

Academy Transformation Trust Further Education College



ENROL NOW!



Motor Vehicle:

SUMMER TRANSITION BOOKLET



Retford College of Vehicle Technology

Why Motor Vehicle technology?

Our courses aim to prepare you for your career in motor vehicle technology. During your career you will be carrying out routine servicing and tuning, repairing and replacing faulty systems and components, preparing or inspecting vehicles for the MOT certificate and using diagnostic equipment to trace mechanical and hydraulic faults (some of these will be hard to find). You will be expected to road test vehicles you have repaired in order to make sure they are running properly. You will go out to broken down vehicles and carry out repairs outdoors. You will read manuals, worksheets and technical drawings, using pneumatic wrenches, lathes, jacks, hoists and computerised testing equipment, advise customers of necessary repairs and give an estimate of cost and time.

You may specialise in a particular type of vehicle such as light vehicles, mechanical and electronic systems working with cars and vans. You may choose to work with heavy goods mechanical and electronic systems, working with lorries, trucks, buses and you will work in garages, workshops or depots, which may be cold and draughty in winter and hot in summer. You might have to work on breakdowns at the roadside, in all weathers. It may be cramped and uncomfortable to repair parts under dashboards and when lying under vehicles. You will work with oil and grease and may use barrier cream to protect your hands. You will have to lift heavy parts, perhaps by yourself or by using lifting equipment. There may be opportunities for overtime and you might have to work shifts or be on call at times. It's hard work but rewarding!

This transition pack is designed to help you make the change from year 11 to college, introducing a new way of working and to help you make the most of the opportunities which you will be given.

Here are some tasks to complete over the holiday ready for an assessment in September. The pack will also help you to look at the skills which you will need for a working environment. You do need to work your way through the transition tasks in the pack over the summer and hand in to your tutor when you start in September.

You will use this written work as evidence in your portfolio. We will show you how to reference this work at the beginning of the term. The work is set to help you to understand the importance of Equality and Diversity. It will also help you to develop as a confident, self-assured individual. This unit of work underpins everything that you will do in a work setting and it will help you to develop inclusive practice.

N.B: All this work will be used as part of your course work so please give it the time and effort deserving of the qualification. This work will also help us determine if you show the academic ability required to complete the course to the standard set by the awarding body

Task 2-

Please take a look at the various organisations on the table below. Please give a brief description of what each organisation does in relation to the motor vehicle and transport industry.

The Institute of the Motor Industry (IMI).	
The Society of Motor Manufacturers and Traders Ltd (SMMT).	
Retail Motor Industry Federation (RMIF).	
Health and Safety Executive (HSE)	
British Cleaning Council (BCC)	
The Ministry of Transport.	

Task 3-

Your business is organising a 'Safe Road Skills' event to provide information on how to become a vehicle driver and how to carry out pre-use safety checks on a vehicle. You have been asked to provide information how to carry out pre-use safety checks on a vehicle.

Please write a short piece below (including photos or diagrams to help) on how pre-use safety checks should be carried out on a car.

Task 4-

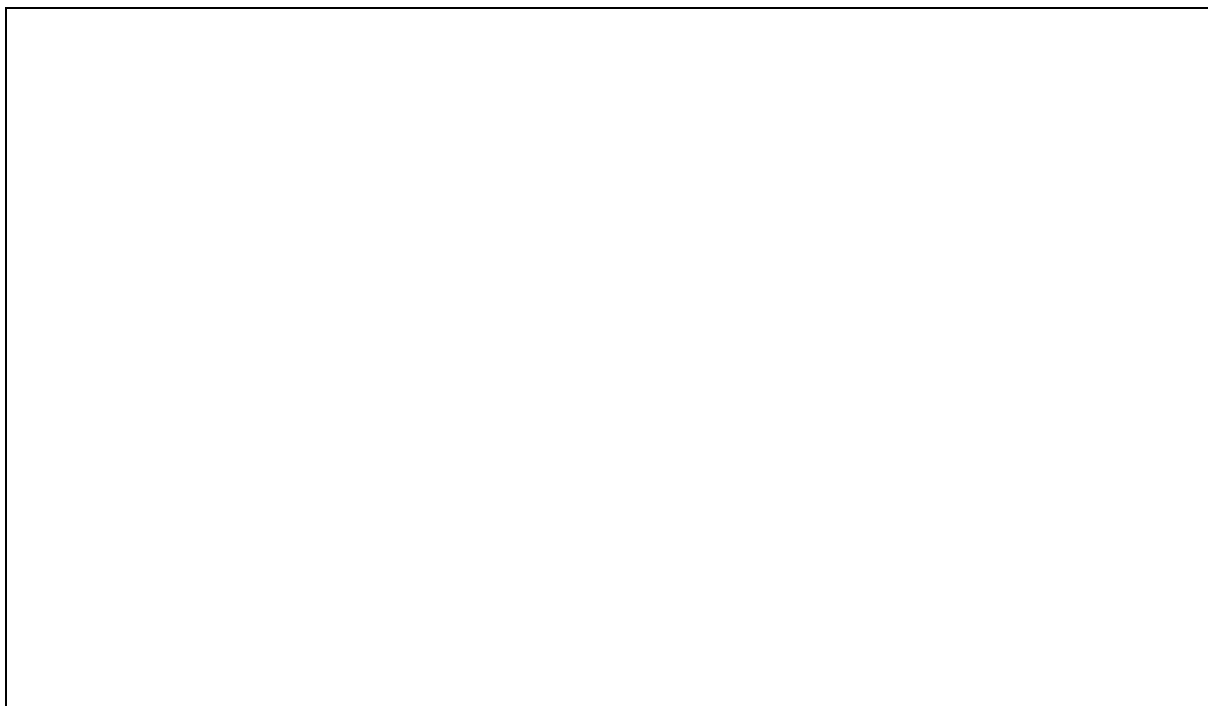
Many people lead very busy lives and having time to clean their car is not a top priority. For convenience they may use a valeting service to save time and guarantee a quality result. Others use valeting services such as rental companies. As a vehicle valet you will clean, polish and wax the interior and exterior of a vehicle.

You may need to collect the vehicle from the customer and return it to them when you finish the service. You will use specialist equipment and cleaning materials to carry out the service so it is important that you know how to follow manufacturer's instructions to ensure your own safety and that you use equipment and materials correctly.

Let's have some fun! You are going to set up your own valeting service!

What are you going to call your company?

Design your company logo here



What equipment will you need and how much will it cost?

Equipment	Cost

Now think about safe working practices when carrying out valeting tasks. Can you identify the hazards and risks associated with vehicle valeting and the use of cleaning materials, e.g. slip and trip hazards, falling objects, moving and lifting heavy loads, chemicals, flammable liquids, electric shock?

Activity	Hazard	Risk
Walking across workshop/forecourt area	slip	Broken bones and twists

Now think about how we can minimise or reduce your risk with things such as the use of personal protective equipment and vehicle protective equipment, e.g. safety boots and gloves, overalls, face protection, dust masks, floor mats, seat and steering wheel covers. List 4 things you could do to minimise the risks you identified in the above table

1
2
3
4

Wow- your business is really taking off and you need help! Write a job description for an assistant valet. Use your knowledge of employability skills and attitudes for work to create adverts to be posted in a local newspaper.

Your ads should be eye- catching and well presented to attract the attention of potential employees. Include:

- The qualifications your employee should have
- The skills that they should have
- The hours you will require them to work
- The pay they will receive
- The benefits of being employed by your company

Job description/ advertisement

Now you have staff, you are the boss. Think about the difference between a junior member of staff and a manager. What are the differences in the job role?

Senior technician	Junior technician

TASK 6

What are your own career aspirations?

Explain them below and then outline what you think you still need to do in order to go on and achieve them...
