



# VEHICLE DAMAGE ASSESSOR (VDA) ASSESSMENT GUIDELINES

## 1. Introduction

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

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

The successful VDA will be issued with an ATA photo ID card, which is valid for five years, and entered onto the ATA Register (refer to ATA website).

Organisations wishing to offer ATA VDA assessments must be approved by a regulated awarding body which is recognised by the IMI.

## 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.

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

To ensure currency of assessments, no more than twelve months may elapse between the first assessment and the last successful assessment (online test and/or practical assessments) .

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

- has been registered to take the assessments
- is eligible to take the assessments
- 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 both Part A (theory) and Part B (practical assessment).

The centre delivering Part B (practical assessment), must take a minimum of one digital photograph of the candidate in line with ATA requirements.

Candidates who initially pass any of the practical tasks may 'bank' these assessments achieved for a maximum of twelve months. Candidates who are referred on any of the practical assessment tasks, may re-take these assessments within the twelve-month period.

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)

Prior to candidate registration, the candidate should be aware of the level for which they are applying.

### **4. Specification Guidelines for Candidates**

A preferred requirement of VDA ATA is that candidates meet specified guidelines before they may take an assessment. To be eligible, a candidate should have a minimum level of industry experience in an appropriate role as follows:

- 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 ATA VDA accreditation, candidates will have to pass an on-line knowledge test and 4 practical assessments.

The on-line test (Part A) will be multiple choice and consist of randomised questions from a bank.

The practical assessment ATA VDA documents, comprising of the technician's instructions and associated documents must be used by the centre. These documents are accessible to approved centres only.

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

The knowledge assessment is carried out on-line. It consists of seven sections, each section with 10 multi-choice questions (total of 70 questions) to be answered in a total period of 90 minutes. These sections 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
  - Estimating systems
  - Safety and liability

To pass the online test, the candidate must achieve a minimum of 70% in each section of the test.

- **Vehicle Damage Assessor Practical Assessments:**

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

VDA01: Claim Status

- To demonstrate your knowledge and ability to correctly identify the status of the vehicle claim

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)

VDA 03: Appraising the Damage, Establishing the Correct Repair Method Using Published Material (also refer to note below)

- 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
- 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 calculate separate opinion times for any appropriate MET, Panel and Paint repairs

- To demonstrate your ability to verify, and adhere to, work provider Service Level Agreement (SLA menu pricing) standards

VDA 04: 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

**Note:** *The damaged vehicles used for the assessments are selected by the assessment centre against specified criteria. The assessment vehicles presented to the candidates are exactly as they were after the damage was sustained, no further damage is added by the assessment centre. The damaged vehicles are assessed / benchmarked by approved assessors and verified by an independent organisation to ensure that the assessments are fair to the candidates. All acceptable repair methods i.e. one or more, are agreed during this process.*

*To achieve a pass in assessment VDA 03, the candidate must identify all safety related parts and / or repair operations to achieve an appropriate safe repair that will reinstate the damaged vehicle to its pre accident conditions. The appropriate 'opinion times' for any MET, Panel and Paint repairs are agreed during the benchmarking process of the damaged vehicles. A tolerance is applied to the 'opinion times' for MET, Panel and Paint to allow for variations, an allowance is also made for alternative safe repair methods.*

ATA Website address: [www.automotivetechician.org.uk](http://www.automotivetechician.org.uk)