

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Region III - Province of Bulacan
Regional Training Center Central Luzon - Guiguinto

AUTOMOTIVE SERVICING (ENGINE REPAIR) NC II

TRAINEE'S RECORD BOOK



ID PHOTO

Name of Trainee	
Training Program	
Inclusive Date Of Training	
No. of Hours:	

Vision

To provides technical to develop
Competitive skills and positive
work values

Mission

RTCCL-Guiguinto implements TVET policies
to develop automotive graduates.



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Regional Training Center Central Luzon – Guiguinto

VISION

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

MISSION

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

GOALS

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

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

**AUTOMOTIVE SERVICING (ENGINE REPAIR) NC II****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

To provides technical to develop
Competitive skills and positive
work values

Mission

RTCCL-Guiguinto implements TVET policies
to develop automotive graduates.



BASIC COMPETENCIES

18 Hours

Unit of Competency:		1. Participate in workplace communication							
Module Title:		Participating in workplace communication							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NYC	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Obtain and convey workplace information									
Complete relevant work related documents									
Participate in workplace meeting and discussion									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		2. Work in a team environment							
Module Title:		Working in a team environment							
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
Describe and identify team role and responsibility in a team									
Describe work as a team member									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		3. SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS							
Module Title:		Solving and Addressing General Workplace Problems							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
1. Identify routine problems									
2. Look for solutions to routine problems									
3. Recommend solutions to problems									

NOTES:

Vision

To provide technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		4. DEVELOP CAREER AND LIFE DECISIONS							
Module Title:		Developing Career and Life Decisions							
Nominal Duration:		6 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
Manage one's emotion									
Develop reflective practicity									
Boost selfconfidence and develop selfregulation									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		5. CONTRIBUTE TO WORKPLACE INNOVATION							
Module Title:		Contributing to Workplace Innovation							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Identify opportunities to do things better									
Generate practical action plans for improving work procedures, processes									
Discuss and develop ideas with others									
Integrate ideas for change in the workplace									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		6. PRESENT RELEVANT INFORMATION							
Module Title:		Presenting Relevant Information							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Gather data/ information									
Assess gathered data/ information									
Record and present information									

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		7. PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES							
Module Title:		Practicing Occupational Safety And Health Policies And Procedures							
Nominal Duration:		4 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	Instructor
Identify OSH compliance requirements									
Prepare OSH requirements for compliance									
Perform tasks in accordance with relevant OSH policies and procedures									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		8. EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE							
Module Title:		Exercising Efficient And Effective Sustainable Practices In The Workplace							
Nominal Duration:		4 hours							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Identify OSH compliance requirements									
Prepare OSH requirements for compliance									
Perform tasks in accordance with relevant OSH policies and procedures									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		9. PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE							
Module Title:		Practicing Entrepreneurial Skills In The Workplace							
Nominal Duration:		4 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	Instructor
Apply entrepreneurial workplace best practices									
Communicate entrepreneurial workplace best practices									
Implement costeffective operations									

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.



ATS NC II 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/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Check body type of the vehicle									
Check vehicle engine type									
Check vehicle specifications									
Complete validation of vehicle specification									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

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/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Prepare vehicle for operation									
Position vehicle									
Park and stop the vehicle									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

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/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Prepare automotive tools									
Use automotive tools									
Maintain automotive tools									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

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/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Select measuring instruments									
Carry out measurements and calculation									
Maintain measuring instruments									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

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/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Perform preoperation activities									
Use facilities and equipment									
Conduct postoperation activities									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

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/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Identify parts and consumables									
Retrieve and withdraw parts and consumables									
Complete work process									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

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/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Receive vehicle									
Prepare vehicle for servicing									
Prepare vehicle for releasing									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

CORE COMPETENCIES (90 Hours)

Unit of Competency:		1. Diagnose and repair engine cooling and lubrication system							
Module Title:		Diagnose and repair engine cooling and lubrication system							
Nominal Duration:		(20 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	Instructor
Prepare to diagnose and repair engine cooling and lubrication systems									
Diagnose engine cooling and lubrication system									
Repair engine cooling and lubrication system									
Complete work processes									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		2. Diagnose and repair intake and exhaust system							
Module Title:		Diagnose and repair intake and exhaust system							
Nominal Duration:		(20 Hours)							
Learning Outcome	Date (Start)	Task/ Activities Required	Date (End)	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Prepare to diagnose and repair intake and exhaust system									
Diagnose intake and exhaust system									
Repair intake and exhaust system									
Complete work processes									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.

Unit of Competency:		3. Diagnose and overhaul engine mechanical system							
Module Title:		Diagnose and overhaul engine Mechanical system							
Nominal Duration:		(50Hours)							
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	Instructor
Prepare to diagnose engine mechanical system									
Diagnose engine mechanical system									
Repair engine mechanical system									
Complete work processes									

NOTES:

Vision

To provides technical to develop Competitive skills and positive work values

Mission

RTCCL-Guiguinto implements TVET policies to develop automotive graduates.