

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

PA State ID # (10- \_\_\_\_\_)

Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021			
	Year 1	Year 2	Year 3	
<b>The School District of Philadelphia</b> <b>Office of Career and Technical Education</b> <b>Autobody/Collision and Repair Technology/Technician</b> <b>Performance Assessment Log (PAL)</b>  <b>CIP 47.0603 - Autobody Collision Repair</b>	<b>Key</b> <b>N</b> = Not Exposed to Task <b>1</b> = Knowledge (Exposed to Task) <b>2</b> = Guidance (Accomplishes Task w/ Instruct <b>3</b> = Mastery (Accomplishes Task w/o Instruct			
	<b>Secondary Competency Task List</b>			
<b>100</b>	<b>SAFETY</b>			
101	Follow general shop safety rules.			
102	Use of personal safety devices and clothing.			
103	Locate and identify fire extinguishers.			
104	Locate and operate emergency switches.			
105	Explain fire and tornado drill procedures.			
106	Demonstrate proper handling of hazardous materials.			
107	Follow proper chemical disposal techniques.			
108	Operate shop and spray area ventilation systems.			
109	Follow rules for care and safe use of hand tools.			
110	Demonstrate safe and proper use of power tools and equipment.			
111	Identify the proper methods and options for safely moving vehicles in the shop area.			
112	Identify information on Safety Data Sheets (SDS).			
<b>200</b>	<b>VEHICLE DESIGN AND CONSTRUCTION</b>			
201	Identify the differences between various vehicle construction types.			
202	Identify and describe structural and nonstructural panels of a unibody vehicle.			
203	Determine the various materials used in vehicle construction.			
<b>300</b>	<b>PANEL REPLACEMENT AND ALIGNMENT</b>			
301	Identify the principles of full or partial panel replacement (bonded, bolted, or welded).			
302	Remove, reinstall, and align bolt on panels.			
303	Remove and reinstall wheel/tire assembly.			
304	Aim headlights using mechanical aiming equipment.			

305	RESERVED			
<b>400</b>	<b>TRIM AND HARDWARE</b>			
401	RESERVED			
402	Determine types of fasteners.			
403	Remove and replace adhesive-held molding and trim.			
404	Remove and install seats.			
405	RESERVED			
406	Remove and install interior parts and hardware.			
407	Remove and install exterior parts and hardware.			
408	Remove and install exterior trim, moldings, and emblems.			
<b>500</b>	<b>METAL FINISHING</b>			
501	Select proper metal straightening tools.			
502	Evaluate stretched metal for repair.			
503	Demonstrate weld-on nail gun to repair sheet metal.			
504	Repair metal to meet industry standards.			
<b>600</b>	<b>BODY FILLERS</b>			
601	Select correct body filler and tools.			
602	Prepare surface for body filler.			
603	Mix and apply body filler.			
604	Sand body fillers to correct contour.			
<b>700</b>	<b>GLASS AND HARDWARE</b>			
701	Remove and reinstall a door window regulator.			
702	Remove and reinstall moveable door glass.			
703	Describe the removal and replacement of stationary glass.			
<b>800</b>	<b>STRUCTURAL COMPONENT REPAIR AND DAMAGE ANALYSIS</b>			
801	Classify the various types structural damage a vehicle can sustain.			
802	Interpret body dimension specifications.			
803	Use a tram gauge to diagnose vehicle length and width damage.			
804	Diagnose vehicle height with datum line gauges.			
805	Identify various measuring systems.			
806	Identify repair methods for vehicle with diamond damage, twist, sag side swag or mash.			
<b>900</b>	<b>STRUCTURAL STRAIGHTENING</b>			
901	Mount and anchor vehicle to a pulling system.			

902	Prepare vehicle for measuring and analysis.			
903	Prepare vehicle for structural alignment.			
<b>1000</b>	<b>CORROSION PROTECTION</b>			
1001	Identify corrosion causes and OEM corrosion protection.			
1002	Apply repair methods for corrosion protection.			
1003	RESERVED			
1004	Demonstrate the application of seam sealers.			
<b>1100</b>	<b>WELDING</b>			
1101	Identify different methods of attaching components (MIG welding, squeeze type resistance spot welding (STRSW) riveting, structural adhesive, silicon bronze, etc.)			
1102	Demonstrate personal safety practices.			
1103	Set up and tune the MIG welder.			
1104	Complete a butt joint with backing in various welding positions.			
1105	Complete an overlap weld in various positions.			
1106	Complete a plug weld in various positions.			
1107	Define protection of adjacent panels, glass, vehicle interior, etc. from welding and cutting operations.			
<b>1200</b>	<b>CUTTING PROCESSES</b>			
1201	Identify cutting processes.			
1202	Demonstrate sheet metal cutting processes.			
<b>1300</b>	<b>SURFACE PREPARATION, REFINISHING, AND EQUIPMENT</b>			
1301	Explain various environmental regulations.			
1302	Locate hazardous warning information.			
1303	Select and inspect personal protection equipment (PPE).			
1304	Demonstrate safe painting practices.			
1305	Identify personal health and safety hazards.			
<b>1400</b>	<b>AUTOMOTIVE FINISHES</b>			
1401	Describe the difference between paint systems.			
1402	Describe paint defects - causes and cures.			
1403	Identify various undercoats.			
1404	Identify various topcoats (single stage, basecoat/clearcoat, tricoat, quadcoat).			
<b>1500</b>	<b>SURFACE PREPARATION</b>			
1501	Demonstrate proper steps to pre-wash entire vehicle.			
1502	Use wax and grease remover.			

1503	Demonstrate proper use of sanding and featheredging techniques.			
1504	Wet sand and featheredge.			
1505	Apply suitable metal treatments.			
1506	Obtain the vehicle paint code.			
1507	Apply undercoats.			
1508	Prepare panels for blending.			
1509	RESERVED			
1510	Identify masking materials.			
1511	Perform masking.			
1512	Select the appropriate abrasive.			
<b>1600</b>	<b>REFINISHING EQUIPMENT AND PAINT AREA</b>			
1601	Operate the spray booth.			
1602	Maintain the paint mixing area.			
1603	Set up, test and adjust spray guns.			
1604	Inspect, clean, and determine conditions of spray guns and equipment.			
1605	Select and use the National Institution of Safety and Health (NIOSH) approve personal painting/refinishing respirator systems.			
<b>1700</b>	<b>REFINISHING OPERATIONS</b>			
1701	Prepare surface for topcoat system (degrease and tack).			
1702	Apply primer-sealer.			
1703	Apply single-stage finish.			
1704	Apply basecoat/clearcoat finish.			
1705	Describe the application of stone chip-resistant coating to lower body areas.			
<b>1800</b>	<b>BLENDING OPERATIONS</b>			
1801	RESERVED			
1802	Blend basecoat/clearcoat finish.			
1803	Tint and blend color coat.			
<b>1900</b>	<b>DETAILING</b>			
1901	Remove overspray.			
1902	Clean exterior of vehicle.			
1903	Clean interior of vehicle.			
1904	Apply decals and stripes.			
1905	Demonstrate color sanding and polishing techniques.			
1906	Clean body openings.			
1907	Clean exterior and interior glass surfaces.			

<b>2000</b>	<b>ESTIMATING DAMAGE ANALYSIS</b>			
2001	Identify vehicle by VIN (vehicle identification number).			
2002	Collect vehicle and customer data.			
2003	Use collision estimating guides.			
2004	Identify different types of vehicle damage (direct and indirect).			
2005	Indicate repair and replace decisions.			
2006	Prepare an estimate/repair sequence/calculate repair costs.			
<b>2100</b>	<b>PLASTIC REPAIR</b>			
2101	Identify plastic to make repair decisions.			
2102	Use plastic repair methods (adhesives and welding).			
2103	Repair plastics with two-part adhesives, with and without reinforcement.			
<b>2200</b>	<b>RESTRAINT SYSTEMS</b>			
2201	Research auto manufacturers' recommended safety procedures to prevent accidental deployment of supplemental restraint systems.			
2202	Identify supplemental restraint systems.			
2203	Remove and reinstall seat belt components.			

## PA Academic Standards for Career Education and Work

	<i>The Career Education and Work (CEW) Standards were developed by the Pennsylvania Department of Education and complement all disciplines and other academic standards. These skills outline certain skills that students need to obtain prior to high school graduation if they are to succeed in the workplace. <b>Although they are not required under each CIP Code's Program of Study Task List, the School District of Philadelphia requires that all CTE students are taught and master these essential skills.</b></i>			
	<i>Click on the following links for more information on the CEW Standards:</i>			
	<a href="#">PA Dept. of Education CEW Website</a>			
	<a href="#">CEW Standards</a>			
	<b>Career Awareness and Preparation</b>			
4000	Relate careers to individual interests, abilities, and aptitudes.			
4001	Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.			
4002	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.			
4003	Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to career days, community service, internships, and job shadowing.			

4004	Justify the selection of a career.			
4005	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to college degrees, certificates/licensures, entrepreneurship, and industry and military training.			
4006	Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.			
4007	Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.			
	<b>Career Acquisition (Getting a Job)</b>			
4008	Apply effective speaking and listening skills used in a job interview.			
4009	Apply research skills in searching for a job utilizing various job search resources (e.g. CareerLinks, O-Net, Professional Organizations).			
4010	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to job application, letter of introduction, postsecondary education/training applications, request for letter of recommendation and resume.			
4011	Analyze, revise, and apply an individualized career portfolio to chosen career path.			
4012	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to commitment, communication, dependability, health/safety, and scheduling/time management.			
	<b>Career Retention and Advancement</b>			
4013	Evaluate personal attitudes and work habits that support career retention and advancement.			
4014	Evaluate team member roles to describe and illustrate active listening techniques such as clarifying, encouraging, and summarizing.			
4015	Evaluate conflict resolution skills as they relate to the workplace such as constructive criticism, group dynamics, managing/leadership, negotiation and problem solving.			
4016	Develop a personal budget based on career choice, such as, but not limited to charitable contributions, fixed/variable expenses, gross and net pay, and savings.			
4017	Evaluate time management strategies and their application to both personal and work situations.			
4018	Evaluate strategies for career retention and advancement in response to the changing global workplace.			
4019	Evaluate the impact of lifelong learning on career retention and advancement.			
	<b>Entrepreneurship</b>			
4020	Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.			
4021	Analyze entrepreneurship as it relates to personal character traits.			

4022	Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to community-based organizations, financial institutions and venture capital.			
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**Signed:**

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**CTE Instructor**

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**Date**















