



Host Workshop Guidance Notes

Thank you for assisting us with the City & Guilds exams by hosting the practical element in your workshop.

To ensure everything runs smoothly on the day it is necessary for centres to provide the following as listed below:

- a) A Used caravan* to be a model approved by the NCC Certification Scheme (details on member area of the NCC website) or on request from CITO. **One caravan to be supplied for each candidate and to be of a similar standard i.e. similar size (4/5 berth), between one and three years old.**
- b) Workshop Equipment as listed on **Attachment 1**
- c) Spare parts as listed on **Attachment 2**
- d) **Refreshments:** Please make tea/coffee/water available for all candidates and a light sandwich lunch for the Assessor if they are examining during reasonable lunchtime periods (you will be advised where necessary).
- e) Health & safety statement – This will apply to workshops employing 5 or more staff.
- f) A member of staff able to assist with the distribution of spare parts for all candidates.
- g) All host centres must ensure that their insurance covers visiting candidates from other businesses.
- h) No caravan may be used on two consecutive days

*all candidates taking the touring or combined examination will need to be assessed on a touring caravan. Only candidates taking the motorhome exam can be examined on a motorhome.

Start Times & Arrival:

- a) Unless otherwise stated, AM exams begin at 8.30am and PM exams begin at 1.00pm. Candidates are asked to arrive approximately half an hour before hand.
- b) Upon arrival, any external candidates arriving for an exam will usually have been directed to your reception area and will either ask for the Workshop contact and or the Examiner.
- c) Touring Caravan exams will last 4hrs
- d) Motorhome exams will last 3hrs

The exam follows a caravan service as per the syllabus which is based upon the minimum best practice service as recommended by the industry, the only difference being for the candidate on this occasion it is under exam conditions. Therefore for your own in-house candidates the unit they service during the examination can be considered part of your engineer's normal workload. However CITO can not guarantee the workmanship of external candidates and recommend their units are re-serviced by your own staff.

DISCLAIMER-The examiner has no responsibility for the service carried out- it is a training assessment and he cannot guarantee that everything has been done to the right standard- therefore centres are advised to re-service all caravans that have been used for an examination by external candidates.

Host Centres should invoice

SkillsActive

for a fee of

£75 plus VAT per External Candidate

(this sum includes the lunch provided where necessary for the examiner)

Internal candidates do not qualify for reimbursement; however a £10 fee for the assessors refreshments/lunch may be submitted where necessary.

**Invoices must be received by SkillsActive
within 6 weeks of the exam date**

**SkillsActive
74-76 Victoria Road
Aldershot
Hampshire
GU11 1SS**

CITY & GUILDS

Caravan Service Engineering

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General Workshop Equipment

	Tourer	Motorhome
Face masks	✓	✓
Torque wrench plus sockets for Euro nuts	✓	✗
Socket set (compatible with torque wrench)	✓	✗
Tyre pressure gauge	✓	✗
Corner steady brace	✓	✓
Hub extractors	✓	✗
1 shot nut sealing compound (red, in tube)	✓	✗
Grease gun	✓	✗
Bearing grease	✓	✗
Brake grease	✓	✗
Brake cleaning fluid	✓	✗
Jack and axle stands	✓	✗
1 set LPG regulator test equipment	✓	✓
Gas testing apparatus complying EN1949	✓	✓
Gas leak test fluid	✓	✓
240 volt mains test equipment	✓	✓
240 volt hook up lead (ELCB protected)	✓	✓
240 volt extension lead	✓	✓
Portable 12 volt electric system function testing apparatus	✓	✗
Fresh water containers	✓	✓
Waste water container	✓	✓
Oil can	✓	✓
Inspection lamps	✓	✓
Cleaning cloths	✓	✓
12 volt batteries, fully charged	✓	✓

Basic Workshop Supplies

	Tourer	Motorhome
Bearings	✓	✗
1 shot nuts for all Euro axles/sizes	✓	✗
Alternative hub nuts	✓	✗
Oil seals	✓	✗
Split pins	✓	✗
Light bulbs (12 volts all types)	✓	✓
Fluorescent tubes (12 volts)	✓	✓
Fuses (various sizes)	✓	✓
Water pump filters	✓	✓
Water hose (hot and cold)	✓	✓
Reinforced LPG hose (red)	✓	✓
LPG hose (black – BS.3212)	✓	✓
Copper gas pipe and fittings	✓	✓
Jubilee clips	✓	✓
12 S Plugs (7 pin)	✓	✗
12 N Plugs (7 pin)	✓	✗
12 S Cable (7 core)	✓	✗
12 N Cable (7 core)	✓	✗
Hitch gaiters	✓	✗
Wheel studs/nuts/bolts	✓	✗
Electrical saddle clips	✓	✓
Cable block connectors	✓	✓
Spade connectors	✓	✓
12 volt water pumps	✓	✓
Assorted screws (including self-tapping)	✓	✓
Water hose (hot and cold)	✓	✓
12 volt tap microswitches (various)	✓	✓
Smoke detector batteries	✓	✓
Insulated battery clamps/sleeves	✓	✓
LPG Regulators	✓	✓
LPG bottles full!	✓	✓
Smoke detectors (BS Kite Marked with alarm pause mode)	✓	✓
Emery paper	✓	✓
Cleaning cloths	✓	✓