**Basic Competencies**

| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PARTICIPATE IN WORKPLACE COMMUNICATION** | | | | | | | |
| Module Title | **PARTICIPATING IN WORKPLACE COMMUNICATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Obtain and convey**  **workplace information** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Participation and Communication in Workplace  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 2. **Perform duties following**  **workplace instructions** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Participation and Communication in Workplace  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 3. **Complete relevant**  **work-related documents** | | | 3.1 Effective verbal and non-verbal communication  3.2 Different modes of communication  3.3 Workplace forms and documents  3.4 Organizational/ Workplace policies  3.5 Communication procedures and systems  3.6 Technology relevant to the enterprise and the individual’s work responsibilities | | | CBLM and Powerpoint presentation via Canvas, Participation and Communication in Workplace  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
| --- | --- | --- |
|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **WORK IN TEAM ENVIRONMENT** | | | | | | | |
| Module Title | **WORKING IN TEAM ENVIRONMENT** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Describe team role**  **and scope** | | | 1.1 Group structure  1.2 Group development  1.3 Sources of information | | | CBLM and Powerpoint presentation via Canvas, Team Work Process  <https://go.mpdconline.com/GO/GO_301_01.pdf>  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 2. **Identify one’s role**  **and responsibility**  **within a team** | | | 2.1 Team roles and objectives  2.2 Team structure and parameters 2.3 Team development  2.4 Sources of information | | | CBLM and Powerpoint presentation via Canvas, Team Work Process  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 3. **Work as a team**  **member** | | | 3.1 Communication Process  3.2 Workplace communication protocol  3.3 Team planning and decision making  3.4 Team thinking  3.5 Team roles  3.6 Process of team development  3.7 Workplace context | | | CBLM and Powerpoint presentation via Canvas, Team Work Process  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS** | | | | | | | |
| Module Title | **SOLVING/ADDRESSING GENERAL WORKPLACE PROBLEMS** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify routine problems** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Identify routine problems  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 2. **Look for solutions to routine problems** | | | 2.1 Current industry hardware and software products and services  2.2 Industry service and helpdesk practices, processes and procedures  Following manuals | | | CBLM and Powerpoint presentation via Canvas, Finding Applicable Solution for Workplace Problem  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 3. **Recommend solutions to problems** | | | 3.1 Standard procedures  3.2 Documentation produce | | | CBLM and Powerpoint presentation via Canvas, Application of Solution to the Workplace Problem  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **DEVELOP CAREER AND LIFE DECISIONS** | | | | | | | |
| Module Title | **DEVELOPING CAREER AND LIFE DECISIONS** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Manage one’s emotion** | | | 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 situations in the workplace such as frustration, anger, worry, anxiety, etc. | | | CBLM and Powerpoint presentation via Canvas, DEVELOPING CAREER AND LIFE DECISIONS  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 2. **Develop reflective practice** | | | 2.1 Basic SWOT analysis  2.2 Strategies to improve one’s attitude in the workplace  2.3 Gibbs’ Reflective Cycle/Model (Description, | | | CBLM and Powerpoint presentation via Canvas, DEVELOPING CAREER AND LIFE DECISIONS  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 3. B**oost self confidence and**  **develop self regulation** | | | 3.1 Four components of self-regulation based on SelfRegulation Theory (SRT)  3.2 Personality development concepts  3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psychospiritual concepts) | | | CBLM and Powerpoint presentation via Canvas, DEVELOPING CAREER AND LIFE DECISIONS  https://gltnhs-tle.weebly.com/lesson-25.html | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **CONTRIBUTE TO WORKPLACE INNOVATION** | | | | | | | |
| Module Title | **CONTRIBUTING TO WORKPLACE INNOVATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify opportunities to do things better** | | | 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. | | | CBLM and Powerpoint presentation via Canvas, Contribution of innovation in workplace  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 2. **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 | | | CBLM and Powerpoint presentation via Canvas, Contribution of innovation in workplace  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 3. **Integrate ideas for**  **change in the workplace** | | | 3.1 Roles of individuals in suggesting and making improvements  3.2 Positive impacts and challenges in innovation  3.3 Types of changes and responsibility  3.4 Seven habits of highly effective people  3.5 Basic research skills | | | CBLM and Powerpoint presentation via Canvas, Contribution of innovation in workplace  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PRESENT RELEVANT INFORMATION** | | | | | | | |
| Module Title | **PRESENTING RELEVANT INFORMATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Gather data/ information** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Presenting Data/ Information  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 2. **Assess gathered data/ information** | | | 2.1 Business mathematics and statistics  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 | | | CBLM and Powerpoint presentation via Canvas, Presenting Data/ Information  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 3. **Record and present information** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Presenting Data/ Information  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES** | | | | | | | |
| Module Title | **PRACTICING OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify OSH compliance**  **requirements** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Safety and Health Protocols  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Prepare OSH requirements for**  **compliance** | | | 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 | | | CBLM and Powerpoint presentation via Canvas, Safety and Health Protocols  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Perform tasks in accordance with relevant OSH policies and procedures** | | | 3.1 OSH work standards  3.2 Industry related work activities 3.3 General OSH principles  3.4 OSH Violations Non-compliance work activities | | | CBLM and Powerpoint presentation via Canvas, Safety and Health Protocols  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE** | | | | | | | |
| Module Title | **EXERCISING EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1.  **Identify the efficiency and effectiveness of resource utilization** | | | 1.1 Importance of Environmental Literacy 1.2 Environmental Work Procedures  1.3 Waste Minimization 1.4 Efficient Energy Consumptions | | | CBLM and Powerpoint presentation via Canvas, Efficiency and Effectiveness of Workplace Practices  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Determine causes of inefficiency and/or ineffectiveness of resource utilization** | | | 2.1 Causes of environmental inefficiencies and ineffective-ness | | | CBLM and Powerpoint presentation via Canvas, Efficiency and Effectiveness of Workplace Practices  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Convey inefficient and ineffective environmental practices** | | | 3.1 Appropriate Personnel to address the environmental hazards  3.2 Environmental corrective actions | | | CBLM and Powerpoint presentation via Canvas, Efficiency and Effectiveness of Workplace Practices  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE** | | | | | | | |
| Module Title | **PRACTICING ENTREPRENEURIAL SKILLS IN THE WORKPLACE** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1.  **Apply entrepreneurial workplace best practices** | | | 1.1 Workplace best practices, policies and criteria  1.2 Resource utilization  1.3 Ways in fostering entrepreneurial attitudes:   * Patience * Honesty * Quality Consciousness * Safety Consciousness * Resourcefulness | | | CBLM and Powerpoint presentation via Canvas, Entrepreneurial Strategies  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Communicate entrepreneurial workplace best practices** | | | 2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes:   * Patience * Honesty * Quality consciousness * Safety Consciousness * Resourcefulness | | | CBLM and Powerpoint presentation via Canvas, Entrepreneurial Communication Techniques  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Implement cost effective operations** | | | 3.1 Optimization of workplace resources  3.2 5S procedures and concepts  3.3 Criteria for cost effectiveness  3.4 Workplace productivity  3.5 Impact of entrepreneurial mindset to workplace productivity  3.6 Ways in fostering entrepreneurial attitudes:  Quality consciousness  Safety consciousness | | | CBLM and Powerpoint presentation via Canvas, Application of Entrepreneurial Operations  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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**Core Competencies**

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DIAGNOSE AND REPAIR DRIVE LINES** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING DRIVE LINES** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **Learning Outcomes** | | | **Contents** | | | **Learning Resources** | | |
| LO 1. **Prepare to diagnose and repair drive lines** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Selecting and checking tools and equipment  1.5 Reporting defective tools and equipment  1.6 Checking and reporting the availability of materials  1.7 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Drivelines Inspections  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose drive lines** | | | 2.1 Interpreting information from manufacturer and workshop  2.2 Inspecting drive lines  2.3 Comparing inspection results  2.4 Reporting and recommenda-  tions inspection findings  2.5 Applying safety practices  2.6 Mensuration  skills  2.7 Applying arithmetic operations | | | CBLM and Powerpoint presentation via Canvas, Diagnose Drivelines  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair drive lines** | | | 3.1 Sourcing of information  3.2 Interpreting information from manufacturer  and workshop literature  3.3 Applying safety practices  3.4 Mensuration  skills  3.5 Applying arithmetic operations  3.6 Repairing drive lines  3.7 Performing post- repair testing  3.8 Accomplishing  Repair Order | | | CBLM and Powerpoint presentation via Canvas, Repair Drivelines  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Filling out workplace documentation  4.2 Conducting final inspection  4.3 Performing vehicle turn-over  4.4 Restoring work area  4.5 Managing wastes  4.6 Checking and storing tools and equipment  4.7 Wearing of PPEs  4.8 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Drivelines Report and Findings  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

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|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DIAGNOSE AND REPAIR CLUTCH SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING CLUTCH SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose and**  **repair clutch system** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Selecting and checking tools and equipment 1.5 Reporting Defective tools and equipment  1.6 Checking and reporting the availability of materials  1.7 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Clutch System Inspections  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose clutch system** | | | 2.1 Interpreting information from manufacturer  and workshop  literature  2.2 Performing diagnostic tests  2.3 Inspecting clutch system  2.4 Comparing inspection results  2.5 Identifying faults and its causes  2.6 Reporting and recommend  findings  2.7 Applying safety practices  2.8 Mensuration  skills  2.9 Applying arithmetic operations | | | CBLM and Powerpoint presentation via Canvas, Diagnose Clutch System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair clutch system** | | | 3.1 Interpreting information from manufacturer and workshop literature.  3.2 Sourcing of information  3.3 Applying safety practices  3.4 Mensuration skills  3.5 Applying arithmetic operations  3.6 Repairing clutch system  3.7 Performing postrepair testing | | | CBLM and Powerpoint presentation via Canvas, Repair Clutch System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Filling-out workplace documentation  4.2 Conducting final inspection  4.3 Performing vehicle turn-over  4.4 Restoring work area  4.5 Managing wastes  4.6 Checking and storing tools and equipment  4.7 Wearing of PPEs  4.8 Applying safety practices  4.9 Accomplishing workplace documents | | | CBLM and Powerpoint presentation via Canvas, Clutch system Report and Findings  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
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|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DIAGNOSE AND OVERHAUL MANUAL TRANSMISSION/TRANSAXLE** | | | | | | | |
| Module Title | **DIAGNOSING AND OVERHAULING MANUAL TRANSMISSION/TRANSAXLE** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose and overhaul manual transmission/ transaxle** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Analyzing diagnostic symptoms and disassembly options  1.5 Selecting and checking tools and equipment 1.6 Reporting Defective tools and equipment  1.7 Checking and reporting the availability of materials  1.8 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Manual Transmission/Transaxle Inspections  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose manual transmission/ transaxle** | | | 2.1 Analyzing diagnostic  symptoms  2.2 Interpreting information from manufacturer and workshop  literature  2.3 Performing diagnostic tests  2.4 Inspecting transmission/ transaxle  2.5 Comparing inspection results  2.6 Identifying faults and its causes  2.7 Reporting and recommenda-  tions findings  2.8 Applying safety practices  2.9 Mensuration  skills  2.10 Applying arithmetic operations  2.11 Reporting diagnostic findings and  make repair  recommenda-  tions | | | CBLM and Powerpoint presentation via Canvas, Diagnose Manual Transmission/Transaxle  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Disassemble and evaluate manual transmission/ transaxle and components** | | | 3.1 Interpreting information from manufacturer and workshop  literature  3.2 Measuring manual transmission/ transaxle components  3.3 Using basic mathematical operations, including addition, subtraction, multiplication and division  3.4 Pull down skills  3.5 Arithmetic skills  3.6 Mensuration  skills  3.7 Dismantling transmission/ transaxle  3.8 Cleaning and evaluating transmission/  transaxle components | | | CBLM and Powerpoint presentation via Canvas, Overhaul Manual Transmission/Transaxle  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Assemble manual transmission/ transaxle and components** | | | 4.1 Replacing out of standard  components  4.2 Interpreting information from manufacturer  and workshop  literature  4.3 Assembling manual transmission/ transaxle  4.4 Measuring tolerances and clearances of components of manual transmissions/ transaxle  4.5 Completing assembly of transmission/ transaxle  4.6 Carrying out post-assembly testing  4.7 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Overhaul Manual Transmission/Transaxle  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
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|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR)** | | | | | | | |
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| Unit of Competency | **DIAGNOSE AND OVERHAUL DIFFERENTIAL** | | | | | | | |
| Module Title | **DIAGNOSING AND OVERHAULING DIFFERENTIAL** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **. Prepare to diagnose**  **differential assembly** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Analyzing diagnostic symptoms  1.5 Disassembly  skills  1.6 Selecting and checking tools and equipment 1.7 Reporting Defective tools and equipment  1.8 Checking and reporting the availability of materials  1.9 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas,Differential Inspection  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

| LO 2. **Diagnose differential assembly** | 2.1 Interpreting information from manufacturer and workshop literature.  2.2 Performing diagnostic tests  2.3 Inspecting differential  2.4 Comparing inspection results  2.5 Identifying faults and its causes  2.6 Reporting and recommendation  s findings  2.7 Applying safety practices  2.8 Mensuration  skills  2.9 Applying arithmetic operations  2.10 Reporting diagnostic findings and  make repair recommenda-  tions | CBLM and Powerpoint presentation via Canvas, Diagnose Differential Assembly  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 |
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| LO 3. **Disassemble and evaluate**  **differential**  **assembly and components** | 3.1 Interpreting information from manufacturer  and workshop  literature  3.2 Measuring  differential  components and  3.3 Using basic mathematical operations, including addition, subtraction, multiplication and division  3.4 Differential disassembly  3.5 Pull down skills  3.6 Arithmetic skills  3.7 Mensuration  skills  3.8 Cleaning and evaluating differential parts  3.9 Sourcing of standard parts  3.10 Using special service tools  (SST)  3.11 Operating equipment  3.12 Applying safety practices | CBLM and Powerpoint presentation via Canvas, Overhaul Differential  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 |
| LO 4. **Assemble**  **differential**  **assembly and components** | 4.1 Interpreting information from manufacturer and workshop literature.  4.2 Assembling  differential  4.3 Measuring tolerances and clearances of parts of  differential  4.4 Completing assembly of differential  4.5 Carrying out post-assembly testing  4.6 Applying safety practices | CBLM and Powerpoint presentation via Canvas, Overhaul Differential  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
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|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR)** | | | | | | | |
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| Unit of Competency | **DIAGNOSE AND REPAIR BRAKE SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING BRAKE SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose and repair brake system** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Selecting and checking tools and equipment  1.5 Mensuration  skills  1.6 Arithmetic skills  1.7 Reporting defective tools and equipment  1.8 Checking and reporting the availability of materials  1.9 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Brake System Inspection  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose brake system** | | | 2.1 Locating appropriate sources of information.  2.2 Interpreting information from manufacturer and workshop  literature  2.3 Measuring brake components  2.4 Using basic mathematical operations, including addition and subtraction,  2.5 Using measuring equipment  2.6 Interpreting measuring equipment scales.  2.7 Performing diagnostic tests  2.8 Inspecting brake system  2.9 Comparing inspection results  2.10 Identifying faults and its causes  2.11 Applying safety practices  2.12 Mensuration  skills  2.13 Applying arithmetic operations  2.14 Reporting diagnostic findings and  make repair recommendations | | | CBLM and Powerpoint presentation via Canvas,  Diagnose Brake System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair brake system** | | | 3.1 Locating appropriate sources of information.  3.2 Interpreting information from manufacturer and workshop literature.  3.3 Measuring brake components and using basic mathematical operations, including addition and subtraction  3.4 Interpreting measuring equipment scales.  3.5 Using measuring equipment  3.6 Sourcing of information  3.7 Applying safety practices  3.8 Applying safety practices  3.9 Repairing brake system  3.10 Performing postrepair testing  3.11 Accomplishing checklist | | | CBLM and Powerpoint presentation via Canvas,  Repair Brake System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Conducting final inspection  4.2 Performing vehicle turn-over  4.3 Restoring work area  4.4 Managing wastes  4.5 Checking and storing tools and equipment  4.6 Wearing of PPEs  4.7 Applying safety practices  4.8 Accomplishing workplace documents | | | CBLM and Powerpoint presentation via Canvas, Brake System Findings and Report  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
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|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR)** | | | | | | | |
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| Unit of Competency | **DIAGNOSE AND REPAIR STEERING SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING STEERING SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose and**  **repair steering system** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Selecting and checking tools and equipment  1.5 Mensuration  skills  1.6 Arithmetic skills  1.7 Reporting nonserviceable tools and equipment  1.8 Checking and reporting the availability of materials  1.9 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Steering System Inspection  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose steering system** | | | 2.1 Locating appropriate sources of information.  2.2 Interpreting information from manufacturer and workshop literature.  2.3 Measuring steering components  2.4 Using basic mathematical operations, including addition and subtraction  2.5 Interpreting measuring equipment scales  2.6 Using measuring equipment, such as hydraulic pressure gauge and torque wrench  2.7 Performing diagnostic tests  2.8 Inspecting steering system  2.9 Comparing inspection results  2.10 Identifying faults and its causes  2.11 Applying safety practices  2.12 Reporting diagnostic findings and  make repair  recommenda-  tions | | | CBLM and Powerpoint presentation via Canvas, Diagnose Steering System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair steering system** | | | 3.1 Monitoring service and adjustments  3.2 Locating appropriate sources of information efficiently.  3.3 Interpreting information from manufacturer and workshop literature.  3.4 Measuring steering components  3.5 Using basic mathematical operations, including addition and subtraction  3.6 Interpreting measuring equipment scales.  3.7 Using measuring equipment  3.8 Sourcing of information  3.9 Applying safety practices  3.10 Repairing steering system  3.11 Performing post repair testing | | | CBLM and Powerpoint presentation via Canvas, Repair Steering System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Reporting inspection findings and  make repair  recommenda-  tions  4.2 Conducting final inspection  4.3 Performing vehicle turn-over  4.4 Restoring work area  4.5 Managing wastes  4.6 Checking and storing tools and equipment  4.7 Wearing of PPEs  4.8 Applying safety practices  4.9 Accomplishing workplace documents | | | CBLM and Powerpoint presentation via Canvas, Steering System Findings and Report  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
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|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (CHASSIS REPAIR))** | | | | | | | |
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| Unit of Competency | **DIAGNOSE AND REPAIR BODY SUSPENSION SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING BODY SUSPENSION SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose and repair body**  **Suspension system** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Selecting and checking tools and equipment  1.5 Mensuration  skills  1.6 Arithmetic skills  1.7 Reporting defective and damaged tools and equipment  1.8 Checking and reporting the availability of materials  1.9 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas,Suspension System Inspection  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose suspension system** | | | 2.1 Locating appropriate sources of information efficiently.  2.2 Interpreting information from manufacturer and workshop literature.  2.3 Measuring suspension system  components and  2.4 Using basic mathematical operations, including addition and subtraction  2.5 Interpreting measuring equipment scales.  2.6 Using measuring equipment  2.7 Performing diagnostic tests  2.8 Inspecting suspension system  2.9 Comparing inspection results  2.10 Identifying faults and its causes  2.11 Applying safety practices  2.12 Reporting diagnostic findings and  make repair recommenda-  tions | | | CBLM and Powerpoint presentation via Canvas, Diagnose Suspension System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair suspension system** | | | 3.1 Locating appropriate sources of information efficiently.  3.2 Interpreting information from manufacturer  and workshop  literature  3.3 Measuring suspension system components  3.4 Using basic mathematical operations, including addition and subtraction  3.5 Interpreting measuring equipment scales  3.6 Using measuring equipment  3.7 Sourcing of information  3.8 Applying safety practices  3.9 Mensuration  skills  3.10 Applying arithmetic operations  3.11 Repairing suspension system  3.12 Performing postrepair testing | | | CBLM and Powerpoint presentation via Canvas, Repair Suspension System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

| LO 4**. Complete work processes** | 4.1 Conducting final inspection  4.2 Performing vehicle turn-over  4.3 Restoring work area  4.4 Managing wastes  4.5 Checking and storing tools and equipment  4.6 Wearing of PPEs  4.7 Applying safety practices  4.8 Accomplishing workplace documents | CBLM and Powerpoint presentation via Canvas, Suspension System Findings and Report  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 |
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|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |