

Issued: June 6, 2013

Program: Automotive Glass Technician

To: ITA Training Providers
Automotive Training Standards Organization (ATSO)
ACE IT School Districts

RE: OPSN 2013 008

Timing: Effective Immediately

Information: Updated Certificate of Qualification Credentialing Exam

Background

Effective immediately an updated version of the Certificate of Qualification exam for the Automotive Glass Technician program is available.

All other program standards remain unchanged: no changes were made to the General Areas of Competencies (GACs), competencies or learning tasks. For more detail please see the Program Outline posted on the ITA website: www.itabc.ca

A recent review of the Certificate of Qualification exam for the Automotive Glass Technician program showed it to be out of date and out of alignment with the current Program Outline (2009). The Automotive Training Standards Organization (ATSO) reviewed the exam with a group of Subject Matter Experts (SMEs) from industry and made recommended improvements to the exam.

The revised Certificate of Qualification (CofQ) exam can be requested by training providers via the usual ITA procedure. ITA will administer and invigilate the CofQ exam and score and record exam results in ITA Direct Access. A score of 70% or greater is required for a pass.

For more information contact:

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cc: ITA Staff

Assessment Guidelines

Program: **Automotive Glass Technician**

Training providers delivering Automotive Glass Technician apprenticeship in-school technical training are required to enter the following information in ITA Direct Access for each apprentice:

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

The in-school mark is derived from a combination of theory and practical assessments. This mark is then combined with the ITA Certificate of Qualification Examination to determine a final mark.

Training Provider Component: **In-School Technical Training**

Calculation tables showing the subject competencies, level percentage weightings and level examination weightings are shown in the Grading Sheet: “Subject Competencies and Weightings” section of this document.

Automotive Glass Technician Level 1 in-school marks are calculated by:

- Totaling the level *theory* competency results as noted in the competencies and weightings tables and multiplying the total by 50% for Level 1 to produce a weighted theory result;
- Totaling the level *practical* competency results as noted in the competencies and weightings tables and multiplying the total by 50% for Level 1 to produce a weighted theory result;
- Adding the theory and practical competency results together to determine the final in-school result.

Successful completion of the in-school training for each level is defined as an in-school mark of 70% or greater.

ITA Certificate of Qualification Exam

In order to achieve certification in the Automotive Glass Technician program apprentices are required to write the ITA Certificate of Qualification exam after completing in-school technical training. Apprentices must have passed in-school technical training or be approved challengers to sit the exam. A score of 70% or greater is required for a pass.

ITA Certificate of Qualification exams should be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate ITA Certificate of Qualification exams and score and record exam results in ITA Direct Access.

Grading Sheet: Subject Competency and Weightings

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:		AUTOMOTIVE GLASS TECHNICIAN LEVEL 1 0156AGLVL1	
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
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%
Calculated by the Training Provider Automotive Glass Technician in-school theory & practical subject competency weighting		50%	50%
Training Provider enters final in-school mark into ITA Direct Access		X% - Calculation of final in-school percentage	