

2020/2021 Student Competency Record
Auto Body Technology II
8677 - 36 weeks, 280 hours

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

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**

8677 36 weeks, 280 hours	Auto Body Technology II TASKS/COMPETENCIES		Date	Rating
Demonstrating Personal Qualities and Abilities				
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.		
Demonstrating Interpersonal Skills				
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.		
Demonstrating Professional Competencies				
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.		
Examining All Aspects of an Industry				
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.		
Addressing Elements of Student Life				
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.		
Exploring Work-Based Learning				
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.		
Practicing Safety				
Required	39	Select and use personal protective equipment (PPE); take necessary precautions with hazardous operations, and materials according to federal, state, and local regulations.		
Required	40	Identify safety and personal health hazards according to Occupational Safety and Health Administration (OSHA) guidelines and the <i>right to know</i> law.		
Required	41	Inspect the spray environment and equipment to ensure compliance with federal, state, and local regulations, and for safety and cleanliness hazards.		
Required	42	Select and use a NIOSH-approved purifying respirator. Inspect its condition, and ensure the fit and operation. Perform proper maintenance in accordance with OSHA		

		Regulation 1910.134 and applicable state and local regulations.		
Required	43	Select and use a NIOSH-approved supplied air (e.g., Make-up Air, Fresh Air Systems) respirator system. Perform proper maintenance in accordance with OSHA Regulation 1910.134 and applicable state and local regulation.		
Required	44	Select and use PPE for surface preparation, spray gun and related equipment operation, paint mixing, matching and application, paint defects, and detailing (i.e., gloves, suits, hoods, eye and ear protection, etc.).		
Preparing the Surface				
Required	45	Inspect, remove, store, protect, and replace exterior trim and components necessary for proper surface preparation.		
Required	46	Soap and water-wash an entire vehicle; use the appropriate cleaner to remove contaminants.		
Required	47	Inspect and identify the type of finish, surface condition, and film thickness; develop and document a plan for refinishing, using a total product system.		
Required	48	Remove paint finish.		
Required	49	Dry- or wet-sand areas to be refinished.		
Required	50	Featheredge broken areas to be refinished.		
Required	51	Apply suitable metal treatment or primer in accordance with total product systems.		
Required	52	Mask and protect other areas that will not be refinished.		
Required	53	Demonstrate different masking techniques (e.g., recess or back masking, foam door type).		
Required	54	Mix primer, primer-surfacer, and primer-sealer.		
Required	55	Identify a complimentary color or shade of undercoat to improve coverage.		
Required	56	Apply primer onto the surface of repaired area.		
Required	57	Apply two-component finishing filler to minor surface imperfections.		
Required	58	Block-sand the area to which primer-surfacer has been applied.		
Required	59	Dry-sand the area to which two-component finishing filler has been applied.		
Required	60	Remove dust from the area to be refinished, including cracks or moldings of adjacent areas.		
Required	61	Clean the area to be refinished, using a final cleaning solution.		

Required	62	Remove, with a tack rag, any dust or lint particles from the area to be refinished.		
Required	63	Apply suitable primer sealer to the area being refinished.		
Required	64	Scuff-sand to remove nibs or imperfections from a sealer.		
Required	65	Apply stone chip-resistant coating.		
Required	66	Restore caulking and seam sealers to repaired areas.		
Required	67	Prepare adjacent panels for blending.		
Required	68	Identify the types of rigid, semi-rigid, or flexible plastic parts to be refinished; determine the materials needed, preparation, and refinishing procedures.		
Required	69	Identify metal parts to be refinished; determine the materials needed, preparation, and refinishing procedures.		
Operating Spray Gun and Related Equipment				
Required	70	Inspect, clean, and determine the condition of spray guns and related equipment (e.g., air hoses, regulators, air lines, air source, spray environment).		
Required	71	Select the spray gun setup (e.g., fluid needle, nozzle, cap) for product being applied.		
Required	72	Test and adjust a spray gun using fluid, air, and pattern control valves.		
Required	73	Demonstrate an understanding of the operation of pressure spray equipment.		
Mixing, Matching, and Applying Paint				
Required	74	Identify the color code by the manufacturer's vehicle information label.		
Required	75	Shake, stir, reduce, catalyze or activate, and strain refinish materials.		
Required	76	Apply finish using appropriate spray techniques (e.g., gun arc, angle, distance, travel speed, spray pattern overlap) for the finish being applied.		
Required	77	Apply a selected product on a test or let-down panel; check for color match.		
Required	78	Apply a single-stage topcoat.		
Required	79	Apply a basecoat or clearcoat for panel blending and panel refinishing.		
Required	80	Apply a basecoat or clearcoat for overall refinishing.		
Required	81	Remove nibs or imperfections from the basecoat.		
Required	82	Identify product expiration dates as applicable.		
Required	83	Refinish plastic parts.		

Required	84	Apply multi-stage (e.g., tri-coat) coats for blending or overall refinishing.		
Required	85	Identify and mix paint using a formula.		
Required	86	Identify poor hiding colors; determine the necessary action.		
Required	87	Tint the color, using a formula, to achieve a blendable match.		
Required	88	Identify an alternative color formula to achieve a blendable match.		
Required	89	Identify the materials equipment and preparation differences between solvent and waterborne technologies.		
Identifying Paint Defects--Causes and Cures				
Required	90	Identify paint defects and their causes.		
Required	91	Identify paint-defect cures and corrections.		
Required	92	Correct pinholing.		
Required	93	Correct buffing-related imperfections (i.e., swirl marks and wheel burns).		
Required	94	Identify pigment flotation (color change through film build); correct the cause(s) and the condition.		
Applying Final Detailing				
Required	95	Apply decals, transfers, tapes, woodgrains, pinstripes (i.e., painted and taped), etc.		
Required	96	Sand, buff, and polish the fresh or existing finish to remove defects as required.		
Required	97	Clean the interior, exterior, and glass.		
Required	98	Clean body openings (i.e., doorjambs and edges, etc.).		
Required	99	Remove overspray.		
Required	100	Perform vehicle clean-up; complete quality control using a checklist.		
Preparing for a Career in Auto Body Repair				
Required	101	Research opportunities in the auto body repair field.		
Required	102	Prepare/update portfolio of current skills.		
Required	103	Identify additional ASE (Automotive Service Excellence) and other industry-recognized areas of certification.		
Required	104	Create a written estimate of repairs.		
Locally Developed Tasks/Competencies				

