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**GQA LEVEL 3 AWARD IN CONTINUED  
COMPETENCE IN AUTOMOTIVE GLAZING**

**Qualification Number**  
**600/3211/X**

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**GQA Qualifications, Unit 1, 12 O'Clock Court, Attercliffe Road, Sheffield, S4 7WW**  
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# PERSONAL COMPETENCE SUMMARY

## Previous qualification achieved to allow access to Continued Competence route

Qualification title	Qual ref number	Certificate number	Copy included?	Other proof?

## Supporting Evidence

Type	Tick if included	Portfolio Reference	Assessor Signature
Proof of Employment			
CPD/Training records			
<b>Work Records (further info can be found on Page 3)</b>			
Type	Tick if included	Portfolio Reference	Assessor Signature
Records of 2 Encap Direct Glazed jobs			
Records of 2 partially Encap Direct Glazed jobs			
Records of 2 Trimless direct glazed windscreens			
Records of 3 Opening glass jobs			
Assessor observation of Encap work			
Assessor observation of Opening glass			
<b>Knowledge Tests-test papers must be included in the portfolio</b>			
Test type	Date of pass	Test score	Date of additional questioning
AG Health And Safety			
AG Product Knowledge			

<b>Passport Style Photo</b>	Candidate name and signature		Date
	Assessor name and signature		Date
	IQA name and signature		Date
	EQA name and signature		Date

**GQA Qualification Implementation Guidance and the Proskills assessment strategy must be followed.**

**Assessment:**

- Observation in the workplace is the main assessment method to be used for this Unit. Simulation is not acceptable.

**Additional evidence requirements**

- The learner is required to provide proof of substantial employment within the Automotive Glazing industry since the previous assessment (substantial is defined as at least 9 months out of the last 12), this proof will be in the form of endorsed continued professional development (CPD) records, covering any training received, product updates and new vehicle models worked on, and Employer testimonies confirming Automotive Glazing experience during the last 12 months. All CPD must be reflected on (i.e. how has the learner improved his / her knowledge following the CPD activity). For sole traders/business owners the testimonies can come from regular customers.
- The learner will also be required to produce auditable records of Automotive Glazing work carried out, to confirm recent experience across a range of jobs, these records will show

**a.2** encapsulated direct glazed windscreens replaced within the last 9 months

**b.2** partially encapsulated direct glazed windscreens replaced in the last 9 months

**c.2** trimless direct glazed windscreens replaced in the last 9 months

**d.3** opening glasses replaced within the last 12 months

- The learner must prove continued knowledge in Automotive Glazing by achieving the pass mark in the following GQA knowledge tests :

**a.**GQA Automotive Glazing Health and Safety test

**b.**GQA Automotive Glazing Product knowledge test

# Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail in the necessary requirements etc that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor.

I will Collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

# Introduction to the Qualification

## Who is this qualification for?

This qualification is aimed at those who work in the replacement automotive glazing industry, have achieved a nationally recognised Automotive Glazing qualification and have either the need or desire to prove they have continued to build on the skills and knowledge developed during and since the qualification achievement.

As a continued competence scheme this qualification is only available to those who meet the requirements relating to current experience and previous achievement.

This qualification is only available to those who have achieved one of the following GQA Automotive Glazing level 2 or level 3 qualifications or equivalent SVQ:

- 100/3855/3 GQA Level 2 NVQ In Automotive Glazing
- 500/7737/5 GQA Level 2 NVQ Diploma In Automotive Glazing
- 600/3211/X GQA Level 3 Award In Continued Competence in Automotive Glazing
- 100/3860/7 GQA Level 3 NVQ in Automotive Glazing
- 500/7846/X GQA Level 3 NVQ Certificate in Automotive Glazing

## Candidates could have jobs entitled:

- Automotive Glazing Technician
- Windscreen Fitter
- Engineer
- Automotive Glazier

## What is required from the candidate?

This qualification is at Level 3 to reflect the depth and range of skills and knowledge required. The qualification covers the replacement of direct glazed windcreens and opening glasses. The replacement of these will be assessed for knowledge and ability to return completed vehicles to OEM specifications.

To ensure the Continued Competence qualification has the maximum value to those taking it, the windscreen task will require the removal (intact) and re-installation of an encapsulated windscreen. This is a type of fitment that is becoming more apparent with each new model produced by Vehicle Manufacturers.

It is also a task that BSI have identified through their work in inspecting Bodyshops for PAS 125 compliance as being “challenging” and requires a different skill set or approach. The inclusion of this type of work in the Continued Competence qualification will allow those achieving to prove they have the skills and knowledge to keep pace with the changing technology in Automotive Glazing and satisfy the requirements of PAS 125.

Candidates will also be required to demonstrate knowledge and understanding of Health and Safety in the Automotive Glazing Working Environment and technical matters including windscreen repair. The actual installation work is only part of the assessment, Health and Safety, vehicle inspections and vehicle protection are equally important.

Full details of the pre-requisites and additional assessment requirements and guidance can be found on page 2.

Guidance on the knowledge tests follow the information on additional assessment requirements

Y/503/4710	Continued Competence in Automotive Glazing	Level 3	7 Credits
CCAG1			

### Assessment Guidance

This qualification is aimed at those who work in the replacement automotive glazing industry, have achieved a nationally recognised Automotive Glazing qualification and have either the need or desire to prove they have continued to build on the skills and knowledge developed during and since the qualification achievement.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Be able to remove (intact) and install encapsulated direct glazed windscreens in vehicles	1.1 Remove in a suitable condition for reinstallation an encapsulated direct glazed windscreen			
	1.2 Install encapsulated direct glazed windscreen in a safe manner returning the vehicle to OE specification			
2. Be able to remove and replace opening automotive glass in vehicles	2.1 Remove and replace opening automotive glass in a safe manner returning the vehicle to OE specification			
3. Understand the Health and Safety requirements within the Automotive Glazing environment	3.1 Identify legal and statutory requirements and best practice in Health and Safety in the Automotive Glazing Industry			
4. Understand the products, materials and legislation in the Automotive Glazing Industry	4.1 Demonstrate knowledge of products, materials and legislation to operate effectively in the Automotive Glazing Industry			

### Assessor comments/feedback

# ***Notes***



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