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IN-COMPANY TRAINING PLAN

FOR

AUTOMOTIVE TECHNICIAN LEVEL 5

Version History

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	AHK (German Chamber of Commerce and Industry Eastern Africa)				

Document Developers

	Names	Qualification
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1.0 Introduction

This training plan is designed to equip individuals with the competences required to practice as automotive technicians in the modern Kenyan motor vehicle service and repair sector. It reflects the employers' demand for qualified personnel, that would enable them to compete in an environment where the technical sophistication of vehicles is constantly evolving, and the expectations of clients are becoming ever more demanding.
The In-Company training plan contains all the necessary information for trainers and trainees to ensure a proper implementation of the training. The training plan is based on the curriculum and occupational standards for this trade.

1.1 Background and Scope

In the development of this in-company training plan, learning objectives of a practical nature were mainly incorporated so that it can be trained in local companies for this trade. It aims at enabling trainees to acquire the necessary skills for their future profession. Through working in companies, further skills such as independent and responsible action should be acquired. This is important for the trainees' own continued professional development.

1.2 Document Organization

Before the start of the in-company training, these training plans are handed out to the trainees in advance. This gives the trainees the possibility to get prepared for the upcoming challenges. During training, trainees are required to successfully complete work steps assigned to them by the in-company trainer in a timely manner. Each individual trainee together with the in-company trainer are expected to fill the training plan.
After the training, the training plans are to be handed over to the responsible persons in the training institution within the agreed time.

2.0 Instructional Methods

2.1 Training Methodology

The in-company training plan does not prescribe any specific methodological procedures. The incompany trainers should be given enough freedom to use their own training methods. Nevertheless, a few hints that have proven successful internationally are provided here. In in-company training

practice, the training objective "independent action" should be a continuous principle of training and should be provided systematically. Apprentices should have their independence and responsibility in mind when approaching any task. In order to provide the apprentices with this independence and personal responsibility, the in-company trainer is encouraged to initiate independent learning processes for the apprentices. This means that he / she advises rather than explaining everything or carrying out all tasks as the trainee merely observes.
This approach ensures that the trainees can later act more independently in their profession and can also further train themselves independently.

Due to the unpredictable nature of types of works brought in by clients to companies/garages the company in trainers are hereby encouraged to train the trainee even if the work is yet to be covered in school.

2.2 Occupational health and safety

At the beginning of each learning block, the trainees will be required to go through the company occupational safety and health policies, whose main objective is to establish companywide occupational safety and health and environmental systems and programs geared towards the improvement of the work and community environment.
The policies seek to reduce the number of work-related accidents and diseases and equitably provide compensation and rehabilitation to those injured at work or who contract occupational diseases. These policies also guarantees comprehensive management of the environment and the available resources.

3.0 Training Resources

3.1 Resources and Facilities

The trainees should be provided with rooms where they can store their personal belongings. It is important to provide them with wash facilities and materials in hygienic areas. The trainees are expected to possess and wear necessary work clothes and personal protective equipment. In the work area, it should be ensured that obvious sources of danger where trainees could injure themselves are eliminated. They should be instructed before the start of the training on important safety aspects such as where they are allowed to work, whether and which machines they are allowed to operate, etc. The in-company trainer should recognize sources of danger from his / her experience and eliminate them in advance.

3.2 Roles and responsibilities of in-company trainers

The in-company trainers should perform the following roles,

- Scheduling appropriate training sessions.
- Plan and implement the training curriculum.
- Support and mentor the trainees.
- Conduct evaluations to identify areas of improvement.
- Ensure that the trainees comply with the health and safety regulations.

Roles and responsibilities of trainees

The trainees should perform the following roles.

- Take instructions from trainers.
- Adhere to the company’s rules and regulations
- Adhere to the laid down safety and health standard guidelines
- Respect for diversity.
- Consult trainers when necessary
- Adhere to the company's code of conduct.
- Perform any other duty assigned to them from time to time

4.0 Training Curriculum

4.1 Performing Vehicle Basic Maintenance (to be trained in block 2)

Training company	Trainee

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Assess vehicle mechanical and operational condition	a) Identify hazards in the workshop & how to control the risks.			
	b) Use PPEs, and use of appropriate tools and equipment			
	c) Identify and select all tools required			
	d) Follow instructions according to job card			
	e) Carry out vehicle assessment as per the workplace procedures			
	f) Process findings and report according to workplace procedures			

	g) Clean Work area according to workplace procedures			
Learning Outcome	**Training Content**	**Confirmation by Trainee** I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	**Confirmation by Trainer** I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	**Trainer Name and Comments**
2. Carry out diagnostic tests	a) Identify source of technical information and regulation			
	b) Select diagnostic tools & equipment for the work and use according to manufacturer's specification			
	c) Identify faults confirmed from the tests and give report to client			
	d) Replace/fit faulty components			
	e) Test to confirm if the fault has been repaired			
3. Service vehicle lubrication system	a) Check oil level and condition according to manufacturer's specification			
	b) Change oil			
	c) Check and service oil filters/replacement as per manufacturers specification			
	d) Check parts to be lubricated, and lubricate according to manufacturer's specification			
	e) Test lubrication system pressures			

4. Replenish fluids and lubricants	a) Select and match lubricants and fluids to vehicle specifications, according to lubrication and fluid data sheets			

Learning Outcome	**Training Content**	**Confirmation by Trainee** I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	**Confirmation by Trainer** I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	**Trainer Name and Comments**
	b) Use lubricants and fluids on the identified parts			
	c) Fill reservoirs and mechanical assemblies to specified levels			
5. Replace/service vehicle service parts	a) Methods for the servicing operations are implemented in accordance with workplace procedures and manufacturer/component supplier specifications			
	b) Carry out adjustments made during the servicing operations in accordance with manufacturer/component supplier specifications			
6. Conduct road tests	a) Carry out a road test and check all relevant vehicle systems according to workplace regulations			
	b) Follow all safety regulations and the road traffic regulations			
7. Carry out adjustments to	a) Assess vehicle as per the workplace procedures and safety requirements without causing damage to components or systems			

vehicle components and systems	b) Document report according to workplace procedures			
	c) Identify components /lubricants to be adjusted			

Learning Outcome	**Training Content**	**Confirmation by Trainee** I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	**Confirmation by Trainer** I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	**Trainer Name and Comments**
8. Service Vehicle Wheels and Tires	a) Assess wheel according to workplace procedure			
	b) Identify the appropriate tools to be used for the work			
	c) Identify hazards according to the workplace procedures			
	d) Diagnose the wheel and carry out corrective measures			
9. Finalize service and repair procedures	a) Inspect vehicle to ensure safety features are in place			
	b) Clean vehicle according to workplace procedures			
	c) Process workplace documentation according to workplace procedures			

4.2 Service & Repair Motor Vehicle Engines (to be trained in block 2)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Troubleshoot and service vehicle engine components conditions	a) Assess the vehicle engine according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Remove Engine			
	c) Dismantle engine, check the parts, and service/replace damaged components			
	d) Reassemble the engine according to the manufacturer's specification			
	e) Fit engine to the vehicle and carry out reinstallation checks			
	f) Test to confirm engine working as required			
2. Perform vehicle engine overhaul	a) Assess the vehicle engine according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Remove Engine			
	c) Dismantle the engine to remove the damaged components			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	d) Clean the required parts of the engine components according to workplace procedures			
	e) Replace damaged components with the new parts according to manufacturer's specification			
	f) Reassemble the engine and perform engine tune up			
3. Service vehicle engine cooling system	a) Assess the vehicle engine according to workplace procedures and safety requirements			
	b) Inspect and test radiator using pressure test to check for leakages			
	c) Check cooling system operation; thermostat, water pump, fan operation, switches/sensors etc.			
	d) Replace coolant and carry out bleeding			
	e) Test the system to check the working condition			
	a) Assess the vehicle exhaust system according to workplace procedures and safety requirements			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
4. Service vehicle engine exhaust system	b) Inspect exhaust system for leakages and blockages.			
	c) Repair exhaust system leaks			
	d) Install and mount exhaust system			
	e) Check and test exhaust sensors			
5. Lubricate vehicle engine system	a) Check Oil Level and condition according to manufacturer's specification			
	b) Change oil			
	c) check and service oil filters/replacement as per manufacturers specification			
	d) Check parts to be lubricated, and lubricate according to manufacturer's specification			
	e) Test Lubrication system pressures			

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4.3 Service Vehicle Fuel System (to be trained in block 4)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Service fuel components e.g., injectors, tank	a) Assess the vehicle system according to workplace procedures and safety requirements			
	b) Identify vehicle fuel components to be checked and use the appropriate tools for the work			
	c) Troubleshoot/diagnose the fuel system to identify fault			
	d) Fix / service the fault identified			
2. Replace petrol fuel pump	a) Inspect fuel pump according to workplace and manufacturers procedures			
	b) Identify the appropriate tools for the work			
	c) Remove fuel pump & replace with the new one			
	d) Test to confirm operation			
3. Replace diesel injector pump,	a) Inspect injector pump according to workplace and manufacturers procedures			
	b) Identify the appropriate tools for the work			

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Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
rail, pipes, and nozzles.	c) Remove injector pump, nozzles, pipes components & replace with the new ones			
	d) Test to confirm operation			
4. Perform injector pump timing	a) Identify the tools and their correct usage for servicing the fuel system			
5. Test fuel injectors for injection pressure and voltage	a) Carry out diagnostic tests according to workplace procedures and safety requirements without causing damage to components or systems.			
	b) Test to confirm correct operation of the system			

4.4 Servicing Vehicle Transmission Systems (to be trained in block 4)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Organize to service vehicle	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
2. Troubleshoot vehicle transmission system	a) Identify transmission systems and its components			
	b) Inspect / diagnose the transmission system components according to workplace procedures			
	c) Identify the tools and their correct usage for servicing the transmission system			
	d) Service / replace components of the transmission system			
	e) Test to confirm working of the system			
3. Overhaul gearbox (manual)	a) Identify the tools and their correct usage for servicing the transmission system.			
	b) Dismantle the gearbox according to manufacturer's specification following workshop procedures			
	c) Identify the transmission components which needs to be replaced/serviced			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	d) Clean transmission components according to workplace procedures			
	e) Replace old components with new parts			
	f) Assemble the transmission system according to manufacturer's specification			
4. Overhaul gearbox (semi/ automatic)	a) Identify the tools and their correct usage for servicing the transmission system.			
	b) Dismantle the gearbox according to manufacturer's specification following workshop procedures			
	c) Identify the transmission components which needs to be replaced/serviced			
	d) Clean transmission components according to workplace procedures			
	e) Replace old components with new parts			
	f) Assemble the transmission system according to manufacturer's specification			
5. Carry out hydraulic/ Tiptronic system tests and measurements	a) Test to confirm correct operation of the system			
	b) Process workplace documentation according to workplace procedures			

4.5 Servicing Vehicle Braking Systems (to be trained in block 4)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Assess vehicle braking system	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Check condition of brake fluid and identify			
	c) Select and match fluids to vehicle specifications, according to lubrication and fluid data sheets			
	d) Change brake fluid according to workplace procedure and safety requirement			
	e) Clean work area			
2. Dismantle wheel brake assembly parts	a) Identify type and components of the braking system			
	b) Identify the tools and their correct usage for servicing the brake system			
	c) Inspect the brake system according to workplace procedure			
	d) Use workplace procedures to remove and install brake system components			
3. Assess braking components	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	b) Identify the brake system to be dismantled and dismantle according to manufacturer's specification and workplace procedure			
	c) Replace worn out and damaged components			
	d) Assemble the braking system			
	e) Test to confirm the working operation of the system			
4. Replace brake units and components	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Identify the brake system to be replaced			
	c) Replace worn out and damaged components			
	d) Assemble the braking system			
	e) Select, match & replenish fluids to vehicle specifications, according to lubrication and fluid data sheets			
	f) Test to confirm the working operation of the system			
5. Replace brake cylinders	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	b) Select the appropriate tools to remove the master cylinder			
	c) Remove and replace the master cylinder			
	d) Test to confirm the working operation of the system			
6. Service brake system	a) Inspect & diagnose the brake system component that needs to be serviced according to workplace procedures			
	b) Service and adjust the brake system according to workplace procedures			
	c) Conduct road test to test the working operation of the system			
	d) Process workplace documentation according to workplace procedures			

4.6 Servicing Vehicle Suspension Systems (to be trained in block 4)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Assess vehicle suspension system	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Identify types and parts of the suspension system			
2. Remove vehicle suspension components	a) Identify the tools and their correct usage for servicing the suspension system.			
	b) Identify suspension systems and suspension components			
	c) Perform suspension system component inspections			
	d) Diagnose suspension system concerns.			
	e) Service components of the suspension system according to workplace procedures			
3. Assess vehicle suspension components serviceability	a) Identify the tools and their correct usage for servicing the suspension system.			
	b) Perform suspension system component inspections			
	c) Diagnose suspension system concerns			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	d) Service/replace components of the suspension system			
	e) Clean work area and dispose waste according to workplace procedure			
4. Replace/service vehicle suspension components	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Identify the suspension components to be replaced / serviced / adjusted			
	c) Replace/fit/adjust suspension components according to workplace procedures			
	d) Test to confirm working order of the suspension system			
5. Fit and test vehicle suspension components	a) Identify the tools and their correct usage for servicing the suspension systems			
	b) Perform suspension system component inspections according to workplace procedures			
	c) Diagnose suspension system concerns			
	d) Service / fit components of the suspension system according to workplace procedures			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
6. Vehicle suspension system service documentation	a) Carry out post service test to ensure work is to workplace expectations and vehicle is presented ready for use			
	b) Clean work area and dispose waste according to workplace procedures			
	c) Process workplace documentation according to workplace procedures			

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4.7 Servicing Vehicle Steering Systems (to be trained in block 4)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Assess vehicle steering system	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Identify type and components of the steering system			
	c) Clean work area and dispose waste according to workplace procedures.			
2. Remove steering components	a) Select tools and equipment for the work according to workplace procedures			
	b) Dismantle vehicle steering system according to workplace procedure			
	c) Clean work area and dispose waste according to workplace procedures.			
3. Assess serviceability of vehicle	a) Assess vehicle according to manufacturer specifications, workplace procedures, and safety and environmental requirements			
	b) Inspect/Diagnose vehicle steering system for any damages according to workplace procedures			

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Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	c) Service/replace steering system components needed according to workplace procedures			
4. Replace/service vehicle steering	a) Assess the vehicle according to workplace procedures and safety requirements without causing damage to components or systems			
	b) Identify the tools and their correct usage for servicing the steering system			
	c) Inspect/Diagnose the steering system for damage according to workplace procedures			
	d) Replace / service steering system components according to manufacturer's specification			
	e) Test to confirm working order of the system			
5. Fit and test vehicle steering components	a) Select and use appropriate tools and equipment for the replacement of suspension and steering units•			
	b) Diagnose and repair faults in a steering system			
	c) Replace steering units and components.			
	d) Identify and Replenish lubricants and fluids as prescribed			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	e) Test to confirm correct operation of the system			

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4.8 Servicing Vehicle Electrical Systems (to be trained in block 4)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Diagnose electrical systems	a) Carry out post service test to ensure work is to workplace expectations and vehicle is presented ready for use			
	b) Clean work area and dispose waste according to workplace procedures			
	c) Process workplace documentation according to workplace procedures			
2. Service vehicle ignition system	a) Identify the damaged component of the ignition system			
	b) Repair / replace the damaged component			
	c) test the component replaced/repaired to check the working order			
3. Service vehicle electrical accessories	a) Check and determine qualities of the parts to be fit.			
	b) Fit the accessories according to manufacturer's procedure			
	c) Test to confirm correct operation			
	a) Check the AC gas level and refill if low			

	b) If low check the condenser & pipes for leakages			

Learning Outcome	**Training Content**	**Confirmation by Trainee** I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	**Confirmation by Trainer** I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	**Trainer Name and Comments**
4. Service vehicle air conditioning system	c) Inspect the compressor functionality			
	d) Test to confirm if the ac switch is engaging			
	e) Check if the blower is blocked or ac filter chocked for replacement			
5. Service vehicle charging systems	a) Asses if the vehicle alternator is charging			
	b) Remove the alternator & dismantle			
	c) Identify the worn-out parts and replace			
6. Service vehicle auxiliary systems	a) Identify auxiliary parts of the vehicle			
	b) Carry out diagnostic tests according to workplace procedures and safety requirements without causing damage to components or systems			
	c) Replace / adjust / repair any worn out part			
	d) Test to confirm correct operation of the system			
7. Service vehicle electrical motors	a) Dismantle vehicle electrical motor			
	b) Clean the part according to workplace procedure			

	c) Grease the motor components according to workplace procedure			

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Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	d) Reassemble the motor according to manufacturer's specification			
	e) Test to confirm correct operation of the system			
8. Install Vehicle safety systems	a) Disconnect vehicle battery terminals			
	b) Install component to be replaced according to manufacturer's specification			
	c) Reconnect battery terminal and fit any system that needs to fit when battery on			
	d) Clear any error using diagnosis machine			

4.9 Performing Vehicle Body Works (to be trained in block 2)

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
1. Perform vehicle body jacking	a) Assess vehicle body damage to assess if minor or major			
	b) Identify tools to be used for the appropriate damage			
2. Perform vehicle body pulling	a) Dismantle the required vehicle body parts			
	b) Use body jack machine to correct structural defect according to workplace procedures			
3. Perform vehicle body dent checking, beating and gas welding	a) Vehicle body dent identification techniques			
	b) Identify types of vehicle body damages			
	c) Select Materials to be used in panel beating			
	d) Follow Panel beating procedures precautions			
4. Perform vehicle body filling and sanding	a) Select suitable tools and materials			
	b) Prepare damaged body panel for the application of filler			
	c) Apply filler correctly according to workplace procedures			
	d) Sand filler to the correct contour			

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	e) Apply primer and sand the vehicle			
	f) Clean the vehicle surface			
5. Apply spot putty	a) Preparing surface prior to the painting process			
	b) Apply Spot putty on the damaged area and wait to dry			
	c) Clean the surface			
	d) Apply primer and clean surface again			
	e) Paint the surface according to workplace procedure			
	f) Leave to dry			
	g) Removal of spot putty materials			
	h) Sand drying process			
6. Perform vehicle body cleaning / degreasing	a) Perform vehicle body cleaning and waste disposal according to work procedure			
7. Spray and valet vehicle body	a) Identify spray painting tools and how to use them according to manufacturer's specification			

Learning Outcome	Training Content	Confirmation by Trainee I confirm that I have been trained in the skills and knowledge described here (Date & Signature)	Confirmation by Trainer I certify that I have provided the skills and knowledge described for this learning outcome. (Date & Signature)	Trainer Name and Comments
	b) Cover areas not to be painted to avoid overspray			
	c) Identify the correct paint code and get the correct paint			
	d) Apply undercoat according to workplace procedures			
	e) Assess body to ensure all damaged area is painted			
	f) Apply final paint coat			
	g) Leave to dry			
	h) Carry out vehicle buffing			
8. Perform vehicle body fitting	a) Check and determine qualities of the parts to be replaced.			
	b) Fix or replace vehicle body parts			
9. Perform vehicle body buffing	a) Select tools and materials to be used during buffing			
	b) Clean / sand the vehicle			
	c) Perform vehicle body buffing			
	d) Clean the vehicle and present when ready to use			

Annex 1: Unit allocation (Block 2)

Unit	Number of Hours	Duration in weeks	Department	Responsible person
OSHP	20	1		
Service and Maintain Motor Vehicles	30	3		
Service and Repair Motor Vehicle Engines	40	4		
Vehicle body works	50	4		

Annex 2: Unit allocation (Block 4)

Unit	Number of Hours	Duration in weeks	Department	Responsible person
Service Motor Vehicle Engine Auxiliary Systems	20	1		
Service Motor Vehicle Transmission System	20	2		
Service Motor Vehicle Braking Systems	30	2		
Service Motor Vehicle Suspension and Steering Systems	30	3		
Diagnose, Rectify and Install Vehicle Electrical Systems	20	3		
Service Vehicle AirConditioning (AC) Systems	20	1		