



# **COURSE HANDBOOK**

## **MOTOR VEHICLE STUDIES**

### **Level 1 Award / Certificate**

### **Vocational**

## **LEVEL 1**



Marches Academy Trust



**2022-23**

**TAR**

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## **Introduction**

Welcome to the Motor Vehicle Level 1 SEG Qualification.

The SEG qualifications will enable students to gain a sound introduction into their chosen subject and hands on practical experience. Gaining these qualifications will prepare you for employment or Further Education in the Motor Vehicle sector. The Course spans a period of 1 or 2 year and will enable students on completion to study for a further year and gain their level 2 in Motor Vehicle engineering.

## **DELIVERY**

The Course is delivered in a variety of ways using both practical and theoretical teaching methods. Throughout the year you will be constantly assessed in all areas of your work, thus allowing the careful monitoring of your progress. The assessments as with the teaching methods are practically and theoretically based and will cover all the topics/units of your course.

## **AIMS OF THE COURSE**

SEG aims to provide industry with competent, confident workers with a positive attitude who will be able to meet any challenge and thrive successfully in the workplace. These aims are met by developing students' practical abilities as well as presenting them with an intellectual challenge.

## **WHAT WILL ABC DO FOR ME?**

SEG will help you to realise your own potential and determine your own goals. An SEG qualification encourages you to draw on your past experiences and achievements enabling you to develop not only your practical abilities but also your personal attributes, which you consider to be important.

## **Employment and Progression**

At the successful completion of your course, you will have gained, the level 1 qualification, which will be the foundation of your chosen career in the motor vehicle industry. You will have the opportunity to progress to level 2-3 qualifications if this is your chosen path.

## INDUCTION PERIOD

The first few days of the course is an introduction period for students to get to know each other and familiarise themselves with School routines and the way it runs, as well as rules and regulations. Also it gives tutors the opportunity to identify strengths and weaknesses of the students and produce Action Plans so that the tutors can best identify how to support individuals. Through this process the individual can get the best out of their course and achieve the appropriate outcome.

## COURSE CONTENT

### SEG Motor Vehicle Curriculum Level 1 Award, Certificate

AWARD – 500/4242/7		
Unit	Unit Reference	Credits
Health and safety for motor vehicle studies	H/501/7005]	4
Introduction to spark ignition power units	T/501/7011]	4
Introduction to vehicle braking systems	[Y/501/7017]	4
		12
Certificate-L500/4220/8		
Unit	Unit Reference	Credits
Health and safety for motor vehicle studies	H/501/7005]	4
Introduction to spark ignition power units	T/501/7011]	4
Introduction to vehicle braking systems	[Y/501/7017]	4
Introduction to engine liquid cooling and engine lubrication systems	[A/501/7012]	4
Introduction to battery and lighting systems	[L/501/7015]	4
Introduction to vehicle inspection	[D/501/7018]	4
		24
Introduction to vehicle wheels and tyres Optional	[H/501/7022]	2

## **Examinations - Assessment**

Internal examinations

Completed Portfolio

Completed practical assessment and observation documentation

## **GCSE**

GCSE are compulsory and are built within your course

## **COURSE TUTOR**

Andy Rogers

## **Visits/Guest Speakers**

Through the terms we will plan visits to engineering companies/Factories linked to the Motor Vehicle industry and places of interest.

Guest speakers: To be decided

## **ASSESSMENT AND ASSESSMENT CRITERIA**

### **What is an Assessment**

Assessment is an opportunity for you to demonstrate your abilities within the motor vehicle environment.

The assessment will be linked to the standards that are set out in your qualification. There are many methods of assessment.

- Observation by assessor
- Written tests
- Short internal assignments
- Oral questioning
- Task setting/Project work
- Taped assessment if requested
- Internal exams

### **What is the assessment criteria**

The assessment criteria can be found in your qualification manual

You are assessed against the knowledge criteria, Evidence criteria, and Performance criterion. Your tutor/assessor will explain what is required.

## **HEALTH & SAFETY**

N.B when undertaking any practical work within the Motor Vehicle workshop you must wear the correct attire.

### **On entering Motor Vehicle Workshops, YOU MUST WEAR:**

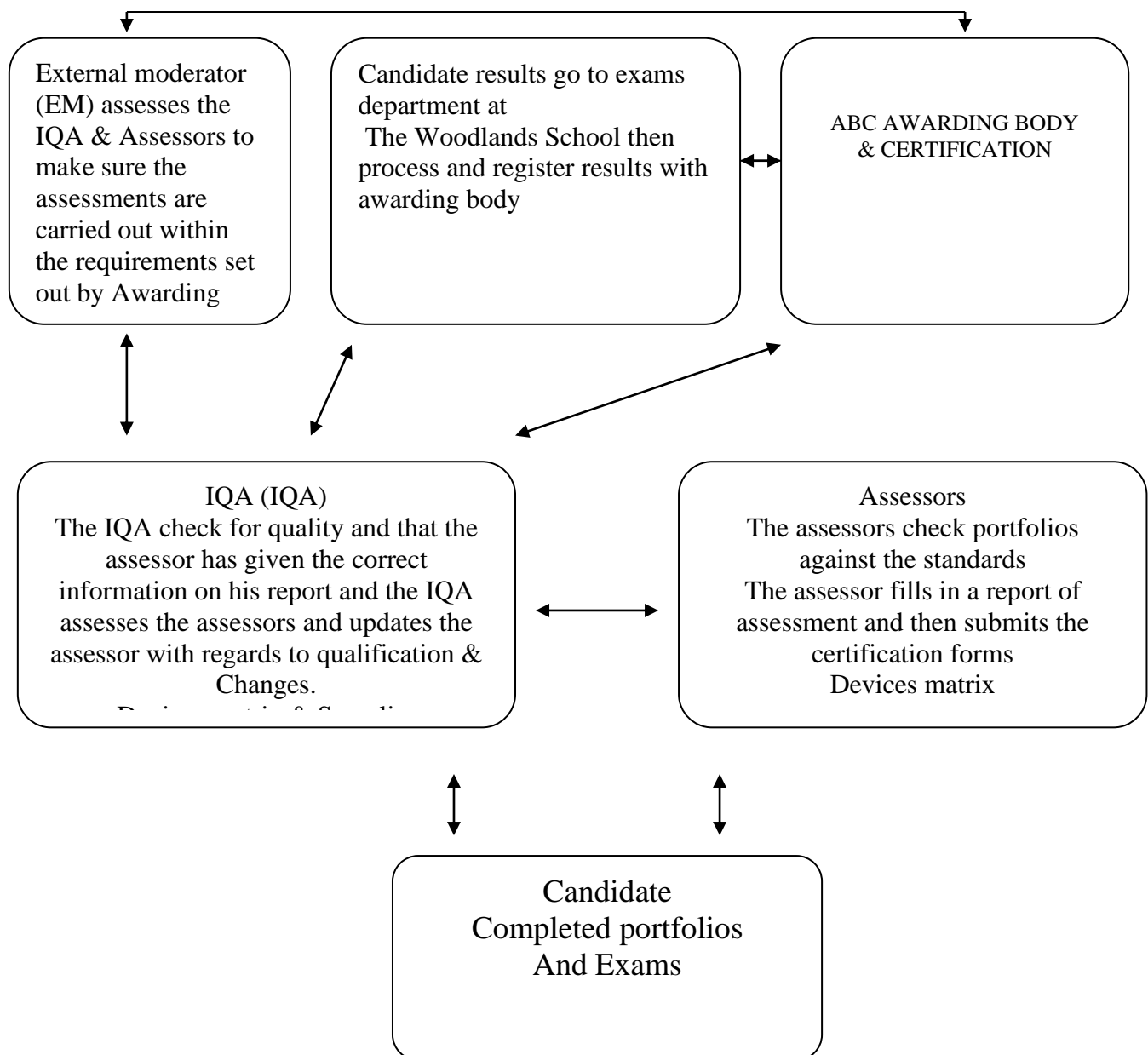
- Safety boots
- Overalls
- Barrier Cream/Latex Gloves

Note: You must remove jewellery (Rings/Necklaces)

Specialist equipment will be supplied

E.g. Goggles, Welding visors, Gloves, Welding apron.

## Assessors/ IQA (IQA) External Moderator (EV)



## **CHEATING**

Cheating is attempting to gain unfair advantage in an assessment by dishonest means, and includes all breaches of examination room rules, impersonating another candidate, falsifying data and obtaining an examination paper ahead of time.

## **PLAGIARISM**

Plagiarism is incorporating a significant amount of direct quotation from, or substantial paraphrasing of the work of another into your own assessments without acknowledging your source. In effect, stealing another's work and passing it off as your own. Sloppy referencing or failure to note in rough work when you quote another's words is no justification, nor is the argument that you changed some words or the order of sentences. Take care to acknowledge your sources properly and get into the habit of using a standard format whenever you make a reference to someone else's work.

## **COLLUSION**

Collusion occurs when two or more students collaborate to produce a piece of work to be submitted (in whole or in part) for assessment and the work is Presented as the work of one student alone. If you are in any doubt working in a group or producing group work assessment ask your tutor for clarification.



## APPEALS PROCEDURE

Learners have the right to an efficient and effective course of valid education and / or training. If during the assessment of the course, decisions are made which appear to the student to be inappropriate, an Appeal against that assessment decision may be made, following the procedure as follows:

The student should fully discuss the area of concern with their Subject Tutor / Assessor and ask for further information about the assessment or matters affecting their progress. If the matter is not fully resolved at this point, the Appeals Procedure laid out below becomes operative.

1. An Appeal shall be made within five working days of the event about which the Appeals is being lodged. A form is available from your Course Tutor for this process.

The completed Appeals Form, which must state clearly the details and the grounds for appeal, should be given to the Course Tutor and a receipt obtained.

2. The Course Tutor will discuss the matter with the student and consult the member(s) of staff involved for details of the situation, and the case will be submitted for internal verification.

The decision of the Course Tutor/Internal Verifier will be communicated in writing to the student and also the Section Co-ordinator and relevant Subject Assessor.

3. If the student is still not satisfied with the decision, it will be referred to the Deputy Head of school. They will talk to the student and consult with subject specialists and the Internal Verifier, as necessary. The Head of School may also be involved at this stage.
4. If the Tutor in consultation with the Deputy Head of School is unable to resolve the matter, further reference will be made to the Appeals Committee, chaired by the Head of School within one working month from submission.

The Deputy Principal will be present on the committee. The student and friend can be present at this meeting.

Appropriate documentation will be maintained by Course Tutor and filed on the student's Record file. A copy will be provided to the Learner at each stage in the proceedings.

## **ABSENCE PROCEDURE**

If for any reason you are unable to come into School to attend classes, you must ring the school and let them know.

Tel: 01939232372 please state your name and year group thank you.

## **ADDITIONAL STUDY SUPPORT**

Study Support is a flexible, open door policy. We help learners with any problems relating to their studies.

- In-class support
- Supported private study
- Maths/English
- Help with portfolio
- Revision guidance
- General support

All students are assessed on their ability during induction. This is nothing to worry about-it helps us understand the areas where you may need extra help.

The vocational qualification sits alongside your core subjects like English and Maths, Science GCSE etc.

If you think you will need support of any kind, please ask any tutor.

## **PORTFOLIO OF ASSESSED WORK**

Learners will be responsible for keeping all assessed pieces of work in a file or portfolio with associated grade and comment sheets. This will be inspected and updated during sessions throughout the course by the tutor. The EQA will also need to see the file when they visit. You will need a hard backed A4 ring binder for this which will be supplied

## **MOBILE PHONES**

Mobile phones have revolutionised our lives. You will agree that they can however be disruptive especially if they ring in lessons. The school policy is that you hand all communication devices in at the start of the school day and they will be returned to you at the end thank you for your support.

### **NO SMOKING POLICY**

Students must comply with government legislation

No smoking in School buildings

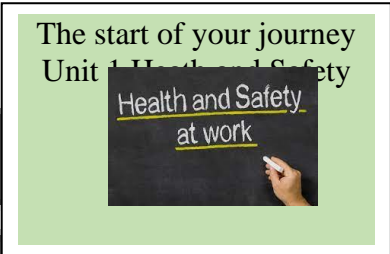
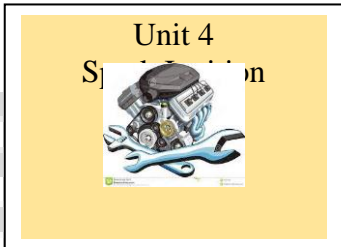
Smoking is only permitted by learners through management agreement

Thank you for your co-operation



## **ADDITIONAL NOTES**

# Your Level 1 Motor Vehicle Journey



November to September



SEG – AWARDS Motor Vehicle  
Levels 1

SEG -AWARDS Motor Vehicle  
Levels 1Andy Rogers