



# Automotive Technician

Youth Apprenticeship

## AUTOMOTIVE TECHNICIAN

Automotive Technician youth apprentices gain skills related to the preventative maintenance and repair of automobiles and light trucks. Youth apprentices are immersed in the evolving automotive technology and integrated systems. Apprentices must adhere to industry safety and security standards.

**Length of Apprenticeship:** One or two years

## OCCUPATIONAL COMPETENCIES

Automotive Technician youth apprentices work with a job site mentor to demonstrate the following competencies. Youth apprentices must complete the **NINE** Competencies in Year 1. Youth apprentices must complete **NINE** competencies in Year 2. Employers can substitute up to **1** competency per year with other occupationally appropriate skills. Substitutions must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

| YEAR 1 Competencies                              | YEAR 2 Competencies   |
|--|---|
| 1. Operate tools and equipment safely            | 10. Perform preventative maintenance on cooling systems   |
| 2. Maintain a clean and organized work area      | 11. Inspect transmission and transaxle performance  |
| 3. Process work order                            | 12. Perform preventative maintenance on Drivetrain  |
| 4. Change oil and filter                         | 13. Perform preventative maintenance on steering and suspension                                   |
| 5. Assist with the diagnosis of concern or issue | 14. Perform preventative maintenance on fuel systems  |
| 6. Identify vehicle parts                        | 15. Perform preventative maintenance on vehicle brakes  |
| 7. Rotate tires                                  | 16. Perform preventative maintenance on electrical systems  |
| 8. Service a 12V battery                         | 17. Run tests on cylinder head and valve train systems  |
| 9. Perform a multipoint vehicle inspection       | 18. Perform preventative maintenance on heating, ventilation, and air conditioning (HVAC) systems |

## **REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES**

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Some of the related instruction courses can bridge into the following registered apprenticeship:

- Automotive Registered Apprenticeship (under development in 2022)

## **POST-SECONDARY PATHWAY OPPORTUNITIES**

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There are several post-secondary pathway opportunities in this area. Following is partial list.

- Automotive and Light Duty Truck Technician
- Automotive Maintenance Technician



# AUTOMOTIVE TECHNICIAN

Youth Apprenticeship

## ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

**(TO BE COMPLETED BY YA CONSORTIUM)**

### YOUTH APPRENTICE INFORMATION

|                              |                                    |
|------------------------------|------------------------------------|
| <b>Youth Apprentice Name</b> |                                    |
| <b>YA Coordinator</b>        | <b>YA Consortium</b>               |
| <b>School District</b>       | <b>High School Graduation Date</b> |
|                              |                                    |

### REQUIREMENTS

#### Level One Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 1 Competency checklist
- Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- Related instruction equal to 1 high school credit or at least 3 college credits
- Minimum of 450 work hours

#### Level Two Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 2 Competency checklist
- Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- Related instruction equal to 2 high school credits or at least 6 college credits
- Minimum of 900 work hours

### HOURS

Record the hours the youth apprentice worked.

| Total Hours Employed | Company Name | Telephone Number |
|----------------------|--------------|------------------|
|                      |              |                  |
|                      |              |                  |
|                      |              |                  |
|                      |              |                  |

## RELATED INSTRUCTION

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YEAR 1: Indicate which related instruction courses the youth apprentice completed.

| Dual Credit              | Course Number and Title | Credits | Instruction Provider |
|--------------------------|-------------------------|---------|----------------------|
| <input type="checkbox"/> |                         |         |                      |
| <input type="checkbox"/> |                         |         |                      |
| <input type="checkbox"/> |                         |         |                      |
| <input type="checkbox"/> |                         |         |                      |

YEAR 2: Indicate which related instruction courses the youth apprentice completed.

| Dual Credit              | Course Number and Title | Credits | Instruction Provider |
|--------------------------|-------------------------|---------|----------------------|
| <input type="checkbox"/> |                         |         |                      |
| <input type="checkbox"/> |                         |         |                      |
| <input type="checkbox"/> |                         |         |                      |
| <input type="checkbox"/> |                         |         |                      |

## SIGNATURES

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The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

|  |  |
|--|--|
| Employer/Mentor Signature                    | Employer/Mentor Signature                    |
| Employer/Mentor                              | Employer/Mentor                              |
| Business/Company                             | Business/Company                             |
| Date Signed                                  | Date Signed                                  |
|  |  |
| School-Based and/or YA Coordinator Signature | School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator           | School-Based and/or YA Coordinator           |
| School District or Organization              | School District or Organization              |
| Date Signed                                  | Date Signed                                  |
|  |  |
| Youth Apprentice Signature                   | Youth Apprentice Signature                   |
| Youth Apprentice                             | Youth Apprentice                             |
| School District / High School                | School District / High School                |
| Date Signed                                  | Date Signed                                  |

## EMPLOYABILITY SKILLS (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. (See options listed below.) Employability skills must be completed for every year a student is in the program. The DPI Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a Wisconsin Department of Public Instruction (DPI) State-Certified Cooperative Education, [Co-Op Employability Skill certification](#) then they have met the YA Employability Skills requirement for that year. A copy of the student's DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

2. Completed and rated "Employability Skills" through this YA OJL guide as described below.

|          |   |
|----------|---|
| <b>3</b> | <b>Exceeds Expectations:</b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior    |
| <b>2</b> | <b>Meets Expectations:</b> Meets entry-level criteria; requires some supervision; often displays this behavior                  |
| <b>1</b> | <b>Working to Meet Expectations:</b> Needs improvement; requires much assistance and supervision; rarely displays this behavior |

The following skills are required of all youth apprentices.

| Employability Skills  | Rating                                    |                          |                          |
|---|---|--------------------------|--------------------------|
| Competency and Rating Criteria  | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|   | 1   | 2                        | 3                        |
| 1. Develops positive work relationships with others.<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Interacts with others with respect and in a non-judgmental manner</li> <li>• Responds to others in an appropriate and non-offensive manner</li> <li>• Helps co-workers and peers accomplish tasks or goals</li> <li>• Applies problem-solving strategies to improve relations with others</li> <li>• When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation</li> </ul> | <b>Year 1 Rating</b>                      |                          |                          |
|   | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>                      |                          |                          |
|   | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Employability Skills  | Rating                   |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <p>2. Communicates effectively with others</p> <p><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Adjusts the communication approach for the target audience, purpose, and situation to maximize impact</li> <li>• Organizes messages/information in a logical and helpful manner</li> <li>• Speaks clearly and writes legibly</li> <li>• Models behaviors to show active listening</li> <li>• Applies what was read to actual practice</li> <li>• Asks appropriate questions for clarity</li> </ul>   | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>3. Collaborates with others</p> <p><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities</li> <li>• Shares responsibility for collaborative work and decision making</li> <li>• Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise</li> <li>• Avoids contributing to an unproductive group conflict<br/>Shares information and carries out responsibilities in a timely manner</li> </ul> | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>4. Maintains composure under pressure</p> <p><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Uses critical thinking to determine the best options or outcomes when faced with a challenging situation</li> <li>• Carries out assigned duties while under pressure</li> <li>• Acts in a respectful, professional, and non-offensive manner while under pressure</li> <li>• Applies stress management techniques to cope under pressure</li> </ul>  | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Employability Skills   | Rating                   |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <p>5. Demonstrates integrity<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Carries out responsibilities in an ethical, legal and confidential manner</li> <li>• Responds to situations in a timely manner</li> <li>• Takes personal responsibility to correct problems</li> <li>• Models behaviors that demonstrate self-discipline, reliability, and dependability</li> </ul>  | <b>Year 1 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <b>Year 2 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>6. Performs quality work<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Carries out written and verbal directions accurately</li> <li>• Completes work efficiently and effectively</li> <li>• Performs calculations accurately</li> <li>• Conserves resources, supplies, and materials to minimize costs and environmental impact</li> <li>• Uses equipment, technology, and work strategies to improve workflow</li> <li>• Applies problem-solving strategies to improve productivity</li> <li>• Adheres to worksite regulations and practices</li> <li>• Maintains an organized work area</li> </ul>  | <b>Year 1 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <b>Year 2 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>7. Provides quality goods or services (internal and external)<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Shows support for the organizational goals and principles by own personal actions</li> <li>• Displays a respectful and professional image to customers</li> <li>• Displays an enthusiastic attitude and desire to take care of customer needs</li> <li>• Seeks out ways to increase customer satisfaction</li> <li>• Produces goods to workplace specifications</li> </ul>   | <b>Year 1 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <b>Year 2 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>8. Shows initiative and self-direction<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>• Prioritizes and carries out responsibilities without being told</li> <li>• Responds with enthusiasm and flexibility to handle tasks that need immediate attention</li> <li>• Reflects on any unsatisfactory outcome as an opportunity to learn</li> <li>• Improves personal performance by doing something different or differently</li> <li>• Analyzes how own actions impact the overall organization</li> <li>• Supports own action with sound reasoning and principles</li> <li>• Balances personal activities to minimize interference with work responsibilities</li> </ul> | <b>Year 1 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <b>Year 2 Rating</b>     |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



| Employability Skills  | Rating                   |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <p>9. Adapts to change<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>Shows flexibility and willingness to learn new skills for various job roles</li> <li>Uses problem-solving and critical-thinking skills to cope with changing circumstances</li> <li>Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness</li> <li>Displays a "can do" attitude</li> </ul> | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>10. Demonstrates safety and security regulations and practices<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>Follows personal safety requirements</li> <li>Maintains a safe work environment</li> <li>Demonstrates professional role in an emergency</li> <li>Follows security procedures</li> <li>Maintains confidentiality</li> </ul>   | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>11. Applies job-related technology, information, and media<br/><i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> <li>Applies technology effectively in the workplace</li> <li>Assesses and evaluates information on the job</li> <li>Assesses training manuals, website, and other media related to the job</li> </ul>  | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>12. Fulfills training or certification requirements for employment<br/><i>Examples of this requirement may include . . .</i></p> <ul style="list-style-type: none"> <li>Participation in required career-related training and/or educational programs</li> <li>Passing certification tests to qualify for licensure and/or certification</li> <li>Participation in company training or orientation</li> </ul>  | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>13. Sets personal goals for improvement<br/><i>Examples of this requirement may include . . .</i></p> <ul style="list-style-type: none"> <li>Setting goals that are specific and measurable</li> <li>Setting work-related goals that align with the organization's mission</li> <li>Identifying strategies to reach goals</li> <li>Reflecting on goal progress to regularly evaluate and modify goals</li> </ul>   | <b>Year 1 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>Year 2 Rating</b>     |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## YEAR 1 OCCUPATIONAL COMPETENCIES (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Automotive Technician youth apprentices work with a job site mentor to demonstrate the following competencies. Youth apprentices must complete the **NINE** Competencies in Year 1. Youth apprentices must complete **TEN** competencies in Year 2. Employers can substitute up to **1** competency per year with other occupationally appropriate skills. Substitutions must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

### Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays behavior

| Occupational Competencies   | Rating                                    |                          |                          |
|---|---|--------------------------|--------------------------|
| Competency and Rating Criteria  | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|   | 1   | 2                        | 3                        |
| <p><b>1. Operate tools and equipment safely</b></p> <ul style="list-style-type: none"> <li>operate only equipment trained on</li> <li>choose correct tool or equipment for the task</li> <li>verify tool/equipment is available for use and in working order</li> <li>verify tool/equipment is current for preventative maintenance and/or calibration</li> <li>verify safety equipment</li> <li>wear proper Personal Protective Equipment (PPE)</li> <li>use tool/equipment guarding devices</li> <li>monitor tool/equipment for safe operation</li> <li>follow clean-up procedures</li> <li>report abnormal tool/equipment conditions promptly</li> <li>shut down and label tool/equipment not operating as expected</li> <li>complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>2. Maintain a clean and organized work area</b></p> <ul style="list-style-type: none"> <li>maintain shop manuals and/or electronic retrieval systems</li> <li>organize tools</li> <li>return tools to proper location</li> <li>clean work area</li> <li>process old parts properly</li> <li>follow manufacturer warranty requirements</li> <li>handle hazardous materials properly</li> </ul>   | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Occupational Competencies   | Rating                                    |                          |                          |
|---|---|--------------------------|--------------------------|
| Competency and Rating Criteria  | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|   | 1   | 2                        | 3                        |
| <p><b>3. Process work order</b></p> <ul style="list-style-type: none"> <li>• verify customer complaint/concern</li> <li>• obtain customer information, vehicle identifying (vin number) information, customer concern, and related service history</li> <li>• document customer complaint/concern information on repair order</li> <li>• verifying preexisting vehicle conditions (dents, service lights, etc.)</li> <li>• obtain customer signature(s)</li> <li>• handle complaints tactfully without insult or conflict</li> <li>• protect vehicle interior for service</li> <li>• follow work order process flow</li> <li>• follow 3C's (Complaint, Cause, Correction) process</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>4. Change oil and filter</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• place oil container under drain spot</li> <li>• remove drain plug</li> <li>• drain engine oil</li> <li>• take oil sample for condition testing</li> <li>• clean plug</li> <li>• torque drain plug to specification</li> <li>• replace oil filter</li> <li>• refill to recommended amount</li> <li>• run engine and check for leaks</li> <li>• perform oil life monitoring system reset procedure</li> <li>• inspect air and exhaust system</li> <li>• remove old or damaged air filters</li> <li>• replace air system components</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Occupational Competencies  | Rating                                    |                          |                          |
|--|---|--------------------------|--------------------------|
| Competency and Rating Criteria   | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|  | 1   | 2                        | 3                        |
| <p><b>5. Assist with the diagnosis of concern or issue</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• determine appropriate inspections and test(s) to perform based on customer concern</li> <li>• retrieve shop manuals and/or electronic retrieval systems</li> <li>• research applicable vehicle and service information, normal system operation specifications, vehicle service history, service precautions, and applicable technical service bulletins</li> <li>• complete diagnostic tests necessary to identify cause of customer concern</li> <li>• obtain approval for additional diagnostic procedures</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>6. Identify vehicle parts</b></p> <ul style="list-style-type: none"> <li>• collect information to determine part required</li> <li>• locate vehicle and component identification numbers</li> <li>• look-up part price</li> <li>• verify part availability</li> <li>• verify correct part upon receipt</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>7. Rotate tires</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• verify tire rotation and torque specs recommended by the manufacturer</li> <li>• position vehicle for service</li> <li>• inspect each tire for wear</li> <li>• inspect brake pads for wear</li> <li>• torque lug nuts (hand torque)</li> <li>• adjust tire pressure</li> <li>• perform tire pressure monitoring system reset procedure (TPMS)</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Occupational Competencies   | Rating                                    |                          |                          |
|---|---|--------------------------|--------------------------|
| Competency and Rating Criteria  | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|   | 1   | 2                        | 3                        |
| <p><b>8. Service a 12V battery</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• identify battery type</li> <li>• follow safety and service procedures for battery type</li> <li>• inspect battery</li> <li>• use battery memory/maintainer saver device</li> <li>• perform battery capacity test</li> <li>• perform battery charge</li> <li>• replace battery</li> <li>• perform battery monitor reset</li> <li>• dispose of old battery</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>9. Perform a multipoint vehicle inspection</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• use correct measuring devices for inspection</li> <li>• verify preexisting vehicle conditions (dents, service lights, etc.)</li> <li>• check operation of exterior lights</li> <li>• check operation of interior lights</li> <li>• inspect windshield and mirrors</li> <li>• inspect steering and suspension systems</li> <li>• inspect oil condition</li> <li>• inspect tire condition and air pressure</li> <li>• inspect brake system</li> <li>• inspect exhaust system</li> <li>• check fluid levels and condition</li> <li>• use industry-accepted wording to describe vehicle condition</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)   |   |                          |                          |
| <b>Comments:</b>  |   |                          |                          |

Add all points awarded to calculate the

***Total Score =***

A total score of 18 or more is needed for  
successful completion

Note: this scoring method only applies to the Auto Technician and Collision Repair pathways.

## YEAR 2 COMPETENCIES (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Enter rating for year the competency is demonstrated.

| Occupational Competencies  | Rating                                    |                          |                          |
|--|---|--------------------------|--------------------------|
|  | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|  | 1   | 2                        | 3                        |
| <b>1. Perform preventative maintenance on cooling systems</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• perform visual inspection for leaks</li> <li>• pressure test system</li> <li>• check system for contamination and correct coolant</li> <li>• test freeze point/freeze protection</li> <li>• flush cooling system</li> <li>• check cooling system fan operation</li> <li>• check condition of hoses</li> <li>• dispose of old fluids/materials</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. Inspect transmission and transaxle performance</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• inspect for fluid leaks</li> <li>• inspect hoses, belts, and components</li> <li>• check transmission fluid level and condition</li> <li>• change filter and fluid</li> <li>• flush transmission fluid</li> <li>• dispose of old fluids/materials</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Occupational Competencies   | Rating                                    |                          |                          |
|---|---|--------------------------|--------------------------|
| Competency and Rating Criteria  | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|   | 1   | 2                        | 3                        |
| <p><b>3. Perform preventative maintenance of Drivetrain</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• determine manufacturer's maintenance schedule/recommendation</li> <li>• perform visual inspection of drivetrain system</li> <li>• change powertrain fluids</li> <li>• remove or replace driveshaft/u-joints</li> <li>• inspect differential/axles condition</li> <li>• inspect drive motors/transfer case/gearbox</li> <li>• perform final inspection of drivetrain system</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>   | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>4. Perform preventative maintenance on steering and suspension</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• inspect power steering fluid level and condition</li> <li>• flush power steering system</li> <li>• inspect power steering system for fluid leaks</li> <li>• lubricate suspension and steering systems</li> <li>• inspect steering and suspension components to meet manufacturer's specifications</li> <li>• inspect tire condition and wear</li> <li>• identify parts in need of replacement</li> <li>• remove worn or damaged parts</li> <li>• recommend corrective action</li> <li>• replace worn or damaged parts</li> <li>• check alignment</li> <li>• assist with performing correct alignment procedures</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |



| Occupational Competencies  | Rating                                    |                          |                          |
|--|---|--------------------------|--------------------------|
| Competency and Rating Criteria   | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|  | 1   | 2                        | 3                        |
| <p><b>5. Perform preventative maintenance on fuel systems</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• perform fuel system inspection</li> <li>• identify parts in need of replacement</li> <li>• replace fuel filters</li> <li>• assist with fuel system cleaning</li> <li>• recommend corrective action</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>6. Perform preventative maintenance on vehicle brakes</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• inspect brake system for leaks and issues</li> <li>• bleed/flush brake system</li> <li>• measure brake pedal height, travel, and free play</li> <li>• measure brake drum diameter/rotors thickness to manufacturer's specifications</li> <li>• assist with replacement of brake systems</li> <li>• inspect/clean/service calipers, slides, and pins</li> <li>• assist replacement of pads and brake hardware</li> <li>• complete final brake performance test</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>7. Perform preventative maintenance on lighting systems</b></p> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• perform test of lights</li> <li>• inspect connectors, cables, and holders</li> <li>• replacement of bulbs and headlights</li> <li>• test replaced bulbs and headlights</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Occupational Competencies  | Rating                                    |                          |                          |
|--|---|--------------------------|--------------------------|
| Competency and Rating Criteria   | Minimum Rating of 2 for EACH Check Rating |                          |                          |
|  | 1   | 2                        | 3                        |
| <b>8. Run tests on cylinder head and valve train systems</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• run a compression test</li> <li>• run a leak down test</li> <li>• report test results</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>9. Perform preventative maintenance on heating, ventilation, and air conditioning (HVAC) systems</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• position vehicle for service</li> <li>• inspect cooling and heating system hoses, ducts, doors, and filters</li> <li>• replace cabin filter</li> <li>• assist with HVAC performance test using O.E.M. specifications</li> <li>• assist replacement of failed system components</li> <li>• assist with flush of ac systems</li> <li>• handle hazardous wastes properly</li> <li>• clean up work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)  | <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>   |   |                          |                          |

Add all points awarded to calculate the

**Total Score =**

A total score of 18 or more is needed for successful completion

Note: this scoring method only applies to the Auto Technician and Collision Repair pathways.



# Post-Program Completion Survey

Youth Apprenticeship

## YA POST-PROGRAM COMPLETION SURVEY: EMPLOYER FEEDBACK

Employers complete the following information. YA Coordinators will enter this into the Post-Program Completion Survey.

| YA Employer Post-Program Completion Questions  |  |
|--|--|
| Will you offer or have you offered the Youth Apprentice a continuing position with your company? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No              |
| If continuing position offered to youth apprentice, did they accept?                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No              |
| <b>If yes, please answer the questions below:</b>  |  |
| Was the offer for full time or part time work?   | <input type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time |
| Title of the position offered:   |  |
| What is the wage of the continuing employment offer?   |  |
| If applicable, will the youth apprentice advance to a Registered Apprenticeship?                 |  |

## YA POST-PROGRAM COMPLETION SURVEY: COMPLETED BY YA CONSORTIUM

The [Post-Program Completion Survey](#) form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. This **form should be completed by the Youth Apprenticeship Coordinator** to capture information from all high school seniors and their employers after successful completion of the Youth Apprenticeship Program.

The form should be completed during the final meeting between the student, mentor, and Youth Apprenticeship Coordinator, when the final checklist or On-the-Job Learning (OJL) Guide is filled out and signed. Information captured on this form must be entered online using the Youth Apprenticeship Online Data Application (YODA) System.

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DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

