

# Pre-Employment Auto Body Technician Certificate Program



## Candidate Guide



**SIAS**

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SASKATCHEWAN INSTITUTE OF  
APPLIED SCIENCE AND TECHNOLOGY

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The Pre-Employment Auto Body Technician Certificate Program is dedicated to removing barriers and broadening the access to programs at SIAST. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

<b>Developed by program</b>	May 2007			
<b>Revised</b>				
<b>Web ready – PLAR office</b>				

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## Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Auto Body Technician program recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from an accredited training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

## What are the PLAR options?

To be eligible for PLAR, an applicant must first register or already be registered as a SIAST student.

### Individual Course Challenge

If you have 2 years of successful experience in the auto body industry, and have learned the skills and knowledge for **one or more** of the Auto Body Technician courses, you may apply to be assessed for each applicable course.

**Fees:**

- There will be a charge for each individual course assessment.
- For a listing of the specific PLAR fees in the PLAR database, check the [PLAR database](#) or call SIAST and ask to speak to the PLAR advisor/counsellor assigned to the Auto Body Technician program at: 1-866-467-4278 or 1-866-goSIAST.

## How many courses can be challenged through PLAR in the Pre-Employment Auto Body Technician Certificate program?

Currently we have 15 certificate courses with PLAR challenges available. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.

**Which courses are PLAR-ready?**

Certificate Program Profile		
Course	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
Associated Studies courses	See **Note Below	
<a href="#">Math 130</a>	✓	
<a href="#">Communications 127</a>	✓	
	Available by transfer credit only	
Program courses		
<a href="#">SFTY 126 – Safe Working Procedures</a>	✓	
<a href="#">BESK 120 – Bench Work</a>	✓	
<a href="#">WELD 178 - Welding</a>	✓	
<a href="#">DOOR 120 – Door Services</a>	✓	
<a href="#">ELEC 120 – Electrical Systems</a>	✓	
<a href="#">METL 120 - Basic Metal Work</a>	✓	
<a href="#">PNTG 120 – Basic Painting</a>	✓	
<a href="#">GLAS 120 – Glass Removal and Installation</a>	✓	
<a href="#">SHME 120 – Front Sheet Metal</a>	✓	
<a href="#">PLST 120 – Plastic Material Repair</a>	✓	
<a href="#">METL 220 – Advanced Metal Work</a>	✓	
<a href="#">PRAC 121 – Industrial Attachment</a>	✓	
<a href="#">PNTG 220 – Advanced Painting</a>	✓	

\*\*Note: Some courses common to multiple programs at SIAST (i.e. computers, communications, math, and sciences) are managed by Associated Studies Faculty. To see if the shared courses in your program are PLAR-ready, visit the “PLAR-ready Courses” link on the [PLAR homepage](#) for further details.

For assistance call SIAST and ask to speak to the PLAR advisor/[counselor](#) assigned to the Pre-Employment Auto Body Technician Certificate Program at: 1-866-467-4278 or 1-866-goSIAST.

### **Is PLAR available at any time of the year?**

PLAR challenges are currently being offered in May and June for courses beginning in the following September.

### **Is it *easier* to challenge a course through PLAR - OR - take the course?**

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

### **Methods of assessing prior learning**

Assessment methods measure an individual’s learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- Product validation & assessment
- Challenge exam
- Performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- Interviews
- Equivalency (evaluations of learning from non-credit training providers)
- Evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)

### **If I live out of town, do I have to travel to a main campus to do PLAR?**

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

### **What if I have a disability & need equity accommodations?**

At SIAST, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for Education Equity students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a SIAST counsellor at a campus closest to you or refer to the SIAST Web site:

<http://www.siastr.sk.ca/siastr/servicesforstudents/>

### **Are there other methods to gain SIAST course credits for prior learning?**

#### **Transfer Credit**

Yes, SIAST will grant credit for previous training that is similar in content, objectives, and evaluation standards to SIAST training. **Transfer of credit** is different from the PLAR process. Transfer Credit guidelines may be found at:

<http://www.siastr.sk.ca/siastr/admissions/transfercrredit.htm>

It is the student's responsibility to check with [Registration Services](#) for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a SIAST educational counsellor.

**Note: An online Provincial Transfer Credit Guide will soon be available**

[www.saskcat.ca](http://www.saskcat.ca).

If you are a recent high school graduate who has completed the Information Processing modules, check the Saskatchewan Learning Web site [http://www.sasklearning.gov.sk.ca/docs/info\\_pro03/siast.html](http://www.sasklearning.gov.sk.ca/docs/info_pro03/siast.html) for the Articulation Agreement between SIAST and Sask. Learning. You may be eligible for transfer credit towards the Standardized Introductory Computer courses.

## Equivalency Credit

**Equivalency credit** refers to the application of credit you may have earned in a previously taken SIAST course to your current SIAST course. Apply at registration services for *equivalency credit*. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for *equivalency credit*, you may use these accredited courses as part of your evidence for your PLAR challenge.

## Contact us

If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

**Kelsey Campus, Saskatoon, SK**  
(306) 933-6445 or 1-866-467-4278

**Palliser Campus, Moose Jaw, SK**  
(306) 694-3266 or 1-866-467-4278

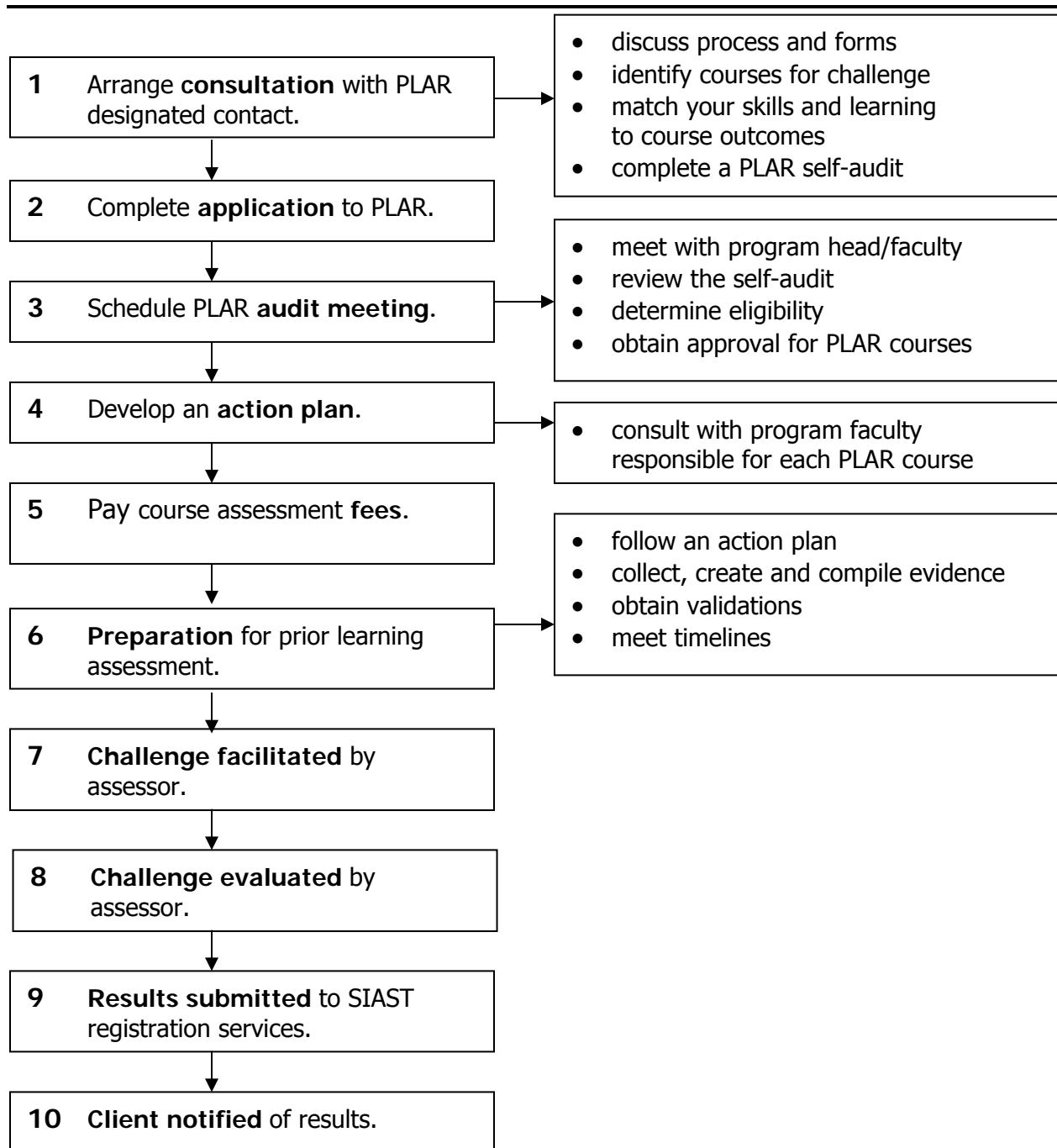
**Wascana Campus, Regina, SK**  
(306) 798-1267 or 1-866-467-4278

**Woodland Campus, Prince Albert, SK**  
(306) 953-7132 or 1-866-467-4278

## The PLAR process

**Note:** To be eligible for PLAR, candidates must be enrolled in a SIAST course or program.

### Candidate Process For Prior Learning Assessment



## Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your [action plan](#). Check with the PLAR designated contact **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
  - a. It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current. A candidate must have 2 years of related work experience within the last 5 years.
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

## Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your Auto Body Technician program faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- workplace validations
- work samples
- photos of environments
- resume
- job descriptions with optional comments
- employer checklists

All documents that are submitted to SIAST may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

**How long will it take to prepare evidence for PLAR?**

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

**Steps to complete a self-audit**

1. Read through the Levels of Competence as listed below.

**Levels of Competence:**

**Mastery:** I am able to demonstrate the learning outcome well enough to teach it to someone else.

**Competent:** I can work independently to apply the learning outcome.

**Functional:** I need some assistance in using the outcome.

**Learning:** I am developing skills and knowledge for this area.

**None:** I have no experience with the outcome.

Learning Outcomes	Competency Level				
For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:

- How do I currently use this outcome?
- What previous training have I had in this outcome – Workshops, courses, on-the-job?
- What personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in [step 3 – PLAR process](#) of the Candidate Process for Prior Learning Assessment.

## Self-audit Guide(s)

### MATH 130 - Industrial Mathematics

**Credit Units:** 2.00

After reviewing fractions, decimals and percentages, you will study basic algebra, ratio and proportion, linear measure, areas, volumes, capacities, interrelationships used in the metric system, wage and time calculations, and financial calculations.

<b>MATH 130 - Industrial Mathematics</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Use Basic Mathematics					
▪ Use whole numbers.					
▪ Use fractions.					
▪ Use decimals.					
▪ Use fractions and decimals.					
▪ Use percent.					
2. Use Basic Algebra					
▪ Use equations, for example, $3x + 64 = 8x + 29$ . This includes solving percent word problems.					
▪ Calculate ratio, for example, calculate the amount of tin in 100 kg of alloy made up of copper and tin in a 8:3 ratio.					
▪ Calculate proportion, for example, calculate the speed of a 10 cm gear which is meshed to a 25 cm gear turning 200 rpm.					
3. Use Metric System					
▪ Describe metric system.					
▪ Perform metric SI conversions. This includes finding the perimeter of shapes such as rectangles, triangles, and circles.					
4. Calculate Area and Volume					
▪ Calculate area. This uses the formulas for area of rectangles, triangles and circles. It includes finding the area of complex shapes made up of the basic shapes. It also includes metric area conversions.					
▪ Calculate volume. This uses the formulas for rectangular solids and cylinders. It includes metric volume conversions.					
▪ Convert capacity – volume – mass equivalents.					
5. Perform Trade Calculations					
▪ Perform flat rate calculations. This includes finding the amount a customer pays after a percentage is added for overhead and profit, finding percent of trade discount.					
▪ Perform payroll calculations. This uses hourly rate, overtime, piecework rate, flat rate, and bonuses.					
▪ Interpret financial statements. This uses ideas of net profit, expenses, revenue, assets, liabilities, equity, and depreciation expense.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Challenge Exam

- Passing mark is 60%
- The test is 35 questions: 24 multiple choice questions and 11 calculation questions.  
Percentage of questions per learning outcome: LO1 20%, LO2 23%, LO3 17%, LO4 23%, LO5 17%.

Example: The outside diameter of a pipe is 2.8 cm and the thickness of the pipe is 2 mm. The inside diameter of the pipe is

- a) 2.6 cm
- b) 2.4 cm
- c) 2.2 cm
- d) 0.8 cm

Correct answer is (b) 2.4 cm

Example: Find the surface area of a cylindrical tank 2.4 m high and 0.84 m in diameter.

Correct Answer: 7.39 m<sup>2</sup>

$$A = 2 \pi r^2 + \pi d h$$

$$A = 2(3.14)(0.41)^2 + 3.14(0.84)(2.4)$$

$$A = 7.39 \text{ m}^2$$

### Resources

1. *Practical Problems in Mathematics for Automotive Technicians*, 5<sup>th</sup> edition, Sformo and Moore, Delmar, 1998
2. Auto Body Technician MATH 130 Industrial Mathematics manual
3. Any basic mathematics and algebra text or workbook

## SFTY 126 - Safe Working Procedures

**Credit Units:** 2.00

You will study and follow the basic principles of shop safety when working with and around equipment, tools and chemicals used in the auto body trade..

<b>SFTY 126 - Safe Working Procedures</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe WHMIS					
▪ Identify the purpose and components of WHMIS.					
▪ Explain WHMIS hazard symbols.					
▪ Describe a WHMIS supplier label.					
▪ Explain information on material safety data sheets.					
▪ Describe employer and employee rights and responsibilities under WHMIS legislation.					
2. Describe Occupational Health and Safety					
▪ Explain the purpose of the OH&S legislation.					
▪ Identify common workplace hazards.					
▪ Identify general safety practices.					
▪ Describe reporting procedures for accidents.					
▪ Explain employer and employee responsibilities to ensure a safe working environment.					
3. Describe the Use of Personal Protective Equipment					
▪ Identify protective equipment to prevent eye, ear, head, hand, and foot injury.					
▪ Identify protective measures to be taken against heat and flames, fumes, chemical and dust exposure.					
4. Describe the Use of Fire Fighting Equipment					
▪ List the causes and properties of fire.					
▪ Select fire extinguishers.					
▪ Describe the procedure in extinguishing a given fire.					
5. Maintain Shop Safety					
▪ Identify safety signs, shields, and guards.					
▪ Identify safety when operating equipment.					
6. Perform House Keeping Duties					
▪ Identify ways of cleaning and keeping the shop area tidy.					
▪ Clean the shop area.					
7. Move Materials and Equipment Manually					
▪ Describe lifting principles.					
▪ Use safe lifting procedures.					
8. Identify lifting equipment					
▪ Identify vehicle support lifting locations.					
▪ Use lifting equipment on a vehicle.					
▪ Place vehicle on safety stands.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by program assessor.
- Details of any workplace/industry training

**2. Challenge test: ([Refer to Appendix B– Exam Blue Print](#))**

- Passing mark is 60%
- Multiple choice test

Example Question:

MSDS stands for:

- a) Material Safety Data Sheet
- b) Master safety Data Sheet
- c) Material Safety Data System
- d) Master Safety Data System

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[See Step 4 – Action Plan](#)

**Resources**

1. SFTY 126 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg
3. The Occupational Health and Safety Act, 1993 and The Occupational Health and Safety Regulations, 1996

**BESK 120 - Benchwork****Credit Units:** 2.00

You will learn how to identify, select, operate and maintain hand and power tools, equipment and fasteners

<b>BESK 120 - Benchwork</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.					
1. Use Hand and Power Tools					
▪ Identify hand and power tools.					
▪ Use hand and power tools.					
2. Use Clamping Devices					
▪ Recognize kinds of vises.					
▪ Use bench and clamping vises.					
3. Use Hand and Power Cutting Tools					
▪ Identify hand and power cutting tools.					
▪ Use hand and power cutting tools.					
4. File Materials					
▪ Identify files.					
▪ Use files.					
5. Grind Materials Using Power Grinders					
▪ Identify the bench grinder and attachments					
▪ Use bench grinders.					
6. Sharpen Drill Bits, Cutting, and Marking Devices					
▪ Identify equipment in sharpening drill bits, cutting, and marking devices.					
▪ Sharpen drill bits, cutting, and marking devices.					
7. Drill Materials					
▪ Identify drills and drill bits.					
▪ Demonstrate the drilling procedures.					
8. Cut or Restore Threads					
▪ Identify threading equipment					
▪ Cut new threads.					
▪ Restore damaged threads.					
9. Use Fasteners					
▪ Identify fasteners.					
▪ Use fasteners.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

Detailed Resume

- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industry training

**2. Challenge Test:**

Complete a written test ([Refer to Appendix B – Exam Blue Print](#))

- Passing mark is 60%
- Multiple choice test

Example:

To prevent “chatter” or vibration when filing or cutting with a hacksaw, you should:

- a) Slow down the cutting action
- b) Shorten your cutting strokes
- c) Oil your cutting surfaces
- d) Clamp the work piece low in the vice

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate the ability to build a basic tap and die project (Please refer to Learning Outcomes 1-8).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. BESK 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**WELD 178 - Welding****Credit Units:** 7.00

You will learn how to fusion weld light gauge metal used in the auto body industry using metal inert gas (MIG) welding procedures. You will also learn how to perform resistance spot welds. You will learn to cut metals using both a cutting torch and plasma arc cutters.

<b>WELD 178 - Welding</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Identify ferrous and non-ferrous metals					
▪ Identify metals.					
▪ Explain the common properties of metals.					
▪ Explain the effects of heat and corrosion on metal.					
2. Prepare metal for welding					
Identify ways of preparing metal for welding.					
▪ Prepare metal.					
3. Assemble MIG welding equipment					
▪ Identify MIG welding equipment.					
▪ Set up MIG welding equipment.					
▪ Operate MIG welding equipment.					
4. Perform MIG lap spot welds					
▪ Identify MIG spot welding procedures.					
▪ Perform MIG spot welds.					
5. Perform MIG lap welds					
▪ Identify MIG lap welding procedures.					
▪ Perform MIG lap welds.					
6. Perform MIG butt welds					
▪ Identify MIG butt welding procedures.					
▪ Perform MIG butt welds.					
7. Perform MIG plug welds					
▪ Identify MIG plug welding procedures.					
▪ Perform MIG plug welds.					
8. Perform resistance spot welding					
▪ Identify MIG plug welding procedures.					
▪ Perform resistance spot welds.					
9. Cut steel with plasma arc.					
▪ Describe cutting steel with plasma arc					
▪ Set up for plasma arc cutting					
▪ Cut steel with plasma arc.					
10. Assemble oxy-acetylene cutting equipment for cutting operation					
▪ List the rules of welding safety.					
▪ Identify welding equipment.					
▪ Set up oxy-acetylene equipment.					
11. Adjust torch for cutting operation					

<b>WELD 178 - Welding</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<ul style="list-style-type: none"> <li>▪ Identify types of welding flames.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Light torch.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Adjust torch flames.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Shut down oxy-acetylene equipment.</li> </ul>					
<b>12. Cut steel with cutting torch</b>					
<ul style="list-style-type: none"> <li>▪ Describe cutting metal with the oxy-acetylene cutting torch.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Describe the cutting process.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Describe torch angles and operator positions.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Describe free hand cutting methods.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Adjust oxy-acetylene equipment for cutting.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Cut straight lines and bevels freehand.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Describe hole piercing techniques.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Pierce holes.</li> </ul>					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).

Letter of validation from employer(s) ([Appendix A](#))

- Any current certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industry training.

**2. Challenge Test:**

Complete a theory test ([Refer to Appendix B – Exam Blue Print](#))

- Passing mark is 60%
- Multiple choice test

Example:

The main purpose of the shielding gas is to:

- a) Protect the molten puddle from the atmosphere
- b) Act as a flux
- c) Lubricate the wire
- d) Cool the weld area to reduce distortion

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test - Practical Demonstration (Please refer to Learning Outcome 6).**

**MIG Welding Projects**

1. LAPP JOINT STITCH HORIZONTAL POSITION (primed)
2. BUTT WITH BACKING JOINT CONTINUOUS FLAT
3. PLUG WELD (5 per coupon) FLAT POSITION (primed)

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. WELD 178 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

## DOOR 120 - Door Servicing

**Credit Units:** 2.00

You will learn how to remove and replace interior trim panels and remove, service and replace window regulators, door locks and associated hardware. You will also learn how to service, remove and replace movable and stationary door glass. The course content includes repairing and replacing door hinges, aligning doors and sealing doors against wind, water and dust leaks.

<b>Door 120 – Door Servicing</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b> I can work independently to apply the outcome.					
<b>Functional:</b> I need some assistance in using the outcome.					
<b>Learning:</b> I am developing skills and knowledge for this area.					
<b>None:</b> I have no experience with the outcome.					
<b>1. Remove and Install Exterior Mouldings, Trim, and Fasteners</b>					
▪ Identify exterior mouldings.					
▪ Remove and install exterior mouldings.					
<b>2. Remove and Install Interior Mouldings, Trim, and Fasteners</b>					
▪ Identify interior mouldings, trim, and fasteners.					
▪ Remove and replace interior mouldings and trim.					
<b>3. Remove and Install Door Glass</b>					
▪ Identify the type of door glass.					
▪ Remove and install door glass.					
<b>4. Remove and Install Window Regulator</b>					
▪ Identify types of window regulators.					
▪ Remove and install window regulators.					
<b>5. Remove and Install Door Latches, Locks, and Cylinders</b>					
▪ Identify types of latches, locks, and cylinders.					
▪ Remove and install latches, locks, and cylinders.					
<b>6. Remove and Install Door Shell</b>					
▪ Identify removal procedures.					
▪ Remove and install door shell.					
<b>7. Seal Against Air, Dust, and Water Leaks</b>					
▪ Identify air, dust, and water leaks.					
▪ Repair air, dust, and water leaks.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training.

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

- Passing mark is 60%
- Multiple choice test

Example:

When measuring a hood opening the difference between the diagonals is 9.5mm showing a shift to the left. To make them equal the front sheet metal must be moved to the right\_\_\_\_\_mm.

- a) 2.375
- b) 4.750
- c) 7.125
- d) 9.5

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate ability to remove, service and replace a door lock (Please refer to Learning Outcomes 2, 4, & 5.).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. DOOR 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**ELEC 120 - Electrical Systems****Credit Units:** 2.00

The course focuses on identifying, diagnosing, servicing, repairing and replacing automotive wiring, electrical parts and computer components

<b>ELEC 120 - Electrical Systems 120</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b> I can work independently to apply the outcome.					
<b>Functional:</b> I need some assistance in using the outcome.					
<b>Learning:</b> I am developing skills and knowledge for this area.					
<b>None:</b> I have no experience with the outcome.					
1. Apply Electron Theory					
▪ Explain Ohm's Law.					
▪ Apply Ohm's Law.					
2. Service a Battery					
▪ Identify and describe components of a battery.					
▪ Service a battery.					
3. Remove and Replace Fuses					
▪ Identify fuses.					
▪ Describe the functions of fuses.					
▪ Remove and replace fuses.					
4. Remove and Replace Lights					
▪ Identify light replacement procedures.					
▪ Replace lights.					
5. Solder Materials					
▪ Identify soldering equipment.					
▪ Describe soldering procedures.					
6. Repair Wiring					
▪ Identify types of automotive wires.					
▪ Describe wire repair methods.					
▪ Repair automotive wiring.					
7. Repair Lighting Systems					
▪ Identify lighting systems.					
▪ Repair lighting systems.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training.

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

Current flow is measured in the form of:

- a) Volts
- b) Resistance
- c) Amps
- d) Meters

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate the ability to solder automotive electrical wiring (Please refer to Learning Outcomes 5 & 6).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. ELEC 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**METL 120 - Basic Metal Work****Credit Units:** 10.00

Using hammers and dollies, you will learn how to smooth and shape metal panels. You will also learn how to finish automotive panels by filing, grinding and applying body filler. The course content includes repairing minor rust damage.

**Pre-requisites:** WELD 178 Minimum Grade: 60 (concurrent)

<b>Basic Metal Work 120</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b> I can work independently to apply the outcome.					
<b>Functional:</b> I need some assistance in using the outcome.					
<b>Learning:</b> I am developing skills and knowledge for this area.					
<b>None:</b> I have no experience with the outcome.					
<b>1. Use Auto Body Hand Tools</b>					
▪ Identify auto body hand tools.					
▪ Describe how to use auto body hand tools.					
<b>2. Shrink Metal</b>					
▪ Identify shrinking procedures.					
▪ Shrink metal.					
<b>3. Grind With Disc Grinder</b>					
▪ Select grinders and grinding discs.					
▪ Use the disc grinder.					
<b>4. Repair Minor Damage</b>					
▪ Demonstrate shaping sheet metal.					
▪ Repair minor damage.					
<b>5. Work With Body Filler</b>					
▪ Identify body fillers.					
▪ Mix and apply body filler.					
▪ Finish body filler.					
<b>6. Perform Rough out (Rollout)</b>					
▪ Select equipment.					
▪ Perform rough out (rollout) repair.					
<b>7. Reinforce Weak, Damaged Areas</b>					
▪ Identify methods of forming sheet metal .					
▪ Identify corrosion protection methods.					
▪ Reinforce weak and damaged areas.					
<b>8. Repair Minor Rust Damage</b>					
▪ Identify rust repair equipment and materials.					
▪ Perform minor rust repair.					
▪ Identify adhesive bonding materials.					
▪ Describe adhesive bonding procedures.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test)

- Passing mark is 60%
- Multiple choice test

Example:

The most important part of a job with respect to quality and speed is:

- a) Roughing out
- b) Finishing
- c) Materials used
- d) Painting

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate ability to repair a minor dent (Please refer to Learning Outcomes 1-7).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. METAL 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

## PNTG 120 - Basic Painting

**Credit Units:** 7.00

Your studies will focus on preparing substrate (including sanding, masking, paint stripping and applying primers, surfacers and sealers). The course content includes mixing and applying paint to single and multiple panels, preparing and painting plastics, and cleaning and servicing spray guns, spray booths and air supply systems. You will also learn how to polish new and old finishes, and clean and detail vehicles for delivery.

<b>PNTG 120 - Basic Painting</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Prepare a Panel to be Painted					
▪ Identify preparation procedures.					
▪ Prepare a panel to be painted.					
2. Strip Paint					
▪ Identify paint stripping methods.					
▪ Perform paint stripping methods.					
3. Service Spray Guns					
▪ Identify spray guns.					
▪ Service spray guns.					
4. Clean Spray Guns					
▪ Explain spray gun procedures.					
▪ Clean spray guns.					
5. Apply Primer and Apply Primer Surfacers					
▪ Identify primers and primer surfacer.					
▪ Apply primer and primer surfacer.					
6. Apply Sealer					
▪ Identify sealer.					
▪ Apply sealer.					
7. Mix Paint					
▪ Recognize reducers, thinners, additives, and viscosity of various types of paint.					
▪ Mix automotive paints.					
8. Apply Paint to a Panel					
▪ Explain application procedures.					
▪ Apply paint to panel.					
9. Polish a Panel					
▪ Explain polishing procedures.					
▪ Polish a panel.					
10. Remove and Replace Minor Decals					
▪ Identify methods of decal removal.					
▪ Remove and install minor decals.					
11. Use Upholstery Cleaning Agents					
▪ Identify upholstery cleaners.					
▪ Explain upholstery cleaning procedures.					

<b>PNTG 120 - Basic Painting</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b> I can work independently to apply the outcome.					
<b>Functional:</b> I need some assistance in using the outcome.					
<b>Learning:</b> I am developing skills and knowledge for this area.					
<b>None:</b> I have no experience with the outcome.					
▪ Clean automotive upholstery.					
<b>12. Service Air Supply Systems</b>					
▪ Identify air systems and painting equipment.					
▪ Service air supply and painting equipment.					
<b>13. Service Shop/Paint Booth Air Cleaners</b>					
▪ Identify shop/ paint booth air cleaners.					
▪ Service shop/ paint booth air cleaners.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

Automotive paints are made up of the following basic materials:

- a) Pigment, Solvent, Metallic, Particles
- b) Pigment, Binder, Solvent
- c) Pigment, Binder, Resins
- d) Pigment, Filler, Plasticizers

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
- [See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate the ability to prepare and paint a panel (Please refer to Learning Outcomes 1,2,3,4,5,6,7,8, & 9).

## Resources

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. PNTG 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**SHME 120 - Front Sheet Metal****Credit Units:** 2.00

You will learn how to remove, install and align bumpers, hoods, header panels, fenders, radiator supports and headlight assemblies.

<b>SHME 120 - Front Sheet Metal</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b> I can work independently to apply the outcome.					
<b>Functional:</b> I need some assistance in using the outcome.					
<b>Learning:</b> I am developing skills and knowledge for this area.					
<b>None:</b> I have no experience with the outcome.					
<b>1. Identify Cooling Systems</b>					
▪ Describe the operation of cooling systems.					
▪ Identify components of a heating and cooling system.					
<b>2. Identify Air Conditioning Systems</b>					
▪ Describe the operation of air conditioning.					
▪ Identify air conditioning components.					
<b>3. Identify restraint systems</b>					
▪ Discuss handling restraint systems safely.					
▪ Identify restraint system components.					
<b>4. Identify hybrid an alternative fuel systems</b>					
▪ Describe hybrid vehicles.					
▪ Working with high voltage safety.					
<b>5. Remove and Install Bumpers</b>					
▪ Identify types of bumpers.					
▪ Remove and install bumpers.					
<b>6. Remove and Install Header Panels</b>					
▪ Identify types of header panels.					
▪ Remove and install header panels.					
<b>7. Remove and Install Hood</b>					
▪ Identify removal procedures.					
▪ Remove and install hood.					
<b>8. Remove and Install Fenders and Inner Skirts</b>					
▪ Identify removal procedures.					
▪ Remove and install fenders and inner skirts.					
<b>9. Remove and Install Bolt on Radiator Support</b>					
▪ Identify air conditioning units.					
▪ Identify cooling systems and functions.					
▪ Identify procedures in removing and installing a radiator.					
▪ Remove and install a bolt on radiator support.					
<b>10. Remove and Install Deck Lid</b>					
▪ Remove and install deck lid.					
<b>11. Align Headlights</b>					
▪ Identify alignment procedures.					
▪ Align headlights.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

A typical bolt on bumper can be adjusted in \_\_\_\_\_ different directions.

- a) 2
- b) 4
- c) 6
- d) 8

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate ability to adjust a hood or trunk lid (Please refer to Learning Outcomes 5 & 8).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. SHME 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**PLST 120 - Plastic Material Repair**

**Credit Units:** 2.00

You will learn how to repair plastic automotive parts and fibre-reinforced panels.

<b>PLST 120 - Plastic Material Repair</b>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.					
1. Identify Plastics					
▪ Identify types of plastics.					
▪ Select types of plastics.					
2. Weld Plastics					
▪ Identify welding equipment.					
▪ Describe welding procedures.					
▪ Weld plastics.					
3. Repair Plastics					
▪ Identify plastic repair materials.					
▪ Describe plastic repair procedures.					
▪ Repair plastics.					
4. Perform Minor Fibre-Reinforced Repair					
▪ Identify fibre.					
▪ Repair fibre- reinforced panels.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test:**

Complete a theory test ([Refer to Appendix B – Exam Blue Print](#))

- Passing mark is 60%
- Multiple choice test

Example:

When welding plastic, the very first step to take is:

- a) V-groove the area
- b) Clean plastic with wax and grease remover
- c) Test welding rod compatibility
- d) Clean with soap and water

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
- [See Step 4 – Action Plan](#)

### **3. Performance Test (Practical Demonstration)**

Demonstrate the ability to perform a plastic repair with plastic welding and plastic bonding adhesive procedures (Please refer to Learning Outcomes 1,2,3, & 4).

### **Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. PLST 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**GLAS 120 - Glass Removal and Installation**

**Credit Units:** 1.00

You will examine the role of stationary glass in unibody construction. The course content includes glass removal and replacement to factory original specifications.

<b>GLAS 120 - Glass Removal and Installation</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Remove and Install Stationary Glass					
▪ Identify types of automotive stationary glass.					
▪ Identify automotive stationary glass adhesives.					
▪ Identify stationary glass installation methods.					
▪ Demonstrate removing and installing stationary glass					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

Windshields in North America-produced automobiles must be the

- a) Tempered type
- b) Laminated type
- c) Safety type
- d) Heat –treated type

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate the ability to remove and replace stationary glass (Please refer to Learning Outcome 1).

## Resources

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. GLAS 120 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**PRAC 121 - Industrial Attachment**

To become familiar with the industry, you will spend two weeks in an auto body repair shop.

<b>PRAC 121 - Industrial Attachment</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Working in an Auto Body Shop Environment					
▪ Quality of Work-Care taken in repair fundamentals					
▪ Speed of repair ( while retaining quality)					
▪ Dependability – Punctuality					
▪ Able to follow verbal directions					
▪ Basic Hand Skills					
▪ You have been employed in a Auto Body environment practicing skills required for the Auto Body career.					
▪ You have been employed for a minimum of 2 years within the last 5 years in the trade.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**METL 220 - Advanced Metal Work****Credit Units:** 8.00

Your studies will focus on analyzing repair costs and repairing minor and major collision damage (including fibre-reinforced, plastic and rust repairs).

**Pre-requisites:** METL 120 Minimum Grade: 60

<b>METL 220 - Advanced Metal Work</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Interpret Printed Information					
▪ Locate printed information.					
▪ Interpret printed information.					
▪ Use printed information.					
2. Remove and Install Vehicle Restraint Systems					
▪ Identify restraint systems.					
▪ Describe removal procedures.					
▪ Remove and Install Seats.					
3. Identify removal and installation procedures					
▪ Remove and install seats.					
4. Operate Power Hydraulic Equipment					
▪ Select power hydraulic equipment.					
▪ Operate power hydraulic equipment.					
5. Jack and Align Sheet Metal and Openings					
▪ Identify measuring techniques for aligning sheet metal.					
▪ Describe jacking techniques.					
▪ Jack and align sheet metal and openings.					
6. Pull Sheet Metal					
▪ Identify metal cutting tools.					
▪ Identify types of damage and crowns on body sheet metal.					
▪ Describe how to pull body sheet metal.					
▪ Pull body sheet metal.					
7. Collision Repair					
▪ Describe collision repair procedures.					
▪ Perform collision repair.					
8. Perform a Complete and Final Check on Vehicle					
▪ Identify final check procedures.					
▪ Complete a final check on vehicle.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

Roughing out panels with a tension pull minimizes:

- a. Equipment required
- b. Distortion
- c. Contraction
- d. Heat required

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate the ability to repair a dent using a tension pull (Please refer to Learning Outcomes 4,5,6, & 7).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. METL 220 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**PNTG 220 - Advanced Painting****Credit Units:** 8.00

You will learn how to match colour, use blending techniques and do spot repairs. You will also learn how to remove and replace wood grain transfers, decals and pin striping, identify and correct paint defects, and apply tri-coat finishes. Your project will be to paint a vehicle.

**Pre-requisites:** PNTG 120 Minimum Grade: 60

<b>PNTG 220 - Advanced Painting</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Prepare a Panel for Spot Paint					
▪ Explain methods of surface preparation.					
▪ Prepare a panel to be spot painted.					
2. Match Paint Colour					
▪ Identify colour metrics.					
▪ Tint and match colour.					
3. Spot Paint a Panel					
▪ Explain spot painting procedures.					
▪ Spot paint a panel.					
4. Prepare a Project (Vehicle) for Painting					
▪ Describe preparation procedures for painting a complete vehicle.					
▪ Prepare a vehicle for a complete paint job.					
5. Paint Complete Project (Vehicle)					
▪ Explain paint application procedures.					
▪ Paint a complete vehicle.					
6. Prepare Vehicle for Delivery					
▪ Identify preparation procedures.					
▪ Prepare a vehicle for delivery.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

To determine if you will have a paint mix that is a blendable match, the technician must:

- a). Mix only the OEM code
- b). Clean the surface
- c). Check paint inside the door jam
- d). Spray a test panel

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

**3. Performance Test (Practical Demonstration)**

Demonstrate the ability to match a colour to a blended match and perform a spot repair (Please refer to Learning Outcomes 1, 2 & 3).

**Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. PNTG 220 Manual
2. Auto Body Repair and Refinishing Third Edition John W. Hogg

**COMM 127 - Industry Communications****Credit Units:** 2.00

You will practice fundamental employability skills related to oral and written communications. You will also practice teamwork employability skills related to working effectively with others. You will learn personal employability skills and the effect of attitudes and behaviours on a successful job search.

**Equivalent Course(s):** BCOM 120 COMM 185 COMM 187 COMM 193

<b>Industry Communications 127</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Apply Job-related Interpersonal and Oral Communication					
▪ Listen actively.					
▪ Speak effectively.					
▪ Use Teamwork Skills And Behaviours.					
▪ Explain the importance of Customer.					
2. Use Job-Related Written Communications					
▪ Write Email and memo of instruction.					
▪ Complete order forms.					
▪ Complete job Related Forms.					
▪ Write faxes.					
3. Use Job Search Skills					
▪ Write resume and cover letter.					
▪ Describe Skills required in a Job interview.					

**PLAR Assessment Methods** If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

**1. Evidence File: An interview may be required to clarify evidence.**

- Detailed Resume
- PLAR Validation Checklist – Skills and knowledge checked and verified by an employer ([Appendix A](#)).
- Letter of validation from employer(s) ([Appendix A](#))
- Any current approved certificates. These documents must be confirmed by employer or program assessor.
- Details of any workplace/industrial training

**2. Challenge Test ([Refer to Appendix B – Exam Blue Print](#)):**

Complete a theory test

- Passing mark is 60%
- Multiple choice test

Example:

Which one of these is not one of the steps in speaking effectively?

- A. Entertaining the audience
- B. Stating the basic point
- C. Presenting your opinion and the facts
- D. Summarizing and recommending action

If needed, complete Proctor Forms [Appendix C](#) (Upon approval from Program Head)  
[- See Step 4 – Action Plan](#)

### **3. Performance Test (Practical Demonstration)**

Demonstrate the ability to go through an interview.

### **Resources**

**Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.**

1. COMM 127 Manual
2. No recommended text book available

# Pre-Employment Auto Body Technician



## Appendix A Employer Validation Letter & Checklists



**SIAS**

SASKATCHEWAN INSTITUTE OF  
APPLIED SCIENCE AND TECHNOLOGY

# Employer's Business Letterhead

## Sample Letter of Validation

\_\_\_\_\_ (candidate's name) has performed the knowledge and skill factors that have been checked "Yes" at a competent level for Course(s) \_\_\_\_\_  
\_\_\_\_\_.

Name of Validator: \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

General comments regarding the candidate's performance (optional):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Note to PLAR Candidate:

The information within this letter must be completed and signed by your employer/supervisor or designate and printed on official letterhead indicating the place of employment and who is verifying your validation checklist. The supervisor or designate is responsible for ensuring your validation checklist accurately reflects your abilities in each area identified. A copy of the signed and dated validation checklist(s) for \_\_\_\_\_ course(s) must be included with the Letter of Validation and returned to your PLAR assessor at SIAST.

**PLAR Employer Validation Checklist  
Auto Body Safety  
SFTY 126**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Completed WHIMIS Training			
Applies employer and employee rights and responsibilities under WHMIS legislation			
Identifies common workplace hazards			
Uses general safety practices.			
Reports accidents using appropriate procedures.			
Uses personal protective equipment			
Uses protective equipment to prevent eye, ear, head, hand, and foot injury.			
Uses protective measures to be taken against heat and flames, fumes, chemical and dust exposure			
Safely uses Fire Fighting Equipment			
Completed fire safety training.			
Uses recommended procedures in extinguishing a fire.			
Maintains Shop Safety			
Uses safety signs, shields, and guards			
Safely operates equipment.			
Performs effective Housekeeping Duties			
Satisfactorily cleans the shop area.			
Effectively Moves Materials and Equipment Manually			
Uses safe lifting procedures.			
Places Vehicle on Safety Stands			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Uses lifting equipment on a vehicle			
Places vehicle on safety stands.			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for Safety 126:**

Please complete the PLAR Validation Checklist for Safety 126. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Bench Work  
BESK 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Effectively Uses Hand Tools. <ul style="list-style-type: none"> <li>• Squares</li> <li>• Ruler</li> <li>• Ball peen hammers</li> <li>• Center punch</li> </ul>			
Effectively Uses Power Tools. <ul style="list-style-type: none"> <li>• Bench grinders</li> </ul>			
Uses bench and clamping vises.			
Effectively uses hand cutting tools. <ul style="list-style-type: none"> <li>• Hack saws</li> </ul>			
Effectively uses power cutting tools. <ul style="list-style-type: none"> <li>• Drill press</li> </ul>			
Effectively uses files.			
Grind Materials Using Power Grinders			
Correctly uses appropriate grinder attachments.			
Uses appropriate equipment to sharpen drill bits, cutting, and marking devices.			
Sharpens Drill Bits, Cutting, and Marking Devices			
Selects appropriate drills and drill bits for tasks.			
Applies correct drilling procedures.			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for Safety 126:**

Please complete the PLAR Validation Checklist for Safety 126. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Welding  
WELD 178**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Applies the rules of welding safety.			
Assembles the equipment for the oxy-acetylene cutting procedures.			
Safely shuts down oxy-acetylene equipment. ....			
Effectively identifies ferrous and non-ferrous metals.			
Applies knowledge of the effects of heat and corrosion on metal.			
Performs the steps to prepare metal for welding.			
Uses appropriate welding positions			
Performs cutting steel with cutting torch			
Performs piercing holes in steel with cutting torch			
Performs freehand cutting methods with cutting torch			
Performs resistance spot welding			
Assembles correct equipment for the MIG welding procedures			
Performs MIG lap spot welds			
Performs MIG lap welds			
Performs MIG butt welds			
Performs MIG plug welds			
Performs correct set up for plasma cutting			
Cuts steel with a plasma arc			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for WELD 178:**

Please complete the PLAR Validation Checklist for WELD 178. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Door Services  
Door 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Removes exterior mouldings, trim, and fasteners.			
Installs exterior mouldings, trim, and fasteners.			
Removes door glass			
Installs door glass			
Uses appropriate types of window regulators for tasks			
Removes window regulators			
Installs window regulators			
Removes door latches, locks, and cylinders			
Replaces door latches, locks, and cylinders			
Removes door shells			
Installs door shells			
Adjusts doors			
Seals doors against air, dust, and water leaks.			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for DOOR 120:**

Please complete the PLAR Validation Checklist for DOOR 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Electrical Systems  
ELEC 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Applies Electron Theory <ul style="list-style-type: none"> <li>• OHM'S law</li> </ul>			
Services batteries			
Removes automotive fuses			
Replaces automotive fuses			
Removes automotive headlights			
Installs automotive headlights			
Performs soldering procedures for automotive wiring			
Repairs automotive lighting systems			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for ELEC 120:**

Please complete the PLAR Validation Checklist for ELEC 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist**  
**Auto Body Basic Metal Work**  
**METL 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Uses auto body hand tools <ul style="list-style-type: none"> <li>• Body hammers</li> <li>• Dollies</li> <li>• Body spoons</li> <li>• Pry bars</li> </ul>			
Performs shrinking procedures			
Grinds metal using a grinder			
Shapes sheet metal			
Repairs minor damage			
Works with body filler			
Performs a rough out (rollout) repair			
Reinforces weak, damaged panels			
Performs minor rust repair			
Uses adhesive bonding materials			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for METL 120:**

Please complete the PLAR Validation Checklist for METL 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist**  
**Auto Body Basic Painting**  
**PNTG 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Prepares panel to be painted			
Performs paint stripping			
Services spray guns			
Uses correct spray gun techniques			
Applies primer and primer surfacer to a panel			
Applies a primer sealer to a panel			
Uses appropriate reducers, thinners, additives, and viscosity of various types of paint for tasks			
Mixes paint			
Applies paint to a panel			
Uses correct polishing procedures			
Identifies methods of decal removal			
Removes decals			
Installs decals			
Uses appropriate automotive trim materials and cleaning agents for tasks			
Uses stain removal methods			
Performs interior and exterior cleaning procedures			
Uses air systems equipment			
Maintains paint booth filter			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for PNTG 120:**

Please complete the PLAR Validation Checklist for PNTG 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Glass Removal and Installation  
GLAS 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Applies knowledge of the types of automotive stationary glass			
Uses appropriate automotive stationary glass adhesives for tasks			
Removes stationary glass			
Installs stationary glass			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for Safety 126:**

Please complete the PLAR Validation Checklist for Safety 126. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist**  
**Auto Body Front Sheet Metal**  
**SHME 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Applies knowledge of automotive cooling system components			
• Radiator and recovery system			
• Drive belts			
• Water pump			
• Heater Core			
• Heater hoses			
• Electric fan system			
• Water pump and fan system			
• Thermostat and housing system			
Applies knowledge of air Conditioning Systems and functions			
• Evaporator			
• Expansion Valve			
• Compressor			
• Condenser			
• Receiver-Drier			
Use correct types of bumpers for tasks.			
Removes bumpers			
Installs bumpers			
Removes header panels			
Installs header panels			
Removes hood			
Installs hood			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Removes fenders and inner skirts			
Installs fenders and inner skirts			
Removes bolt on radiator support			
Installs bold on radiator support			
Removes deck lid			
Installs deck lid			
Performs alignment procedures for headlights			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for SHME 120:**

Please complete the PLAR Validation Checklist for SHME 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist**  
**Auto Body Advanced Metal Work**  
**METL 220**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Correctly estimates cost of vehicle repair			
Removes vehicle restraint systems			
Installs vehicle restraint systems			
Removes seats			
Installs seats			
Operates power hydraulic equipment			
Correctly uses jacking and alignment of sheet metal and openings			
Uses appropriate metal cutting tools for tasks			
Applies knowledge of damage and crowns on body sheet metal when working.			
Pulls body sheet metal			
Repairs collisions			
Performs a complete final check on a vehicle			
<ul style="list-style-type: none"> <li>• Cleans all body filler filings from vehicle</li> </ul>			
<ul style="list-style-type: none"> <li>• Be sure all parts that have been replaced are tight</li> </ul>			
<ul style="list-style-type: none"> <li>• Be sure that all dents around the area that you have worked have been repaired</li> </ul>			
<ul style="list-style-type: none"> <li>• Cleans and vacuums interior to remove dust.</li> </ul>			
<ul style="list-style-type: none"> <li>• Check electrical system to be sure all lights as well as other electrical components work</li> </ul>			
<ul style="list-style-type: none"> <li>• After replacing parts, always check that you have the correct gap to adjacent panels</li> </ul>			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Finesse defects from paint surfaces if necessary			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for METL 220:**

Please complete the PLAR Validation Checklist for METL 220. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Industrial Attachment  
PRAC 121**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Works safely in an Auto Body Shop Environment			
Performs quality work in repair fundamentals			
Performs repairs with adequate speed ( while retaining quality)			
Is dependable and punctual			
Follows verbal directions			
Performs basic hand skills			
<ul style="list-style-type: none"> <li>• Minor dent repair</li> </ul>			
<ul style="list-style-type: none"> <li>• Paint preparation procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Minor paint application</li> </ul>			
Demonstrates skills required for the Auto Body career.			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for PRAC 121:**

Please complete the PLAR Validation Checklist for PRAC 121. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Advanced Painting  
PNTG 220**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Prepares a panel for a spot repair			
Identifies colour metrics			
Tints and matches a colour			
Performs a spot repair on a panel			
Prepares a vehicle for a complete paint job			
<ul style="list-style-type: none"> <li>• Identifies type of paint on vehicle</li> </ul>			
<ul style="list-style-type: none"> <li>• Remove parts as necessary</li> </ul>			
<ul style="list-style-type: none"> <li>• Wash vehicle with soap and water</li> </ul>			
<ul style="list-style-type: none"> <li>• Wipe and blow dry all wet surfaces</li> </ul>			
<ul style="list-style-type: none"> <li>• Wash surfaces to be painted with wax and grease remover</li> </ul>			
<ul style="list-style-type: none"> <li>• Mask panels to be painted</li> </ul>			
<ul style="list-style-type: none"> <li>• Feather-edge broken paint surfaces</li> </ul>			
<ul style="list-style-type: none"> <li>• Back sand paint surfaces</li> </ul>			
<ul style="list-style-type: none"> <li>• Remove sanding dust from sanded surfaces</li> </ul>			
<ul style="list-style-type: none"> <li>• Final washing</li> </ul>			
<ul style="list-style-type: none"> <li>• Mix and apply polyester putty onto recommended surfaces</li> </ul>			
<ul style="list-style-type: none"> <li>• Metal condition</li> </ul>			
<ul style="list-style-type: none"> <li>• Applying primers to substrates</li> </ul>			
<ul style="list-style-type: none"> <li>• Application of primer surfacer</li> </ul>			
<ul style="list-style-type: none"> <li>• Final sanding operations</li> </ul>			
<ul style="list-style-type: none"> <li>• Remove all masking paper</li> </ul>			
<ul style="list-style-type: none"> <li>• Pressure wash the surfaces to be top coated</li> </ul>			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
<ul style="list-style-type: none"> <li>• Blow and /or wipe dry surfaces to be top coated</li> </ul>			
<ul style="list-style-type: none"> <li>• Final masking procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Clean with compressed air</li> </ul>			
<ul style="list-style-type: none"> <li>• Final solvent wash</li> </ul>			
Final tack using recommended tack cloth			
Paints a complete vehicle			
Prepares a vehicle for delivery			

Note to Employer/Customer Verifying the Critical Learning Outcomes for PNTG 220:

Please complete the PLAR Validation Checklist for PNTG 220. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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Employer Signature: \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Communications  
COMM 127**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Listens actively			
Speaks effectively			
Uses teamwork skills and behaviours			
Writes emails and memos of instruction			
Writes order forms			
Presents an up-to- date resume			
Uses effective job interview skills			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for COMM 126:**

Please complete the PLAR Validation Checklist for COMM 126. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

**PLAR Employer Validation Checklist  
Auto Body Plastic Material Repair  
PLST 120**

**Directions: Please check "Satisfactory" or "Unsatisfactory" for each knowledge and skill factor. Please add any clarifications in the "Optional Comments" column.**

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
Listens actively			
Speaks effectively			
Uses teamwork skills and behaviours			
Writes emails and memos of instruction			
Writes order forms			
Presents an up-to- date resume			
Uses effective job interview skills			

**Note to Employer/Customer Verifying the Critical Learning Outcomes for PLST 120:**

Please complete the PLAR Validation Checklist for PLST 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the Letter of Validation.

Comments:

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**Employer Signature:** \_\_\_\_\_

# Pre-Employment Auto Body Technician



## Appendix B Exam Blueprint



**SIAST**

SASKATCHEWAN INSTITUTE OF  
APPLIED SCIENCE AND TECHNOLOGY

## Appendix B Exam Blueprint Auto Body Technician Program

Title of Course	Learning Outcomes	Number of Questions per Outcome	
		Written Test	Demonstration
<b>SFTY 126</b> – Safe Working Procedures	<ol style="list-style-type: none"> <li>1. Describe WHMIS</li> <li>2. Describe Occupational health and safety</li> <li>3. Describe the Use of personal protective equipment</li> <li>4. Describe the use of fire fighting equipment</li> <li>5. Maintain shop safety</li> <li>6. Perform housekeeping duties</li> <li>7. Move materials and equipment</li> <li>8. Identify lifting equipment</li> </ol>	LO # 1 = 5 LO # 2 = 4  LO # 3 = 5  LO # 4 = 5  LO # 5 = 4 LO # 6 = 3 LO # 7 = 4 LO # 8 = 5	NO
<b>BESK 120</b> – Bench Work	<ol style="list-style-type: none"> <li>1. Use hand and Power tools</li> <li>2. Use clamping devices</li> <li>3. Use hand and power cutting tools</li> <li>4. File materials</li> <li>5. Grind materials using power grinders</li> <li>6. Sharpen drill bits, cutting and marking devices</li> <li>7. Drill materials</li> <li>8. Cut or restore threads</li> <li>9. Use Fasteners</li> </ol>	LO # 1 = 4 LO # 2 = 5 LO # 3 = 5 LO # 4 = 5 LO # 5 = 5 LO # 6 = 5  LO # 7 = 5 LO # 8 = 4	Demonstrate the ability to build a basic tap and die project
<b>WELD 178</b> - Welding	<ol style="list-style-type: none"> <li>1. Identify ferrous and non-ferrous metals</li> <li>2. Prepare metal for welding</li> <li>3. Assemble MIG welding equipment</li> <li>4. Perform MIG lap spot welds.</li> <li>5. Perform MIG lap welds</li> <li>6. Perform MIG butt welds</li> <li>7. Perform MIG plug welds</li> <li>8. Perform resistant spot weld</li> <li>9. Cut steel with plasma arc.</li> <li>10. Assemble oxy-acetylene cutting equipment for cutting operation.                             <ul style="list-style-type: none"> <li>▪ List the rules of welding safety</li> </ul> </li> <li>11. Adjust torch for cutting operation</li> <li>12. Cut steel with cutting torch</li> </ol>	LO # 1 = 8 LO # 2 = 2 LO #3-7 = 11 LO #10 = 2	Demonstrate the ability to weld:  1. LAPP JOINT <u>STITCH</u> HORIZONTAL POSITION (primed)  2. BUTT WITH BACKING JOINT <u>CONTINUOUS</u> FLAT  3. PLUG WELD (5 per coupon) FLAT POSITION (primed)
<b>DOOR 120</b> – Door Services	<ol style="list-style-type: none"> <li>1. Remove and Install Exterior Mouldings, Trim, and Fasteners</li> <li>2. Remove and Install Interior</li> </ol>	LO 2=3	Demonstrate ability to remove, service and replace a door lock

**Appendix B Exam Blueprint Auto Body Technician Program**

Title of Course	Learning Outcomes	Number of Questions per Outcome	
		Written Test	Demonstration
	<b>Mouldings, Trim, and Fasteners</b> 3. Remove and Install Door Glass 4. <b>Remove and Install Window Regulator</b> 5. <b>Remove and Install Door Latches, Locks, and Cylinders</b> 6. Remove and Install Door Shell 7. Seal Against Air, Dust, and Water Leaks	LO4=6 LO5=3	
<b>ELEC 120</b> – Electrical Systems	1. <b>Apply Electron Theory</b> 2. Service a Battery 3. Remove and Replace Fuses 4. Remove and Replace Lights 5. <b>Solder Materials</b> 6. <b>Repair Wiring</b> 7. Repair Lighting Systems	LO1=14 LO5=2 LO6=1	Demonstrate the ability to solder automotive electrical wiring
<b>METL 120</b> - Basic Metal Work	1. <b>Use Auto Body Hand Tools</b> 2. <b>Shrink Metal</b> 3. <b>Grind With Disc Grinder</b> 4. <b>Repair Minor Damage</b> 5. <b>Work With Body Filler</b> 6. <b>Perform Rough out (Rollout)</b> 7. <b>Reinforce Weak, Damaged Areas</b> 8. <b>Repair Minor Rust Damage</b>	LO # 1 = 5 LO # 2 = 5 LO # 3 = 5 LO # 4 = 5 LO # 5 = 5 LO # 6 = 5 LO # 7 = 5 LO # 8 = 4	Demonstrate ability to repair a minor dent
<b>PNTG 120</b> – Basic Painting	1. <b>Prepare a Panel to be Painted</b> 2. <b>Strip Paint</b> 3. <b>Service Spray Guns</b> 4. <b>Apply Primer and Apply Primer Surfacer</b> 5. <b>Apply Sealer</b> 6. <b>Mix Paint</b> 7. <b>Apply Paint to a Panel</b>	LO # 1 = 5 LO # 2 = 5 LO # 3 = 5 LO # 4 = 5 LO # 5 = 5 LO # 6 = 5 LO # 7 = 5	Demonstrate the ability to prepare and paint a panel
<b>GLAS 120</b> – Glass Removal and Installation	1. <b>Remove and Install Stationary Glass</b>	LO # 1 = 16	Demonstrate the ability to remove and replace stationary glass
<b>SHME 120</b> – Front Sheet Metal	1. <b>Identify Cooling Systems</b> 2. <b>Identify Air Conditioning Systems</b> 3. Remove and Install Bumpers 4. Remove and Install Header Panels	LO # 1 = 5 LO # 2 = 5 LO # 5 = 3	Demonstrate ability to adjust a hood or trunk lid

## Appendix B Exam Blueprint Auto Body Technician Program

Appendix B Exam Blueprint Auto Body Technician Program			
Title of Course	Learning Outcomes	Number of Questions per Outcome	
		Written Test	Demonstration
	<ol style="list-style-type: none"> <li>5. <b>Remove and Install Hood</b></li> <li>6. Remove and Install Fenders and Inner Skirts</li> <li>7. <b>Remove and Install Bolt on Radiator Support</b></li> <li>8. <b>Remove and Install Deck Lid</b></li> <li>9. Align Headlights</li> </ol>	LO # 7 = 4 LO # 8 = 5	
<b>PLST 120</b> – Plastic Material Repair	<ol style="list-style-type: none"> <li>1. <b>Identify Plastics</b></li> <li>2. <b>Weld Plastics</b></li> <li>3. <b>Repair Plastics</b></li> <li>4. <b>Perform Minor Fibre-Reinforced Repair</b></li> </ol>	LO1=5 LO2=10 LO3=4 LO4=2	Demonstrate the ability to perform a plastic repair with plastic welding and plastic bonding adhesive procedures
<b>METL 220</b> – Advanced Metal Work	<ol style="list-style-type: none"> <li>1. Interpret Printed Information</li> <li>2. Remove and Install Vehicle Restraint Systems</li> <li>3. Identify removal and installation procedures.</li> <li>4. <b>Operate Power Hydraulic Equipment</b></li> <li>5. <b>Jack and Align Sheet Metal and Openings</b></li> <li>6. <b>Pull Sheet Metal</b></li> <li>7. <b>Collision Repair</b></li> <li>8. Perform a Complete and Final Check on Vehicle</li> </ol>	LO # 4 = 5 LO # 5 = 5 LO # 6 = 5 LO # 7 = 5	Demonstrate the ability to repair a dent using a tension pull
<b>PRAC 121</b> – Industrial Attachment	<ol style="list-style-type: none"> <li>1. Working in an Auto Body Shop Environment</li> </ol>		NO
<b>PNT 220</b> – Advanced Painting	<ol style="list-style-type: none"> <li>1. <b>Prepare a Panel for Spot Paint</b></li> <li>2. <b>Match Paint Colour</b></li> <li>3. <b>Spot Paint a Panel</b></li> <li>4. Prepare a Project (Vehicle) for Painting</li> <li>5. Paint Complete Project (Vehicle)</li> <li>6. Prepare Vehicle for Delivery</li> </ol>	LO1=5 LO2=10 LO3=4	Demonstrate the ability to match a colour to a blended match and perform a spot repair

# Pre-Employment Auto Body Technician



## Appendix C Proctor Form



**SIAST**

SASKATCHEWAN INSTITUTE OF  
APPLIED SCIENCE AND TECHNOLOGY



**SIAS**

SASKATCHEWAN INSTITUTE OF  
APPLIED SCIENCE AND TECHNOLOGY

If you wish to write a theory exam off campus, please return this completed form to your SIAS program. Request this wish at [Step 4 – Action Plan](#). The exam and a return envelope will be mailed to the exam invigilator. You can write the exam under secure conditions when it is convenient to both of you. Your exam proctor will mail the exam to the relevant SIAS campus (your point of contact for your PLAR challenge).

Program Head  
Auto Body Program  
SIAS Wascana Campus  
PO Box 556  
Regina, SK, S4P 3A3

Program Head  
Auto Body Program  
SIAS Kelsey Campus  
PO Box 1520  
Saskatoon, SK, S7K 3R5

**Exam Proctor FORM FOR  
PRIOR LEARNING ASSESSMENT**

**The exam supervisor should be a professional (teacher, RCMP, RN, secretary, clergy, etc.) and must be a non-relative.**

**EXAM SUPERVISOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Business phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

**Student's name:** (please print) \_\_\_\_\_

List Course \_\_\_\_\_  
\_\_\_\_\_