

Auto Body Technician PLAR Candidate Guide

Prior Learning Assessment and
Recognition (PLAR)



Tomorrow
in the making.

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Saskatchewan Polytechnic

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

Developed by program	May 2007			
Revised by program				
Revised template by RPL office	June 2012	November 2014		
Web ready – PLAR office	June 2012	November 2014		

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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 Saskatchewan Polytechnic student.

Option A: Individual course challenge

If you have 2 years successful experience in the auto body field, 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, check the [PLAR database](#) or call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/counsellor assigned to the Auto Body Technician program at: 1-866-467-4278 or 1-866-goSaskatchewan Polytechnic.

How many courses can be challenged through PLAR in the Auto Body Technician 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?

Auto Body Technician Certificate Program Profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
MATH 130	Industrial Mathematics	*see note below*	
COMM 127	Industry Communications	*see note below*	
SFTY 126	Safe Working Procedures	✓	
BESK 120	Bench Work	✓	
WELD 178	Welding	✓	
DOOR 120	Door Service	✓	
ELEC 120	Electrical Systems	✓	
METL 120	Basic Metal Work	✓	
PNTG120	Basic Painting	✓	
GLAS 120	Glass Removal and Installation	✓	
SHME 120	Front Sheet Metal	✓	
PLST 120	Plastic Material Repair	✓	
METL 220	Advanced Metal Work	✓	
PRAC 121	Industrial Attachment	✓	
PNTG 220	Advanced Painting	✓	

Note: Some courses common to multiple programs at Saskatchewan Polytechnic (i.e. computers, communications, math, and sciences) are managed by associated studies faculty. To see if these shared courses in your program are PLAR-ready, visit the "Courses Common to Multiple Programs" link on the [PLAR homepage](#) for further details.

For assistance call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/[counsellor](#) assigned to the Pre-Employment Auto Body Technician Certificate program at: 1-866-467-4278.

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
- standardized tests
- 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 Saskatchewan Polytechnic, 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 Saskatchewan Polytechnic counsellor at a campus closest to you or refer to the Saskatchewan Polytechnic Web site:

http://www.gosiast.com/stuservices/advising_counselling.shtml

Are there other methods to gain Saskatchewan Polytechnic course credits for prior learning?

Transfer Credit

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

http://www.gosiast.com/admissions/transfer_credit.shtml

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 [Saskatchewan Polytechnic educational counsellor](#).

Equivalency Credit

Equivalency credit refers to the application of credit you may have earned in a previously taken Saskatchewan Polytechnic course to your current Saskatchewan Polytechnic 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.

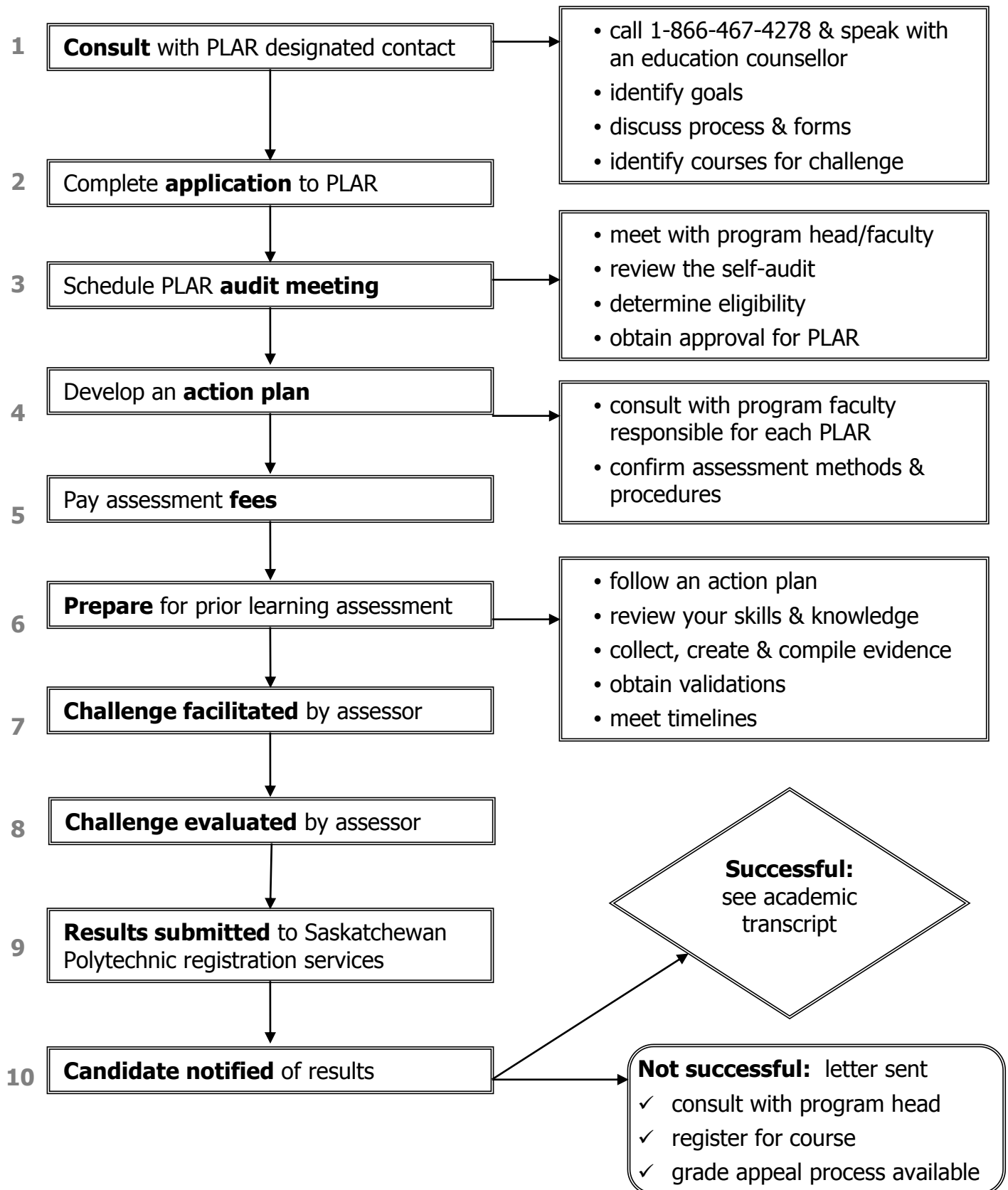
Saskatchewan Polytechnic in Moose Jaw
Counselling Services, Room 2.203
306-691-8311 or 306-691-8310
pallisercounselling@saskpolytech.ca

Saskatchewan Polytechnic in Prince Albert
Counselling Services, Room F203 (Technical Centre)
306-765-1611
woodlandcounselling@saskpolytech.ca

Saskatchewan Polytechnic in Regina
Counselling Services, Room 228
306-775-7436
[wascanacounselling@saskpolytech.ca](mailto:waskanacounselling@saskpolytech.ca)

Saskatchewan Polytechnic in Saskatoon
Counselling Services, Room 114
306-659-4050
kelseycounselling@saskpolytech.ca

Prior Learning Assessment and Recognition process



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.
 - It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current. A candidate must have two years of related work experience with the last five 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 Saskatchewan Polytechnic 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.

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

For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column for each self-audit.

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

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.

Credit unit(s): 2.0

MATH 130 – Industrial Mathematics Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	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.					

MATH 130 – Industrial Mathematics Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
<ul style="list-style-type: none"> 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. 					
<ul style="list-style-type: none"> Perform payroll calculations. This uses hourly rate, overtime, piecework rate, flat rate, and bonuses. 					
<ul style="list-style-type: none"> 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.

1. Challenge exam – 60% pass mark required

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 m²

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

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

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

Resources

Practical Problems in Mathematics for Automotive Technicians, 5th edition, Sformo and Moore, Delmar, 1998.

Auto Body Technician MATH 130 Industrial Mathematics manual.

Any basic mathematics and algebra text or workbook

SFTY 126 – Safe Working Procedures

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.

Credit unit(s): 2.0

SFTY 126 – Safe Working Procedures Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Describe WHMIS.					
<ul style="list-style-type: none"> ▪ Identify the purpose and components of WHMIS 					
<ul style="list-style-type: none"> ▪ Explain WHMIS hazard symbols 					
<ul style="list-style-type: none"> ▪ Describe a WHMIS supplier label 					
<ul style="list-style-type: none"> ▪ Explain information on material safety data sheets 					
<ul style="list-style-type: none"> ▪ Describe employer and employee rights and responsibilities under WHMIS legislation 					
2. Describe Occupational Health and Safety.					
<ul style="list-style-type: none"> ▪ Explain the purpose of the OH&S legislation 					
<ul style="list-style-type: none"> ▪ Identify common workplace hazards 					
<ul style="list-style-type: none"> ▪ Identify general safety practices 					
<ul style="list-style-type: none"> ▪ Describe reporting procedures for accidents 					
<ul style="list-style-type: none"> ▪ Explain employer and employee responsibilities to ensure a safe working environment 					
3. Describe the use of personal protective equipment.					
<ul style="list-style-type: none"> ▪ Identify protective equipment to prevent eye, ear, head, hand, and foot injury 					
<ul style="list-style-type: none"> ▪ Identify protective measures to be taken against heat and flames, fumes, chemical and dust exposure 					
4. Describe the use of fire fighting equipment.					
<ul style="list-style-type: none"> ▪ List the causes and properties of fire 					
<ul style="list-style-type: none"> ▪ Select fire extinguishers 					
<ul style="list-style-type: none"> ▪ Describe the procedure in extinguishing a given fire 					
5. Maintain shop safety.					
<ul style="list-style-type: none"> ▪ Identify safety signs, shields, and guards 					
<ul style="list-style-type: none"> ▪ Identify safety when operating equipment 					

SFTY 126 – Safe Working Procedures		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the 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.					
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 exam – 60% pass mark required

Refer to [Appendix B](#) – exam blueprint

- 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

SFTY 126 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg

The Occupational Health and Safety Act, 1993 and The Occupational Health and Safety Regulations, 1996

BESK 120 - Benchwork

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

Credit unit(s): 2.0

BESK 120 - Benchwork Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
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					

BESK 120 - Benchwork		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the 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.					
▪ 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

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 exam – 60% pass mark required

Complete a written test ([refer to Appendix B – exam blueprint](#))

- 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.

BESK 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg.

WELD 178 - Welding

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.

Credit unit(s): 7.0

WELD 178 - Welding Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
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					

WELD 178 - Welding Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
<ul style="list-style-type: none"> ▪ Perform MIG plug welds 					
8. Perform resistance spot welding.					
<ul style="list-style-type: none"> ▪ Identify MIG plug welding procedures 					
<ul style="list-style-type: none"> ▪ Perform resistance spot welds 					
9. Cut steel with plasma arc.					
<ul style="list-style-type: none"> ▪ Describe cutting steel with plasma arc 					
<ul style="list-style-type: none"> ▪ Set up for plasma arc cutting 					
<ul style="list-style-type: none"> ▪ Cut steel with plasma arc 					
10. Assemble oxy-acetylene cutting equipment for cutting operation.					
<ul style="list-style-type: none"> ▪ List the rules of welding safety 					
<ul style="list-style-type: none"> ▪ Identify welding equipment 					
<ul style="list-style-type: none"> ▪ Set up oxy-acetylene equipment 					
11. Adjust torch for cutting operation.					
<ul style="list-style-type: none"> ▪ Identify types of welding flames 					
<ul style="list-style-type: none"> ▪ Light torch 					
<ul style="list-style-type: none"> ▪ Adjust torch flames 					
<ul style="list-style-type: none"> ▪ Shut down oxy-acetylene equipment 					
12. Cut steel with cutting torch.					
<ul style="list-style-type: none"> ▪ Describe cutting metal with the oxy-acetylene cutting torch 					
<ul style="list-style-type: none"> ▪ Describe the cutting process 					
<ul style="list-style-type: none"> ▪ Describe torch angles and operator positions 					
<ul style="list-style-type: none"> ▪ Describe free hand cutting methods 					
<ul style="list-style-type: none"> ▪ Adjust oxy-acetylene equipment for cutting 					
<ul style="list-style-type: none"> ▪ Cut straight lines and bevels freehand 					
<ul style="list-style-type: none"> ▪ Describe hole piercing techniques 					
<ul style="list-style-type: none"> ▪ Pierce holes 					

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 exam – 60% pass mark required

Complete a theory test ([refer to Appendix B – exam blueprint](#)).

- 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.

WELD 178 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg

DOOR 120 – Door Servicing

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.

Credit unit(s): 2.0

DOOR 120 – Door Servicing Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Remove and install exterior mouldings, trim, and fasteners.					
▪ Identify exterior mouldings					
▪ Remove and install exterior mouldings					
2. Remove and install interior mouldings, trim, and fasteners.					
▪ Identify interior mouldings, trim, and fasteners					
▪ Remove and replace interior mouldings and trim					
3. Remove and install door glass.					
▪ Identify the type of door glass					
▪ Remove and install door glass					
4. Remove and install window regulator.					
▪ Identify types of window regulators					
▪ Remove and install window regulators					
5. Remove and install door latches, locks, and cylinders.					
▪ Identify types of latches, locks, and cylinders					
▪ Remove and install latches, locks, and cylinders					
6. Remove and install door shell.					
▪ Identify removal procedures					
▪ Remove and install door shell					
7. Seal against air, dust, and water leaks.					
▪ 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 exam ([refer to Appendix B – exam blueprint](#))

- 60% pass mark required
- 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.

DOOR 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg

ELEC 120 – Electrical Systems

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

Credit unit(s): 2.0

ELEC 120 – Electrical Systems Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
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 exam ([refer to Appendix B – exam blueprint](#))

Complete a theory test

- 60% pass mark required
- 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.

ELEC 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg

METL 120 – Basic Metal Work

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.

Credit unit(s): 10.0

Prerequisite(s): WELD 178 Minimum Grade: 60 (concurrent)

METL 120 Basic Metal Work Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Use auto body hand tools.					
▪ Identify auto body hand tools					
▪ Describe how to use auto body hand tools					
2. Shrink metal.					
▪ Identify shrinking procedures					
▪ Shrink metal					
3. Grind with disc grinder.					
▪ Select grinders and grinding discs					
▪ Use the disc grinder					
4. Repair minor damage.					
▪ Demonstrate shaping sheet metal					
▪ Repair minor damage					
5. Work with body filler.					
▪ Identify body fillers					
▪ Mix and apply body filler					
▪ Finish body filler					
6. Perform rough out (rollout).					
▪ Select equipment					
▪ Perform rough out (rollout) repair					
7. Reinforce weak, damaged areas.					
▪ Identify methods of forming sheet metal					
▪ Identify corrosion protection methods					

METL 120 Basic Metal Work		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the 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.					
<ul style="list-style-type: none"> Reinforce weak and damaged areas 						
8. Repair minor rust damage.						
<ul style="list-style-type: none"> Identify rust repair equipment and materials 						
<ul style="list-style-type: none"> Perform minor rust repair 						
<ul style="list-style-type: none"> Identify adhesive bonding materials 						
<ul style="list-style-type: none"> 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 exam ([refer to Appendix B – exam blueprint](#))

Complete a theory test

- 60% pass mark required
- Multiple choice test

Example:

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

- Roughing out
- Finishing
- Materials used
- 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 outcome 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.

METAL 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg.

PNTG 120 – Basic Painting

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.

Credit unit(s): 7.0

PNTG 120 – Basic Painting Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Prepare a panel to be painted.					
<ul style="list-style-type: none"> ▪ Identify preparation procedures 					
<ul style="list-style-type: none"> ▪ Prepare a panel to be painted 					
2. Strip paint.					
<ul style="list-style-type: none"> ▪ Identify paint stripping methods 					
<ul style="list-style-type: none"> ▪ Perform paint stripping methods 					
3. Service spray guns.					
<ul style="list-style-type: none"> ▪ Identify spray guns 					
<ul style="list-style-type: none"> ▪ Service spray guns 					
4. Clean spray guns.					
<ul style="list-style-type: none"> ▪ Explain spray gun procedures 					
<ul style="list-style-type: none"> ▪ Clean spray guns 					
5. Apply primer and apply primer surfacer.					
<ul style="list-style-type: none"> ▪ Identify primers and primer surfacer 					
<ul style="list-style-type: none"> ▪ Apply primer and primer surfacer 					
6. Apply sealer.					
<ul style="list-style-type: none"> ▪ Identify sealer 					
<ul style="list-style-type: none"> ▪ Apply sealer 					
7. Mix paint.					
<ul style="list-style-type: none"> ▪ Recognize reducers, thinners, additives, and viscosity of various types of paint 					
<ul style="list-style-type: none"> ▪ Mix automotive paints 					

PNTG 120 – Basic Painting Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
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					
▪ Clean automotive upholstery					
12. Service air supply systems.					
▪ Identify air systems and painting equipment					
▪ Service air supply and painting equipment					
13. Service shop/paint booth air cleaners.					
▪ 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 exam ([refer to Appendix B – exam blueprint](#))

Complete a theory test

- 60% pass mark required
- 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.

PNTG 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg.

SHME 120 – Front Sheet Metal

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

Credit unit(s): 2.0

SHME 120 – Front Sheet Metal Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Identify cooling systems.					
▪ Describe the operation of cooling systems					
▪ Identify components of a heating and cooling system					
2. Identify air conditioning systems.					
▪ Describe the operation of air conditioning					
▪ Identify air conditioning components					
3. Identify restraint systems.					
▪ Discuss handling restraint systems safely					
▪ Identify restraint system components					
4. Identify hybrid an alternative fuel systems.					
▪ Describe hybrid vehicles					
▪ Working with high voltage safety					
5. Remove and install bumpers.					
▪ Identify types of bumpers					
▪ Remove and install bumpers					
6. Remove and Install Header Panels.					
▪ Identify types of header panels					
▪ Remove and install header panels					
7. Remove and Install Hood.					
▪ Identify removal procedures					
▪ Remove and install hood					
8. Remove and install fenders and inner skirts.					
▪ Identify removal procedures					
▪ Remove and install fenders and inner skirts					

SHME 120 – Front Sheet Metal					
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the 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.					
	Mastery	Competent	Functional	Learning	None
9. Remove and install bolt on radiator support.					
▪ 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					
10. Remove and install deck lid.					
▪ Remove and install deck lid					
11. Align headlights.					
▪ 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 exam ([refer to Appendix B – exam blueprint](#))

Complete a theory test

- 60% pass mark required
- 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.

SHME 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg

PLST 120 – Plastic Material Repair

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

Credit unit(s): 2.0

PLST 120 – Plastic Material Repair Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
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 exam

Complete a theory test ([refer to Appendix B – exam blueprint](#))

- 60% pass mark required
- 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.

PLST 120 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg

GLAS 120 – Glass Removal and Installation

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

Credit unit(s): 1.0

GLAS 120 – Glass Removal and Installation	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the 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.					
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 exam ([refer to Appendix B – exam blueprint](#))

Complete a theory test

- 60% pass mark required
- 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.

GLAS 120 Manual

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.

PRAC 121 – Industrial Attachment Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Working in an auto body shop environment.					
<ul style="list-style-type: none"> ▪ Quality of work-care taken in repair fundamentals 					
<ul style="list-style-type: none"> ▪ Speed of repair (while retaining quality) 					
<ul style="list-style-type: none"> ▪ Dependability – punctuality 					
<ul style="list-style-type: none"> ▪ Able to follow verbal directions 					
<ul style="list-style-type: none"> ▪ Basic hand skills 					
<ul style="list-style-type: none"> ▪ You have been employed in a Auto Body environment practicing skills required for the Auto Body career 					
<ul style="list-style-type: none"> ▪ 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

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

Credit unit(s): 8.0

Prerequisite(s): METL 120 Minimum Grade: 60

METL 220 – Advanced Metal Work Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
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.					

METL 220 – Advanced Metal Work		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the 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.					
▪ 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 exam

Complete a theory test

- 60% pass mark required
- 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.

METL 220 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg.

PNTG 220 – Advanced Painting

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.

Credit unit(s): 8.0

Prerequisite(s): PNTG 120 Minimum Grade: 60

PNTG 220 – Advanced Painting Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Prepare a panel for spot paint.					
<ul style="list-style-type: none"> ▪ Explain methods of surface preparation 					
<ul style="list-style-type: none"> ▪ Prepare a panel to be spot painted 					
2. Match paint colour.					
<ul style="list-style-type: none"> ▪ Identify colour metrics 					
<ul style="list-style-type: none"> ▪ Tint and match colour 					
3. Spot paint a panel.					
<ul style="list-style-type: none"> ▪ Explain spot painting procedures 					
<ul style="list-style-type: none"> ▪ Spot paint a panel 					
4. Prepare a project (vehicle) for painting.					
<ul style="list-style-type: none"> ▪ Describe preparation procedures for painting a complete vehicle 					
<ul style="list-style-type: none"> ▪ Prepare a vehicle for a complete paint job 					
5. Paint complete project (vehicle).					
<ul style="list-style-type: none"> ▪ Explain paint application procedures 					
<ul style="list-style-type: none"> ▪ Paint a complete vehicle 					
6. Prepare vehicle for delivery.					
<ul style="list-style-type: none"> ▪ Identify preparation procedures 					
<ul style="list-style-type: none"> ▪ 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 exam

Complete a theory test

- 60% pass mark required
- 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.

PNTG 220 Manual

Auto Body Repair and Refinishing, Third Edition. John W. Hogg.

COMM 127 – Industry Communications

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.

Credit unit(s): 2.0

Equivalent course(s): BCOM 120 COMM 185 COMM 187 COMM 193

COMM 127 – Industry Communications	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the 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.					
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 exam

Complete a theory test

- 60% pass mark required
- 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.

COMM 127 Manual

No recommended text book available

Auto Body Technician

Appendix A

Appendix A: Employment Validation Letter

Prior Learning Assessment and Recognition

Instructions: The employment validation letter provides a statement of verification of employment in an exceptionality focused setting. The employment validation letter must be printed on letterhead of your current employer and signed by the human resources department indicating the length of employment and working environment(s). A letter template has been provided for your use. Please copy the content below and fill-in the fields as directed. The completed letter should be included with your PLAR evidence and submitted to the PLAR assessor for the Pre-Employment Auto Body Technician Certificate program.

Letter template (On employer's business letterhead)

Date

To Whom It May Concern:

I have reviewed the employment records of _____ and
Name of employee/candidate

can verify that the above candidate has been employed
by _____

Name of employer

for _____
Length of employment

Please contact me at _____ or _____
Phone email

with any questions or for additional information.

Sincerely,

Name

Job title

Signature

Employer validation checklist: SFTY 126 – Auto Body Safety

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Completed WHMIS training.			
2. Applies employer and employee rights and responsibilities under WHMIS legislation.			
3. Identifies common workplace hazards.			
4. Uses general safety practices.			
5. Reports accidents using appropriate procedures.			
6. Uses personal protective equipment.			
7. Uses protective equipment to prevent eye, ear, head, hand, and foot injury.			
8. Uses protective measures to be taken against heat and flames, fumes, chemical and dust exposure.			
9. Safely uses fire fighting equipment.			
10. Completed fire safety training.			
11. Uses recommended procedures in extinguishing a fire.			
12. Maintains shop safety.			
13. Uses safety signs, shields, and guards.			
14. Safely operates equipment.			
15. Performs effective housekeeping duties.			
16. Satisfactorily cleans the shop area.			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
17. Effectively moves materials and equipment manually			
18. Uses safe lifting procedures.			
19. Places vehicle on safety stands.			
20. Uses lifting equipment on a vehicle			

Note to employer/customer verifying the critical learning outcomes for SFTY 126:

Please complete the PLAR validation checklist for SFTY 126. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the letter of validation.

Comments:

Employer signature: _____

Employer validation checklist: BESK 120 – Auto Body Bench Work

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Effectively uses hand tools. <ul style="list-style-type: none"> ▪ squares ▪ ruler ▪ ball peen hammers ▪ center punch 			
2. Effectively uses power tools. <ul style="list-style-type: none"> ▪ bench grinders 			
3. Uses bench and clamping vises.			
4. Effectively uses hand cutting tools. <ul style="list-style-type: none"> ▪ hack saws 			
5. Effectively uses power cutting tools. <ul style="list-style-type: none"> ▪ drill press 			
6. Effectively uses files.			
7. Grind materials using power grinders.			
8. Correctly uses appropriate grinder attachments.			
9. Uses appropriate equipment to sharpen drill bits, cutting, and marking devices.			
10. Sharpens drill bits, cutting, and marking devices.			
11. Selects appropriate drills and drill bits for tasks.			
12. Applies correct drilling procedures.			

Note to employer/customer verifying the critical learning outcomes for BESK 120:

Please complete the PLAR validation checklist for BESK 120. Verify whether the PLAR candidate has performed each of the factors, then sign below and include with the letter of validation.

Comments:

Employer signature: _____

Employer validation checklist: WELD 178 – Auto Body Welding

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Applies the rules of welding safety.			
2. Assembles the equipment for the oxy-acetylene cutting procedures.			
3. Safely shuts down oxy-acetylene equipment.			
4. Effectively identifies ferrous and non-ferrous metals.			
5. Applies knowledge of the effects of heat and corrosion on metal.			
6. Performs the steps to prepare metal for welding.			
7. Uses appropriate welding positions.			
8. Performs cutting steel with cutting torch.			
9. Performs piercing holes in steel with cutting torch.			
10. Performs freehand cutting methods with cutting torch.			
11. Performs resistance spot welding.			
12. Assembles correct equipment for the MIG welding procedures.			
13. Performs MIG lap spot welds.			
14. Performs MIG lap welds.			
15. Performs MIG butt welds.			
16. Performs MIG plug welds.			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
17. Performs correct set up for plasma cutting.			
18. 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:

Employer signature: _____

Employer validation checklist: DOOR 120 – Auto Body Door Service

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Removes exterior mouldings, trim, and fasteners.			
2. Installs exterior mouldings, trim, and fasteners.			
3. Removes door glass.			
4. Installs door glass.			
5. Uses appropriate types of window regulators for tasks.			
6. Removes window regulators.			
7. Installs window regulators.			
8. Removes door latches, locks, and cylinders.			
9. Replaces door latches, locks, and cylinders.			
10. Removes door shells.			
11. Installs door shells.			
12. Adjusts doors.			
13. 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:

Employer signature: _____

Employer validation checklist: ELEC 120 – Auto Body Electrical Systems

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Applies Electron Theory. • OHM'S law			
2. Services batteries.			
3. Removes automotive fuses.			
4. Replaces automotive fuses.			
5. Removes automotive headlights.			
6. Installs automotive headlights.			
7. Performs soldering procedures for automotive wiring.			
8. 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:

Employer signature: _____

Employer validation checklist: METL 120 – Auto Body Basic Metal Workk

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Uses auto body hand tools. <ul style="list-style-type: none"> ▪ body hammers ▪ dollies ▪ body spoons ▪ pry bars 			
2. Performs shrinking procedures.			
3. Grinds metal using a grinder.			
4. Shapes sheet metal.			
5. Repairs minor damage.			
6. Works with body filler.			
7. Performs a rough out (rollout) repair.			
8. Reinforces weak, damaged panels.			
9. Performs minor rust repair.			
10 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:

Employer signature: _____

Employer validation checklist: PNTG 120 – Auto Body Basic Painting

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Prepares panel to be painted.			
2. Performs paint stripping.			
3. Services spray guns.			
4. Uses correct spray gun techniques.			
5. Applies primer and primer surfacer to a panel.			
6. Applies a primer sealer to a panel.			
7. Uses appropriate reducers, thinners, additives, and viscosity of various types of paint for tasks.			
8. Mixes paint.			
9. Applies paint to a panel.			
10. Uses correct polishing procedures.			
11. Identifies methods of decal removal.			
12. Removes decals.			
13. Installs decals.			
14. Uses appropriate automotive trim materials and cleaning agents for tasks.			
15. Uses stain removal methods.			
16. Performs interior and exterior cleaning procedures.			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
17. Uses air systems equipment.			
18. 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:

Employer signature: _____

Employer validation checklist: GLAS 120 – Auto Body Glass Removal and Installation

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Applies knowledge of the types of automotive stationary glass			
2. Uses appropriate automotive stationary glass adhesives for tasks			
3. Removes stationary glass			
4. 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:

Employer signature: _____

Employer validation checklist: SHME 120 – Auto Body Front Sheet Metal

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. 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			
2. Applies knowledge of air conditioning systems and functions.			
▪ evaporator			
▪ expansion valve			
▪ compressor			
▪ condenser			
▪ receiver-drier			
3. Use correct types of bumpers for tasks.			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
4. Removes bumpers.			
5. Installs bumpers.			
6. Removes header panels.			
7. Installs header panels.			
8. Removes hood.			
9. Installs hood.			
10. Removes fenders and inner skirts.			
11. Installs fenders and inner skirts.			
12. Removes bolt on radiator support.			
13. Installs bolt on radiator support.			
14. Removes deck lid.			
15. Installs deck lid.			
16. 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:

Employer signature: _____

Employer validation checklist: METL 220 – Auto Body Advanced Metal Work

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Correctly estimates cost of vehicle repair.			
2. Removes vehicle restraint systems.			
3. Installs vehicle restraint systems.			
4. Removes seats.			
5. Installs seats.			
6. Operates power hydraulic equipment.			
7. Correctly uses jacking and alignment of sheet metal and openings.			
8. Uses appropriate metal cutting tools for tasks.			
9. Applies knowledge of damage and crowns on body sheet metal when working.			
10. Pulls body sheet metal.			
11. Repairs collisions.			
12. Performs a complete final check on a vehicle.			
<ul style="list-style-type: none"> ▪ cleans all body filler filings from vehicle 			
<ul style="list-style-type: none"> ▪ be sure all parts that have been replaced are tight 			
<ul style="list-style-type: none"> ▪ be sure that all dents around the area that you have worked have been repaired 			
<ul style="list-style-type: none"> ▪ cleans and vacuums interior to remove dust 			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
<ul style="list-style-type: none"> ▪ check electrical system to be sure all lights as well as other electrical components work 			
<ul style="list-style-type: none"> ▪ after replacing parts, always check that you have the correct gap to adjacent panels 			
13. 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:

Employer signature: _____

Employer validation checklist: PRAC 121 – Auto Body Industrial Attachment

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
1. Works safely in an auto body shop environment.			
2. Performs quality work in repair fundamentals.			
3. Performs repairs with adequate speed (while retaining quality).			
4. Is dependable and punctual.			
5. Follows verbal directions.			
6. Performs basic hand skills.			
• minor dent repair			
• paint preparation procedures			
• minor paint application			
7. 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:

Employer signature: _____

Employer validation checklist: PNTG 220 – Auto Body Advanced Painting

Pre-Employment

Student name:

Auto Body Technician

Student ID:

Date:

Completion date:

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
10. Prepares a panel for a spot repair.			
11. Identifies colour metrics.			
12. Tints and matches a colour.			
13. Performs a spot repair on a panel.			
14. Prepares a vehicle for a complete paint job.			
▪ identifies type of paint on vehicle			
▪ remove parts as necessary			
▪ wash vehicle with soap and water			
▪ wipe and blow dry all wet surfaces			
▪ wash surfaces to be painted with wax and grease remover			
▪ mask panels to be painted			
▪ feather-edge broken paint surfaces			
▪ back sand paint surfaces			
▪ remove sanding dust from sanded surfaces			
▪ final washing			
▪ mix and apply polyester putty onto recommended surfaces			

Skills and Knowledge	Satisfactory	Unsatisfactory	Optional Comments
▪ metal condition			
▪ applying primers to substrates			
▪ application of primer surfacer			
▪ final sanding operations			
▪ remove all masking paper			
▪ pressure wash the surfaces to be top coated			
▪ blow and /or wipe dry surfaces to be top coated			
▪ final masking procedures			
▪ clean with compressed air			
▪ final solvent wash			
15. Final tack using recommended tack cloth.			
16. Paints a complete vehicle.			
17. 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:

Employer signature: _____

Employer validation checklist: COMM 127 – Auto Body Communications

**Pre-Employment
Auto Body Technician**

Student name: _____

Student ID: _____

Date: _____

Completion date: _____

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
1. Listens actively.			
2. Speaks effectively.			
3. Uses teamwork skills and behaviours.			
4. Writes emails and memos of instruction.			
5. Writes order forms.			
6. Presents an up-to- date resume.			
7. 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:

Employer signature: _____

Employer validation checklist: PLST 120 – Auto Body Material Repair

**Pre-Employment
Auto Body Technician**

Student name: _____

Student ID: _____

Date: _____

Completion date: _____

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
1. Listens actively.			
2. Speaks effectively.			
3. Uses teamwork skills and behaviours.			
4. Writes emails and memos of instruction.			
5. Writes order forms.			
6. Presents an up-to- date resume.			
7. 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:

Employer signature: _____

Auto Body Technician

Appendix B

Appendix B: Exam Blueprints – Auto Body Technician Program

Title of Course	Learning Outcomes	Number of Questions per Outcome	
		Written Test	Demonstration
SFTY 126 – Safe Working Procedures	<ol style="list-style-type: none"> 1. Describe WHMIS. 2. Describe occupational health and safety. 3. Describe the use of personal protective equipment. 4. Describe the use of fire fighting equipment. 5. Maintain shop safety. 6. Perform housekeeping duties. 7. Move materials and equipment. 8. Identify lifting equipment. 	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
BESK 120 – Bench Work	<ol style="list-style-type: none"> 1. Use hand and power tools. 2. Use clamping devices. 3. Use hand and power cutting tools. 4. File materials. 5. Grind materials using power grinders. 6. Sharpen drill bits, cutting and marking devices. 7. Drill materials. 8. Cut or restore threads. 9. Use fasteners. 	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.
WELD 178 - Welding	<ol style="list-style-type: none"> 1. Identify ferrous and non-ferrous metals. 2. Prepare metal for welding. 3. Assemble MIG welding equipment. 4. Perform MIG lap spot welds. 5. Perform MIG lap welds. 6. Perform MIG butt welds. 7. Perform MIG plug welds. 8. Perform resistant spot weld. 9. Cut steel with plasma arc. 10. Assemble oxy-acetylene cutting equipment for cutting operation. <ul style="list-style-type: none"> ▪ list the rules of welding safety 11. Adjust torch for cutting operation. 12. Cut steel with cutting torch. 	LO # 1 = 8 LO # 2 = 2 LO #3-7 = 11 LO #10 = 2	Demonstrate the ability to weld: <ol style="list-style-type: none"> 1. Lapp joint stitch position horizontal position (primed) 2. Butt with backing joint continuous flat 3. Plug weld (5 per coupon) flat position (primed)
DOOR 120 – Door Services	<ol style="list-style-type: none"> 1. Remove and install exterior mouldings, trim, and fasteners. 2. Remove and install interior mouldings, trim, and fasteners. 3. Remove and install door glass. 4. Remove and install window regulator. 	LO 2=3 LO4=6 LO5=3	Demonstrate ability to remove, service and replace a door lock.

	<ol style="list-style-type: none"> 5. Remove and install door latches, locks, and cylinders. 6. Remove and install door shell. 7. Seal against air, dust, and water leaks. 		
ELEC 120 – Electrical Systems	<ol style="list-style-type: none"> 1. Apply Electron Theory. 2. Service a battery. 3. Remove and replace fuses. 4. Remove and replace lights. 5. Solder materials. 6. Repair wiring. 7. Repair lighting systems. 	LO1=14 LO5=2 LO6=1	Demonstrate the ability to solder automotive electrical wiring.
METL 120 - Basic Metal Work	<ol style="list-style-type: none"> 1. Use auto body hand tools. 2. Shrink metal. 3. Grind with disc grinder. 4. Repair minor damage. 5. Work with body filler. 6. Perform rough out (rollout). 7. Reinforce weak, damaged areas. 8. Repair minor rust damage. 	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.
PNTG 120 – Basic Painting	<ol style="list-style-type: none"> 1. Prepare a panel to be painted. 2. Strip paint. 3. Service spray guns. 4. Apply primer and apply primer surface. 5. Apply sealer. 6. Mix paint. 7. Apply paint to a panel. 	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.
GLAS 120 – Glass Removal and Installation	<ol style="list-style-type: none"> 1. Remove and install stationary glass. 	LO # 1 = 16	Demonstrate the ability to remove and replace stationary glass.
SHME 120 – Front Sheet Metal	<ol style="list-style-type: none"> 1. Identify cooling systems. 2. Identify air conditioning systems. 3. Remove and install bumpers. 4. Remove and install header panels. 5. Remove and install hood. 6. Remove and install fenders and inner skirts. 7. Remove and install bolt on radiator support. 8. Remove and install deck lid. 9. Align headlights. 	LO # 1 = 5 LO # 2 = 5 LO # 5 = 3 LO # 7 = 4 LO # 8 = 5	Demonstrate ability to adjust a hood or trunk lid.
PLST 120 – Plastic Material Repair	<ol style="list-style-type: none"> 1. Identify plastics. 2. Weld plastics. 3. Repair plastics. 4. Perform minor fibre-reinforced repair. 	LO1=5 LO2=10 LO3=4 LO4=2	Demonstrate the ability to perform a plastic repair with plastic welding and plastic bonding adhesive procedures.
METL 220 – Advanced Metal Work	<ol style="list-style-type: none"> 1. Interpret printed information. 2. Remove and install vehicle restraint systems. 3. Identify removal and installation procedures. 4. Operate power hydraulic equipment. 	LO # 4 = 5 LO # 5 = 5 LO # 6 = 5 LO # 7 = 5	Demonstrate the ability to repair a dent using a tension pull.

	<ol style="list-style-type: none"> 5. Jack and align sheet metal and openings. 6. Pull sheet metal. 7. Collision repair. 8. Perform a complete and final check on vehicle. 		
PRAC 121 – Industrial Attachment	<ol style="list-style-type: none"> 1. Working in an auto body shop environment. 		NO
PNT 220 – Advanced Painting	<ol style="list-style-type: none"> 1. Prepare a panel for spot paint. 2. Match paint colour. 3. Spot paint a panel. 4. Prepare a project (vehicle) for painting. 5. Paint complete project (vehicle). 6. Prepare vehicle for delivery. 	LO1=5 LO2=10 LO3=4	Demonstrate the ability to match a colour to a blended match and perform a spot repair.

Auto Body Technician

Appendix C

Appendix C: Exam Proctor Form

If you plan to write a theory exam off campus, please return this completed form to your Saskatchewan Polytechnic program. Request this at [Step 4 – action plan](#). All PLAR exams are written online at the assigned test sites. You can write the exam under secure conditions when it is convenient to both you and your proctor.

Program head
Auto Body program
Saskatchewan Polytechnic Wascana Campus
Campus
PO Box 556
Regina, SK, S4P 3A3

Program head
Auto Body program
Saskatchewan Polytechnic Kelsey
PO Box 1520
Saskatoon, SK, S7K 3R5

Exam proctor form for PLAR

The exam supervisor should be a professional
(teacher, RCMP, 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(s): _____

Signature of exam supervisor
