

AUTOMOTIVE SERVICE TECHNICIAN HARMONIZED FOUNDATION CERTIFICATE

Purpose

The Automotive Service Technician Harmonized Foundation program is designed to train people for the automotive repair industry. Graduates will have acquired basic knowledge, skills, and attitudes necessary to carry out their duties in a safe, ethical, and professional manner. The 1000 hours, 40 week program also parallels Level 1 Harmonized Automotive Technician Apprenticeship training to enhance a graduate's employability as an apprentice in the industry.

Upon successful completion of the program requirements, students will receive an Automotive Service Technician Harmonized Foundation Certificate and 450 hours towards the first level of apprenticeship training.

Duration

The program is 40 weeks (1000 hours) in length. Students have a maximum of two (2) years to complete the program.

Learning Outcomes

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

1. Demonstrate safe working practices including compliance with Worksafe BC and WHMIS regulations.
2. Demonstrate employability and communication skills and work in a businesslike manner.
3. Utilize hand, measuring, and power tools and equipment safely and effectively.
4. Provide general automotive maintenance services including lubrication and fluids, belts and hoses, exterior lamps, body trim and hardware, tires and wheels, non friction bearings, and spindles and hubs.
5. Demonstrate general automotive practices including diagnostic procedures and basic welding.
6. Assess, diagnose, and service basic electrical systems.
7. Assess, diagnose, and service hydraulic, drum brake, disc brake, power assist, and anti-lock brake systems.
8. Assess, diagnose, and service steering systems.
9. Assess, diagnose, and service suspension systems.
10. Assess, diagnose, and service front and rear wheel drive axle shafts and assemblies.
11. Demonstrate safe working protocols for hybrid electric vehicles.
12. Assess, diagnose, and service interior and exterior components and trim.

Admission Requirements

English 11 or Communications 12 with a minimum 'C-' grade, or equivalent;

AND Math 10 with a minimum 'C-' grade, or MATH 0750 & MATH 0751 with a minimum 'C-' grade, or equivalent

OR

Department Assessment of Mechanical Reasoning: If you are unable to provide either of the above, you can contact the Program Assistant to make an appointment for a department assessment.

Program Requirements

First Year

Term One		Credits
AUTO 1130	Workplace Safety	1.5
AUTO 1131	Employability Skills	1
AUTO 1132	Tools and Equipment	5.5
AUTO 1133	General Automotive Maintenance	3
AUTO 1134	General Automotive Practices	3
AUTO 1235	Brake Systems	6
Credits		20

Term Two

AUTO 1238	Electrical/Electronic Systems	7
AUTO 1237	Suspension Systems	3.5
AUTO 1236	Steering Systems	6.5
AUTO 1239	Drive-line Systems	2
AUTO 1240	Body Components,Accessors&Trim	1
Credits		20
Total Credits		40

Evaluation of Student Learning

Instructors evaluate student learning in a variety of ways including midterm and final examinations, research papers, oral presentations, individual and group projects, quizzes, homework assignments, case studies, and practical experience is continually assessed by instructor observations of students in workshop environment for quality repair, clean work habits, participation, teamwork, and the ability to follow instructions.

Students must achieve a minimum of 70% in theory and practical evaluations to progress through all courses to receive the AST Harmonized Foundation certificate. Minimum course G.P.A is 2.67.

The pass grade in the Auto Service Technician Harmonized Foundation program is set by SkilledTradesBC.

Where a mark of a B minus (70%) or greater is attained in theory and practical evaluations, credit for completion of the theory and practical examination will be granted. A minimum of B- (70%) required to pass each course

Failing 3 examinations will result in failure of the course. Failure of 3 or more courses will result in the program needing to be repeated in full.

Attendance /Participation

Attendance of all classes and practical experiences is required in order to truly understand and master the theoretical and practical components of an Automotive Service Technician.

Absences or lateness can interfere with the ability of a student to be properly be oriented and master the skills and safety components of the program, thereby contravening the licensing authority's requirements for certification.

A student will not be permitted to progress in the practical components of the program if they accumulate three absences or three late arrivals beyond 15 minutes each to class or if they incur a combination thereof amounting to three instances. Three (3) late attendances or absences in one course will result in a departmental behavioural contract

Absenteeism totaling more than 50 hours of the 1000 hour program or 5 hours per course at any point will result in a student being disallowed from progressing in the practical components of their course/program.

Students will still be permitted to attend the theoretical components of their program.

Additionally, the department requires students demonstrate 100% attendance for AST Department approved off site work experience

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.