

Qualification Information:	Qualification Title	Skills Programme ID	NQF Level	Credits	
Curriculum Code: 900007-000-00-00	Occupational Skills Programme: Workshop Tool Assistant	SP-191207	2	24	
Knowledge Component		Notional Hours	Implementation Schedule (4 Hourly)	Assessment Schedule	Training Venues
900007-000-00-KM-01	Foundational Concepts for Mechanic and Panel Beater, NQF Level 2, Credits 8	80 Hours	20 Days	1 day	Main Campus
Practical Component			(6- Hourly Training sessions)		
900007-000-00-PM-01	Use Tools and Equipment for Mechanic and Panel Beating, NQF Level 2, Credits 16	160 hours	27 days	1 day	Training Workshop

Purpose

The purpose of this skills programme is to prepare a learner to operate as a Workshop Tool Assistant.

A Workshop Tool Assistant will be able to identify, select, use, and care for, hand and power tools within an automotive body repair environment.

The qualifying learner will know the functioning and operating requirements for hand and power tools, to monitor quality conformance including health, safety and environmental requirements.

Skills Rationale

Mechanics and Panel Beaters perform work on automotive systems and body panels using various workshop tools. These tools come in various shapes and sizes for various purposes. When Mechanics and Panel Beaters have to organise the workshop tools for the work they perform, clear, clean, pack and store them, it delays the actual work they are expected to perform. This delays service delivery to clients.

Workshop tool assistants help facilitate the mechanical and panel beating work in the workshop by preparing and using the tools in the order of mechanical and body repair work to be performed, clearing, cleaning, packing and storing the workshop tools to enhance service efficiency, health and safety.

There is no similar skills programme recorded in the Occupational Qualification sub-framework.

The motor industry shall benefit from enhanced and efficient mechanical and body repair service provision. The skills programme shall benefit the learners as they acquire new competencies to enhance performance in the workshop repair support services. The enhanced mechanical and motor body repair services supported by qualified and competent workshop tool assistants shall increase productivity, quality and income, to both businesses and employees, which benefit the economy.

Typical learners for the skills programmes already support motor mechanics and autobody repair services in the workshops. The new entrance to the motor mechanics and auto body repairs as assistants are potential learners for the skills programme.

Qualified learners shall apply their trade in the mechanics and autobody repair professions.

Entry Requirements

NQF Level 1

Recognition of Prior Learning (RPL)

- Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the Final Supervised Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

Exit Level Outcome:

Apply workshop hand and power tools for mechanics and autobody work

Associated Assessment Criteria

- Workshop job card is read correctly.
- Workshop environment is kept clean and safe before and after support service.
- Workshop hand and power tools are identified, selected and prepared for use according to the job card.
- Workshop hand and power tools are used according to the job card and user manual in line with the manufacturer and industry standards.
- Performance of hand and power tools is monitored.
- Maintenance of hand and power tools is performed according to manufacturer's standards.
- Workshop hand and power tools are cleaned, recorded and stored safely.

Career / Work Opportunities/further learning

- Suspension Systems Repairer
- Wheel Balancer
- Wheel Alignment Repairer
- Service Assistant
- Vehicle Serviceperson
- Brake Repairer
- Automotive Workshop Assistant
- Automotive Workshop Repairer
- Automotive Maintenance Repairer
- Automotive Component Fitter and Repairer
- Auto Electrical Assistant

Course Requirements:

- PPE – (Purchase from College)
- Safety Boots
- Study Material
- Tool Box
- Log Book

Final Integrated Supervised Assessment (FISA)

Continuous Assessment

The Skills Development Provider (SDP) must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.

Continuous assessments are set by the SDP in accordance with the assessment criteria of each module in a contextualized manner.

This may consist of a variety of methods, e.g. Practical or written assessments, assignments, projects, demonstrations, presentations or any other form of assessment to assist the learner in the learning process.

During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be formally recorded and be available for monitoring and/or evaluation by the QCTO.

Final Integrated Supervised Assessment (FISA)

All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative

assessments conducted by the SDP.

Format of FISA: A practical assessment and/or written assessment integrating the relevant Exit Level outcomes, with simultaneous verbal assessment of embedded knowledge by the assessor before, during or after the FISA.

All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.

All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.

The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).

Special considerations should be made for candidates with special learning needs.

Standards for Final Integrated Supervised Assessment (FISA):

The learner should be provided with a brief/job card/task to demonstrate what the learner should show, know or produce in a product, relevant to the Exit Level Outcomes and the purpose of the Skills Programme. This is the section where the learner must show applied competency (what the learner must be able to do, and to what expected standard)

The FISA INSTRUMENT must consist of a brief for a practical task or demonstration. This instrument must be developed and moderated by the SDP and conducted in a supervised environment. It is assessed by means of a RUBRIC developed by the SDP for this purpose, containing relevant standards of the outcomes, e.g. what must be done and how well. For this FISA, a candidate must prove that they can work competently as a Workshop Tool Assistant, using a mechanical and autobody job card in a workshop environment by performing the following tasks for various settings:

- The allocated tasks will be time sensitive and will focus on the Exit Level Outcome.
- Keep the workshop environment clean and safe pre and post service.
- Wear job card appropriate personal protective equipment.
- Identify, select and prepare workshop hand and power tools for use according to the job card.
- Use workshop hand and power tools according to the job card and user manual in line with the manufacturer and industry standards.
- Monitor performance of hand and power tools.
- Performed maintenance checks on hand and power tools according to manufacturer's standards.
- Clean, record and store workshop hand and power tools are safely

A learner should be able to complete the tasks or projects accurately, efficiently, and independently within the specified time limit.

Submission of final results

Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:

- Completed FISA Assessment Verification Report on the FISA (QCTO template: relevant sections).
- A copy of the final Assessment Instrument used, as well as the marking guideline/rubric

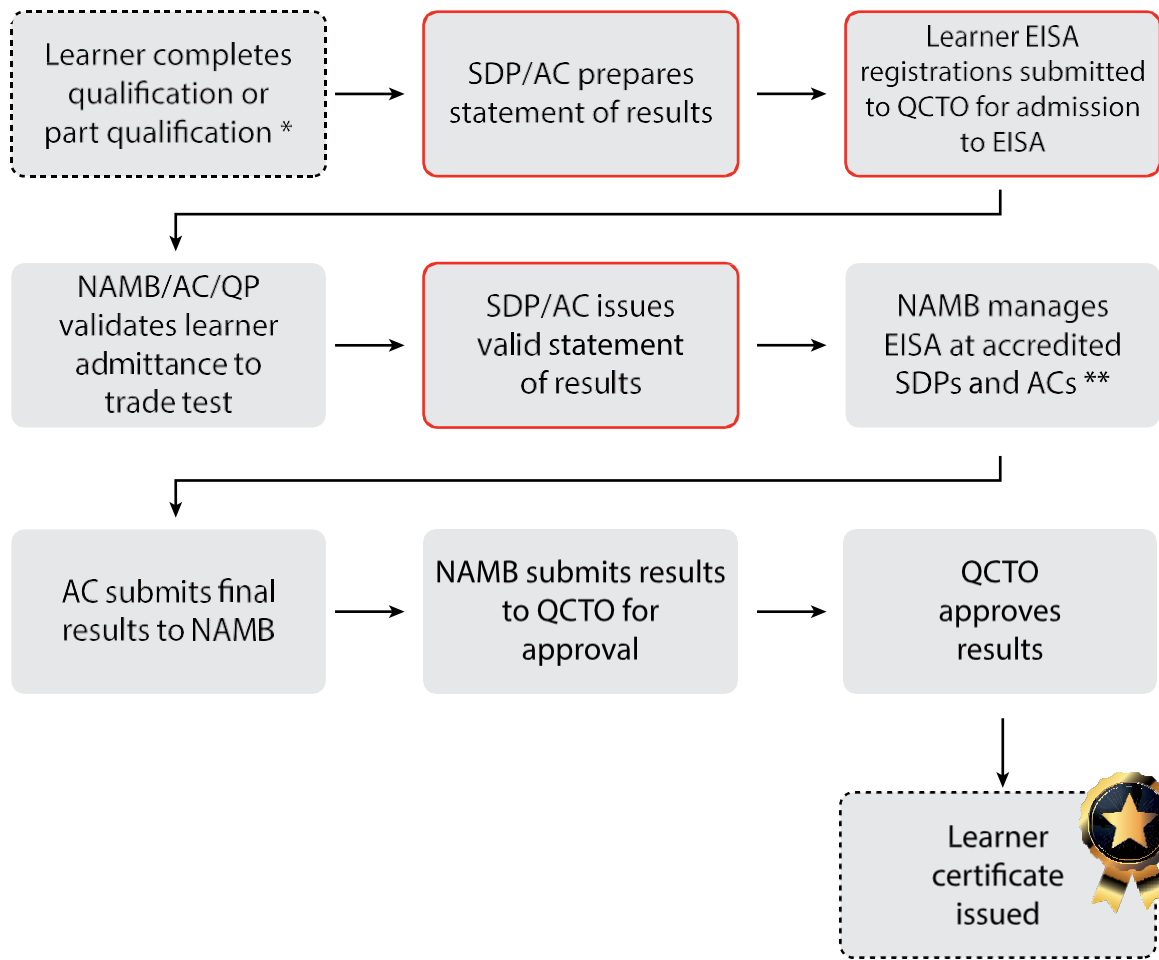
CERTIFICATION

SDPs are not allowed to print their own certificates for occupational qualifications. Certificates are issued by the QCTO's secure CVS certification system.

The QAS document specifies the timeline for the EISA assessment and moderation process, but this is usually about 21 days. From there, the QCTO aims to approve the results in 21 days, after which it should take the QCTO 21 days to issue the learner certificates.

Fees

- Registration Fees: **R1000**
- Deposit: **R3000 (Includes Student Card, Course Material/ Study Material / Assessments Fees)**
- Total Amount: **R14500**
- Duration: **40 Days**





* Either via formal training with SDP or via ARPL with AC



** Learners complete the written component of the EISA at the SDP. The SDP marks & moderates this final assessment and submits results to the AC where the learner will sit for the practical component (trade test). The learner needs to register at an accredited Assessment Centre.