***VOCATIONAL SKILLS RECORD WILSON WORKFORCE CENTER***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student's Name Participant# Entry Date | Performance Scale | | | | | | | | | |
|  | 4 (Exemplary) = 90 - 100%  3 (Satisfactory) = 80 - 89% | | | | | | | | | |
| Vocational Objective Exit Date | 2 (Developing) = 60 - 79% | | | | | | | | | |
| ***EXTERNAL TRAINING OPTION***  ***AUTO BODY REPAIRER; AUTO RECONDITIONER/CLEANER*** | 1 (Unsatisfactory) =40 - 59% 0 (Not Attempted) = n/a | | | | | | | | | |
| O\*net #49-3021.00; 53-7061.00 | **! = completed in WWRC classroom** | | | | | | | | | |
| HOURS 1625 | Grade Period | | | | | | | | | |
| SKILLS (Page 1 of 2) | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  | FINAL | |
| **Workplace Readiness Behaviors** |  |  |  |  |  |  |  |  |  |  | |
| A.1 Attendance/Punctuality |  |  |  |  |  |  |  |  |  |  | |
| A.2 Personal Presentation |  |  |  |  |  |  |  |  |  |  | |
| A.3 Attention to Task / Concentration |  |  |  |  |  |  |  |  |  |  | |
| A.4 Safety Awareness and Practices |  |  |  |  |  |  |  |  |  |  | |
| A.5 Response to Supervision and Feedback |  |  |  |  |  |  |  |  |  |  | |
| A.6 Follows Instructions |  |  |  |  |  |  |  |  |  |  | |
| A.7 Initiative and Dependability |  |  |  |  |  |  |  |  |  |  | |
| A.8 Communication / Interpersonal Skills |  |  |  |  |  |  |  |  |  |  | |
| A.9 Attention to Detail / Quality Work |  |  |  |  |  |  |  |  |  |  | |
| A.10 Care with Materials / Property |  |  |  |  |  |  |  |  |  |  | |
| A.11 Work Energy / Stamina |  |  |  |  |  |  |  |  |  |  | |
| A.12 Work Tolerance / Persistence |  |  |  |  |  |  |  |  |  |  | |
| A.13 Meets Work Schedules |  |  |  |  |  |  |  |  |  |  | |
| **METAL STRAIGHTENING** |  |  |  |  |  |  |  |  |  |  | |
| 1.1 Remove a minor dent. |  |  |  |  |  |  |  |  |  |  | |
| 1.2 Remove a buckle from a crown panel with access to |  |  |  |  |  |  |  |  |  |  | |
| rear of the panel. |  |  |  |  |  |  |  |  |  |  | |
| 1.3 Remove a simple hinge buckle. |  |  |  |  |  |  |  |  |  |  | |
| 1.4 Remove a dent using a slide hammer. |  |  |  |  |  |  |  |  |  |  | |
| 1.5 Remove a gouge from an enclosed panel. |  |  |  |  |  |  |  |  |  |  | |
| 1.6 Repair a tear. |  |  |  |  |  |  |  |  |  |  | |
| 1.7 Install a scab patch. |  |  |  |  |  |  |  |  |  |  | |
| 1.8 Install a flush patch. |  |  |  |  |  |  |  |  |  |  | |
| 1.9 Repair damaged areas with plastic filler. |  |  |  |  |  |  |  |  |  |  | |
| 1.10 Repair damaged areas with fiberglass patches. |  |  |  |  |  |  |  |  |  |  | |
| 1.11 Safety in metal straightening and repairs. |  |  |  |  |  |  |  |  |  |  | |
| **REMOVE AND REPLACE PARTS** |  |  |  |  |  |  |  |  |  |  | |
| 2.1 Remove and replace bumper. |  |  |  |  |  |  |  |  |  |  | |
| 2.2 Remove and replace grill. |  |  |  |  |  |  |  |  |  |  | |
| 2.3 Remove and replace molding. |  |  |  |  |  |  |  |  |  |  | |
| 2.4 Remove and replace front fender. |  |  |  |  |  |  |  |  |  |  | |
| 2.5 Remove and replace hood. |  |  |  |  |  |  |  |  |  |  | |
| 2.6 Remove and replace door. |  |  |  |  |  |  |  |  |  |  | |
| 2.7 Remove and replace trunk lid. |  |  |  |  |  |  |  |  |  |  | |
| 2.8 Remove and replace door lock. |  |  |  |  |  |  |  |  |  |  | |
| 2.9 Remove and replace headlamp assembly. |  |  |  |  |  |  |  |  |  |  | |
| 2.10 Safety in removal and replacement of parts. |  |  |  |  |  |  |  |  |  |  | |

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| ***EXTERNAL TRAINING OPTION***  ***AUTO BODY REPAIRER*** | 1 (Unsatisfactory) =40 - 59% 0 (Not Attempted) = n/a | | | | | | | | | | | | | | | | | |
| O\*Net#49-3021.00 |  | | | | | | | | | | | | | | | | | |
| HOURS 1625 | Grade Period | | | | | | | | | | | | | | | | | |
| SKILLS (Page 2 of 2) | 1 | 2 | | | 3 | 4 | | 5 | | 6 |  | |  | | |  | | FINAL | |
| **MAJOR DAMAGE** | |  | |  |  | |  |  | |  | | |  | |  |  | |  | |
| 3.1 Replace partial quarter panel.(optional) | |  | |  |  | |  |  | |  | | |  | |  |  | |  | |
| 3.2 Replace rocker panel. (optional) | |  | |  |  | |  |  | |  | | |  | |  |  | |  | |
| 3.3 Replace front door outer panel. (optional) | |  | |  |  | |  |  | |  | | |  | |  |  | |  | |
| **REFINISHING** |  | |  | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.1 Cleaning spray gun. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.2 Primer-surface application. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.3 Masking. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.4 Panel painting solid color with enamels. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.5 Prepare bare metal for painting. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.6 Overall paint job with enamel. (optional) |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 4.7 Safety in refinishing. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| **PLASTIC REPAIR** |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 5.1 Prepare rigid plastic for repair. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 5.2 Repair rigid plastic material. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 5.3 Prepare flexible plastic for repair. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 5.4 Repair flexible plastic. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 5.5 Prepare plastic for refinishing. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| **FINAL CAR CLEANUP** |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 7.1 Washes car |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 7.2 Removes wax and compound from cracks |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 7.3 Details interior of car |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| **CLEANS SHOP** |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 8.1 Disposes of trash on a daily basis or as needed |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 8.2 Removes and disposes of damaged parts as directed |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 8.3 Cleans floor of shop as directed |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| 8.4 Cleans shop tools or equipment as directed |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
| Other tasks can be added as needed. |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
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| All skills to be performed at competitive speed and quality of work |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |
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| ETO VSR/AUTO BODY REPAIRER |  |  | | |  |  | |  | |  |  | |  | | |  | |  | |

Revised 12/2019