

## Program Planning Tool

Program Title: CIP 47.0603 AUTO BODY REPAIR

Student Name: \_\_\_\_\_

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

### ***Program Completion Requirements***

#### ***A successful student will...***

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: 1. PA Safety Inspection 2. PA Emissions Inspection 3. S/P2 4. EPA 6H Training
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

### ***Instructional Process/Specifications***

#### ***A successful student will...***

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Students progress by using learning guides in a self-directed manner. Working in the laboratory students will be required to use a wide range of hand and power tools that include: files, hammers, wrenches, paint spray guns, grinders, sanders, welding equipment, blow torches, hydraulic jacks, pneumatic tools, buffing tools, and workshop presses.
- Students will work with such chemicals and materials as paints, resins, solvents and fiberglass. Students will be required to properly handle and dispose of hazardous waste materials. Due to the amount of dust and fumes, students with allergies, asthma and/or other respiratory conditions should not consider this program of study or profession without consulting with a physician. Safety is a critical component of this program and students must be alert and aware of the surroundings at all times as vehicles move in and out of the laboratory. This program requires self-discipline and strict adherence to rules to ensure safety to self and others.
- Participate in classroom theory and laboratory applications for generally 3 hours each day; students will spend 30% of their time in classroom theory and 70% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals. Most textbooks are written at a 10th to 11th grade level, most technical manuals are written at a higher level
- Participate in Career & Technical Student Organizations including SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
  - UNIFORM: \$100 - Work pants, long sleeve shirt, steel toe boots, work gloves.

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CTE Requirements	Present Educational Ability/Level	Support Needs
<p><b>Program Completion</b> – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p><b>Reading and Language Arts Level-</b> Text and manuals written on a 10<sup>th</sup>-11<sup>th</sup> grade reading level. Proficient on end-of-course exam (Keystone). Ability to understand written sentences and paragraphs in work related documents. Good oral and written communications. NOCTI Assessment &amp; Industry Certification Exams require a proficiency in English language skills.</p>		
<p><b>Math Level</b> - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Use mathematics to solve problems. Ability to estimate and measure sizes, distances, and quantities; and determine time, costs, resources, and materials needed to perform a work activity.</p>		
<p><b>Aptitude</b> – Mechanical reasoning, oral comprehension and expression, problem solving, trouble shooting, critical thinking and deductive reasoning.</p>		
<p><b>Safety &amp; Physical</b> - Arm/hand steadiness, body flexibility; hand(s) body coordination; manual dexterity; concentration without distraction over a period of time; the ability to bend, stretch, twist or reach with body, arms and legs; trunk strength; near vision and color discrimination. Hand-eye coordination. A focus on safety around moving equipment, hand tools &amp; power tools. Ability to work with strong smelling chemicals in dusty environment. High degree of self-discipline and focus needed for safely using tools and equipment in the program. Able to lift 50lbs.</p>		
<p><b>Interpersonal/ Social</b> – Customer and personal service; developing constructive and cooperative working relationships with others and maintaining them over time. Ability to work independently and in a team. Self discipline a must due to safety issues.</p>		
<p><b>Other Occupational/Program Considerations</b> - Ability to work independently, read and follow directions; strong attention to detail. Any type of respiratory condition would be a concern. Stamina needed to stand for long periods of time. Excellent hand/eye coordination and attention to detail. Environment with several sensory inputs, including various chemical smells and dust, loud and sometime startling noises, ongoing background noise, moving people and vehicles.</p>		