

AUTOMOTIVE COLLISION AND REFINISHING FOUNDATION CERTIFICATE

Purpose

This program is designed for people who wish to obtain employment in the Automotive Industry as an Automotive Collision Repair Technician or an Automotive Paint Technician.

An Automotive Collision Repair Technician restores the structural integrity of damaged vehicles by straightening vehicle structure, repairing or removing damaged sections and priming and preparing and applying refinishing products to repaired surfaces. As an Automotive Collision Repair Technician, you will also repair and/or replace glass and interior and exterior components of the vehicle. Duties also include verifying dimensional accuracy, system functions, passenger protection, proper alignment and proper handling.

A first-level Automotive Refinishing Technician typically removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Graduates receive a VCC *Auto Collision and Refinishing Foundation Certificate*. Additionally, graduates receive the following credit by SkilledTradesBC:

- Auto Body and Collision Technician – Certificate of Completion
- Automotive Refinishing Technician – Certificate of Completion
- Foundation Program Credit toward Apprenticeship:
 - Common Core Level 1 Technical Training
 - 625 hours toward Auto Body and Collision Technician
 - 450 hours toward Automotive Refinishing Technician

Duration

This full-time program is 35 weeks in duration and must be completed within 2 years.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles
2. Maintain tools and equipment to ensure top performance, safety and environmental compliance
3. Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards
4. Analyze vehicle conditions and documentation to develop organized repair plans
5. Use communication techniques to build and maintain professional industry and customer relations
6. Remove and install vehicle components to manufacturers fit and finish standards

7. Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications
8. Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications
9. Perform top-coating procedures to achieve a variety of original equipment (OE) finishes
10. Remove, repair and install metal panels and components to original contour, fit and finish
11. Remove, repair and install plastic panels and components to original contour, fit and finish
12. Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards

Admission Requirements

Applicants may choose to apply to one of two tracks: (1) Foundation Program or (2) Youth Train in Trades (formerly ACE-IT) Program.

1. Foundation Program:

- English 10 or equivalent
 - Apprentice & Workplace Math 10 or equivalent; or 80% on the VCC Basic Arithmetic Assessment
- or
- Department Leader approval based on relevant trade experience will be considered.

2. Youth Train in Trades Program:

- Greater Vancouver area High School students: Applicants do not apply to VCC directly. Interested students, teachers and counselors are directed to contact the Career Program Coordinator or Administrator for their school district.
- Regional B.C. High School students: Eligible regional B.C. high school students should apply to the *Automotive Collision and Refinishing Foundation (E-pprentice) Certificate* program.
- See the SkilledTradesBC Youth Train in Trades Program website for details (<https://skilledtradesbc.ca/youth-train-in-trades-program>) (<https://skilledtradesbc.ca/youth-train-in-trades-program/>).

Note: All students must have minimum basic computer skills and access to an internet-connected computer/mobile device.

Program Requirements

Code	Title	Credits
ACRF 1100	Occupational Safety	2.5
ACRF 1110	Industry Readiness	4.5
ACRF 1120	Construction and Components	5
ACRF 1130	Tools, Equipment & Maintenance	3.5
ACRF 1140	Welding Heating Cutting Steel	3
ACRF 1150	Metal Panels and Components	7.5
ACRF 1160	Plastic Panels and Components	2
ACRF 1170	Organize Document Communicate	2
ACRF 1180	Refinish Preparation	6.5

ACRF 1185	Refinish Application	4
ACRF 1190	Interior & Exterior Detailing	1.5
Total Credits		42

Evaluation of Student Learning

Evaluation for this program includes theory quizzes and exams, practical performance-based lab and shop assignments, and problem-based learning projects in a real shop environment.

Attendance and Participation

Given the industrial nature of this program, professional and safe work practice is critical. A student may be withdrawn from the program for safety concerns and/or an inability to meet professional practice standards due to a failure to meet attendance requirements.

Excused absences are those reported in advance of the absence, wherever possible, or that suitable documentation be provided to support the absence. All other will be reported as unexcused absences.

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A

U	Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I	Incomplete	N/A
IP	Course in Progress	N/A
W	Withdrawal	N/A

Course Standings

R	Audit. No Credit	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.