City & Guilds
Level 2 Award in Safe Maintenance of Electric and Hybrid Vehicles (7290-02)

September 2022 Version 1.2

Qualification Handbook

Qualification at a glance

Subject area	Automotive
City & Guilds number	7290-02
Age group approved	16+
Entry requirements	None
Assessment	Online multiple-choice test Practical assessment
Approvals	Fast track or full approval required
Support materials	Sample test materials SmartScreen
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Qualification number
City & Guilds Level 2 Award in Safe Maintenance of Electric and Hybrid Vehicles	7290-02	610/0079/7

Version	Date	Change detail	Section
V1.0	March 2022	Document created	All
V1.1	June 2022	Quality Assurance – new section added	2 – Centre Requirements
		Access arrangements and special considerations – new section added	
		Time constraints – further information added on time constraints related to MCQ test and practical assessment	4 – Assessment
		Grading – new section added	5 – Grading
		Sources of general information – updated information/links to current regulatory references	Appendix 1
		Useful contacts and back page – revised information	Useful contacts and back page
V1.2	Sept 2002	Practical Assessments – revision of unit numbers from 603/613 to 602/612	Pg 10

Contents

1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who is the qualification for?	This qualification is designed for people who work on or near electric vehicles and who require the knowledge and skills to correctly and safely isolate and re-energise an electric vehicle.
What does the qualification cover?	This qualification covers the competence and knowledge to isolate and re-energise an electric vehicle as well as safe working practices and essential knowledge of the hazards associated with electric vehicles.
What opportunities for progression are there?	This qualification allows candidates to progress onto the following City & Guilds qualifications: 7290-72 – City & Guilds Level 2 Award in Hazard Management of Electric and Hybrid Vehicles 7290-03 – City & Guilds Level 3 Award in Component Removal and Replacement in Electric and Hybrid Vehicles
Who did we develop the qualification with?	This qualification has been developed using the National Occupational Standards as set by automotive industry experts

Structure

City & Guilds Level 2 Award in Safe Maintenance of Electric and Hybrid Vehicles		
City & Guilds unit number	**Unit title**	**GLH**
Mandatory		
602	Knowledge of Isolating and Re-energising High Voltage Systems in an Electric Vehicle	14
612	Skills in Isolating and Re-energising High Voltage Systems in an Electric Vehicle	3

Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

1) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning.
2) An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other, appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 2 Award in Safe Maintenance of Electric and Hybrid Vehicles	17	21

2 Centre requirements

Approval

If your Centre is approved to offer the qualification 4290-70 or 4290-71, you can apply for the new qualification approval using the **fast-track approval form**, available from the City & Guilds website.

Centres should use the fast-track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast-track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast-track approval is still current at the time of application.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to ***City & Guilds Centre Approval Process Quality Assurance Standards*** *document* for further information, see **Centre Document Library**.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Equipment

Centres must have access to sufficient equipment (including recommended Electric Vehicle safety tools and specialist equipment) in the college, training centre or workplace to ensure candidates have the opportunity to cover all of the practical activities. Further information on the equipment required can be found in the Assessment Pack.

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality.

Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. For more detail on this visit the **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. Entry is at the discretion of the centre. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

City & Guilds cannot accept any registrations for candidates under 16 as these qualifications are not approved for under 16s.

Access arrangements and special considerations

For information on how to apply for access arrangements please refer to ***How and when to apply for access arrangements and special consideration (cityandguilds.com)***

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs,
- support and guidance they may need when working towards their qualifications.
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications.
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualification, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

Description	How to access
MCQ sample assessment	www.cityandguilds.com
Learning Assistant	www.cityandguilds.com
SmartScreen	www.smartscreen.co.uk

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: **www.cityandguilds.com/eportfolios**.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

4 Assessment

Assessment of the qualification

Candidates must:

- successfully complete the following mandatory units: 602 and 612.

Summary of assessment methods

Candidates must successfully complete the multiple-choice questions for the essential knowledge and the practical assessment task for the skills.

Assessment Types			
Unit	**Title**	**Assessment method**	**Where to obtain assessment materials**
602	Knowledge of Isolating and Re-energising High Voltage Systems in an Electric Vehicle	Multiple-choice questions	Examinations provided on e-volve
612	Skills in Isolating and Re-energising High Voltage Systems in an Electric Vehicle	Practical assessment	City and Guilds/ walled garden

Assessment strategy

The knowledge will be assessed by multiple-choice questions for the essential knowledge criteria and an observed practical assessment including oral questioning for the skills criteria.

Time constraints

Multiple-choice online tests

The multiple-choice online test should be scheduled for candidates only once the Knowledge unit delivery for the associated test is complete and candidates are ready to take the assessment. The test should be sat under invigilated examination conditions, as defined by the JCQ: **http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations**.

Practical assessments

Assessors should schedule the practical assessment for unit 612 once candidates have **passed** the Evolve on-line test for unit 602 and gained sufficient practice in order to fairly attempt the practical assessment to the best of their ability.

Candidates must complete their assessments within their registration period.

Candidates must complete their assessments within their registration period.

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience or qualifications which have already been achieved to contribute to a new qualification. RPL is not allowed for this qualification.

Test specifications

The way the knowledge is covered by the multiple-choice question test is laid out in the table below:

Unit 602: Knowledge of Isolating and Re-energising High Voltage Systems in an Electric Vehicle		
Duration: 45 minutes		
LO number	**Learning Outcome**	**Number of questions**
1	Understand the differences between the different types of electric vehicles and their electrical systems	4
2	Understand the legislative and workplace procedures that should be adhered to when isolating and re-energising high voltage systems in an electric vehicle	6
3	Understand the hazards associated with working on or around electric vehicles	2
4	Understand how to isolate and re-energise electric vehicle high voltage systems	8
	Total	**20**

The grade boundary for this test will be approximately:
Pass - 60%, 12 marks.

This boundary may be subject to slight variation to ensure fairness should any variations in the difficulty of the test be identified.

5 Grading

Grading of individual assessments

All the assessments within this qualification are graded at a Pass only**.**

Grading of qualification

The overall grading of this qualification is Pass/Fail only.

Candidates must achieve a Pass in:

- Unit 602 Multiple-choice online test
- Unit 612 Practical Assessment

to achieve a Pass in the full qualification.

6 Units

Availability of units
All of the units can be found in this document.

Structure of the units
The units each have the following:
- City & Guilds reference number
- Title
- Level
- Guided learning hours (GLH)
- Unit aim
- Assessment type
- Learning outcomes, which are comprised of a number of assessment criteria

Centres must deliver the full breadth of the range. Specialist equipment or commodities may not be available to all centres, so centres should ensure that their delivery covers their use. This may be covered by a practical demonstration (e.g. video).

For the practical assessments for this qualification, centres should ensure that there are sufficient resources to complete the task but are not required to use all the equipment or commodities in the range.

Units
This qualification is comprised of two **units**. A unit describes what is expected of a competent person in particular aspects of his/her job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** which specify the desired criteria that have to be satisfied before an individual can be said to have performed to the agreed standard.

Range statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Unit 602 Knowledge of Isolating and Re-energising High Voltage Systems in an Electric Vehicle

Level:	Level 2
GLH:	14
Relationship to NOS:	EV04: Isolate and re-energise high voltage systems in an electric vehicle
Aim:	To be able to identify and describe the types of electric vehicles, their associated components and the terminology used. To understand the importance of the legislation and to understand the hazards associated with working on high voltage vehicles. To be able to follow workplace procedures and prepare an electric vehicle for isolation and understand how to correctly and safely isolate and re-energise an electric vehicle using the correct tools/equipment following manufactures procedures.
Assessment type	Multiple-choice online test

Essential Knowledge

Learning outcomes

The learner will:

1. Understand the differences between the different types of electric vehicles and their electrical systems
2. Understand the legislative and workplace procedures that should be adhered to when isolating and re-energising high voltage systems in an electric vehicle
3. Understand the hazards associated with working on or around electric vehicles
4. Understand how to isolate and re-energise electric vehicle high voltage systems

Learning outcome:

The learner will:

1. understand the differences between the different types of electric vehicles and their electrical systems

Assessment criteria

The learner must know:

1.1 the different types of **electric vehicles** and their electrical systems

1.2 the terminology used within **electric vehicle** systems

1.3 how and where to access technical information on the specific **electric vehicle** systems

1.4 how to **identify** high voltage **components** including their location and the routing of high voltage cabling

1.5 the features of high voltage safety systems relevant to their work

Range

1.1-1.3 **Electric vehicle(s)**

a) Pure (PEV) / battery electric vehicle (BEV)
b) Extended range (ER-EV)
c) Range extended (RE-EV)
d) Fuel cell (FCEV)
e) Hybrid (HEV)
f) Plug-in hybrid (PHEV)
g) Mild hybrid
h) Micro hybrid

1.4 **Identify** from:

a) Labelling
b) Colour
c) Materials
d) Insulation
e) Cross-sectional area

1.4 **Components** include:

a) High voltage batteries (to include Nickel Metal Hydride (Ni-Mh), Lithium (Li-ion))
b) Invertor
c) High voltage cables
d) DC-to-DC convertor
e) Fuel cell

f) Cooling components
g) PTC heaters
h) Heat pumps
i) High voltage air conditioning compressors
j) Charging equipment and cables
k) AC three phase motor/generators
l) Power/battery management system

Learning outcome:

The learner will:

2. understand the legislative and workplace procedures that should be adhered to when isolating and re-energising high voltage systems in an electric vehicle

Assessment criteria

The learner must know:

2.1 current **health and safety legislation**, **industry codes of practice** or **guidelines** relevant to working on electric vehicles

2.2 specific vehicle manufacturer's repair and safety procedures

2.3 the importance of manufacturers guidance and the **precautions** necessary to take when:

a. charging

b. connecting an auxillary power source to an electric vehicle

c. **towing/**lifting an electric vehicle

2.4 how to select and use the appropriate

a) personal protective equipment

b) signage

2.5 The importance of working in a way which minimises the risk of:

a) injury to themselves and others

b) damage to their working environment

c) damage to other vehicle systems, **components** and units

2.6 workplace requirements and procedures for:

a. reporting/referral of problems

b. making others aware that work is being carried out a vehicle

2.7 workplace procedures that must be followed in the event of **emergencies**

Range

2.1 **Health and safety legislation, industry codes of practice, guidelines**

a) Health and safety at work act

b) Electrical equipment regulations

c) Electricity at work regulations

d) Regulation No 100 of the Economic Commission for Europe of the United Nations (UNECE) – 'High Voltage means the classification of an electric component or circuit, if it's working voltage is > 60 V and ≤ 1500 V DC or >

30 V and ≤ 1000 V AC root mean square (ms)

e) HSE guidelines
f) End of life vehicle regulations
g) COSHH

The latest relevant legislation should be referred to.

2.3 **Towing precautions** to include

a) Speed limitations
b) Distance limitations
c) Potential energising of components / systems

2.4 **Personal protective equipment** to include

a) Overalls
b) Foot protection
c) Gloves (correctly rated)
d) Eye protection
e) Rubber mats
f) Insulated tools

2.5 **Components** to include

a) High voltage batteries (to include Nickel Metal Hydride (Ni-Mh), Lithium (Li-ion))
b) Invertor
c) High voltage cables
d) DC-to-DC convertor
e) Fuel cell
f) Cooling components
g) PTC heaters
h) Heat pumps
i) High voltage air conditioning compressors
j) Charging equipment and cables
k) AC three phase motor/generators
l) Power/battery management system

2.7 **Emergencies**

a) Electric shock
b) Fire
c) Flood

Learning outcome:

The learner will:

3. Understand the hazards associated with working on or around electric vehicles

Assessment criteria

The learner must know:

3.1 how to identify **hazards** associated with working with **electric vehicles**

3.2 the **hazards** associated with **electric vehicles** when exposed to extreme temperatures, vehicle impact and other adverse conditions

3.3 the **implications** of electrical conductivity and strong magnetic fields through the human body

Range

3.1, 3.2 **Hazards**

a) Fire / thermal runaway
b) Explosion
c) Arc flash
d) Gases/fumes
e) Chemicals
f) Electric shock
g) Damage to cables
h) Dangerous voltage retention in components despite vehicle being off

3.1, 3.2 **Electric vehicle(s)**

a) Pure (PEV) / battery electric vehicle (BEV)
b) Extended range (ER-EV)
c) Range extended (RE-EV)
d) Fuel cell (FCEV)
e) Hybrid (HEV)
f) Plug-in hybrid (PHEV)
g) Mild hybrid
h) Micro hybrid

3.3 **Implications**

a) Cardiac arrest
b) Muscle, nerve and tissue damage
c) Thermal burns
d) Medical equipment damage e.g. pacemakers

Learning outcome:

The learner will:

4. Understand how to isolate and re-energise electric vehicle high voltage systems

Assessment criteria

The learner must know:

4.1 methods of **sourcing information** for isolating and re-energising an **electric vehicle's** high voltage systems

4.2 how to use and interpret **technical information** for isolating and re-energising an **electric vehicle's** high voltage systems

4.3 how to select and use the correct electrical testing equipment

4.4 how to calibrate and test multimeters, diagnostic equipment and specific vehicle testing equipment, prior to use

4.5 the **procedure** for isolating and re-energising an **electric vehicle's** high voltage system following manufacturer's instructions

4.6 how to accurately test that the residual voltage is below manufacturer's specification following the isolation process

4.7 how to test and evaluate the performance of the high voltage system against manufacturer's operating specifications and legal requirements

4.8 how to **interpret** test results and make recommendations based on test results

4.9 the importance of ensuring all high voltage vehicle systems are functioning correctly and safely before the vehicle is released to the customer

Range

4.1 **Sourcing information** from

a) Manufacturer or vehicle technical information
b) Job cards
c) Equipment manufacturer's websites
d) Internet / web-based systems
e) Mobile phone applications
f) Manufacturer's support – obtain technical support on roadside
g) Manufacturer's recovery information – to include location of high voltage components and safe handling instructions (first responder)

4.2 **Technical information** on

a) High voltage systems
b) Low voltage systems
c) Operating voltage ranges

4.1, 4.2, 4.5 **Electric vehicle(s)**

a) Pure (PEV) / battery electric vehicle (BEV)
b) Extended range (ER-EV)
c) Range extended (RE-EV)
d) Fuel cell (FCEV)
e) Hybrid (HEV)
f) Plug-in hybrid (PHEV)
g) Mild hybrid
h) Micro hybrid

4.5 **Procedure** to include

a) Following manufacturer's set procedure / instructions
b) Identification and location of:
    i. isolation switches / plugs
    ii. service
    iii. isolation connector
c) Risk assessment

4.8 **Interpret**

a) Live data
b) Test results
c) Manufacturer's specifications
d) Tolerances

Unit 612 Skills in Isolating and Re-energising High Voltage Systems in an Electric Vehicle

Level:	Level 2
GLH:	3
Relationship to NOS:	EV04: Isolate and re-energise high voltage systems in an electric vehicle
Aim:	To be able to demonstrate how to isolate and re-energise an electric vehicle correctly and safely to manufacturer instructions.
Assessment type	Practical assignment

Essential Skills

Learning outcomes

The learner will:

1. be able to work safely when isolating and re-energising a high-voltage system in an electric vehicle, adhering to legislation, workplace and manufacturer requirements
2. be able to safely isolate and re-energise an electric vehicle high voltage system and evaluate the performance of the re-energised system

Learning outcome:

The learner will:

1. Be able to work safely when isolating and re-energising a high-voltage system in an electric vehicle, adhering to legislation, workplace and manufacturer requirements

Assessment criteria

The learner must:

1.1 identify the type of **electric vehicle** being worked on

1.2 locate and record relevant information about the vehicle

1.3 notify relevant colleagues of their intention to work on a high voltage vehicle

1.4 ensure the work area is clearly identified and made safe using signs and barriers as appropriate

1.5 work in a way that minimises risk of:

a. injury to themselves

b. damage to their working environment

c. damage to other vehicle systems, components and units

1.6 select and use the appropriate personal protective equipment (PPE) and vehicle protective equipment (VPE) appropriate to isolating and re-energising high voltage systems in electric vehicle system

1.7 conduct a **dynamic risk assessment** on the electric vehicle and work area to determine any potential hazards

1.8 assess the hazards presented by the **electric vehicle**

1.9 follow manufacturer's and workplace requirements and procedures for:

a. reporting/referring problems

b. recording and reporting work carried out on an **electric vehicle**

1.10 follow current regulatory requirements and legislation relevant to working on electric vehicles

Range

1.1, 1.8-1.9 **Electric vehicle(s)**

a) Pure (PEV) / battery electric vehicle (BEV)

b) Extended range (ER-EV)

c) Range extended (RE-EV)

d) Fuel cell (FCEV)

e) Hybrid (HEV)

f) Plug-in hybrid (PHEV)

g) Mild hybrid

h) Micro hybrid

1.7 **Dynamic risk assessment** procedures include

a) Risk assessment documentation and responsible persons
b) Observing, assessing, analysing an environment while working, to identify and remove risk
c) Taking action to eliminate or reduce risk
d) Monitoring situation
e) Reviewing situation

Learning outcome:

The learner will:

2. Be able to safely isolate and re-energise an electric vehicle high voltage system and evaluate the performance of the re-energised system

Assessment criteria

The learner must:

2.1 prepare, check and use appropriate test equipment following manufacturer's instructions

2.2 identify high voltage components and cabling

2.3 follow the manufacturer's procedures to isolate and re-energise the high voltage system within their level of authority

2.4 follow the manufacturer's recommendations to ensure residual voltage is within manufacturer's specification when isolating the high voltage system

2.5 evaluate the performance of the re-energised high voltage system accurately using suitable testing methods

2.6 ensure the high voltage system performs to the manufacturer’s operating specifications and legal requirements

2.7 record and report accurately to the relevant person(s) the work activities they have carried out on or near the vehicle

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the ***Centre Document Library*** on ***www.cityandguilds.com*** or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Any centre-based assessments must be carried out in line with our Centre Assessment Standards Scrutiny (CASS) Strategy which can be found on ***www.cityandguilds.com***.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The ***Centre Document Library*** also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice
- Reasonable adjustments

Useful contacts

Please visit the Contact Us section of the City & Guilds website, ***Contact us***

City & Guilds

For over 140 years we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability, because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

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