



Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE AUTOMOTIVE GLAZING TECHNICIAN APPRENTICESHIP

ST0031/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0031	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 3 automotive glazing technician apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts, for example, a different workplace

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment Outcome	Mapping
AO1: Work Planning, Preparation and Resource Management Uses job specifications, technical data, and vehicle information to assess glazing requirements, select appropriate materials and replacement components, and prepare tools, equipment, and the work environment for safe and effective operations.	K8*, K11, K15, K29 S1*, S3, S12, S14
AO2: Automotive Glazing Removal, Replacement and Repair Operations Carries out the removal, repair, and replacement of fixed and opening automotive glass using appropriate methods, materials, and tools, while preparing apertures and ensuring compatibility with vehicle specifications.	K1, K2, K3, K9,K10,K12 , K16, K30, K32 S4, S5, S6, S7, S24
AO3: Vehicle Systems Integration and Diagnostic Operations Uses diagnostic equipment and vehicle data systems to identify, calibrate, and verify the functionality of ADAS and related electrical and electronic systems, including working with hybrid, electric, and internal combustion vehicles.	K4*, K6, K14*, K31 S10, S11, S13*
AO4: Quality Assurance, Inspection and Post-Repair Processes Inspects completed glazing work to confirm it meets technical, safety, and customer requirements, verifies materials and installation quality, and manages post-repair processes including vehicle handover.	K7, K13*, K27* S8, S9
AO5: Health, Safety, Environmental and Regulatory Compliance Applies health and safety legislation, risk assessments, and safe systems of work to maintain a safe working environment, manages hazardous materials and systems, and follows environmental and sustainability procedures in line with regulations.	K5, K20 , K21 S2, S18*, S20, S22

AO6:Communication, Customer Service and Business Operations Communicates with colleagues, customers, and stakeholders using appropriate verbal, written, and digital methods, supports teamwork. Understands the role of the automotive glazing industry in the sector, business operation considerations, and maintains accurate records in line with organisational and legal requirements.	K17, K18, K19, K22*, K23*, K24*, K25* , K26, K28 S15*, S16* , S17 , S19, S21* , S23
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Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include at least one **observation**.

Any additional assessment, or assessments, must be selected from the following list of methods, to ensure the assessment outcomes are met in full. Assessments available in the list may be used more than once:

- **question and answer**
- **written assessment**
- **simulation**
- **additional observation**
- **interview**
- **portfolio**

Assessment organisations must have due regard to any relevant frameworks, standards, guidance or other documents that may be published by industry regulators, professional bodies, and other representative groups.

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Demonstrates sound application of automotive glazing knowledge, facts, procedures, and ideas across routine and non-routine tasks, completing them to an acceptable standard within familiar but sometimes complex work contexts.	Applies a thorough understanding of automotive glazing knowledge, facts, procedures, and ideas to manage and resolve routine and non-routine tasks with discernment and skill within familiar but sometimes complex work contexts.
Applied Skills	Identifies and applies appropriate automotive glazing skills, methods, and procedures to complete tasks and address challenges with a reasonable degree of autonomy and effectiveness within set parameters.	Selects and integrates appropriate automotive glazing skills, methods, and procedures proactively and resourcefully to complete tasks and address challenges effectively and with minimal oversight within set parameters.
Regulatory and Procedural Awareness	Applies health, safety, environmental, and automotive glazing legislation, regulation, and guidance relevant to the role, without error, with some depth of insight and adaptability within familiar but sometimes complex work contexts.	Demonstrates refined judgement in interpreting health, safety, environmental, and automotive glazing legislation, regulation, and guidance, confidently navigating nuanced issues in practice within familiar but sometimes complex work contexts.

Communication and Collaboration	Participates effectively in automotive glazing team environments and demonstrates effective communication and customer service skills that support daily operations within familiar but sometimes complex work contexts.	Communicates persuasively and adapts confidently to different audiences and team dynamics, taking initiative in delivering customer and colleague interactions within automotive glazing environments.
Information Use and Decision Making	Accurately interprets and evaluates relevant automotive glazing information from a variety of sources to support problem-solving in familiar but sometimes complex work contexts.	Evaluates diverse and sometimes conflicting automotive glazing information sources with insight, drawing informed conclusions that improve task outcomes or efficiency within familiar but sometimes complex work contexts.
Responsibility and Autonomy	Takes responsibility for initiating and completing automotive glazing tasks within set parameters and, where relevant, contributes to guiding or supporting others with a reasonable degree of autonomy.	Pre-emptes the need for automotive glazing tasks to be initiated, within set parameters demonstrating accountability and responsiveness to emerging priorities or risks, and leading others to achieve team outcomes.