



VEHICLE DAMAGE ASSESSOR ASSESSMENT GUIDELINES

1. Introduction

ATA is governed by the Institute of the Motor Industry (IMI) in line with ATA requirements.

Under this scheme, any Vehicle Damage Assessor will be able to gain accredited status by successfully completing a series of practical assessments and knowledge tests.

Successful assessor will be issued with a photo ID card, valid for five years, and entered onto the ATA Register.

Organisations wishing to offer ATA assessments must be approved by a regulated awarding body recognised by the IMI to carry out such approvals (see section 6).

2. VDA ATA Assessment Guidelines

Assessments must be undertaken off the job within an approved assessment centre. Each assessment must be carried out by occupationally competent and qualified assessors. Centres must also ensure that an internal verification process is in place for all ATA activities.

Note: All ATA assessors and verifiers must be approved by the awarding body in advance of carrying out assessments/verification.

An assessor ratio of four candidates to one assessor must be maintained. A workshop technician (to assist in setting the tasks) will also be needed during the assessment process. It is important that the assessors ensure that candidates comply with health and safety guidelines throughout.

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment.

Prior to assessment, the approved centre must ensure that the candidate:

- has been registered to take the assessments
- is eligible to take the assessments (see section 3 below)
- has signed the ATA Code of Conduct.

On the assessment day the centre must ensure the candidate has provided photographic proof of identity in the form of a driving licence or valid passport for Part A and Part B.

The centre delivering Part B, must take a minimum of one digital photograph of the technician in line with ATA requirements.

Following successful assessments, the centre must submit the candidate's photograph and claim their ID card on line.

Assessors who are referred on one or two practical assessments may re-take these assessments within the twelve-month period. Assessors who are referred on more than two practical assessments will have to retake **all** the assessments again.

Candidates must successfully pass the Part 'A' underpinning knowledge test prior to taking the Part 'B' practical assessment. Candidates may re-take the on-line knowledge test as many times as the centre considers appropriate. However, if they are not successful after three attempts and suitable refresher training, the centre should review whether they are being assessed at the most appropriate level.

3. Levels of VDA

Vehicle Damage Assessors may only become accredited at one level:

- Vehicle Damage Assessor (VDA)

4. Pre-requisites for Candidates

A requirement of VDA ATA is that candidates must meet specified pre-requisites before they may take an assessment. To be eligible, an assessor must:

- have at least 5 years industry experience with a minimum of 2 years experience in an appropriate role e.g estimator or similar

5. Assessment Details

To attain VDA accreditation, candidates will have to pass 5 practical assessments and on-line knowledge test.

The practical assessments, comprising technician's instructions, work station requirements, marking schedules and associated documents must be used by the centre, these can be obtained by contacting the recognised awarding body. These documents are accessible to approved centres only.

The on-line test will be multiple choice and consist of randomised questions.

- **Vehicle damage Assessor Practical Assessments:**

To become an accredited Vehicle Damage Assessor candidates must pass five practical assessments.

VDA01 Establish and Record Customer and Customers Needs

- To demonstrate your knowledge and ability to establish who the customer or customers are.
- To identify the customer's needs
- To observe the customer's requests

VDA 02 Establish and record vehicle Data

- To demonstrate your knowledge and ability to establish and accurately record vehicle data.
- To demonstrate your ability to check and record the vehicle pre accident condition (safety and roadworthiness)

VDA03 Appraising the Damage, Establishing the Correct Repair Method and Developing a Costing Using Published Material

- To demonstrate your knowledge and ability to establish and accurately record the type and area of damage including any transmitted and associated secondary damage
- To demonstrate your ability to use researched repair methods to produce a detailed methods based repair specification and calculated cost
- To demonstrate your knowledge and ability to establish the components to be replaced, repaired, removed, refitted and checked
- To demonstrate your ability to ensure the correct paint processes are identified and recorded for the chosen repair
- To demonstrate your commercial awareness
- To demonstrate your ability to verify, and adhere to, work provider Service Level Agreement (SLA menu pricing) standards

VDA04 Establish and record Vehicle Valuation

- To demonstrate your ability to calculate and record the vehicle's pre accident value
- To Correctly identify the vehicle in the vehicle valuation guide

VDA05 Audit of a Repair Method

- To demonstrate your ability to review, identify and record inaccuracies within an assessment measured against a set of known criteria or against a damaged vehicle

- **Vehicle Damage Assessor – underpinning knowledge test:**

The knowledge assessment is carried out on-line. It consists of 70 multi-choice questions to be answered in a period of 90 minutes. These compliment the areas in which the practical assessments are based.

- The seven sections of the under pinning knowledge test are:
 - General industry knowledge
 - Repair methodology
 - Salvage categorisation
 - Damage appraisal and identification
 - Vehicle appraisal and valuation
 - eScribe
 - Safety and liability

6. Centre Approval

To become an approved centre to offer this ATA route contact:

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Hertford SG13 8PQ

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