

# CDX Practical Assessment Guidelines

## Guidelines for the Learner

- Before being assessed, complete the test of your knowledge of this module and show a copy of your test result to the assessor, together with your results of other prerequisite practical assessments.
- Practice the task a number of times on as many different vehicle configurations as you can before asking for assessment so that you are confident of meeting all the assessment requirements.
- Carry out the steps described in this worksheet under supervision of a recognized assessor for the course.
- If your final rating is a '4', acknowledge the assessment by counter-signing and dating the assessment sheet, then return it to the assessor.
- If you disagree with the result of an assessment, or you have concerns about the assessment process, contact your training provider organization for advice, or contact your tutor (if the assessor is not your regular tutor).

## Guidelines for the Assessor

### Before agreeing to perform a task assessment:

- Make sure the learner has already performed the task a sufficient number of times to be reasonably confident of meeting all the assessment requirements.
- Encourage the learner to achieve broader experience by practicing the task on a range of different vehicles and configurations before seeking assessment.

### To assess task performance:

- Prior to assessment, view the evidence that the learner has completed the required prerequisites.
- Observe the learner performing each step in the checklist.
- ***N.B. Stop the assessment if the learner is attempting to carry out any step in the procedure in an unsafe or dangerous way.***
- Make sure each of the steps has been performed to an acceptable standard, and note any errors and/or omissions on the checklist.
- Note the standard amount of time that this task would be expected to take in your workplace, and record the overall time actually taken by the learner.
- Make sure that you allow for a range of variables during the assessment process. That is, ensure that the assessment allows for the particular conditions under which it is conducted and that it is fair and equitable.
- Assign a final evaluation number to the performance of the procedure using the following criteria:

### Rating Scale:

1. **Not Yet Competent**  
The task was only partially completed, or was carried out in an unsafe manner.
  2. **Not Yet Competent**  
The task was performed safely but not all the steps were carried out to an acceptable standard.
  3. **Not Yet Competent**  
The task was performed safely to an acceptable standard, using appropriate tools and equipment, but exceeded the time allocation.
  4. **Competent**  
The task was performed safely to an acceptable standard, using appropriate tools and equipment, and also completed within the allowed time for the task.
- If the final rating is a '4', sign and date the assessment, and return the original to the accrediting authority. One copy to the learner and one to be retained by the assessor.

# CDX Practical Assessment Performance Criteria

## Changing manual gearbox oil

Prerequisites	Check
Knowledge Assessment results viewed	
Practical Assessment results viewed	

*The Knowledge Assessment for the current module should be successfully completed by the learner prior to requesting practical assessment*

*Any practical prerequisites required are described in the course and in the Activity Sheet for this procedure*

Step	Changing manual gearbox oil	Check	Comment
1	Prepare to drain lubricant		
2	Drain lubricant using drain plug		
3	Pump in new lubricant		

	Time allowed	:	
	Time taken	:	

Signed by Assessor:.....Date:.....

Name of Assessor: ..... Assessor No: .....

Signed by Learner: .....Date:.....

Name of Learner: .....Learner No:.....

# CDX Practical Assessment Result

## Changing manual gearbox oil

Rating	Check	Description
1		<b>Not Yet Competent</b> <i>The task was only partially completed, or was carried out in an unsafe manner.</i>
2		<b>Not Yet Competent</b> <i>The task was performed safely but not all the steps were carried out to an acceptable standard.</i>
3		<b>Not Yet Competent</b> <i>The task was performed safely to an acceptable standard, using appropriate tools and equipment, but exceeded the time allocation.</i>
4		<b>Competent</b> <i>The task was performed safely to an acceptable standard, using appropriate tools and equipment, and also completed within the allowed time for the task.</i>

Signed by Assessor: ..... Date: .....

Name of Assessor: ..... Assessor No: .....

Signed by Learner: ..... Date: .....

Name of Learner: ..... Learner No: .....