

## 2022 Collision Repair and Refinish Job Sheet Skill Tracking Module Overview

The Collision Repair and Refinish Job Sheet Skill Tracking module is designed to help instructors (and their industry partners) track student progress toward competency in the 2022 ASE collision program standards. The content in this online course is consistent with the 2022 Collision Repair and Refinish task list. The online site contains seven topics that represent each of the CRR areas of emphasis plus a topic that addresses Foundation Skills (RST).

Each topic contains the job sheets related to the ASE tasks in that emphasis area. In some cases, multiple tasks will be addressed in one job sheet. There is one assignment for each job sheet. The job sheets are accessed through the assignment feature in the Moodle learning management system. In addition, the job sheets may be accessed in a pdf format. This allows the instructor, industry mentor, or students to quickly access the job sheet without having to download the document to view it. The pdf version will display in a new window within the online site. See screen shot below:

### JOB SHEET ASSIGNMENTS

#### A. Safety Precautions


 I-A-1 through I-A-4: Collision Safety Precautions ← One job sheet addresses 4 ASE tasks.

 Job Sheet: I-A-1 through I-A-4 Collision Safety Precautions PDF document

 I-A-5 Vehicle Clean-Up and Quality Control ← One job sheet addresses 1 ASE task.


 Job Sheet: I-A-5 Vehicle Clean-Up and Quality Control PDF document

#### B. Damage Analysis


 I-B-1, I-B-2, I-B-5 through I-B-8, and I-B-10 Vehicle Damage Report

 Job Sheet: I-B-1, I-B-2, I-B-5 through I-B-8, and I-B-10 Vehicle Damage Report PDF document

 I-B-3 Analyze Damage and Develop a Plan for Repair

 Job Sheet: I-B-3 Analyze Damage and Develop a Plan for Repair PDF document

 I-B-4 Determine the Extent of Direct and Indirect Damage

 Job Sheet: I-B-4 Determine the Extent of Direct and Indirect Damage PDF document

The assignments have been created to give the instructor, industry mentor, and student flexibility during the learning process. Assignments remain open until a grade has been assigned. There is a process for instructor/industry mentor to provide feedback and a comment option for students to ask for more guidance or to provide more clarification of their work to the reviewer. Within the assignment structure the job sheets are Word documents that are downloaded, completed, saved as a PDF, and upload to the site. The instructor or industry mentor can review the document, make comments directly on the document, and/or provide separate feedback to student from within the assignment structure until a grade is assigned. All of the documents uploaded, comments made, and feedback provided are stored in the online site.

The grading scale reflects the ASE competency rating scale:

- 0 – No exposure. Did not attempt the job sheet.
- 1 - Unsuccessfully attempted the task.
- 2 – Completed the task with significant mentor assistance.
- 3 – Satisfactory performance of task. Minimal mentor assistance needed.
- 4 – Competent/Proficient.