

IMIVDA04

Establish and record motor vehicle valuation



Overview

This unit is about establishing and correctly recording the vehicle value using vehicle identification and inspection methods, identify and correctly using .

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Performance criteria

You must be able to:

- P1 value vehicle in the latest edition of industry recognised vehicle valuation guide
- P2 make correct mileage and option adjustments with the use of an appropriate evaluator tool (e.g. glass's evaluator)
- P3 accurately assess vehicle pre-damage condition and make appropriate condition adjustment
- P4 establish vehicle value, taking in to account, items a to d above
- P5 establish the vehicle's pre damage value, adjusting for mileage, options and conditions (within 10% of benchmark value)
- P6 ensure appropriate care of the vehicle is taken throughout the vehicle damage assessment
- P7 establish and record all non incident related damage

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Knowledge and understanding

You need to know and understand:

Legislative and organisation requirements and procedures

- K1 the legal obligation placed on a repairer who repairs damaged vehicles
- K2 the legal requirements relating to the vehicle (including road safety requirements)
- K3 the health and safety legislation and workplace procedures relevant to workshop practices, personal and vehicle protection
- K4 the health and safety risks associated with safety restraint systems
- K5 the health and safety risks associated with safety restraint systems and other systems inside and outside a vehicle which may have become damaged and consequently pose a risk
- K6 how to complete records conforming to workplace requirements specifically associated with the vehicle appraising function and the importance of doing so
- K7 the health and safety risks associated with the use of ICT equipment
- K8 knowledge and understanding of contractual, policy and procedural obligations and processes between the employer, work provider and customer
- K9 understanding of Association of British Insurers code of practice in relation to salvage categorisations
- K10 have commercial understanding of your actions on your companies performance and profitability

Equipment

- K11 how to use and maintain **equipment** used for the purpose of appraising and estimating

Appraising damage

- K12 collation of information to determine the extent of the damage and inquire how the vehicle became damaged.
- K13 gathering preliminary information and data on the vehicle relating to specifications
- K14 full understanding of vehicle construction, specification, options and additions
- K15 repair methods and procedures required to repair a damaged vehicle
- K16 when to repair and when to replace damaged vehicle components taking into account the economical, environmental and safety issues.
- K17 how to look for further hidden or secondary damage
- K18 a full understanding of the vehicle damage appraisal process
- K19 how to source technical information and data relative to the vehicle being appraised e.g. from the manufacturer, Thatcham, etc

Establishing the costs for undertaking the repair process

- K20 how to refer to the chosen system to arrive at the time and cost required

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- to carry out the repair specification
- K21 to understand where there are overlap times
- K22 how to determine opinion times for those items which are not listed.
- K23 how to set up electronic estimating system to reflect agreement with work providers on rates, paint and materials calculation etc.

Imaging

- K24 how to use the appropriate photographic equipment and take the necessary photographs to substantiate the extent of the damage and the repairs required
- K25 using imaging to confirm the vehicle identity
- K26 how to send these images through an electronic system so that they communicate the extent of the damage and the repair required
- K27 the importance of saving those images for future reference

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Additional Information

Scope/range related to performance criteria

1. **Equipment**
 - 1.1. Recording documentation
 - 1.2. Notification details
2. **Appraisal methods** are
 - 2.1. visual
 - 2.2. aural
 - 2.3. measuring

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