Apprenticeship and Industry Training

Trades Competency Verification (TCV)
Trades Qualifier Candidate

Automotive Service Technician

DRAFT

Alberta Government — Apprenticeship and Industry Training

Alberta.
Trades.
World
Ready.

Candidate Information

*Name: _____

*AIT Identifier: _____

*Address: _____

*City: _____

*Province: _____

*Postal Code: _____

*Primary Phone: _____

Alternate Phone: _____

E-mail: _____

All information marked with an * must be filled in or the TCV will be returned.

Process Information

This document verifies your ability to demonstrate the core competencies in the Automotive Service Technician trade.

Assessor and Candidate Requirements:

ASSESSOR:

The employer's designated assessor MUST possess an Automotive Service Technician journeyperson credential recognized in Alberta.

CANDIDATE:

All prerequisite requirements for the Trades Qualifier Candidate must be met prior to Assessor sign-off verifying the successful completion of each of the competencies.

Refer to:
tradesecrets.alberta.ca/sources/pdfs/forms/TCV_Fact_Sheet.pdf
for Trade Competency Verification information and instructions on how to use and fill out this book.

Alberta.
Trades.
World
Ready.

The TCV belongs to YOU – the Trades Qualifier Candidate. It is YOUR responsibility to:

- Work with your employer to complete all **5** prescribed competencies outlined in the TCV.
- Ensure the TCV is current. Competencies must be achieved after the date you applied for the Trades Qualifier Program.
- Ensure the TCV is uploaded into the Documents section of your MyTradesecrets (MTS) online account upon completion of the competency projects and employer endorsement.
- Complete all program requirements (including the TCV) within 18 months from your Trades Qualifier Program application approval date.

Completing the TCV – Instructions to the Candidate

- Fill out all the requested information.
  - Failure to do so may result in the return of your TCV.
- Complete the entire Candidate Information page.
- Sign the Candidate Signature section under each completed competency.
- Have your approved assessor confirm each competency. The assessor must fill in all fields for each competency witnessed.
  - The assessor may be different for each competency.
  - Assessors may be a designated journeyperson of the endorsing employer.

Completing the TCV – Instructions to the Employer

- Support the candidate while they work with a certified journeyperson with an Alberta-recognized credential in the same trade.
  - The assessor does not have to be employed with the candidate's employer.
- Upon the candidate's successful completion of the competencies outlined, complete the Employer's Endorsement section of the TCV Book.
- Return the completed TCV Book to the candidate, so they can upload a copy to their MTS online account.

Please note: The employer must be an eligible Alberta employer performing work in the applicant's trade.

Competencies

Competency A

Perform a wheel assembly removal and installation.

Standard:

Using the specifications provided, remove the wheel assembly using the proper tools and lifting technique and reinstall the wheel with the proper lifting technique, tools, torque steps and pattern.

Date Achieved: _____

Assessor Name (Print): _____

Assessor's Journeyperson Certificate Number: _____

_____

Issuing Province or Jurisdiction: _____

Assessor Phone Number: _____

Assessor Signature: _____

Candidate Signature: _____

You must complete all 5 competencies in the TCV.

Alberta.
Trades.
World
Ready.

Competency B

Measure tie rod end play, tread depth, pad friction lining and rotor thickness to verify serviceability and safe operation.

Standard:

Using technical references and/or specifications provided, perform the recommended procedures and tolerances for wear determination.

Date Achieved: _____

Assessor Name (Print): _____

Assessor's Journeyperson Certificate Number: _____

_____

Issuing Province or Jurisdiction: _____

Assessor Phone Number: _____

Assessor Signature: _____

Candidate Signature: _____

You must complete all 5 competencies in the TCV.

Alberta. Trades. World Ready.

Competency C

Perform battery, starting, and charging systems diagnosis using specific tests to identify faults.

Standard:

Using technical references and/or specifications provided, perform the recommended procedures to determine readings and diagnose faults.

Date Achieved: _____

Assessor Name (Print): _____

Assessor's Journeyperson Certificate Number: _____

_____

Issuing Province or Jurisdiction: _____

Assessor Phone Number: _____

Assessor Signature: _____

Candidate Signature: _____

You must complete all 5 competencies in the TCV.

Competency D

Use a scan tool and other required equipment to verify components operation and diagnose faults using codes and related tests.

Standard:

Using technical references and/or specifications provided, perform the recommended procedures to determine codes, measure readings and diagnose faults.

Date Achieved: _____

Assessor Name (Print): _____

Assessor's Journeyperson Certificate Number: _____

_____

Issuing Province or Jurisdiction: _____

Assessor Phone Number: _____

Assessor Signature: _____

Candidate Signature: _____

You must complete all 5 competencies in the TCV.

Competency E

Perform a vehicle inspection to verify vehicle serviceability and safe operation.

Standard:

Using technical references and/or specifications provided, perform the recommended procedures to perform a visual and hands-on inspection and identify faults or wear.

Date Achieved: _____

Assessor Name (Print): _____

Assessor's Journeyperson Certificate Number: _____

_____

Issuing Province or Jurisdiction: _____

Assessor Phone Number: _____

Assessor Signature: _____

Candidate Signature: _____

You must complete all 5 competencies in the TCV.

Alberta.
Trades.
World
Ready.

Employer's Endorsement
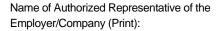
The Candidate _____
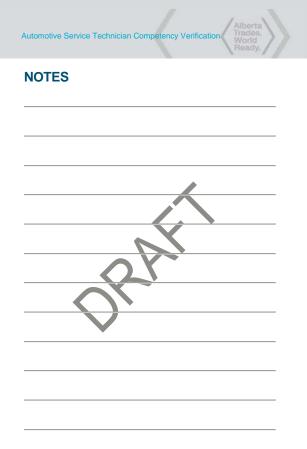Candidate's name

is currently employed by _____

_____
Legal company name of your employer

I am an authorized representative of the Employer.

I am satisfied that a certified journeyperson meeting the requirements to be an Assessor (see page 2) has assessed the trade competencies for the Candidate in the trade of Automotive Service Technician and that the Assessor has determined that the Candidate carries out the activities of the trade at the skill level expected of an Alberta-certified journeyperson in this trade.

Name of Authorized Representative of the Employer/Company (Print):

_____

Position: _____

Signature: _____

Date: _____

Phone Number: _____

E-mail address: _____

Name of Employer/Company (Print): _____

_____

Address: _____

City: _____

Postal Code: _____

NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

14