

School of Construction, Electrical, Plumbing & Automotive Trades

NZ4858

New Zealand Certificate in Automotive Collision Repair (Level 3)

Student Handbook



[NZ Certificate in Automotive Collision Repair \(Level 3\)](#)

Available on the Programme site on Moodle

Contents

School Welcome	3
Use of Handbook	3
Programme Staff	3
Resources	4
Programme Aim	4
Graduate Outcomes	4
Programme Outline	5
Programme philosophy	6
Assessment rationale	6
Responsiveness to Māori learners	7
Literacy and numeracy	7
Learning activities	7
Personal Responsibility	8
Course Outlines	9

School Welcome

[Neil McDonald](#) (Head of School)

Nau mai, Haere mai. Welcome to the School of Construction, Electrical, Plumbing & Automotive Trades.

The School of Construction, Electrical, Plumbing & Automotive Trades is proud to offer the best range of trades training in the region. Our programmes provide learning opportunities in a comprehensive range of theoretical and practical skills directly related to the workplace and our graduates are in high demand throughout the many industries we support.

The School of Construction, Electrical, Plumbing & Automotive Trades offers you a learning environment that is as close to the real world as we can make it. Your learning will go beyond the classroom, and you will spend much of your time developing the hands-on skills which you will require if you are to succeed in your chosen field.

Learning at WelTec is a two-way partnership. You will learn from an experienced team of highly respected and professional tutors. They will do all they can to help you while you are here, but your success will not just depend on us.

You must bring with you a keen attitude to your studies, a willingness to learn, and respect for those around you who also wish to learn.

When you immerse yourself in your programme of study with energy and enthusiasm you will leave here with a qualification that will enable you to build your future. I wish you all the best for your studies.

Ngā mihi

Neil McDonald

Head of School

Use of Handbook

This handbook provides important information about your programme of study this year. It outlines what you can expect to achieve and regulations that you need to know about.

The [Student Guide](#) provides more information about the services that are available at Whitireia and WelTec to help you succeed in your studies. It refers you to policies and procedures that apply to students. The Student Guide is available in a downloadable version on Moodle and the website and in a printed copy at the School Administration office.

Programme Staff

[Tom Dailly](#) (Programme Manager)

Tutor/s

[Dean Riches](#)

Resources

Resources Provided:

A list of the appropriate equipment will be supplied.

- Personal Protection Equipment –including steel cap boots, overalls
- Tools
- Respirators
- Steel cap boots
- Resource books
- Online learning access

Students to Supply/bring:

- Pens
- Notebook

Programme Aim

The aim of this programme is to provide ākonga with the fundamental knowledge and skills required to work as removers and refitters of vehicle components and perform minor repairs under limited supervision or gain similar entry level roles in the automotive collision repair industry.

Graduate Outcomes

Graduates will be able to:

1. Follow workplace policies, procedures and relevant regulations to work safely and effectively in the automotive collision repair industry.
2. Remove and replace vehicle components to assist with the collision repair process and perform minor repairs.

Employment Pathways

Graduates of this qualification will have the skills and knowledge to work in an entry level position as removers and refitters in the automotive collision repair industry.

Pathways to Further Study

Graduates may progress to Level 4 qualifications in Automotive Engineering once they have obtained an apprenticeship.

Programme Outline

This qualification provides the automotive collision repair industry with individuals who have attained the fundamental knowledge and skills required to work as removers and refitters of vehicle components and perform minor repairs. The qualification is designed for people who are beginning a career in the industry. Graduates will be able to work under limited supervision.

This is a 60-credit programme, divided up into 4 compulsory courses.

Course Code	Course Title	Level	Credit	Compulsory or Elective	Pre / Co requisite
MB3015	Collision Health, Safety and Tools	3	10	C	N/A
MB3016	Repair minor panel damage	3	20	C	N/A
MB3017	Light engineering	3	10	C	N/A
MB3018	Vehicle components	3	20	C	N/A

Content includes: health and safety, light engineering, vehicle exterior and interior components, critical vehicle systems, assess for appropriate repair procedure, repair minor panel damage, prepare vehicle components for refinishing

Collision Health and safety and tools

This course develops knowledge and skills in applying policies, procedures and regulations that ensure consistent safe and effective working practices when undertaking work in the collision repair industry.

Repair minor panel damage

In this course ākonga will select and use the appropriate tools, products and equipment to repair minor panel damage on a motor vehicle, within the collision repair industry.

Light engineering

This course develops the fundamental knowledge and skills to perform a range of fundamental engineering tasks within a collision repair environment.

Vehicle components

In this course ākonga will select and use the appropriate tools, products and equipment to remove and replace interior and exterior vehicle components and store them according to company policies.

Timetable

Teaching weeks:	17	Teaching hours/week:	22
Vacation weeks:	0	Work experience hours/week:	0
		Self-directed learning hours/week:	13.3
Total gross weeks:	17	Total learning hours/week:	35.3

Progress Through the Programme

This programme is completed in Six months, full time.

Award of Qualification

Students must complete all 4 courses listed above to qualify for the New Zealand Certificate in Collision Repair (Level 3).

Programme philosophy

The programme creates, maintains and evolves in an environment which fosters active learning, broad thinking, integrity and respectful engagement, all of which are valuable within the collision repair industry and across the community.

The programme is delivered in an integrated manner. Simulated industry workplace tasks have been developed to give ākonga a real-world environment within a place of study. This ensures ākonga have the opportunity to develop graduate attributes in preparation for employment, further study and participation in society.

The *Collision health safety and tools* course is designed to make sure ākonga are consistently using procedures that will keep themselves and others around them safe throughout the programme. Because of the high level of health risk involved in the industry, this course runs concurrently with the other three courses and picks up all the health and safety features within those courses.

The programme then follows a pattern that shows ākonga the order of work involved to prepare vehicles for collision repair. Courses are also designed to:

- include a practical experience component relevant to the automotive industry.
- maintain pace with workplace policies and currently accepted industry techniques/technology.
- reflect current legislation, regulations, and industry standards.

Literacy and numeracy outcomes for Level 3 are embedded throughout the courses.

Assessment rationale

The assessment philosophy of this programme focuses on promoting and measuring effective learning. It places value on both formative and summative assessments that establish and maintain appropriate standards of achievement.

The aims of assessment in this programme are:

- To provide valid and reliable means of evaluating ākonga work in relation to learning outcomes. The standards are those that are acceptable to the wider academic and professional community. The standards are made explicit to ākonga prior to any assessment events.
- To assess development of content knowledge as well as skills and attitudes.

- To promote effective learning and self-awareness through the provision of clearly understood assessment procedures, constructive feedback and evaluation of ākongā work.
- To further develop the critical faculties of ākongā through their exposure to, and involvement in, assessment processes.
- To develop capability in ākongā for self-evaluation. Integration of practical and theoretical knowledge is essential to working effectively in the collision repair industry.

Reflecting this, integrated assessments are central to the philosophy of this programme. Practical scenarios are used to assess skill and knowledge of safe working practices; team projects assess the ability to communicate and attitude; practical skill is assessed in project-based evaluations to ensure workplace readiness of graduates.

Over the duration of the programme, ākongā compile portfolios to evidence their learning progression and to scaffold on the tutor-directed activities. The portfolio assessment methodology is the major source of evidence and is captured through classroom activity participation, completion of tasks, basic research activities, learner reflection, tutor feedback, as well as formative and summative assessments.

Kaiako are mindful of the impact that workload has on ākongā learning. Integrated assessment may be used in instances where it is possible to assess a number of outcomes with a common assessment task.

Responsiveness to Māori learners

Tutors are supported to uphold Tikanga Māori relevant to this programme in learning and teaching activities. At WelTec support is available from the Tamaiti Whāngai Mentoring staff and at Whitireia, Te Wānanga Māori and the Māori Success Co-ordinator. All Māori support staff work alongside academic and non-academic staff to support positive educational outcomes for Māori ākongā.

Kaiako and other support staff are responsible for creating a learning environment that acknowledges Te Ao Māori/ the Māori world view. This will assist Māori ākongā to be comfortable in an environment that is conducive to their learning needs and style

Literacy and numeracy

Literacy and numeracy skill development is integrated throughout all courses and embedded in the learning and assessment. In achieving all the graduate outcomes, ākongā will have demonstrated that they can:

- accurately record written information
- write for a specific purpose and audience
- read and understand a range of text from a variety of sources
- recognise and use specialised vocabulary and terminology in context
- use numbers accurately to solve context specific problems
- respond to dialogue appropriately and with understanding
- record accurately from spoken instructions or requests

Learning activities

A variety of learning and teaching activities are planned throughout the programme to meet the learning outcomes of courses. These activities are allocated time within the overall programme hours and more specifically identified within each course.

Learning activities in the programme include:

Activity	Description
Classroom activities	Lectures, tutorials, individual and group work, role plays, simulated workplace learning, presentations
Online learning activities	Synchronous and asynchronous. Ākonga participate in online discussion groups, engage in online exercises and formative assessment activities
Practical demonstrations	Ākonga observes a range of practical skills demonstrated by the tutor to underpin practical components in courses
Assessment preparation	Ākonga completes assignment/s on time, and is prepared for supervised assessments
Simulated Workshop tasks	Ākonga applies knowledge and skills to authentic tasks that require a problem-solving approach
Group study	Ākonga works in groups to meet assessment task requirements
Independent study	Ākonga engages in a variety of tutor recommended or self-selected materials to meet assessment outcomes
Project work	Ākonga works on projects to progressively achieve outcomes

Tutors advise ākonga of the activities relevant to each course in course outlines.

Personal Responsibility

We are committed to providing a safe and positive learning and working environments for all students, so everyone can meet their learning goals. You can expect to be treated with fairness, dignity and respect by staff and other students. For further information on what we will provide and what is expected of you as a student please [click here](#)

Course Outlines

Code	Title
MB3015	Collision Health, Safety and Tools
Level	Credits
3	10
Learning hours	Total hours: 100 (60 tutor-directed, 40 self-directed)

Aim

In this course ākongā develop knowledge and skills in applying policies, procedures and regulations that ensure consistent safe and effective working practices when undertaking work in the collision repair industry.

Learning outcomes

By the end of this course ākongā will be able to:

1. Identify and follow industry workshop emergency, health and safety procedures and relevant regulations to work safely and effectively in the automotive industry.
2. Identify and follow industry workplace policies, procedures and regulations to work y in the automotive industry.
3. Identify and apply relevant industry and manufacturers' requirements to use collision repair tools and equipment safely and effectively.

Content

- Emergency procedures
- Hazardous materials
- PPE
- Batteries
- Vehicle protection
- Behaviour
- Ventilation
- Work Habits
- Housekeeping
- Quality Control
- Safe Practices
- Hand Tools
- Machinery and Equipment
- Industry and Manufacturer's Instructions
- Lifting and vehicle support equipment
- Vehicle Safety systems

Assessments

A portfolio of evidence that demonstrates competence in each assessment focus area is required.	
Assessment Method	Learning Outcome/s
Portfolio	LO1,2,3

Successful completion of course

Ākongā must achieve competency in all assessments and meet all learning outcomes to be successful.

Resources

A list of recommended resources is provided in the course outline.

Code Title

MB3016 Repair Minor Panel Damage

Level

3

Credits

20

Learning hours

Total hours: 200 (122 tutor-directed, 78 self-directed)

Aim

In this course, ākongā will select and use the appropriate tools, procedures, products and equipment to repair minor panel damage on a motor vehicle, within the collision repair industry.

Learning outcomes

By the end of this course ākongā will be able to:

1. Assess and repair minor panel damage on a vehicle.
2. Apply and sand body filler on a vehicle panel.
3. Select and operate tools and equipment to repair minor panel damage on a vehicle.

Content

- Tools, equipment and materials
- Repair products
- Manufacturers repair procedures
- Crash Management
- Tools and equipment
- Dent pulling
- Metal finishing
- Shrinking
- Minor rust removal

Assessments

A portfolio of evidence that demonstrates competence in each assessment focus area is required.	
Assessment Method	Learning Outcome/s
Portfolio	LO1,2,3

Successful completion of course

Ākongā must achieve competency in all assessments and meet all learning outcomes to be successful.

Resources

A list of recommended resources is provided in the course outline.

Code Title

MB3017 Light engineering

Level

3

Credits

10

Learning hours

Total hours: 100 (70 tutor-directed, 30 self-directed)

Aim

This course develops the fundamental knowledge and skills to perform a range of basic engineering tasks within a collision repair environment.

Learning outcomes

By the end of this course ākongā will be able to:

1. Operate engineering tools and equipment to perform basic fabrication tasks.
2. Operate hand and power tools to complete basic collision repair industry engineering workshop tasks.
3. Operate workshop engineering equipment to complete basic collision repair industry engineering workshop tasks.

Content

- Material types and properties
- Basic fabrication techniques
- Specialist tools
- Basic fabrication hand and power tools
- Procedures guiding use of basic hand and power tools
- Specialist tools
- Metal types/properties which may include castings
- Basic fabrication (heating, cutting, welding, threading, fastening systems)
- Drill Sharpening
- Safe use of tools and equipment

Assessments

A portfolio of evidence that demonstrates competence in each assessment focus area is required.	
Assessment Method	Learning Outcome/s
Portfolio	LO1,2,3

Successful completion of course

Ākongā must achieve competency in all assessments and meet all learning outcomes to be successful.

Resources

A list of recommended resources is provided in the course outline.

Code	Title
MB3018	Vehicle Components
Level	Credits
3	20
Learning hours	Total hours: 200 (122 tutor-directed, 78 self-directed)

Aim

In this course ākonga will be able to identify and, where necessary, remove and replace motor vehicle system components according to manufacturer's recommended instructions.

Learning outcomes

By the end of this course ākonga will be able to:

1. Identify the basic operation of and remove and/or replace components of motor vehicle systems.
2. Identify, remove and/or replace vehicle exterior and interior components.
3. Identify the basic operation of critical systems in the automotive collision repair and refinishing industry.

Content

- HVAC system
- Cooling System
- Brake and suspension system
- Air bags
- Seatbelts
- Body Repair Manuals
- Advanced Driver Assist Systems
- Component storage
- Fastening systems
- Vehicle exterior and interior components
- Removing and replacing road wheels
- Brakes steering and suspension components

Assessments

A portfolio of evidence that demonstrates competence in each assessment focus area is required.	
Assessment Method	Learning Outcome/s
Portfolio	LO1,2,3

Successful completion of course

Ākonga must achieve competency in all assessments and meet all learning outcomes to be successful.

Resources

A list of recommended resources is provided in the course outline.