

AUTOGLAZING ATA - 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.

2. Autoglazing ATA Assessment Guidelines

Assessments are normally taken off the job within an approved assessment centre. Although live / customer vehicles maybe used the test must be conducted in a controlled segregated area. 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.

It is important that candidates comply with health and safety guidelines throughout and wear personal protection equipment. (PPE)

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
- 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 ATA

Autoglazing technicians may become accredited at the following levels:

- Autoglazing technician grade 2
- Autoglazing technician grade 1
- Master Autoglazing technician

4. Specification Guidelines for Candidates

A preferred requirement of Autoglazing 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 technician grade 2	1 year
- autoglazing technician grade 1	3 years
- master autoglazing technicians	5 years

or

- hold the lower level ATA and have a minimum of two years post accreditation experience in an appropriate role.

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 Technician Grade 2

To become an accredited Auto glazing Technician Grade 2, candidates must pass four practical assessments and an on-line knowledge test.

• Autoglazing Technician Grade 2 – Practical assessments:

1. Remove and Replace Windscreen-Direct Glazed

- To demonstrate your skills in checking and preparing a new windscreen
- 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 a windscreen using the most appropriate method
- 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 during the fitment of the new windscreen using the most appropriate method
- To ensure that the vehicle repair is correct and returned to the customer in line with manufacturing standards.

2. 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 so that all broken glass can be removed.
- To demonstrate your skills during the installation of the new glass.
- To ensure that the vehicle repair is correct and returned to the customer in line with manufacturing standards.

3. Cut, Shape and Install Temporary Glazing

- To demonstrate your skills by making a template for a drop glass and transferring onto temporary glazing.
- To assess the risks throughout the task.
- To demonstrate your skills in removing and refitting all components to the same standard as a door glass replacement.
- To demonstrate your skills and ability by cutting the pattern using the correct tools and equipment.
- To demonstrate the ability to install and safely secure temporary glazing into vehicle.
- Explanation to customer re vehicle constraints.

4. Glass Repair & Communication

- To demonstrate your ability in checking the feasibility of the glass repair.
- To assess the risks throughout the task.
- To communicate effectively to the customer, issues related to the process
- To demonstrate your skills and ability to prepare a vehicle for work.
- To demonstrate your skills and ability to use the glass repair system to repair glass.
- To ensure that the glass repair is carried out to BSAU242a.
- Explain MOT regulations in regard to glass damage.

● **Autoglazing Technician Grade 2 – underpinning knowledge test:**

Autoglazing Technician Grade 2– 30 questions / 45minutes

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

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

Autoglazing Technician Grade 1

To become an accredited Auto glazing Technician Grade 1, candidates must pass four practical assessments and an on-line knowledge test.

● **Autoglazing Technician Grade 1 – Practical assessments:**

1. 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 and ability to remove a windscreen intact using the most appropriate method.
- 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.

2. Remove and Replace Drop Glass- Modular Construction

- 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 so that all broken glass can be removed.
- To demonstrate your skills during the installation of the new glass.

3. 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.
- 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.

4. Glass Repair and Equipment Maintenance

- To demonstrate your ability in checking the feasibility of the glass repair
- To communicate effectively to the customer, issues related to the process
- Explain MOT regulations in regard to glass damage
- 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 use the glass repair system to repair glass
- To demonstrate your skills and ability to identify when and how the repair kit requires maintenance

● **Autoglazing Technician Grade 1 – underpinning knowledge test:**

Autoglazing Technician Grade 1– 30 questions / 45minutes

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

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

Master Autoglazing Technician

To become an accredited Master Auto glazing Technician, candidates must pass five practical assessments and an on-line knowledge test.

• Master Autoglazing Technician – Practical assessments:

1. Diagnose Fault, and Removal and Refitting of the Same Windscreen
 - To demonstrate your skills and ability to prepare a vehicle for work
 - To assess the risks throughout the task
 - To demonstrate the ability to diagnose and rectify any technical problem requiring the removal and refitting of a windscreen – water ingress to foot wells (wet carpet) after recent fitment of windscreen
 - To demonstrate your skills and ability to remove a windscreen without breaking it using approved specialist removal equipment
 - To demonstrate your skills in checking, cleaning and preparing the removed windscreen
 - To demonstrate your ability to assess the condition of the aperture and the glass and to take the appropriate corrective action required
 - To demonstrate your skills during the re-installation of the glass
2. Diagnose and Rectify Technical Faults in a Drop Glass
 - To demonstrate your skills and ability to prepare a vehicle for work
 - To assess the risks throughout the task
 - To demonstrate the ability to establish the technical problem
 - To demonstrate your skills and ability to remove all door components using the most appropriate method
 - To demonstrate the ability to rectify the technical problem
 - To demonstrate your skills during the installation of the drop glass
3. Cut, Shape and Install Flat Laminated Glass
 - To demonstrate your skills by making a template using a specified frame
 - To assess the risks throughout the task
 - Transfer pattern onto the glass allowing for the type of fitment
 - To demonstrate your skills and ability by cutting and shaping the pattern using the correct tools and equipment
 - To demonstrate your skills and ability by fitting flat laminate into specified frame using claytonrite rubber
 - To demonstrate your skills and ability by fitting flat laminate onto specified unpainted frame using direct glazing method

4. Customer Liaison

- To demonstrate your ability to communicate effectively with the customer
- your ability to gather preliminary information and data on the vehicle
- To demonstrate your ability to gain an understanding of the nature of the customers technical issue
- To understand the vehicle repair and explain to the customer in simple terms what processes you will be undertaking
- To provide the customer with an understanding in simple terms of the reason for the failure

5. Glass Repair and Equipment Maintenance & Communication

- To demonstrate your ability in checking the feasibility of the glass repair
- To communicate effectively to the customer, issues related to the process
- Manage customer expectations
- Explain MOT regulations in regard to glass damage
- 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 use the glass repair system to repair glass
- To demonstrate your skills and ability to identify when and how the repair kit requires maintenance

● **Master Autoglazing Technician – underpinning knowledge test:**

Master Autoglazing Technician – 30 questions / 45minutes

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

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

ATA Website address: www.automotivetechnician.org.uk