

**2020/2021 Student Competency Record**  
**Auto Body Technology I**  
**8676 - 36 weeks, 140 hours**

<b>Student</b>	<b>School Year</b>
<b>School</b>	<b>Teacher Signature</b>

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (\*) are considered sensitive, and teachers should obtain approval by the school division before teaching them. Student competency records should be kept as long as the student is enrolled in the school and for five years after the student graduates/leaves the school.

**Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.**

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

**...RATING SCALE...**

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

8676 36 weeks, 140 hours	<b>Auto Body Technology I TASKS/COMPETENCIES</b>		Date	Rating
<b>Demonstrating Personal Qualities and Abilities</b>				
Required	1	Demonstrate creativity and innovation.		
Required	2	Demonstrate critical thinking and problem solving.		
Required	3	Demonstrate initiative and self-direction.		
Required	4	Demonstrate integrity.		
Required	5	Demonstrate work ethic.		
<b>Demonstrating Interpersonal Skills</b>				
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate listening and speaking skills.		
Required	8	Demonstrate respect for diversity.		
Required	9	Demonstrate customer service skills.		
Required	10	Collaborate with team members.		
<b>Demonstrating Professional Competencies</b>				
Required	11	Demonstrate big-picture thinking.		
Required	12	Demonstrate career- and life-management skills.		
Required	13	Demonstrate continuous learning and adaptability.		
Required	14	Manage time and resources.		
Required	15	Demonstrate information-literacy skills.		
Required	16	Demonstrate an understanding of information security.		
Required	17	Maintain working knowledge of current information-technology (IT) systems.		
Required	18	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.		
Required	19	Apply mathematical skills to job-specific tasks.		
Required	20	Demonstrate professionalism.		
Required	21	Demonstrate reading and writing skills.		
Required	22	Demonstrate workplace safety.		
<b>Examining All Aspects of an Industry</b>				
Required	23	Examine aspects of planning within an industry/organization.		
Required	24	Examine aspects of management within an industry/organization.		

Required	25	Examine aspects of financial responsibility within an industry/organization.		
Required	26	Examine technical and production skills required of workers within an industry/organization.		
Required	27	Examine principles of technology that underlie an industry/organization.		
Required	28	Examine labor issues related to an industry/organization.		
Required	29	Examine community issues related to an industry/organization.		
Required	30	Examine health, safety, and environmental issues related to an industry/organization.		
<b>Addressing Elements of Student Life</b>				
Required	31	Identify the purposes and goals of the student organization.		
Required	32	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	33	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	34	Identify Internet safety issues and procedures for complying with acceptable use standards.		
<b>Exploring Work-Based Learning</b>				
Required	35	Identify the types of work-based learning (WBL) opportunities.		
Optional	36	Reflect on lessons learned during the WBL experience.		
Required	37	Explore career opportunities related to the WBL experience.		
Optional	38	Participate in a WBL experience, when appropriate.		
<b>Safety Precaution</b>				
Required	39	Select and use personal protective equipment (PPE); take necessary precautions with hazardous operations and materials in accordance with federal, state, and local regulations.		
Required	40	Identify procedures and precautions that may apply to the vehicle being repaired.		
Required	41	Identify vehicle system hazard types (supplemental restraint system [SRS], hybrid or electric or alternative fuel vehicles), locations, and recommended procedures before inspecting or replacing components.		
Required	42	Select and use a National Institute for Occupational Safety and Health (NIOSH)-approved air purifying respirator.		

<b>Preparing for Non-Structural Analysis and Damage Repair</b>				
Required	43	Pass an industry-specific safety exam.		
Required	44	Review a damage report and analyze the damage to determine appropriate methods for overall repair; develop and document a repair plan.		
Required	45	Inspect, remove, label, store, and reinstall exterior trim and moldings.		
Required	46	Inspect, remove, label, store, and reinstall interior trim and components.		
Required	47	Inspect, remove, label, store, and reinstall body panels and components that may interfere with or be damaged during repair.		
Required	48	Inspect, remove, protect, label, store, and reinstall vehicle mechanical and electrical components that may interfere with or be damaged during repair.		
Required	49	Protect panels, glass, interior parts, and other vehicles adjacent to the repair area.		
Required	50	Soap and water wash the entire vehicle; complete a pre-repair inspection checklist.		
Required	51	Prepare the damaged area using water-based and solvent-based cleaners.		
Required	52	Remove corrosion protection, undercoating, sealers, and other protective coatings, as necessary, to perform repairs.		
Required	53	Inspect, remove, and reinstall repairable plastics and other components for off-vehicle repair.		
Required	54	Demonstrate the safe use and operation of tools common to the collision repair industry.		
Required	55	Explain vehicle parts, assemblies, and fasteners used in the collision repair industry.		
<b>Repairing the Outer Body Panel</b>				
Required	56	Inspect or locate direct, indirect, or hidden damage and the direction of impact.		
Required	57	Inspect, remove, and replace a mechanically fastened, welded, steel panel or panel assemblies.		
Optional	58	Determine the extent of damage to aluminum body panels; repair or replace.		
Required	59	Inspect, remove, replace, and align hood, hood hinges, and the hood latch.		
Required	60	Inspect, remove, replace, and align deck lid, lid hinges, and the lid latch.		

Required	61	Inspect, remove, replace, and align doors, latches, hinges, and related hardware.		
Required	62	Inspect, remove, replace, and align tailgates, hatches, liftgates, and sliding doors.		
Required	63	Inspect, remove, replace, and align bumpers, covers, reinforcements, guards, impact absorbers, and mounting hardware.		
Required	64	Inspect, remove, replace, and align fenders and related panels.		
Required	65	Straighten damaged panels for body filling or metal finishing.		
Required	66	Restore corrosion protection during and after the repair.		
Optional	67	Replace door skins.		
Required	68	Restore sound deadeners and foam materials.		
Required	69	Perform panel bonding and weld bonding.		
Required	70	Diagnose and repair water leaks, dust leaks, and wind noise.		
Required	71	Identify one-time-use fasteners.		
Required	72	Weld damaged or torn steel body panels; repair broken welds.		
<b>Applying Metal Finishing and Body Filling</b>				
Required	73	Prepare a panel for body filler by abrading or removing the coatings; featheredge and refine scratches before the application of body filler.		
Required	74	Locate and repair surface irregularities on a damaged body panel using power tools, hand tools, and weld-on pulling attachments.		
Required	75	Demonstrate hammer and dolly techniques.		
Optional	76	Heat-shrink stretched panel areas to proper contour.		
Required	77	Cold-shrink stretched panel areas to proper contour.		
Required	78	Identify body filler defects; correct the cause and condition (e.g., pinholing, ghosting, staining, over catalyzing, etc.).		
Required	79	Identify different types of body fillers.		
Required	80	Shape body filler to contour; finish sanding.		
Optional	81	Perform proper metal finishing techniques for aluminum.		
Required	82	Perform proper application of body filler to aluminum.		
Required	83	Straighten contours of damaged panels to a suitable condition for body fillings or metal finishing using power tools, hand tools, and weld-on pulling attachments.		
<b>Repairing Moveable Glass and Hardware</b>				

Required	84	Inspect, adjust, repair, or replace window regulators, run channels, glass, power mechanisms, and related controls.		
Required	85	Inspect, adjust, repair, remove, reinstall, or replace weather-stripping.		
Optional	86	Inspect, repair, or replace, and adjust removable power-operated roof panel and hinges, latches, guides, handles, retainer, and controls of sunroofs.		
Optional	87	Inspect, remove, reinstall, and align a convertible top and related mechanisms.		
Required	88	Initialize electrical components as needed.		
<b>Practicing Metal Welding and Cutting</b>				
Required	89	Identify the considerations for cutting, removing, and welding various types of steel, aluminum, and other metals.		
Required	90	Explain procedures for welding high-strength steel and other steels.		
Optional	91	Explain the procedures for welding aluminum.		
Required	92	Determine the correct gas metal arc welding (GMAW) welder type.		
Required	93	Set up and attach a work clamp (i.e., ground), and adjust the GMAW welder to "tune" for proper electrode stickout, voltage, polarity, flow rate, and wire-feed speed required for the substrate being welded.		
Required	94	Store, handle, and install high-pressure gas cylinders; test for leaks.		
Required	95	Determine the proper angle of the gun to the joint and direction of gun travel for the type of weld being made.		
Required	96	Protect adjacent panels, glass, and vehicle interior from welding and cutting operations.		
Required	97	Protect computers and other electronics and wires during welding procedures.		
Required	98	Clean and prepare the metal to be welded, assure good metal fit-up, apply weld-through primer if necessary, and clamp or tack, as required.		
Required	99	Determine the joint type (e.g., butt weld with backing, lap) for the weld being made.		
Required	100	Determine the type of weld (e.g., continuous, stitch weld, plug, etc.) for each specific welding operation.		
Required	101	Perform welds (e.g., plug, butt weld with and without backing, and fillet) in the flat, horizontal, vertical, and overhead positions.		

