

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Auto Body Repair Techniques

2015

FANS-01320-Auto Body Repair Techniques CVS Application

Fanshawe College

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APPLICATION FORM FOR PROGRAM PROPOSAL

A. Funding Request: This proposal will be sent to the MTCU for Approval for Funding. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
B. College Name: Fanshawe College								
C. College Contact(s): Person responsible for this proposal. <table border="0"> <tr> <td>Name: Tracy Gedies</td> <td>Name: Rob Gorrie</td> </tr> <tr> <td>Title: Director, Centre for Academic Excellence</td> <td>Title: Chair, School of Transportation Technology</td> </tr> <tr> <td>Telephone: 519 452 4430 ext. 5040</td> <td>Telephone: 519 452 4430 ext. 4196</td> </tr> <tr> <td>E-mail: tgedies@fanshawec.ca</td> <td>E-mail: rgorrie@fanshawec.ca</td> </tr> </table>	Name: Tracy Gedies	Name: Rob Gorrie	Title: Director, Centre for Academic Excellence	Title: Chair, School of Transportation Technology	Telephone: 519 452 4430 ext. 5040	Telephone: 519 452 4430 ext. 4196	E-mail: tgedies@fanshawec.ca	E-mail: rgorrie@fanshawec.ca
Name: Tracy Gedies	Name: Rob Gorrie							
Title: Director, Centre for Academic Excellence	Title: Chair, School of Transportation Technology							
Telephone: 519 452 4430 ext. 5040	Telephone: 519 452 4430 ext. 4196							
E-mail: tgedies@fanshawec.ca	E-mail: rgorrie@fanshawec.ca							
D. Proposed Program Title: Auto Body Repair Techniques								
E. Proposed Credential: Please select one (1). <input type="checkbox"/> Local Board Approved Certificate <input checked="" type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma <input type="checkbox"/> Ontario College Advanced Diploma <input type="checkbox"/> Ontario College Graduate Certificate								
F. Program Maps (Appendix A): Please complete and attach the two (2) Program Maps. <u>Form 1</u> - Vocational Program Learning Outcomes <u>Form 2</u> - Essential Employability Skills Outcomes								
G. Program Description (Appendix B): Please complete and attach the Program Description Form.								
H. Program Curriculum (Appendix C): Please complete and attach the Program Curriculum Form.								
I. Regulatory Status Form (Appendix D): Please complete and attach the Regulatory Status Form.								
J. Date of Submission to CVS: February 11, 2015								
FOR CVS USE ONLY								
K. Date of CVS Response: February 18, 2015								
L. CVS Validation Decision: <input checked="" type="checkbox"/> Proposal Validated. APS Number: FANS 01320 Reason: Mapping was thorough; the Proposed VLOs cover all the dimensions of existing Program Description. Title is the same as the one currently used by the other program under this code. <input type="checkbox"/> Proposal not Validated. Reason:								
M. CVS Signature: Karen Belfer								

Send the completed form and required appendices to: belfer@ocqas.org. For detailed information on how to complete the Application Form for Program Proposal, please refer to the Instructions for Submission of Program Proposal document at www.ocqas.org.



INTRODUCTION

The process established by the Credentials Validation Service (CVS) is designed to be a streamlined, seamless, effective, and efficient process that will allow colleges to submit and receive validation requests and decisions in a timely manner. The document with the instructions to complete this form (*CVS Instructions for Submission of Program Proposal*) is available to all colleges on the OCQAS website (www.ocqas.org).



F. PROGRAM MAPS (APPENDIX A): Form 1 - Vocational Program Learning Outcomes

Provincial Vocational Program Outcomes <input type="checkbox"/> Provincial Program Standard, or <input checked="" type="checkbox"/> Provincial Program Description <i>MTCU code: 46401</i>	Proposed Program Vocational Learning Outcomes	Course Title / Course Code
1. Demonstrate the skills and knowledge necessary for effective performance in entry-level apprenticeship positions in the auto body service repair trade.		
2. Assess and provide written estimates to repair damage to automotive vehicles.	5. Assess vehicle damage and provide repair estimates to clients.	ATBR-1XXX, Collision Repair Estimating
3. Repair damages to automotive body and frame under appropriate supervision, and apply diagnostic equipment and basic repair techniques involved in the servicing of fuel and electrical systems, power train, and heating/cooling and air conditioning systems.	1. Under appropriate supervision, repair and refinish damage to automotive bodies and frames, and inspect and repair vehicle safety devices.	ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques
	2. Under appropriate supervision, use diagnostic equipment and basic repair techniques to service automotive power train, tires and rims, fuel and electrical systems, and heating, air conditioning and cooling systems.	ATBR-1XXX, Auto Body Basic Mechanical ATBR-2XXX, Auto Body Mechanical
4. Install tires and rims, and inspect, maintain and repair all vehicle safety devices.	<i>See #2 above</i>	
5. Discuss the elements of appraisal in business mathematics.	6. Perform basic auto body business accounting to calculate inventory, damage and repair estimates.	MATH-1XXX, Auto Body Mathematics
6. Demonstrate effective oral and written communication skills, and appropriate interpersonal skills in support of client relationships.	8. Communicate effectively to build and maintain client relationships.	COMM-1XXX, Auto Body Trade Communications
7. Appreciate the importance of business ethics in sales and	7. Make ethical business decisions when conducting sales and	ATBR-1XXX, Auto Body Work



service occupations involving direct interaction with clients.	interacting with clients.	Practices COMM-1XXX, Auto Body Trade Communications
	3. Repair rust on vehicles and apply corrosion protection where appropriate.	ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Non-Structural Panel Repairs
	4. Access information to remain current with advanced trade techniques in auto body repair.	ATBR-1XXX, Auto Body Work Practices ATBR-2XXX, Advanced Trade Techniques



F. PROGRAM MAPS (APPENDIX A): Form 2 – Essential Employability Skills Outcomes

Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
Communication	<ul style="list-style-type: none"> • Reading • Writing • Speaking • Listening • Presenting • Visual Literacy 	<ul style="list-style-type: none"> • communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
		<ul style="list-style-type: none"> • respond to written, spoken, or visual messages in a manner that ensures effective communication 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
			ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
Numeracy	<ul style="list-style-type: none"> • Understanding and applying mathematical concepts and reasoning • Analysing and using numerical data • Conceptualizing 	<ul style="list-style-type: none"> • execute mathematical operations accurately 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
Critical Thinking & Problem Solving	<ul style="list-style-type: none"> • Analysing • Synthesizing • Evaluating • Decision-making 	<ul style="list-style-type: none"> • apply a systematic approach to solve problems 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
	<ul style="list-style-type: none"> Creative and innovative thinking 		ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
		<ul style="list-style-type: none"> use a variety of thinking skills to anticipate and solve problems 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
Information Management	<ul style="list-style-type: none"> Gathering and managing information 	<ul style="list-style-type: none"> locate, select, organize, and document information using appropriate technology and 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
	<ul style="list-style-type: none"> • Selecting and using appropriate tools and technology for a task or a project • Computer literacy • Internet skills 	<p>information systems</p>	<p>ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications</p>
		<ul style="list-style-type: none"> • analyse, evaluate, and apply relevant information from a variety of sources 	<p>ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications</p>



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes (As indicated in Appendix A)
Inter-personal	<ul style="list-style-type: none"> • Team work • Relationship management • Conflict resolution • Leadership • Networking 	<ul style="list-style-type: none"> • show respect for the diverse opinions, values, belief systems, and contributions of others 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
		<ul style="list-style-type: none"> • interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes <i>(As indicated in Appendix A)</i>
			ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
Personal	<ul style="list-style-type: none"> • Managing self • Managing change and being flexible and adaptable • Engaging in reflective practice • Demonstrating personal responsibility 	<ul style="list-style-type: none"> • manage the use of time and other resources to complete projects 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications
		<ul style="list-style-type: none"> • take responsibility for one's own actions, decisions, and consequences 	ATBR-1XXX, Auto Body Work Practices ATBR-1XXX, Automotive Welding ATBR-1XXX, Auto Body Frame and Structure ATBR-1XXX, Painting Fundamentals ATBR-1XXX, Auto Body Basic Mechanical MATH-1XXX, Auto Body Mathematics ATBR-2XXX, Auto Body Mechanical ATBR-1XXX, Automotive Plastic Repair



Ontario College Quality Assurance Service

Service de l'assurance de la qualité des
collèges de l'Ontario

Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes <i>(As indicated in Appendix A)</i>
			ATBR-1XXX, Non-Structural Panel Repairs ATBR-1XXX, Collision Repair Estimating ATBR-2XXX, Advanced Painting Techniques ATBR-2XXX, Advanced Trade Techniques COMM-1XXX, Auto Body Trade Communications



G. PROGRAM DESCRIPTION (APPENDIX B)

Program Description

Auto Body Repair Techniques is a one-year Ontario College Certificate that prepares graduates to enter the auto body repair field. The curriculum focuses on the practical skills used by entry-level auto body repairers: welding, refinishing, and body and frame repair. Students also learn how to assess vehicle damage and develop repair estimates. The program also covers standard work practices, including those related to health and safety, and stresses essential employability skills in both trade-related communications and mathematics.

Laddering Opportunities

The intended pathway for graduates of the Auto Body Repair Techniques Ontario College Certificate is one of two auto body apprentice programs, either Auto Body (Branch 1) or Auto Body (Branch 2).

Occupational Areas

Graduates are well prepared to enter the workforce as an auto body apprentice and may choose to write the exam for Ontario College of Trades Apprentice Training Standard for Auto Body (Branch 1) to accelerate their apprenticeship.

Proposed Program Vocational Learning Outcomes

Provide the list of the proposed program vocational learning outcomes. These outcomes should be listed, verbatim as they appear in Appendix A- Form 1.

The graduate has reliably demonstrated the ability to:

1. Under appropriate supervision, repair and refinish damage to automotive bodies and frames, and inspect and repair vehicle safety devices.
2. Under appropriate supervision, use diagnostic equipment and basic repair techniques to service automotive power train, tires and rims, fuel and electrical systems, and heating, air conditioning and cooling systems.
3. Repair rust on vehicles and apply corrosion protection where appropriate.
4. Access information to remain current with advanced trade techniques in auto body repair.
5. Assess vehicle damage and provide repair estimates to clients.
6. Perform basic auto body business accounting to calculate inventory, damage and repair estimates.
7. Make ethical business decisions when conducting sales and interacting with clients.
8. Communicate effectively to build and maintain client relationships.

Admission Requirements

Identify the Admission Requirements for the program.



OSSD with courses from the College (C), University (U),
University/College (M), or Open (O) stream

OR

Academic and Career Entrance Certificate (ACE)

OR

Pre-Technology Ontario College Certificate

OR

Ontario High School Equivalency Certificate (GED)

OR

Mature Applicant with appropriate preparation

Note:

- Admission to the Auto Body Repair Techniques program does not guarantee admission in a subsequent year to any College program.

English Language Requirements

Applicants whose first language is not English will be required to demonstrate proficiency in English by one of the following methods:

- A Grade 12 College Stream or University Stream English credit from an Ontario Secondary School, or equivalent, depending on the program's Admission Requirements
- Test of English as a Foreign Language (TOEFL) test with a minimum score of 550 for the paper-based test (PBT), or 79 for the Internet-based test (iBT), with test results within the last two years
- International English Language Testing System (IELTS) test with an overall score of 6.0 with no score less than 5.5 in any of the four bands, with test results within the last two years
- Canadian Academic English Language (CAEL) test with an overall score of 60 with no score less than 50 in any of the four bands, with test results within the last two years
- An English Language Evaluation (ELE) at Fanshawe College with a minimum score of 70% in all sections of the test, with test results within the last two years

**H. PROGRAM CURRICULUM (APPENDIX C)**

Semester	Course Code/ Course Title <i>(As indicated in Appendix A)</i>	General Education Course <i>(indicate with an X)</i>	Total Course Hours	Course Description
1	ATBR-1XXX, Auto Body Work Practices		45	This course will introduce students to the everyday work practices of the auto body industry. Upon completion, the student will be able to practice safe workplace procedures, apply WHMIS (Workplace Hazardous Materials Information System), identify causes of accidents and develop preventive measures. Students will be familiar with the acts and laws pertaining to auto body and collision damage repair. Students will also gain a working knowledge of the hand tools and equipment, including different fastening hardware and materials, used within the auto body industry.
1	ATBR-1XXX, Automotive Welding		80	This course will prepare students to use welding equipment common to auto body and collision damage repair. Students will learn safe handling and set-up procedures and identify common workplace welding and cutting hazards. Students will weld automotive steel in a variety of joint setups, including overlap and butt joints. Students will become familiar with common auto body procedures of welding and cutting using plasma cutters, oxy-acetylene torches, aluminum and steel MIG (MAG) welders, and TIG welders.
1	ATBR-1XXX, Auto Body Frame and Structure		130	An understanding of auto body frame and structure design is foundational knowledge for auto body repairers. This course will enable students to identify various cosmetic and structural vehicle design concepts and manufacturing processes. The students will learn the logic behind various styles of body and frame design and use this knowledge to fabricate and replicate auto body designs. Students will also apply non-structural repair principles and procedures to common collision damage. Students will use various types of corrosion protection to maintain vehicle structural integrity and will work with vehicle safety



				systems.
1	ATBR-1XXX, Painting Fundamentals		45	This course will enable students to perform basic refinishing procedures on automotive panels. Students will spray using a 3D virtual reality painting simulator. The students will service and use equipment required in refinishing, including spray guns, airlines, paint dryers, computerized paint mixing systems, sanders, fresh-air-supplied respirators and associated safety equipment. Students will work with various substrates in preparing the panel surface for different types of primers, colour coats and clear coats and refinish to industry standards. Students will learn industry techniques to block sand, dry sand, wet sand, and refine surfaces for various painting scenarios
1	ATBR-1XXX, Auto Body Basic Mechanical		30	In this course students will learn the fundamentals of automotive electrical systems and mechanical systems. Students will work with electrical systems and gain an understanding of power sources and components as well as various testing devices. Students will service basic mechanical devices such as batteries and tires and rims, and identify various air conditioning system components and their functions.
1	MATH-1XXX, Auto Body Mathematics		30	This course provides students with the trade-related math skills used in common auto body shop operations. Students will learn basic formulas, calculations, and units of measuring used for auto body accounting, mixing paints, measuring vehicles, welder calibrations, and metal fabrication. The students will also apply these basic math skills to typical office tasks such as job costing, calculating overhead costs, and processing payroll.
2	ATBR-2XXX, Auto Body Mechanical		30	This course will prepare the learners to service individual mechanical systems common to vehicles. Students will use diagnostic equipment and basic repair techniques to service automotive power train, tires and rims, and fuel, air conditioning and heating systems. Students will be working with various electrical circuits (e.g., series, parallel and series parallel circuits), and identify and service the system's protection devices.



2	ATBR-1XXX, Automotive Plastic Repair		60	This course will enable the students to identify the various types of plastics used in the automotive industry and use appropriate repair equipment and procedures. Students will repair both flexible and rigid plastics using common epoxy repairs. Students will perform various types of plastic welding in a variety of repair scenarios. Students will identify which types of plastics and what type of damage would require replacement versus repair.
2	ATBR-1XXX, Non-Structural Panel Repairs		60	This course will enable students to identify and perform non-structural replacement and repair of automotive panels. Students will assess panel damage and use appropriate procedures and tools to repair and replace panels. Students will use pneumatic, hydraulic and electric equipment to repair various types of cosmetic damage on vehicles. Students will fabricate a rust repair patch and weld it to the vehicle using common trade welding techniques. Students will also fit and adjust removable panels back to OEM (original equipment manufacturer) standards of fit and finish.
2	ATBR-1XXX, Collision Repair Estimating		30	This course will enable students to identify various types of damage and assess the extent of damage for the purpose of estimating repair costs. Students will locate and diagnose damage patterns using common blueprinting processes. Students will apply repair estimate logic to prepare handwritten estimates, and use auto body estimating software to prepare computerized estimates. Students will also learn how to build and maintain positive customer relations during the estimating process.
2	ATBR-2XXX, Advanced Painting Techniques		45	This course will provide students with enhanced skills related to paint technology and application. In this course students will tint and mix complicated colours, prepare vehicles for multi-layered paint jobs, and use advanced blending and spot repair techniques. Students will apply custom painting techniques to automotive panels and will troubleshoot and correct common paint problems in a variety of painting projects.
2	ATBR-2XXX, Advanced		45	In this course students learn about new auto body repair techniques and associated procedures and



	Trade Techniques			equipment. Examples include repair of aluminum vehicles and paintless dent removal (PDR). Students will conduct research on emerging repair technologies and learn how to access the resources required to stay current with vehicle repair trends.
2	COMM-1XXX, Auto Body Trade Communications		30	This course will provide students with the trade-related communication skills used to foster customer relations as well as the communication skills using to find, obtain and retain a job. Students will learn basic job search strategies and skills such as networking, résumé writing and interviewing. The curriculum will also address essential employability skills (e.g., time management, workplace ethics, professionalism) to ensure graduates meet employer expectations.



I. REGULATORY STATUS FORM (APPENDIX D)

Please complete the following:

There IS a legislative requirement that program graduates must be certified or licensed by a regulatory authority to practice or work in the occupation

- Mandatory recognition of a regulatory authority exists and is being sought.**
(Please refer to Section A below- *Mandatory Regulatory Requirements*)

There IS or IS NOT a voluntary (i.e., not required by legislation) licensing or certification for entry to practice in the profession or trade.

- YES
 NO

- Voluntary recognition of a regulatory authority IS being sought.**
(Please refer to Section B below- *Recognition by Voluntary Association*)

- Voluntary recognition is NOT being sought*.**

Please explain why: While the auto body trade is regulated, Auto Body Repair Techniques is a preparatory program that prepares graduates to enter the Ontario College of Trades Auto Body Apprenticeship program which has regulated entry to practice. Therefore, this preparatory program does not require recognition.

**Note: There may be titling implications for programs that are not seeking recognition in an area where existing programs have secured recognition.*



A. MANDATORY REGULATORY REQUIREMENTS

Where licensing or certification is **required by legislation** for entry to practice in the profession or trade, the Ministry of Training, Colleges and Universities requires that colleges ensure that their programs will meet the requirements of the regulatory body in order to be approved for funding.

Name of regulatory authority:

Status (please select ALL that apply)

Accreditation or approval by the regulatory authority / designated third party received.

Date of recognition:

The college is working toward accreditation with the regulatory authority/ designated third party.

Describe current status of application:

Expected date of recognition:

The regulatory authority does not accredit educational programs directly or through designated third party. Formal acknowledgement (e.g. in its published or legislated registration requirements) that the program graduates will be eligible to write any required certifying or registration exam(s) or that the program is otherwise recognized for the purposes of certifying or registering a graduate is being sought.

Please submit an acknowledgement and/or evidence from the regulatory authority regarding the status of the recognition.



B. RECOGNITION BY VOLUNTARY ASSOCIATION

Colleges may choose to have a program accredited or recognized by a voluntary membership organization or association. Graduate eligibility for association recognition or adherence to standards imposed by the body is **a recommendation and not a requirement** for program funding approval by the Ministry of Training, Colleges and Universities.

Name of voluntary association:

Status (please select ALL that apply)

The college is working toward recognition.

Describe current status of application:

Expected date of recognition:

Recognition has been received.

Date of recognition:

Type of recognition (e.g. accreditation, graduates eligible to write membership exams, etc.):

The association does not recognize educational programs directly or through designated third party. Formal recognition (e.g. in its published requirements) that the program graduates will be eligible to write any required certifying or registration exam(s) or that the program is otherwise recognized for the purposes of certifying or registering a graduate is being sought.

Please submit an acknowledgement and/or evidence from the regulatory authority or voluntary association regarding the status of the recognition.