



Summary of the:

## GQA LEVEL 3 NVQ CERTIFICATE IN AUTOMOTIVE GLAZING

500/7846/X

### Who is this qualification for?

This qualification is aimed at those who work in the replacement automotive glazing industry. It covers the most important aspects of the job of those who replace glazing components in motor vehicles.

This qualification is at Level 3, although there may be individual units at different levels, and should be taken by those who are experienced automotive glaziers, capable of dealing with a wide range of issues, including the identification and rectification of technical problems and working with vehicles that have non routine fitment types. Candidates may be required to show the skills and knowledge to assess products or work procedures and identify possible improvements.

They will also work closely with customers and have well-developed knowledge of the automotive glazing industry and the products used. Candidates for this qualification will primarily be:

- Working in a Fitting Centre or on site
- Working with standard production vehicles and those with non routine fitments
- Removing, replacing and repairing other standard automotive glazing components
- Able to use initiative to identify and suggest improvements to work procedures Candidates could have jobs entitled:
- Automotive Glazing Technician
- Windscreen Fitter
- Automotive Glazier

Further qualifications that cover Automotive Glazing at Level 2, Automotive Glazing Supervision and Windscreen Repair are also available

### What is required from candidates?

Qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units.

This qualification is made up of 4 mandatory units, which have a total credit value of 19 credits, and 2 groups of optional units. Candidates should achieve all of the mandatory units listed below and a minimum of 4 credits from group 1 and a minimum of 11 credits from group 2. This gives the qualification a minimum credit value of 34 credits.

There is also a group of additional units any of which, if achieved, will appear on the qualification certificate but do not count towards the minimum credit value of the qualification

The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

| Mandatory Units (All units must be taken) |                                                                                                                                                |       |        |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|
| Unit ref                                  | Title                                                                                                                                          | Level | Credit |
| T/600/7363                                | Promote and Maintain Health and Safety in a Glass or Glass Related Working Environment                                                         | 3     | 4      |
| AG2                                       |                                                                                                                                                |       |        |
| L/600/7451                                | Understanding Automotive Glazing Products                                                                                                      | 3     | 5      |
| AG15                                      |                                                                                                                                                |       |        |
| R600/8262                                 | Improve the work of the Organisation through the use of Resources, Communication and Working relationships in a Glass or Glass Related Working | 3     | 5      |
| FIS2                                      |                                                                                                                                                |       |        |
| J/600/7657                                | Identify and Rectify Technical Problems in a Glass or Glass Related Working Environment                                                        | 3     | 5      |
| AG13                                      |                                                                                                                                                |       |        |
| Optional Units group 1                    |                                                                                                                                                |       |        |
| A/600/7655                                | Assess the Quality of Materials/Components in a Glass or Glass Related Working Environment                                                     | 3     | 4      |
| AG12                                      |                                                                                                                                                |       |        |
| K/600/7652                                | Develop New Work Procedures in a Glass or Glass Related Working Environment                                                                    | 3     | 5      |
| AG11                                      |                                                                                                                                                |       |        |
| Optional Units group 2                    |                                                                                                                                                |       |        |
| J/602/4992                                | Remove And Refit (Intact) Fully Encapsulated Windscreens In Vehicles                                                                           | 3     | 8      |
| AG23                                      |                                                                                                                                                |       |        |

|                  |                                                                                                                      |   |    |
|------------------|----------------------------------------------------------------------------------------------------------------------|---|----|
| L/600/8146       | Replace Opening Automotive Glass in Vehicles with Modular Door Construction of Frameless Doors                       | 3 | 6  |
| AG17             |                                                                                                                      |   |    |
| K/600/7442       | Repair Damaged Windscreen Glass in Vehicles                                                                          | 2 | 5  |
| AG9              |                                                                                                                      |   |    |
| T/600/7444       | Cut Automotive Glass to Shape for Installation in Vehicles                                                           | 3 | 6  |
| AG10             |                                                                                                                      |   |    |
| Additional Units |                                                                                                                      |   |    |
| M/615/2210       | Knowledge of Calibration of screen mounted Advanced Driver Assistance Systems (ADAS) in automotive glass replacement | 3 | 8  |
| AG40             |                                                                                                                      |   |    |
| F/615/2213       | Calibration of screen mounted Advanced Driver Assistance Systems (ADAS) in automotive glass replacement              | 3 | 16 |
| AG41             |                                                                                                                      |   |    |
| F/616/9528       | Knowledge of safe working practices for automotive glazing work on electric/hybrid vehicles                          | 2 | 2  |
| AG42             |                                                                                                                      |   |    |
| J/616/9529       | Safe working practices for automotive glazing work on electric/hybrid vehicles                                       | 2 | 2  |
| AG43             |                                                                                                                      |   |    |

Achieving the combination of Mandatory units and the correct choice of Optional credits will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. Where a candidate has completed additional credits the Certificate will list these as "additional credits", in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of Credit can be issued for the credits achieved.

#### Assessment Guidance:

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

#### Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

#### Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

#### Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

Accident books/reporting systems

- Safety records
- Training records
- Invoices/job cards
- Witness testimonies
- Correspondence with Suppliers
- Correspondence with customers
- Notes and memos
- Photographic/video evidence
- Telephone logs
- Customer feedback

#### Examples of Evidence could include:

- Removal, replacement and repair of automotive glazing (inc. front glass, side glass, rear glass, quarter lights) • Glass cut to size
- Use of consumables (i.e. urethanes, primers, solvents, adhesives, sensor gels etc)
- Job specifications, job history
- Materials inc. components, substances, products
- Equipment inc. personal protective equipment, manual and power tools,
- Work instructions
- Reports and memos
- Information systems, manual or electronic
- Resources inc. people, time, materials, equipment, energy
- Emergency procedures inc. responding to alarms, using firefighting equipment, isolating power and/or fuel supplies.

Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA External Verifier.

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