

**Automotive & Diesel: Student Progress and Performance Standards Guidelines**

- Copies of the NATEF task tracking sheets, student competency profile and attendance records must be kept by all instructors.
- All student files must include a the following information:
  1. NATEF Task tracking sheets (Diesel: color coded task tracking forms Automotive: on blackboard course management system grade book).
  2. Signed copy (student) of Student code of Conduct (page 4)
  3. Signed copy (student & instructor) of Lift Operator Training Log.
  4. Copies of any ASE certification exams that student has passed.
  5. Copies of the student's S/P2 training certificates of completion (1) Mechanical Repair Safety & (2) Mechanical Repair Pollution Prevention.
  6. Counseling forms, awards and record of any lab safety violations.
  7. Copies of the National Student Skills Assessment Certificates
  8. Copy of the Award of Achievement Competency Certificate
  9. Copy of End of Program Competency List
- At the beginning of each course, students are supplied a list of the NATEF tasks that will be covered during the class. At the end of each course, instructors must submit the competency ratings for the NATEF task sheets completed by each student. Completed forms are stored in the student's files (Diesel Technology Program) or on the blackboard course management system (Automotive Service Technology Program). An Award of Achievement Competency Certificate will be issued to those students when they complete the Automotive or Diesel Technology Programs.
- Students are provided a list of NATEF tasks specific to the course they are currently enrolled in. Students can track their own progress with these tasks as they gain experience in the lab setting. A summary of the student's competence, within each NATEF task area, is completed by the instructor at the end of each course and kept on file. The Automotive Award of Achievement Certificate is available to students and potential employers if the student chooses to provide a copy for that employer, or authorizes our department to release this information.
- Copies of the Automotive NATEF standards and tasks sheets are available in the blackboard "on-line" course management system.
- All Automotive tasks have been given a priority rating. Ninety-five percent (95%) of the tasks designated as Priority I (P-1) must be taught in the curriculum. Eighty percent (80%) of the tasks designated as Priority 2 (P-2) must be taught in the curriculum. Fifty percent (50%) of the tasks designated as Priority 3 (P-3) must be taught in the curriculum.
- All Diesel Technology tasks have been given a priority rating. Ninety-five percent (95%) of the tasks designated as Priority I (P-1) must be taught in the curriculum. Seventy percent (70%) of the tasks designated as Priority 2 (P-2) must be taught in the curriculum.

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Twenty five percent (25%) of the tasks designated as Priority 3 (P-3) must be taught in the curriculum.

- Additional tasks may be included to meet the needs of local employers. All additional tasks should be approved by the Business Partnership Council (Advisory Committee).
- Instruction on the legal aspects and responsibilities of the automobile technician in areas such as Environmental Protection Agency regulations, safety regulations, OSHA regulations, and other appropriate requirements should be included in the curriculum. Instruction and practice in filling out work order forms, ordering parts, and basic record keeping should be a part of the training program.
- Tools and equipment must be available to perform the tasks in each of the areas for which certification is requested.
- Students work in the lab individually or in small groups. All students must demonstrate the skill to the instructor for final evaluation. **Automotive students must submit their completed tasks to the instructor using the blackboard course management system.** The completions of job sheets are recorded by the instructor in the grade book system available in the blackboard course management system. The tasks performed by Diesel students will be tracked using the color coded task tracking forms.
- A student's stated performance level for each task is assigned and evaluated against the following criteria:

**Automotive-Diesel Student Competency Rating:**

0-No Exposure	1-Exposure only	2-Limited practice	3-Moderately skilled	4-Skilled
No information or practice provided during the program; complete training required.	General information provided with no practice time; close supervision needed; additional training required.	Has practiced job during training program; additional training is required to develop skill.	Has performed job independently during training program; limited additional training may be required.	Can perform job independently with no additional training.