



**PANEL BEATER – MQF/EQF LEVEL 3
INFORMATION HANDBOOK**

ON

**The process of validation of informal and non-
formal learning for Panel Beater**

The Assessment Board:

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Panel Beater validation process. Successful candidates acquire an *Award as Panel Beater* pegged at Level 3 of the Malta Qualifications Framework and also the European Qualifications Framework and which is endorsed by the National Commission for Further and Higher Education (NCFHE).

Eligibility:

Candidates who are interested in acquiring the *Award as Panel Beater* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years experience** in the respective field. This is in line with the L.N. 295 of 2012 which regulates the Validation of Informal and Non-formal Learning process. Prior to the assessment candidates need to present an official Employment History to confirm the years of experience to the Assessment Board.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

Initial Assessment Plan:

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award as Panel Beater*, and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

Assessment Criteria:

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards from the following link: <http://ncfhe.gov.mt/en/services/Documents/VINFL/NOS%20Automotive/Panel%20Beater%20MQF%20Level%203.pdf>

PB OS 01: Contribute to Housekeeping in Motor Vehicle Environments

The candidate must have the necessary knowledge and skills to:

1. Carry out routine checks and cleaning on work tools and equipment.
2. Replace minor parts and perform visual inspection of electrical, mechanical, pneumatic and hydraulic equipment.
3. Carry out the day to day work area cleaning and clearing away unwanted material.
4. Clean up spillages.
5. Adequately dispose waste, used materials and debris.

PB OS 02: Reduce Risks to Health and Safety in the Motor Vehicle Environment

The candidate must have the necessary knowledge and skills to:

1. The use and maintenance of machinery and equipment.
2. The use of material and substances.
3. The working practices which do not conform to laid down policies.
4. Unsafe behaviour and accidental breakages and spillages.
5. Environmental factors.
6. Working at height and lifting operations and manual handling.
7. Incorrect use of personal protective equipment.

PB OS 03: Maintain Working Relationships in the Motor Vehicle Environment

The candidate must have the necessary knowledge and skills to:

1. Maintain good relationships both horizontally (immediate work colleagues) and vertically (Supervisors and managers).
2. Respond to requests for assistance covering technical assistance and personal assistance.

PB OS 04: Remove and Fit Mechanical, Electrical and Trim (MET) Components to Vehicles

The candidate must have the necessary knowledge and skills to remove and fit panels covered in this standard which are vehicle:

- a) wings
- b) doors
- c) bonnets
- d) boot lids and tailgates
- e) bumpers
- f) sun roof panels
- g) hard top panel sections
- h) glass screens and windows

PB OS 05: Identify and Rectify Minor Repairs to Motor Vehicle Body Panels

The candidate must have the necessary knowledge and skills to:

1. Identify and rectify the listed repairs :
 - body filling and finishing of flat areas of a panel
 - repairs to dents that are over 70 mm in diameter in body panels, including curvature panels and swage lines
 - repairs to splits and scuffs on plastic components
 - Repair to fiberglass and any other composite material
2. Perform the repairs on both non-permanently fixed panels and also on permanently fixed components,
3. Use techniques and processes of repair that includes:
 - plastic repairs,
 - composite material repair,
 - panel pulling,
 - plastic filling,
 - panel beating including metal finishing, filing, and shrinking,

- hammering, including direct, indirect and spring hammering,
- application of body filling/stopper.

PB OS 06 - Remove, Replace and/or Refit Motor Vehicle Body Panels

The candidate must have the necessary knowledge and skills to:

1. Remove, replace and/ or refit body panels including combinations of 3 or more adjacent panels (Examples of this include: two doors and a wing; two wings and a bonnet; bonnet, wing and door on the same side; bumper, wing and bonnet; bonnet, wing and bolted on front panel).
2. Use right materials including all component materials in the repair area.
3. Use the fitting methods including mechanical fastening.
4. Make use of generic tools and workshop equipment and also vehicle manufacturer's specified and specialist tools.

PB OS 07 - Remove and Replace Motor Vehicle Body Panels Including Permanently Fixed Panels

The candidate must have the necessary knowledge and skills to:

1. Remove, repair and fix different body panels namely:
 - a) non-permanently fixed body panels,
 - b) welded exterior panels,
 - c) welded sub-structure panels (e.g. rear quarter panel, rear panel, roof, chassis legs, inner wheel housing, boot floors, complete sill, A post, B post, C post, D post and cross members), and
 - d) bonded panels (e.g. any panel that is fixed by adhesive bonding as part of the original manufacturer's process or approved repair process).
2. Use types of fitting methods such as welding, mechanical fastening and adhesive bonding.
3. Make use of generic tools and workshop equipment as well as vehicle manufacturer's specified and specialist tools.

PB OS 08 - Identify and Rectify Major Repairs to Motor Vehicle Body Panels

The candidate must have the necessary knowledge and skills to:

1. Perform these repair activities:
 - a) correction of distorted panels,
 - b) on too difficult to access panel damage, and
 - c) on plastic panels and composite material.

2. Perform the mentioned repair activities on different vehicle body panels namely:
 - a) non-permanently fixed panels,
 - b) permanently fixed component,
 - c) sub-structure component, and
 - d) bonded panels.

3. Make use of these reinstatement methods:
 - a) panel beating,
 - b) panel shrinking,
 - c) hydraulic reforming,
 - d) body filling operations,
 - e) metal finishing,
 - f) plastic and composite material repair,
 - g) specialist dent removal methods.

4. Make use of generic tools and workshop equipment as well as vehicle manufacturer's specified and specialist tools.

PB OS 09 - Identify and Rectify Motor Vehicle Body Misalignment

The candidate must have the necessary knowledge and skills to:

1. Perform these rectification activities:
 - a) visual examination,
 - b) setting up,
 - c) measurement in conjunction with alignment measuring equipment, and
 - d) realignment using pulling equipment.

2. Make use of generic tools, workshop equipment and vehicle manufacturer's specified and specialist tools, and

3. Assess and make use of adequate personal protective equipment.

PB OS 10 - Motor vehicle body Metal Inert Gas (MIG) and Metal Active Gas (MAG) welding operations

The candidate must have the necessary knowledge and skills to:

1. Perform these welding activities according to established standards and according to manufacturers' processes, methods and procedures.
2. Take all precautions re Health & Safety issues and appropriate vehicle protection.

PB OS 11 - Carry Out Motor Vehicle Body Resistance Spot Welding Operations

1. Perform these welding activities according to established standards and according to manufacturers' processes, methods and procedures.
2. Take all precautions regarding Health & Safety issues and appropriate vehicle protection.

PB OS 12 - Carry Out Motor Vehicle Body Metal Inert Gas (MIG) Brazing Operations

1. Perform these welding activities according to established standards and according to manufacturers' processes, methods and procedures.
2. Take all precautions re Health & Safety issues and appropriate vehicle protection.

PB OS 13 - Carry Out Motor Vehicle Body Cosmetic Aluminium Panel Welding Operations

1. Perform these welding activities according to established standards and according to manufacturers' processes, methods and procedures.
2. Take all necessary precautions regarding Health & Safety issues and appropriate vehicle protection.

PB OS 14 - Motor Vehicle body Tungsten Inert Gas (TIG) welding operations

1. Perform these welding activities according to established standards and according to manufacturers' processes, methods and procedures.
2. Take all precautions regarding Health & Safety issues and appropriate vehicle protection.

PB OS 15 - Motor vehicle body mechanical fastening operations

1. riveting, including single sided, double sided, self piercing,
2. clinching,
3. bolts and fasteners,
4. screwing including self threading and self piercing screws, and
5. hybrid joining, including combinations of techniques listed that may also include adhesives.

Mode of Assessment:

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

A. Practical Work

Practical work could be assessed by a task created to simulate the work environment. During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment can either be held in a simulated workshop or at the place of work. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might be held.

B. Knowledge and Understanding

Candidates will be assessed on knowledge and understanding orally during an interview and/ or in writing through a written test paper.

C. Interview to verify product evidence and supplementary evidence

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates are encouraged to present photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with NCFHE. The

result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

Resits:

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit.

Appeals:

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.