

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region III - Province of Bulacan

AUTOMOTIVE SERVICING NC I
LEARNER'S RECORD BOOK



ID PHOTO

Name of Trainee	
Training Program	AUTOMOTIVE SERVICING NC I
Inclusive Date Of Training	
No. of Hours:	hours

Vision

To provides technical training to develop competitive skills and positive work values.

Mission

To implements TVET policies to develop automotive graduates.

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Automotive Servicing NC I

INSTRUCTIONS:

This Trainee's Record Book (TRB) is intended to serve as record of all accomplishment / task / activities while undergoing training in **AUTOMOTIVE SERVICING NCI and II**. This will eventually become evidence that can be submitted for portfolio assessment and for whatever purpose it will serve you. It is therefore important that both the trainees and instructor viably enter all its contents.

The Trainee's Record Book contains all the required competencies in your chosen qualification. All you have to do is to fill in the column "Task required" and "Date Accomplished" with all the activities in accordance with the training program and to be taken up in the school and with the guidance of the instructor. The instructor will likewise indicate his / her remarks on the "Instructor Remarks" column regarding the outcome of the task accomplished by the trainees. Be sure that the trainees will personally accomplish the task and confirmed by the instructor.

It is great importance that the content should be written legibly on ink. Avoid any corrections or erasures and maintain the cleanliness of this record.

THANK YOU.

Vision

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LUPANG HINIRANG

Bayang magiliw
Perlas ng Silanganan,
Alab ng puso,
Sa dibdib mo'y buhay.
Lupang Hinirang,
Duyan ka ng
magiting, Sa
manlulupig, Di ka
pasisiil.
Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula At
awit sa paglayang minamahal.
Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y di magdidilim.
Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may mang-aapi Ang
mamatay ng dahil sa iyo.

Panunumpa Sa Watawat ng Pilipinas

Ako ay Pilipino,
Buong katapatang nanunumpa sa watawat
ng Pilipinas,
At sa bansang kanyang sinasagisag,
Na may dangal, katarungan at kalayaan,
Na pinakikilos ng sambayanang
Makadiyos, Maka-kalikasan, Makatao at
Makabansa.

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Pangako ng Isang Manggagawang Pilipino

Ako ay isang bagong manggagawang Pilipino
May dangal, at bagong kaalaman sa
Kasanayang sa gawaing Teknikal
Pinanday sa diwa ng pagkamakabayan

Bilang kasapi sa kalipunan ng mga bagong manggagawa
Sisikaping kong pagtibayin ang paniniwala,
Sa iisang Dyos na nanglilikha at manggagawa,
Makinahagi sa mga gawain
Tungo sa ikauunlad ng ating bayan,

Pag-ibayuhin ang paglilingkod
Sa mga taong nangangailangan ng aking kasanayan
Ipagpatuloy ang pag-tuklas
Sa mga bagong pamamaraang at teknolohiya
Isabuhay ang mga katangian sa antas ng isang world class worker

Ako ay isang manggagawang Pilipino
May paninindigan at paniniwala sa sarili
At pananalig sa Panginoon,
At nangangakong magiging matapat sa aking gawaing
Na maaaring ipagkapuri ng aking kapwa
At ng Sentrong Sanayan na aking pagtatapusan
Ang Regional Training Center Central Luzon - Guiguinto Tulungan
nawa ako ng May-kapal

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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region III - Province of Bulacan

VISION

Automotive Servicing in Regional Training Center Central Luzon-Guiguinto (RTCCL-Guiguinto) envisions to become one of the centers of excellence that gives a technical training in automotive industry, producing graduates with competitive skills & positive work values.

MISSION

Automotive Training in RTCCL-Guiguinto adopts and implements relevant TVET policies, programs, and activities leading to the development and productivity of its automotive graduates.

GOALS

1. To deliver TVET programs and qualifications responsive to the needs of the transport industry
2. To ensure the delivery of market-driven Automotive Servicing courses by engaging the commitment and support of employers and industries through partnership
3. To produce an adequate pool of Automotive Servicing graduates that are capable of answering the workforce needs of the local and international industries

OBJECTIVES

1. To absorb and train at least 250 enrollees in Automotive NCI and NCII before the end of December every year;
2. To maintain not more than 5% drop-out rate of trainees per training batch;
3. Ensure that 100% of the trainees in Automotive Servicing courses undertake the standard competency assessment before the completion of each training batches;
4. To achieve and maintain at least 85% certification (passing) rate among the Automotive Servicing graduates; and
5. To track/monitor and attain at least 70% employment rate of graduates 6-12 months after completion of the training program.

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HOUSE RULES AND REGULATIONS

1. Entrance gate of the training center shall be opened at exactly seven o'clock in the morning and closed at six in the evening from Monday to Friday.
2. Wearing of ID's is a must at all times.
3. Observe proper uniform / dress code at all times.
4. Persons wearing slippers, sando and short pants are not allowed to enter the center's premises.
5. Smoking is not allowed inside the training center premises.
6. Vandalism (writing in tables, chairs, and walls) is strictly prohibited.
7. Defacing and destroying any part of the building is strictly prohibited.
8. Alcoholic beverages, prohibited drugs and deadly weapons are strictly prohibited inside the center's premises.
9. Gambling or any forms of money games is strictly prohibited.
10. Workshops are closed from 11:30am – 1:00pm from Monday to Friday.
11. Proper use of designated parking areas and no parking shall be strictly observed.
12. Proper haircut shall be enforced.
13. Wearing of earrings and pierce are not allowed for male trainee.
14. Bringing of tools and equipment inside the center shall be log-in and out by security guard for monitoring purposes.
15. Observe silence at all times in the training center premises.

STANDARD OPERATING PROCEDURES

1. TOOLS AND EQUIPMENT

Policy Statement:

It is the policy of the training center to institute mechanism / SOP on the usage / lending of tools and equipment for purpose of security, tracking and documenting the whereabouts of tools and equipment.

Policy Guidelines:

A. Use of tools within the workshop

- Secure a borrower's slip/sign into the log book from the designated tool keeper / instructor.
- Fill-up borrower's slip/log book indicating the complete specifications and quantity.

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- Submit the accomplished slip/signed log book with the borrower's signature to the tool keeper.
- Upon submission of the borrower's slip, ID / signed log book it should be presented to the tool keeper for verification.
- Tool keeper issues the requested tools.
- Borrower checks the condition of the issued tools in conformity with the specification and quantity.
- Borrower after using the tools must return it to the tool keeper cleaned and in good condition.
- Tool keeper checks the returned tools then return the borrower's slip.
- All borrowed tools shall be returned to the tool keeper 30 minutes before dismissal.

B. Borrowing of tools / Equipment from other trade area / workshop

- Secure borrower's slip from the instructor.
- Fill-up the borrower's slip completely.
- Seek approval from the instructor concerned.
- Return the borrowed item on time, following standard operating procedures.

C. Loaning of tools, portable equipment and office equipment

- Submit written request to the center administrator duly signed by the head of the borrowing institution / authorized representative.
- Center administrator issues referral to the concerned instructor / property custodian.
- Secure gate pass duly signed / acknowledge by the property custodian / instructor and approved by center administrator.
- Gate pass will be submitted to the guard on duty for proper documentation.

2. OFFICE EQUIPMENT

Policy Statement:

It is the policy of the training center to establish a system in the use of office equipment to ensure optimum performance.

Policy Guidelines:

A. Computers

Computers of the training center shall be located in the designated computer areas (Administration office, workshop computer areas, learning resource center). Only authorized personnel of the training center are allowed to use the computers subject to the center's guidelines, as follows:

- The first user of the day shall switch on and run the anti-virus software prior to any use. All flash drive / removable drive shall likewise be subjected to anti-virus check prior to access.
- All computer work shall be done with available data and materials on hand to avoid hanging on the computers for a long time. No computer shall be reserve or held on an "exclusive basis".

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- Draft printing shall be done on recycled papers.
- Computer games are not allowed anytime.
- Food, beverages or any eating are not allowed within and around the computer area.
- The computers shall be properly shutdown at the end of the office hours by the computer operator and unplug the power cord from the convenience outlet.

B. Telephone

The following shall be observed in using the telephones:

- Priority shall be given to official calls. Please limit your personal calls to less than 5 minutes.
- Long distance calls shall be entered in the log book at all times.
- Incoming calls shall be answered after two rings and in the following manner: "Good morning / Good afternoon / Good evening, TESDA training center, how may I help you..."
- Please make sure that the callers and the requested party are properly connected to. Make sure that the telephone lines are not hanged or left unattended.

C. Working tables and chairs

The following guidelines shall be observed concerning the working tables and chairs:

- The working tables shall not be used for eating or any other purpose other than that as a working table.
- Food and beverages and the likes shall be eaten at the canteen or kitchen.
- All files, pending and under process documents shall be placed in their respective folders and filed at the filing cabinet at the end of the day. No paper, documents, pens, etc. shall be left on top of the desk after office hours.
- All chairs shall be placed inside their slots at the respective desk and shall not be pulled out or transferred to other locations in the absence of the official user.

D. Electrical equipment and appliances

All electrical equipment and appliances shall be switched off after use or at the end of the office hours. The security guard shall check and unplug if necessary all the equipment at 6:00p.m. And log the information status of the unplugged / plug equipment on his logbook.

3. ENERGY CONSERVATION

Policy statement:

It is the policy of the training center to implement SOP on the energy conservation as part of cost saving measures.

- Air-conditioning units should be operated only from 9:00a.m. To 4:00p.m.
- Always keep windows and doors of the air-conditioned rooms closed.
- Air filter of air-conditioning units should be cleaned every 2nd Friday of the month.
- All lightings inside the workshops and offices should be switched off every 5:30p.m.

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- All portable appliances including computers, electric fans, exhaust fans, Xerox machines and other equipment operated by electricity should be switched off when not in use.

4. MAINTENANCE OF WATER SUPPLY SYSTEM

Policy statement:

It is the policy of the training center to have a functional water supply system at all times. This is to avoid high cost of water consumption. It is for this reason that inspection of water supply system should be done every quarter, following these procedures:

- Ask for inspection report form.
- Inspect pipelines and fixtures.
- List down of defects and materials to be used.
- Review as to completeness.
- Purchase materials.
- Do actual repair.
- Test as to leak.
- Prepare documentation.
- Submit report to the center administrator.

5. CONTROL OF KEYS IN THE TRAINING CENTER

Policy statement:

It is the policy of the training center to establish an orderly and functional control of keys to ensure continuous operation and to establish clear guides on accountabilities and responsibilities of personnel concerned.

A. Keys for the workshops, administrative office, supply room, library, comfort rooms and other facilities:

- Workshop door key is with the instructor concern.
- Administrative office is with the administration head and property custodian.
- Key duplicates of all the buildings are with the property custodian.
- Opening of workshop in the absence of the instructor concern or on emergency cases is the responsibility of the property custodian.

6. GARBAGE DISPOSAL

It is the policy of the training center to have a clearer understanding on the manner of waste disposal of which everyone is expected to cooperate and implement to the fullest:

- All trade area should have a garbage boxes where biodegradable and non-biodegradable waste should be segregated.
- Throwing an emptying of its contents shall be done daily every 5:30p.m.
- A designated dump site is located at the back of the center where all garbage will be thrown whereby segregation should be observed.
- Cleanliness of the room should be done in the morning and in the afternoon so as not to accumulate more garbage.

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- As to the comfort rooms, since we do not have a janitor, everyone is enjoined to cooperate in the maintenance and cleaning thereof and shall be done through rotation basis by all trade areas.

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BASIC COMPETENCIES (47 HOURS)

Unit of Competency:		1. Receive and respond to workplace communication							
Module Title:		Receiving and responding to workplace communication							
Nominal Duration:		8							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Follow routine spoken messages									
Perform workplace duties following written notices									

Remarks and Feedback:

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Unit of Competency:		2. Work with others							
Module Title:		Working with others							
Nominal Duration:		3 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Develop effective workplace relationship									
Contribute to work group activities									

Remarks and Feedback:

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Unit of Competency:		3. Solve and address routine problems							
Module Title:		Solving and addressing routine problems							
Nominal Duration:		4 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Identify the problem									
Assess fundamental causes of the problem									
Determine corrective action									
Communicate action plans and recommendation to routine problems									

Remarks and Feedback:

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Unit of Competency:		4. Enhance Self-management skills							
Module Title:		Enhancing Self-management skills							
Nominal Duration:		3 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Set personal and career goals									
Recognize emotions									
Describe oneself as a learner									

Remarks and Feedback:

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Unit of Competency:		5. Support Innovation							
Module Title:		Supporting Innovation							
Nominal Duration:		3 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Identify the need for innovation in one's area of work									
Recognize innovative and creative ideas									
Support individuals' access to flexible and innovative ways of working									

Remarks and Feedback:

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Unit of Competency:		6. Access and maintain information							
Module Title:		Accessing and maintaining information							
Nominal Duration:		12 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Identify and gather needed information									
Search for information on the internet or an intranet									
Examine information									
Secure information									
Manage information									

Remarks and Feedback:

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Unit of Competency:		7. Follow occupational safety and health policies and procedures							
Module Title:		Following occupational safety and health policies and procedures							
Nominal Duration:		8 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Identify relevant occupational safety and health policies and procedures									
Recognize innovative and creative ideas									
Support individuals' access to flexible and innovative ways of working									

Remarks and Feedback:

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Unit of Competency:		8. Apply Environment al Work Standards							
Module Title:		Apply Environment al Work Standards							
Nominal Duration:		3 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Identify environmental work hazards									
Follow environmental work procedures									
Comply with environmental work requirements									

Remarks and Feedback:

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Unit of Competency:		9. Adopt Entrepreneurial Mindset in the Workplace							
Module Title:		Adopt Entrepreneurial Mindset in the Workplace							
Nominal Duration:		3 Hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Determine entrepreneurial mindset									
Identify entrepreneurial practices									

Remarks and Feedback:

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**ATS NC I COMMON COMPETENCIES
(162 Hours)**

Unit of Competency:		1. Validate vehicle specification							
Module Title:		Validate vehicle specification							
Nominal Duration:		17 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
1. Check body type of the vehicle									
2. Check vehicle engine type									
3. Check vehicle specifications									
4. Complete validation of vehicle specification									

Remarks and Feedback:

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Unit of Competency:		2. Move and position vehicle							
Module Title:		Move and position vehicle							
Nominal Duration:		40 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
1. Prepare vehicle for operation									
2. Position vehicle									
3. Park and stop the vehicle									

Remarks and Feedback:

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Unit of Competency:		3. Utilize automotive tools							
Module Title:		Utilize automotive tools							
Nominal Duration:		16 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Prepare automotive tools									
2 Use automotive tools									
3. Maintain automotive tools									

Remarks and Feedback:

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Unit of Competency:		4. Perform mensuration and calculation							
Module Title:		Perform mensuration and calculation							
Nominal Duration:		43 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Select measuring instruments									
2 Carry out measurements and calculation									
3 Maintain measuring instrument									

Remarks and Feedback:

Vision

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Unit of Competency:		5. Utilize workshop facilities and equipment							
Module Title:		Utilize workshop facilities and equipment							
Nominal Duration:		19 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Perform pre operation activities									
2 Use facilities and equipment									
3 Conduct post operation activities									

Remarks and Feedback:

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Unit of Competency:		6. Prepare servicing parts and consumables							
Module Title:		Prepare servicing parts and consumables							
Nominal Duration:		13 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Identify parts and consumables									
2 Retrieve and withdraw parts and consumables									
3 Complete work process									

Remarks and Feedback:

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Unit of Competency:		7. Prepare vehicle for servicing and releasing							
Module Title:		Prepare vehicle for servicing and releasing							
Nominal Duration:		14 hours							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Receive vehicle									
2 Prepare vehicle for servicing									
3 Prepare vehicle for releasing									

Remarks and Feedback:

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CORE COMPETENCIES (279 Hours)

Unit of Competency:		1. Perform pre-delivery inspection							
Module Title:		Perform pre-delivery inspection							
Nominal Duration:		(33 Hours)							
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Prepare for preedelivery inspection									
2 Perform physical and functional inspection									
3 Complete work processes									

Remarks and Feedback:

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Unit of Competency:		2. Perform periodic maintenance of automotive engine							
Module Title:		Perform periodic maintenance of automotive engine							
Nominal Duration:		(136 Hours)							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Prepare for inspection and service engine									
2 Inspect engine									
3 Service engine									
4 Complete work processes									

Remarks and Feedback:

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Unit of Competency:		3. Perform periodic maintenance of drive train							
Module Title:		Perform periodic maintenance of drive train							
Nominal Duration:		(28 Hours)							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Perform pre-service preparations									
2 Conduct periodic maintenance of drive trains									
3 Perform post-service activities									

Remarks and Feedback:

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Unit of Competency:		4. Perform periodic maintenance of brake system							
Module Title:		Perform periodic maintenance of drive train							
Nominal Duration:		(28 Hours)							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Prepare for periodic maintenance of brake system									
2 Carry-out periodic maintenance procedures									
3 Complete periodic maintenance procedure									

Remarks and Feedback:

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Unit of Competency:		5. Perform periodic maintenance of suspension system							
Module Title:		Perform periodic maintenance of suspension system							
Nominal Duration:		(30 Hours)							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
1 Perform pre-periodic maintenance of suspension system									
2 Apply periodic maintenance procedures									
3 Perform work to completion									

Remarks and Feedback:

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Unit of Competency:		6. Perform periodic maintenance of steering system							
Module Title:		Perform periodic maintenance of steering system							
Nominal Duration:		(24 Hours)							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Trainer
1 Perform pre-periodic maintenance of steering system									
2 Apply periodic maintenance procedures									
3 Perform work to completion									

Remarks and Feedback:

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REGIONAL TRAINING CENTER - CENTRAL LUZON

GUIGUINTO

Vision

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Mission

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REGIONAL TRAINING CENTER - CENTRAL LUZON

GUIGUINTO

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