

**Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits**

MOTOR VEHICLE BODY REPAIRER (METAL AND PAINT)

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

Applicant Information

| | | | |
|--|------------------|--------------------|--------------------|
| Name: _____ | | | |
| <i>Surname</i> | <i>First</i> | <i>Initial</i> | |
| Address: _____ / _____ / _____ / _____ | | | |
| <i>P. O. Box/Street</i> | <i>City/Town</i> | <i>Province</i> | <i>Postal Code</i> |
| Telephone: (____) _____ | | Cell: (____) _____ | |
| Email address: _____ | | | |

Employer Information & Verification

| | |
|--|--|
| <p><u>Note to Employer</u></p> <p>By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <u>Motor Vehicle Body Repairer (Metal and Paint) Occupation.</u></p> | |
| Verified By: _____ | |
| <i>Company Name</i> | |
| Address: _____ / _____ / _____ / _____ | |
| <i>P. O. Box/Street</i> | <i>City/Town</i> |
| <i>Province</i> | <i>Postal Code</i> |
| Telephone: (____) _____ | * CRA Business #: _____ |
| | <i>9 Digits</i> |
| _____ <i>Employer or Representative Signature</i> | _____ <i>Employer or Representative (Print)</i> |
| Date of applicant's employment from: _____ / _____ / _____ to: _____ / _____ / _____ | |
| <i>Month</i> | <i>Day</i> |
| <i>Year</i> | <i>Month</i> |
| <i>Day</i> | <i>Year</i> |
| <p>Total Hours of Employment the applicant worked in the <u>Motor Vehicle Body Repairer (Metal and Paint) Occupation:</u> _____ Hours</p> | |

Please check the appropriate box:

| | |
|--|---|
| <p>Trade Qualifiers</p> <p><input type="checkbox"/></p> | <p>The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this occupation.</p> |
| <p>Pre- Apprenticeship Credits</p> <p><input type="checkbox"/></p> | <p>The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this occupation.</p> |

- The Occupational Advisory Committee in the Motor Vehicle Body Repairer (Metal and Paint) Occupation has identified the work experiences or skills listed below as those required for the occupation.
- Journeypersons must be certified in the occupation stated by this document. A Journeyperson in another occupation may sign certain sections if the skills are common to both occupations.

| Skills Required For Certification | Journeyperson Signature | Verified By Applicant |
|--|-------------------------|-----------------------|
| OXY-FUEL CUTTING AND HEATING | | |
| Set up oxy-fuel cutting equipment (to be obtained at the training institution or in the workplace) | | |
| Prepare metal (to be obtained at the training institution or in the workplace) | | |
| Cut and heat metal (to be obtained at the training institution or in the workplace) | | |
| Shut down equipment (to be obtained at the training institution or in the workplace) | | |
| Store equipment (to be obtained at the training institution or in the workplace) | | |
| G.M.A.W. WELDING | | |
| Set up gas metal arc welding equipment | | |
| Prepare metal | | |
| Weld metal | | |
| Shut down equipment | | |
| Test weld (to be obtained at the training institution or in the workplace) | | |
| REFINISH METAL | | |
| Clean metal surfaces | | |

| Skills Required For Certification | Journeyperson Signature | Verified By Applicant |
|---|-------------------------|-----------------------|
| Sand metal surfaces | | |
| Mask metal surfaces | | |
| Condition metal surfaces | | |
| Undercoat metal surfaces | | |
| Finish metal surfaces | | |
| Paint metal surfaces | | |
| Paint metal surfaces by preparing, cleaning, and tacking | | |
| Paint metal surfaces by applying sealer, undercoat, and topcoat | | |
| NON-INTEGRAL COMPONENTS | | |
| Remove non-integral components to eliminate leaks, wind noises, rattles, and squeaks | | |
| Replace non-integral components to eliminate leaks, wind noises, rattles, and squeaks | | |
| Adjust non-integral components to eliminate leaks, wind noises, rattles, and squeaks | | |
| Align non-integral components | | |
| METAL PANELS | | |
| Analyze damage in metal panels | | |
| Remove obstructions in metal panels | | |
| Repair damage in metal panels | | |
| HARDWARE AND TRIM | | |
| Remove hardware and trim components | | |
| Replace hardware and trim components | | |
| Adjust hardware and trim components | | |
| STRUCTURAL COMPONENTS | | |
| Analyze damage | | |
| Measure | | |
| Remove damaged panel areas | | |
| Make repairs to structural components | | |
| GLASS | | |
| Remove glass | | |
| Replace glass | | |
| Adjust glass | | |
| NON-METAL PANELS | | |

| Skills Required For Certification | Journeyperson Signature | Verified By Applicant |
|--|-------------------------|-----------------------|
| Analyze damage | | |
| Clean non-metal panels | | |
| Prepare non-metal panels | | |
| Repair non-metal panels | | |
| ESTIMATING | | |
| Estimate cost of repair parts (to be obtained at the training institution or in the workplace) | | |
| Estimate labour costs (to be obtained at the training institution or in the workplace) | | |
| LIGHT AND MEDIUM DUTY COOLING SYSTEMS | | |
| Disassemble components, light and medium duty cooling systems | | |
| Reassemble components, light and medium duty cooling systems | | |
| Inspect components, light and medium duty cooling systems | | |
| Test components, light and medium duty cooling systems | | |
| BODY ELECTRICAL CIRCUITS | | |
| Disassemble components | | |
| Reassemble components | | |
| Inspect components | | |
| Test components | | |
| Repair components | | |
| Replace components | | |
| Repair body electrical circuits | | |
| SUSPENSION AND BRAKES | | |
| Remove and replace struts in order to carry out structural and panel repairs | | |
| Remove and replace shocks in order to carry out structural and panel repairs | | |
| Remove and replace brake components in order to carry out structural and panel repairs | | |
| DETAILING AND FINESSING | | |
| Carry out detailing and finessing on metal surfaces according to customers' wishes | | |
| Carry out detailing and finessing on non-metal surfaces according to customers' wishes | | |

| Skills Required For Certification | Journey person Signature | Verified By Applicant |
|--|--------------------------|-----------------------|
| AIR CONDITIONING | | |
| Troubleshooting air conditioning system (to be obtained at the training institution or in the workplace) | | |
| Repair air conditioning system (to be obtained at the training institution or in the workplace) | | |

For Office Use Only

Credit: _____

Approved by: _____ Date: _____
month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible please contact the nearest Institutional and Industrial Education Office to discuss available options.

Contact Information

email: app@gov.nl.ca

Toll-Free Telephone: 1-877-771-3737