
The learner can:	
4.1	carry out systematic light vehicle inspections using prescribed methods, adhering to the correct specifications and tolerances for the vehicle and following <ul style="list-style-type: none"> a. the manufacturer's approved inspection methods b. recognised workplace procedures c. health, safety and environmental requirements
4.2	ensure that inspected light vehicle conforms to the vehicle operating specification and any legal requirements
4.3	ensure any comparison of the vehicle against specification accurately identifies any: <ul style="list-style-type: none"> a. differences from the vehicle specification b. vehicle appearance and condition faults c. variation from legal requirements
4.4	use suitable testing methods to evaluate the performance of the inspected systems
4.5	complete all inspection activities within the agreed timescale.

Learning outcome	The learner will:
5.	be able to record information and make suitable recommendations
Assessment criteria	
The learner can:	
5.1	ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
5.2	make suitable and justifiable recommendations for cost effective repairs based upon the results of your tests and inspections
5.3	identify and report any unexpected delays in completion to the relevant person(s) promptly
5.4	record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 111

Skills in Overhauling Light Vehicle Combustion Engine Mechanical Units

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to LV11 Overhaul Light Vehicle Mechanical Units.
Assessment type:	Assignment
Aim:	This unit enables the learner to demonstrate skills in overhauling combustion engines. It also covers the evaluation of performance of the overhauled units and systems.

Learning outcome	The learner will:
1	be able to work safely when overhauling light vehicle combustion engine mechanical units
Assessment criteria	
The learner can:	
1.1	use suitable personal and vehicle protective equipment when working on light vehicle engine systems and components
1.2	work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area including: <ul style="list-style-type: none">a. damage to other vehicle systemsb. damage to other vehicle components and unitsc. contact with leakaged. contact with hazardous substances
1.3	prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.

Learning outcome	The learner will:
2	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1	select suitable sources of technical information to support the overhauling of light vehicle engine units including: <ul style="list-style-type: none">a. vehicle technical datab. overhauling proceduresc. legal requirements
2.2	use technical information to support the overhauling of light vehicle engine units.

Learning outcome	The learner will:
3	be able to use appropriate tools and equipment

Assessment criteria

The learner can:

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for overhauling light vehicle engine units
- 3.2 ensure that equipment has been calibrated to meet manufacturers' and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to overhaul light vehicle engine units.

Learning outcome**The learner will:**

- 4 be able to carry out the overhauling of light vehicle engine mechanical units

Assessment criteria

The learner can:

- 4.1 carry out all overhauling of light vehicle engine mechanical units, adhering to the specifications and tolerances for the vehicle and following:
 - a. the manufacturer's approved overhauling methods
 - b. recognised researched overhauling methods
 - c. health and safety and environmental requirements
- 4.2 ensure the assessment of the dismantled unit identifies accurately its condition and suitability for overhaul
- 4.3 inform the relevant person(s) promptly where an overhaul is uneconomic or unsatisfactory to perform
- 4.4 use testing methods that comply with the manufacturer's requirements
- 4.5 adjust the unit's components correctly where necessary to ensure that they operate to meet the vehicle operating requirements.
- 4.6 ensure the overhauled units and assemblies conform to the vehicle operating specification and any legal requirements prior to return to customer.

Learning outcome**The learner will:**

- 5 be able to record information and make suitable recommendations

Assessment criteria

The learner can:

- 5.1 ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
- 5.2 make suitable and justifiable recommendations for cost effective repairs
- 5.3 identify and report any unexpected delays in completion to the relevant person(s) promptly in the format required.
- 5.4 record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 112

Skills in Removing and Replacing Light Vehicle Driveline Units and Components

Level:	Level 2
GLH:	45
Relationship to NOS:	This unit is linked to LV12 Remove and Replace Light Vehicle Driveline Units and Components.
Assessment type:	Assignment
Aim:	This unit allows the learner to develop skills in removing and replacing light vehicle transmission and driveline units. It also covers the evaluation of performance of the replaced units and systems.

Learning outcome	The learner will:
1	be able to work safely when carrying out removal and replacement activities
Assessment criteria	
The learner can	
1.1 use suitable personal and vehicle protective equipment when working on light vehicle transmission and driveline unit and component removal and replacement activities	
1.2 work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area, including:	
a. damage to other vehicle systems	
b. damage to other vehicle components and units	
c. contact with leakage	
d. contact with hazardous substances	
1.3 prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle,	

Learning outcome	The learner will:
2	be able to use relevant information to carry out the task
Assessment criteria	
The learner can	
2.1 select suitable sources of technical information to support light vehicle transmission and driveline unit and component removal and replacement activities including:	
a. vehicle technical data	
b. removal and replacement procedures	
c. legal requirements	
2.2 use technical information to support light vehicle transmission and driveline unit and component removal and replacement activities.	

Learning outcome	The learner will:
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3 be able to use appropriate tools and equipment

Assessment criteria

The learner can

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for removal and replacement of light vehicle transmission and driveline systems
- 3.2 ensure that equipment has been calibrated to meet manufacturers and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to remove and replace light vehicle transmission and driveline systems.

Learning outcome

The learner will:

4 be able to carry out removal and replacement of light vehicle transmission and driveline units and components

Assessment criteria

The learner can

- 4.1 remove and replace the light vehicle's transmission and driveline systems and components, adhering to the correct specifications and tolerances for the vehicle and following:
 - a. the manufacturer's approved removal and replacement methods
 - b. recognised workplace procedures
 - c. health and safety and environmental requirements
- 4.2 ensure that replacement/reassembled light vehicle transmission and driveline units and components conform to the vehicle operating specification and any legal requirements
- 4.3 use suitable testing methods to evaluate the performance of the reassembled system
- 4.4 complete all the system remove and refit activities within the agreed timescale.

Learning outcome

The learner will:

5 be able to record information and make suitable recommendations

Assessment criteria

The learner can

- 5.1 ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
- 5.2 make suitable and justifiable recommendations for cost effective repairs
- 5.3 identify and report any unexpected delays in completion to the relevant person(s) promptly
- 5.4 record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 121

Skills in Overhauling Light Vehicle Transmission Units

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to LV11 Overhaul Light Vehicle Mechanical Units.
Assessment type:	Assignment
Aim:	This unit allows the learner to demonstrate skills in overhauling gearboxes and final drive assemblies. It also covers the evaluation of performance of the overhauled units and systems.

Learning outcome	The learner will:
1	be able to work safely when overhauling light vehicle transmission units
Assessment criteria	
The learner can:	
1.1 use suitable personal and vehicle protective equipment when overhauling light vehicle transmission units	
1.2 work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area including:	
a. damage to other vehicle systems	
b. damage to other vehicle components and units	
c. contact with leakage	
d. contact with hazardous substances	
1.3 prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.	

Learning outcome	The learner will:
2	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1 select suitable sources of technical information to support the overhauling of light vehicle transmission units including:	
a. vehicle technical data	
b. overhauling procedures	
c. legal requirements	
2.2 use technical information to support the overhauling of light vehicle transmission units.	

Learning outcome	The learner will:
3	be able to use appropriate tools and equipment

Assessment criteria

The learner can:

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturer's instructions for overhauling of light vehicle transmission systems
- 3.2 ensure that equipment has been calibrated to meet manufacturers' and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to overhaul light vehicle transmission units.

Learning outcome**The learner will:**

4 be able to carry out the overhauling of light vehicle transmission units

Assessment criteria

The learner can:

- 4.1 carry out all overhauling of light vehicle transmission units, adhering to the specifications and tolerances for the vehicle and following:
 - a. the manufacturer's approved overhauling methods
 - b. recognised researched overhauling methods
 - c. health and safety and environmental requirements
- 4.2 ensure the assessment of the dismantled unit identifies accurately its condition and suitability for overhaul
- 4.3 inform the relevant person(s) promptly where an overhaul is uneconomic or unsatisfactory to perform
- 4.4 use testing methods that comply with the manufacturer's requirements
- 4.5 adjust the unit's components correctly where necessary to ensure that they operate to meet the vehicle operating requirements
- 4.6 ensure the overhauled units and assemblies conform to the vehicle operating specification and any legal requirements prior to return to customer.

Learning outcome**The learner will:**

5 be able to record information and make suitable recommendations

Assessment criteria

The learner can:

- 5.1 ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
- 5.2 make suitable and justifiable recommendations for cost effective repairs
- 5.3 identify and report any unexpected delays in completion to the relevant person(s) promptly in the format required
- 5.3 record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 131

Skills in Overhauling Light Vehicle Steering and Suspension Units

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to LV11 Overhaul Light Vehicle Mechanical Units.
Assessment type:	Assignment
Aim:	This unit allows the learner to demonstrate skills in overhauling steering and suspension units. It also covers the evaluation of performance of the overhauled units and systems.

Learning outcome	The learner will:
1	be able to work safely when overhauling light vehicle steering and suspension units
Assessment criteria	
The learner can:	
1.1	use suitable personal and vehicle protective equipment when overhauling light vehicle steering and suspension units
1.2	work in a way which minimises the risk of damage to the vehicle and its systems and the surrounding area. including: <ul style="list-style-type: none">a. damage to other vehicle systemsb. damage to other vehicle components and unitsc. contact with leakaged. contact with hazardous substances
1.3	prepare the vehicle systems and work area for safe working procedures, as appropriate to the vehicle.

Learning outcome	The learner will:
2	be able to use relevant information to carry out the task
Assessment criteria	
The learner can:	
2.1	select suitable sources of technical information to support the overhauling of light vehicle steering and suspension units including: <ul style="list-style-type: none">a. vehicle technical datab. overhauling proceduresc. legal requirements
2.2	use technical information to support the overhauling of light vehicle steering and suspension units.

Learning outcome	The learner will:
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3 be able to use appropriate tools and equipment

Assessment criteria

The learner can:

- 3.1 select, prepare and check the appropriate tools and equipment required following manufacturers' instructions for overhauling light vehicle steering and suspension units
- 3.2 ensure that equipment has been calibrated to meet manufacturers' and legal requirements
- 3.3 use the correct tools and equipment in the way specified by manufacturers to overhaul light vehicle steering and suspension units.

Learning outcome

The learner will:

4 be able to carry out the overhauling of light vehicle steering and suspension units

Assessment criteria

The learner can:

- 4.1 carry out all overhauling of light vehicle steering and suspension units, adhering to the specifications and tolerances for the vehicle and following:
 - a. the manufacturer's approved overhauling methods
 - b. recognised researched overhauling methods
 - c. health and safety and environmental requirements.
- 4.2 ensure the assessment of the dismantled unit identifies accurately its condition and suitability for overhaul
- 4.3 inform the relevant person(s) promptly where an overhaul is uneconomic or unsatisfactory to perform
- 4.4 use testing methods that comply with the manufacturer's requirements
- 4.5 adjust the unit's components correctly where necessary to ensure that they operate to meet the vehicle operating requirements
- 4.6 ensure the overhauled units and assemblies conform to the vehicle operating specification and any legal requirements.

Learning outcome

The learner will:

5 be able to record information and make suitable recommendations

Assessment criteria

The learner can:

- 5.1 ensure your records are accurate, complete and passed to the relevant person(s) within the agreed timescale and in the format required
- 5.2 make suitable and justifiable recommendations for cost effective repairs
- 5.3 identify and report any unexpected delays in completion to the relevant person(s) promptly in the format required
- 5.4 record and report any additional faults noticed during the course of their work promptly in the format required.

Unit 151

Knowledge of Routine Light Vehicle Maintenance

Level:	Level 2
GLH:	20
Relationship to NOS:	This unit is linked to LV01 Carry Out Routine Light Vehicle Maintenance.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of conducting routine maintenance, adjustment and replacement activities as part of the periodic servicing of light vehicles.

Learning outcome	The learner will:
1	Understand how to carry out routine light vehicle maintenance
Assessment criteria	
The learner can:	
1.1 describe how to work safely when carrying out routine maintenance, including:	
a. avoiding injury to self/others	
b. damage to vehicle systems, components, and units	
c. contact with leakage and hazardous substances	
d. waste disposal (including environmental impact)	
e. when working on hybrid/electric and alternative fuel vehicles.	
1.2 explain how to conduct scheduled, routine light vehicle maintenance activities against vehicle specifications to identify component,	
a. damage	
b. corrosion	
c. inadequate fluid levels	
d. leaks	
e. wear	
f. security problems and general condition and serviceability	
1.3 identify the assessment methods used to check for conformity	
1.4 Identify the different systems to be inspected while carrying out light vehicle routine maintenance, including:	
a. engine	
b. chassis	
c. wheels and tyres	
d. transmission and driveline	
e. electrical and electronic	
f. exterior vehicle body	
g. vehicle interior	
h. on board vehicle display	

- 1.5 identify and interpret sources of technical information for scheduled maintenance activities
- 1.6 describe the importance of using the correct sources of technical information
- 1.7 state the purpose of and how to use identification codes
- 1.8 explain how to conduct routine vehicle maintenance on light vehicles (Hybrid, electric and alternative fuel vehicles) for the following:
 - a. power units
 - b. transmission systems
 - c. chassis systems
 - d. advanced driver assistance systems
- 1.9 explain how to check and make adjustments to clearances, settings, alignment, pressures, tension, speeds and levels relevant to the engine area, transmission area, chassis area, electrical area and body
- 1.10 describe the procedures used for checking the condition and serviceability of light vehicle units and components
- 1.11 describe the procedures for checking, replenishing and replacing fluid levels required for routine service vehicle components
- 1.12 describe the procedures for checking and replacing lubricants and fluids, including identification of the recommended grade
- 1.13 state the consequence(s) of using incorrect lubricants, fluids and components
- 1.14 identify adjustments that need to be carried out on a light vehicle routine maintenance
- 1.15 explain the procedure for recognising and reporting cosmetic damage to vehicle components and units outside normal service items
- 1.16 state the procedure for reporting delays and the referral of problems
- 1.17 identify the operating specifications and tolerances for the systems being checked while carrying out light vehicle routine maintenance (including, Hybrid/electric and alternative fuel vehicles).

Learning outcome	The learner will:
2	Understand the importance of carrying out light vehicle maintenance
Assessment criteria	
<p>The learner can:</p> <ul style="list-style-type: none"> 2.1 describe the legal requirements relating to the vehicle maintenance activities for vehicle systems and components 2.2 describe the importance of work-based policies for the following: <ul style="list-style-type: none"> a. vehicle maintenance information b. working to agreed timescales and keeping others informed of progress c. the relationship between time and costs d. reporting anticipated delays to the relevant person(s) promptly e. signing workplace documentation and vehicle records 2.3 describe the importance of manufacturers' and warranty requirements relating to routine maintenance for vehicle systems and components. 	

Unit 151

Knowledge of Routine Light Vehicle Maintenance

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Knowledge to include conducting scheduled maintenance, adjustments, replacements and replenishment of components and systems in accordance with manufacturer's instructions for the period and/or mileage interval.

- a. Vehicle maintenance, inspection and adjustment and record findings, including Hybrid/electrical and alternative fuel vehicles.
- b. Vehicle inspection techniques used in routine maintenance including:
 - i. aural
 - ii. visual and functional assessments of components and units
 - iii. measurements
 - iv. engine systems
 - v. chassis systems
 - vi. wheels and tyres
 - vii. transmission system
 - viii. electrical and electronic systems
 - ix. exterior vehicle body
 - x. vehicle interior including comfort and convenient systems.
- c. The procedures used for inspecting the condition and serviceability of the following:
 - i. filters
 - ii. drive belts
 - iii. wiper blades
 - iv. brake linings
 - v. pads
 - vi. tyres
 - vii. lights.
 - viii. lubricants and fluids.
- d. Preparation and appropriate use of equipment to include:
 - i. test instruments and equipment
 - ii. emission equipment
 - iii. wheel alignment
 - iv. headlight beam setting equipment
 - v. diagnostic and fault code readers.
- e. Procedures for checking and replenishing fluid levels:
 - i. oil

- ii. coolant
 - iii. washer fluid
 - iv. hydraulic fluids
 - v. exhaust emissions treatment.
- f. Procedures for checking and replacement of lubricants:
- i. replace oil filters
 - ii. check levels
 - iii. types of oil
 - iv. cleanliness
 - v. disposal of old oil and filters.
- g. Procedures for carrying out adjustments on vehicle systems or components:
- i. clearances
 - ii. settings
 - iii. alignment
 - iv. pressures
 - v. tensions
 - vi. operational performance.
- h. Procedures for checking electrical systems:
- i. operation
 - ii. security
 - iii. performance.
- i. Importance and process of detailed inspection procedures:
- i. following inspection checklists
 - ii. checking conformity to manufacturer's specifications
 - iii. necessity for adjustment(s) and calibration(s)
 - iv. UK and European legal requirements to the vehicle maintenance activities for vehicle systems and components.
- j. Importance and process of completing all relevant documentation relating to routine maintenance:
- i. inspection records
 - ii. job cards
 - iii. vehicle repair records
 - iv. vehicle service history
 - v. reset electronic service history (if applicable).
- k. The need to use vehicle protective equipment prior to repair. Requirements and methods used for protecting:
- i. vehicle body panels
 - ii. paint surfaces
 - iii. seats
 - iv. carpets and floor mats.
- l. The need to check the vehicle following routine maintenance.
- m. The need to inspect the vehicle following routine maintenance:
- i. professional presentation of vehicle
 - ii. customer perceptions.
- n. The checks of vehicle following routine maintenance:
- i. removal of oil and grease marks

- ii. body panels
 - iii. paint surfaces
 - iv. seats
 - v. carpets and floor mats
 - vi. re-instatement of components.
- o. The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction, including:
- i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings
 - iv. testing and programming components for correct operation (as necessary)
 - v. documentation completed prior to handover to customer (electronic/written)
 - vi. explanation to customer of work completed (if applicable).

Unit 152

Knowledge of Light Vehicle Engine Mechanical, Lubrication and Cooling System Units and Components

Level:	Level 2
GLH:	20
Relationship to NOS:	This unit is linked to LV02 Remove and Replace Light Vehicle Engine Units and Components.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of light vehicle combustion engine, mechanical, lubrication and cooling system units and components when conducting routine maintenance, adjustment and replacement activities.

Learning outcome	The learner will:
1	understand how the main light vehicle engine mechanical systems operate
Assessment criteria	
The learner can	
1.1 describe how to work safely when carrying out removal and replacement activities, including:	
a. avoiding injury to self/others	
b. damage to vehicle systems, components and units	
c. contact with leakage and hazardous substances	
d. waste disposal (including environmental impact)	
e. when working on hybrid/electric and alternative fuel vehicles	
1.2 describe how combustion engine systems and their related units and components operate	
1.3 identify light vehicle engine mechanical system components	
1.4 describe the construction and operation of light vehicle engine mechanical systems	
a. four stroke	
b. spark ignition	
c. compression ignition	
d. rotary	
1.5 identify the key engineering principles that are related to light vehicle engine mechanical systems	
a. compression ratios	
b. cylinder capacity	
c. power	
d. torque	
1.6 state common terms used in light vehicle engine mechanical system design	
a. tdc	
b. bdc	

- c. stroke
- d. bore.

Learning outcome	The learner will:
2	understand how light vehicle engine lubrication systems operate
Assessment criteria	
The learner can	
2.1 identify light vehicle engine lubrication system components	
2.2 describe the construction and operation of light vehicle engine lubrication components and systems, including: <ul style="list-style-type: none"> a. full flow b. bypass c. wet sump d. dry sump 	
2.3 compare key light vehicle engine lubrication system components and assemblies to identify differences in construction and operation	
2.4 identify the key engineering principles that are related to light vehicle engine lubrication systems <ul style="list-style-type: none"> a. classification of lubricants b. properties of lubricants c. methods of reducing friction 	
2.5 state common terms used in light vehicle engine lubrication system design.	

Learning outcome	The learner will:
3	understand how light vehicle engine cooling, heating and ventilation systems operate
Assessment criteria	
The learner can	
3.1 identify light vehicle engine cooling, heating and ventilation system components	
3.2 describe the construction and operation of light vehicle engine cooling, heating and ventilation systems	
3.3 compare key light vehicle engine cooling, heating and ventilation system components and assemblies against alternatives to identify differences in construction and operation	
3.4 identify the key engineering principles that are related to light vehicle engine cooling, heating and ventilation systems <ul style="list-style-type: none"> a. heat transfer b. linear and cubical expansion c. specific heat capacity d. boiling point of liquids 	
3.5 state common terms used in key light vehicle engine cooling, heating and ventilation system design.	

Learning outcome	The learner will:
4	understand how to check, replace and test light vehicle engine mechanical, lubrication and cooling systems system units and components
Assessment criteria	
The learner can	

- 4.1 describe how to prepare, check and use all the removal and replacement equipment required
- 4.2 describe how to remove and replace engine system mechanical and electrical unit and components
- 4.3 describe how combustion engine systems and their related units and components are constructed, dismantled and reassembled
- 4.4 identify the properties of jointing materials and when and where they should be used including gaskets, sealants, fittings and fasteners
- 4.5 explain the relationship between testing methods and the engine units and components being replaced
- 4.6 describe common types of testing methods used to check the operation of engine mechanical, lubrication and cooling systems and their purpose
- 4.7 describe how to test and evaluate the performance of replacement engine units and components and the reassembled system against vehicle operating specifications and any legal requirements
- 4.8 identify common faults found in light vehicle engine mechanical, lubrication and cooling systems and their causes.
- 4.9 identify manufacturers' specifications for the type and quality of engine units and components to be used.

Unit 152

Knowledge of Light Vehicle Engine Mechanical, Lubrication and Cooling System Units and Components

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Engines

Knowledge to include, inspection, adjustment and record findings, including for Hybrid and alternative fuel vehicles and components.

- a. Engine types and configurations:
 - i. inline
 - ii. flat
 - iii. vee
 - iv. rotary
 - v. four-stroke cycle and two-stroke cycle for spark ignition and compression ignition engines
 - vi. naturally aspirated and forced induction engines
 - vii. hybrid/alternative fuel engines.
- b. Relative advantages and disadvantages of different engine types and configurations.
- c. Engine components and layouts:
 - i. single (OHC) and multi camshaft (DOHC)
 - ii. single and multi-cylinder (2, 4, 6, 8-cylinder types).
- d. Cylinder head layout and design, combustion chamber and piston design including:
 - i. tdc
 - ii. bdc
 - iii. bore
 - iv. stroke.
- e. Calculate compression ratios and cylinder volume for given data.
- f. The procedures used when inspecting engines.
- g. The procedures to assess:
 - i. serviceability
 - ii. wear
 - iii. condition
 - iv. clearances
 - v. settings
 - vi. linkages
 - vii. joints

- viii. fluid systems
 - ix. adjustments
 - x. operation and functionality
 - xi. security.
- h. Symptoms and faults associated with mechanical engine operation:
- i. poor performance
 - ii. abnormal or excessive mechanical noise
 - iii. erratic running
 - iv. low power
 - v. exhaust emissions
 - vi. abnormal exhaust smoke
 - vii. unable to start
 - viii. exhaust gas leaks to cooling system
 - ix. exhaust gas leaks.

Lubrication

- a. The advantages and disadvantages of wet and dry systems.
- b. Engine lubrication system:
- i. splash and pressurised systems
 - ii. full flow systems
 - iii. pumps
 - iv. pressure relief valve
 - v. bypass valve
 - vi. filters
 - vii. oil galleries
 - viii. oil coolers.
- c. Terms associated with lubrication and engine oil:
- i. full flow
 - ii. hydrodynamic
 - iii. boundary
 - iv. viscosity
 - v. natural and synthetic oil
 - vi. viscosity index
 - vii. multi-grade.
- d. The requirements and features of engine oil:
- i. operating temperatures
 - ii. pressures
 - iii. lubricant grades
 - iv. viscosity
 - v. multi-grade oil
 - vi. additives
 - vii. detergents
 - viii. dispersants
 - ix. antioxidants inhibitors
 - x. anti-foaming agents
 - xi. anti-wear
 - xii. synthetic oils

- xiii. organic oils
- xiv. mineral oils.
- e. Symptoms and faults associated with lubrication systems:
 - i. excessive oil consumption
 - ii. oil leaks
 - iii. oil in water
 - iv. low or excessive pressure
 - v. oil contamination.
- f. The procedures used when inspecting lubrication system operation.

Cooling, Heating and Ventilation

- a. The components, operating principles, and functions of engine cooling systems.
- b. Procedures used to remove, replace and adjust cooling system components:
 - i. cooling fans and control devices
 - ii. header tanks, radiators and pressure caps
 - iii. heater matrix and temperature control systems
 - iv. expansion tanks hoses, clips and pipes
 - v. thermostats water pumps and coolant
 - vi. ventilation systems.
- c. The preparation and method of use of appropriate specialist equipment used to evaluate system performance following component replacement.
 - i. system pressure testers
 - ii. pressure cap testers
 - iii. hydrometer, or anti-freeze testing equipment
 - iv. chemical tests for the detection of combustion gas.
- d. The layout and construction of internal heater systems.
- e. The controls and connections within internal heater system.
- f. Symptoms and faults associated with cooling systems:
 - i. coolant leaks
 - ii. coolant in oil
 - iii. internal heating system: efficiency, operation, leaks, controls, air filtration, air leaks and contamination
 - iv. excessively low or high coolant temperature.
- g. The procedures used when inspecting:
 - i. internal heating system
 - ii. cooling system.

General

- h. The preparation, testing and use of tools and equipment used for:
 - i. dismantling and refitting
 - ii. removal and replacement of engine units and components including electrical equipment.
- i. Appropriate safety precautions:
 - i. personal protective equipment (PPE)
 - ii. vehicle protective equipment (VPE)
 - iii. removal and replacing engine units and components.
- j. The importance of logical and systematic processes.
- k. The inspection and testing of engine units and components.

- l. The preparation of replacement units for re-fitting or replacement.
- m. The reasons why replacement components and units must meet the original specifications
 - Original Equipment manufacturer (OEM) – warranty requirements, to maintain performance and safety requirements.
- n. Refitting procedures.
- o. The inspection and testing of units and system to ensure compliance with manufacturer's, legal and performance requirements.
- p. Manufacturer's recommended work times, job times set by your company, or a job time agreed with a specific customer.
- q. The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:
 - i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings
 - iv. testing and programming components for correct operation (as necessary)
 - v. cancelling of any fault codes and warning lights.
 - vi. documentation completed prior to handover to customer (electronic/written)
 - vii. explanation to customer of work completed (if applicable).

Unit 153

Knowledge of Removing and Replacing Light Vehicle Electrical Units and Components

Level:	Level 2
GLH:	45
Relationship to NOS:	This unit is linked to LV03 Remove and Replace Light Vehicle Electrical Units and Components.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the principles, construction and operation and testing methods of common electrical and electronic systems and components. It also covers the procedures involved in the removal and replacement of system components and the evaluation of their performance.

Learning outcome	The learner will:
1	understand light vehicle electrical and electronic principles
Assessment criteria	
1.1	describe how to work safely when working on light vehicle electrical units and components, including: <ul style="list-style-type: none">a. avoiding injury to self/othersb. damage to vehicle systems, components and unitsc. contact with leakage and hazardous substancesd. waste disposal (including environmental impact)
1.2	identify electrical symbols and units found in light vehicle circuits
1.3	interpret simple light vehicle wiring diagrams
1.4	describe the types and operation of light vehicle circuit protection devices and why these are necessary
1.5	describe earthing principles and earthing methods
1.6	identify the use of different cables and connectors used in light vehicle circuits
1.7	describe the operation and application of electrical and electronic sensors and actuators
1.8	identify the key electrical and electronic control principles that are related to light vehicle electrical circuits
1.9	state common terms used in light vehicle electrical circuits
1.10	identify the hazards associated with working on or near Hybrid/electric and alternative fuel vehicles and components.

Learning outcome	The learner will:
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2 understand how light vehicle batteries, starting, charging, warning systems and components operate
Assessment criteria
<p>The learner can</p> <p>2.1 identify light vehicle batteries, starting, charging, warning systems and components</p> <p>2.2 describe the construction and operation of light vehicle batteries, starting, charging, warning systems and components</p> <p>2.3 describe how to remove and replace batteries, starting, charging, warning systems and components</p> <p>2.4 compare light vehicle batteries, starting, charging, warning systems and components and assemblies against alternatives to identify differences in construction and operations</p> <p>2.5 state common terms used in conjunction with light vehicle batteries, starting, charging, warning systems and components.</p>

Learning outcome	The learner will:
3 understand how light vehicle auxiliary electrical systems operate	
Assessment criteria	
<p>The learner can</p> <p>3.1 identify light vehicle auxiliary system components</p> <p>3.2 describe the construction and operation of light vehicle auxiliary systems, including:</p> <ul style="list-style-type: none"> a. lighting b. wiper c. security and alarm d. comfort and convenience (including refrigerant legal requirements) e. information and entertainment f. telephone and communication g. electric window h. monitoring and instrumentation <p>3.3 compare key light vehicle auxiliary system components and assemblies against alternatives to identify differences in construction and operation</p> <p>3.4 state common terms used in light vehicle auxiliary system design.</p>	

Learning outcome	The learner will:
4 understand how to check, replace and test light vehicle electrical systems and components	
Assessment criteria	
<p>The learner can</p> <p>4.1 describe how to remove and replace light vehicle electrical system units and components</p> <p>4.2 describe the hazards associated with working on or near Hybrid/electric and alternative fuel vehicles and components</p> <p>4.3 describe common and appropriate types of testing methods used to check the operation of light vehicle electrical systems and components and their purpose</p> <p>4.4 explain how to test evaluate the performance of replacement electrical units and components and the reassembled system against vehicle operating specifications and legal requirements</p>	

4.5 identify common faults found in light vehicle electrical systems and components.

Unit 153

Knowledge of Removing and Replacing Light Vehicle Electrical Units and Components

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Knowledge to include Hybrid/electrical and alternative fuel vehicles.

Electrical/electronic principles

- a. The requirements for an electrical circuit:
 - i. battery
 - ii. cables
 - iii. switch
 - iv. current consuming device
 - v. continuity.
- b. Electrical units:
 - i. volt (electrical pressure)
 - ii. ampere (electrical current)
 - iii. ohm (electrical resistance)
 - iv. watt (power).
- c. The direction of current flow and electron flow.
- d. Series and parallel circuits to include:
 - i. current flow
 - ii. voltage of components
 - iii. volt drop
 - iv. resistance.
 - v. the effect on circuit operation of open circuit component(s).
- e. Earth and insulated return systems.
- f. Cable sizes and colour codes.
- g. Different types of connectors, terminals, and circuit protection devices.
- h. Common electrical and electronic symbols.
- i. Methods of electronic communication systems (including multiplexing)
- j. The meaning of:
 - i. short circuit
 - ii. open/complete circuit
 - iii. bad earth
 - iv. high resistance
 - v. earth return circuits.

- k. The principles of vehicle electronic systems and components.
- l. Interpret vehicle wiring diagrams to include:
 - i. vehicle lighting
 - ii. auxiliary circuits
 - iii. warning circuits
 - iv. comfort and convenience systems
 - v. starting and charging systems.
- m. Function and construction of electrical components including:
 - i. circuit relays
 - ii. bulb types
 - iii. fan and heater
 - iv. circuit protection.
- n. The safety precautions when working on electrical and electronic systems to include:
 - i. disconnection and connection of battery
 - ii. avoidance of short circuits
 - iii. power surges
 - iv. prevention of electric shock (high voltage systems)
 - v. protection of electrical and electronic components
 - vi. protection of circuits from overload or damage.
- o. The set-up and use of:
 - i. digital multi-meters
 - ii. voltmeter
 - iii. ammeter/amp clamp
 - iv. ohmmeter
 - v. oscilloscope
 - vi. manufacturer's dedicated test equipment.
- p. Electrical and electronic checks for electrical and electronic systems to include:
 - i. connections
 - ii. security
 - iii. functionality
 - iv. performance to specifications
 - v. continuity, open circuit
 - vi. short circuit
 - vii. high resistance
 - viii. volt drop
 - ix. current consumption
 - x. output patterns (oscilloscope).
- q. Symptoms and faults associated with electrical and electronic systems to include:
 - i. high resistance
 - ii. loose and corroded connections
 - iii. short circuit
 - iv. excessive current consumption
 - v. open circuit
 - vi. malfunction
 - vii. poor performance
 - viii. battery faults to include flat battery
 - ix. failure to hold charge

- x. low state of charge
- xi. overheating
- xii. poor starting.

Battery and charging

- a. The construction and operation of vehicle batteries including:
 - i. different types of automotive batteries
 - ii. cells
 - iii. separators
 - iv. plates
 - v. electrolyte.
- b. The operation of the vehicle charging system:
 - i. alternator
 - ii. rotor
 - iii. stator
 - iv. slip ring
 - v. brush assembly
 - vi. three phase output
 - vii. diode rectification pack
 - viii. voltage regulation
 - ix. phased winding connections
 - x. cooling fan
 - xi. alternator drive system.

Starting

- a. The layout, construction and operation of engine starting systems, gear reduction.: and pre-engaged principles.
- b. The function and operation of the following components:
 - i. gear reduction and pre-engaged starter motor
 - ii. starter ring gear
 - iii. pinion
 - iv. starter solenoid
 - v. ignition/starter switch
 - vi. starter relay (if appropriate)
 - vii. one-way clutch (pre-engaged starter motor).

Lighting

- a. Function and construction of electrical components including:
 - i. front and tail lamps
 - ii. main and dip beam headlamps
 - iii. fog and spot lamps
 - iv. lighting and dip switch
 - v. directional indicators.
 - vi. daytime running lights.
- b. The circuit diagram and operation of components for:
 - i. side and tail lamps
 - ii. headlamps
 - iii. interior lamps

- iv. fog and spot lamps
- v. direction indicators.
- vi. daytime running lights.
- c. The statutory requirements for vehicle lighting when using a vehicle on the road.
- d. Headlamp adjustment and beam setting.

Auxiliary systems

- a. Auxiliary
 - i. function and operation of electrical components including:
 - ii. satellite navigation
 - iii. blue tooth systems
 - iv. cruise control including adaptive
 - v. speed limiter
 - vi. electric folding roof
 - vii. immobiliser
 - viii. keyless entry
 - ix. self-parking
 - x. parking sensors
 - xi. reverse camera
 - xii. steering wheel controls
 - xiii. airbags
 - xiv. supplementary restraint systems
 - xv. Tyre Pressure Monitoring Systems (TPMS)
 - xvi. digital dashboard
 - xvii. smart phone integration
 - xviii. tracking and vehicle shut down devices
 - xix. active window displays
 - xx. automatic high beam control
 - xxi. vehicle to vehicle communication
 - xxii. automatic tailgate/boot opening
 - xxiii. lane departure warning
 - xxiv. lane assist
 - xxv. blind spot alert
 - xxvi. collision warning
 - xxvii. wi-fi connectivity
 - xxviii. voice recognition
 - xxix. Hybrid and electric charging systems
 - xxx. heated seats
 - xxxi. electrically adjusted seats
 - xxxii. heated screens
 - xxxiii. electric mirrors
 - xxxiv. climate control
 - xxxv. air conditioning
 - xxxvi. any other current/state of art safety/comfort/convenience features.

General

- a. How to prepare, check and use removal and replacement:

- i. tools and equipment
- ii. electrical testing equipment and equipment used for dismantling
- iii. removal and replacement of electrical and electronic systems and components.
- b. Appropriate safety precautions:
 - i. PPE
 - ii. vehicle protection when dismantling
 - iii. removal of and replacing electrical and electronic components and systems
 - iv. the hazards associated with working on or near hybrid/electric and alternative fuel vehicles and components.
- c. The importance of logical and systematic processes.
- d. Preparation of replacement units for re-fitting or replacement electrical and electronic components and systems.
- e. The reasons why replacement components and units must meet the original specifications (OES) – warranty requirements, to maintain performance, safety requirements.
- f. Refitting procedures.
- g. The inspection and testing of units and systems to ensure compliance with manufacturer's, legal and performance requirements.
- h. The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:
 - i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings
 - iv. testing and programming components for correct operation (as necessary)
 - v. cancelling of any fault codes and warning lights.
 - vi. documentation completed prior to handover to customer (electronic/written)
 - vii. explanation to customer of work completed (if applicable).

Unit 154

Knowledge in Removing and Replacing Light Vehicle Chassis Units and Components

Level:	Level 2
GLH:	45
Relationship to NOS:	This unit is linked to LV04 Remove and Replace Light Vehicle Chassis Units and Components
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the construction and operation of common steering, suspension and braking systems (including wheels and tyres). It also covers the procedures involved in the removal and replacement of system components and the evaluation of their performance

Learning outcome	The learner will:
1	understand how light vehicle steering and suspension systems operate
Assessment criteria	
The learner can	
1.1 describe how to work safely when working on chassis units and components, including: <ul style="list-style-type: none">a. avoiding injury to self/othersb. damage to vehicle systems, components and unitsc. contact with leakage and hazardous substancesd. waste disposal (including environmental impact)e. when working on hybrid/electric and alternative fuel vehicles.	
1.2 identify light vehicle steering and suspension system components	
1.3 describe the construction and operation of light vehicle steering and suspension systems	
1.4 compare key light vehicle steering and suspension system components and assemblies against alternatives to identify differences in construction and operation	
1.5 identify the key engineering principles that are related to light vehicle steering and suspension systems, including: <ul style="list-style-type: none">a. steering anglesb. hydraulic forcesc. stress and strain	
1.6 state common terms used in light vehicle steering and suspension system design.	

Learning outcome	The learner will:
2	understand how light vehicle braking systems operate
Assessment criteria	

The learner can

- 2.1 identify light vehicle braking system components
- 2.2 describe the construction and operation of light vehicle braking systems
- 2.3 compare key light vehicle braking system components and assemblies against alternatives to identify differences in construction and operation
- 2.4 identify the key engineering principles that are related to light vehicle braking systems, including:
 - a. laws of friction
 - b. hydraulics
 - c. pneumatics
 - d. properties of fluids
 - e. properties of air
 - f. braking efficiency
- 2.5 state common terms used in light vehicle braking system design.

Learning outcome	The learner will:
3	understand how light vehicle wheel and tyre systems operate
Assessment criteria	
<p>The learner can</p> <ol style="list-style-type: none"> 3.1 identify light vehicle wheel and tyre components 3.2 describe the construction and operation of light vehicle wheels and tyres 3.3 compare key light vehicle wheel and tyre components and assemblies against alternatives to identify differences in construction and operation 3.4 identify the key engineering principles that are related to light vehicle wheel and tyre systems, including: <ol style="list-style-type: none"> a. friction b. un-sprung weight c. dynamic and static balance 3.5 state common terms used in light vehicle wheel and tyre design. 	

Learning outcome	The learner will:
4	understand how to check, replace and test light vehicle chassis units and components
Assessment criteria	
<p>The learner can</p> <ol style="list-style-type: none"> 4.1 describe how to remove and replace chassis units and components 4.2 describe the hazards associated with working on or near Hybrid/electric and alternative fuel vehicles and components 4.3 describe the common and appropriate types of testing methods used to check the operation of chassis units and components and their purpose 4.4 explain how to test and evaluate the performance of replacement chassis system units and components and the reassembled system against vehicle operating specifications and legal requirements 4.5 identify common faults found in light vehicle chassis units and components. 	

Unit 154

Knowledge in Removing and Replacing Light Vehicle Chassis Units and Components

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Knowledge to include Hybrid/electrical and alternative fuel vehicles.

Steering

- a. The action and purpose of steering geometry:
 - i. castor angle
 - ii. camber angle
 - iii. kingpin or swivel pin inclination
 - iv. wheel/rim offset
 - v. wheel alignment (tracking) (toe in and toe out)
 - vi. toe out on turns
 - vii. four-wheel alignment.
- b. The following terms associated with steering:
 - i. Ackerman principle
 - ii. slip angles
 - iii. self-aligning torque oversteer and understeer
 - iv. neutral steer.
- c. The components and layout of hydraulic power steering systems:
 - i. piston and power cylinders
 - ii. drive belts and pumps
 - iii. hydraulic valve (rotary, spool and flapper type)
 - iv. hydraulic fluid.
- d. The advantages of power assisted steering.
- e. The operation of hydraulic power steering.
- f. The principles of electric power steering systems.
- g. The procedures used for inspecting the serviceability and condition of:
 - i. manual steering
 - ii. power assisted steering.
- h. Steering system defects to include:
 - i. uneven tyre wear
 - ii. wear on outer edge of tyre
 - iii. wear on inner edge of tyre

- iv. flats on tread
- v. steering vibrations
- vi. wear in linkage
- vii. damage linkage
- viii. incorrect wheel alignment
- ix. incorrect steering geometry.

Suspension

- a. The layout and components of suspension systems:
 - i. non-independent suspensions
 - ii. independent front suspension (IFS)
 - iii. independent rear suspension (IRS)
 - iv. hydraulic
 - v. pneumatic
 - vi. rigid axle types.
- b. The operation of suspension systems and components:
 - i. leaf and coil springs
 - ii. torsion bar
 - iii. rubber springs
 - iv. Macpherson strut system
 - v. hydraulic
 - vi. pneumatic
 - vii. hydraulic dampers
 - viii. trailing arms
 - ix. wish bones
 - x. ball joints
 - xi. track control arms
 - xii. bump stops
 - xiii. anti-roll bars
 - xiv. stabiliser bars
 - xv. swinging arms
 - xvi. parallel link
 - xvii. swinging half-axles
 - xviii. transverse link
 - xix. semi-swinging arms.
- c. The advantages of different systems including:
 - i. non-independent
 - ii. independent suspension (IFS)
 - iii. independent suspension (IRS)
 - iv. hydraulic
 - v. hydro-pneumatic
 - vi. rigid axle.
- d. The principles of electronic suspensions systems.
- e. The forces acting on suspension systems during braking, driving and cornering.
- f. The methods of locating the road wheels against braking, driving and cornering forces.
- g. The methods of controlling cornering forces by fitting anti-roll torsion members.
- h. Suspension terms:

- i. rebound
- ii. bump
- iii. float
- iv. dive
- v. pitch
- vi. roll
- vii. compliance.
- i. The procedures used for inspecting the serviceability and condition of the suspension system
- j. Suspension system defects:
 - i. ride height (unequal and low)
 - ii. wear
 - iii. noises under operation
 - iv. fluid leakage
 - v. excessive travel
 - vi. excessive tyre wear
 - vii. bounce
 - viii. poor vehicle handling
 - ix. worn dampers
 - x. worn joints
 - xi. damaged linkages.

Brakes

- a. The construction and operation of drum brakes:
 - i. leading and trailing shoe construction
 - ii. self-servo action
 - iii. automatic adjusters
 - iv. backing plates
 - v. parking brake system.
- b. The construction and operation of disc brakes:
 - i. disc pads
 - ii. caliper
 - iii. brake disc
 - iv. ventilated disc
 - v. disc pad retraction
 - vi. parking brake system
 - vii. electrical and electronic components
 - viii. wear indicators and warning lamps.
- c. The construction and operation of the hydraulic braking system:
 - i. dual line layout
 - ii. master cylinders
 - iii. wheel cylinders
 - iv. disc brake caliper and pistons
 - v. brake pipe
 - vi. brake servo
 - vii. warning lights
 - viii. parking brakes
 - ix. load sensing valve/brake proportioning valve.

- d. The principles and components of electronic ABS systems, electrical and electronic components.
- e. The requirements and hazards of brake fluid:
 - i. boiling point
 - ii. hygroscopic action
 - iii. manufacturer's change periods
 - iv. fluid classification and rating
 - v. potential to damage paint surfaces.
- f. Terms associated with mechanical and hydraulic braking systems:
 - i. braking efficiency
 - ii. brake fade
 - iii. brake imbalance
 - iv. ABS.
- g. The procedures used for inspecting the serviceability and condition of the braking system.
- h. Braking system defects:
 - i. worn shoes or pads
 - ii. worn or scored brake surfaces
 - iii. abnormal brake noises
 - iv. brake judder
 - v. fluid contamination of brake surfaces
 - vi. fluid leaks
 - vii. pulling to one side
 - viii. poor braking efficiency
 - ix. lack of servo assistance
 - x. brake drag
 - xi. brake grab
 - xii. brake fade.

Wheel and tyres

- a. The construction of different types of tyre:
 - i. radial
 - ii. cross ply
 - iii. bias belted
 - iv. tread patterns
 - v. tyre mixing regulations
 - vi. tyre applications.
- b. Tyre markings:
 - i. tyre and wheel size markings
 - ii. speed rating
 - iii. direction of rotation
 - iv. profile
 - v. load rating
 - vi. ply rating
 - vii. tread-wear indicators.
- c. Wheel construction:
 - i. light alloy
 - ii. pressed steel and wire wheels
 - iii. well based wheel rims.

- d. Types of bearing used for wheel bearing arrangements:
 - i. roller
 - ii. taper roller
 - iii. needle
 - iv. ball and plain.
- e. The procedures used for inspecting the serviceability and condition of:
 - i. tyres & wheels
 - ii. bearings.
- f. The defects associated with tyres and wheels:
 - i. abnormal tyre wear
 - ii. cuts
 - iii. puncture and puncture repair
 - iv. side wall damage
 - v. wheel vibrations
 - vi. tyre noise (squeal during cornering)
 - vii. tyre over heating (low pressure)
 - viii. tread separation
 - ix. tyre pressure monitoring systems (TPMS) including valves.

General

- a. The procedures for dismantling, removal and replacement of chassis system components including the preparation of:
 - i. testing and use of tools and equipment
 - ii. electrical meters
 - iii. removing and replacing chassis systems and components.
- b. Appropriate safety precautions:
 - i. personal protective equipment (PPE)
 - ii. vehicle protective equipment (VPE)
 - iii. removing and replacing chassis systems and components.
- c. The importance of logical and systematic processes.
- d. The inspection and testing of chassis systems and components.
- e. The preparation of replacement units for re-fitting or replacement of chassis systems or components.
- f. Identify the reasons why replacement components and units must meet the original specifications, including original equipment manufacturer (OEM):
 - i. warranty requirements
 - ii. to maintain performance
 - iii. safety requirements.
- g. Refitting procedures
- h. The inspection and testing of units and systems to ensure compliance with manufacturer's, legal and performance requirements.
- i. The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:
 - i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings
 - iv. testing and programming components for correct operation (as necessary)
 - v. cancelling of any fault codes and warning lights.

- vi. documentation completed prior to handover to customer (electronic/written)
- vii. explanation to customer of work completed (if applicable).

Unit 155

Knowledge of Inspecting Light Vehicles Using Prescribed Methods

Level:	Level 2
GLH:	40
Relationship to NOS:	This unit is linked to LV05 Inspect Light Vehicles using Prescribed Inspection Methods and LV06 Inspect Light Vehicles.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of how to carry out a range of inspections on light vehicles using a variety of prescribed testing and inspection methods.

Learning outcome	The learner will:
1	understand how to carry out inspections on light vehicles using prescribed methods
Assessment criteria	
The learner can:	
1.1 describe how to work safely when inspecting light vehicles using prescribed methods, including:	
a. avoiding injury to self/others	
b. damage to vehicle systems, components and units	
c. contact with leakage and hazardous substances	
d. waste disposal (including environmental impact)	
e. when working on hybrid/electric and alternative fuel vehicles.	
1.2 explain the difference between the various prescribed light vehicle inspection methods including:	
a. pre-work	
b. post-work	
c. pre-delivery	
d. maintenance	
e. pre-MOT	
f. safety inspection	
1.3 explain how to find interpret and use sources of technical information for scheduled maintenance activities	
1.4 describe the importance of using the correct sources of technical information, including identification codes	
1.5 identify how vehicle systems operate and the operational tolerances for the vehicle(s) on which you are working, including:	
a. engine area	
b. transmission area	
c. chassis / frame area	

d. electrical area

- 1.6 identify the procedures involved in carrying out a logical and systematic inspection using prescribed inspection methods
- 1.7 identify the conformity of vehicle systems on light vehicles inspections
- 1.8 compare test and inspection results against light vehicle specification and legal requirements
- 1.9 describe the importance of making accurate records of the results of tests and inspections and interpreting them correctly
- 1.10 explain how to record and complete inspection and test results in the format required
- 1.11 identify how to make recommendations based upon the results of your inspections
- 1.12 explain the implications of failing to carry out light vehicle inspections activities correctly
- 1.13 describe the importance of work-based policies for the following:
 - a. vehicle inspection activities
 - b. working to agreed timescales and keeping others informed of progress
 - c. the relationship between time and costs and productivity
 - d. reporting anticipated delays to the relevant person(s) promptly
- 1.14 explain the implications of signing workplace documentation and vehicle records
Including use of different types of formats in which records may be stored
- 1.15 explain the procedure for recognising and reporting cosmetic damage to light vehicle components and units outside normal inspection items.

Unit 155

Knowledge of Inspecting Light Vehicles Using Prescribed Methods

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Knowledge to include pre and post work vehicle inspections and record findings to include Hybrid/electrical and alternative fuel vehicles.

- a. Personal protective equipment (PPE)
- b. Vehicle protective equipment (VPE) relating to:
 - i. vehicle body panels
 - ii. paint surfaces
 - iii. seats
 - iv. carpets and floor mats prior to conduction vehicle inspections.
- c. Prepare and use appropriate inspection equipment and tools.
- d. Inspection procedures following inspection checklists.
- e. Pre and post work vehicle inspection procedures.

Aural, visual and functional assessments on:

 - i. engine systems
 - ii. chassis systems
 - iii. wheels and tyres
 - iv. transmission system
 - v. electrical and electronic systems
 - vi. exterior vehicle body
 - vii. vehicle interior.
- f. The methods for carrying out inspections for: damage, corrosion, fluid leaks, wear, security and condition to include:
 - i. engine systems
 - ii. chassis systems
 - iii. transmission systems
 - iv. brakes
 - v. steering
 - vi. suspension
 - vii. wheels
 - viii. tyres
 - ix. body panels and vehicle exterior
 - x. electrical and electronic systems and components
 - xi. vehicle seating and vehicle interior
 - xii. vehicle instrumentation
 - xiii. driver controls.
- g. Check conformity to manufacturer's specifications and legal requirements.

- h. Comply with manufacturer's recommended work times, job times set by your company or a job time agreed with a specific customer.
- i. Completion of documentation to include:
 - i. inspection records
 - ii. job cards
 - iii. vehicle records.
- j. Make recommendations based on results of vehicle inspections.
- k. The checks necessary to ensure customer satisfaction for:
 - i. cleanliness of vehicle interior and exterior
 - ii. documentation completed prior to handover to customer (electronic/written)
 - iii. explanation to customer of additional work required on completion (if applicable).

Unit 161

Knowledge of Overhauling Light Vehicle Combustion Engine Mechanical Units

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to LV11 Overhaul Light Vehicle Mechanical Units.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the construction, operation and overhauling light vehicle combustion engine units and components.

Learning outcome	The learner will:
1	understand how to overhaul light vehicle engine units
Assessment criteria	
The learner can:	
1.11 describe how to work safely when overhauling light vehicle combustion engine units and components, including:	
a. avoiding injury to self/others	
b. damage to vehicle systems, components and units	
c. contact with leakage and hazardous substances	
d. waste disposal (including environmental impact)	
e. when working on hybrid/electric and alternative fuel vehicles.	
1.2 identify light vehicle engine unit components	
1.3 describe the construction and operation of light vehicle engine units	
1.4 describe the common and appropriate types of testing methods used to check the operation of combustion engine units and components and their purpose	
1.5 explain how to prepare, use and assess of all overhauling and testing equipment	
1.6 explain common symptoms, causes and faults found in light vehicle engine units	
1.7 explain methods used to identify engine unit faults	
1.8 explain how to evaluate and interpret test results found in diagnosing light vehicle engine unit faults and compare with manufacturers' specifications and settings	
1.9 explain how to examine, measure and make suitable adjustments to light vehicle engine components	
1.10 explain how light vehicle engine units are dismantled, overhauled and reassembled	
1.11 explain how to evaluate the operation and performance of replacement engine system units and components and the reassembled system against vehicle operating specifications and legal requirements.	

Unit 161

Knowledge of Overhauling Light Vehicle Combustion Engine Units

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit. The following information is included to support centres in terms of teaching and delivery.

Knowledge to include, Hybrid and alternative fuel vehicles and components where applicable.

Vehicle mechanical units

- a. Identify unit components.
- b. Understand unit construction.
- c. Describe unit operation.

How units are dismantled and reassembled

- a. The dismantling procedure.
- b. Tools and equipment used for stripping and rebuilding units and assemblies.
- c. Methods of safe storage for removed components during overhaul activities.
- d. The process for assessing the condition of sub-assemblies including:
 - i. fit
 - ii. tolerances
 - iii. permitted limits.
- e. The rebuild procedure for units and assemblies.
- f. Adjustment procedures during re-assembly.

Unit and assembly testing and evaluation procedures

- a. Appropriate testing and evaluation procedures prior to dismantling units.
- b. Appropriate testing and evaluation procedures of components after dismantling units.
- c. How to use overhauling and test equipment for the task.
- d. The cost-benefit relationship between reconditioning, repair and replacement of components within units.
- e. How to test and evaluate the performance of the overhauled units against the operating specification.
- f. How to interpret test results.
- g. Adjustment procedures during final evaluation.

Faults associated with units and assemblies being overhauled

- a. Describe the causes of faults and failures associated within units and assemblies.
- b. How to make adjustments to meet final specification after testing and evaluation of assembled units and assemblies.

The procedures for dismantling, removal and replacement of units and components

- a. The preparation, testing and use of:

- i. tools and equipment
- b. Appropriate safety precautions:
 - i. Personal protective equipment (PPE)
 - ii. Vehicle protective equipment (VPE)
 - iii. Removal and replacing electrical and electronic components and systems.
- c. The importance of logical and systematic processes.
- d. The reasons why replacement components and units must meet the original specifications original equipment manufacturer (OEM)_ – warranty requirements, to maintain performance, safety requirements.
- e. Refitting procedures.
- f. The inspection and testing of units and systems to ensure compliance with manufacturer's, legal and performance requirements.
- g. The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:
 - i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings
 - iv. testing and programming components for correct operation (as necessary)
 - v. cancelling of any fault codes and warning lights
 - vi. documentation completed prior to handover to customer (electronic/written)
 - vii. explanation to customer of work completed (if applicable).

Unit 162

Knowledge of Light Vehicle Transmission and Driveline Units and Components

Level:	Level 2
GLH:	45
Relationship to NOS:	This unit is linked to LV12 Remove and Replace Light Vehicle Driveline Units and Components.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the construction and operation of common transmission and driveline systems. It also covers the procedures involved in the removal and replacement of system components and the evaluation of their performance.

Learning outcome	The learner will:
1	understand how light vehicle clutch systems operate
Assessment criteria	
The learner can	
1.1 describe how to work safely when working on light vehicle transmission and driveline units and components, including: <ol style="list-style-type: none"> a. avoiding injury to self/others b. damage to vehicle systems, components and units c. contact with leakage and hazardous substances d. waste disposal (including environmental impact) e. when working on hybrid/electric and alternative fuel vehicles. 	
1.2 identify light vehicle clutch system components	
1.3 describe the construction and operation of light vehicle clutch systems	
1.4 compare key light vehicle clutch system components and assemblies against alternatives to identify differences in construction and operation	
1.5 identify the key engineering principles that are related to light vehicle clutch systems to include: <ol style="list-style-type: none"> a. principles of friction b. principle of levers c. torque transmission 	
1.6 state common terms used in light vehicle clutch system design.	

Learning outcome	The learner will:
2	understand how light vehicle manual gearbox systems operate
Assessment criteria	
The learner can	
2.1 identify light vehicle manual gearbox system components	
2.2 describe the construction and operation of light vehicle manual gearbox systems.	
2.3 compare key light vehicle manual gearbox system components and assemblies against alternatives to identify differences in construction and operation	
2.4 identify the key engineering principles that are related to light vehicle manual gearbox systems	
a. gear ratios	
b. torque multiplication	
2.5 state common terms used in light vehicle manual gearbox system design.	

Learning outcome	The learner will:
3	understand how light vehicle driveline systems operate
Assessment criteria	
The learner can	
3.1 explain how to find, interpret and use sources of information applicable to units and component removal and replacement within transmission and driveline systems	
3.2 describe the importance of using the correct sources of technical information, including identification codes	
3.3 identify light vehicle driveline components	
3.4 describe the construction and operation of light vehicle driveline systems	
3.5 compare key light vehicle driveline components and assemblies against alternatives to identify differences in construction and operation	
3.6 identify the key engineering principles that are related to light vehicle driveline systems	
a. final drive and overall gear ratios	
b. simple stresses	
3.7 state common terms used in light vehicle driveline design.	
3.8 explain the electrical and electronic principles associated with transmission and driveline systems including:	
a. vehicle earthing principles and earthing methods	
b. types of circuit protection	
c. electrical safety procedures	
d. electric symbols	
e. units and terms	
f. electronic control system principles	
3.9 describe the importance of work-based policies for the following:	
a. removal and refitting activities	
b. working to agreed timescales and keeping others informed of progress	
c. the relationship between time, costs and productivity.	

Learning outcome	The learner will:
4	understand how to check, replace and test transmission and driveline units and components
Assessment criteria	

The learner can

- 4.1 describe how transmission and driveline systems operate and how their related units and components are constructed, removed and replaced
- 4.2 describe how to remove and replace transmission and driveline system mechanical, electrical and hydraulic/pneumatic units and components
- 4.3 identify the properties of jointing materials and when and where they should be used including gaskets, sealants, fittings and fasteners
- 4.4 describe common types of testing methods used to check the operation of transmission and driveline systems and their purpose
- 4.5 explain how to evaluate the performance of replacement units against vehicle specification
- 4.6 identify common faults found in light vehicle transmission and driveline systems and their causes.
- 4.7 explain how to test and evaluate the performance of replacement transmission and driveline system units and components and the reassembled system against the vehicle operating specifications and any legal requirements
- 4.8 explain how to select the appropriate testing method for transmission and driveline systems following replacement of components
- 4.9 explain why replacement units and components must meet the original equipment manufacturer (OEM) for warranty or other requirements.

Unit 171

Knowledge of Overhauling Light Vehicle Transmission Units

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to LV11 Overhaul Light Vehicle Mechanical Units.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the construction, operation and overhauling light vehicle gearboxes and final drive assemblies.

Learning outcome	The learner will:
1	understand how to overhaul light vehicle gearbox and final drive units
Assessment criteria	
The learner can:	
1.1 describe how to work safely when overhauling light vehicle gearboxes and final drive assemblies, including: <ol style="list-style-type: none"> a. avoiding injury to self/others b. damage to vehicle systems, components and units c. contact with leakage and hazardous substances d. waste disposal (including environmental impact) e. when working on hybrid/electric and alternative fuel vehicles 	
1.2 identify light vehicle gearbox and final drive unit components	
1.3 describe the construction and operation of light vehicle gearbox and final drive units	
1.4 describe common and appropriate types of testing methods used to check the operation of transmission and driveline units and components and their purpose	
1.5 explain how to prepare and check the accuracy and operation of all overhauling and testing equipment	
1.6 explain common symptoms, causes and faults found in light vehicle gearbox and final drive units	
1.7 explain methods used to identify gearbox and final drive unit faults	
1.8 explain how to evaluate and interpret test results found in diagnosing light vehicle gearbox and final drive unit faults and compare with manufacturers' specifications and settings	
1.9 explain how to examine, measure and make suitable adjustments to light vehicle gearbox and final drive components	
1.10 explain how light vehicle gearbox and final drive units are dismantled, overhauled and reassembled	
1.11 explain how to evaluate the operation and performance of replacement transmission and driveline units and components and the reassembled system against vehicle operating specifications and legal requirements.	

Unit 171

Knowledge of Overhauling Light Vehicle Transmission Units

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit. The following information has been provided to support centres in terms of teaching and delivery.

Knowledge to include, Hybrid/electric and alternative fuel vehicles and components where applicable.

Vehicle transmission units

- a. Identify unit components.
- b. Understand unit construction.
- c. Describe unit operation.

How units are dismantled and reassembled

- a. The dismantling procedure.
- b. Tools and equipment used for stripping and rebuilding units and assemblies.
- c. Methods of safe storage for removed components during overhaul activities.
- d. The process for assessing the condition of sub-assemblies including:
 - i. fit
 - ii. tolerances
 - iii. permitted limits.
- e. The rebuild procedure for units and assemblies.
- f. Adjustment procedures during re-assembly.

Unit and assembly testing and evaluation procedures

- a. Appropriate testing and evaluation procedures prior to dismantling units.
- b. Appropriate testing and evaluation procedures of components after dismantling units.
- c. How to use overhauling and test equipment for the task.
- d. The cost-benefit relationship between reconditioning, repair and replacement of components within units.
- e. How to test and evaluate the performance of the overhauled units against the operating specification.
- f. How to interpret test results.
- g. Adjustment procedures during final evaluation.

Faults associated with units and assemblies being overhauled

- a. Causes of faults and failures within units and assemblies.
- b. The faults associated with units and assemblies.
- c. How to make adjustments to meet final specification after testing and evaluation of assembled units and assemblies.

The procedures for dismantling, removal and replacement of units and components

- a. The preparation, testing and use of:
 - i. tools and equipment
 - ii. removal and replacement of electrical and electronic systems and components.
- b. Appropriate safety precautions:
 - i. Personal protective equipment (PPE)
 - ii. Vehicle protective equipment (VPE)
 - iii. Relevant and current legislation
 - iv. removal and replacing electrical and electronic components and systems.
- c. The importance of logical and systematic processes.
- d. Preparation of replacement units for re-fitting or replacement electrical and electronic components and systems.
- e. The reasons why replacement components and units must meet the original specifications original equipment manufacturer (OEM) – warranty requirements, to maintain performance, safety requirements.
- f. Refitting procedures.
- g. The inspection and testing of units and systems to ensure compliance with manufacturer's, legal and performance requirements.

The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:

- a. Including:
 - i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings
 - iv. testing and programming components for correct operation (as necessary)
 - v. cancelling of any fault codes and warning lights
 - vi. documentation completed prior to handover to customer (electronic/written)
 - vii. explanation to customer of work completed (if applicable).

Unit 172

Knowledge of Light Vehicle Fuel, ignition, Air and Exhaust System Units and Components

Level:	Level 2
GLH:	20
Relationship to NOS:	This unit is linked to LV02 Remove and Replace Light Vehicle Engine Units and Components.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the construction, removal, replacement and operation of common fuel, ignition, air and exhaust systems. It also covers the procedures involved in the removal and replacement of system components and the evaluation of their performance.

Learning outcome	The learner will:
1	understand how light vehicle engine fuel systems operate
Assessment criteria	
The learner can	
1.1 describe how to work safely when carrying out removal and replacement activities, including:	
a. avoiding injury to self/others	
b. damage to vehicle systems, components and units	
c. contact with leakage and hazardous substances	
d. waste disposal (including environmental impact)	
e. when working on hybrid/electric and alternative fuel vehicles.	
1.2 describe how combustion engine systems and their related units and components operate	
1.3 identify light vehicle engine fuel system components	
1.4 describe the construction and operation of light vehicle engine fuel systems	
a. multi point injection	
b. single point injection	
c. gasoline direct injection (GDI)	
1.5 compare key light vehicle engine fuel system components and assemblies against alternatives to identify differences in construction and operation	
1.6 identify the key principles that are related to light vehicle engine fuel systems	
a. properties of fuels	
b. combustion processes	
c. exhaust gas constituents	
1.7 state common terms used in light vehicle engine fuel system design.	

Learning outcome	The learner will:
2	understand how light vehicle engine ignition systems operate
Assessment criteria	
The learner can	
2.1 identify light vehicle engine ignition system components	
2.2 describe the construction and operation of light vehicle engine ignition systems	
2.3 compare key light vehicle engine ignition system components and assemblies against alternatives to identify differences in construction and operation	
2.4 identify the key principles that are related to light vehicle engine ignition systems	
a. flame travel	
b. ignition timing	
2.5 state common terms used in key light vehicle engine ignition system design.	

Learning outcome	The learner will:
3	understand how light vehicle engine air supply and exhaust systems operate
Assessment criteria	
The learner can	
3.1 identify light vehicle engine air supply and exhaust system components	
3.2 describe the construction and operation of light vehicle engine air supply and exhaust systems	
a. supercharging	
b. turbocharging	
c. exhaust gas recirculation (egr)	
d. diesel particulate filters (dpf)	
e. catalytic converters	
f. exhaust emission additive systems	
3.3 compare key light vehicle engine air supply and exhaust system components and assemblies against alternatives to identify differences in construction and operation	
3.4 identify the key principles that are related to light vehicle engine air supply and exhaust systems	
a. sound absorption	
b. reduction of harmful emissions	
3.5 state common terms used in key light vehicle engine air supply and exhaust system design.	

Learning outcome	The learner will:
4	understand how to check, replace and test light vehicle engine fuel system units and components
Assessment criteria	
The learner can	
4.1 describe how to remove and replace fuel, ignition, air and exhaust systems units and components	
4.2 explain how combustion engine systems and their related units and components are constructed, dismantled and reassembled	
4.3 identify the properties of jointing materials and when and where they should be used including gaskets, sealants, fittings and fasteners	

- 4.4 describe common types of testing methods used to check the operation of engine fuel, air supply and exhaust systems and their purpose
- 4.5 describe how to evaluate the performance of replacement units against vehicle specification
- 4.6 explain common faults found in light vehicle fuel, air supply and exhaust systems and their causes
- 4.7 identify the manufacturer's specification for the type and quality of engine units and components to be used.

Unit 172

Knowledge of Light Vehicle Fuel, ignition, Air and Exhaust System Units and Components

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit. The following information is included to support centres in terms of teaching and delivery.

Knowledge to include Hybrid and alternative fuel vehicles and components.

Fuel - Petrol

- a. The function and layout of petrol injection systems:
 - i. single and multi-point systems
 - ii. injection components
 - iii. fuel pump
 - iv. injector(s)
 - v. air flow sensor
 - vi. throttle potentiometer
 - vii. idle speed control valve
 - viii. coolant sensor
 - ix. MAP and air temperature sensors
 - x. mechanical control devices
 - xi. electronic control units
 - xii. fuel pressure regulators
 - xiii. fuel pump relays
 - xiv. lambda exhaust sensors
 - xv. flywheel and camshaft sensors
 - xvi. air flow sensors (air flow meter and air mass meter)
 - xvii. EGR valve.
 - xviii. additional manufacturers specific sensors/actuators
- b. The operation of single, multi-point and Gasoline Direct Injection (GDI) petrol injection systems and components:
 - i. fuel pump
 - ii. single and multi-point systems
 - iii. injection components
 - iv. injector(s)
 - v. air flow sensor
 - vi. throttle potentiometer
 - vii. mechanical control devices
 - viii. idle speed control valve
 - ix. coolant sensor

- x. MAP and air temperature sensors
 - xi. electronic control units
 - xii. fuel pressure regulators
 - xiii. fuel pump relays
 - xiv. lambda exhaust sensors
 - xv. flywheel and camshaft sensors
 - xvi. air flow sensors (air flow meter and air mass meter)
 - xvii. EGR valve
 - xviii. additional manufacturers specific sensors/actuators.
- c. The procedures used when inspecting petrol system.

Fuel – Diesel

- a. The layout and construction of inline, rotary, common rail and unit injection type diesel systems.
- b. The principles and requirements of compression ignition engines:
 - i. combustion chambers (direct and indirect injection).
- c. The function and operation of diesel fuel injection components:
 - ii. fuel filters
 - iii. sedimenters
 - iv. injectors
 - v. injector types (direct and indirect injection)
 - vi. multi-hole and pintle nozzle designs
 - vii. governors
 - viii. fuel pipes
 - ix. glow plugs (heater plugs)
 - x. fuel cut-off devices
 - xi. electronic control systems and components.
- d. The construction, purpose and operation of:
 - i. turbochargers
 - ii. use of inter-coolers.
- e. Explain the procedures for injection pump timing
- f. The safety procedures used when inspecting and bleeding diesel system.

Fuel

- a. The meaning of terms related to:
 - i. hydro-carbon fuels
 - ii. volatility
 - iii. calorific value
 - iv. flash point
 - v. octane value
 - vi. cetane value.
- b. The composition of hydro-carbon fuels:
 - i. % Hydrogen and carbon in petrol and diesel fuels.
- c. The composition of air (% nitrogen, oxygen), % of oxygen.
- d. The chemically correct air/fuel ratio for petrol engines as 14.7:1 (lambda 1, stoichiometric ratio).
- e. Weak and rich air/fuel ratios for petrol engines.
- f. Exhaust composition and by-products for chemically correct, rich and weak air/fuel ratios of petrol engines:

- i. water vapour (H₂O)
 - ii. nitrogen (N)
 - iii. carbon monoxide (CO)
 - iv. carbon dioxide (CO₂)
 - v. carbon (C)
 - vi. hydrocarbon (HC)
 - vii. oxides of nitrogen (NO_x, NO₂, NO) and particulates, particulate matter (PM).
- g. The relative advantages and disadvantages of diesel and petrol engines.
- h. Symptoms and faults associated with fuel systems
- i. diesel fuel system: air in fuel system, water in fuel, filter blockage, leaks, difficult starting, erratic running, excessive smoke (black, blue, white), engine knock, turbocharger faults.
 - ii. petrol injection system: leaks, erratic running, excessive smoke, poor starting, poor performance, poor fuel economy, failure to start, exhaust emissions, running-on, excessive fuel consumption and surging.

Ignition

- a. The layout of electronic ignition systems.
- b. Electronic ignition circuits and components:
 - i. LT Circuit
 - ii. battery
 - iii. ignition switch
 - iv. electronic trigger sensors
 - v. HT Circuit
 - vi. spark plugs (reach, heat range, electrode features and electrode polarity)
 - vii. ignition coil
 - viii. electronic ignition timing system.
- c. The operation electronic system components:
 - i. amplifiers
 - ii. triggering systems
 - iii. inductive pick-ups
 - iv. hall generators
 - v. optical pulse generators
 - vi. control units.
- d. The operation of amplifier units.
- e. Ignition terminology:
 - i. electronic ignition control systems
 - ii. advance and retard of ignition timing.
- f. The operation of electronic ignition systems under various conditions and loads to include:
 - i. engine idling
 - ii. during acceleration
 - iii. under full load
 - iv. cruising
 - v. overrun
 - vi. cold starting.
- g. The principles of engine management systems:
 - i. closed loop system

- ii. integrated ignition
 - iii. injection systems
 - iv. sensors.
- h. The procedures used when inspecting:
- i. ignition system
 - ii. engine management
 - iii. sensors.
- i. Symptoms and faults associated with ignition system operation:
- i. Failure to start hot or cold,
 - ii. erratic running
 - iii. poor performance
 - iv. misfire
 - v. exhaust emissions irregularities
 - vi. ignition noise (pinking).

Air supply and exhaust systems

- a. The construction, operation and purpose of air filtration systems.
- b. The construction, operation and purpose of the exhaust systems.
- c. Exhaust system design to include silencers, Diesel Particulate Filters (DPF) and catalytic converters.
- d. The procedures used when inspecting induction, air filtration and exhaust systems.
- e. Exhaust emission additive systems.
- f. Positive Crankcase Ventilation (PCV) valve.
- g. EVAP systems.
- h. Symptoms and faults associated with air and exhaust systems:
 - i. exhaust gas leaks
 - ii. air leaks.

General

- a. The preparation, testing and use of tools and equipment used for:
 - i. dismantling and reassembling
 - ii. removal and replacement of engine units and components.
- b. Appropriate safety precautions:
 - i. Personal Protective Equipment (PPE)
 - ii. vehicle protective equipment (VPE)
 - iii. removal and replacing engine units and components.
- c. The importance of logical and systematic processes.
- d. The inspection and testing of engine units and components.
- e. The preparation of replacement units for re-fitting or replacement.
- f. The reasons why replacement components and units must meet the original specifications Original Equipment Manufacturers (OEM) – warranty requirements, to maintain performance and safety requirements.
- g. The inspection and testing of units and system to ensure compliance with manufacturer's, legal and performance requirements.
- h. The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:
 - i. cleanliness of vehicle interior and exterior
 - ii. security of components and fittings
 - iii. re-instatement of components and fittings

- iv. testing and programming components for correct operation (as necessary)
- v. cancelling of any fault codes and warning lights
- vi. documentation completed prior to handover to customer (electronic/written)
- vii. explanation to customer of work completed (if applicable).

Unit 181

Knowledge of Overhauling Light Vehicle Steering and Suspension Units

Level:	Level 3
GLH:	20
Relationship to NOS:	This unit is linked to LV11 Overhaul Light Vehicle Mechanical Units.
Assessment type:	Multiple choice test
Aim:	This unit enables the learner to develop an understanding of the construction and operation and overhauling of steering and suspension units.

Learning outcome	The learner will:
1	understand how to overhaul light vehicle steering and suspension units
Assessment criteria	
The learner can	
1.1 describe how to work safely when overhauling light vehicle steering and suspension units, including: <ol style="list-style-type: none"> a. avoiding injury to self/others b. damage to vehicle systems, components and units c. contact with leakage and hazardous substances d. waste disposal (including environmental impact) e. when working on hybrid/electric and alternative fuel vehicles 	
1.2 identify light vehicle steering and suspension unit component	
1.3 describe the construction and operation of light vehicle steering and suspension units	
1.4 describe the common and appropriate types of testing methods used to check the operation of steering and suspension units and components and their purpose	
1.5 explain how to prepare and check the accuracy and operation of all the overhauling and testing equipment required	
1.6 explain common symptoms, causes and faults found in light vehicle steering and suspension units	
1.7 explain methods used to identify steering and suspension unit faults	
1.8 explain how to evaluate and interpret test results found in diagnosing light vehicle steering and suspension unit faults and compare with manufacturers' specifications and settings	
1.9 explain how to examine, measure and make suitable adjustments to light vehicle steering and suspension components	
1.10 explain how light vehicle steering and suspension units are dismantled, overhauled and reassembled	
1.11 explain how to evaluate the operation and performance of replacement steering and suspension units and components and the reassembled system against vehicle operating specifications and legal requirements.	

Unit 181

Knowledge of Overhauling Light Vehicle Steering and Suspension Units

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit. The following is included to support centres in terms of teaching and delivery.

Knowledge to include, Hybrid/electric and alternative fuel vehicles and components where applicable.

Vehicle steering and suspension units

- a. Identify unit components.
- b. Understand unit construction.
- c. Describe unit operation.

How units are dismantled and reassembled

- a. The dismantling procedure.
- b. Tools and equipment used for stripping and rebuilding units and assemblies.
- c. Methods of safe storage for removed components during overhaul activities.
- d. The process for assessing the condition of sub-assemblies including:
 - i. fit
 - ii. tolerances
 - iii. permitted limits.
- e. The rebuild procedure for units and assemblies.
- f. Adjustment procedures during re-assembly.

Unit and assembly testing and evaluation procedures

- a. Appropriate testing and evaluation procedures prior to dismantling units.
- b. Appropriate testing and evaluation procedures of components after dismantling units.
- c. How to use overhauling and test equipment for the task.
- d. The cost-benefit relationship between reconditioning, repair and replacement of components within units.
- e. How to test and evaluate the performance of the overhauled units against the operating specification.
- f. How to interpret test results.
- g. Adjustment procedures during final evaluation.

Faults associated with units and assemblies being overhauled

- a. Causes of faults and failures within units and assemblies.
- b. The faults associated with units and assemblies.
- c. How to make adjustments to meet final specification after testing and evaluation of assembled units and assemblies.

The procedures for dismantling, removal and replacement of electrical and electronic units and components

- a. The preparation, testing and use of:
 - i. tools and equipment
 - ii. removal and replacement of electrical and electronic systems and components.
- b. Appropriate safety precautions:
 - i. Personal protective equipment (PPE)
 - ii. Vehicle protective equipment (VPE)
 - iii. removal and replacing electrical and electronic components and systems.
- c. The importance of logical and systematic processes.
- d. Preparation of replacement units for re-fitting or replacement electrical and electronic components and systems.
- e. The reasons why replacement components and units must meet the original specifications (original equipment manufacturer (OEM – warranty requirements, to maintain performance, safety requirements).
- f. Refitting procedures.
- g. The inspection and testing of units and systems to ensure compliance with manufacturer's, legal and performance requirements.

The inspection and re-instatement of the vehicle following repair to ensure customer satisfaction:

cleanliness of vehicle interior and exterior

- i. security of components and fittings
- ii. re-instatement of components and fittings
- iii. testing and programming components for correct operation (as necessary)
- iv. cancelling of any fault codes and warning lights
- v. documentation completed prior to handover to customer (electronic/written)
- vi. explanation to customer of work completed (if applicable).

Unit 601

Knowledge of Carrying Out Non-High Voltage Operations On, Near or With an Electric Vehicle

Level:	Level 1
GLH:	8
Relationship to NOS:	EV01: carry out non high voltage operations on, near or with an electric vehicle.
Assessment type:	Multiple choice test
Aim:	<p>To be able to identify and name the types of electric vehicles and the high voltage components fitted, and to be able to state the legislation and understand the hazards associated with working around high voltage vehicles. Know how to identify the different types of charging systems, and how to safely charge on electric vehicles.</p> <p>This unit is for people who work on, near or with electric vehicles but do not work on the vehicle's high voltage system.</p>

Learning outcome	The learner will:
1.	understand the operational differences between electric and non-electric vehicles, and know how to identify the different types of electric vehicles
Assessment criteria	
The learner must know:	
1.1	the differences between an electric vehicle and a non-electric vehicle
1.2	how to identify electric vehicles and their type
1.3	how to identify and locate high voltage electrical components in an electric vehicle
1.4	the function of high voltage components
1.5	how to identify the types of charging systems associated with electric vehicles
1.6	the methods of sourcing information related to electric vehicles
1.7	how to use and interpret technical information on electric vehicles.

Learning outcome	The learner will:
2.	understand the importance of adhering to health and safety legislation, regulations, guidelines and workplace procedures and know how to work safely around electric vehicles
Assessment criteria	
The learner must know:	
2.1	current health and safety legislation, industry codes of practice or guidelines relevant to working on, near or with electric vehicles
2.2	the personal protective equipment required when working on or around electric vehicles

- 2.3 the importance of ensuring a safe working environment
- 2.4 the workplace procedures for working safely around electric vehicles
- 2.5 how to safely operate an electric vehicle
- 2.6 how to safely work around high voltage components
- 2.7 the precautionary measures necessary when using plug-in charging equipment and how to use charging systems safely
- 2.8 workplace procedures that must be followed in the event of emergencies.

Learning outcome	The learner will:
	3. understand the hazards associated with working on or around electric vehicles
Assessment criteria	
The learner must know:	
3.1 the hazards associated with high voltage components	
3.2 the hazards associated with electric vehicles when exposed to extreme temperatures, vehicle impact and other adverse conditions	
3.3 the health implications of strong magnetic fields and electrical conductivity through the human body.	

Unit 601

Knowledge of Carrying Out Non-High Voltage Operations On, Near or With an Electric Vehicle

Supporting information

Candidates will be assessed on the assessment criteria as specified within the unit and the following supporting information is included to support centres in terms of teaching and delivery.

Learning outcome 1 Range

- 1.1 **Differences** between
- a. Internal combustion engines
 - b. Starting systems
 - c. Charging systems
 - d. Regenerative braking
 - e. Layouts
 - f. Badging / logos
 - g. Components
- 1.1-1.5 **Electric vehicle(s)**
- a. Pure (PEV) / battery electric vehicle (BEV)
 - b. Extended range (ER-EV)
 - c. Range extended (RE-EV)
 - d. Fuel cell (FCEV)
 - e. Hybrid (HEV)
 - f. Plug-in hybrid (PHEV)
 - g. Mild hybrid
- 1.3-1.4 **Components**
- a. High voltage batteries
 - b. Low voltage batteries
 - c. Invertor
 - d. High voltage cables
 - e. DC to DC convertor
 - f. Fuel cell
 - k. Charging equipment and cables
 - l. Motor/generators
- 1.4 **Types of charging systems**
- a. Plugs/ sockets (AC to DC)
 - b. Trickle charging (3 pin socket)

- c. AC charging
- d. DC charging (charging station)
- e. Combined charging systems
- f. Hybrid self-charging systems

1.6 **Sources of information**

- a. Manufacturer or vehicle technical information
- b. Job cards
- c. Equipment manufacturer's websites

1.7 **Technical information on**

- a. Charging socket type and location
- b. Location of high voltage components
- c. Location of low voltage batteries
- d. Connecting an auxiliary power source
- e. Battery range/capacity
- f. Dashboard symbols

Learning outcome 2

Range

2.1 **Health and safety legislation, industry codes of practice, guidelines**

- a. Health and safety at work act (HASWA)
 - b. Electrical equipment regulations
 - c. Electricity at work regulations
 - d. Regulation No 100 of the Economic Commission for Europe of the United Nations (UNECE) – 'High Voltage means the classification of an electric component or circuit, if it's working voltage is > 60 V and ≤ 1500 V DC or > 30 V and ≤ 1000 V AC
 - e. HSE guidelines
- The latest relevant legislation should be referred to.

2.1-2.2

2.4-2.5

Electric vehicle(s)

- a. Pure (PEV) / battery electric vehicle (BEV)
- b. Extended range (ER-EV)
- c. Range extended (RE-EV)
- d. Fuel cell (FCEV)
- e. Hybrid (HEV)
- f. Plug-in hybrid (PHEV)
- g. Mild hybrid

2.2 **Personal protective equipment**

- a. Overalls
- b. Foot protection
- c. Gloves (correctly rated)
- d. Eye protection

2.3 **Safe working environment**

- a. Signage
- b. Barriers
- c. Cordoning
- d. Secure key box
- e. Spill kit

- f. Warning labels

2.4 **Workplace procedures for**

- a. Ensuring that the vehicle has been made safe as appropriate to the work you are carrying out
- b. Referring/reporting problems when working with electric vehicles
- c. Recording and reporting work carried out on electric vehicles

2.5 **Safely operate** procedures include

- a. Ensure vehicle is in ready mode
- b. Check for warning symbols on dashboard
- c. Check for system displays and messages
- d. Check surroundings before moving off
- e. Awareness that an engine may start at any time on a hybrid vehicle

2.6 **High voltage components**

- a. Batteries
- b. Capacitors
- c. Invertor
- d. DC to DC convertor
- e. Motors(AC/traction)
- f. Cabling
- g. Air conditioning compressor

2.8 **Emergencies**

- a. Electric shock
- b. Fire
- c. Flood
- d. Chemical leakage

Learning outcome 3
Range

3.1, 3.2 **Hazards**

- a. Fire / thermal runaway
- b. Explosion
- c. Arc flash
- d. Gases/fumes
- e. Chemicals
- f. Electric shock
- h. Dangerous voltage retention in components even when vehicle is switched off

3.1 **High voltage components**

- a. Batteries
- b. Capacitors
- c. Invertor
- d. DC to DC convertor
- e. Motors (AC/traction)
- f. Cabling

- g. Air conditioning compressor

3.2

Electric vehicle(s)

- a. Pure (PEV) / battery electric vehicle (BEV)
- b. Extended range (ER-EV)
- c. Range extended (RE-EV)
- d. Fuel cell (FCEV)
- e. Hybrid (HEV)
- f. Plug-in hybrid (PHEV)
- g. Mild hybrid

3.3

Implications

- a. Cardiac arrest
- b. Muscle, nerve and tissue damage
- c. Thermal burns
- d. Medical equipment damage including pacemakers

Appendix 1 Sources of general information

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

City & Guilds / ILM Quality Assurance Standards: Centre Handbook

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

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

City & Guilds / ILM Quality Assurance Standards: Centre Approval Process

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

Our Quality Assurance Requirements document encompasses the relevant regulatory requirements of the following documents, which apply to centres working with City & Guilds:

- Ofqual's General Conditions of Recognition

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

- **Walled Garden:** how to register and certificate candidates online
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners

General qualification information

E:
learnersupport@cityandguilds.com

International learners

General qualification information

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

E:
centresupport@cityandguilds.com

Single subject qualifications

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

E:
singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

E: walledgarden@cityandguilds.com

Employer

Employer solutions including, Employer Recognition: Endorsement, Accreditation and Quality Mark, Consultancy, Mapping and Specialist Training Delivery

E: business@cityandguilds.com

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About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

Our vision is for a world in which everyone has the skills and opportunities to succeed. We support over 4 million people each year to develop skills that help them into a job, develop on that job and to prepare for their next job. As a charity, we're proud that everything we do is focused on achieving this purpose. Whether that's through delivering work-based learning programmes that build competency, providing flexible pathways that support lifelong employability or through the City & Guilds Foundation funding initiatives that help remove barriers to work and learning.

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