

Accident & Repair - Body **(Assessment Requirements-Competency Units)**

Assessment Requirements

Unit G0102C – Demonstrating Competence in Health, Safety and Good Housekeeping in the Automotive Environment

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence of use of personal and vehicle protection, cleaning the work environment and disposal of waste on **3** separate **occasions**.
5. be observed by your assessor on at least **1** occasion carrying out the above.
6. produce evidence of identifying risks which may result from at least **2** of the items listed below:
 - the use and maintenance of machinery or equipment
 - the use of materials or substances
 - working practices which do not conform to laid down policies
 - unsafe behaviour
 - accidental breakages and spillages
 - environmental factors
7. be observed by your assessor on at least **1** occasion carrying out the above.
8. produce evidence of following at least **4** of the workplace policies listed below:
 - the use of safe working methods and equipment
 - the safe use of hazardous substances
 - smoking, eating, drinking and drugs
 - what to do in the event of an emergency
 - personal presentation
9. be observed by your assessor following workplace policies on at least **1** occasion

Assessment Requirements

Unit G3C – Demonstrating Competence in Support Skills for Job Roles in the Automotive Work Environment

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence that you have worked well with others in the automotive industry
5. be observed by your assessor on at least **3** occasions carrying out the above whilst performing your normal work duties.

Assessment Requirements

Unit G6C – Demonstrating Competence in Making Learning Possible through Demonstration and Instruction

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy **or** by a witness who has been previously agreed with the assessor prior to the observation taking place.
4. provide at least **1 record** of an activity which has been demonstrated.
5. provide records of at least **2 observations**, **1** of which **must be** by your assessor, which cover at least **1 demonstration** and **1 instruction or a combination of both**.

It is expected that the **records** must include evidence to show how you:

- decided on the sequence of the demonstration
- ensured that the demonstration was accurate and realistic
- identified which learning outcomes were achieved
- ensured a safe environment for the demonstration and allowed all learners to see the demonstration clearly

In preparing the records you should consider:

- which types of learning are best achieved and supported through demonstrations
- how to choose between instruction and demonstration as learning methods
- how to identify individual learning needs
- which factors are likely to prevent learning and how to overcome them
- how to choose and prepare appropriate materials, including technology based materials.
- which types of learning are best achieved through instruction
- how to make sure everybody acts in line with health, safety and environmental protection legislation and best practice

- how to analyse developments in learning and new ways of delivery, including technology based learning

It is also expected that evidence from your observations **will show** how you:

- structured the demonstration so that the learner got the most out of it
- encouraged learners to ask questions and get explanations at appropriate stages in the demonstration
- gave learners the opportunities to practice the skill being demonstrated
- gave learners positive feedback
- reinforced learning by repeating demonstration
- responded to the needs of learners during the demonstration
- reduced distractions and disruptions as much as possible
- matched instruction to the needs of learners
- ensured that the manner, level and speed of the instruction encourages learners to take part
- regularly check that learners understand and adapt instruction as appropriate
- gave learners positive feedback on the learning experience and the outcome achieved
- identified anything that prevented learning and reviewed this with the learner

Assessment Requirements

Unit G8C – Demonstrating Competence in Identifying and Agreeing Motor Vehicle Customer Service Needs

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence, including records, to show that you have dealt with **3 different customers**.
5. be observed by your assessor in your normal workplace dealing with **at least 1 customer**

Assessment Requirements

Unit BP01C – Demonstrating Competency in Removing and Fitting Basic Motor Mechanical, Electrical and Trim Components to Vehicles

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of removing and replacing **6 of the 7** units or components from the list below on at **least 2 occasions**.
 - bumpers
 - headlamp units
 - road wheels
 - batteries
 - bonnet fittings
 - interior trim components
 - exterior trim components
5. be observed by your assessor on **at least 2 occasions**, **each** observation covering the removal and replacement of **different** units.

Assessment Requirements

Unit BP02C – Demonstrating Competency in Removing and Fitting Non Permanently Fixed Motor Vehicle Body Panels

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of removing and refitting 4 out of the 5 panels from the list below on at **least 2 occasions**.
 - wings
 - doors
 - bonnets
 - boot lids
 - tailgates
5. be observed by your assessor removing and refitting **two different panels** listed above

Assessment Requirements

Unit BP05C – Demonstrating Competency in Removing and Replacing Exterior Motor Vehicle Body Panels Including Permanently Fixed components

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out the removal and replacement of vehicle body panels **in combinations of 3 or more** adjacent panels, one of which should be **permanently fixed** e.g. welded or bonded, to be carried out on **2 occasions**.

exterior body panels:

a. combinations of 3 or more adjacent panels, one of which should be permanently fixed (Examples include: two doors and a wing, two wings and a bonnet; bonnet, wing and door on the same side; bumper, wing, and bonnet.

b. welded panel. (These are front panels; including headlamp panel, bonnet landing panel, lower crossmember) and rear panels.

5. be observed by your assessor on **at least 1 occasion** carrying out the removal and replacement of vehicle body panels in combinations of three or more adjacent panels.

Assessment Requirements

Unit BP06C – Demonstrating Competency in Repairing Motor Vehicle Exterior/Cosmetic Body Panels

General Requirements

You must:

1. produce evidence to show you meet all of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out **each** of the following repairs listed below.
 - body filling and finishing of flat areas of panel
 - repairs to dents that are over 70mm in diameter in exterior body panels, including curvature panels and swage lines
 - repairs to scuffs on plastic components
5. produce evidence of covering **5 of the techniques and processes*** listed below in carrying out the repairs listed above.
 - hot shrinking (using carbon rod)
 - panel pulling
 - metal finishing
 - indirect hammering
 - direct hammering
 - body filing
 - application of body filler/stopper
6. be observed by your assessor on **at least 2 occasions in your normal workplace.**

*However, you must prove to your assessor that you have the necessary knowledge and understanding to be able to perform competently in respect of all techniques and processes.

Assessment Requirements

Unit BP13C – Demonstrating Competency in Removing and Replacing Structural Motor Vehicle Body Panels

General Requirements

You must:

1. produce evidence to show you meet all of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of removing and replacing each type of vehicle body panel listed below.
 - non permanently fixed body panels
 - welded exterior panels
 - a welded sub structure panel (e.g. rear quarter panel, rear panel, roof, chassis legs, inner wheel housing, boot floors, complete sill, A post, B post, C post, D post and cross members)
 - bonded panels (e.g. any panel that is fixed by adhesive bonding as part of the original manufacturers process)
5. be observed by your assessor on **at least 2 occasions** carrying out different panel removal and replacement fitting methods

Assessment Requirements

Unit BP14C – Demonstrating Competency in Motor Vehicle Body Panel Major Repairs

General Requirements

You must:

1. produce evidence to show you meet all of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of repairing **each** of the following repairs listed below on **2 separate occasions**.
 - severely distorted panels
 - difficult to access panel damage
 - splits on metal panels, using relevant joining techniques
 - fractures on plastic repairs
5. produce evidence of covering **6 of the techniques and processes*** listed below in carrying out the repairs listed above.
 - panel beating
 - panel shrinkage
 - hydraulic forming
 - resistance spot welding (dent pulling kits)
 - MIG or MAG welding
 - MIG brazing
 - body filling operations
 - metal finishing
 - plastic repair
 - specialist dent removal
6. be observed by your assessor on **at least 2 occasions in your normal workplace**.

*However, you must prove to your assessor that you have the necessary knowledge and understanding to be able to perform competently in respect of all of the techniques and processes.

Assessment Requirements

Unit BP17C – Demonstrating Competency in Identifying and Rectifying Motor Vehicle Body Misalignment

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of rectifying vehicle body misalignment* **on 3 separate occasions** covering **all of the rectification activities** listed below.
 - visual examination
 - setting up
 - measurement in conjunction with alignment measuring equipment
 - realignment using pulling equipment

*Each vehicle re-alignment must have sustained misalignment of at least **2** critical measuring points.

5. be observed by your assessor on **at least 2 separate occasions in your normal workplace.* See requirement on 2.**

Evidence from simulated activities is acceptable for this unit.

Assessment Requirements

Unit BP19C – Demonstrating Competence in Motor Vehicle Body Metal Active Gas Shielding (MAGS) Welding Techniques

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out **all** of the different types of joints listed below **on at least 2 occasions** to join materials using MAGS welding.
 - lap plug
 - lap seam
 - butt joint
 - fillet joint
5. be observed by your assessor on completing all of the above welds, **2 of which can be simulated**, . **All** of the observations must be carried out **in your normal workplace**.

Evidence from simulated activities is acceptable for this unit.

Assessment Requirements

Unit BP20C – Demonstrating Competence in Motor Vehicle Body Resistance Spot Welding Operations

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out resistance spot welding when joining a vehicle body panel to a vehicle **on at least 3 separate occasions**.
5. produce evidence of covering **all** the checks listed below to ensure the quality of the weld area
 - weld pitch
 - indentation
 - heat zone
 - nugget size
 - peel and shear test
6. be observed by your assessor on **at least 2 occasions in your normal workplace**.

Assessment Requirements

Unit BP21C – Demonstrating Competence in Motor Vehicle Body Metal Inert Gas (MIG) Brazing Operations

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out **all** of the different types of joints listed below **on at least 2 occasions** to join materials using MIG brazing.
 - lap slot
 - lap seam
 - butt joint
5. be observed by your assessor on **at least 2 occasions**, each observation covering a different brazed joint. **Both** of the observations must be carried out **in your normal workplace**.

Assessment Requirements

Unit BP22C – Demonstrating Competence in Motor Vehicle Body Metal Inert Gas(MIG) Aluminium Welding Operations

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out **all** of the different types of joints listed below **on at least 2 occasions** to join materials using aluminium welding.
 - lap seam
 - butt joint
 - fillet joint
5. be observed by your assessor on **at least 2 occasions**, each observation covering a different welded joint. **Both** of the observations must be carried out **in your normal workplace**.

Assessment Requirements

Unit BP23C – Demonstrating Competence in Motor Vehicle Body Tungsten Inert Gas (TIG) Welding Operations

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out **all** of the different types of joints listed below **on at least 2 occasions** to join materials using TIG welding.
 - lap seam
 - butt joint
 - fillet joint
5. be observed by your assessor on **at least 2 occasions**, each observation covering a different welded joint. **Both** of the observations must be carried out **in your normal workplace**.

Assessment Requirements

Unit BP24C – Demonstrating Competence in Motor Vehicle Body Mechanical Fastening Operations

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out **4 of the 5*** different types of joints listed below **on at least 2 occasions**.
 - riveting
 - clinching
 - bolts and fasteners
 - screwing
 - hybrid joining (combinations of techniques listed that may also include adhesives)
5. be observed by your assessor on **at least 2 occasions**, each observation covering a different mechanical fastening joint. **Both** of the observations must be carried out **in your normal workplace**.

*However, you must prove to your assessor that you have the necessary knowledge and understanding to be able to perform competently in respect of all of the mechanical fastening techniques.

Assessment Requirements

Unit BP25C – Demonstrating Competence in Motor Vehicle Body Adhesive Bonding Operations

General Requirements

You must:

1. produce evidence to show you meet **all** of the Learning Outcomes
2. produce performance evidence resulting from work you have carried out on real vehicles in your normal workplace or as defined within the IMI VCQ Assessment Strategy as managed and organised by an approved centre when naturally occurring performance evidence does not occur at frequent intervals in your normal workplace or when safety is at risk.
3. be observed by an assessor as defined in the IMI VCQ Assessment Strategy.
4. produce evidence from your normal workplace of carrying out adhesive bonding operations in joining a vehicle body panel to a vehicle **on at least 3 separate occasions.**
5. be observed by your assessor on **at least 2 occasions in your normal workplace.**