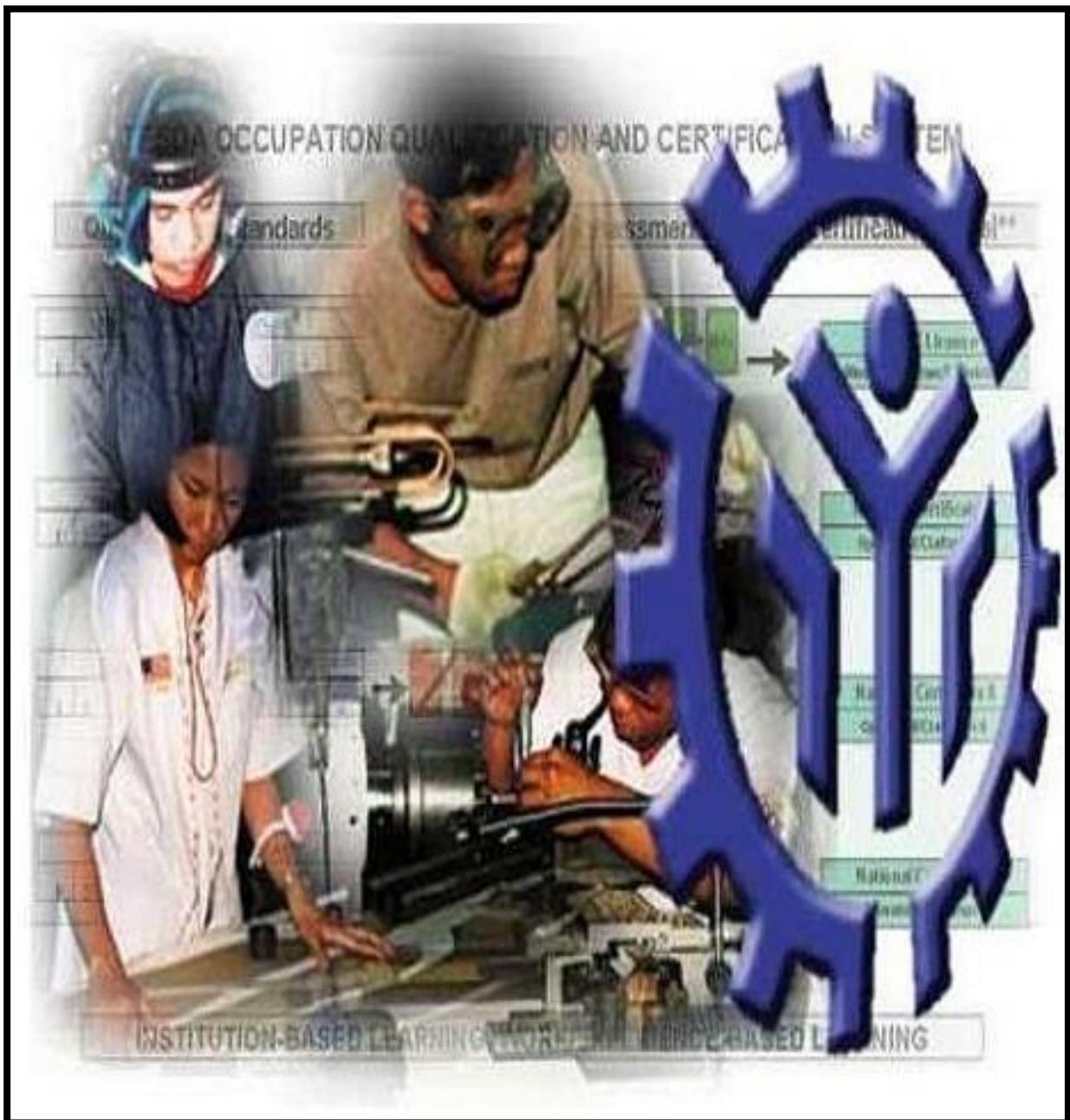


TRAINING REGULATIONS

AUTOMOTIVE PAINTING NC II



AUTOMOTIVE AND LAND TRANSPORT SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TESDA Complex East Service Road, South Luzon Expressway (SLEX),

Fort Bonifacio, Taguig City

*Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)*

Section 22, "Establishment and Administration of the National Trade Skills Standards" of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

The Training Regulations (TR) serve as basis for the:

1. Competency assessment and certification;
2. Registration and delivery of training programs; and
3. Development of curriculum and assessment instruments.

Each TR has four sections:

- Section 1 **Definition of Qualification** - describes the qualification and defines the competencies that comprise the qualification.
- Section 2 **Competency Standards** - was revised to include the Required Knowledge and Required Skills per element. These fields explicitly state the required knowledge and skills for competent performance of a unit of competency in an informed and effective manner. These also emphasize the application of knowledge and skills to situations where understanding is converted into a workplace outcome.
- Section 3 **Training Arrangements** - contain the information and requirements which serve as bases for training providers in designing and delivering competency-based curriculum for the qualification. The revisions to Section 3 entail identifying the Learning Activities leading to achievement of the identified Learning Outcome.
- Section 4 **Assessment and Certification Arrangements** - describe the policies governing assessment and certification procedures for the qualification.

TABLE OF CONTENTS

AUTOMOTIVE AND LAND TRANSPORT SECTOR AUTOMOTIVE PAINTING NC II

	Page/s	
Section 1	AUTOMOTIVE PAINTING NC II	1-2
Section 2	COMPETENCY STANDARDS	3 – 118
	• Basic Competencies	3-36
	• Common Competencies	37-68
	• Core Competencies	69-118
Section 3	TRAINING ARRANGEMENTS	119 – 173
	3.1 Curriculum Design	119-167
	3.2 Training Delivery	168-169
	3.3 Trainee Entry Requirements	170
	3.4 List of Tools, Equipment and Materials	170-172
	3.5 Training Facilities	172
	3.6 Trainers' Qualifications	173
	3.7 Institutional Assessment	173
Section 4	ASSESSMENT AND CERTIFICATION ARRANGEMENT	174 – 175
	COMPETENCY MAP	176-180
	GLOSSARY OF TERMS	181-182
	TRAINING REGULATIONS DOCUMENT REVISION HISTORY	183
	ACKNOWLEDGEMENTS	184-185

**TRAINING REGULATIONS FOR
AUTOMOTIVE PAINTING NC II**

SECTION 1 AUTOMOTIVE PAINTING NC II QUALIFICATION

The **AUTOMOTIVE PAINTING NC II** Qualification consists of competencies that a person must achieve to remove paint from vehicle painted surfaces, prepare vehicle substrates for refinishing, mask vehicle panels and components, apply refinishing primers to vehicle surfaces, repair body panel, apply surfacer to vehicle surfaces and prepare and operate vehicle paint drying equipment.

This Qualification is packaged from the competency map of the Automotive and Land Transport Sector as shown in Annex A.

The Units of Competency comprising this Qualification include the following:

CODE NO.	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace
CODE NO.	COMMON COMPETENCIES
ALT723211	Validate vehicle specification
ALT832212	Move and position vehicle
ALT723214	Utilize automotive tools
ALT723215	Perform mensuration and calculation
ALT723216	Utilize workshop facilities and equipment
ALT723217	Prepare servicing parts and consumables
ALT723218	Prepare vehicle for servicing and releasing
CODE NO.	CORE COMPETENCIES
ALT713301	Remove paint from vehicle painted surfaces
ALT713302	Prepare panel for refinishing
ALT713303	Mask vehicle panels and components
ALT713304	Apply primer surfacer
ALT721307	Repair body panel using filler
ALT713305	Prepare and operate vehicle paint drying equipment
ALT713306	Spray solid color paint
ALT713307	Perform polishing

A person who has achieved this Qualification is competent to be:

- Automotive Body Painting Personnel
- Automotive Body Paint Refinishing Technician

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **AUTOMOTIVE PAINTING NC II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : **PARTICIPATE IN WORKPLACE COMMUNICATION**

UNIT CODE : **400311210**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources . 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information. 1.3 Appropriate medium is used to transfer information and ideas. 1.4 Appropriate non-verbal communication is used. 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed. 1.6 Defined workplace procedures for the location and storage of information are used.	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Following simple spoken language 1.2 Performing routine workplace duties following simple written notices 1.3 Participating in workplace meetings and discussions 1.4 Preparing work-related documents 1.5 Estimating, calculating and recording routine workplace measures 1.6 Relating/ Interacting with people of various levels in the workplace 1.7 Gathering and providing basic information in response to workplace requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.7 Personal interaction is carried out clearly and concisely.		1.8 Basic business writing skills 1.9 Interpersonal skills in the workplace 1.10 Active-listening skills
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines. 2.2 Routine written instruction are followed based on established procedures. 2.3 Feedback is given to workplace supervisor based instructions/ information received. 2.4 Workplace interactions are conducted in a courteous manner. 2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from appropriate sources . 2.6 Meetings outcomes are interpreted and implemented.	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication 2.3 Medium of communication in the workplace 2.4 Organizational/ Workplace policies 2.5 Communication procedures and systems 2.6 Lines of communication 2.7 Technology relevant to the enterprise and the individual's work responsibilities 2.8 Effective questioning techniques (clarifying and probing) 2.9 Workplace etiquette	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following simple written notices 2.3 Participating in workplace meetings and discussions 2.4 Completing work- related documents 2.5 Estimating, calculating and recording routine workplace measures 2.6 Relating/ Responding to people of various levels in the workplace 2.7 Gathering and providing information in response to workplace requirements 2.8 Basic questioning/ querying 2.9 Skills in reading for information 2.10 Skills in locating
3. Complete relevant work-related documents	3.1 Range of forms relating to conditions of employment are completed	3.1 Effective verbal and non-verbal communication 3.2 Different modes of communication	3.1 Completing work-related documents 3.2 Applying operations of

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>accurately and legibly.</p> <p>3.2 Workplace data is recorded on standard workplace forms and documents.</p> <p>3.3 Errors in recording information on forms/ documents are identified and acted upon.</p> <p>3.4 Reporting requirements to supervisor are completed according to organizational guidelines.</p>	<p>3.3 Workplace forms and documents</p> <p>3.4 Organizational/ Workplace policies</p> <p>3.5 Communication procedures and systems</p> <p>3.6 Technology relevant to the enterprise and the individual's work responsibilities</p>	<p>addition, subtraction, division and multiplication</p> <p>3.3 Gathering and providing information in response to workplace requirements</p> <p>3.4 Effective record keeping skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	May include: 1.1 Team members 1.2 Supervisor/Department Head 1.3 Suppliers 1.4 Trade personnel 1.5 Local government 1.6 Industry bodies
2. Medium	May include: 2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information dissemination 2.5 Follow-up or verbal instructions 2.6 Face-to-face communication 2.7 Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1 Manual filing system 3.2 Computer-based filing system
4. Workplace interactions	May include: 4.1 Face-to-face 4.2 Telephone 4.3 Electronic and two-way radio 4.4 Written including electronic means, memos, instruction and forms 4.5 Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1 HR/Personnel forms, telephone message forms, safety reports

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Prepared written communication following standard format of the organization</p> <p>1.2 Accessed information using workplace communication equipment/systems</p> <p>1.3 Made use of relevant terms as an aid to transfer information effectively</p> <p>1.4 Conveyed information effectively adopting formal or informal communication</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Fax machine</p> <p>2.2 Telephone</p> <p>2.3 Notebook</p> <p>2.4 Writing materials</p> <p>2.5 Computer with Internet connection</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Demonstration with oral questioning</p> <p>3.2 Interview</p> <p>3.3 Written test</p> <p>3.4 Third-party report</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or through an accredited institution</p>

UNIT OF COMPETENCY : WORK IN TEAM ENVIRONMENT

UNIT CODE : 400311211

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify one’s roles and responsibilities as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The role and objective of the team is identified from available sources of information . 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.	1.1 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization
2. Identify one’s role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified. 2.2 Roles and objectives of the team is identified from available sources of information . 2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources.	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Communicating with others, appropriately consistent with the culture of the workplace 2.2 Developing ways in improving work structure and performing respective roles in the group or organization
3. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with	3.1 Communication Process 3.2 Workplace communication protocol	3.1 Communicating appropriately, consistent with the culture of the workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>team members based on company practices.</p> <p>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on workplace context.</p> <p>3.3 Protocols in reporting are observed based on standard company practices.</p> <p>3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives.</p>	<p>3.3 Team planning and decision making</p> <p>3.4 Team thinking</p> <p>3.5 Team roles</p> <p>3.6 Process of team development</p> <p>3.7 Workplace context</p>	<p>3.2 Interacting effectively with others</p> <p>3.3 Deciding as an individual and as a group using group think strategies and techniques</p> <p>3.4 Contributing to Resolution of issues and concerns</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include: 1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	May include: 2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	May include: 3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Worked in a team to complete workplace activity 1.2 Worked effectively with others 1.3 Conveyed information in written or oral form 1.4 Selected and used appropriate workplace language 1.5 Followed designated work plan for the job</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or tasks</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Role play involving the participation of individual member to the attainment of organizational goal 3.2 Case studies and scenarios as a basis for discussion of issues and strategies in teamwork 3.3 Socio-drama and socio-metric methods 3.4 Sensitivity techniques 3.5 Written Test</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while task are being undertaken whether individually or in group</p>

UNIT OF COMPETENCY : SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS

UNIT CODE : 400311212

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine problems or procedural problem areas are identified. 1.2 Problems to be investigated are defined and determined. 1.3 Current conditions of the problem are identified and documented.	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and helpdesk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction
2. Look for solutions to routine problems	2.1 Potential solutions to problem are identified. 2.2 Recommendations about possible solutions are developed, documented , ranked and presented to	2.1 Current industry hardware and software products and services 2.2 Industry service and helpdesk practices, processes and procedures	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices,

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<i>appropriate person</i> for decision.	2.3 Operating systems 2.4 Industry standard diagnostic tools 2.5 Malfunctions and resolutions. 2.6 Root cause analysis	processes and procedures. 2.3 Identifying operating system 2.4 Identifying current industry standard diagnostic tools 2.5 Describing common malfunctions and resolutions. 2.6 Determining the root cause of a routine malfunction
3. Recommend solutions to problems	3.1 Implementation of solutions are planned . 3.2 Evaluation of implemented solutions are planned. 3.3 Recommended solutions are documented and submit to appropriate person for confirmation.	3.1 Standard procedures 3.2 Documentation produce	3.1 Producing documentation that recommends solutions to problems 3.2 Following established procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
2. Resource Implications	2.1 Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : DEVELOP CAREER AND LIFE DECISIONS

UNIT CODE : 400311213

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in managing one’s emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one’s emotion	1.1 Self-management strategies are identified. 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed. 1.3 Techniques for effectively handling negative emotions and unpleasant situation in the workplace are examined.	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one’s emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goals 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace
2. Develop reflective practice	2.1 Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated. 2.2 Progress when seeking and	2.1 Basic SWOT analysis 2.2 Strategies to improve one’s attitude in the workplace 2.3 Gibbs’ Reflective Cycle/Model (Description,	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored.</p> <p>2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted.</p>	<p>Feelings, Evaluation, Analysis, Conclusion, and Action plan)</p>	<p>limitations, likes/ dislikes; through showing of self-confidence</p> <p>2.3 Demonstrating self-acceptance and being able to accept challenges</p>
<p>3. Boost self-confidence and develop self-regulation</p>	<p>3.1 Efforts for continuous self-improvement are demonstrated.</p> <p>3.2 Counter-productive tendencies at work are eliminated.</p> <p>3.3 Positive outlook in life are maintained.</p>	<p>3.1 Four components of self-regulation based on Self-Regulation Theory (SRT)</p> <p>3.2 Personality development concepts</p> <p>3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)</p>	<p>3.1 Performing effective communication skills – reading, writing, conversing skills</p> <p>3.2 Showing affective skills – flexibility, adaptability, etc.</p> <p>3.3 Self-assessment for determining one’s strengths and weaknesses</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	May include: 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	May include: 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	The following resources should be provided: 2.1 Access to workplace and resources 2.2 Case studies
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration or simulation with oral questioning 3.2 Case problems involving work improvement and sustainability issues 3.3 Third-party report
4. Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : CONTRIBUTE TO WORKPLACE INNOVATION

UNIT CODE : 400311214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 Opportunities for improvement are identified proactively in own area of work. 1.2 Information are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility. 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. Involvement 1.2 Identifying the positive impacts and the challenges of change and innovation 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility
2. Discuss and develop ideas with others	2.1 People who could provide input to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are review and selected based on feedback. 2.5 Critical inquiry method is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements 2.2 Positive impacts and challenges in innovation 2.3 Types of changes and responsibility. 2.4 Seven habits of highly effective people	2.1 Identifying opportunities to improve and to do things better. Involvement 2.2 Identifying the positive impacts and the challenges of change and innovation 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for change through small

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			group discussions and meetings
3. Integrate ideas for change in the workplace	<p>3.1 Critical inquiry method is used to integrate different ideas for change of key people.</p> <p>3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas.</p> <p>3.3 Reporting skills are likewise used to communicate results.</p> <p>3.4 Current Issues and concerns on the systems, processes and procedures, as well as the need for simple innovative practices are identified.</p>	<p>3.1 Roles of individuals in suggesting and making improvements</p> <p>3.2 Positive impacts and challenges in innovation</p> <p>3.3 Types of changes and responsibility</p> <p>3.4 Seven habits of highly effective people</p> <p>3.5 Basic research skills</p>	<p>3.1 Identifying opportunities to improve and to do things better. Involvement</p> <p>3.2 Identifying the positive impacts and the challenges of change and innovation</p> <p>3.3 Providing examples of the types of changes that are within and outside own scope of responsibility</p> <p>3.4 Communicating ideas for change through small group discussions and meetings</p> <p>3.5 Demonstrating skills in analysis and interpretation of data</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Opportunities for improvement	May include: 1.1 Systems 1.2 Processes 1.3 Procedures 1.4 Protocols 1.5 Codes 1.6 Practices
2. Information	May include: 2.1 Workplace communication problems 2.2 Performance evaluation results 2.3 Team dynamics issues and concerns 2.4 Challenges on return of investment 2.5 New tools, processes and procedures 2.6 New people in the organization
3. People who could provide input	May include: 3.1 Leaders 3.2 Managers 3.3 Specialists 3.4 Associates 3.5 Researchers 3.6 Supervisors 3.7 Staff 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry 3.10 Clients
4. Critical inquiry method	May include: 4.1 Preparation 4.2 Discussion 4.3 Clarification of goals 4.4 Negotiate towards a Win-Win outcome 4.5 Agreement 4.6 Implementation of a course of action 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking 4.8 Listening 4.9 Reducing misunderstandings is a key part of effective negotiation 4.10 Rapport Building 4.11 Problem Solving 4.12 Decision Making 4.13 Assertiveness 4.14 Dealing with Difficult Situations
5. Reporting skills	May include: 5.1 Data management 5.2 Coding 5.3 Data analysis and interpretation

VARIABLE	RANGE
	5.4 Coherent writing 5.5 Speaking

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Identified opportunities to do things better. 1.2 Discussed and developed ideas with others on how to contribute to workplace innovation. 1.3 Integrated ideas for change in the workplace. 1.4 Analyzed and reported rooms for innovation and learning in the workplace.</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Pens, papers and writing implements 2.2 Cartolina 2.3 Manila papers</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Psychological and behavioral Interviews 3.2 Performance Evaluation 3.3 Life Narrative Inquiry 3.4 Review of portfolios of evidence and third-party workplace reports of on-the-job performance 3.5 Sensitivity analysis 3.6 Organizational analysis 3.7 Standardized assessment of character strengths and virtues applied</p>
4. Context for Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : PRESENT RELEVANT INFORMATION

UNIT CODE : 400311215

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/ information	1.1 Evidence, facts and information are collected. 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope.	1.1 Organisational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organisational values, ethics and codes of conduct	1.1 Describing organisational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organisational values, ethics and codes of conduct
2. Assess gathered data/ information	2.1 Validity of data/ information is assessed.	2.1 Business mathematics and statistics	2.1 Computing business mathematics and statistics

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.2 Analysis techniques are applied to assess data/ information. 2.3 Trends and anomalies are identified. 2.4 Data analysis techniques and procedures are documented. 2.5 Recommendation s are made on areas of possible improvement.	2.2 Data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy and procedures relating to the conduct of evaluations 2.5 Organisational values, ethics and codes of conduct	2.2 Describing data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organisational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/ information are recorded. 3.2 Recommendation s are analysed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analysed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organisational values, ethics and codes of conduct	3.1 Describing data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organisational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Data analysis techniques	May include: 1.1 Domain analysis 1.2 Content analysis 1.3 Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied data/information</p> <p>These aspects may be best assessed using a range of scenarios what ifs as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.</p>
2. Resource Implications	<p>Specific resources for assessment</p> <p>2.1 Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Written Test 3.2 Interview 3.3 Portfolio</p> <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
4. Context for Assessment	<p>4.1 In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.</p>

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES

UNIT CODE : 400311216

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant OSH requirements, regulations, policies and procedures are identified in accordance with workplace policies and procedures. 1.2 OSH activity non-conformities are conveyed to appropriate personnel . 1.3 OSH preventive and control requirements are identified in accordance with OSH work policies and procedures.	1.1 OSH preventive and control requirements 1.2 Hierarchy of Controls 1.3 Hazard Prevention and Control 1.4 General OSH principles 1.5 Work standards and procedures 1.6 Safe handling procedures of tools, equipment and materials 1.7 Standard emergency plan and procedures in the workplace	1.1 Communication skills 1.2 Interpersonal skills 1.3 Critical thinking skills 1.4 Observation skills
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures. 2.2 Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures.	2.1 Resources necessary to execute hierarchy of controls 2.2 General OSH principles 2.3 Work standards and procedures 2.4 Safe handling procedures of tools, equipment and materials 2.5 Different OSH control measures	2.1 Communication skills 2.2 Estimation skills 2.3 Interpersonal skills 2.4 Critical thinking skills 2.5 Observation skills 2.6 Material, tool and equipment identification skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards.		
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures. 3.2 Work Activities are executed in accordance with OSH work standards. 3.3 <i>Non-compliance work activities</i> are reported to <i>appropriate personnel</i> .	3.1 OSH work standards 3.2 Industry related work activities 3.3 General OSH principles 3.4 OSH Violations Non-compliance work activities	3.1 Communication skills 3.2 Interpersonal skills 3.3 Troubleshooting skills 3.4 Critical thinking skills 3.5 Observation skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Convey OSH work non-conformities to appropriate personnel 1.2 Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3 Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4 Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5 Execute work activities in accordance with OSH work standards 1.6 Report OSH activity non-compliance work activities to appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE

UNIT CODE : 400311217

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and Convey inefficient and ineffective environmental practices.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques. 1.2 Data are recorded in accordance with workplace protocol. 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established <i>environmental work procedures.</i>	1.1 Importance of Environmental Literacy 1.2 Environmental Work Procedures 1.3 Waste Minimization 1.4 Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed. 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning. 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established	2.1 Causes of environmental inefficiencies and ineffective-ness	2.1 Deductive Reasoning Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	environmental procedures.		
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to <i>appropriate personnel</i> . 3.2 Concerns related resource utilization are discussed with appropriate personnel. 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel.	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Written and Oral Communication Skills 3.2 Critical thinking 3.3 Problem Solving 3.4 Observation Skills 3.5 Practice Environmental Awareness

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Measured required resource utilization in the workplace using appropriate techniques</p> <p>1.2 Recorded data in accordance with workplace protocol</p> <p>1.3 Identified causes of inefficiency and/or ineffectiveness through deductive reasoning</p> <p>1.4 Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures</p> <p>1.5 Report efficiency and effectiveness of resource utilization to appropriate personnel</p> <p>1.6 Clarify feedback on information/concerns raised with appropriate personnel</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Workplace</p> <p>2.2 Tools, materials and equipment relevant to the tasks</p> <p>2.3 PPE</p> <p>2.4 Manuals and references</p>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Demonstration</p> <p>3.2 Oral questioning</p> <p>3.3 Written examination</p>
<p>4. Context for Assessment</p>	<p>4.1 Competency assessment may occur in workplace or any appropriately simulated environment</p> <p>4.2 Assessment shall be observed while task are being undertaken whether individually or in-group</p>

UNIT OF COMPETENCY : **PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE**

UNIT CODE : **400311218**

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 Good practices relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in resource utilization are applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: <ul style="list-style-type: none"> • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness 	1.1 Communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to appropriate person . 2.2 Observed quality procedures and practices are communicated to appropriate person.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: <ul style="list-style-type: none"> • Patience • Honesty • Quality-consciousness 	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Cost-conscious habits in resource utilization are communicated based on industry standards.	<ul style="list-style-type: none"> • Safety-consciousness • Resourcefulness 	
3. Implement cost-effective operations	<p>3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy.</p> <p>3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements.</p> <p>3.3 Constructive contributions to office operations are made according to enterprise requirements.</p> <p>3.4 Ability to work within one's allotted time and finances is sustained.</p>	<p>3.1 Optimization of workplace resources</p> <p>3.2 5S procedures and concepts</p> <p>3.3 Criteria for cost-effectiveness</p> <p>3.4 Workplace productivity</p> <p>3.5 Impact of entrepreneurial mindset to workplace productivity</p> <p>3.6 Ways in fostering entrepreneurial attitudes:</p> <ul style="list-style-type: none"> • Quality-consciousness • Safety-consciousness 	<p>3.1 Implementing preservation and optimizing workplace resources</p> <p>3.2 Observing judicious use of workplace tools, equipment and materials</p> <p>3.3 Making constructive contributions to office operations</p> <p>3.4 Sustaining ability to work within allotted time and finances</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Good practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2. Resources utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals 2.3.1 Enterprise procedures manuals 2.3.2 Company quality policy
3. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Interview 3.2 Third-party report
4. Context for Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : **VALIDATE VEHICLE SPECIFICATION**

UNIT CODE : **ALT723211**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude to check body type of the vehicle, check vehicle engine type, check vehicle specifications and complete validation of vehicle specification.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Check body type of the vehicle	1.1 Kind of vehicle is determined according to job order. 1.2 Vehicle dimensions is determined according to manual. 1.3 Vehicle weight is determined according to the manual. 1.4 Body shape is determined according to the manual. 1.6 Power train is determined according to the manual. 1.7 Safety practices are applied following OSHS.	1.1 Kind of vehicle 1.1.1 Aerodynamics 1.1.2 Vehicle Dynamics 1.1.3 Body shapes 1.1.4 Power train 1.1.5 Major dimensions 1.2 Vehicle specifications 1.2.1 Vehicle performance 1.2.2 Weight & Measurements 1.3 Automotive history 1.4 Documentation/ Accomplishing checklist 1.5 Resources information 1.5.1 Bulletin 1.5.2 Shop manual 1.6 OSHS 1.7 PPEs 1.8 Attitude: 1.8.1 Patience 1.8.2 Attention to details	1.1 Identifying kind of vehicle, dimensions, weight, body shape, and power train 1.2 Accomplishing checklist 1.3 Estimating visually dimensions and masses 1.4 Utilizing resource information 1.5 Wearing PPEs 1.6 Applying safety practices
2. Check vehicle engine type	2.1 Engine type is identified according	2.1 Principles of internal combustions	2.1 Identifying engine type,

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>to industry standards.</p> <p>2.2 Engine <i>fuel/energy system</i> is identified according to manual.</p> <p>2.3 <i>Engine components</i> are identified following manual.</p>	<p>2.2 Principles of Electricity and motors</p> <p>2.3 History of engines</p> <p>2.4 Hybrid technology</p> <p>2.5 Resources information</p> <p>2.5.1 Bulletin</p> <p>2.5.2 Shop manual</p>	<p>parts & components</p> <p>2.2 Identifying fuel systems or energy systems</p> <p>2.3 Utilizing resource information</p>
3. Check vehicle specifications	<p>3.1 VIN plate is inspected for specification of vehicle according to manual.</p> <p>3.2 Vehicle specification is verified according to <i>vehicle reference materials</i>.</p> <p>3.3 Vehicle modifications and conversions are checked following the manual.</p> <p>3.3 Vehicle conversions are inspected following the manual.</p>	<p>3.1 Fundamentals of Automotive engineering:</p> <p>3.1.1 Understanding of power & torque</p> <p>3.1.2 Gear Ratios</p> <p>3.1.3 Vehicle Regulations</p> <p>3.1.4 Knowledge of vehicle performance</p> <p>3.1.5 Knowledge in Vehicle manufacturing process</p> <p>3.1.6 Knowledge of vehicle use</p> <p>3.1.7 Automotive history</p> <p>3.2 Knowledge in specifications</p> <p>3.3 Reading of brochure, owner's manuals</p> <p>3.4 Reading of Resources information</p> <p>3.4.1 Bulletin</p> <p>3.4.2 Shop manual</p>	<p>3.1 Reading vehicle reference materials</p> <p>3.2 Conducting vehicle inspection for modification and conversion</p> <p>3.3 Comparing actual vehicle and specification sheets</p> <p>3.4 Utilizing resource information</p>
4. Complete validation of vehicle specification	4.1 Vehicle ownership is verified using repair order and vehicle reference materials.	<p>4.1 Reporting to immediate superior</p> <p>4.2 Documentation/ Accomplishing checklist</p>	<p>4.1 Verifying vehicle ownership</p> <p>4.2 Accomplishing dealers check sheet</p> <p>4.3 Reporting skills</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>4.2 <i>Dealers check sheet</i> is accomplished following industry standards.</p> <p>4.3 <i>Dealers check sheet</i> is submitted to immediate superior following industry standards.</p>	<p>4.3 Attitude: 4.3.1 Accuracy</p>	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Kind of Vehicle	May include: 1.1 Motorized 1.2 Not Motorized 1.3 On-Road 1.4 Off-Road 1.5 Passenger 1.6 Commercial 1.7 Utility 1.8 Manned 1.9 Unmanned 1.10 Remote control 1.11 Automated/Self Driving 1.12 Guided
2. Vehicle Dimensions	May include: 2.1 Overall length 2.2 Overall width 2.3 Overall height 2.4 Wheelbase 2.5 Tread 2.6 Minimum running ground clearance 2.7 Room Length 2.8 Room Width 2.9 Room Height 2.10 Overhang front 2.11 Overhang rear 2.12 Angle of approach 2.13 Angle of departure
3. Vehicle Weight	May include: 3.1 Gross weight 3.2 Curb weight 3.3 Tare weight 3.4 Net weight
4. Body Shape	May include: 4.1 Sedan 4.2 Coupe 4.3 Hardtop 4.4 Convertible 4.5 Multipurpose vehicle (MPV) 4.6 Sports utility vehicle (SUV) 4.7 Truck 4.8 Tractor Head 4.9 Trailer 4.10 Special Utility Truck 4.11 Bus 4.12 Mini Bus 4.13 Articulated bus 4.14 Asian Utility Vehicle (AUV)

VARIABLE	RANGE
5. Power Train	May include: 5.1 Front Wheel Drive 5.2 Rear Wheel Drive 5.3 4x2 5.4 4x4 5.5 Limited Slip Differential (LSD) 5.6 Manual Transmission 5.7 Automatic Transmission 5.8 Continuously Variable Transmission
6. Engine Type	May include: 6.1 Internal Combustion Engine 6.2 Electric Motor
7. Fuel/Energy System	May include: 7.1 Diesel Fuel 7.2 Gasoline Fuel 7.3 Compressed Natural Gas (CNG) 7.4 Liquefied Petroleum Gas (LPG) 7.5 Methanol 7.6 Hydrogen 7.7 Biodiesel 7.8 Solar Cell 7.9 Fuel Cell
8. Engine Components	May include: 8.1 Intake System 8.2 Electrical System 8.3 Cooling System 8.4 Exhaust System 8.5 Valve Train System 8.6 Cylinder Head 8.7 Engine Block 8.8 Lubricating System
9. Vehicle reference materials	May include: 9.1 Warranty booklet 9.2 Brochure of the vehicle 9.3 Vehicle registration
10. Dealers check sheet	May include: 10.1 Vehicle mileage 10.2 Owner's information 10.3 Damage

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Checked body type of the vehicle 1.2 Checked vehicle engine type 1.3 Checked vehicle specifications 1.4 Completed validation of vehicle specification
2. Resource Implications	The following resources should be provided: 2.1 Workplace: Real or simulated work area 2.2 Appropriate vehicle or model equivalent 2.3 Materials relevant to the activity 2.4 Resource information, references, and manual
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 Interview 3.3 Third Party Report 3.4 Written exam 3.5 Demonstration with Oral questioning
4. Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution.

UNIT OF COMPETENCY : MOVE AND POSITION VEHICLE

UNIT CODE : ALT723212

UNIT DESCRIPTOR : This unit involves the skills and knowledge and attitudes required to move and position vehicle safely including systematic and efficient control of all vehicle functions.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare vehicle for operation	1.1 Vehicle multi point inspection is conducted according to industry practice. 1.2 Cockpit Drill is performed according to industry practice. 1.3 Vehicle is start-up following owner's manual. 1.4 Parking brake is engaged according to industry practice.	1.1 Revolutions per minute during idle 1.2 Manual, automatic and CVT Transmission 1.3 Vehicle parts, components and functions 1.4 Inspection procedures 1.5 Owner's manual 1.6 Safety procedures	1.1 Performing Cockpit Drill 1.2 Conducting Vehicle Multi point inspection 1.3 Starting the engine 1.4 Using owner's manual
2. Position vehicle	2.1 Workshop hazards are identified and avoided as per standard operating procedures. 2.2 Vehicle is moved according to Occupational Health and Safety Standards. 2.3 Workshop rules and regulations are recognized according to standard procedures.	2.1 Revolutions per minute in running condition 2.2 Kilometer per hour 2.3 Estimation/ timing 2.4 Manual, automatic and CVT Transmission 2.5 Diesel, Gasoline and EV engines 2.6 Vehicle parts, components and functions 2.7 Defensive driving 2.8 Owner's Manual 2.9 Safety procedures	2.1 Skills in positioning vehicle 2.2 Vehicle positioning estimation skill 2.3 Identifying workshop signs and markings
3. Park and stop the vehicle	3.1 Vehicle is positioned according to parking rules and regulations .	3.1 Vehicle parts, components and functions 3.2 Inspection procedures	31 Vehicle positioning estimation skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.2 Parking brake is engaged according to industry practice. 3.3 Electrical devices are turned off based on manufacturer's specification. 3.4 Vehicle is shut-off following owner's manual.	3.3 Owner's Manual 3.4 Procedure in shutting-off vehicle 3.5 Safety procedures 3.6 Parking rules and regulations	3.2 Identifying parking signs and markings

RANGE OF VARIABLES

VARIABLE	RANGE
1. Multi point inspection	May include: 1.1 Check for any obstruction 1.2 Check external condition 1.3 Check internal condition 1.3.1 Manual transmission 1.3.2 Automatic transmission 1.4 Check vehicle drivability
2. Cockpit Drill	May include: 2.1 Car mirror adjustments 2.2 Steering the car 2.3 How to change gears 2.4 Use of parking brake 2.5 Doors, Seat, Steering, Seat belt and Mirrors 2.6 Foot controls 2.7 Hand controls 2.8 Auxiliary controls (indicators)
3. Workshop hazards	May include: 3.1 Workshop tools and materials 3.2 Workshop equipment 3.3 Other vehicles 3.4 Other people 3.5 Oil spills 3.6 Loose parts
4. Parking rules and regulation	May include: 4.1 Parallel parking 4.2 Horizontal parking 4.3 Park facing the wall
5. Electrical devices	May include: 5.1 Lights 5.2 Air conditioning 5.3 Wiper 5.4 Radio

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Prepared vehicle for operation 1.2 Positioned the vehicle 1.3 Parked and stopped the vehicle 1.4 Used owner's manual
2. Resource implication	The following resources MUST be provided: <ul style="list-style-type: none"> 2.1 Workshop range/area 2.2 Service working bay 2.3 Appropriate vehicle for moving and positioning 2.4 Owner's manual
3. Method of assessment	Competency MUST be assessed through: <ul style="list-style-type: none"> 3.1 Demonstration with oral questioning 3.2 Written exam 3.3 Interview 3.4 Direct observation
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution.

UNIT OF COMPETENCY : UTILIZE AUTOMOTIVE TOOLS

UNIT CODE : ALT723214

UNIT DESCRIPTOR : This unit covers the knowledge and skills in selecting and using automotive power tools, hand tools and tool keeping.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare automotive tools	1.1 Automotive tools are identified according to their classification and specification. 1.2 Automotive tools and attachments are selected according to job requirements. 1.3 Automotive tools and attachments are inspected for defects and damages according to manufacturers and work place procedures. 1.4 Safety practices are applied following OSHS.	1.1 Understanding power to size ratio 1.2 Leverage 1.3 Types of power tools and hand tools 1.4 Uses of automotive power tools and hand tools 1.5 Defects and damages of automotive tools and attachments 1.6 Handling of tools 1.7 Interpretation of contents of users manuals 1.8 Safety procedures 1.9 Wearing of PPE	1.1 Identifying defects or damages of tools before use 1.2 Knowledgeable in proper handling of tools 1.3 Identifying tools required for the job 1.4 Inspecting the area were power tools will be use
2. Use automotive tools	2.1 Attachments are mounted to automotive tools according to job requirements. 2.2 Power tools are connected to power sources according to operation's manual. 2.3 Power tools are operated according to operation's manual. 2.4 Hand tools are utilized according to operation's manual.	2.1 Use of automotive tools 2.2 Application of Torque and pressure 2.3 Unit conversion of torque 2.4 English and metric system 2.5 Types of hand tools 2.6 Types of power tools 2.7 Fundamentals of automotive hand tools and power tools	2.1 Analytical skills 2.2 Technical literacy 2.3 Mounting attachments to automotive tools 2.4 Connecting power tools to power sources 2.5 Operating power tools 2.6 Utilizing hand tools 2.7 Wearing PPEs 2.8 Applying safety practices

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.5 PPEs are worn in accordance to OSHS.	2.8 Interpretation of contents of users manuals 2.9 OSHS 2.10 Resources information 2.10.1 Bulletin 2.10.2 Shop manual	2.9 Following manuals
3. Maintain automotive tools	3.1 Automotive tools and attachments are cleaned according to user's manual. 3.2 Automotive tools and attachments are checked for serviceability according to workplace and manufacturers procedures. 3.3 Defects and damages are reported to immediate superior following industry standards. 3.4 Automotive tools and attachments are stored according to workplace procedures. 3.5 Safety practices are applied following OSHS. 3.6 Wastes are disposed following environmental law and regulations.	3.1 Different types of power tools and hand tools 3.2 Techniques in tool Arrangement 3.3 Fundamentals of automotive tools 3.4 Cleaning of automotive tools 3.5 Labeling and arranging of power tools and hand tools 3.6 Safety practices 3.7 Procedures in maintaining of power tools and hand tools 3.8 Tagging of damaged/ worn power tools and hand tools 3.9 Reporting damage power tools and hand tools 3.10 Proper disposal of damaged tools 3.11 Proper disposal of chemicals used for cleaning 3.12 OSHS 3.13 Environmental law and regulations 3.14 5S of good housekeeping 3.15 3Rs	3.1 Sorting of tools 3.2 Skills in creating reports 3.3 Cleaning of tools 3.4 Checking, cleaning and storing automotive tools and attachments 3.5 Reporting defects and damages 3.6 Disposing wastes 3.7 Practicing safety procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Automotive tools	May include: 1.1 Power tools 1.1.1 Electric power tools 1.1.1.1 Electric drill 1.1.2 Pneumatic tools 1.2 Basic tools 1.3 Special service tools (SST)
2. Power sources	May include: 2.1 Electric source 2.2 Pneumatic or air 2.3 Hydraulic
3. Basic tools	May include: 3.1 Wrenches 3.2 Pliers 3.3 Screw drivers 3.4 Power handle 3.5 Ratchet 3.6 Multitester 3.7 Flash light 3.8 Rubber mallet 3.9 Hammer 3.10 Jack 3.11 Jack stand 3.12 Choke
4. Attachments	May include: 4.1 Bits 4.2 Sockets 4.3 Extension
5. Defects and damages	May include: 5.1 Tools 5.1.1 Cracks 5.1.2 Breakage 5.1.3 Deformity 5.1.4 Looseness 5.1.5 Corrosions 5.1.6 Leaks 5.2 Attachments 5.2.1 Cracks 5.2.2 Breakage 5.2.3 Deformity 5.2.4 Looseness 5.2.5 Corrosions
6. Personal protective equipment (PPEs)	May include: 6.1 Goggles 6.2 Gloves 6.3 Hard hat

VARIABLE	RANGE
	6.4 Safety shoes 6.5 Dust mask
7. Wastes	May include: 7.1 Dead batteries 7.2 Deformed, cracked, broken bits/sockets/extensions 7.3 Used cleaning chemicals 7.4 Used oil 7.5 Contaminated cleaning materials

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment require evidence that the candidate understands the applications and guidelines specified by the manufacturer.</p> <ul style="list-style-type: none"> 1.1 Prepared automotive tools 1.2 Used Power tools 1.3 Used Hand tools 1.4 Maintained and stored automotive tools 1.5 Disposed wastes 1.6 Applied safety measures
2. Resource implication	<p>The following resource MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Appropriate power tools and hand tools 2.2 Tools and materials relevant for training 2.3 Proper place for storage and disposal 2.4 Work shop manuals
3. Method of assessment	<p>Competency MUST be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written examination 3.2 Demonstrations with oral questioning 3.3 Direct observation 3.4 Third party report 3.5 Interview
4. Context of assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY : PERFORM MENSURATION AND CALCULATION

UNIT CODE : ALT723215

UNIT DESCRIPTOR : This unit covers the knowledge and skills on how to use automotive measuring tools.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Select measuring instruments	1.1 Component to be measured is identified based on job requirements. 1.2 Automotive measuring instrument is identified based on job requirements. 1.3 Correct specifications are obtained from repair manual. 1.4 Measuring tools are calibrated in line with job requirements. 1.5 Measuring instruments are checked for accuracy and adjusted according to manufacturer's manual. 1.6 Defective measuring instruments are reported and returned to toolkeeper following industry standards. 1.7 Safety practices are applied following OSHS.	1.1 Category of measuring instruments 1.2 Types and uses of measuring instruments 1.3 Shapes and Dimensions 1.4 Use of user's manual 1.5 Workshop procedures in reporting defective instruments 1.6 Characteristics of defective measuring instruments 1.7 Procedure in preparing report 1.8 OSHS in calibrating measuring instruments 1.9 Calibration of measuring tools 1.10 Inspection of measuring tools 1.11 Segregation and reporting of defective measuring instruments	1.1 Identifying and selecting measuring instruments 1.2 Visualizing objects and shapes 1.3 Calibration skills 1.4 Identifying defective measuring instruments 1.5 Reporting skills 1.6 Applying safety practices 1.7 Obtaining correct specifications 1.8 Checking measuring instruments for accuracy 1.9 Reporting and segregating defective measuring instruments
2. Carry out measurements and calculation	2.1 Automotive measuring instrument is selected to achieve required outcome in	2.1 Formulas for volume, areas, perimeters of plane and geometric figures	2.1 Performing calculation 2.2 Applying formulas for volume, areas, perimeters of

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>line with job requirements.</p> <p>2.2 Accurate measurements are obtained in line with job requirements.</p> <p>2.3 Calculation needed to complete work tasks are performed using mathematical operations.</p> <p>2.4 Numerical computation is self-checked and corrected for accuracy following manufacturer's workshop manual.</p> <p>2.3 Tools' limit of accuracy are read following manufacturer's workshop manual.</p> <p>2.4 Report is submitted to immediate supervisor following industry standard operating procedure.</p> <p>2.5 Safety practices are applied following OSHS.</p>	<p>2.2 Different automotive measuring instruments</p> <p>2.3 Calculation & measurement</p> <p>2.4 Four fundamental operation</p> <p>2.5 Linear measurement</p> <p>2.6 Dimensions</p> <p>2.7 Unit conversion</p> <p>2.8 Ratio and proportion</p> <p>2.9 Handling of measuring instruments</p> <p>2.10 Tools' limit of accuracy</p> <p>2.11 OSHS</p> <p>2.12 PPEs</p>	<p>plane and geometric figures</p> <p>2.3 Handling measuring instruments</p> <p>2.4 Selecting automotive measuring instruments</p> <p>2.5 Obtaining accurate measurements</p> <p>2.6 Performing calculation</p> <p>2.7 Self-checking and correcting numerical computation</p> <p>2.8 Reading tools' limit of accuracy</p> <p>2.9 Applying OSHS</p> <p>2.10 Wearing of PPEs</p>
3. Maintain measuring instruments	<p>3.1 Measuring instruments are handled following manufacturer's manual.</p> <p>3.2 Measuring instruments are cleaned following manufacturer's manual.</p> <p>3.3 Instruments are stored according to manufacturer's specifications and standard operating procedures.</p>	<p>3.1 Types of measuring instruments and their uses</p> <p>3.2 Safe handling procedures in using measuring instruments</p> <p>3.3 Four fundamental operation of mathematics</p> <p>3.4 Formula for volume, area, perimeter and other geometric figures</p>	<p>3.1 Handling and maintaining measuring instruments</p> <p>3.2 Disposing wastes</p> <p>3.3 Practicing good housekeeping</p> <p>3.4 Applying safety practices</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.4 Safety practices are applied.	3.5 5S of good housekeeping 3.6 Waste management 3.7 Storing of measuring instruments 3.8 OSHS	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Automotive measuring instruments	May include: 1.1 Torque wrench 1.2 Vernier caliper 1.3 Micrometer (inside and outside) 1.4 Dial gauge 1.5 Feeler gauge 1.7 Pitch/thread gauge 1.8 Multi-tester (analog/digital) 1.9 Vacuum Gauge 1.10 Tire depth gauge 1.11 Battery tester 1.12 Steel tape 1.13 Ruler
2. Calculation	May include: 2.1 Volume 2.2 Area 2.3 Displacement 2.4 Inside diameter 2.5 Circumference 2.6 Length 2.7 Thickness 2.8 Outside diameter 2.9 Taper 2.10 Out of roundness 2.11 Voltage 2.12 Resistance 2.13 Current 2.14 Pressure 2.15 Clearance 2.16 Distortion/run-out 2.17 Torque conversion 2.18 Temperature
3. Mathematical operations	Includes: 3.1 Addition 3.2 Subtraction 3.3 Multiplication 3.4 Division 3.5 Fractions 3.6 Percentages 3.7 Mixed numbers

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate perform the following: 1.1 Selected measuring instruments 1.2 Performed measurements and calculation 1.3 Maintained measuring instruments 1.4 Applied safety practices
2. Resource implications	The following resources MUST be provided: 2.1 Workplace: Real or simulated work area 2.2 Appropriate Automotive Measuring Tools & equipment 2.3 Materials relevant to the activity 2.4 Training vehicle or simulators 2.5 User's manual 2.6 Repair manual
3. Method of assessment	Competency MUST be assessed through: 3.1 Written exam 3.2 Demonstration with oral questioning 3.3 Third party report 3.4 Interview
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution.

UNIT OF COMPETENCY : UTILIZE WORKSHOP FACILITIES AND EQUIPMENT

UNIT CODE : ALT723216

UNIT DESCRIPTOR : This unit deals with inspecting and cleaning of work area including tools, equipment and facilities. Storage of equipment, including operating of basic workshop equipment.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform pre-operation activities	1.1 Workshop facilities are prepared according to work requirements. 1.2 Equipment are prepared according to work requirements. 1.3 Equipment are calibrated following users' manual. 1.4 Minor repairs are carried out based on users' manual . 1.5 Defective equipment are reported to immediate supervisor following company procedures. 1.6 Safety practices are applied following OSHS.	1.1 Different areas of an automotive service facilities 1.2 Preparation procedures of automotive service facilities 1.3 Different equipment in the automotive service facilities 1.4 Preparation procedures of automotive equipment 1.5 Minor repairs of automotive equipment 1.6 Report of defective equipment 1.7 Reporting procedures for defective equipment 1.8 OSHS practices related to the preparation of facilities and equipment 1.9 Workshop facilities and equipment	1.1 Preparing work area 1.2 Preparing equipment 1.3 Calibrating equipment 1.4 Repairing minor equipment issues 1.5 Reporting defective equipment 1.6 Applying safety practice 1.7 Following manuals

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Use facilities and equipment	2.1 Equipment is operated according to operation manual . 2.2 Facilities are utilized according to workshop procedures. 2.3 Equipment performance is monitored following users' manual . 2.4 Facilities functionalities are monitored following workplace procedures. 2.5 Safety practices are applied following OSHS.	2.1 Operate Equipment 2.2 Identify facilities required for task 2.3 Evaluate equipment operation 2.4 Inspect facility functionalities 2.5 OSHS practices related to operation of facilities and equipment 2.6 Manuals in utilizing facility and equipment 2.7 Monitoring procedure of equipment's performance 2.8 Evaluate equipment operation 2.9 Inspection of facility functionalities	2.1 Operating equipment 2.2 Utilizing facility 2.3 Monitoring equipment performance 2.4 Monitoring functionalities of facility 2.5 Practicing safety 2.6 Following manual
3. Conduct post-operation activities	3.1 Workshop facilities are restored according to 5S of good housekeeping. 3.2 Equipment are cleaned and stored according to good housekeeping. 3.3 Wastes are disposed following waste management procedure and OSHS. 3.4 PPEs and Safety practices are applied following OSHS. 3.5 Report is prepared based on workshop procedure.	3.1 5S of Good housekeeping 3.2 3Rs/ Waste segregation and disposal 3.3 Restoration of the facilities 3.4 Maintenance and storage of Equipment 3.5 OSHS 3.6 Preparation of report	3.1 Restoring workshop facilities properly 3.2 Cleaning Equipment 3.3 Storing equipment in proper location 3.4 Disposing waste materials 3.5 Reporting facilities and equipment condition 3.6 Practicing safety 3.7 Practicing 5S and 3Rs

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include: 1.1 Lifter (Two Post Lifter / Four Post Lifter/ Scissor type) 1.2 Crocodile Jack 1.3 Jack Stand 1.4 Air Compressor 1.5 Oil drain
2. Workshop facilities	May include: 2.1 Service Stall / Working Bay / Workshop areas for servicing/repairing light and/or heavy vehicle and/or plant transmissions and/or outdoor power equipment 2.2 Overhauling Room 2.3 Electrical / Air-con Room 2.4 Inspection Area 2.5 Open workshop/garage and enclosed, ventilated office area 2.6 Car wash area 2.7 Other variables may include workshop with: 2.7.1 Mess hall 2.7.2 Wash room 2.7.3 Comfort room 2.7.4 Storage Room 2.7.5 Training Room
3. Manuals	May include: 3.1 Vehicle/plant manufacturer specifications 3.2 Company operating procedures 3.3 Industry/Workplace Codes of Practice 3.4 Product manufacturer specifications 3.5 Industry Occupational Health & Safety 3.6 Equipment Operation Guidelines 3.7 Service/workshop/repair manual
4. PPEs	May include: 4.1 Gloves 4.2 Apron 4.3 Goggles 4.4 Safety shoes 4.5 Uniforms 4.6 Cap 4.7 Safety helmet
5. Minor repairs	May include: 5.1 Lubrication 5.2 Bolt tightening 5.3 Worn-out parts replacement

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Performed pre-operation activities 1.2 Used facilities and equipment 1.3 Conducted post-operation activities 1.4 Applied safety practices and good housekeeping 1.5 Disposed wastes
2. Resource implications	The following resources should be provided: 2.1 Workplace: Real or simulated work area 2.2 Appropriate Equipment 2.3 Materials relevant to the activity 2.4 Manuals/references 2.5 PPEs 2.6 Fire Extinguishers
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Written exam 3.2 Demonstration with oral questioning 3.3 Direct observation
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution.

UNIT OF COMPETENCY : PREPARE SERVICING PARTS AND CONSUMABLES

UNIT CODE : ALT723217

UNIT DESCRIPTOR : This unit of competency covers the ability to prepare parts and consumables for gasoline and diesel engines in conducting preventive maintenance.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify parts and consumables	1.1 Parts and consumables are determined according to job requirements. 1.2 Availability of parts and consumables are confirmed based on stock. 1.3 Indirect materials are identified according to job requirements. 1.4 Hazardous parts and consumables are identified according International standards. 1.5 Safety practices are applied according to OSHS.	1.1 Job requirements 1.2 Safety practices 1.3 Understanding manuals 1.4 Hazardous parts and consumables 1.5 Solid waste management act (RA 6969) 1.6 Wearing of PPE's 1.7 OSHS 1.8 Proper storage of materials 1.9 Chemical contents of consumables 1.10 Composition of consumables 1.11 Quality of parts and consumables 1.12 Computation for quantity of parts and consumables 1.13 Vehicle specifications 1.14 Identifying Part no. 1.15 Awareness in part number 1.16 Updated type of parts and consumables	1.1 Determining parts and consumables 1.2 Reading and interpreting job requirements 1.3 Identifying required parts & consumables 1.4 Understanding safety practices 1.5 Determining quantity and quality of parts and consumables 1.6 Confirming availability of parts and consumables 1.7 Identifying indirect materials 1.8 Identifying hazardous parts and consumables 1.9 Applying safety practices 1.10 Understanding safety practices 1.11 Following manuals
2. Retrieve and withdraw parts and consumables	2.1 Requisition slip is prepared according to identified parts and consumables.	2.1 Job requirements 2.2 Safety practices 2.3 Understanding manuals	2.1 Reading and interpreting requisition slip

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.2 Withdrawal of parts and materials are recorded. 2.3 Quantity of parts and consumables are validated according to job requirements. 2.4 Parts and materials are handled following safety procedures.	2.4 Hazardous parts and consumables 2.5 Solid waste management act (RA 6969) 2.6 Wearing of PPE's 2.7 Updated types of parts & consumables for proper usage	2.2 Validating quantity of parts and materials 2.3 Handling parts and consumables
3. Complete work process	3.1 Used parts and consumables are labeled and segregated. 3.2 Used parts are packed and returned to customers. 3.3 Consumables are collected for recycling. 3.4 PPEs are worn following OSHS. 3.5 Wastes are disposed according to RA 6969.	3.1 Labeling and segregation of used parts and consumables 3.2 Job requirements 3.3 Safety practices 3.4 3Rs 3.5 Solid waste management act (RA 6969) 3.6 Wearing of PPE's	3.1 Waste segregation and disposal of parts & consumables according to RA 6969

RANGE OF VARIABLES

VARIABLE	RANGE
1. Parts and consumables	May include: 1.1 Engine oil 1.2 Clutch fluid 1.3 Transmission oil 1.4 Differential oil 1.5 Power steering fluid 1.6 Brake fluid 1.7 Engine coolant 1.8 Engine oil filter 1.9 Fuel filter 1.10 Air cleaner element 1.11 Feed pump strainer 1.12 Sparkplugs (Gasoline engine) 1.13 Battery 1.14 Air cleaner 1.15 Tire 1.16 Wiper blade 1.17 A/C pollen filter 1.18 Bulb 1.19 Brake pad/brake shoe 1.20 Clutch lining
2. Determining parts and consumables	May include: 2.1 Quantity 2.2 Quality
3. Indirect materials	May include: 3.1 Rags 3.2 Saw dust 3.3 Cleaning fluids 3.4 Sand paper
4. Hazardous parts consumables	May include: 4.1 Batteries 4.2 Used oil 4.3 Used fluids 4.4 Used coolant 4.5 Used parts 4.6 Used oil filter
5. Wastes	May include: 5.1 Contaminated consumables 5.2 Contaminated parts

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Identified parts and consumables 1.2 Retrieved and withdrawn parts and consumables 1.3 Completed work process 1.4 Applied safety practices
2. Resource implications	The following resources should be provided: 2.1 Workplace: Real or simulated work area 2.2 Materials relevant to the activity 2.3 Repair manuals and related reference materials
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Direct observation 3.2 Interview 3.3 Written examination 3.4 Demonstration with oral questioning 3.5 Third party report
4. Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution.

UNIT OF COMPETENCY : PREPARE VEHICLE FOR SERVICING AND RELEASING

UNIT CODE : ALT723218

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes needed in identifying and preparing the vehicle for servicing and releasing.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Receive vehicle	1.1 Vehicle is located following company standard. 1.2 Checklist is validated for exterior and interior items in accordance with vehicle checklist . 1.3 Job Order is checked for proper assignment according to work classification . 1.4 Work bay for vehicle is designated based from Job Order. 1.5 Vehicle is moved on the designated work bay .	1.1 Identification of basic vehicle components 1.2 Types of defects 1.3 Read & understand Job Order 1.4 Flat rate time 1.5 Use of PPEs 1.6 Adherence to safety procedures 1.7 Vehicle checklist 1.8 Work classification 1.9 Work bay 1.10 Attitudes 1.10.1 Patient 1.10.2 Attention to details 1.10.3 Honest 1.10.4 Time Conscious	1.1 Completing vehicle checklist 1.2 Classifying work to be performed 1.3 Assigning work bay 1.4 Validating checklist for exterior and interior items 1.5 Checking job order for proper assignment 1.6 Identifying vehicle 1.7 Moving vehicle to designated work bay
2. Prepare vehicle for servicing	2.1 Protective covers are installed prior to servicing based on workshop operating standards. 2.2 Vehicle is positioned and set-up for lifting according to repair order. 2.3 Vehicle is lifted for servicing following manufacturer's manual.	2.1 Familiarization on equipment & facilities 2.2 Time estimation of completion 2.3 Vehicle tagging 2.4 Types of protective covers 2.5 Setting-up of vehicle for lifting 2.6 Read & understand repair order 2.7 Use of PPEs 2.8 Use of safety gears	2.1 Understanding of vehicle status 2.2 Installation of protective covers 2.3 Positioning vehicle 2.4 Operating lifter 2.5 Moving vehicle 2.6 Setting-up vehicle for lifting 2.7 Practicing safety

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.4 Safety practices are applied following safety procedures.	2.9 OSHS 2.10 Adherence to safety procedures 2.11 Attitudes: 2.11.1 Patient 2.11.2 Attention to details 2.11.3 Honest 2.11.4 Time Conscious	
3. Prepare vehicle for releasing	3.1 Job done is confirmed according to repair order. 3.2 Quality check is done based from repair order. 3.3 Transfer of vehicle to wash bay is coordinated according to SOP. 3.3 Vehicle is endorsed to quality control person following workplace procedure.	3.1 Familiarization of equipment & facilities 3.2 Read & understand repair order 3.3 Confirmation of job done 3.4 Quality standards checking 3.5 Coordination of transferring vehicle 3.6 Endorsement procedures for vehicle 3.7 Attitudes 3.7.1 Patient 3.7.2 Attention to details 3.7.3 Honest 3.7.4 Time Conscious	3.1 Confirming job done 3.2 Performing quality checking 3.3 Coordinating transfer of vehicle to wash bay 3.4 Endorsing and turning-over vehicle

RANGE OF VARIABLES

VARIABLE	RANGE
1. Vehicle checklist	May include: 1.1 External scratches, accessories, items, dents, damages and cracks 1.2 Internal items, scratches, noticeable damages, including spare tire, tools, and loose items 1.3 Standard items that are not present during inspection 1.4 Valuable/personal belongings
2. Work classification	May include: 2.1 Body and Paint repair 2.2 General Job repair 2.3 Periodic maintenance service (PMS)
3. Work bay	May include: 3.1 Service Stall / Working Bay / Workshop areas for servicing/repairing light and/or heavy vehicle and/or plant transmissions and/or outdoor power equipment 3.2 Overhauling Room 3.3 Electrical / Air-con Room 3.4 Inspection Area 3.5 Open workshop/garage and enclosed, ventilated office area
5. Protective covers	May include but not limited to: 5.1 Seat Cover 5.2 Steering Wheel Cover 5.3 Handbrake Cover 5.4 Shift Knob Cover 5.5 Fender Cover 5.6 Paper mat

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Received vehicle 1.2 Prepared vehicle for servicing 1.3 Prepared vehicle for releasing 1.4 Applied safety practices
2. Resource implications	The following resources MUST be provided: 2.1 Workplace: Real or simulated work area 2.2 Appropriate Tools & Equipment 2.3 Materials relevant to the activity 2.4 Manuals and references
3. Method of assessment	Competency may be assessed through: 3.1 Direct observation 3.2 Demonstration with Oral questioning 3.3 Interview 3.4 Written Evaluation 3.5 Third Party Report
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution.

CORE COMPETENCY

UNIT OF COMPETENCY : REMOVE PAINT FROM VEHICLE SURFACES

UNIT CODE : ALT713301

UNIT DESCRIPTOR : This unit describes the performance outcomes required to remove paint from vehicle painted surfaces using a variety of industry - approved methods and without causing damage to vehicle and components. It involves preparing for the task, selecting and using specialist tools, equipment and chemicals to remove paint from metal and plastic component surfaces in preparation for repairs or refinishing, and completing workplace activities and documents.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare to remove paint from vehicle surface	1.1 <i>Job requirements</i> are determined from workplace instructions. 1.2 Vehicle and components are inspected to identify type of paint used based on industry established method. 1.3 <i>Paint removal information</i> is located and interpreted. 1.4 Paint removal <i>materials, tools and equipment</i> are selected and checked for quality and serviceability. 1.5 <i>Personal protective equipment (PPEs)</i> are selected and checked for serviceability. 1.6 Hazards associated with the work are identified and risks are managed.	1.1 Job requirements 1.2 Paint removal information 1.3 Types and uses of tools, equipment, and materials in removing paint 1.4 Types of damage to vehicle relating to removal of paint 1.5 Industry established method on identifying 1.6 Paint manufacturer and workplace paint removal methods including: 1.6.1 Chemical substance 1.6.2 Machine sanding 1.6.3 Sand blasting 1.6.4 Hand sanding 1.7 Effects of paint removal methods	1.1 Locating specifications and relevant information 1.2 Clarifying instructions and procedures 1.3 Determining job requirements 1.4 Locating and interpreting paint removal information 1.5 Selecting and checking tools, equipment, and materials 1.6 Identifying paint removal methods 1.7 Identifying hazards 1.8 Managing risks 1.9 Applying safety practices and using PPEs 1.10 Planning work 1.11 Practicing waste management 1.12 Preparing work area

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	1.7 Work is planned to minimize waste and damage to vehicle.	to different components of vehicle 1.8 Work hazards 1.9 Risk management 1.10 Volume of required paint remover 1.11 Calculation of required materials 1.12 Work planning 1.13 OSHS 1.14 Wearing of PPEs 1.15 Waste management 1.16 Attitude: 1.16.1 Patient 1.16.2 Attention to details 1.16.3 Time conscious 1.16.4 Honest 1.16.5 Resourceful	1.13 Identifying hazards that may affect worker, vehicle and environment 1.14 Skills on time management
2. Remove paint	2.1 Vehicle metal plastic components and accessories requiring paint removal are identified and prepared according to repair manual. 2.2 Paint removal methods are selected based on job requirement. 2.3 Tools, materials and equipment are used following manufacturer's manual. 2.4 Paint removal activities are completed based on industry criteria . 2.5 Safety practices are applied following OSHS.	2.1 Different vehicle metal, plastic components and accessories 2.2 Paint removal methods 2.3 Vehicle protection methods and techniques 2.4 Industry criteria 2.5 Use of tools, materials and equipment for paint removal 2.6 Adjustment of speed of sanding machine 2.7 Ratio and Proportion 2.8 Mensuration 2.9 Scraping techniques 2.10 Completion activities of paint removal	2.1 Using paint removal, materials, tools and equipment 2.2 Adjusting speed of sanding machine 2.3 Mensuration skills 2.4 Ratio and proportion 2.5 Identifying and preparing vehicle metal, plastic components and accessories 2.6 Applying scraping technique 2.7 Removing vehicle paint 2.8 Completing paint removal activities 2.9 Applying safety practices 2.10 Managing risk

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.11 Hazards associated with the operation 2.12 Risk Management 2.13 OSHS 2.14 Wearing of PPEs 2.15 Waste Management 2.16 Attitude: 2.16.1 Patient 2.16.2 Attention to details 2.16.3 Time conscious 2.16.4 Honest 2.16.5 Resourceful	2.11 Identifying hazards
3. Complete work processes	3.1 Final inspection is made following workplace procedure to ensure work meets workplace expectations. 3.2 Workplace documents are accomplished according to workplace procedures. 3.3 Vehicle documents are turned-over to immediate superior for quality control following workplace procedure. 3.4 Work area is restored following 5S of good housekeeping. 3.5 Wastes are managed following environmental rules and regulations. 3.6 Tools and equipment are checked and stored according to	3.1 Procedures for final inspection of body filler repair 3.2 Turn-over of vehicle 3.3 Accomplishment of repair order and other forms 3.3.1 Job done 3.3 Faulty tools and equipment 3.4 Inspection and storage tools, materials and equipment 3.5 Inventory of tools, materials and equipment 3.6 OSHS 3.7 Wearing of PPEs 3.8 3Rs 3.9 5S of Good Housekeeping 3.10 Waste management 3.11 Workplace documents 3.12 Attitude: 3.12.1 Patient 3.12.2 Attention to details	3.1 Filling out workplace documentation 3.2 Conducting final inspection to vehicle panel surfaces 3.3 Performing vehicle and documents turn-over 3.4 Restoring work area 3.5 Managing wastes 3.6 Reporting faulty tools and equipment 3.7 Checking and storing tools, materials and equipment 3.8 Mathematical skills 3.9 Wearing of PPEs 3.10 Applying safety practices 3.11 Accomplishing workplace documentation

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>workplace procedure.</p> <p>3.7 Faulty tools and equipment are reported according to workplace procedures.</p> <p>3.8 Availability of materials are checked and reported following workplace procedures.</p>	<p>3.12.3 Time conscious</p> <p>3.12.4 Honest</p> <p>3.12.5 Resourceful</p>	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Job requirements	Job requirement may include: 1.1 Scrape to metal 1.2 Sanding 1.3 Applying paint remover
2. Paint removal information	Paint removal information may include: 2.1 Paint manufacturer specifications 2.2 Workplace paint removal procedures 2.3 Safety data sheets (SDS)
3. Materials, tools and equipment	Materials, tools and equipment may include: 3.1 Materials 3.1.1 Paint thinner 3.1.2 Abrasive papers 3.1.3 Vehicle protection covers 3.1.4 Masking tape 3.1.5 Masking paper 3.1.6 Paint remover 3.1.7 Paint strip solution 3.1.8 Sanding block 3.1.9 Cap brush 3.2 Tools 3.2.1 Scraper 3.2.2 Portable sander 3.2.3 Steel Brush 3.3 Equipment: 3.3.1 Sanding machine 3.3.2 Working table
4. Personal protective equipment (PPEs)	Personal protective equipment (PPEs) may include: 4.1 Goggles 4.2 Mask 4.3 Solvent resistant gloves 4.4 Spray suit 4.5 Safety shoes
5. Metal, plastic components and accessories	Metal, plastic components and accessories may include: 5.1 Front fender 5.2 Engine hood 5.3 Trunk lid 5.4 Door panel 5.5 Front bumper 5.6 Rear bumper 5.7 Side mirror 5.8 Door handle cover 5.9 Roof 5.10 Side skirt 5.11 Spoiler

VARIABLE	RANGE
	Garnish
6. Paint removal methods	Paint removal methods may include: 6.1 Chemical substance application and manual scraping 6.2 Machine and hand sanding
7. Industry criteria	Industry criteria may include: 7.1 Manufacturer specifications 7.2 Repair manual 7.3 Workplace procedures 7.4 Safety and environmental requirements
8. Workplace documents	Workplace documents may include: 8.1 Repair order 8.2 Inspection form 8.3 Diagnostic sheet

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared to remove paint from vehicle surface. <ul style="list-style-type: none"> 1.1.1 Determined job requirements. 1.1.2 Inspected vehicle and components. 1.1.3 Located and interpreted paint removal information. 1.1.4 Selected and checked paint removal materials, tools and equipment. 1.1.5 Selected and checked personal protective equipment (PPEs). 1.1.6 Identified hazards associated with the work and managed risks. 1.1.7 Planned work. 1.2 Removed paint. <ul style="list-style-type: none"> 1.2.1 Identified and prepared vehicle metal plastic components and accessories requiring paint removal. 1.2.2 Selected paint removal methods. 1.2.3 Used tools, materials and equipment. 1.2.4 Completed paint removal activities. 1.2.5 Applied safety practices. 1.3 Completed work processes. <ul style="list-style-type: none"> 1.3.1 Made final inspection. 1.3.2 Accomplished workplace documents. 1.3.3 Turned-over vehicle documents. 1.3.4 Restored work area. 1.3.5 Managed wastes. 1.3.6 Checked and stored tools and equipment. 1.3.7 Reported faulty tools and equipment. 1.3.8 Checked and reported availability of materials.
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Automotive body and paint workplace or simulated workplace 2.2 Workplace instructions 2.3 PPEs required for pre-repairs 2.4 Training vehicle or body components 2.5 Vehicle protection covers, tools, equipment and material appropriate for removing paint from body components. 2.6 Storage area of disassembled parts 2.7 Repair manuals 2.8 Safety Data Sheets 2.9 Manufacturer's specifications 2.10 First-aid Kit 2.11 Fire Extinguisher 2.12 Working table
<p>3. Method of assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Oral questioning

	3.2 Written exam 3.3 Direct Observation
4. Context for assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : PREPARE PANEL FOR REFINISHING

UNIT CODE : ALT713302

UNIT DESCRIPTOR : This unit describes the performance outcomes required to prepare panels for refinishing by removing surface rust and scale, and applying primers and fillers before the final refinishing. It involves preparing for the task, selecting and using specialist tools and equipment, selecting and using materials, cleaning panel surfaces according to manufacturer specifications, and completing workplace processes and documentation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare for refinishing work	1.1 Job requirements are determined from workplace instructions. 1.2 Preparation information is accessed and interpreted according industry criteria . 1.3 Refinishing materials, tools and equipment are selected and inspected for quality and serviceability. 1.4 Hazards associated with the work are identified and risks are managed. 1.5 Personal protective equipment (PPEs) are selected and checked for serviceability. 1.6 Work is planned to identify vehicle panel preparation methods, minimize waste, and prevent damage to vehicle.	1.1 Job requirements 1.2 Preparation information 1.3 Refinishing tools, equipment, and materials 1.4 Chemical Properties 1.5 Ratio and Proportion 1.6 Work hazards 1.7 Risk management 1.8 Work plan 1.9 Substrate preparation methods 1.10 OSHS 1.11 Wearing of PPEs 1.12 Waste Management 1.13 3Rs 1.14 5S of Good Housekeeping 1.15 Attitude 1.15.1 Patient 1.15.2 Attention to details 1.15.3 Time conscious 1.15.4 Honest 1.15.5 Resourceful	1.1 Locating appropriate sources of information 1.2 Clarifying instructions and procedures 1.3 Determining job requirements 1.4 Accessing and interpreting preparation information 1.5 Inspecting vehicle and components 1.6 Identifying work hazards 1.7 Managing risks 1.8 Selecting and checking refinishing materials, tools and equipment 1.9 Selecting and checking of PPEs 1.10 Preparing work plan 1.11 Applying safety practices 1.12 Computing for ratio and proportion

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			1.13 Managing Waste
2. Remove surface rust and apply primers	<p>2.1 Surface rust and scale are removed from panel according to <i>industry criteria.</i></p> <p>2.2 Panel substrate components affected by application processes are protected and removed following industry criteria.</p> <p>2.3 Surfaces to be painted are cleaned and contaminants are removed following industry criteria.</p> <p>2.4 Application of primer is conducted according industry criteria.</p> <p>2.5 Safety practices are applied following OSHS.</p>	<p>2.1 Procedure in removing surface rust and scale</p> <p>2.2 Primer mixing techniques</p> <p>2.2.1 Arithmetic operation</p> <p>2.2.2 Mixing ratio of primer, thinner and hardener</p> <p>2.3 Types and uses of tools, equipment, and materials including:</p> <p>2.3.1 Primers</p> <p>2.3.2 Sealers</p> <p>2.4 Spray gun adjustment setting, operation and maintenance</p> <p>2.5 Cleaning agents</p> <p>2.6 Industry criteria</p> <p>2.7 Different surface contaminants</p> <p>2.8 Application of primers</p> <p>2.9 Hazards associated with the operation</p> <p>2.10 Risk Management</p> <p>2.11 OSHS</p> <p>2.12 Wearing of PPEs</p> <p>2.13 Temperature and Humidity</p> <p>2.14 Waste management</p> <p>2.15 3Rs</p> <p>2.16 5S of Good Housekeeping</p> <p>2.17 Attitude</p> <p>2.17.1 Patient</p> <p>2.17.2 Attention to details</p>	<p>2.1 Using tools, materials and equipment</p> <p>2.2 Use basic mathematical operations, including addition and subtraction, to calculate material quantities</p> <p>2.3 Removing surface rust and scale</p> <p>2.4 Protecting and removing substrate components affected by application processes</p> <p>2.5 Cleaning surfaces</p> <p>2.6 Applying primers</p> <p>2.7 Applying safety practices</p> <p>2.8 Identifying hazards</p> <p>2.9 Managing risk</p> <p>2.10 Mixing primers and thinner</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.17.3 Time conscious 2.17.4 Honest 2.17.5 Resourceful	
3. Prepare primered and sealed surface for refinishing	3.1 Surfaces to be refinished are prepared using approved methods, materials and equipment according to workplace requirements. 3.2 Surface defects are recorded and reported based on industry criteria . 3.3 Sealer is applied following industry criteria. 3.4 Inspection and monitoring is performed following workplace procedures. 3.5 Safety practices are applied following OSHS.	3.1 Surface preparation methods and techniques for sealers, and surface repair: 3.1.1 Application methods for sealers 3.1.2 Sanding 3.2 Surface defects 3.3 OSHS 3.4 Wearing of PPEs 3.5 Waste management 3.6 3Rs 3.7 5S of Good Housekeeping 3.8 Attitude 3.8.1 Patient 3.8.2 Attention to details 3.8.3 Time conscious 3.8.4 Honest 3.8.5 Resourceful	3.1 Using tools, materials and equipment 3.2 Preparing surfaces for refinishing 3.3 Applying sealer 3.4 Sanding 3.5 Performing feather edging 3.6 Performing inspection and monitoring 3.7 Addressing surface defects 3.8 Applying safety practices
4. Complete work processes	4.1 Final inspection is made and prepared surface is presented for next process based on industry criteria . 4.2 Vehicle panels and documents are turned-over to immediate superior for quality control following workplace procedure. 4.3 Work area is restored following 5S of good housekeeping.	4.1 Procedures for final inspection of prepared substrates 4.2 Turn-over of vehicle, components and documents 4.3 Inspection and storage of tools, materials and equipment 4.4 Faulty and defective tools and equipment 4.5 Accomplishment of workplace documents	4.1 Accomplishing workplace documents 4.2 Reporting issues or outcomes 4.3 Conducting final inspection 4.4 Performing vehicle turn-over 4.5 Restoring work area 4.6 Managing wastes 4.7 Checking and storing tools and equipment

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>4.4 Wastes are managed following and regulations.</p> <p>4.5 Tools and equipment are checked and stored according to workplace procedures.</p> <p>4.6 Faulty tools and equipment are reported according to workplace procedures.</p> <p>4.7 Availability of materials are checked and reported according to workplace procedures.</p> <p>4.8 Workplace documents are accomplished according to workplace procedures.</p>	<p>4.5.1 Job done</p> <p>4.6 OSHS</p> <p>4.7 Wearing of PPEs</p> <p>4.8 3Rs</p> <p>4.9 5S of Good Housekeeping</p> <p>4.10 Waste management</p> <p>4.11 Checking and storage of tools and equipment</p> <p>4.12 Workplace documents</p> <p>4.13 Attitude</p> <p>4.13.1 Patient</p> <p>4.13.2 Attention to details</p> <p>4.13.3 Time conscious</p> <p>4.13.4 Honest</p> <p>4.13.5 Resourceful</p>	<p>4.8 Reporting faulty tools and equipment</p> <p>4.9 Wearing of PPEs</p> <p>4.10 Applying safety practices</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Job requirements	Job requirements may include: <ul style="list-style-type: none"> 1.1 Removing of surface rust and scales 1.2 Applying primers and feelers 1.3 Sanding 1.4 Applying solvent 1.5 Degreasing
2. Preparation information	Preparation information may include: <ul style="list-style-type: none"> 2.1 Manufacturer specifications 2.2 Paint technical data sheets (TDS) 2.3 Paint safety data sheets (SDS) 2.4 Workplace procedures
3. Industry criteria	Industry criteria may include: <ul style="list-style-type: none"> 3.1 Manufacturer specifications <ul style="list-style-type: none"> 3.1.1 Repair manual 3.2 Workplace procedures 3.3 Safety and environmental requirements
4. Refinishing materials, tools and equipment	Refinishing materials, tools and equipment may include: <ul style="list-style-type: none"> 4.1 Materials <ul style="list-style-type: none"> 4.1.1 Cleaning agents 4.1.2 Primer fillers 4.1.3 Abrasive papers 4.1.4 Primers surfacer and etch primers 4.1.5 Polyvinyl chloride (PVC) 4.1.6 Door aperture and trim masking tape 4.1.7 Thinner 4.1.8 Sealant 4.1.9 Sanding block 4.1.10 Sand paper 4.1.12 Measuring stick 4.2 Tools <ul style="list-style-type: none"> 4.2.1 Standard hand tools 4.2.2 Air and power tools 4.2.3 Cutting blades and scalpels 4.2.4 Steel brush 4.3 Equipment <ul style="list-style-type: none"> 4.3.1 Cleaning equipment 4.3.2 Spray gun 4.3.3 Weighing scale 4.3.4 Air and power tools 4.3.5 Sander with vacuum type 4.3.6 Air compressor with dryer 4.3.7 Working table
5. Vehicle panels	Components may include: <ul style="list-style-type: none"> 5.1 Engine hood

VARIABLE	RANGE
	5.2 Trunk lid 5.3 Door 5.4 Roof 5.5 Fender 5.6 Quarter panel
6. Workplace documents	Workplace documents may include: 6.1 Repair order 6.2 Checklist sheet

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared for refinishing work. <ul style="list-style-type: none"> 1.1 Determined job requirements. 1.2 Accessed and interpreted preparation information. 1.3 Selected and inspected refinishing materials, tools and equipment. 1.4 Identified hazards associated with the work and managed risks. 1.5 Selected and checked personal protective equipment (PPE). 1.6 Planned work. 1.2 Removed surface rust and apply primers. <ul style="list-style-type: none"> 1.2.1 Removed surface rust and scale. 1.2.2 Protected and removed panel substrate components affected by application processes. 1.2.3 Cleaned up surfaces to be painted and removed contaminants. 1.2.4 Conducted application of primer. 1.2.5 Applied safety practices. 1.3 Prepared primered and sealed surface for refinishing. <ul style="list-style-type: none"> 1.3.1 Prepared surfaces to be refinished. 1.3.2 Recorded and reported surface defects. 1.3.3 Applied sealer. 1.3.4 Performed inspection and monitoring. 1.3.5 Applied safety practices. 1.4 Completed work processes. <ul style="list-style-type: none"> 1.4.1 Made final inspection and presented prepared surface. 1.4.2 Turned-over vehicle panels and documents. 1.4.3 Restored work area. 1.4.4 Managed wastes. 1.4.5 Checked tools and equipment. 1.4.6 Reported faulty tools and equipment. 1.4.7 Checked and reported availability of materials. 1.4.8 Accomplished workplace documents.
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Automotive repair workplace or simulated workplace 2.2 Workplace instructions 2.3 PPE required for pre-repairs 2.4 Vehicle body panels 2.5 Vehicle protection covers tools, equipment and material 2.6 Repair manual 2.7 Manufacturer's specification 2.8 SDS 2.9 TDS

	2.10 First – Aid Kit 2.11 Fire Extinguisher 2.12 Working table
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Demonstration with Oral questioning 3.2 Written exam 3.3 Direct Observation
4. Context for assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : MASK VEHICLE PANELS AND COMPONENTS

UNIT CODE : ALT713303

UNIT DESCRIPTOR : This unit describes the performance outcomes required to apply masking materials in preparation for vehicle and component refinishing. It involves preparing for the task, selecting and using tools and equipment, selecting masking materials appropriate to the vehicle or component, masking off surrounding panels and components before refinishing activities, and completing workplace processes and documentation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare to mask vehicle panels and components	1.1 Job requirements are determined from workplace instructions. 1.2 Masking materials, tools and equipment and methods are selected according to workplace instructions. 1.3 Hazards associated with the work are identified and risks are managed. 1.4 Masking tools and equipment and personal protective equipment (PPEs) are identified and checked for serviceability. 1.5 Work is planned to minimize waste and use time efficiently.	1.1 Job requirements 1.2 Masking materials 1.3 Masking methods 1.4 Masking tools and equipment 1.5 Inspection of tools, materials and equipment 1.6 Hazards associated with the work 1.7 Risk Management 1.8 Mensuration 1.9 Work Plan 1.10 Time Management 1.11 OSHS 1.12 Wearing of PPEs 1.13 Managing Waste 1.14 3RS 1.15 Attitude: 1.15.1 Patient 1.15.2 Attention to details 1.15.3 Time conscious 1.15.4 Honest 1.15.5 Resourceful	1.1 Determining job requirements 1.2 Clarifying instructions and procedures 1.3 Selecting masking materials and methods 1.4 Identifying workplace hazards 1.5 Managing risks 1.6 Identifying and checking masking tools, equipment and PPEs 1.7 Preparing work plan 1.8 Mensuration skills 1.9 Managing time
2. Carry out masking activities	2.1 Vehicle surfaces and components that require masking are identified and	2.1 Vehicle surfaces and components 2.2 Masking techniques and procedures	2.1 Identifying and cleaning vehicle surfaces and components

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>cleaned according to industry criteria.</p> <p>2.2 Masking is carried out according to workplace procedures and Safety and Environmental Requirements, and without causing damage to vehicle surfaces and components.</p> <p>2.3 Safety measures are applied according to OSHS.</p>	<p>2.3 Use of masking tools and equipment</p> <p>2.4 Cleaning vehicle surfaces and components</p> <p>2.5 Industry criteria</p> <p>2.6 Mensuration and calculation of quantities of masking materials</p> <p>2.7 Application of masking methods</p> <p>2.8 Hazards associated with the operation</p> <p>2.9 OSHS</p> <p>2.10 Wearing of PPEs</p> <p>2.11 Safety and environmental requirements</p> <p>2.12 Waste management</p> <p>2.13 3Rs</p> <p>2.14 5S</p> <p>2.15 Attitude:</p> <p>2.15.1 Patient</p> <p>2.15.2 Attention to details</p> <p>2.15.3 Time conscious</p> <p>2.15.4 Honest</p> <p>2.15.5 Resourceful</p>	<p>2.2 Performing masking</p> <p>2.3 Applying safety measures</p> <p>2.4 Mensuration skills</p> <p>2.5 Using masking tools, materials and equipment</p> <p>2.6 Applying safety practices</p> <p>2.7 Identifying hazards</p> <p>2.8 Managing risk</p> <p>2.9 Managing waste</p>
3. Complete work processes	<p>3.1 Final inspection is made to ensure the surface is ready for next process.</p> <p>3.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected.</p> <p>3.3 Tools and equipment are checked and stored according to</p>	<p>3.1 Inspection procedure</p> <p>3.2 Restoration of work area</p> <p>3.3 Masking techniques and procedures</p> <p>3.4 Use of masking tools and equipment</p> <p>3.5 Documentation Procedures</p> <p>3.6 Hazards associated with the operation</p>	<p>3.1 Legibly and accurately fill out workplace documentation</p> <p>3.2 Clearly report quality issues and job outcomes</p> <p>3.3 Conducting final inspection</p> <p>3.4 Restoring work area</p> <p>3.5 Managing waste</p> <p>3.6 Identifying hazards</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	workplace procedures. 3.4 Workplace documents are processed according to workplace procedures.	3.7 Risk management 3.8 OSHS 3.9 Wearing of PPEs 3.10 Waste management 3.11 3Rs 3.12 5S of Good Housekeeping 3.13 Attitude: 3.13.1 Patience 3.13.2 Attention to details 3.13.3 Time conscious 3.13.4 Honest	3.7 Managing risk 3.8 Checking and storing of tools and equipment 3.9 Preparing workplace documents

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials, tools and equipment	Materials, tools and equipment may include: <ul style="list-style-type: none"> 1.1 Materials <ul style="list-style-type: none"> 1.1.1 Polyvinyl chloride (PVC) 1.1.2 Door aperture and trim masking tapes 1.1.3 Masking papers 1.1.4 PPEs (cover all, safety shoes) 1.1.5 First-aid kit 1.2 Tools <ul style="list-style-type: none"> 1.2.1 Cutting blades 1.2.2 Panel stand 1.2.3 Steel tape 1.3 Equipment <ul style="list-style-type: none"> 1.3.1 Masking dispenser 1.3.2 Working table
2. Masking methods	Masking methods may include: <ul style="list-style-type: none"> 2.1 Reverse masking techniques 2.2 Half-masking techniques 2.3 Hard - line and soft-line edge masking techniques
3. Components	Components may include: <ul style="list-style-type: none"> 3.1 Engine hood 3.2 Engine compartment 3.3 Trunk lid 3.4 Doors 3.5 Plastic components 3.6 Glass sections 3.7 Mud guards 3.8 Bumpers 3.9 Roof 3.10 Fenders 3.11 Quarter panels 3.12 Wheels 3.13 Wind shields and back glass 3.14 Mirrors 3.15 Antenna 3.16 Emblems 3.17 Door handles 3.18 Side mouldings 3.19 Lightings 3.20 Radiator grills
4. Industry criteria	Industry criteria may include: <ul style="list-style-type: none"> 4.1 Manufacturer specifications 4.2 Repair manual 4.3 Workplace procedures 4.4 Safety and environmental requirements

VARIABLE	RANGE
5. Safety and environmental requirements	Safety and environmental requirements may include: 5.1 Work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for: 5.1.1 Selecting and using PPE 5.1.2 Using tools and equipment 5.1.3 Environmental requirements, including procedures for trapping, storing and disposing of waste materials
6. Workplace documents	Workplace documents may include: 6.1 Job order 6.1.1 Repair order 6.2 Inspection form

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Prepared to mask vehicle panels and components.</p> <p>1.1.1 Determined job requirements.</p> <p>1.1.2 Selected masking materials, tools and equipment and methods.</p> <p>1.1.3 Identified hazards associated with the work and managed risks.</p> <p>1.1.4 Identified and checked masking tools and equipment and personal protective equipment (PPEs).</p> <p>1.1.5 Planned work.</p> <p>1.2 Carried out masking activities.</p> <p>1.2.1 Identified and cleaned vehicle surfaces and components that require masking.</p> <p>1.2.2 Carried out masking.</p> <p>1.2.3 Applied safety measures.</p> <p>1.3 Completed work processes.</p> <p>1.3.1 Made final inspection.</p> <p>1.3.2 Cleaned work area, disposed waste and non-recyclable materials and collected recyclable material.</p> <p>1.3.3 Checked and stored tools and equipment.</p> <p>1.3.4 Processed workplace documentation.</p>
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <p>2.1 Automotive repair workplace or simulated workplace</p> <p>2.2 Workplace instructions</p> <p>2.3 PPE required for pre-repairs</p> <p>2.4 Three different vehicles with body components requiring removal and storage</p> <p>2.5 Vehicle protection covers tools, equipment and material appropriate for removing and storing vehicle body components</p> <p>2.6 Repair manual</p> <p>2.7 Vehicle body panel</p> <p>2.8 First – aid kit</p> <p>2.9 Working table</p>
<p>3. Method of assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Demonstration with Oral questioning</p> <p>3.2 Written exam</p> <p>3.3 Direct Observation</p>
<p>4. Context for assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : APPLY PRIMER SURFACER

UNIT CODE : ALT713304

UNIT DESCRIPTOR : This unit describes the performance outcomes required to prepare vehicle surfaces and apply primer surfacer prior to final paint coats. It involves preparing for the task, selecting and using specialist tools and equipment, mixing and applying automotive primers to substrate surfaces according to manufacturer specifications, and completing workplace processes and documentation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare for primer surfacer application	1.1 Job requirements are determined from workplace instructions. 1.2 Primer information and procedures are sourced and interpreted. 1.3 Painting materials, tools and equipment are selected and checked for quality and serviceability. 1.4 Hazards associated with the work are identified and risks are managed. 1.5 Work is planned to identify preparation methods , minimize waste, and use time efficiently. 1.6 Personal Protective Equipment (PPEs) are selected and worn following OSHS. 1.7 Safety practices are applied following OSHS.	1.1 Job requirements 1.2 Primer information and procedures 1.3 Preparation methods 1.4 Types and uses of painting materials, tools and equipment 1.5 Work hazards 1.6 Risk Management 1.7 PPEs 1.8 Work plan 1.9 Body panel preparation methods 1.10 Procedure in inspecting vehicle and its components 1.11 Ratio and proportion 1.12 OSHS 1.13 Wearing of PPEs 1.14 Attitude: 1.14.1 Patience 1.14.2 Attention to details 1.14.3 Time conscious 1.14.4 Honest	1.1 Locating appropriate sources of information efficiently clarifying instructions and procedures 1.2 Determining job requirements 1.3 Sourcing and interpreting priming information and procedures 1.4 Selecting and checking painting materials, tools and equipment 1.5 Identifying work hazard 1.6 Managing risk 1.7 Planning work 1.8 Selecting and wearing PPEs 1.9 Applying safety practices
2. Apply primers prior to final paint	2.1 Surfaces to be primed are cleaned	2.1 Priming procedures	2.1 Using basic mathematical

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>according to repair manual.</p> <p>2.2 Contaminants are removed following repair manual.</p> <p>2.3 Components and paint surfaces surrounding paint repair area are protected following industry criteria.</p> <p>2.4 Corrective measures are applied based on repair manuals.</p> <p>2.5 Sanding is performed according to industry practice.</p> <p>2.6 Recommended primers are applied according to manufacturer's specifications and Safety and Environmental Requirements.</p>	<p>2.2 Procedures of cleaning and removal of contaminants on surfaces</p> <p>2.3 Protection of components and paint surfaces</p> <p>2.4 Surrounding paint repair industry criteria</p> <p>2.5 Corrective measures in applying primers</p> <p>2.6 Sanding technique</p> <p>2.7 Application of surface primer</p> <p>2.8 Arithmetic operations</p> <p>2.9 Mensuration</p> <p>2.10 OSHS</p> <p>2.11 Wearing of PPEs</p> <p>2.12 Attitude</p> <p>2.12.1 Patience</p> <p>2.12.2 Attention to details</p> <p>2.12.3 Time conscious</p> <p>2.12.4 Honest</p>	<p>operations, including addition and subtraction, to calculate quantities and measure primers</p> <p>2.2 Using painting tools and equipment</p> <p>2.3 Cleaning of surfaces</p> <p>2.4 Removing contaminants</p> <p>2.5 Protecting components and paint surfaces surrounding paint repair</p> <p>2.6 Applying corrective measures</p> <p>2.7 Applying recommended surface primers</p> <p>2.8 Applying safety practices</p>
3. Complete work processes	<p>3.1 Final inspection is made to ensure the surface is completely dried and ready for next process.</p> <p>3.2 Vehicle and components are turned-over to immediate superior for quality control following workplace procedure.</p> <p>3.3 Work area is restored following 5S of good housekeeping.</p>	<p>3.1 Final inspection procedures substrates</p> <p>3.2 Turn-over of vehicle</p> <p>3.3 Inspection and storage of tools, materials and equipment</p> <p>3.4 Faulty and defective tools and equipment</p> <p>3.5 Accomplishment of repair order and other forms</p> <p>3.6 Job done</p> <p>3.7 Restoration of work area</p> <p>3.8 OSHS</p>	<p>3.1 Filling out workplace documentation</p> <p>3.2 Reporting issues or outcomes</p> <p>3.3 Conducting final inspection</p> <p>3.4 Performing vehicle turn-over</p> <p>3.5 Restoring work area</p> <p>3.6 Managing wastes</p> <p>3.7 Checking and storing tools and equipment</p> <p>3.8 Reporting faulty tools and equipment</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>3.4 Wastes are managed following and regulations.</p> <p>3.5 Tools and equipment are checked and stored according to workplace procedures.</p> <p>3.6 Faulty tools and equipment are reported according to workplace procedures.</p> <p>3.7 Workplace documents are accomplished according to workplace procedures.</p>	<p>3.9 Wearing of PPEs</p> <p>3.10 3Rs</p> <p>3.11 5S of Good Housekeeping</p> <p>3.12 Waste management</p> <p>3.13 Checking and storage of tools and equipment</p> <p>3.14 Workplace documents</p> <p>3.15 Attitude:</p> <p>3.15.1 Patience</p> <p>3.15.2 Attention to details</p> <p>3.15.3 Time conscious</p> <p>3.15.4 Honest</p>	<p>3.9 Wearing of PPEs</p> <p>3.10 Applying safety practices</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Primer information and procedures	Primer information and procedure may include: <ul style="list-style-type: none"> 1.1 Paint manufacturer specifications 1.2 Paint technical data sheets (TDS) 1.3 Paint safety data sheets (SDS) 1.4 Workplace procedures
2. Materials, tools, and equipment	Materials, tools, and equipment may include: <ul style="list-style-type: none"> 2.1 Materials <ul style="list-style-type: none"> 2.1.1 Primers, including aerosol primers 2.1.2 Hardeners 2.1.3 Reducers 2.1.4 Wet and dry abrasives 2.1.5 Cleaning materials 2.1.6 Masking materials 2.1.7 Mixing container 2.1.8 Mixing rod 2.1.9 Paint brush 2.1.10 Paint strainer 2.2 Tools <ul style="list-style-type: none"> 2.2.1 Spray gun rack 2.2.2 Panel Stand 2.2.3 Working table 2.3 Equipment <ul style="list-style-type: none"> 2.3.1 Cleaning equipment 2.3.2 Spray gun 2.3.3 Paint polishing equipment 2.3.4 Air compressor
3. Preparation methods	Preparation methods may include: <ul style="list-style-type: none"> 3.1 Wet and dry sanding 3.2 Masking 3.3 Chemical cleaning 3.4 Priming 3.5 Wet on wet application
4. Components	Components may include: <ul style="list-style-type: none"> 4.1 Fenders 4.2 Doors 4.3 Mud guards 4.4 Engine hood 4.5 Quarter panels 4.6 Bumpers 4.7 Side mirror assembly 4.8 Antenna 4.9 Emblem 4.10 Quarter panels 4.11 Glass sections

VARIABLE	RANGE
5. Safety and environmental requirements	<p>Safety and environmental requirements may include:</p> <p>5.1 Work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for:</p> <p>5.1.1 Selecting and using PPE</p> <p>5.1.2 Using TDS and SDS for paint primers</p> <p>5.1.3 Handling and storing paint materials</p> <p>5.1.4 Using tools and equipment</p> <p>5.1.5 Environmental requirements, including procedures for trapping, storing and disposing of waste materials</p>
6. Workplace documents	<p>Workplace documents may include:</p> <p>6.1 Repair order</p> <p>6.2 Inspection form</p>

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared for primer surfacer application. <ul style="list-style-type: none"> 1.1.1 Determined job requirements. 1.1.2 Sourced and interpreted primer information and procedures. 1.1.3 Selected and checked painting materials, tools and equipment. 1.1.4 Identified hazards associated with the work and managed risks. 1.1.5 Planned work. 1.1.6 Selected and worn personal protective equipment (PPEs). 1.1.7 Applied safety practices. 1.2 Applied primers prior to final paint. <ul style="list-style-type: none"> 1.2.1 Cleaned surfaces to be primed. 1.2.2 Removed contaminants. 1.2.3 Protected components and paint surfaces surrounding paint repair area. 1.2.4 Applied corrective measures. 1.2.5 Performing sanding. 1.2.6 Applied recommended primers. 1.3 Completed work processes. <ul style="list-style-type: none"> 1.3.1 Made final inspection. 1.3.2 Turned-over vehicle and components. 1.3.3 Restored work area. 1.3.4 Managed wastes. 1.3.5 Checked and stored tools and equipment. 1.3.6 Reported faulty tools and equipment. 1.3.7 Accomplished workplace documents.
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Automotive repair workplace or simulated workplace 2.2 Workplace instructions 2.3 PPE required for pre-repairs 2.4 Three different vehicles with body components requiring removal and storage 2.5 Vehicle protection covers tools, equipment and material appropriate for removing and storing vehicle body components 2.6 Training vehicle and body panel 2.7 First-aid kit 2.8 Working table
<p>3. Method of assessment</p>	<p>Competency should be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Oral questioning 3.2 Written exam 3.3 Direct Observation

4. Context for assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.
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UNIT OF COMPETENCY : REPAIR BODY PANEL USING FILLER

UNIT CODE : ALT721307

UNIT DESCRIPTOR : This unit describes the performance outcomes required to repair body panels using filler. It involves preparing for the task, selecting and using specialist tools and equipment, identifying body filler type and specifications, calculating and mixing body filler and applying it to panels, completing repairs to pre-paint condition, and completing workplace processes and documentation. It includes simple, complex and vehicle thermoplastic body panels and components.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare to repair body panels using filler	1.1 Job requirements are determined from workplace instructions. 1.2 Manufacturer specifications for body filler application and relevant safety data sheets (SDS) are sourced and interpreted. 1.3 Materials, tools and equipment are selected and checked for quality and serviceability. 1.4 Hazards associated with the work are identified and risks are managed following workplace procedure. 1.5 Work area is prepared and work is planned to minimize waste and use time efficiently. 1.6 Personal Protective Equipment (PPEs) are selected and	1.1 Job requirements 1.2 Manufacturer specifications for body filler 1.3 Relevant topics for safety data sheets(SDS) 1.4 Materials, tools and equipment for putty application 1.5 Work hazard 1.6 Industry criteria 1.7 Work plan 1.8 Waste and time management 1.9 OSHS 1.10 Wearing of PPEs 1.11 Attitude: 1.11.1 Patience 1.11.2 Attention to details 1.11.3 Time conscious 1.11.4 Honest	1.1 Locating appropriate sources of information efficiently 1.2 Clarifying instructions and procedures 1.3 Determining job requirements 1.4 Sourcing manufacturer specifications and relevant Safety Data Sheet 1.5 Selecting and checking of materials, tools and equipment 1.6 Identifying work hazard 1.7 Preparing work area 1.8 Planning work 1.9 Wearing of PPEs

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	worn following OSHS.		
2. Carry out repair activities using filler	2.1 Damaged panels are prepared following industry criteria. 2.2 Minor dent is rectified according to manufacturer's specifications. 2.3 Body filler is mixed according to manufacturer specifications. 2.4 Filler is applied to repaired panels according to industry criteria . 2.5 Adhesives, including adhesion promoter/ primer surfacer are applied according to industry criteria. 2.6 Inspection is performed to check if the body filler is completely dried following workplace procedures. 2.7 Corrective measures are applied based on repair manuals. 2.8 Block sanding is performed according to industry standard. 2.9 Repairs are completed to pre-painting condition.	2.1 Preparation of damaged panels 2.2 Pre-filler application standard 2.3 Mixture of body filler 2.4 Thermoplastic welding and fusion technique 2.5 Use of adhesive and adhesive fusion promoter 2.6 Types of plastic material 2.7 Repair quality requirements 2.8 Types of plastic adhesive 2.9 Techniques in rectifying minor dent 2.10 Arithmetic operations 2.11 Formulation of filler 2.12 Weight of required filler 2.13 Application technique for filler 2.14 Industry criteria 2.15 Repair completion 2.16 OSHS 2.17 Wearing of PPEs 2.18 Attitude 2.18.1 Patient 2.18.2 Attention to details 2.18.3 Time conscious 2.18.4 Honest 2.18.5 Resourceful	2.1 Using basic mathematical operations, including addition, subtraction, multiplication and division, to calculate ratios for dilution rates.to: calculate body filler quantities and mix required ratios 2.2 Calculating surface Area 2.3 Using specialist body repair tools and weighing scale for filler 2.4 Mixing body filler 2.5 Applying body filler 2.6 Rectifying minor dent 2.7 Performing block sanding 2.8 Conducting inspection and monitoring 2.9 Applying corrective measures 2.10 Completing repairs
3. Complete work processes	3.1 Final inspection is made to ensure the	3.1 Procedures for final inspection of	3.1 Filling out workplace documentation

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>surface is ready for next process.</p> <p>3.2 Vehicle and components are turned-over to immediate superior for quality control following workplace procedure.</p> <p>3.3 Work area is restored following 5S of good housekeeping.</p> <p>3.4 Wastes are managed following and regulations.</p> <p>3.5 Tools and equipment are checked and stored according to workplace procedures.</p> <p>3.6 Faulty tools and equipment are reported according to workplace procedures.</p> <p>3.7 Workplace documents are accomplished according to workplace procedures.</p>	<p>prepared substrates</p> <p>3.2 Turn-over of vehicle</p> <p>3.3 Inspection and storage of tools, materials and equipment</p> <p>3.4 Faulty and defective tools and equipment</p> <p>3.5 Accomplishment of repair order and other forms</p> <p>3.6 Job done</p> <p>3.7 Restoration of work area</p> <p>3.8 OSHS</p> <p>3.9 Wearing of PPEs</p> <p>3.10 3Rs</p> <p>3.11 5S of Good Housekeeping</p> <p>3.12 Waste management</p> <p>3.13 Checking and storage of tools and equipment</p> <p>3.14 Workplace documents</p> <p>3.15 Attitude</p> <p>3.15.1 Patience</p> <p>3.15.2 Attention to details</p> <p>3.15.3 Time conscious</p> <p>3.15.4 Honest</p>	<p>3.2 Reporting issues or outcomes</p> <p>3.3 Conducting final inspection</p> <p>3.4 Performing vehicle turn-over</p> <p>3.5 Restoring work area</p> <p>3.6 Managing wastes</p> <p>3.7 Checking and storing tools and equipment</p> <p>3.8 Reporting faulty tools and equipment</p> <p>3.9 Wearing of PPEs</p> <p>3.10 Applying safety practices</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Job requirements	Job requirements may include: <ul style="list-style-type: none"> 1.1 Completing repairs to pre-paint condition 1.2 Applying body filler 1.3 Minor dent repair
2. Materials, tools, and equipment	Materials, tools, and equipment may include: <ul style="list-style-type: none"> 2.1 Materials <ul style="list-style-type: none"> 2.1.1 Adhesive 2.1.2 Adhesion promoter 2.1.3 Sand paper 2.1.4 Sanding block 2.1.5 Putty 2.1.6 Hardener 2.1.7 Cleaning rag 2.1.8 Degreaser 2.1.9 Thinner 2.2 Tools <ul style="list-style-type: none"> 2.2.1 Spatula 2.2.2 Mixing board 2.3 Equipment <ul style="list-style-type: none"> 2.3.1 Weighing scale 2.3.2 Vacuum cleaner 2.3.4 Working table
3. Personal protective equipment (PPEs)	Personal protective equipment (PPEs) may include: <ul style="list-style-type: none"> 3.1 Masks 3.2 Coverall 3.3 Apron
4. Panels	Panels may include: <ul style="list-style-type: none"> 4.1 Simple panels 4.2 Complex panels 4.3 Thermoplastic panels
5. Preparation of damaged panels	Preparation of damaged panels includes: <ul style="list-style-type: none"> 5.1 Sanding 5.2 Sanding block 5.3 Positioning of body panel
6. Industry criteria	Industry criteria may include: <ul style="list-style-type: none"> 6.1 Manufacturer specifications 6.2 Repair manual 6.3 Workplace procedures 6.4 Safety and environmental requirements
7. Workplace documents	Workplace documents may include: <ul style="list-style-type: none"> 7.1 Repair order 7.2 Checklist sheet 7.3 Inspection form

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared to repair body panels using filler. <ul style="list-style-type: none"> 1.1.1 Determined job requirements. 1.1.2 Sourced and interpreted manufacturer specifications for body filler application and relevant safety data sheets (SDS). 1.1.3 Selected and checked materials, tools and equipment. 1.1.4 Identified hazards associated with the work and managed risks. 1.1.5 Prepared work area and planned work. 1.1.6 Selected and worn personal protective equipment (PPEs). 1.2 Carried out repair activities using filler. <ul style="list-style-type: none"> 1.2.1 Prepared damaged panels. 1.2.2 Rectified minor dent. 1.2.3 Mixed body filler. 1.2.4 Applied filler. 1.2.5 Applied adhesives, including adhesion promoter/ primer surfacer. 1.2.6 Performed inspection. 1.2.7 Applied corrective measures. 1.2.8 Performed block sanding. 1.2.9 Completed repairs to pre-painting condition. 1.3 Completed work processes. <ul style="list-style-type: none"> 1.3.1 Made final inspection. 1.3.2 Turned-over vehicle and components. 1.3.3 Restored work area. 1.3.4 Managed wastes. 1.3.5 Checked and stored tools and equipment. 1.3.6 Reported faulty tools and equipment. 1.3.7 Accomplished workplace documents.
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Automotive repair workplace or simulated workplace 2.2 Workplace instructions 2.3 PPE required for pre-repairs 2.4 Three different vehicles with body components requiring removal and storage 2.5 Vehicle protection covers tools, equipment and material appropriate for removing and storing vehicle body components 2.6 SDS 2.7 Repair manual 2.8 TDS 2.9 Manufacturer's specification 2.10 Training vehicle and body panel

	2.11 First-aid kit 2.12 Working table
3. Method of assessment	Competency should be assessed through: 3.1 Demonstration with Oral questioning 3.2 Written exam 3.3 Direct Observation
4. Context for assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : PREPARE AND OPERATE VEHICLE PAINT DRYING EQUIPMENT

UNIT CODE : ALT713305

UNIT DESCRIPTOR : This unit describes the performance outcomes required to prepare paint drying equipment. It involves preparing for the task, selecting and using specialist tools and equipment, setting, operating and maintaining paint drying equipment to manufacturer specifications, and completing workplace processes and documentation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare for paint drying	1.1 Job requirements are determined from workplace instructions. 1.2 Information on workplace procedures and paint drying equipment operation are accessed and interpreted according to industry criteria . 1.3 Hazards associated with the work are identified and risks are managed. 1.4 Paint drying tools, materials and equipment are selected and inspected for serviceability. 1.5 Personal Protective Equipment (PPEs) are worn following OSHS. 1.6 Work is planned according to industry criteria.	1.1 Job requirements 1.2 Operation of drying equipment 1.3 Workplace procedures 1.4 Equipment manufacturer operating instructions 1.5 Industry criteria 1.6 Work hazards 1.7 Risk management 1.8 Types and uses of paint drying equipment 1.9 Work plan-to identify paint drying equipment operating methods - minimize waste to prevent damage to vehicle 1.10 OSHS 1.11 Wearing of PPEs 1.12 Attitude 1.12.1 Patient 1.12.2 Attention to details 1.12.3 Time conscious 1.12.4 Honest 1.12.5 Resourceful	1.1 Locating appropriate sources of information efficiently 1.2 Determining job requirements 1.3 Accessing workplace procedures and equipment manufacturer operating instructions 1.4 Identifying hazards 1.5 Selecting paint drying equipment 1.6 Wearing of PPEs 1.7 Planning work 1.8 Clarifying instructions and procedure to identify paint drying equipment operating methods 1.9 Minimizing waste, and prevent damage to vehicle

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Operate paint drying equipment and facilities	2.1 Paint drying equipment is prepared and set up according to manufacturer specifications. 2.2 Paint drying equipment and facilities are operated according to user's manual. 2.3 Paint drying equipment and its performance is monitored according to industry criteria. 2.4 Corrective action is applied following industry criteria.	2.1 Types and uses of paint drying equipment 2.2 Setting-up paint drying equipment 2.3 Industry criteria 2.4 Organizing and installation of vehicle protection materials 2.5 Reading of gauges and controls 2.6 Operation of drying equipment and facilities 2.7 Monitoring of drying equipment 2.8 Corrective actions 2.9 Mensuration-reading of temperature setting 2.10 OSHS 2.11 Wearing of PPEs 2.12 Attitude 2.12.1 Patience 2.12.2 Attention to details 2.12.3 Time conscious 2.12.4 Honest	2.1 Interpreting paint drying equipment temperature settings and drying times 2.2 Using specialist paint drying equipment 2.3 Setting-up paint drying equipment 2.4 Checking set-up drying equipment 2.5 Organizing and installing vehicle protection materials 2.6 Operating drying equipment 2.7 Wearing of PPEs 2.8 Monitoring drying equipment 2.9 Applying corrective actions 2.10 Practicing safety measures
3. Complete work processes	3.1 Final inspection is made to ensure the surface is ready for next process. 3.2 Vehicle and components are turned-over to immediate superior for quality control following workplace procedure. 3.3 Work area is restored following 5S of good housekeeping.	3.1 Procedures for final inspection of prepared substrates 3.2 Turn-over of vehicle 3.3 Inspection and storage of tools, materials and equipment 3.4 Faulty and defective tools and equipment 3.5 Accomplishment of repair order and other forms 3.6 Job done	3.1 Filling out workplace documentation 3.2 Reporting issues or outcomes 3.3 Conducting final inspection 3.4 Performing vehicle turn-over 3.5 Restoring work area 3.6 Managing wastes 3.7 Checking and storing tools and equipment

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>3.4 Wastes are managed following and regulations.</p> <p>3.5 Tools and equipment are checked and stored according to workplace procedures.</p> <p>3.6 Faulty tools and equipment are reported according to workplace procedures.</p> <p>3.7 Workplace documents are accomplished according to workplace procedures.</p>	<p>3.7 Restoration of work area</p> <p>3.8 OSHS</p> <p>3.9 Wearing of PPEs</p> <p>3.10 3Rs</p> <p>3.11 5S of Good Housekeeping</p> <p>3.12 Waste management</p> <p>3.13 Checking and storage of tools and equipment</p> <p>3.14 Workplace documents</p> <p>3.15 Attitude</p> <p>3.15.1 Patient to details</p> <p>3.15.2 Attention to details</p> <p>3.15.3 Time conscious</p> <p>3.15.4 Honest</p>	<p>3.8 Reporting faulty tools and equipment</p> <p>3.9 Wearing of PPEs</p> <p>3.10 Applying safety practices</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Industry criteria	Industry criteria may include: <ul style="list-style-type: none"> 1.1 Manufacturer specifications 1.2 Repair manual 1.3 Workplace procedures 1.4 Safety and environmental requirements
2. Paint drying tools, materials and equipment	Paint drying tools, materials and equipment may include: <ul style="list-style-type: none"> 2.1 Tools <ul style="list-style-type: none"> 2.1.1 Basic hand tools 2.1.2 Air blower 2.2 Materials <ul style="list-style-type: none"> 2.2.1 Rags 2.3 Equipment <ul style="list-style-type: none"> 2.3.1 Infra-red (IR) drying equipment 2.3.2 Ultraviolet (UV) curing systems 2.3.3 Heating and lighting systems 2.3.4 Working table
3. PPEs	PPEs may include: <ul style="list-style-type: none"> 3.1 Gloves 3.2 Safety shoes 3.3 Coverall
4. Workplace documents	Workplace documents may include: <ul style="list-style-type: none"> 4.1 Repair order 4.2 Checklist sheet

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Prepared for paint drying.</p> <p>1.1.1 Determined job requirements.</p> <p>1.1.2 Accessed and interpreted information on workplace procedures and paint drying equipment operation.</p> <p>1.1.3 Identified hazards associated with the work and managed risks.</p> <p>1.1.4 Selected and inspected paint drying tools, materials and equipment.</p> <p>1.1.5 Worn personal protective equipment (PPEs).</p> <p>1.1.6 Planned work.</p> <p>1.2 Operated paint drying equipment and facilities.</p> <p>1.2.1 Prepared and set up paint drying equipment.</p> <p>1.2.2 Operated paint drying equipment and facilities.</p> <p>1.2.3 Monitored paint drying equipment and its performance.</p> <p>1.2.4 Applied corrective action.</p> <p>1.3 Completed work processes.</p> <p>1.3.1 Made final inspection.</p> <p>1.3.2 Turned-over vehicle and components.</p> <p>1.3.3 Restored work area.</p> <p>1.3.4 Managed wastes.</p> <p>1.3.5 Checked and stored tools and equipment.</p> <p>1.3.6 Reported faulty tools and equipment.</p> <p>1.3.7 Accomplished workplace documents.</p>
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <p>2.1 Automotive repair workplace or simulated workplace</p> <p>2.2 Workplace instructions</p> <p>2.3 PPEs required for pre-repairs</p> <p>2.4 Three different vehicles with body components requiring removal and storage</p> <p>2.5 Vehicle protection covers tools, equipment and material appropriate for removing and storing vehicle body components</p> <p>2.6 Equipment user's manual</p>
<p>3. Method of assessment</p>	<p>Competency should be assessed through:</p> <p>3.1 Demonstration with Oral questioning</p> <p>3.3 Written exam</p> <p>3.4 Direct Observation</p>
<p>4. Context for assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : SPRAY SOLID COLOR PAINT

UNIT CODE : ALT713306

UNIT DESCRIPTOR : This unit covers the competency required in spraying solid color paint to metal, plastic and direct gloss fiberglass surfaces. It also involves single stage paint spraying.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Clean and degrease panel/ vehicle to be repainted	1.1 Work area is properly cleaned as per recommended paint manufacturer and company standard. 1.2 Panel/Vehicle to be painted is positioned as per painting requirements. 1.3 Cleaning of panel/vehicle is performed using pressurized air with air dryer to remove sanded particles. 1.4 Degreasing of panel/vehicle is performed as per company standard operating procedure. 1.5 Tack cloth is used to wipe off remaining particles.	1.1 Cleaning of work area 1.2 Cleaning and degreasing agents 1.3 Positioning of vehicle and panels for painting 1.4 Procedures of cleaning panel and vehicle 1.5 Procedure in removing detachable auto body parts and accessories 1.6 Operation of pressurized air dryer 1.7 Steps on degreasing of panel and vehicle 1.8 Wiping technique using tack cloth 1.9 Preparation of surfaces for application of primers 1.10 OSHS 1.11 Vehicle safety requirements	1.1 Cleaning work area 1.2 Positioning panel and vehicle 1.3 Cleaning panel and vehicle 1.4 Operating pressurized air dryer 1.5 Degreasing panel and vehicle 1.6 Using tack cloth to wipe-off 1.7 Applying safety measures 1.8 Cleaning bare metal, plastic and fiberglass surfaces
2. Prepare paint mixture and spray gun	2.1 Spray gun is set-up as per paint manufacturer specifications. 2.2 Paint mixture is strained using fine paint strainer based	2.1 Setting-up of spray gun 2.2 Paint mixture 2.3 Color mixing and matching 2.4 Computation skills for volume, area,	2.1 Setting-up spray gun 2.2 Straining and transferring paint mixture to spray gun

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>on standard procedures.</p> <p>2.3 Paint mixture is transferred to spray gun according to manufacturers' specifications.</p> <p>2.4 Spray pattern is checked by spray testing on separate test panel.</p> <p>2.5 Spray gun is adjusted for as per job requirements.</p>	<p>length, ratio and proportion</p> <p>2.5 Preparing paint mixture</p> <p>2.6 Filling of spray gun</p> <p>2.7 Checking of spray pattern</p> <p>2.8 Spray testing</p> <p>2.9 Adjusting of spray gun</p> <p>2.10 OSHS</p>	<p>2.3 Checking spray pattern</p> <p>2.4 Conducting spray testing</p> <p>2.5 Adjusting spray gun</p> <p>2.6 Applying OSHS</p>
3. Apply solid color paint	<p>3.1 Solid color is applied using spray gun following paint manufacturer's specification.</p> <p>3.2 Personal protective equipment is used based on Occupational Safety and Health Standards.</p> <p>3.3 Paint is applied as per spot paint repair procedure.</p> <p>3.4 Flash-off time is observed as per paint manufacturer's specification.</p> <p>3.5 Drying time is observed as per manufacturer's specification.</p>	<p>3.1 Procedure in spraying solid color paint</p> <p>3.2 Factors in paint application</p> <p>3.2.1 Distance</p> <p>3.3 Angle</p> <p>3.4 Speed</p> <p>3.5 Spray pattern overlap</p> <p>3.6 Masking Procedures</p> <p>3.7 Polishing procedures</p> <p>3.8 Wearing of PPEs</p> <p>3.9 Flash-off time</p> <p>3.10 Drying time</p> <p>3.11 OSHS</p>	<p>3.1 Applying solid color</p> <p>3.2 Using PPEs</p> <p>3.3 Practicing flash-off time</p> <p>3.4 Checking drying time</p>
4. Clean spray gun	<p>4.1 Paint cup is cleaned with thinner before and after use.</p> <p>4.2 Paint passage is cleaned with back-flush technique.</p> <p>4.3 Nozzle cap is removed and fluid tip is cleaned.</p>	<p>4.1 Cleaning procedures of spray gun</p> <p>4.2 Back-flush technique</p> <p>4.3 Use of thinner</p> <p>4.4 OSHS</p> <p>4.5 Waste management</p>	<p>4.1 Cleaning paint cup</p> <p>4.2 Cleaning paint passage</p> <p>4.3 Applying back-flush technique</p> <p>4.4 Removing nozzle</p> <p>4.5 Cleaning of fluid tip</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	4.4 Thinner is ensured clear after repetitive back-flush cleaning method.	4.6 Disposal of wastes and other residue materials 4.7 Attitude 4.7.1 Honesty 4.7.2 Sense of Quality in Work 4.7.3 Patient 4.7.4 Thoroughness 4.7.5 Dedication to Work Trainable to New Procedures	4.6 Ensuring clear thinner in back-flush technique 4.7 Handling and using thinner 4.8 Practicing OSHS 4.9 Managing wastes

RANGE OF VARIABLES

VARIABLE	RANGE
1. Spray gun	Types of spray gun includes: 1.1 According to performance 1.1.1 Conventional type 1.1.2 HVLP (Hi volume low pressure) type 1.2 According to construction 1.2.1 Gravity fed type 1.2.2 Suction type
2. Paint mixture	Paint mixture includes substance such as: 2.1 Paint 2.2 Thinner 2.3 Hardener 2.4 Additives
3. Adjustment of spray gun	Adjustment of spray gun includes: 3.1 Pattern 3.2 Discharge 3.3 Volume 3.4 Air pressure
4. Solid color paint	Types of solid color paint are: 4.1 Single stage or direct gloss 4.2 Two stage base over clear
5. Personal protective equipment (PPEs)	Personal protective equipment (PPEs) may include: 5.1 Gloves -cotton and solvent resistant 5.2 Safety shoes or boots 5.3 Dust mask, gas mask or respirator, particle mask 5.4 Shop uniform 5.5 Apron 5.6 Eye spectacles or goggles 5.7 Spray suit

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Cleaned and degreased panel/ vehicle to be repainted. <ul style="list-style-type: none"> 1.1.1 Cleaned work area. 1.1.2 Positioned panel/vehicle to be painted. 1.1.3 Performed cleaning of panel/vehicle. 1.1.4 Performed degreasing of panel/vehicle. 1.1.5 Used Tack cloth. 1.2 Prepared paint mixture and spray gun. <ul style="list-style-type: none"> 1.2.1 Set-up spray gun. 1.2.2 Strained paint mixture. 1.2.3 Transferred paint mixture to spray gun. 1.2.4 Checked spray pattern. 1.2.5 Adjusted spray gun. 1.3 Applied solid color paint. <ul style="list-style-type: none"> 1.3.1 Applied solid color. 1.3.2 Used personal protective equipment. 1.3.3 Applied paint. 1.3.4 Observed flash-off time. 1.3.5 Observed drying time. 1.4 Cleaned spray gun. <ul style="list-style-type: none"> 1.4.1 Cleaned paint cup. 1.4.2 Cleaned paint passage. 1.4.3 Removed nozzle cap and cleaned fluid tip. 1.4.4 Ensured thinner is clear.
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace: Real or simulated work area 2.2 Tools, materials & equipment relevant to perform required tasks 2.3 First-aid 2.4 Fire extinguisher 2.5 Working table
<p>3. Method of assessment</p>	<p>Competency should be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with Oral questioning 3.2 Written exam 3.3 Direct Observation
<p>4. Context for assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : PERFORM POLISHING

UNIT CODE : ALT713307

UNIT DESCRIPTOR : This unit covers the competency in performing polishing for automotive body painting. It also involves skills in applying masking materials and handling of polishing equipment.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Assess painted surface	1.1 Adequate lighting system is used in assessing painted surface. 1.2 Assessment is conducted based on manual. 1.3 Polishing procedure is determined and selected based on assessment. 1.3 Repair procedure is selected based on assessment.	1.1 Types of lighting sources 1.2 Use of adequate lighting system 1.3 Assessment of lighting system 1.4 Polishing procedure 1.5 Selection of polishing procedure per selected repair procedure 1.6 Attitude 1.6.1 Patient 1.6.2 Honest 1.6.3 Sense of Quality in Work 1.6.4 Thoroughness 1.6.5 Dedication to Work 1.6.6 Attentive to details	1.1 Using adequate lighting system 1.2 Determining polishing procedure 1.3 Selecting polishing and repair procedures.
2. Prepare surface for polishing	2.1 Workplace is properly cleaned as per polishing compound manufacturer specification. 2.2 Masking materials are applied on necessary areas as per appropriate masking procedure .	2.1 Cleaning of workplace 2.2 Compound manufacturer specification 2.3 Types of masking materials 2.4 Masking procedure 2.5 Positions for panel/surfaces polishing	2.1 Cleaning workplace 2.2 Applying masking materials 2.3 Employing masking procedure 2.4 Positioning panel/ surface to polish

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Panel/surface to polish is positioned as per polishing requirements.	2.6 Polishing requirements 2.7 OSHS 2.8 5S of Good Housekeeping 2.9 Attitude 2.9.1 Patient 2.9.2 Honest 2.9.3 Sense of Quality in Work 2.9.4 Thoroughness 2.9.5 Dedication to Work 2.9.6 Attentive to details	2.5 Following polishing requirements 2.6 Practicing OSHS
3. Polish painted surface	3.1 Manual hand polishing is applied on surface as per job requirements. 3.2 Sanding is applied on surface as per job requirements. 3.3 Handling of polishing equipment , tools and materials is done as per procedures. 3.4 Polishing is performed as per procedure. 3.5 Polishing compounds are applied as per polishing compound manufacturer standard.	3.1 Kinds of paint repair procedures 3.2 Manual hand polishing 3.3 Sanding 3.4 Handling of polishing equipment, tools and materials 3.5 Procedure in using polisher 3.6 Polishing procedures 3.7 Types of polishing compounds 3.8 Polishing pads 3.8.1 Wool 3.8.2 Foam 3.9 Over-polishing 3.10 Thin paint results 3.11 OSHS on polishing painted surface 3.12 Attitude 3.12.1 Patient 3.12.2 Honest 3.12.3 Sense of Quality in Work 3.12.4 Thoroughness	3.1 Applying manual polishing 3.2 Applying sanding procedures 3.3 Handling polishing equipment, tools and materials 3.4 Performing polishing work 3.5 Applying polishing compounds

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		3.12.5 Dedication to Work 3.12.6 Attentive to details	
4. Clean polished surface	4.1 Adequate tap water for washing and cleaning is used based on workplace procedure. 4.2 Soft fine cloth or flannel cloth is used for wiping based on workplace procedure. 4.3 Surface is wiped-dried and cleaned based on workplace procedure.	4.1 Procedure in cleaning polished surface 4.2 Washing and cleaning of polished surface 4.3 Wiping using soft fine cloth 4.4 Drying of surface 4.5 Attitude 4.5.1 Patient 4.5.2 Honest 4.5.3 Sense of Quality in Work 4.5.4 Thoroughness 4.5.5 Dedication to Work 4.5.6 Attentive to details	4.1 Using tap water for cleaning and washing 4.2 Wiping polished surface 4.3 Drying polished surface 4.4 Using materials for cleaning polished surface

RANGE OF VARIABLES

VARIABLE	RANGE
1. Lighting system	Lighting system may include: 1.1 800-1000 lux 1.2 Natural sunlight
2. Polishing procedure	Polishing procedure includes: 2.1 Sanding and repainting with clear coat 2.2 Sanding coarse 2.3 Fine sanding 2.4 Fine Polishing
3. Masking materials	Masking materials may include: 3.1 Masking paper/plastics 3.2 Masking tapes for auto use 3.3 Moulding tapes 3.4 Fine line tapes 3.5 Spray –type masking
4. Masking procedure	Masking procedure may include: 4.1 Reverse masking 4.2 Masking non-removable parts 4.3 Masking curved or complex areas or surfaces 4.4 Masking for block painting 4.5 Masking for spot repairs
5. Handling of polishing equipment	Handling of polishing equipment may include: 5.1 Angle of polishing 5.2 Direction of rotation 5.3 Strokes in polishing 5.4 Speed of rotation 5.5 Air pressure (pneumatic)
6. Polishing compounds	Polishing compounds (liquid or paste) may include: 6.1 Fine 6.2 Medium 6.3 Coarse

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Assessed painted surface. 1.1.1 Used adequate lighting system. 1.1.2 Applied polishing procedure.</p> <p>1.2 Prepared surface for polishing. 1.2.1 Cleaned workplace. 1.2.2 Applied masking materials on necessary areas. 1.2.3 Positioned panel/surface to polish.</p> <p>1.3 Polished painted surface. 1.3.1 Applied manual hand polishing. 1.3.2 Applied sanding on surface. 1.3.3 Handled polishing equipment, tools and materials. 1.3.4 Performed polishing. 1.3.5 Applied polishing compounds.</p> <p>1.4 Cleaned polished surface. 1.4.1 Used tap water for washing and cleaning. 1.4.2 Used soft fine cloth or flannel cloth for wiping. 1.4.3 Wiped-dried and cleaned surface.</p>
<p>2. Resource implications</p>	<p>The following resources MUST be provided:</p> <p>2.1 Materials relevant to the activity 2.2 Appropriate tools, supplies and materials 2.3 Real or simulated workplace 2.4 First-aid kit 2.5 Fire Extinguisher 2.6 Working table</p>
<p>3. Method of assessment</p>	<p>Competency should be assessed through:</p> <p>3.1 Demonstration with Oral questioning 3.2 Written exam 3.3 Direct Observation</p>
<p>4. Context for assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

BASIC COMPETENCIES
37 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Participate in workplace communication	1.1 Obtain and convey workplace information	<ul style="list-style-type: none"> • Describe Organizational policies • Read: <ul style="list-style-type: none"> ○ Effective communication ○ Written communication ○ Communication procedures and systems • Identify: <ul style="list-style-type: none"> ○ Different modes of communication ○ Medium of communication ○ Flow of communication ○ Available technology relevant to the enterprise and the individual's work responsibilities • Prepare different Types of question • Gather different sources of information • Apply storage system in establishing workplace information • Demonstrate Telephone courtesy 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 Hours
	1.2 Perform duties following workplace instructions	<ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Written notices and instructions ○ Workplace interactions and procedures 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Read instructions on work related forms/documents • Perform workplace duties scenario following workplace instructions 			
	1.3 Complete relevant work related documents	<ul style="list-style-type: none"> • Describe Communication procedures and systems • Read: <ul style="list-style-type: none"> ○ Meeting protocols ○ Nature of workplace meetings ○ Workplace interactions ○ Barriers of communication • Read instructions on work related forms/documents • Practice: <ul style="list-style-type: none"> ○ Estimate, calculate and record routine workplace measures ○ Basic mathematical processes of addition, subtraction, division and multiplication • Demonstrate office activities in: <ul style="list-style-type: none"> ○ workplace meetings and discussions scenario • Perform workplace duties scenario following simple written notices • Follow simple spoken language • Identify the different Non-verbal communication 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role play 	<ul style="list-style-type: none"> • Oral evaluation • Written examination • Observation 	2 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Demonstrate ability to relate to people of social range in the workplace • Gather and provide information in response to workplace requirements • Complete work related documents 			
2. Work in a team environment	2.1 Describe team role and scope	<ul style="list-style-type: none"> • Discussion on team roles and scope • Participate in the discussion: <ul style="list-style-type: none"> ○ Definition of Team ○ Difference between team and group ○ Objectives and goals of team • Locate needed information from the different sources of information 	<ul style="list-style-type: none"> • Lecture/ Discussion • Group Work • Individual Work • Role Play 	<ul style="list-style-type: none"> • Role Play • Case Study • Written Test 	1 Hour
	2.2 Identify one's role and responsibility within team	<ul style="list-style-type: none"> • Role play: <ul style="list-style-type: none"> ○ individual role and responsibility • Role Play <ul style="list-style-type: none"> ○ Understanding Individual differences • Discussion on gender sensitivity 	<ul style="list-style-type: none"> • Role Play • Lecture/ Discussion 	<ul style="list-style-type: none"> • Role Play • Written Test 	1 Hour
	2.3 Work as a team member	<ul style="list-style-type: none"> • Participate in group planning activities • Role play: Communication protocols • Participate in the discussion of standard work procedures and practices 	<ul style="list-style-type: none"> • Group work • Role Play • Lecture/ Discussion 	<ul style="list-style-type: none"> • Role Play • Written Test 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
3. Solve/address routine problems	3.1 Identify routine problems	<ul style="list-style-type: none"> • Review of the current industry hardware and software products and services • Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures • Make use of the industry standard diagnostic tools • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Analyze routine/procedural problems 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role playing 	<ul style="list-style-type: none"> • Case Formulation • Life Narrative Inquiry (Interview) • Standardized test 	1 Hour
	3.2 Look for solutions to routine problems	<ul style="list-style-type: none"> • Review of the current industry hardware and software products and services • Identify correctly the industry maintenance, service and helpdesk practices, processes and procedures • Make use of the industry standard diagnostic tools • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Formulate possible solutions to problems and document procedures for reporting 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role playing 	<ul style="list-style-type: none"> • Case Formulation • Life Narrative Inquiry (Interview) • Standardized test 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	3.3 Recommend solutions to problems	<ul style="list-style-type: none"> • Discuss standard operating procedures and documentation processes 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role playing 	<ul style="list-style-type: none"> • Case Formulation • Life Narrative Inquiry (Interview) • Standardized test 	1 Hour
4. Develop Career and Life Decisions	4.1 Manage one's emotion	<ul style="list-style-type: none"> • Demonstrate self-management strategies that assist in regulating behavior and achieving personal and learning goals • Explain enablers and barriers in achieving personal and career goals • Identify techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc. • Manage properly one's emotions and recognize situations that cannot be changed and accept them and remain professional • Recall instances that demonstrate self- discipline, working independently and showing initiative to achieve personal and career goals 	<ul style="list-style-type: none"> • Discussion • Interactive Lecture • Brainstorming • Demonstration • Role-playing 	<ul style="list-style-type: none"> • Demonstration or simulation with oral questioning • Case problems involving workplace diversity issues 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Share experiences that show confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace 			
	4.2 Develop reflective practice	<ul style="list-style-type: none"> • Enumerate strategies to improve one's attitude in the workplace • Explain Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan) • Use basic SWOT analysis as self-assessment strategy • Develop reflective practice through realization of limitations, likes/dislikes; through showing of self-confidence • Demonstrate self-acceptance and being able to accept challenges 	<ul style="list-style-type: none"> • Small Group Discussion • Interactive Lecture • Brainstorming • Demonstration • 5 Role-playing 	<ul style="list-style-type: none"> • Demonstration or simulation with oral questioning • Case problems involving workplace diversity issues 	1 Hour
	4.3 Boost self-confidence and develop self-regulation	<ul style="list-style-type: none"> • Describe the components of self-regulation based on Self-Regulation Theory (SRT) • Explain personality development concepts • Cite self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts) • Perform effective communication skills – reading, writing, conversing skills 	<ul style="list-style-type: none"> • Small Group Discussion • Interactive Lecture • Brainstorming • Demonstration • Role-playing 	<ul style="list-style-type: none"> • Demonstration or simulation with oral questioning • Case problems involving workplace diversity issues 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Show affective skills – flexibility, adaptability, etc. • Determine strengths and weaknesses 			
5. Contribute to workplace innovation	5.1 Identify opportunities to do things better	<ul style="list-style-type: none"> • Identify different roles of individuals in contributing to doing things better in the workplace • Appreciate positive impacts and challenges in innovation • Show mastery of the different types of changes and levels of participation in the workplace • Discuss 7 habits of highly effective people 	<ul style="list-style-type: none"> • Interactive Lecture • Appreciative Inquiry • Demonstration • Group work 	<ul style="list-style-type: none"> • Psychological and behavioral Interviews • Performance Evaluation • Life Narrative Inquiry • Review of portfolios of evidence and third-party workplace reports of on-the-job performance. • Standardized assessment of character strengths and virtues applied 	1 Hour
	5.2 Discuss and develop ideas with others	<ul style="list-style-type: none"> • Identify different roles of individuals in contributing to doing things better in the workplace • Appreciate positive impacts and challenges in innovation • Show mastery of the different types of changes and levels of participation in the workplace 	<ul style="list-style-type: none"> • Interactive Lecture • Appreciative Inquiry • Demonstration • Group work 	<ul style="list-style-type: none"> • Psychological and behavioral Interviews • Performance Evaluation • Life Narrative Inquiry 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Discuss 7 habits of highly effective people • Communicate ideas through small group discussions and meetings 		<ul style="list-style-type: none"> • Review of portfolios of evidence and third-party workplace reports of on-the-job performance. • Standardized assessment of character strengths and virtues applied 	
	5.3 Integrate ideas for change in the workplace	<ul style="list-style-type: none"> • Identify different roles of individuals in contributing to doing things better in the workplace • Appreciate positive impacts and challenges in innovation • Show mastery of the different types of changes and levels of participation in the workplace • Discuss 7 habits of highly effective people • Communicate ideas through small group discussions and meetings • Demonstrate basic skills in data analysis 	<ul style="list-style-type: none"> • Interactive Lecture • Appreciative Inquiry • Demonstration • Group work 	<ul style="list-style-type: none"> • Psychological and behavioral Interviews • Performance Evaluation • Life Narrative Inquiry • Review of portfolios of evidence and third-party workplace reports of on-the-job performance. • Standardized assessment of character strengths and virtues applied 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
6. Present relevant information	6.1 Gather data/ information	<ul style="list-style-type: none"> • Lecture and discussion on: <ul style="list-style-type: none"> - Organisational protocols - Confidentiality and accuracy - Business mathematics and statistics - Legislation, policy and procedures relating to the conduct of evaluations • Reviewing data/ information 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role Play 	<ul style="list-style-type: none"> • Oral evaluation • Written Test • Observation • Presentation 	2 Hours
	6.2 Assess gathered data/ information	<ul style="list-style-type: none"> • Lecture and discussion on: <ul style="list-style-type: none"> - Data analysis techniques/ procedures - Organisational values, ethics and codes of conduct - Trends and anomalies • Computing business mathematics and statistics • Application of data analysis techniques 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role Play • Practical exercises 	<ul style="list-style-type: none"> • Oral evaluation • Written Test • Observation • Presentation 	3 Hours
	6.3 Record and present information	<ul style="list-style-type: none"> • Lecture and discussion on: <ul style="list-style-type: none"> - Reporting requirements to a range of audiences - Recommendations for possible improvements • Analysis and comparison of interim and final reports' outcomes • Reporting of data findings 	<ul style="list-style-type: none"> • Group discussion • Lecture • Demonstration • Role Play • Practical exercises 	<ul style="list-style-type: none"> • Oral evaluation • Written Test • Observation • Presentation 	3 Hours
7. Practice Occupational Safety And Health Policies And Procedures	7.1 Identify OSH compliance requirements	<ul style="list-style-type: none"> • Discussion regarding: <ul style="list-style-type: none"> - Hierarchy of Controls - Hazard Prevention and Controls - Work Standards and Procedures - Personal Protective Equipment 	<ul style="list-style-type: none"> • Lecture • Group Discussion 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	7.2 Prepare OSH requirements for compliance	<ul style="list-style-type: none"> • Identification of required safety materials, tools and equipment • Handling of safety control resources 	<ul style="list-style-type: none"> • Lecture • Group Discussion 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 Hour
	7.3 Perform tasks in accordance with relevant OSH policies and procedures	<ul style="list-style-type: none"> • Discussion of General OSH Standards and Principles • Performing industry related work activities in accordance with OSH Standards 	<ul style="list-style-type: none"> • Lecture • Group Discussion 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	2 Hours
8. Exercise Efficient and Effective Sustainable Practices in the Workplace	8.1 Identify the efficiency and effectiveness of resource utilization	<ul style="list-style-type: none"> - Discussion on the process how Environmental Policies coherence is achieved • Discussion on Necessary Skills in response to changing environmental policies needs <ul style="list-style-type: none"> - Waste Skills - Energy Skills - Water Skills - Building Skills - Transport Skills - Material Skills 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Simulation • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 Hour
	8.2 Determine causes of inefficiency and/or ineffectiveness of resource utilization	<ul style="list-style-type: none"> • Discussion of Environmental Protection and Resource Efficiency Targets • Analysis on the Relevant Work Procedure 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 Hour

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	8.3 Convey inefficient and ineffective environmental practices	<ul style="list-style-type: none"> • Identification of (re)training needs and usage of environment friendly methods and technologies • Identification of environmental corrective actions • Practicing Environment Awareness 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Role Play • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation • Interviews / • Questioning 	1 Hour
9. Practice Entrepreneurial Skills in the Workplace	9.1 Apply entrepreneurial workplace best practices	<ul style="list-style-type: none"> • Case studies on Best entrepreneurial practices • Discussion on Quality procedures and practices • Case studies on Cost consciousness in resource utilization 	<ul style="list-style-type: none"> • Case Study • Lecture/Discussion 	<ul style="list-style-type: none"> • Case Study • Written Test • Interview 	1 Hour
	9.2 Communicate entrepreneurial workplace best practices	<ul style="list-style-type: none"> • Discussion on communicating entrepreneurial workplace best practices 	<ul style="list-style-type: none"> • Lecture/Discussion 	<ul style="list-style-type: none"> • Written Test • Interview 	1 Hour
	9.3 Implement cost-effective operations	<ul style="list-style-type: none"> • Case studies on Preservation, optimization and judicious use of workplace resources 	<ul style="list-style-type: none"> • Case Study • Lecture/Discussion 	<ul style="list-style-type: none"> • Case Study • Written Test • Interview 	2 Hours

COMMON COMPETENCIES
162 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Validate vehicle specification	1.1 Check body type of the vehicle	1.1.1 Enumerate the different kinds of vehicle 1.1.2 Explain the difference of each kind of vehicle 1.1.3 Identify the measuring points of the vehicle 1.1.4 Explain the procedures in measuring vehicle dimension and weight 1.1.5 Describe the different body shapes of the vehicle 1.1.6 Differentiate kinds of power train 1.1.7 Explain the function of each power train 1.1.8 Discuss occupational safety and health standard in checking the body type of a vehicle 1.1.9 Identify different kinds of vehicle 1.1.10 Measure vehicle dimensions and weight 1.1.11 Identify vehicle body shapes 1.1.12 Identify vehicle power train 1.1.13 Apply safety practices	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation 	<ul style="list-style-type: none"> • Written exam • Demonstrate 	7 Hours
	1.2 Check vehicle engine type	1.2.1 Discuss the different kinds of engine 1.2.2 Enumerate the different kinds of fuel/energy system	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation 	<ul style="list-style-type: none"> • Written exam • Demonstrate 	3 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		1.2.3 Describe the different engine components 1.2.4 Identify different kinds of engine 1.2.5 Identify different types of fuel/energy system 1.2.6 Identify different engine components			
	1.3 Check vehicle specifications	1.3.1 Inspect VIN plate of the vehicle 1.3.2 Verify vehicle specification 1.3.3 Check vehicle modifications and conversions 1.3.4 Inspect vehicle conversions 1.3.5 Explain different vehicle related regulations in the Philippine	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation 	<ul style="list-style-type: none"> • Written exam • Demonstrate 	4 Hours
	1.4 Complete validation of vehicle specification	1.4.1 Explain verification of vehicle ownership using repair order and vehicle reference materials 1.4.2 Discuss procedures in accomplishing check sheet 1.4.3 Discuss submission of check sheet	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation 	<ul style="list-style-type: none"> • Written exam • Demonstrate 	3 Hours
2. Move and position vehicle	2.1 Prepare vehicle for operation	2.1.1 Explain vehicle multi point inspection 2.1.2 Enumerate cockpit drill procedure 2.1.3 Initialize engine startup 2.1.4 Perform parking brake 2.1.5 Show vehicle operational procedures	<ul style="list-style-type: none"> • Lecture discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	16 hours
	2.2 Position vehicle	2.2.1 Determine workshop hazards	<ul style="list-style-type: none"> • Lecture • Demonstration 	<ul style="list-style-type: none"> • Demonstration • Written exam 	16 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		2.2.2 Discuss the procedure in avoiding workshop hazards 2.2.3 Define occupational health and safety standards 2.2.4 Move the vehicle 2.2.5 Explain workshop rules and regulations	<ul style="list-style-type: none"> • Video presentation 	<ul style="list-style-type: none"> • Interview 	
	2.3 Park and stop the vehicle	2.3.1 Explain parking rules and regulations 2.3.2 Park vehicle 2.3.3 Outline parking principles 2.3.4 Shut-off vehicle	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	8 hours
3. Utilize automotive tools	3.1 Prepare automotive tools	3.1.1 Identify and select automotive tools and attachments 3.1.2 Discuss inspection and selection procedures 3.1.3 Describe the defects and damages of automotive tools and attachments 3.1.4 Discuss OSHS in preparation of automotive tools 3.1.5 Prepare automotive tools and attachments	<ul style="list-style-type: none"> • Lecture • Demonstration • Visual aids • Videos 	<ul style="list-style-type: none"> • Written examination • Interview • Demonstration • Practical examination 	6 Hours
	3.2 Use automotive tools	3.2.1 Discuss the procedure in mounting attachments to automotive tools 3.2.2 Discuss the procedure in connecting the power supply to power tools 3.2.3 Discuss the procedure in operating the power tools 3.2.4 Discuss the utilization of hand tools	<ul style="list-style-type: none"> • Lecture • Demonstration • Visual aids • Videos 	<ul style="list-style-type: none"> • Written examination • Interview • Demonstration • Practical examination 	6 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		3.2.5 Identify PPEs 3.2.6 Discuss OSHS in using automotive tools 3.2.7 Use automotive tools 3.2.8 Use PPEs			
	3.3 Maintain automotive tools	3.3.1 Discuss the procedure in cleaning, checking for serviceability, and storing of automotive tools and attachments 3.3.2 Discuss the procedure in identifying and reporting defects and damages 3.3.3 Discuss the proper waste segregation 3.3.4 Demonstrate the proper maintenance of automotive tools 3.3.5 Demonstrate disposal of wastes	<ul style="list-style-type: none"> • Lecture • Visual aids • Videos 	<ul style="list-style-type: none"> • Written examination • Demonstration 	4 Hours
4. Perform mensuration and calculation	4.1 Select measuring instruments	4.1.1 Describe measuring instruments 4.1.2 Select measuring instruments 4.1.3 Inspect and calibrate measuring instruments 4.1.4 Report and return defective measuring instruments 4.1.5 Demonstrate safety practices	<ul style="list-style-type: none"> • Demonstration • Video presentation • Lecture Discussion • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	9 Hours
	4.2 Carry out measurements and calculation	4.2.1 Explain formulas for volume, areas, perimeters of plane and geometric figures 4.2.2 Explain the procedure in reading tools' limit of accuracy	<ul style="list-style-type: none"> • Demonstration • Video presentation • Lecture Discussion • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	29 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		4.2.3 Measure required automotive parts 4.2.4 Read tools' limit of accuracy 4.2.5 Inspect and calibrate measuring instruments			
	4.3 Maintain measuring instruments	4.3.1 Identify PPEs 4.3.2 Discuss cleaning procedures of measuring instruments 4.3.3 Enumerate steps in storing instruments 4.3.4 Wear PPEs 4.3.5 Clean measuring instrument tools 4.3.6 Re-inspect and re-calibrate measuring instruments	<ul style="list-style-type: none"> • Demonstration • Video presentation • Lecture Discussion 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	5 Hours
5. Utilize workshop facilities and equipment	5.1 Perform pre-operation activities	5.1.1 Identify different areas of an automotive service facilities 5.1.2 Explain the preparation procedures of automotive service facilities 5.1.3 Enumerate different equipment in the automotive service facilities 5.1.4 Discuss the preparation procedures of equipment 5.1.5 Describe minor repairs in automotive facilities and equipment 5.1.6 Describe defective equipment 5.1.7 Identify reporting procedures for defective equipment	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	9 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		5.1.8 Discuss OSHS practices related to the preparation of facilities and equipment 5.1.9 Prepare workshop facilities and equipment			
	5.2 Use facilities and equipment	5.2.1 Explain the operation of equipment according to operation manual 5.2.2 Describe how facilities are utilized according to workshop procedures 5.2.3 Explain how equipment performance is monitored following users' manual 5.2.4 Describe the monitoring of facilities functionalities following workplace procedures 5.2.5 Discuss how OSHS safety practices are applied	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	5 Hours
	5.3 Conduct post-operation activities	5.3.1 Explain how workshop facilities are restored according to good housekeeping 5.3.2 Discuss tools and equipment are cleaned and stored according to good housekeeping 5.3.3 Explain wastes disposed following waste management procedure and OSHS 5.3.4 Enumerate the safety practices that are applied following OSHS	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	5 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		5.3.5 Demonstrate preparation of report based on workshop standard procedure			
6. Prepare servicing parts and consumables	6.1 Identify parts and consumables	6.1.1 Familiarize parts & consumables 6.1.2 Identify indirect materials 6.1.3 Identify hazardous parts and consumables	<ul style="list-style-type: none"> • Lecture • Video presentation • Actual training 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	6 Hours
	6.2 Retrieve and withdraw parts and consumables	6.2.1 Familiarize requisition slip 6.2.2 Perform parts withdrawal procedure & recording 6.2.3 Validate parts and consumables according to quantity & specification 6.2.4 Perform safety precautions	<ul style="list-style-type: none"> • Lecture • Video presentation • Actual training 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	4 Hours
	6.3 Complete work process	6.3.1 Segregate parts to be returned to customers 6.3.2 Segregate parts & consumables for proper disposal or recycling according to 3Rs and RA 6969 6.3.3 Wear PPE's	<ul style="list-style-type: none"> • Lecture • Video presentation • Actual training 	<ul style="list-style-type: none"> • Demonstration • Written exam • Interview 	3 Hours
7. Prepare vehicle for servicing and releasing	7.1 Receive vehicle	7.1.1 Identify different areas of an automotive service facility 7.1.2 Explain the receiving procedures of automotive service facilities 7.1.3 Explain the checklisting procedures of automotive service facilities 7.1.4 Describe minor repairs in automotive facilities and equipment	<ul style="list-style-type: none"> • Lecture • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Role-playing • Written exam • Interview 	6 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		7.1.5 Discuss OSHS practices related to the preparation of facilities and equipment 7.1.6 Prepare workshop facilities and equipment			
	7.2 Prepare vehicle for servicing	7.2.1 Prepare vehicle for servicing 7.2.2 Explain the preparation procedures of automotive service facilities 7.2.3 Demonstrate the procedure in installing protective covers 7.2.4 Explain the concept of the locator blocks 7.2.5 Classify the type of vehicle repair based on the Repair Order	<ul style="list-style-type: none"> • Lecture • Demonstration 	<ul style="list-style-type: none"> • Role-playing • Written Exams • Oral Exams 	5 Hours
	7.3 Prepare vehicle for releasing	7.3.1 Use the repair order to identify work performed 7.3.2 Apply quality control measures on work done 7.3.3 Operate vehicle for transfer and release	<ul style="list-style-type: none"> • Lecture • Demonstration 	<ul style="list-style-type: none"> • Role-Playing • Written Exams • Oral Exams 	3 Hours

CORE COMPETENCIES
425 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
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<p>1. Remove paint from vehicle surfaces</p>	<p>1.1 Prepare to remove paint from vehicle surface</p>	<p>1.1.1 Discuss and explain the following:</p> <ul style="list-style-type: none"> • Job requirements • Paint removal information • Types and uses of tools, equipment, and materials in removing paint • Types of damage to vehicle relating to removal of paint • Industry established method on identifying • Paint manufacturer and workplace paint removal methods including: <ul style="list-style-type: none"> - Chemical substance - Machine sanding - Sand blasting - Hand sanding • Effects of paint removal methods to different components of vehicle • Work hazards • Risk management • Volume of required paint remover • Calculation of required materials • Work planning • OSHS • Wearing of PPEs • Waste management • Attitude: <ul style="list-style-type: none"> - Patient - Attention to details 	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	<p>40 hours</p>
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Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> - Time conscious - Honest - Resourceful 1.1.2 Prepare to remove paint from vehicle surface			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.2 Remove paint	1.2.1 Discuss and explain the following: <ul style="list-style-type: none"> • Different vehicle metal, plastic components and accessories • Paint removal methods • Vehicle protection methods and techniques • Industry criteria • Use of tools, materials and equipment for paint removal • Adjustment of speed of sanding machine • Ratio and Proportion • Mensuration • Scraping techniques • Completion activities of paint removal • Hazards associated with the operation • Risk Management • OSHS • Wearing of PPEs • Waste Management • Attitude: <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 1.2.2 Remove paint	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	1.3 Complete work processes	1.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Procedures for final inspection of body filler repair • Turn-over of vehicle • Accomplishment of repair order and other forms <ul style="list-style-type: none"> - Job done • Faulty tools and equipment • Inspection and storage tools, materials and equipment • Inventory of tools, materials and equipment • OSHS • Wearing of PPEs • 3Rs • 5S of Good Housekeeping • Waste management • Workplace documents • Attitude: <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 1.3.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
2. Prepare panel for refinishing	2.1 Prepare for refinishing work	2.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Job requirements • Preparation information • Refinishing tools, equipment, and materials • Chemical Properties • Ratio and Proportion • Work hazards • Risk management • Work plan • Substrate preparation methods • OSHS • Wearing of PPEs • Waste Management • 3Rs • 5S of Good Housekeeping • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 2.1.2 Prepare for refinishing work	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	75 hours

	<p>2.2 Remove surface rust and apply primers</p>	<p>2.2.1 Discuss and explain the following:</p> <ul style="list-style-type: none"> • Procedure in removing surface rust and scale • Primer mixing techniques <ul style="list-style-type: none"> - Arithmetic operation - Mixing ratio of primer, thinner and hardener • Types and uses of tools, equipment, and materials including: <ul style="list-style-type: none"> - Primers - Sealers • Spray gun adjustment setting, operation and maintenance • Cleaning agents • Industry criteria • Different surface contaminants • Application of primers • Hazards associated with the operation • Risk Management • OSHS • Wearing of PPEs • Temperature and Humidity • Waste management • 3Rs • 5S of Good Housekeeping • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious 	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	
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Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> - Honest - Resourceful 2.2.2 Remove surface rust and apply primers			
	2.3 Prepare primered and sealed surface for refinishing	2.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Surface preparation methods and techniques for sealers, and surface repair: <ul style="list-style-type: none"> - Application methods for sealers - Sanding • Surface defects • OSHS • Wearing of PPEs • Waste management • 3Rs • 5S of Good Housekeeping • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 2.3.2 Prepare primered and sealed surface for refinishing	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	2.4 Complete work processes	2.4.1 Discuss and explain the following: <ul style="list-style-type: none"> • Procedures for final inspection of prepared substrates • Turn-over of vehicle, components and documents • Inspection and storage of tools, materials and equipment • Faulty and defective tools and equipment • Accomplishment of workplace documents <ul style="list-style-type: none"> - Job done • OSHS • Wearing of PPEs • 3Rs • 5S of Good Housekeeping • Waste management • Checking and storage of tools and equipment • Workplace documents • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 2.4.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
3. Mask vehicle panels and components	3.1 Prepare to mask vehicle panels and components	3.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Job requirements • Masking materials • Masking methods • Masking tools and equipment • Inspection of tools, materials and equipment • Hazards associated with the work • Risk Management • Mensuration • Work Plan • Time Management • OSHS • Wearing of PPEs • Managing Waste • 3RS • Attitude: <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 3.1.2 Prepare to mask vehicle panels and components	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	20 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	3.2 Carry out masking activities	3.2.1 Discuss and explain the following: <ul style="list-style-type: none"> • Vehicle surfaces and components • Masking techniques and procedures • Use of masking tools and equipment • Cleaning vehicle surfaces and components • Industry criteria • Mensuration and calculation of quantities of masking materials • Application of masking methods • Hazards associated with the operation • OSHS • Wearing of PPEs • Safety and environmental requirements • Waste management • 3Rs • 5S • Attitude: <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 3.2.2 Carry out masking activities	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	3.3 Complete work processes	3.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Inspection procedure • Restoration of work area • Masking techniques and procedures • Use of masking tools and equipment • Documentation Procedures • Hazards associated with the operation • Risk management • OSHS • Wearing of PPEs • Waste management • 3Rs • 5S of Good Housekeeping • Attitude <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 3.3.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
4. Apply primer surfacer	4.1 Prepare for primer surfacer application	4.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Job requirements • Primer information and procedures • Preparation methods • Types and uses of painting materials, tools and equipment • Work hazards • Risk Management • PPEs • Work plan • Body panel preparation methods • Procedure in inspecting vehicle and its components • Ratio and proportion • OSHS • Wearing of PPEs • Attitude <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 4.1.2 Prepare for primer surfacer application	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	50 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	4.2 Apply primers prior to final paint	4.2.1 Discuss and explain the following: <ul style="list-style-type: none"> • Priming procedures • Procedures of cleaning and removal of contaminants on surfaces • Protection of components and paint surfaces • Surrounding paint repair industry criteria • Corrective measures in applying primers • Sanding technique • Application of surface primer • Arithmetic operations • Mensuration • OSHS • Wearing of PPEs • Attitude <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 4.2.2 Apply primers prior to final paint	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	4.3 Complete work processes	4.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Final inspection procedures substrates • Turn-over of vehicle • Inspection and storage of tools, materials and equipment • Faulty and defective tools and equipment • Accomplishment of repair order and other forms • Job done • Restoration of work area • OSHS • Wearing of PPEs • 3Rs • 5S of Good Housekeeping • Waste management • Checking and storage of tools and equipment • Workplace documents • Attitude: <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 4.3.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
5. Repair body panel using filler	5.1 Prepare to repair body panels using filler	5.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Job requirements • Manufacturer specifications for body filler • Relevant topics for safety data sheets(SDS) • Materials, tools and equipment for putty application • Work hazard • Industry criteria • Work plan • Waste and time management • OSHS • Wearing of PPEs • Attitude <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 5.1.2 Prepare to repair body panels using filler	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	150 hours

	<p>5.2 Carry out repair activities using filler</p>	<p>5.2.1 Discuss and explain the following:</p> <ul style="list-style-type: none"> • Preparation of damaged panels • Pre-filler application standard • Mixture of body filler • Thermoplastic welding and fusion technique • Use of adhesive and adhesive fusion promoter • Types of plastic material • Repair quality requirements • Types of plastic adhesive • Techniques in rectifying minor dent • Arithmetic operations • Formulation of filler • Weight of required filler • Application technique for filler • Industry criteria • Repair completion • OSHS • Wearing of PPEs • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful <p>5.2.2 Carry out repair activities using filler</p>	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	
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Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	5.3 Complete work processes	5.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Procedures for final inspection of prepared substrates • Turn-over of vehicle • Inspection and storage of tools, materials and equipment • Faulty and defective tools and equipment • Accomplishment of repair order and other forms • Job done • Restoration of work area • OSHS • Wearing of PPEs • 3Rs • 5S of Good Housekeeping • Waste management • Checking and storage of tools and equipment • Workplace documents • Attitude <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 5.3.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
6. Prepare and operate vehicle paint drying equipment	6.1 Prepare for paint drying	6.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Job requirements • Operation of drying equipment • Workplace procedures • Equipment manufacturer operating instructions • Industry criteria • Work hazards • Risk management • Types and uses of paint drying equipment • Work plan-to identify paint drying equipment operating methods -minimize waste to prevent damage to vehicle • OSHS • Wearing of PPEs • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest - Resourceful 6.1.2 Prepare for paint drying	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	20 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	6.2 Operate paint drying equipment and facilities	6.2.1 Discuss and explain the following: <ul style="list-style-type: none"> • Types and uses of paint drying equipment • Setting-up paint drying equipment • Industry criteria • Organizing and installation of vehicle protection materials • Reading of gauges and controls • Operation of drying equipment and facilities • Monitoring of drying equipment • Corrective actions • Mensuration-reading of temperature setting • OSHS • Wearing of PPEs • Attitude <ul style="list-style-type: none"> - Patience - Attention to details - Time conscious - Honest 6.2.2 Operate paint drying equipment and facilities	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	6.3 Complete work processes	6.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Procedures for final inspection of prepared substrates • Turn-over of vehicle • Inspection and storage of tools, materials and equipment • Faulty and defective tools and equipment • Accomplishment of repair order and other forms • Job done • Restoration of work area • OSHS • Wearing of PPEs • 3Rs • 5S of Good Housekeeping • Waste management • Checking and storage of tools and equipment • Workplace documents • Attitude <ul style="list-style-type: none"> - Patient - Attention to details - Time conscious - Honest 6.3.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
7. Spray solid color paint	7.1 Clean and degrease panel/ vehicle to be repainted	7.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Cleaning of work area • Cleaning and degreasing agents • Positioning of vehicle and panels for painting • Procedures of cleaning panel and vehicle • Procedure in removing detachable auto body parts and accessories • Operation of pressurized air dryer • Steps on degreasing of panel and vehicle • Wiping technique using tack cloth • Preparation of surfaces for application of primers • OSHS • Vehicle safety requirements 7.1.2 Clean and degrease panel/ vehicle to be repainted	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	50 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	7.2 Prepare paint mixture and spray gun	7.2.1 Discuss and explain the following: <ul style="list-style-type: none"> • Setting-up of spray gun • Paint mixture • Color mixing and matching • Computation skills for volume, area, length, ratio and proportion • Preparing paint mixture • Filling of spray gun • Checking of spray pattern • Spray testing • Adjusting of spray gun • OSHS 7.2.2 Prepare paint mixture and spray gun	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	
	7.3 Apply solid color paint	7.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Procedure in spraying solid color paint • Factors in paint application <ul style="list-style-type: none"> - Distance • Angle • Speed • Spray pattern overlap • Masking Procedures • Polishing procedures • Wearing of PPEs • Flash-off time • Drying time • OSHS 7.3.2 Apply solid color paint	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	7.4 Clean spray gun	7.4 .1 Discuss and explain the following: <ul style="list-style-type: none"> • Cleaning procedures of spray gun • Back-flush technique • Use of thinner • OSHS • Waste management • Disposal of wastes and other residue materials • Attitude <ul style="list-style-type: none"> - Honesty - Sense of Quality in Work - Patient - Thorough-ness - Dedication to Work Trainable to New Procedures 7.4.2 Clean spray gun	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
8. Perform polishing	8.1 Assess painted surface	8.1.1 Discuss and explain the following: <ul style="list-style-type: none"> • Types of lighting sources • Use of adequate lighting system • Assessment of lighting system • Polishing procedure • Selection of polishing procedure per selected repair procedure • Attitude <ul style="list-style-type: none"> - Patient - Honest - Sense of Quality in Work - Thorough-ness - Dedication to Work - Attentive to details 8.1.2 Assess painted surface	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	20 hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	8.2 Prepare surface for polishing	8.2.1 Discuss and explain the following: <ul style="list-style-type: none"> • Cleaning of workplace • Compound manufacturer specification • Types of masking materials • Masking procedure • Positions for panel/surfaces polishing • Polishing requirements • OSHS • 5S of Good Housekeeping • Attitude <ul style="list-style-type: none"> - Patient - Honest - Sense of Quality in Work - Thorough-ness - Dedication to Work - Attentive to details 8.2.2 Prepare surface for polishing	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	8.3 Polish painted surface	8.3.1 Discuss and explain the following: <ul style="list-style-type: none"> • Kinds of paint repair procedures • Manual hand polishing • Sanding • Handling of polishing equipment, tools and materials • Procedure in using polisher • Polishing procedures • Types of polishing compounds • Polishing pads <ul style="list-style-type: none"> - Wool - Foam • Over-polishing • Thin paint results • OSHS on polishing painted surface • Attitude <ul style="list-style-type: none"> - Patient - Honest - Sense of Quality in Work - Thorough-ness - Dedication to Work - Attentive to details 8.3.2 Polish painted surface	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	8.4 Clean polished surface	8.4.1 Discuss and explain the following: <ul style="list-style-type: none"> • Procedure in cleaning polished surface • Washing and cleaning of polished surface • Wiping using soft fine cloth • Drying of surface • Attitude <ul style="list-style-type: none"> - Patient - Honest - Sense of Quality in Work - Thoroughness - Dedication to Work - Attentive to details 8.4.2 Complete work processes	<ul style="list-style-type: none"> • Lecture-discussion • Demonstration • Video presentation • Workshop visit 	<ul style="list-style-type: none"> • Demonstration • Written exam • Oral questioning 	

3.2 TRAINING DELIVERY

1. **The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET.**
 - a. Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)
 - b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
 - c. Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology.
 - d. Assessment is based in the collection of evidence of the performance of work to the industry required standards;
 - e. Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence.
 - f. Training program allows for recognition of prior learning (RPL) or current competencies;
 - g. Training completion is based on satisfactory performance of all specified competencies.

2. **The competency-based TVET system recognizes various types of delivery modes, both on-and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities and their variations/components may be adopted singly or in combination with other modalities when designing and delivering training programs:**

2.1 School/Institution- Based:

- Dual Training System (DTS)/Dualized Training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP;
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video, computer technologies or other modern technology that can be used to facilitate learning and formal and non-formal training. Specific guidelines on this mode shall be issued by the TESDA Secretariat.
- Supervised Industry Training (SIT) or on-the-job training (OJT) is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies as prescribed in the training regulations. It is imperative that the deployment of trainees in the workplace is adhered to training programs agreed by the institution and enterprise

and status and progress of trainees are closely monitored by the training institutions to prevent opportunity for work exploitation.

- The classroom-based or in-center instruction uses of learner-centered methods as well as laboratory or field-work components.

2.2 Enterprise-Based:

- **Formal Apprenticeship** – Training within employment involving a contract between an apprentice and an enterprise on an approved apprenticeable occupation.
- **Informal Apprenticeship** - is based on a training (and working) agreement between an apprentice and a master craftsperson wherein the agreement may be written or oral and the master craftsperson commits to training the apprentice in all the skills relevant to his or her trade over a significant period of time, usually between one and four years, while the apprentice commits to contributing productively to the work of the business. Training is integrated into the production process and apprentices learn by working alongside the experienced craftsperson.
- **Enterprise-based Training**- where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat.

2.3 Community-Based – short term program conducted by non-government organizations (NGOs), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs can be conducted in informal settings such as barangay hall, basketball courts, etc. These programs can also be mobile training program (MTP).

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students who would like to enroll in this program must possess the following requirements:

- *Must be holder of Automotive Servicing NC I
- Basic communication skills
- Basic mathematical skills

This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

Note:*National Certification in Automotive Servicing NC I can be obtained through direct assessment applying the principle of recognition of prior learning (RPL).

3.4 LIST OF TOOLS, EQUIPMENT, AND MATERIALS

AUTOMOTIVE PAINTING NC II

Recommended list of tools, equipment and materials for the training of 20 trainees for Automotive Painting NC II.

Up-to-date tools, materials, and equipment of equivalent functions can be used as alternatives. This also applies in consideration of community practices and their availability in the local market.

A. FULL QUALIFICATION

TOOLS	
QTY	DESCRIPTION
2 sets	Standard technician hand tools (mechanical)
2 pcs	Single-action sander
2 pcs	Double-action sander
20 pcs	Hand Sanding block
20 pcs	Spatula, plastic, 2"
20 pcs	Spatula, plastic, 3"
20 pcs	Mixing plate, A4 size
20 pcs	Paint brush, 1"
4 pcs	Cleaning cup, 600ml
4 pcs	Cleaning tray, 12" x 20" x 3"
4 pcs	Air duster gun
20 pcs	Mixing stick
4 pcs	Mixing ratio stick
4 pcs	Steel ruler, 12"
4 pcs	Calculator, non-scientific
4 sets	Measuring cups (small, medium, and large)

EQUIPMENT	
QTY	DESCRIPTION
1 unit	Air compressor, 2 hp
2 pcs	Air pressure gauge
2 units	Spray gun
2 units	Filter regulator
2 pcs	Air hose reel
2 units	Dust collector (for orbital sander)
1 unit	Sander, single action
1 unit	Sander, dual action
1 unit	Spray booth, standard size
2 units	Masking paper dispenser
1 unit	Infrared lamp
2 units	Weighing scale, 1,000g capacity
2 units	Buffing Machine

MATERIALS	
QTY	DESCRIPTION
1 box	Sand paper #80
1 box	Sand paper#120
1 box	Sand paper #180
1 box	Sand paper #240
1 box	Sand paper #320
1 box	Sand paper #400
1 box	Sand paper #600
1 box	Sand paper #1500
1 box	Sand paper #2000
1 unit	Body shell
50 pcs	Paint strainer stand
4 gal	Putty
4 L	Etching primer
4 L	Primer with hardener for metals
8 L	Primer surfacer
10 L	Primer surfacer reducer
2 L	Primer surfacer hardener
1 can	Degreaser, 20L/can
8 gal	Washing thinner
24 roll	Masking tape 1"
2 rolls	Masking paper
20 pcs	Training panel
10kg	White rags
20 pc	Paint strainer
20 pc	Filter (cartridge)
5 pc	Paint brush 1"
2 boxes	Paper towel
6 L	Urethane Solid color Paint (2K) with Hardener/Catalyst
6 L	Urethane Thinner

MATERIALS	
QTY	DESCRIPTION
2 L	Rubbing compound
3 pc	Wool pad (for buffing machine)
3 pc	Foam pad (for buffing machine)
1 gallon	70% alcohol*
	PPEs
20 pc	Safety goggles
1 box	Solvent resistant gloves
10 pairs	Rubber gloves (cleaning)
20 pairs	Cotton gloves
20 pc	Gasmask pre-filter
20 pc	Gas mask respirator
1box	Dustmask
20 pc	Apron
20 pcs	Spray suit
20 pcs	Face shield*

NOTE:

1. Access to and use of equipment/facilities can be provided through cooperative arrangements or MOA with other partner/companies.
2. Items with asterisk (*) will be required during the pandemic as mandated by the existing guidelines issued by the government in line with protection against virus and other infectious diseases for trainees and trainers.

3.5 TRAINING FACILITIES

AUTOMOTIVE PAINTING NC II

Based on a class intake of 20 learners/trainees.

SPACE REQUIREMENT	SIZE IN METERS	AREA IN SQ. METERS	GRAND TOTAL AREA IN SQ. METERS
A. Building (permanent)			158.00
Lecture Room	6x6	36	36
Laboratory/Workshop Area			
• Spray booth with air movement systems/ventilation system	5x8	40	40
• Surface Preparation Stall and drying stall	4x7	28	28
Tool room & S/M storage area		20	20
Learning resource area	4x6	24	24
Wash area/comfort room (male & female)		10	10
TOTAL			158.00

NOTE: Access to and use of equipment /facilities can be provided through cooperative arrangements or MOA with other partner- companies/institutions.

3.6 TRAINER'S QUALIFICATIONS FOR AUTOMOTIVE PAINTING NC II

NEW TRAINERS

- Holder of National TVET Trainers Certificate (NTTC) Level I in Automotive Painting NCII or *Automotive Body Painting Finishing NC III; and
- Must have at least 2 years industry experience in automotive painting within the last 4 years

EXISTING TRAINERS

- Holder of National TVET Trainers Certificate (NTTC) Level I in Automotive Painting NCII or *Automotive Body Painting Finishing NC III; and
- Must have at least 48 hours of industry immersion in automotive painting within the last 2 years (industry training which includes structured training program inclusive of hands-on activities and observation in a workshop, and training certificates with number of hours)

Note:* Automotive Body Painting/Finishing NC III is preferred but not mandatory.

3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is gathering of evidences to determine the achievements of the requirements of the qualification to enable the trainer make judgement whether the trainee is competent or not competent.

SECTION 4 ASSESSMENT AND CERTIFICATION ARRANGEMENT

Competency Assessment is the process of collecting evidence and making judgments whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standards expected at the workplace as expressed in relevant competency standards.

The assessment process is based on evidence or information gathered to prove achievement of competencies. The process may be applied to a full qualification or employable unit(s) of competency in partial fulfillment of the requirements of the national qualification.

4.1. NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1.1 To attain the National Qualification of **AUTOMOTIVE PAINTING NC II** the candidate must demonstrate competence in all units of competency listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.

4.1.2 Assessment shall cover all competencies, with basic and common integrated or assessed concurrently with the core units of competency.

4.1.3 The following are qualified to apply for assessment and certification, as long as they are holders of National Certificate in the amended Automotive Servicing NC I:

4.1.3.1 Graduates of WTR-registered program on Automotive Painting NC II, or graduates of NTR programs or formal/non-formal/informal including enterprise-based training programs related to automotive painting; or

4.1.3.2 Candidates who gained competencies in implementing automotive painting or any related field through informal training or previous work experiences for at least two (2) years within the last five (5) years. A Certificate of Employment and Job Description must be provided as proof.

4.1.4 Current holders of National Certificate (NC) in **AUTOMOTIVE BODY PAINTING/FINISHING NC II** shall have their certificates renewed and converted to the amended TR provided he/she has accumulated at least two (2) years within the last five (5) years work experience, practicing the competencies prescribed in his/her certificate. A Certificate of Employment and Job Description must be provided as proof. He/she must be a holder of National Certificate in the amended Automotive Servicing NC I.

Current holders of National Certificate (NC) in **AUTOMOTIVE BODY PAINTING/FINISHING NC II** with no work experience of at least two (2) years within the last five (5) years shall have to undergo reassessment in the amended Training Regulations upon expiration of their Certificate.

He/she must be a holder of National Certificate in the amended Automotive Servicing NC I.

- 4.1.5 Current holders of Certificate of Competency (COC) in **AUTOMOTIVE BODY PAINTING/FINISHING NC II**, shall undergo reassessment in the amended Training Regulations upon expiration of their Certificate/s. He/she must be a holder of National Certificate in the amended Automotive Servicing NC I.
- 4.1.6 Recognition of Prior Learning (RPL). Candidates who have gained competencies through informal training, previous work or life experiences may apply for recognition in a particular qualification through competency.
- 4.1.7 The industry shall determine assessment and certification requirements for each qualification with promulgated Training Regulations. It includes the following:
- a. entry requirements for candidates
 - b. evidence gathering methods
 - c. qualification requirements of competency assessors
 - d. specific assessment and certification arrangements as by industry

4.2. COMPETENCY ASSESSMENT REQUISITE

- 4.2.1 **Self-Assessment Guide.** The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.

This document can:

- a) Identify the candidate's skills and knowledge
 - b) Highlight gaps in candidate's skills and knowledge
 - c) Provide critical guidance to the assessor and candidate on the evidence that need to be presented
 - d) Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior to assessment
- 4.2.2 **Accredited Assessment Center.** Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification.
- 4.2.3 **Accredited Competency Assessor.** Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.

COMPETENCY MAP AUTOMOTIVE PAINTING NC II

BASIC COMPETENCY

Receive and respond to workplace communication	Participate in workplace communication	Lead workplace communication	Utilize specialized communication skill	Manage and sustain effective communication strategies
Work with others	Work in a team environment	Lead small teams	Develop and lead teams	Manage and sustain high performing teams
Solve/address routine problems	Solve/address general workplace problems	Apply critical thinking and problem solving techniques in the workplace	Perform higher-order thinking processes and apply techniques in the workplace	Evaluate higher order thinking skills and adjust problem solving techniques
Enhance self-management skills	Develop career and life decisions	Work in a diverse environment	Contribute to the practice of social justice in the workplace	Advocate strategic thinking for global citizenship
Support innovation	Contribute to workplace innovation	Propose methods of applying learning and innovation in the organization	Manage innovative work instructions	Incorporate innovation into work procedures
Access and maintain information	Present relevant information	Use information systematically	Manage and evaluate usage of information	Develop systems in managing, and maintaining information
Follow occupational safety and health policies and procedures	Practice occupational safety and health policies and procedures	Evaluate occupational safety and health work practices	Lead in improvement of occupational safety and health program, policies and procedures	Manage implementation of OSH programs in the workplace
Apply environmental work standards	Exercise efficient and effective sustainable practices in the workplace	Evaluate environmental work practices	Lead towards improvement of environmental work programs, policies and procedures	Manage implementation of environmental programs in the workplace
Adopt entrepreneurial mindset in the workplace	Practice entrepreneurial skills in the workplace	Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)	Sustain entrepreneurial skills	Develop and sustain a high-performing enterprise

COMMON COMPETENCY

Apply appropriate sealant/adhesive	Move and position vehicle	Perform mensuration and calculation	Read, interpret and apply specifications and manuals	Perform Periodic Maintenance
Use and apply lubricants/coolants	Perform shop maintenance	Validate vehicle specification	Utilize automotive tools	
Utilize workshop facilities and equipment	Prepare servicing parts and consumables	Prepare vehicle for servicing and releasing	Perform job estimates	
Interpret/ draw technical drawing	Practice health, safety and environment procedures	Inspect technical quality of work	Maintain quality systems	
Provide work skill instructions	Identify and select original automotive parts and products	Read & Interpret Engineering Drawings	Observe Quality Systems	

CORE COMPETENCY

Prepare undamaged surface for painting	Apply and remove masking	Spray solid color paints	Perform polishing	Interpret Technical Manual Specification of Engine Components
Disassemble Engine Block and Sub-Assemblies, Checks Tolerances and Components	Disassemble Engine Sub-Assemblies/Cylinder Heads and Check Components	Carry Out Pre-Repair Operations on Engine Components	Inspect Engine Components and Determine Preferred Action	Carry Out Machining Operations
Set, Operate and monitor Specialized Machines	Use and Maintain Measuring Instrument	Assemble Engine Block and Sub-Assemblies, Check Tolerances and Carry Out Relevant Testing	Assemble Engine/Cylinder Heads, Check Tolerances and Carry Out Relevant Testing Procedures	Prepare Vehicle Body for Repair
Repair Body Panel	Replace Damaged Parts with Pre-Fabricated Parts	Service motorcycle/small engine system	Service Electrical System	Service Chassis
Overhaul Motorcycle/Small Engine	Perform Pearl Color Matching	Spray Three-Stage Pearl or Mica Color Paint	Manufacture and Develop Corebox for Shell Core Sand	Develop and Manufacture Gear, Conveyor Screw And Propeller Patterns
Develop Gravity Die Casting Mold	Operate Melting Furnaces (Non lectric)	Operate Cupola Melting Furnaces	Operate Electric Induction Melting Furnaces	Fettle and Trim Metal Castings/Forgings
Perform Refractory Installation and Repair	Prepare & Mix Sand for Metal Molding and Coremaking	Produce Molds by Hand (Jobbing)	Produce Cores by Hand (Jobbing)	Operate Sand Molding Machines
Operate Sand Core Making Machines	Pour Molten Metal to Molds	Assemble Mechanical Assemblies using Jigs/Fixtures	Mount/Install Brake and Fuel Systems	Mount/Install Power Drive System

Mount/Install Suspension Drive Train	Install/Fit out Trim Parts/ and Assemblies	Perform Final Engine Run	Perform Wheel Alignment Operations	Install/Fit Out Electrical Parts to Engine Assembly
Install/fit Out Electrical Parts and Electronic Units to Body Interior Compartment	Install/Fit Out Electrical Parts and Electronic Units to Dash Instrument Panel	Install/Fit Out Electrical Parts to Exterior and Engine Compartment	Install/Fit Out Audio and Video Systems	Perform Headlight Focus Aiming Operations
Prepare Molds for Composites Production	Prepare Materials for Formulae	Assemble Materials and Equipment for Production	Operate Injection Molding Equipment	Operate Blow Molding Equipment
Monitor Process Operations	Finish Products and Components	Perform Engineering Measurement	Perform Precision Mechanical Measurement	Calibrate Measuring Equipment
Select and Control Inspection Processes and Procedures	Perform Inspection	Perform Basic Statistical Quality Control	Use Improvement Processes in Team Activities	Perform Pre-treatment and Cathodic Electro-deposition Process Operation
Perform Gray Primer (2nd Primer) Application Procedures	Perform Top Coat Application Procedures	Weld and Braze Automotive Body Shell	Perform Tinsmith Operation	Melt Aluminum-Silicon Alloys for Safety Tested Castings
Melt Metals Using Coreless Induction Furnace	Melt Automotive Gray Iron Castings in Cupola	Prepare Sand Mixture for Heavy Casting	Perform Hand Molding To Produce Heavy Castings	Pour Molten Metal to Heavy Castings
Rectify Faults on Installed Electrical Parts to Engine Assembly	Rectify Faults on Installed Electrical Parts and Electronic Units to Body Interior Compartment	Rectify Faults on Installed Electrical Parts and Electronic Units to Dash Instrument Panel	Rectify Faults on Installed Electrical Parts to Exterior and Engine Compartment	Rectify Faults on Installed Audio and Video System to Automotive Vehicle
Conduct Engine Hot Test	Rectify Assembly Faults on Assembled Mechanical Assemblies	Rectify Faults on Mounted/Installed Brake and Fuel System	Rectify Faults on Mounted/Installed Power Drive System	Rectify Faults on Mounted/Installed Suspension Drive Train
Select Heat Treatment Process	Perform Heat Treatment Process	Change Equipment Dies	Prepare and Start Equipment for Production	Produce Injection Molded Products
Produce Blow Molded Products	Apply quality systems	Conduct product and/or process capability studies	Maintain/supervise the application of quality procedures	Select and classify materials and parts for assembly of wiring harness
Perform cutting and stripping of electrical wires	Perform crimping and soldering of terminals	Perform tying, taping and finishing of assembly wires	Use Comparison and Basic Measuring Devices	Measure Components Using Coordinate Measuring Machines

Use Graphical Techniques and Perform Simple Statistical Computations	Machine Parts	Perform Precision Assembly	Perform press machine setting	Perform mechanical shearing operation
Perform mechanical press forming operation	Perform Hand Forging	Perform Hammer Forging	Perform Basic Incidental Heat/Quenching, Tempering and Annealing	Hand Forge Complex Shapes
Hammer Forge Complex Shapes	Perform Drop and Upset Forging	Carry Out Minor Vehicle Maintenance and Servicing	Drive Light Vehicle	Obey and Observe Traffic Rules and Regulations
Implement and Coordinate Accident-Emergency Procedures	Perform Minor Maintenance and Servicing on Vehicles Classified under LTO Restriction Codes 3 up to 5	Perform Pre-and Post Operation Procedures Vehicles Classified under LTO Restriction Codes 3 up to 5	Drive Passenger Bus	Drive Straight Truck
Perform Minor Maintenance and Servicing on Vehicles Classified under LTO Restriction Codes 6 up to 8	Perform Pre-and Post Operation Procedures Vehicles Classified under LTO Restriction Codes 6 up to 8	Observe Road Health and Safety Practices	Drive Articulated Vehicle	Perform pre-delivery inspection
Perform periodic maintenance of automotive engine	Perform periodic maintenance of drive train	Perform periodic maintenance of brake system	Perform periodic maintenance of suspension system	Perform periodic maintenance of steering system
Service Automotive Battery	Service Ignition System	Test and Repair Wiring/ Lighting System	Service Starting System	Service Charging System
Service Engine Mechanical System	Service Clutch System	Service Differential and Front Axle	Service Steering System	Service Brake System
Service Suspension System	Perform Underchassis Preventive Maintenance	Overhaul Manual Transmission	Test and Repair Electrical Security System/Components	Service Electronic Engine Management
Overhaul Engines and Associated Components	Service Automatic Transmission	Perform Maintenance Service Check-Up and Repair to Auto AC System	Remove and Replace Automotive Engine and Engine-Related Systems	Service and repair electronically controlled steering systems
Service and repair electronically controlled suspension systems	Repair Instruments and warning systems	Carry out diagnostic procedures	Service Diesel Engine Management System	Service Electronic Body Management System
Service Diesel Fuel Injection System Components	Service Electronic Drive Management System	Service Emission Control System	Service and repair electronically controlled anti-lock braking system	Service and repair electronically operated traction control System
Service and repair electronically operated stability control System	Plan assessment activities and processes	Manage facility and inventory requirements	Estimate complex jobs	Ensure a safe workplace

Implement continuous improvement	Manage people performance	Plan and manage compliance with environmental regulations in a workplace or business	Service manual air-conditioner system	Diagnose and repair manual air-conditioner system
Repair manual air-conditioner compressor magnetic clutch	Diagnose and repair ignition system	Diagnose and repair starting system	Diagnose and repair charging system	Diagnose and repair body electrical system
Remove and store vehicle body components	Replace and repair vehicle body panels and components	Repair vehicle body panels using filler (rough finish)	Remove paint from vehicle painted surfaces	Prepare panel for refinishing
Mask vehicle panels and components	Apply primer surfacer	Repair body panel using filler	Prepare and operate vehicle paint drying equipment	Spray solid color paint
Perform polishing				

GLOSSARY OF TERMS

1. **DEGREASING** The removal from the substrate of contaminants, which would otherwise give rise to surface defects and performance failures. e.g. poor adhesion
2. **DRYING** The process of change of a coating from the liquid to the solid state by evaporation of solvent, chemical reaction of the binding medium, or a combination of these processes. When drying takes place during exposure to air at normal temperatures, it is called 'air-drying'; if it can be accelerated by the application of a moderate degree of heat it is called 'Force-drying' (or Low-bake), as distinct from High-bake. Alternate Term(s): Binder, Air-drying, Force-drying, Stoving, Low-bake, High-bake
3. **FLASH-OFF TIME** Dwell time for solvent to evaporate from the paint surface
4. **MASKING** Temporary covering of areas not to be painted
5. **POLISHING** Term is often used to describe the action of using a machine to buffer wheel a vehicle
6. **PRIMERS** Material applied to the surface to seal, fill scratches and improve adhesion of paint.
7. **PUTTY** Also known as body filler.
8. **SANDING** An abrasive process used to level a coated surface prior to the application of a further coat. Alternate Term(s): Flattening
9. **SEALANT** A protective product applied by hand or machine to an automotive paint, which coats, seals and protects the surface. Normally contains silicones to maximize durability.
10. **SOLID COLOR** A coating, which contains colored pigments only, i.e., does not contain pigments such as aluminum and micas
11. **SPRAY GUN** A typical painter will use a high-pressure spray gun to apply coatings. High-pressure guns are powered by compressed air. The purpose of the gun is to turn the liquid paint into a mist (atomize) and propel the paint toward the surface to be painted. When the wet mist contacts the surface, some of it sticks and some of it bounces off of the surface. Under ideal conditions, only about 30% of the paint sprayed stick or is transferred to the surface using a high pressure spray gun. This is termed transfer efficiency; high-pressure spray guns have a maximum transfer efficiency of 30%. This means that

if a gallon of paint can coat 300 square feet, it will only coat 90 square feet if applied with a high-pressure spray gun.

12. TACK CLOTH

Cotton fabric, such as cheesecloth, lightly impregnated with a resin, used to remove dust from a surface after rubbing down and prior to further painting. Tack rags should be stored in an airtight container to conserve their tackiness.

13. WET SANDING

A procedure of simultaneously sanding and rinsing an automotive finish to remove imperfections. Regarded as complicated and should only be attempted by professionals



**TRAINING REGULATIONS (TR)
DOCUMENT REVISION HISTORY**

Qualification Title: Automotive Painting NC II
Qualification Code: ALTATP220

Revision No.	Document Types*	Qualification Title	TESDA Board Resolution No./ Date	Deployment Circular (TESDA Circular/ Implementing Guidelines)
00	Document Created	Automotive Body Painting/Finishing NC II	TBR No. 2004-20/ 12-09-2004	N/A
01	Document Amended	Automotive Painting NC II	TBR No. 2020-44/ 10-13-2020	TESDA Circular No. 136 series of 2020

Legend: *Description Types
- Document Created
- Document Amended
- Document Superseded

ACKNOWLEDGEMENTS

The Technical Education and Skills Development Authority (TESDA) is particularly grateful for the valuable technical support provided by the following industry stakeholders for the review and development of this Training Regulations. The time and inputs generously given during this undertaking are also highly appreciated and recognized as they made significant contributions to the constitution of this TR.

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