

# AUTOGLAZING BODYSHOP - GUIDELINES

## 1. Introduction

ATA is governed by the Institute of the Motor Industry (IMI) in line with ATA requirements.

Under this scheme, any technician will be able to gain accredited status (at different levels) by successfully completing a series of practical assessments and knowledge tests.

Successful technicians will be issued with a photo ID card, valid for five years, and entered onto the ATA Register.

Organisations wishing to offer ATA assessments must be approved by a regulated awarding body recognised by the IMI to carry out such approvals (see section below).

## 2. Autoglazing Bodyshop ATA Assessment Guidelines

Assessments must be undertaken off the job within an approved assessment centre. Each assessment must be carried out by occupationally competent and qualified assessors and moderators. Centres must also ensure that an internal moderation process is in place for all ATA activities.

*Note: All ATA assessors and moderators must be approved by the awarding body in advance of carrying out assessments/moderation.*

An assessor ratio of three candidates to one assessor must be maintained. A workshop technician (to assist in setting the tasks) will also be needed during the assessment process. It is important that the assessors ensure that candidates comply with health and safety guidelines throughout.

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments
- is eligible to take the assessments (see section below)
- has signed the ATA Code of Conduct.

On the assessment day the centre must ensure the candidate has provided photographic proof of identity in the form of a driving licence or valid passport. The centre must take a minimum of one digital photograph of the technician in line with ATA requirements. Ideally

the centre will take two photos, one to be used to provide positive ID (name) of the candidate.

Following successful assessments, the centre must submit the candidate's photograph and claim their ID card on line.

Candidates who initially pass any of the practical tasks may 'bank' these assessments achieved for a maximum of twelve months. Candidates who are referred on any of the practical assessment tasks, may re-take these assessments within the twelve-month period.

### **3. Levels of Autoglazing Bodyshop Technician ATA**

Autoglazing Bodyshop technicians may become accredited at the following level:

- Autoglazing Bodyshop technician

### **4. Specification Guidelines for Candidates**

A preferred requirement of Autoglazing Bodyshop ATA is that candidates meet specified guidelines before they may take an assessment. To be eligible, a technician should:

- have a minimum level of industry experience in an appropriate role as follows:
  - autoglazing bodyshop technician                      3 years

**Or**

- hold ATA Autoglazing Grade 2

**Or**

- hold a relevant NQF qualification at the same level and have a minimum of one years post qualification experience in an appropriate role.

### **5. Assessment Details**

To attain each level of accreditation, candidates will have to pass practical assessments and on-line knowledge test(s).

The practical assessments, comprising technician's instructions, work station requirements, marking schedules and associated documents must be used by the centre, these can be obtained by contacting the recognised awarding body. These documents are accessible to approved centres only.

The Under Pinning Knowledge assessment, to allow flexibility the online knowledge test can be taken before, during or after the assessment day. If all other assessments have

not been completed within 12 months, the candidate will need to complete the UPK test again. The on-line test will be multiple choice and consist of randomised questions.

## **Autoglazing Bodyshop Technician**

To become an accredited Autoglazing Bodyshop Technician, candidates must pass three practical assessments and an on-line knowledge test.

- **Autoglazing Bodyshop Technician – Practical assessments:**

### Encapsulated Windscreen Removal and Replacement - Intact

- To demonstrate your skills in checking and preparing a vehicle for work.
- To assess the risks throughout the task
- To demonstrate your skills to remove and refit trim using the appropriate method
- To demonstrate your skills and ability to remove a windscreen intact using the most appropriate method including your ability to use 'razor wire'
- To demonstrate your ability to assess the condition of the aperture and to take the correct action required to prepare the aperture correctly.
- To demonstrate your skills in preparing the removed windscreen for refitting
- To demonstrate your skills during the re-fitment of the glass.

### Remove and Replace Drop Glass

- To demonstrate your skills in checking the new drop glass.
- To assess the risks throughout the task
- To demonstrate your skills and ability to prepare a vehicle for work
- To demonstrate your skills and ability to remove all door components using the most appropriate method
- To demonstrate your skills during the installation of the new glass.

### Remove and Refit Direct Glazed Heated Rear Window- Intact

- To demonstrate your skills and ability to prepare a vehicle for work.
- To assess the risks throughout the task
- To demonstrate your skills and ability to remove a heated rear windscreen intact using the most appropriate method including your ability to use 'razor wire'
- To demonstrate the ability to assess the condition of the aperture and to take the correct action required to prepare the aperture correctly
- To demonstrate your skills in preparing the removed rear window for refitting
- To demonstrate your skills during the refitting of the glass.

- **Autoglazing Bodshop Technician – underpinning knowledge test:**

Autoglazing Bodyshop Technician – 30 questions / 45minutes

The theory test includes the following areas to ensure that the candidate has the underpinning knowledge of autoglazing.

- Relevant Standards (BS - EC regulations)
- Health and Safety
- Working practices pre and post
- Fitting procedures
- Product knowledge

## **1. Centre Approval**

To become an approved centre to offer this ATA route contact:

IMI Awards Ltd  
Fanshaws  
Brickendon  
Hertford SG13 8PQ

Tel: 01992 511521

Email: [ianc@imiawards.org.uk](mailto:ianc@imiawards.org.uk)