

**★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★****Issued: January 7, 2010****Program: Automotive Glass Technician**

**To:** ITA Training Providers  
Automotive Training Standards Organization (ATSO)

**RE:** **REF: 2010 001**  
**UPDATE TO AUTOMOTIVE GLASS TECHNICIAN PROGRAM**

**Timing:** Effective: immediately

**Information:** Please be advised that an updated program standard for the Automotive Glass Technician apprenticeship program has been approved by the ITA. An updated program profile and program outline is posted on the ITA website at [www.itabc.ca](http://www.itabc.ca).

Delivery of training for the Automotive Glass Technician apprenticeship program is to be based on the updated program outline immediately.

**Background**

The Automotive Training Standards Organization (ATSO) has updated the standards for the Automotive Glass Technician apprenticeship program based on extensive consultation with industry and training providers. The following changes have been made in the in-school training:

- changes to content in the in-school training materials; and
- a reduction from two in-school training sessions to one session with a two week duration.

**Transition plan**

The ITA, in cooperation with ATSO and the training providers, has developed an implementation plan to transition apprentices to the updated program. A letter will be sent to all registered Automotive Glass Technician apprentices and their sponsors informing them of the changes to the program.

**Assessment****In-school Training**

Training providers delivering the Automotive Glass Technician in-school training are required to enter the following assessment result for each apprentice in ITA

**DirectAccess:**

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies. A table showing the subject competencies and weightings for each competency is shown in the attached Assessment Guidelines document.
  - The theory subject competency mark is calculated based on 100% of accumulated competencies.
  - The practical subject competency mark is calculated based on 100% of accumulated competencies.
- The in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 50% to the final theory result and a weighting of 50% to the practical result and then adding the two results together. Refer to the Subject Competencies and Weightings Table in the Grading Sheet section of the Assessment Guidelines document.

Successful completion of the in-school training is defined as a score of 70% or greater for the final in-school mark.

**Certificate of Qualification (C of Q) Examination**

Apprentices registered in the Automotive Glass Technician program are required to write the C of Q exam after completing their in-school training, in order to be certified. A score of 70% or greater is required for a pass.

The Automotive Glass Technician C of Q exam may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q exam, score and record the exam results in ITA DirectAccess.

**For more information contact:**

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**Copy:**

ITA Staff



## ASSESSMENT GUIDELINES

**Program:** Automotive Glass Technician Apprenticeship

**Requirements:** In-school Training

Training providers delivering the Automotive Glass Technician in-school training are required to enter the following assessment result for each apprentice in ITA DirectAccess:

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies. A table showing the subject competencies, theory and practical percentage weightings for each competency is shown in the Grading Sheet section of this document.
  - The theory subject competency mark is calculated based on 100% on accumulated competencies.
  - The practical subject competency mark is calculated based on 100% on accumulated competencies.
- The in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 50% to the final theory result and a weighting of 50% to the practical result and then adding the two results together. Refer to the Subject Competencies and Weightings Table in the Grading Sheet section of this document for more detail.

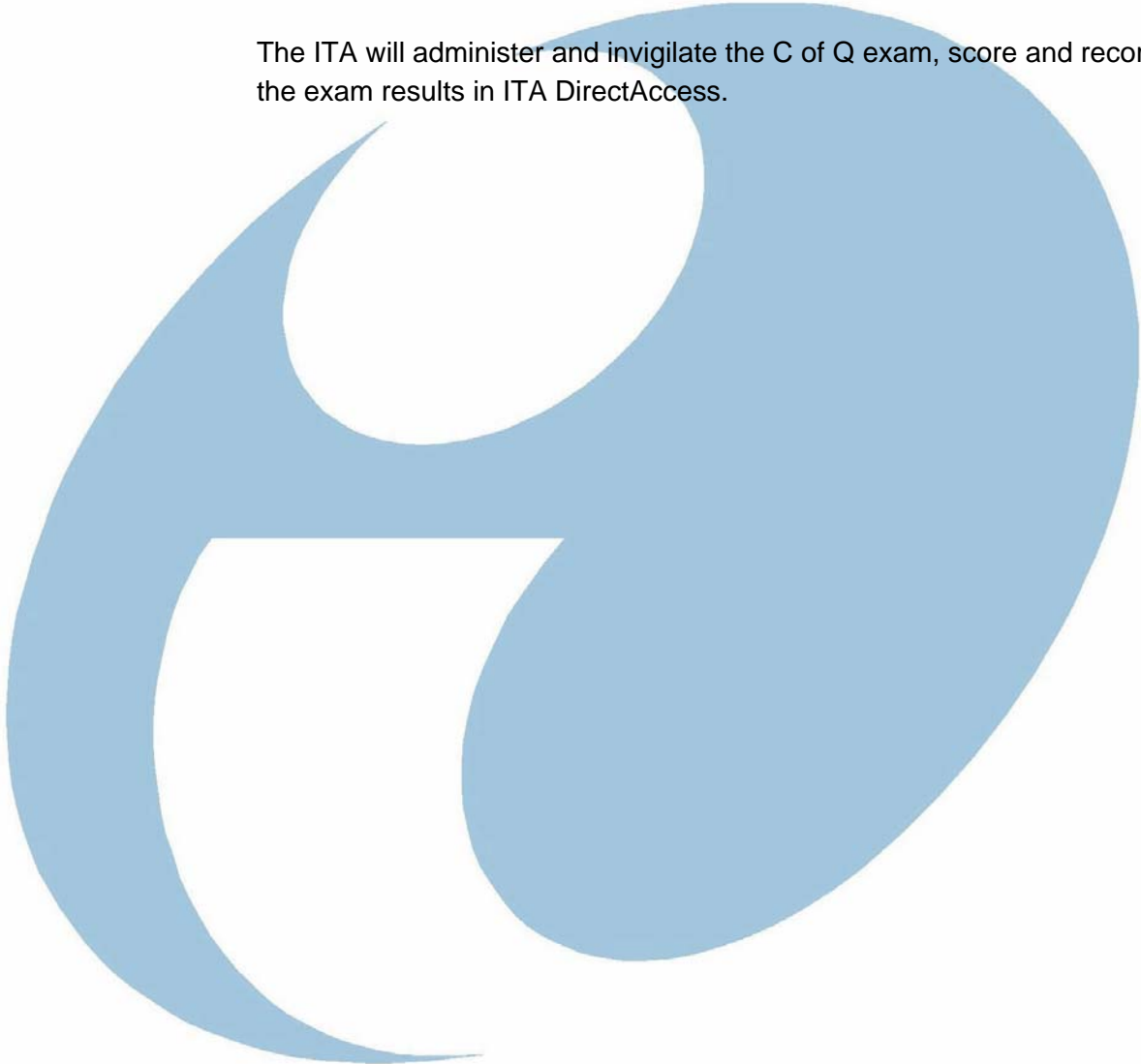
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**Grading Sheet: Subject Competencies and Weightings Table**

<b>Program:</b>		<b>Automotive Glass Technician revised Jan. 2010 apprenticeship</b>	
<b>In-school Training:</b>		<b>Automotive Glass Technician</b>	
<b>ITADirectAccess Code:</b>		<b>0156AG01.012010</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
A	Safety, Care and Use of Automotive Glass Tools	10%	10%
B	Vehicle Protection	5%	5%
C	Damage Assessment	5%	5%
D	Removal Assessment	25%	25%
E	Installation Procedures	30%	30%
F	Supplemental Restraint System	10%	10%
G	Windshield Repair	5%	5%
H	Template Preparation	5%	5%
I	Troubleshooting Procedures	5%	5%
	Total	100%	100%
	Automotive Glass Technician in-school mark weighting	50 %	50 %
	Automotive Glass Technician in-school mark	X%	