



Technical, Entrepreneurship and Vocational Education and Training Authority (TEVETA)

TRADE TEST LEVEL III AUTOMOTIVE MECHANICS

Record of Practical Assessment

Learner`s Name: _____

Learner`s NRC No.:_____

Learner`s TEVETA No.:_____

Institution Name: _____

Institution TVA No.:_____

Assessment Period: _____

PREFACE

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is an institution created under the Technical Education, Vocational and Entrepreneurship Training Act Number 13 of 1998, as amended by the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act Number 11 of 2005.

The Act among other things provides that TEVETA shall:

- (a) regulate and conduct national examinations and assessments relating to technical education, vocational and entrepreneurship training;
- (b) charge and collect fees in respect of examinations, assessments and other services provided by the Authority;
- (c) award certificates to persons who succeed in examinations and assessments undertaken under this Act
- (d) do all such things connected with or incidental to the functions of the Authority under this Act.

Through this mandate, the Assessment and Qualifications Division of TEVETA has developed Practical Assessment Tool Kits to enable learners achieve the competences that are congruent with the demand of the workplace tasks. These tool kits in part are also intended to ensure that similar conditions under which all students in TEVET are assessed and examined apply wherever the course is undertaken in Zambia.

The Trainers shall work with the Learners to collect evidence of competence, using the benchmarks provided by the unit standards. During the year, the Learners shall be required to undertake a series of practical assessment tasks. It is the sum of all these assessments tasks that deems a Learner to be competent (or not).

This approach to assessment is not a one-off event but one that gives learners many opportunities to demonstrate skill and allow for the capturing and recording of these demonstrations.

For the Learner to be deemed competent, they must demonstrate competency in every aspect of the practical tasks being undertaken. It must however be understood by the Trainer that Competency does not mean expert. It means that the candidate has attained sufficient skill and knowledge to perform the activity or service to a degree and quality that is acceptable to the industry and the customer in a time within which a competent person at the level could reasonably be expected to perform the task.

While this will be undertaken at institutional level, it is therefore envisaged that the Assessment principles of VALIDITY, RELIABILITY, FAIRENESS and FLEXIBILITY shall at all times be adhered to.

Pre-Assessment

Assessment process explained to the Trainee (✓ if Yes).	<input type="checkbox"/>
Any appeal relating to the outcome of the assessment or the way in which the assessment was conducted shall be made through the TEVETA <u>fair treatment policy</u> as explained to the Trainee (✓ if Yes).	<input type="checkbox"/>

Learner/Trainee Learner/Trainee name: (Print) Learner/Trainee comments:	Assessor/Examiner Assessor/Examiner name: (Print) Assessor/Examiner comments:
I fully understand the assessment and appeals process.	Theory assessment sighted and checked as satisfactory. <input type="checkbox"/>
Signature: Date:	Signature: Date:

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TASK 1: CYLINDER HEAD SERVICE

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
	1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:						
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing worksuit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Lifting equipment ○ Torque wrench ○ Mutton cloth ○ Sockets/spanners ○ Scraper ○ Wire brush ○ Paraffin 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>c) Removing the Cylinder head This could include:</p> <ul style="list-style-type: none"> ○ Loosening the cylinder head bolts, starting from outwards going inwards. ○ Removing the cylinder head bolts by loosening and removing them completely, starting from outwards going inwards. ○ Removing the cylinder head from the engine block. ○ Clean the cylinder head. ○ Check for cracks. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>d) Fitting back the cylinder Head This could include:</p> <ul style="list-style-type: none"> ○ If the cylinder head is in good condition, fitting it back. ○ Replacing cylinder head gasket correctly. ○ Tightening the cylinder head bolts completely, starting from inwards going outwards. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 2: PISTON ASSEMBLY (SUB ASSEMBLY)

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing work suit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Ring squeezer ○ Ring expander ○ Mallet hammer ○ Oil can ○ Sockets/spanners ○ Mutton cloth ○ Engine oil 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c) Removing the Piston Rings This could include: <ul style="list-style-type: none"> ○ Removing the piston assembly out of the block ○ Removing the piston rings using piston ring expander ○ Cleaning the parts and check for wear ○ Measuring the working gap ○ Replacing the rings on the piston and measure side clearance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fitting Back Piston Assembly This could include: <ul style="list-style-type: none"> ○ Fitting back the piston in the block using piston ring squeezer with the usage of oil 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 3: VALVE TIMING

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing work suit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Screw drivers ○ Spanners/Socket wrenches ○ Mutton cloth ○ Paraffin 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Valve timing procedure This could include: <ul style="list-style-type: none"> ○ Removing of crankshaft pulley ○ Removing of timing cover ○ Disturbing engine timing ○ Timing methods: <ul style="list-style-type: none"> ➤ Camshaft ➤ Crankshaft • Identify timing marks on gears <ul style="list-style-type: none"> ➤ Aligning marks on all gears ○ Fitting timing belt correctly 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fitting back procedure This could include: <ul style="list-style-type: none"> ○ Timing cover ○ Crankshaft pulley ○ Rocker cover 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Starting and running the engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 4: OIL PUMP SERVICE

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing work suit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Allen keys ○ Mutton cloth ○ Spanner/socket wrenches 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Disassembling the Oil Pump This could include: <ul style="list-style-type: none"> ○ Marking related parts of the housing ○ Undoing and removing bolts securing the parts of the housing Remove pump gears ○ Cleaning parts 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Assembling the Oil Pump This could include: <ul style="list-style-type: none"> ○ Lubricating all parts ○ Assembling gears into housing following the marks ○ Installing pump end covers and torque to correct specifications ○ Cleaning the area 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 5: RADIATOR REPLACEMENT

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing work suit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Pliers ○ Spanners ○ Screwdrivers ○ compressed air 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Removing the Radiator This could include: <ul style="list-style-type: none"> ○ Removing radiator pressure cap ○ Draining the water from the radiator ○ Loosening clamps holding both top and bottom hoses ○ Loosening bolts holding radiator ○ Removing the radiator 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fitting Back The Radiator This could include: <ul style="list-style-type: none"> ○ Fitting back the radiator in its place ○ Tightening the bolts holding the radiator ○ Fitting back the radiator hoses ○ Filling it with water ○ Replacing the radiator pressure cap 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date

TASK 6: MECHANICAL FUEL PUMP

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing worksuit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Spanners ○ Pliers ○ Screwdrivers ○ Mutton cloth ○ Paraffin 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Removing Mechanical fuel pump This could include: <ul style="list-style-type: none"> ○ Disconnecting pipes from the fuel pump ○ Loosening nuts holding the pump ○ Removing the fuel pump 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fitting back mechanical fuel pump This could include: <ul style="list-style-type: none"> ○ Fitting back the fuel pump ○ Tightening nuts holding the fuel pump ○ Connecting back fuel pipes to the pump 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 7: BATTERY REPLACEMENT

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing worksuit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Spanners ○ Screwdriver ○ Mutton cloth ○ Grease 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Removing the Battery This could include: <ul style="list-style-type: none"> ○ Loosening the bolts and nuts holding the battery posts. ○ removing the negative terminal followed by the positive terminal ○ Removing the battery and store it properly preferably on a plank or rubber. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Visual Inspection of the battery This could include: <ul style="list-style-type: none"> ○ Cleaning battery casing ○ Checking for leaks ○ Cleaning battery terminals ○ Checking electrolyte level 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Fitting back the Battery This could include: <ul style="list-style-type: none"> ○ Fitting the battery in the appropriate place ○ Fitting the terminals back to the posts starting with positive terminal 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date

TASK 8: PROPELLER SHAFT

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wear work suit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Spanner/socket wrenches ○ Ball peen hammer ○ Screw driver ○ Mutton cloth ○ Circlip remover ○ Bench vice ○ Aluminium plates 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Removing Propeller Shaft from the Vehicle This could include: <ul style="list-style-type: none"> ○ Choking the vehicle to prevent it from moving. ○ Marking the propeller shaft so that it is returned on the same position ○ Loosening and remove the bolts holding the propeller shaft. ○ Removing the propeller shaft. ○ Cleaning the propeller shaft. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fitting back the propeller shaft This could include: <ul style="list-style-type: none"> ○ Fitting back the propeller shaft to the vehicle following the marks. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 9: DRUM BRAKE

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing worksuit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include <ul style="list-style-type: none"> ○ Personal tool box ○ Pliers ○ Screwdriver ○ mutton cloth ○ Ball pein hammer ○ Axle stands ○ Wheel spanner ○ Choke blocks 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c) Disassembling Brake Shoes This could include: <ul style="list-style-type: none"> ○ Choking the vehicle and apply hand brake ○ Loosening the wheel nuts ○ Jacking up the vehicle rear wheels ○ Fitting the axle stands ○ Removing the wheel nuts and the wheel ○ Releasing the hand brake ○ Removing the wheel drum ○ Removing the lock pins securing the brake shoes ○ Removing the return springs ○ Removing the brake shoes ○ Cleaning the parts 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Inspecting of the drum brake This could include: <ul style="list-style-type: none"> ○ Inspecting the brake shoes linings and the brake drums 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Fitting of the brake shoes This could include: <ul style="list-style-type: none"> ○ Fitting the brake shoes back ○ Fitting the anchor pins back ○ Fitting back the return springs ○ Fitting back the wheel drum ○ Adjusting the brake shoes ○ Fitting the wheel back ○ Jacking up the vehicle ○ Removing the axle stands ○ Removing the jack from 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 10: REMOVING AND FITTING WHEEL ASSEMBLY

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
a) Observe safety This should include: <ul style="list-style-type: none"> ○ Wearing safety shoes/boots ○ Wearing worksuit or overall 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Candidate should prepare appropriate tools/equipment This could include: <ul style="list-style-type: none"> ○ Personal tool box ○ Wheel spanner ○ Jack ○ Axle stands ○ Chock blocks 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Removing of wheel assembly This could include : <ul style="list-style-type: none"> ○ Choking the vehicle from all the four wheels ○ Loosening the wheel nuts of the wheel to be removed. Following correct procedure. Loosen them diagonally. ○ Jacking up the vehicle side to be removed only. ○ Fitting the axle stand. ○ Removing the wheel nuts completely. ○ Removing the wheel. ○ Checking the threads on the wheel studs and the nuts. If they are worn out replace them. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>d) Fitting back the wheel assembly</p> <p>This could include:</p> <ul style="list-style-type: none"> ○ Tightening the wheel nuts diagonally ○ Jacking up the vehicle and remove the axle stand. ○ Lowering the vehicle until the wheel worked on touches the ground. ○ Removing the jack and tighten the wheel nuts again to the correct specification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

FINAL PRACTICAL ASSESSMENT SUMMARY

TASK NO.	TASK NAME	SATISFACTORY	NOT SATISFACTORY
1	CYLINDER HEAD SERVICE	<input type="checkbox"/>	<input type="checkbox"/>
2	PISTON ASSEMBLY SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
3	VALVE TIMING	<input type="checkbox"/>	<input type="checkbox"/>
4	OIL PUMP SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
5	RADIATOR SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
6	FUEL PUMP SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
7	BATTERY SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
8	PROPELLER SHAFT SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
9	DRUM BRAKE SERVICING	<input type="checkbox"/>	<input type="checkbox"/>
10	TYRE CHANGING SERVICING	<input type="checkbox"/>	<input type="checkbox"/>

Assessor/Examiners comments:

[illegible]

ASSESSMENT OUTCOME

Competent

☐

Not Competent

☐

Learner/Trainee	Assessor/Examiner
Learner/Trainee name: _____ (Print)	Assessor/Examiner name: _____ (Print)
Learner/Trainee comments:	Assessor/Examiner comments:
Signature: _____ Date: _____	Signature: _____ Date: _____

VALIDATION OF THE ASSESSMENT

NAME:.....

DATE:.....

POSITION: PRINCIPAL/HEAD OF INSTITUTION

SIGNATURE:.....

NAME INSTITUTION:.....

STAMP:

