**Training Plan**

**Basic Competencies**

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION** | | | | | | | |
| Module Title | **RECEIVING AND RESPOND TO 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. **Follow routine spoken messages** | | | * Knowledge of organizational   policies/guidelines in regard to processing internal/external information   * Ethical work practices in handling communications * Communication process * Conciseness in receiving and clarifying messages/information/communication * Accuracy in recording messages / information * Communication skills | | | CBLM and Powerpoint presentation via Canvas, Receiving & Responding to Workplace Communication, Info. Sheet 1.1-1 | | |
| LO 2. **Perform workplace duties following written notices** | | | * Knowledge of organizational policies/guidelines in regard to processing internal/external information * Ethical work practices in handling communications * Communication process * Conciseness in receiving and clarifying messages/ information/ communication * Accuracy in recording messages/ information | | | CBLM and Powerpoint presentation via Canvas, Receiving & Responding to Workplace Communication, Info. Sheet 1.1-2 | | |

| **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 I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **WORK WITH OTHERS** | | | | | | | |
| Module Title | **WORKING WITH OTHERS** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Develop effective workplace relationship** | | | * Reasons why cooperation and good relationships are important * Knowledge of the organization’s policies, plans and procedures * Understanding how to elicit and interpret feedback * Knowledge of workgroup member’s responsibilities and duties * Importance of demonstrating respect and empathy in dealings with colleagues * Understanding of how to identify and prioritize personal development opportunities and options * Ability to read and understand the organization’s policies and work procedures * Write simple instructions for particular routine tasks Interpret information gained from correspondence * Communication skills to request advice, receive feedback and work with a team * Planning skills to organized work priorities and arrangement * Technology skills including the ability to select and use technology appropriate to a task * Ability to relate to people from a range of social, cultural and ethnic backgrounds | | | CBLM and Powerpoint presentation via Canvas, Receiving & Responding to Workplace Communication, Info. Sheet 1.1-1 | | |
| LO 2. **Contribute to work**  **group activities** | | | * Reasons why cooperation and good relationships are important * Knowledge of the organization’s policies, plans and procedures * Understanding how to elicit and interpret feedback * Knowledge of workgroup member’s responsibilities and duties Importance of demonstrating respect and empathy in dealings with colleagues * Understanding of how to identify and prioritize personal development opportunities and options * Ability to read and understand the organization’s policies and work procedures * Write simple instructions for particular routine * Interpret information gained from correspondence * Communication skills to request advice, receive feedback and work with a team * Planning skills to organized work priorities and arrangement * Technology skills including the ability to select and use technology appropriate to a task * Ability to relate to people from a range of social, cultural and ethnic backgrounds | | | CBLM and Powerpoint presentation via Canvas, Contribute to work  group activities  Automotive Servicing eLearning materials  1998 car service information  Media (CD)  1996 car service information  Media (CD) | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DEMONSTRATE WORK VALUES** | | | | | | | |
| Module Title | **DEMONSTRATING WORK VALUES** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Define the purpose of work** | | | * Work values and ethics * Company performance and ethical standards * Company policies and guidelines * Fundamental rights at work including gender sensitivity * Work responsibilities/job functions * Corporate social responsibilities * Company code of conduct/values * Balancing work and family responsibilities * Interpersonal skills * Communication skills * Self awareness, understanding and acceptance * Application of good manners and right conduct | | | CBLM and Powerpoint presentation via Canvas, Define the purpose of work  https://www.researchgate.net/publication/310598648\_Creating\_Meaning\_and\_Purpose\_at\_Work | | |
| LO 2. **Apply work values/ ethics** | | | * Interpersonal skills ∙ Communication skills * Self- awareness, understanding and acceptance * Application of good manners and right conduct | | | CBLM and Powerpoint presentation via Canvas, Apply work values/ethics  https://core.ac.uk/download/pdf/222967328.pdf | | |
| LO 3. **Deal with ethical problems** | | | * ∙Work values and ethics * Company performance and ethical standards * Company policies and guidelines * Interpersonal skills * Communication skills * Self- awareness, understanding and acceptance * Application of good manners and right conduct | | | CBLM and Powerpoint presentation via Canvas, Deal with ethical problems  https://bmcmedethics.biomedcentral.com/articles/10.1186/1472-6939-16-4 | | |
| LO 4. **Maintain integrity of conduct in the**  **workplace** | | | * ∙Work values and ethics * Company performance and ethical standards * Company policies and guidelines Fundamental rights at work including gender sensitivity * Work responsibilities/job functions * Corporate social responsibilities * Company code of conduct/values * Balancing work and family responsibilities * Interpersonal skills * Communication skills * Self- awareness, understanding and acceptance * Application of good manners and right conduct | | | CBLM and Powerpoint presentation via Canvas, Maintain integrity of conduct in the workplace  https://www.indeed.com/career-advice/career-development/maintaining-professional-integrity | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PRACTICE BASIC HOUSEKEEPING PROCEDURES** | | | | | | | |
| Module Title | **PRACTICING BASIC HOUSEKEEPING 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. **Sort and remove unnecessary items** | | | * Principles of 5S * Work process and procedures * Safety signs and symbols * General OSH principles and legislation * Environmental requirements relative to work safety * Basic communication skills * Interpersonal skills * Reading skills required to interpret instructions | | | CBLM and Powerpoint presentation via Canvas, Sort and remove unnecessary items  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 2. **Arrange items** | | | * Principles of 5S * Work process and procedures * Safety signs and symbols * General OSH principles and legislation * Environmental requirements relative to work safety * Basic communication skills * Interpersonal skills * Reading skills required to interpret instructions | | | CBLM and Powerpoint presentation via Canvas, Arrange items  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 3. **Maintain work area, tools and**  **equipment** | | | * Principles of 5S * Work process and procedures * Safety signs and symbols * General OSH principles and legislation * Environmental requirements relative to work safety * Basic communication skills * Interpersonal skills * Reading skills required to interpret instructions | | | CBLM and Powerpoint presentation via Canvas, Maintain work area, tools and equipment  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 4. **Follow standardized work process and procedures** | | | * Principles of 5S * Work process and procedures * Safety signs and symbols * General OSH principles and legislation * Environmental requirements relative to work safety * Basic communication skills * Interpersonal skills * Reading skills required to interpret instructions * Reporting/ recording accidents and potential hazards | | | CBLM and Powerpoint presentation via Canvas, Follow standard work process and procedures  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 5. **Perform work**  **spontaneously** | | | ∙Principles of 5S   * Work process and procedures * Safety signs and symbols * General OSH principles and legislation * Environmental requirements relative to work safety * Basic communication skills * Interpersonal skills * Reading skills required to interpret instructions * Reporting/ recording accidents and potential hazards | | | CBLM and Powerpoint presentation via Canvas, Perform work spontaneously  https://www.theodysseyonline.com/11-ways-to-be-more-spontaneous | | |

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**Common Competencies**

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **VALIDATE VEHICLE SPECIFICATION** | | | | | | | |
| Module Title | **VALIDATING VEHICLE SPECIFICATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Check body type of the vehicle** | | | * Kind of vehicle - Aerodynamics - Vehicle Dynamics - Body shapes - Powertrain - Major dimensions * Vehicle specifications - Vehicle performance - Weight & Measurements * Automotive history * Documentation/ Accomplishing checklist * Resources information - Bulletin - Shop manual * OSHS * PPEs Attitude: Patience Attention to details * Identifying kind of vehicle, dimensions, weight, body shape, and powertrain * Accomplishing checklist * Estimating visually dimensions and masses * Utilizing resource information * Wearing PPEs * Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Check body type of the vehicle  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 2. **Check vehicle engine type** | | | * Principles of internal combustions * Principles of Electricity and motors * History of engines * Hybrid technology * Resources information - Bulletin - Shop manual * Identifying engine type, parts & components * Identifying fuel systems or energy systems * Utilizing resource information | | | CBLM and Powerpoint presentation via Canvas, Check vehicle engine type  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 3. **Check vehicle specifications** | | | * Fundamentals of Automotive engineering: - Understanding of power & torque - Gear Ratios - Vehicle Regulations - Knowledge of vehicle performance - Knowledge in Vehicle manufacturing process - * Knowledge of vehicle use - Automotive history * Knowledge in specifications * Reading of brochure, owner’s manuals * Reading of Resources information - Bulletin - Shop manual * Reading vehicle reference materials * Conducting vehicle inspection for modification and conversion * Comparing actual vehicle and specification sheets * Utilizing resource information | | | CBLM and Powerpoint presentation via Canvas, Check vehicle specification  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 4. **Complete validation of vehicle**  **specification** | | | * Reporting to immediate superior * Documentation/ Accomplishing checklist * Attitude: Accuracy * Verifying vehicle ownership * Accomplishing dealers check sheet * Reporting skills | | | CBLM and Powerpoint presentation via Canvas, Complete validation of vehicle specification  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |

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

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **MOVE AND POSITION VEHICLE** | | | | | | | |
| Module Title | **MOVING AND POSITIONING VEHICLE** | | | | | | | |
| **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 vehicle for**  **operation** | | | * Revolutions per minute during idle * Manual, automatic and CVT Transmission * Vehicle parts, components and functions * Inspection procedures * Owner’s manual Safety procedures * Performing Cockpit Drill Conducting Vehicle Multi point inspection Starting the engine Using owner’s manual | | | CBLM and Powerpoint presentation via Canvas, Prepare for vehicle operation  <https://go.mpdconline.com/GO/GO_301_01.pdf>  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 2. **Position vehicle** | | | * Skills in positioning vehicle * Vehicle positioning estimation skill * Identifying workshop signs and markings | | | CBLM and Powerpoint presentation via Canvas, Position vehicle  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 3. **Park and stop the**  **vehicle** | | | * Vehicle positioning estimation skills * Identifying parking signs and markings | | | CBLM and Powerpoint presentation via Canvas, Park and stop the vehicle  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **UTILIZE AUTOMOTIVE TOOLS** | | | | | | | |
| Module Title | **UTILIZING AUTOMOTIVE TOOLS** | | | | | | | |
| **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 automotive tools** | | | * Understanding power to size ratio * Leverage * Types of power tools and hand tools Uses of automotive power tools and hand tools * Defects and damages of automotive tools and attachments * Handling of tools * Interpretation of contents of users manuals * Safety procedures * Wearing of PPE * Identifying defects or damages of tools before use * Knowledgeable in proper handling of tools * Identifying tools required for the job * Inspecting the area where power tools will be used. | | | CBLM and Powerpoint presentation via Canvas, Prepare automotive tools  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 2. **Use automotive tools** | | | * Use of automotive tools * Application of Torque and pressure * Unit conversion of torque * English and metric system * Types of hand tools * Types of power tools * Fundamentals of automotive hand tools and power tools * Interpretation of contents of users manuals * OSHS * Resources information - Bulletin - Shop manual * Analytical skills * Technical literacy * Mounting attachments to automotive tools * Connecting power tools to power sources * Operating power tools * Utilizing hand tools * Wearing PPEs * Applying safety practices * Following manuals | | | CBLM and Powerpoint presentation via Canvas, Use automotive tools  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 3. **Maintain automotive tools** | | | * Different types of power tools and hand tools * Techniques in tool Arrangement * Fundamentals of automotive tools * Cleaning of automotive tools * Labeling and arranging of power tools and hand tools * Safety practices Procedures in maintaining of power tools and hand tools * Tagging of damaged/worn power tools and hand tools * Reporting damage power tools and hand tools * Proper disposal of damaged tools Proper disposal of chemicals used for cleaning * OSHS * Environmental law and regulations * 5S of good housekeeping * 3Rs | | | CBLM and Powerpoint presentation via Canvas, Maintain automotive tools  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM MENSURATION AND CALCULATION** | | | | | | | |
| Module Title | **PERFORMING MENSURATION AND CALCULATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Select measuring instruments** | | | * Category of measuring instruments * Types and uses of measuring instruments * Shapes and Dimensions * Use of user’s manual * Workshop procedures in reporting defective instruments * Characteristics of defective measuring instruments * Procedure in preparing report * OSHS in calibrating measuring instruments * Calibration of measuring tools Inspection of measuring tools * Segregation and reporting of defective measuring instruments | | | CBLM and Powerpoint presentation via Canvas, Select measuring instruments  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 2. **Carry out measurements and calculation** | | | * Formulas for volume, areas, perimeters of plane and geometric figures * Different automotive measuring instruments * Calculation & measurement * Four fundamental operation Linear measurement * Dimensions * Unit conversion * Ratio and proportion * Handling of measuring instruments * Tools’ limit of accuracy * OSHS * PPEs | | | CBLM and Powerpoint presentation via Canvas, Carry out measurement and calculation  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 3. **Maintain measuring instruments** | | | * Types of measuring instruments and their uses * Safe handling procedures in using measuring instruments * Four fundamental operation of mathematics * Formula for volume, area, perimeter and other geometric figures 5S of good housekeeping * Waste management * Storing of measuring instruments * OSHS | | | CBLM and Powerpoint presentation via Canvas, Maintaining measuring instruments  https://gltnhs-tle.weebly.com/lesson-25.html | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **UTILIZE WORKSHOP FACILITIES AND EQUIPMENT** | | | | | | | |
| Module Title | **UTILIZING WORKSHOP FACILITIES AND EQUIPMENT** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Perform pre operation activities** | | | * Different areas of automotive service facilities. * Preparation procedures of automotive service facilities * Different equipment in the automotive service facilities * Preparation procedures of automotive equipment * Minor repairs of automotive equipment * Report of defective equipment * Reporting procedures for defective equipment * OSHS practices related to the preparation of facilities and equipment * Workshop facilities and equipment | | | CBLM and Powerpoint presentation via Canvas, Performing pre-operation activities  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 2. **Use facilities and equipment** | | | * Operate Equipment * Identify facilities required for task * Evaluate equipment operation * Inspect facility functionalities * OSHS practices related to operation of facilities and equipment * Manuals in utilizing facility and equipment * Monitoring procedure of equipment’s performance * Evaluate equipment operation * Inspection of facility functionalities | | | CBLM and Powerpoint presentation via Canvas, How to use facilities and equipment  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 3. **Conduct post operative activities** | | | * Restoring workshop facilities properly * 5S of Good housekeeping * 3Rs/ * Waste segregation and disposal * Restoration of the facilities * Maintenance and storage of   Equipment   * OSHS * Preparation of report | | | CBLM and Powerpoint presentation via Canvas, Conducting post-operative activities  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PREPARE SERVICING PARTS AND CONSUMABLES** | | | | | | | |
| Module Title | **PREPARING SERVICING PARTS AND CONSUMABLES** | | | | | | | |
| **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 parts and consumables** | | | * Job requirements * Safety practices * Understanding manuals * Hazardous parts and consumables * Solid waste management act (RA 6969) * Wearing of PPE’s * OSHS Proper storage of materials * Chemical contents of consumables * Composition of consumables * Quality of parts and consumables * Computation for quantity of parts and consumables * Vehicle specifications * Identifying Part no. * Awareness in part number * Updated type of parts and consumables | | | CBLM and Powerpoint presentation via Canvas, Tools, consumables and spare parts  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 2. **Retrieve and withdraw parts and**  **consumables** | | | * Job requirements * Safety practices * Understanding manuals * Hazardous parts and consumables * Solid waste management act s(RA 6969) * Wearing of PPE’s * Updated types of parts & consumables for proper usage | | | CBLM and Powerpoint presentation via Canvas, Tools, consumables and spare parts  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 3. **Complete work process** | | | * Labeling and segregation of used parts and consumables * Job requirements * Safety practices 3Rs * Solid waste management act (RA 6969) * Wearing of PPE’s | | | CBLM and Powerpoint presentation via Canvas, Tools, consumables and spare parts  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PREPARE VEHICLE FOR SERVICING AND RELEASING** | | | | | | | |
| Module Title | **PREPARING VEHICLE FOR SERVICING AND RELEASING** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Receive vehicle** | | | * Identification of basic vehicle components * Types of defects * Read & understand Job Order * Flat rate time Use of PPEs * Adherence to safety procedures * Vehicle checklist Work classification * Work bayTypes of defects * Read & understand Job Order * Flat rate time * Use of PPEs * Adherence to safety procedures * Vehicle checklist * Work classification Work bay | | | CBLM and Powerpoint presentation via Canvas, Vehicle preparation for servicing and releasing  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Prepare vehicle for servicing** | | | * Familiarization on equipment & facilities * Time estimation of completion * Vehicle tagging * Types of protective covers * Setting-up of vehicle for lifting * Read & understand repair order * Use of PPEs * Use of safety gears * OSHS Adherence to safety procedures * Attitudes:   Patient Attention to details Honest Time Conscious | | | CBLM and Powerpoint presentation via Canvas, Vehicle preparation for servicing and releasing  ONLINE MODULE  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Prepare vehicle for releasing** | | | * Confirming job done * Performing quality checking * Coordinating transfer of vehicle to wash bay * Familiarization on equipment & facilities * Time estimation of completion * Vehicle tagging * Types of protective covers * Setting-up of vehicle for lifting * Read & understand repair order * Use of PPEs * Use of safety gears * OSHS Adherence to safety procedures * Attitudes:   Patient Attention to details Honest Time Conscious | | | CBLM and Powerpoint presentation via Canvas, Vehicle preparation for servicing and releasing  ONLINE MODULE  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

| **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 |

**Core Competencies**

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM PRE-DELIVERY INSPECTION** | | | | | | | |
| Module Title | **PERFORMING PRE-DELIVERY INSPECTION** | | | | | | | |
| **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 for pre-delivery inspection** | | | * ∙Required items of vehicle * Factory-loaded parts * Pre-delivery inspection * Installation of required items * Coordinated transfer of vehicle * PPEs | | | CBLM and Powerpoint presentation via Canvas, PDI (Perform Pre-Delivery Inspection)  Automotive Servicing eLearning materials  1998 car service information  Media (CD)  1996 car service information  Media (CD) | | |
| LO 2. **Perform physical and functional inspection** | | | * ∙ Coordination for transfer of vehicle to inspection area * Restoration of vehicle * ∙ Checking of vehicle - Physical - Functional * Procedure in accomplishing inspection checklist * OSHS * PPEs * Walk-around procedures * Inspection of factory loaded parts * Minor corrective | | | CBLM and Powerpoint presentation via Canvas, PDI (Perform Pre-Delivery Inspection)  Automotive Servicing eLearning materials  1998 car service information  Media (CD)  1996 car service information  Media (CD) | | |
| LO 3. **Complete work processes** | | | ∙ Hydraulics   * Hydraulics * Measuring methods * Arithmetic, ratio and proportion * Proper disposal of waste and spills * Accomplishment of pre-delivery checklist * Preparation of report * Reading of tire pressure gauge * Adjustment of tire pressure * Application of corrective measures for minor defects | | | CBLM and Powerpoint presentation via Canvas, PDI (Perform Pre-Delivery Inspection)  Automotive Servicing eLearning materials  1998 car service information  Media (CD)  1996 car service information  Media (CD) | | |

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

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM PERIODIC MAINTENANCE OF AUTOMOTIVE ENGINE** | | | | | | | |
| Module Title | **PERFORMING PERIODIC MAINTENANCE OF AUTOMOTIVE ENGINE** | | | | | | | |
| **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 for inspection and service engine** | | | ∙ OSHS  ∙ Wearing of PPEs  ∙ Job requirements  ∙ Servicing information  ∙ Safety practices  ∙ Sourcing out and interpretation of servicing information  ∙ Different hazards associated with the work ∙ Risk management  ∙ Selection and inspection of tools, equipment and materials  Attitude:  ∙ Patience  ∙ Attention to details  ∙ Time conscious  ∙ Honest | | | CBLM and Powerpoint presentation via Canvas, Auto Engine (PMS)  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. **Inspect engine** | | | * Knowledge on * engine automotive * components * Different measuring tools   - Spark plug gauge  - Multi-tester   * Characteristics of drive belt * Measurement of fluid level * Characteristics * Inspection procedures * Use of measuring tools * Automotive engine fundamentals * OSHS * Wearing of PPEs * Attitude:   ∙ Patience  ∙ Attention to details  ∙ Time conscious  ∙ Honest | | | CBLM and Powerpoint presentation via Canvas, Auto Engine (PMS)  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. **Service engine** | | | ∙ Engine oil filter  ∙ Air cleaner element  ∙ Fuel filter  ∙ Basic Carburetor System  ∙ Adjustment of valve tappet clearance  ∙ Simple arithmetic  ∙ Use of Special Service Tools  ∙ OSHS  ∙ Wearing of PPEs  ∙ Inspection and replacement of engine oil and filter  ∙ Post-service testing  Attitude:  ∙ Patience  ∙ Attention to details  ∙ Time conscious  ∙ Honest | | | CBLM and Powerpoint presentation via Canvas, Auto Engine (PMS)  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** | ∙ Tagging faulty tools and equipment legibly and accurately  ∙ Completing tool and equipment service and maintenance schedules  ∙ Recording of service made  ∙ Restoring work area  ∙ Inspection skills  ∙ Practicing waste management  ∙ Checking and storing tools and equipment  ∙ Preparing workplace documentation | CBLM and Powerpoint presentation via Canvas, Auto Engine (PMS)  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 I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM PERIODIC MAINTENANCE OF DRIVE TRAIN** | | | | | | | |
| Module Title | **PERFORMING PERIODIC MAINTENANCE OF DRIVE TRAIN** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Perform pre-service preparations** | | | ∙ Draining transmission fluids  ∙ Replacing transmission fluids  ∙ Cleaning drain plug  ∙ Replacing drain plug washers ∙Lubricating propeller shafts  ∙ Inspecting cracks and leaks of drive train components  ∙ Reporting findings  ∙ Applying safety practices  ∙ Wearing PPEs  ∙ Communication skills | | | CBLM and Powerpoint presentation via Canvas, Drivetrain (PMS)  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. **Conduct periodic maintenance of drive trains** | | | * Observe safety procedures and requirements * Communicated effectively with others involved in or affected by the work * Selected methods and techniques appropriate to the circumstances * Completed preparatory activity in a systematic manner * Removed and replaced a minimum of four units/assemblies to workplace and manufacturer/component supplier requirements including | | | CBLM and Powerpoint presentation via Canvas, Drivetrain (PMS)  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. **Perform post-service activities** | ∙ Confirming fluid level  ∙ Disposing wastes  ∙ Performing final inspection  ∙ Accomplishing repair order  ∙ Restoring workplace  ∙ Applying safety practice | CBLM and Powerpoint presentation via Canvas, Drivetrain (PMS)  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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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM PERIODIC MAINTENANCE OF BRAKE SYSTEM** | | | | | | | |
| Module Title | **PERFORMING PERIODIC MAINTENANCE OF 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 for periodic maintenance of brake system** | | | ∙ Determining job requirements  ∙ Sourcing servicing information  ∙ Preparing tools  ∙ Managing hazards and risks associated in the workplace  ∙ Communication skills  ∙ Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Brake system (PMS)  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. **Carry-out periodic maintenance procedures** | | | ∙ Inspecting brake system components and condition  ∙ Measuring brake pads and shoes thickness  ∙ Measuring brake drum diameter  ∙ Measuring rotor disc run-out  ∙ Measuring pedal height  ∙ Lubricating brake caliper guide pins  ∙ Bleeding brake system  ∙ Adjusting parking brake lever and cable tension  ∙ Calibrating electric parking brake  ∙ Reporting findings and recommendations ∙ Applying OSHS  ∙ Communication skills | | | CBLM and Powerpoint presentation via Canvas, Brake system (PMS)  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. **Complete periodic maintenance procedure** | | | ∙ Disposing wastes  ∙ Accomplishing repair order  ∙ Restoring workplace  ∙ Checking, cleaning, and storing tools and equipment  ∙ Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Brake system (PMS)  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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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM PERIODIC MAINTENANCE OF SUSPENSION SYSTEM** | | | | | | | |
| Module Title | **PERFORMING PERIODIC MAINTENANCE OF 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. **Perform pre-periodic maintenance of suspension system** | | | ∙ Interpreting specifications based on manufacturer’s service workshop manual.  ∙ Preparing specified tools, equipment and materials for suspension system maintenance.  ∙ Managing hazards and risk in the workplace.  ∙ Installing protective covers | | | CBLM and Powerpoint presentation via Canvas, Suspension system (PMS)  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. **Apply periodic maintenance procedures** | | | ∙ Practicing Safety  ∙ Inspecting suspension system components  ∙ Writing job done on repair order  ∙ Applying corrective measures  ∙ Reporting findings and recommendations  ∙ Communication skills | | | CBLM and Powerpoint presentation via Canvas, Suspension system (PMS)  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. **Perform work to completion** | Practicing good housekeeping  ∙ Following standard  ∙ Reporting results of inspection  ∙ Endorsing and hand-over vehicle  ∙ Performing initial quality inspection  ∙ Accomplishing job/repair order  ∙ Applying OSHS | CBLM and Powerpoint presentation via Canvas, Suspension system (PMS)  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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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM PERIODIC MAINTENANCE OF STEERING SYSTEM** | | | | | | | |
| Module Title | **PERFORMING PERIODIC MAINTENANCE OF 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. Perform preperiodic maintenance of steering system** | | | ∙ Interpreting specifications  ∙ Preparing specified tools, equipment and materials for steering system maintenance  ∙ Managing hazards and risk in the workplace  ∙ Installing protective covers  ∙ Sourcing out servicing information  ∙ Determining job requirements for steering system  ∙ Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Steering system (PMS)  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. **Apply periodic maintenance procedures** | | | ∙ Inspecting steering system components  ∙ Writing job done on repair order  ∙ Applying maintenance measures  ∙ Reporting findings and recommendations ∙ Communication skills  ∙ Mathematical skills  ∙ Following manual  ∙ Practicing Safety | | | CBLM and Powerpoint presentation via Canvas, Steering system (PMS)  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. **Perform work to completion** | Following standard  ∙ Reporting results of inspection  ∙ Performing initial quality inspection  ∙ Applying OSHS  ∙ Managing waste  ∙ Performing final inspection  ∙ Accomplishing repair order for job done  ∙ Restoring workplace  ∙ Practicing safety and 5S  ∙ Handling tools and equipment | CBLM and Powerpoint presentation via Canvas, Steering system (PMS)  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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