

Auto Body and Collision Technician

Transition Plan

Table of Contents

Abbreviations	3
Harmonization Overview	4
Transition Planning Process.....	5
Training Providers	6
Apprentice Numbers in Current Program	7
Changes to the Apprenticeship Pathway.....	8
The Gaps	9
Transition Plan Summary	10
Pathways for Current Apprentices (Summary)	12
Changes to Training Hours	13
Implementation of Changes to Training Hours	14
Harmonized Foundation Program	14
Standardized Level Exams (SLEs) for the Harmonized Program.....	15
Appendix A: Details of Gaps	16
Appendix B: Transition Delivery Guidelines	20
Appendix C: Communication Plan for Transition	23
Appendix D: Transition Map	24

Abbreviations

CCDA	Canadian Council of Directors of Apprenticeship
CL	Current Level
C of Q	Certificate of Qualification
DA	Direct Access (ITA's registration system)
ER	Employer sponsor
FDN	Foundation
HL	Harmonized Level
IPSE	Interprovincial Red Seal Exam
NOA	Red Seal National Occupational Analysis
RSOS	Red Seal Occupational Standard; replaces NOA
SLE	Standardized Level Exam
TP	Training provider
TT	Technical training
TW	Trade worker
WBT	Work-based training

Harmonization Overview

The Canadian Council of Directors of Apprenticeship (CCDA) is responsible for the Red Seal Program, which develops common interprovincial standards and examinations. The CCDA has undertaken the Pan-Canadian Harmonization Initiative in the Red Seal trades. British Columbia is an active participant in this initiative.

The goal is to substantively align apprenticeship systems across Canada by making apprenticeship training requirements more consistent in the Red Seal trades. The priorities on the right were identified by industry and training partners across Canada.

Harmonization Priorities

1. Use of Red Seal trade name
2. Consistent total training hours (in-school and on-the-job)
3. Same number of training levels
4. Consistent sequencing of training content, including use of most recent Red Seal Occupational Standard (RSOS).

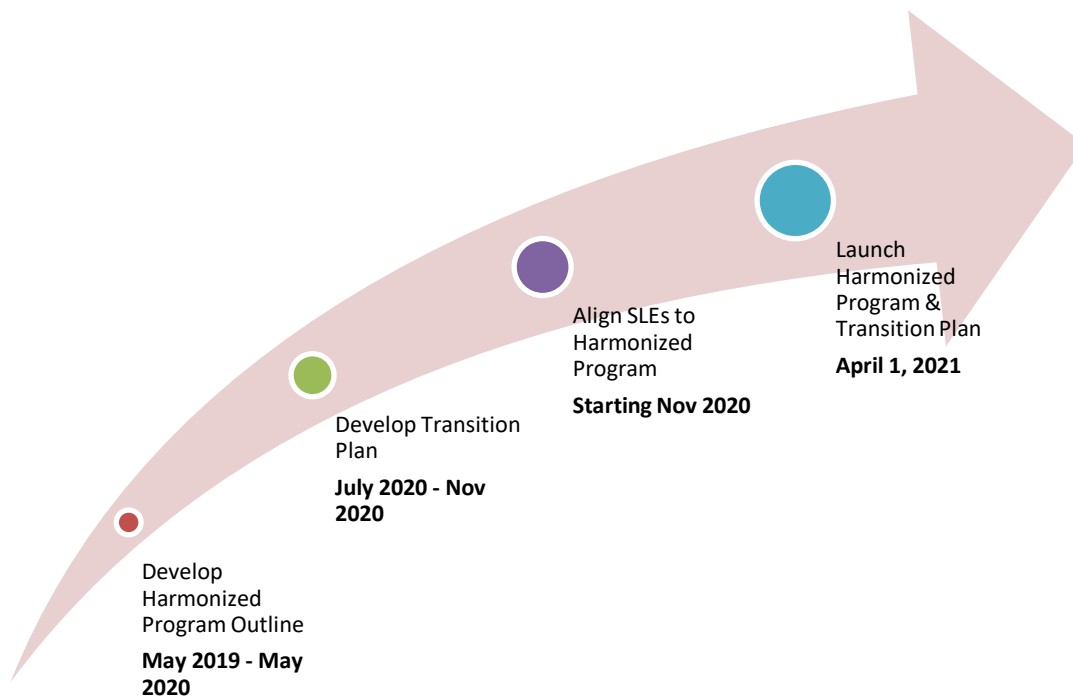
MVBR	Changing in BC?	What will it be?
TRADE NAME	YES	Auto Body and Collision Technician
NUMBER OF TRAINING LEVELS	YES	4
TOTAL HOURS Technical (TT) + work-based training (WBT)	YES	7200 hours Decrease of 30 hrs

Transition Planning Process

The re-sequencing of the Auto Body and Collision Technician program through the Harmonization Initiative has resulted in changes to the credentialing model and the sequencing of technical training.

The ITA Transition Team consulted with the post-secondary training providers that deliver the Auto Body and Collision Technician and Automotive Refinishing programs and considered the input of our internal and external partners. ITA and its partners evaluated several transition options and the transition plan outlined in this document was identified as the best option. We have also ensured that there are pathways for all current apprentices to complete their apprenticeship.

BC Program Development and Transition Planning



Training Providers (5)

- BC Institute of Technology (BCIT)
- College of New Caledonia (CNC)
- Okanagan College (OKC)
- University of Fraser Valley (UFV) (FDN only)
- Vancouver Community College (VCC)

Apprentice Numbers in Current Program

Status	OTT	CL1	CL2
Active	173	98	59
Inactive	248	106	49
Total	421	204	108

Notes

- The numbers are as of October 1, 2020.
- Apprentices who have completed CL3 are not considered in transition planning as they have completed their technical training.
- There are many individuals who have completed a FDN or other non-apprenticeship program and are eligible to receive credit for CL1, but are not included in the apprentice numbers.

Definitions

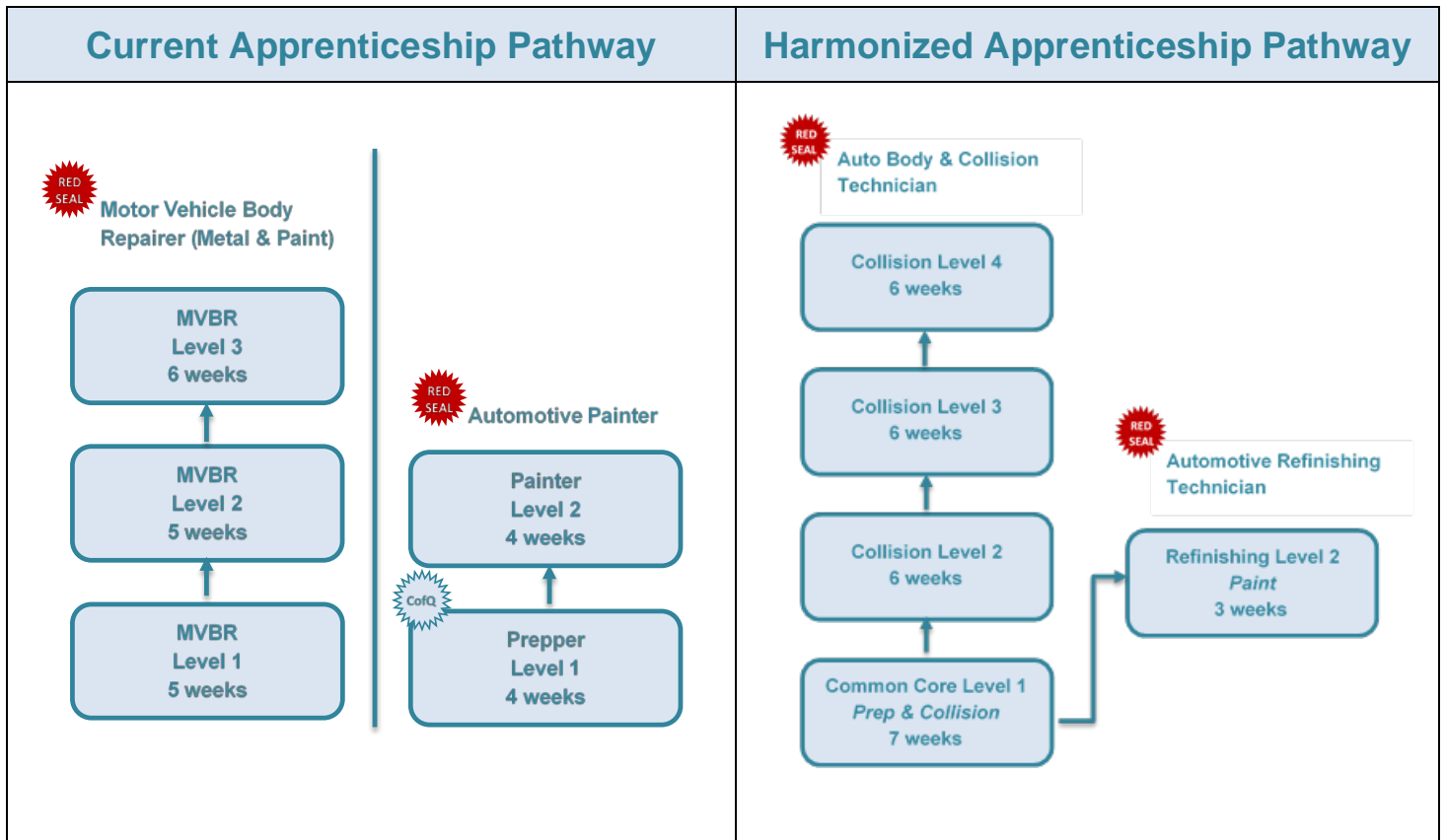
- OTT** individuals who have registered as apprentices, but have not received credit for any levels of technical training
- CL1** apprentices for whom CL1 is the highest level achieved
- CL2** apprentices for whom CL2 is the highest level achieved
- Active** apprentices for whom training credits or WBT have been logged in DA **within the last 18 months**
- Inactive** apprentices who have not interacted with DA in **over 18 months**

Changes to the Apprenticeship Pathway

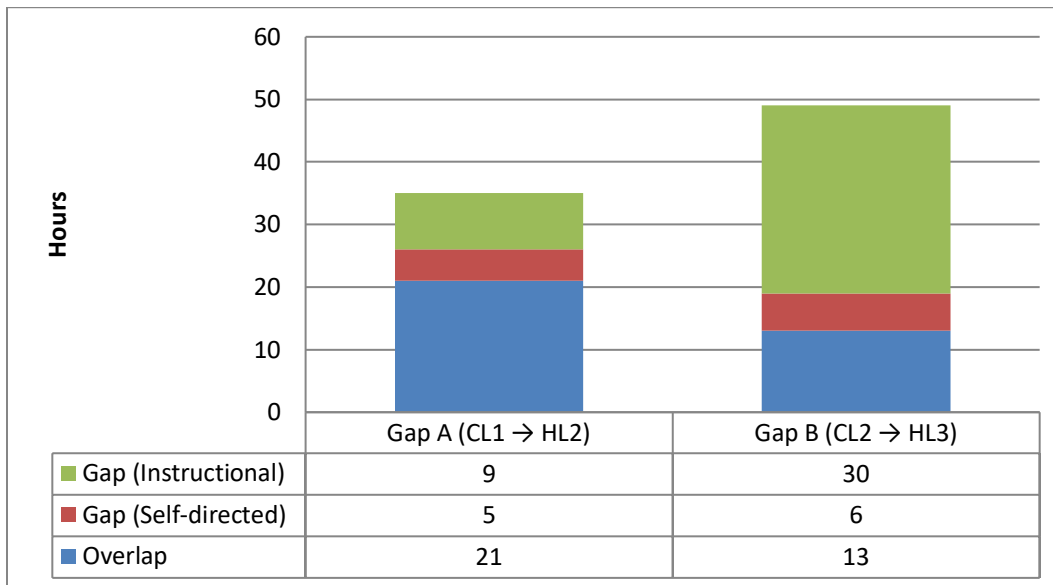
During the harmonization process, extensive consultations with industry and training providers resulted in a new credentialing model that allows for a Common Core Level 1 between Collision and Refinishing programs.

Benefits of new model

- New content added
- Easier to become dual ticketed
- More career options
- Easier recruitment
- More mutual understanding of each other's scope of work
- Alignment to apprenticeship pathways across Canada



The Gaps



What are gaps and overlaps?

A Gap is an estimate of the hours of technical training content that **an apprentice will be missing if they transition** from the current program to the Harmonized program (CL→HL) at a specific level.

Gap A (CL1→HL2) is the technical training content that an apprentice who has completed Current Level 1 will be missing if they transition into Harmonized Level 2.

Gap B (CL2→HL3) is the technical training content that an apprentice who has completed Current Levels 1 and 2 will be missing if they transition into Harmonized Level 3.

An Overlap is an estimate of the hours of technical training content that an apprentice will be repeating if they transition from the current program to the Harmonized program (CL→HL) at a specific level.

What are Instructional Hours and Self-Directed Hours?

Instructional Hours is the estimated instructional time to address missing content that is critical to the apprentice's success and is unlikely to be learnt without instructional intervention.

Self-Directed Hours is the estimated time that an apprentice will spend to cover the missing content. This learning may occur in the context of other tasks or levels in technical training, on the job, or through self-study.

[See Appendix A: Details of Gaps](#) for a list of the competencies, content and achievement criteria that current apprentices will be missing if they transition to the harmonized program.

Transition Plan Summary

Implementation Timelines		
Year 1	Harmonized Level 1 (HL1) Common Core*	April 1, 2021
Year 2	Harmonized Level 2 (HL2)	April 1, 2022
Year 3	Harmonized Level 3 (HL3)	April 1, 2023
Year 4	Harmonized Level 4 (HL4)	April 1, 2024

Year 0 20/21	CL1 5 weeks	CL2 5 weeks	CL3 6 weeks	
Year 1 21/22	HL1 Common Core 7 weeks	CL2 5 weeks	CL3 6 weeks	
Year 2 22/23	HL1 Common Core 7 weeks	HL2 6 weeks TP support 2 days	CL3 6 weeks	
Year 3 23/24	HL1 Common Core 7 weeks	HL2 6 weeks TP support 2 days	HL3 6 weeks Gap B Training 1 week	
Year 4 24/25	HL1 Common Core 7 weeks	HL2 6 weeks	HL3 6 weeks Gap B Training 1 week	HL4 6 weeks
Year 5 25/26	HL1 Common Core 7 weeks	HL2 6 weeks	HL3 6 weeks	HL4 6 weeks

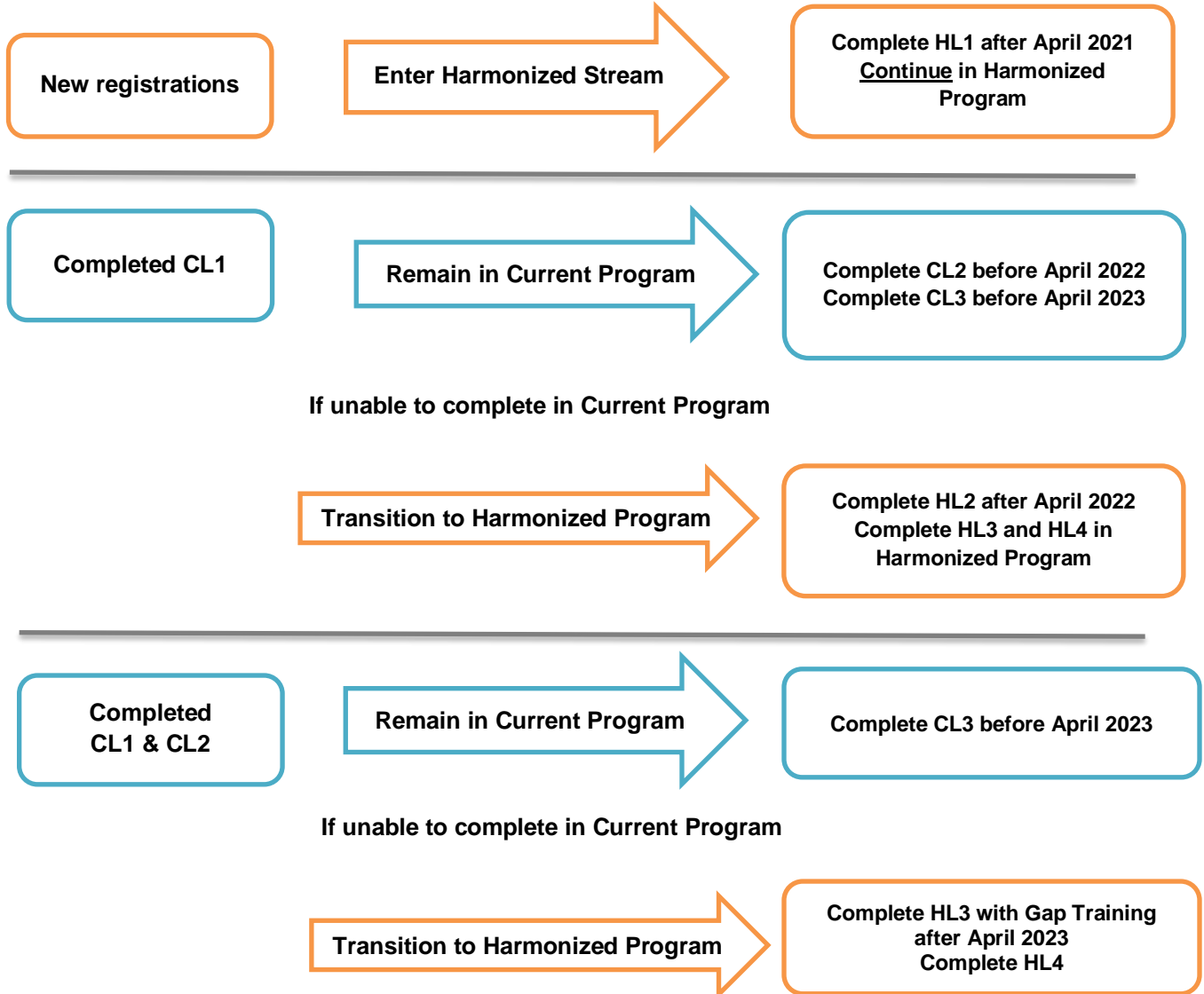
* **Note:** HL1 is Common Core with Refinishing. FDN programs will be Common Core and will align to HL1.

Auto Body and Collision Technician Transition Plan

Transition Delivery Notes:

- **Training provider (TP) support** at HL2
 - is optional
 - is **not** a completion requirement for the apprentice
 - is **not** recorded in Direct Access
 - may be requested by training providers for the levels and years indicated in the transition plan
 - delivery method and schedule are up to the training provider
- **Gap training B** at HL3 must be completed by apprentices who have completed CL2. Apprentices with HL2 don't need to complete Gap Training.
- **See *Appendix B: Transition Delivery Guidelines*** for more information about delivering gap training and TP support.

Pathways for Current Apprentices (Summary)



Changes to Training Hours

The following changes to training time for Auto Body and Collision Technician will come into effect **April 1, 2021**:

- Increased technical training (TT) hours to accommodate content added to the Red Seal Occupational Standard (RSOS)
 - Increase of 60 hours (2 weeks) at Level 1
 - Increase of 30 hours (1 week) at Level 2
 - No increase at Level 3
 - Addition of Level 4, which is 180 hours (6 weeks)
- Decreased work-based training (WBT) hours to align with the harmonized standard of 7,200 hours of total training (decrease of 300 WBT hours)

Current Program	Hours
Technical Training	480
Level 1 = 150 hours (5 weeks)	
Level 2 = 150 hours (5 weeks)	
Level 3 = 180 hours (6 weeks)	
Work-based Training Hours	6,750
Current Total Training Hours	7,230

Harmonized Program	Hours
Technical Training	750
Level 1 = 210 hours (7 weeks)	
Level 2 = 180 hours (6 weeks)	
Level 3 = 180 hours (6 weeks)	
Level 4 = 180 hours (6 weeks)	
Work-based Training Hours	6,450
Harmonized Total Training Hours	7,200

Challenge Pathway and Sign-off Authority

Current Program	Hours
Work-based Training Hours	6,750
ITA Formula for Calculating Challenge WBT	X 1.5
Current Challenge WBT Hours	10,125

Harmonized Program	Hours
Harmonized Work-based Training Hours	6,450
ITA Formula for Calculating Challenge WBT	X 1.5
Harmonized Challenge WBT Hours	9,675

Implementation of Changes to Training Hours

Changes to Technical Training (TT) Hours

The increase of technical training hours applies only to Harmonized Levels. **Current Levels** that are delivered after April 1, 2021 will remain at their current duration.

Changes to Work-based Training (WBT) Hours

If a TW completes in the current program - the WBT hours for the current program will apply.

If a TW transitions to the harmonized program - the WBT hours for the harmonized program will apply.

Harmonized Foundation Program

The 34-week harmonized foundation program reflects HL1, which is common core with Refinishing.

Graduates receive

- Auto Body and Collision Technician (HL) Foundation (CofC)
- Automotive Refinishing Technician (HL) Foundation (CofC)
- Credit for Level 1TT credit & 625 hours towards harmonized **Auto Body and Collision Technician** apprenticeship program
- Credit for Level 1TT credit & 450 hours towards harmonized **Automotive Refinishing Technician** apprenticeship program

Standardized Level Exams (SLEs) for the Harmonized Program

CL Exams - As current levels are phased out, the current exams will no longer be used.

HL Exams - As SLEs are implemented, there will be a delay before the harmonized exams can be launched.

Exam	Exam Development	Tentative Exam Launch
HL1	Winter 2020	Summer or Fall 2021*
HL2	Winter 2021	Summer or Fall 2022
HL3	Winter 2022	Summer or Fall 2023

*The timeline to launch the HL1 SLE may be impacted by COVID-19.

Why are the harmonized SLEs implemented after the harmonized level?

The exams need to be piloted with the first cohort of apprentices that complete the harmonized level. The pilot results are then analyzed, and depending on the result, further revisions may be needed. The exam is also validated by subject matter experts before it is launched.

How will training providers be informed of the launch of an HL exam?

An OPSN will be sent to announce the launch of the HL exams.

Appendix A: Details of Gaps

GAP A: CL1→HL2

This table lists the content that an apprentice will be **missing** if they have completed CL1 and then take HL2.

Competency	Missing Content	Achievement Criteria	Content Migration	Instructional Hours*	Self-directed Hours**
D3 Perform inspections	- Perform inspections of coatings -surface evaluation - Inspect body repairs (Prior to refinishing vehicle)	No	New/CL1 Some content covered with panel inspection and body filler in CL1	1	2
E1 Use communication techniques	- Shop roles and responsibilities - Business relations - Active listening	No	New/CL1 Some content covered in business relations in CL1	0	1
I4 Apply base coat/clear coat	Apply base coat/clear coat	Perform base coat/clear coat (on panel)	HL1/HL2←CL3	6	0
M1 Remove minor imperfections	- Describe the post-refinish detailing process - Polish panel	No	HL1←CL3	3	0
M2 Clean exterior and interior of vehicle	- Describe cleaning exterior and interior of vehicle	No	HL1←CL3	0	2
TOTAL				9	5

***Instructional Hours** are hours of dedicated instruction that an apprentice would need to cover the missing content

****Self-Directed Hours** are hours of content that an apprentice would be able to cover through self-study, on the job or in the context of other tasks/levels.

OVERLAP A: CL1→HL2

This table lists the content that an apprentice will be **repeating** if they have completed CL1 and then take HL2. Overlaps are identified so that instructors and apprentices are aware of the repeated content. There may be opportunities for transitioned CL1 apprentices to use some of their overlap time to study their gap content.

Competency	Missing Content	Content Migration	Hours
B2 Use lifting equipment	Describe specialty lifts; lift and mount vehicle to install anchoring equipment	CL1→HL1/HL2 (only the HL2 content would be an overlap)	2
B4 Maintain spray equipment	Describe recycling machines	CL1→HL1/HL2 (only the HL2 content would be an overlap)	0.5
R1 Remove structural glass	Describe removal of laminated, structural glass	CL1→HL2	2
R2 Install structural glass	Describe the installation of laminated, structural glass	CL1→HL2	1
R3 Repair laminated glass	Describe repairing laminated glass	CL1→HL2	0.5
S1 Remove non-structural glass	Remove non-structural glass	CL1→HL2	2
S2 Install non-structural glass	Describe the installation of non-structural glass	CL1→HL2	2
W1 Repair interior components	Describe removing and repairing interior components	CL1→HL2	6
W2 Replace interior components	Describe installing interior components	CL1→HL2	5
		TOTAL	21

GAP B: CL2→HL3

This table lists the content that an apprentice will be **missing** if they have completed CL2 and then take HL3.

Competency	Specific Content	Achievement Criteria	Migration Details	Instructional Hours*	Self-directed Hours**
B5 Maintain mixing equipment	Use paint manufacturers' equipment Maintain mixing systems and room	No	New to HL2	2	1
H2 Prepare spray booth	Describe preparation of spray booths	No	HL2←CL3	0	1
I1 Mix refinishing materials	Mix refinishing materials, including single-stage, and base coat/clear coat	No	HL1/HL2←CL3	2	1
I2 Apply primer sealers	- Apply primer sealers (in HL1) - Select and apply primer sealers (with a focus on tinting) (in HL2)	No	HL1/HL2←CL3	2	0
I3 Apply single-stage paint	- Apply single-stage paint (in HL1) - Describe single-stage paint (with a focus on troubleshooting) (in HL2)	No	HL1/HL2←CL3	4	0
I4 Apply base coat/clear coat	- Apply base coat/clear coat finish (in HL1) - Describe applying and blending base coat/clear coat and multistage paint (in HL2)	No	HL1/HL2←CL3	4	0
I6 Perform colour adjustment	Describe colour theory and adjustment	No	HL2←CL3	12	0
J2 Correct surface imperfections	- Recognize surface imperfections - Describe correcting surface imperfections	No	HL2←CL3	1	0
M1 Remove minor imperfections	- Describe the post-refinish detailing process - Polish panel	No	HL1←CL3	1	1
M2 Clean exterior and interior of vehicle	- Describe cleaning exterior and interior of vehicle	No	HL1←CL3	1	1
O1 Apply corrosion inhibitors and undercoats	- Describe corrosion - Apply corrosion protection	No	HL2←CL3	1	1
			Total	30	6

***Instructional Hours** are hours of dedicated instruction that an apprentice would need to cover the missing content

****Self-Directed Hours** are hours of content that an apprentice would be able to cover through self-study, on the job or in the context of other tasks/levels.

OVERLAP B: CL2→HL3

This table lists the content that an apprentice will be **repeating** if they have completed CL2 and then take HL3. Overlaps are identified so that instructors and apprentices are aware of the repeated content. There may be opportunities for transitioned CL2 apprentices to use some of their overlap time to study their gap content.

Competency	Missing Content	Content Migration	Hours
U1 Identify fundamentals of heating and cooling systems and components	Identifying fundamentals of heating and cooling systems and components	CL2→HL3	2
U2 Identify fundamentals of powertrain systems and components	Identifying fundamentals of powertrain systems and components	CL2→HL3	2
V2 Remove electrical components	Describing removal of electrical components	CL2→HL3	3
V3 Repair damaged wires and protective coverings	Repairing damaged wires and protective coverings; servicing low-voltage batteries	CL2→HL3	1
V4 Install electrical components	Describing installation of electrical components	CL2→HL3	2
X1 Service seat belt restraint systems	Describe servicing seat belt restraint systems	CL2→HL3	1
X2 Service air bags and related components	Following safety procedures around air bags and describing servicing air bags and related components	CL2→HL3	2
		TOTAL	13

Appendix B: Transition Delivery Guidelines

DEFINITION OF GAPS

A gap is technical training content that an apprentice would be missing if they transition from the current program into the harmonized program. **Not every gap will be addressed by gap training.** Transition Plans may include one or more options for addressing gaps:

GAP TRAINING

Delivery

- Training providers are expected offer gap training for the levels and years indicated in the scenario.
- Delivery method and schedule is up to the training provider, as long as the gap training is delivered before completion of the level to which it is attached.

Apprentices Required to Take Gap Training

For harmonized levels that have gap training attached, all students who transition from the current program to the harmonized program at that level must take gap training.

Apprentices who took the previous level in the harmonized program **do not** need to take gap training.

How to Determine if an Apprentice Requires Gap Training

Once an apprentice who requires gap training has been transitioned to the harmonized program, their transcript (see sample below) will indicate that they require gap training to fully satisfy the achievement requirements for the previous level.

For more information about how to correctly register students during transition, please see the *Registration Guide* available at <https://www.itabc.ca/training-provider-resources>, or email assessmentscoordinator@itabc.ca for assistance.

Note: An updated Registration Guide will be available in early 2021.

Sample Transcript Showing an Apprentice who Requires Gap Training


Your Registration Information				
Program:	Carpenter Apprenticeship (HL) 2017			
Legal Name:	[REDACTED]	Registration Date:	March 06, 2016	
ITA ID #:	[REDACTED]	Status:	Active	
Sponsor Information				
Organization Name:	[REDACTED]	Contact Name:	[REDACTED]	
Address:	[REDACTED]	Email Address:	[REDACTED]	
Phone Number:	[REDACTED]	Fax Number:	[REDACTED]	
Summary of Program Completion Achievements				
Program Completion Requirements:	Achievement Status:	Date Achieved:		
Level 1 Technical Training	Not Achieved			
Level 2 Technical Training	Not Achieved			
Level 3 Technical Training	Not Achieved			
Level 4 Technical Training	Not Achieved			
Interprovincial Red Seal Exam	Not Achieved			
Workplace Hours	Not Achieved			
Recommendation for Certification	Not Achieved			
Details of Program Completion Achievements				
Completion Requirements:	Status:	Date Achieved:	Result:	Weighting:
Level 1 Technical Training	Not Achieved		1 (2 required)	
Carpenter Level 1 TT Blended with Exam startdate prior to March 31, 2017- Gap Training Required prior to completion of Level 2	Achieved	Feb 17, 2017	1 (1 required)	
Carpenter - Level 1 Technical Training Blended with Exam (Technical Training)	Passed	Feb 17, 2017	82 %	
Level 2 Technical Training	Not Achieved			

Reporting the Completion of Gap Training to ITA

Gap training can be reported in one of two ways:

- 1) **By email:** Upon completion of gap training, an email can be sent to assessmentscoordinator@itabc.ca. This email should indicate:
 - Name and ITA ID
 - Program name and level
 - Successful completion
- 2) **With the Technical Training Result Report:** On the ITA Technical Training Result Report, indicate completion by entering a √ in the *Completed Gap Training (see image below) column for each student who has completed the training. ITA will record the gap training on each student’s file within 10 business days of receipt. Once recorded, the achievement line for the previous level will appear as “achieved” on their transcript.

Sample Technical Training Result Report Showing How to Report Completion of Gap Training



ITA TECHNICAL TRAINING RESULT REPORT

ITA Customer Service
800 - 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Toll Free: 1-866-660-8011
examrequest@itabc.ca

Please complete this form and email it to ITA no later than 15 days after class end-date. Missing information may delay the process. The completed form should be emailed to examrequest@itabc.ca

1 GENERAL INFORMATION

Training Provider Name	Training Provider Location	Instructor Email	
Training Provider Session ID	Program and Level	Start Date (mm/dd/yyyy)	End date (mm/dd/yyyy)

*If Applicable, please indicate if student has completed Gap Training.

2 TECHNICAL TRAINING RESULTS

ITA Individual ID #	Legal Last Name	Legal First Name	Result (%)	*Completed Gap Training	ITA Use Only
1				<input checked="" type="checkbox"/>	
2				<input type="checkbox"/>	
3				<input type="checkbox"/>	
4				<input type="checkbox"/>	
5				<input type="checkbox"/>	
6				<input type="checkbox"/>	

TRAINING PROVIDER SUPPORT

Delivery

- Training providers may request training provider support for the levels and years indicated in the scenario.
- Delivery method and schedule is up to the training provider.

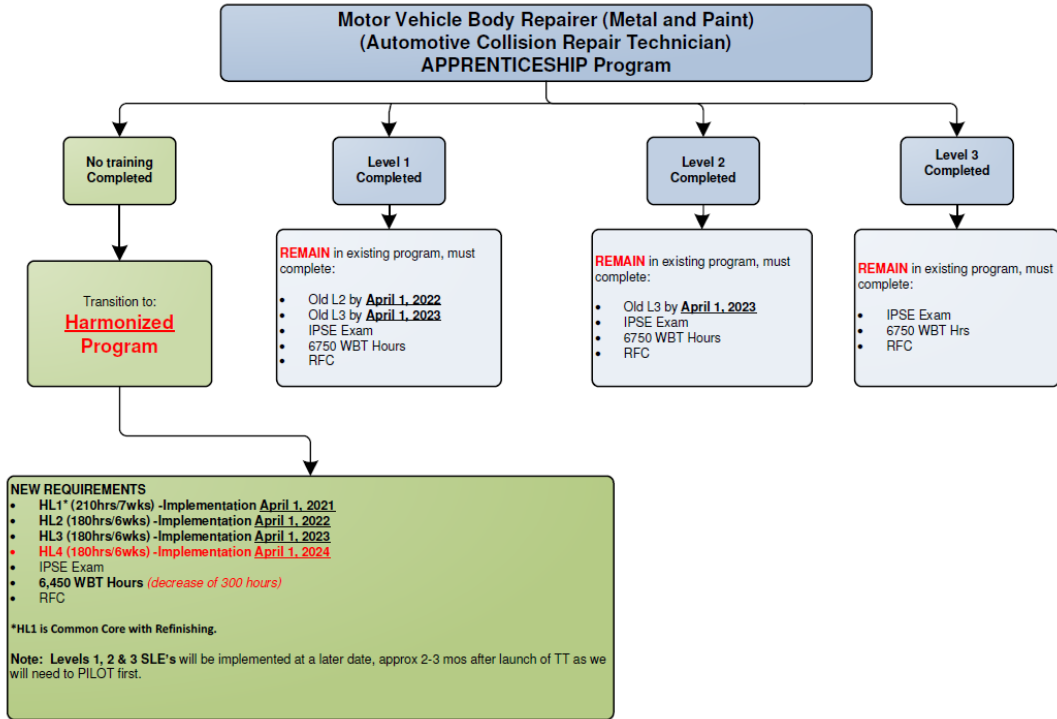
****Training provider support is optional. It is not a completion requirement for the apprentice. Training provider support is not recorded in Direct Access****

Appendix C: Communication Plan for Transition

Audience	Purpose	Mode
Training Providers	To announce the changes to training standards and the publication of a new Program Outline and Program Profile on the trade webpage on the ITA website	Official Program Standards Notification (OPSN) via email and posting on trade webpage
Training Providers	To plan for transitioning to the new program	Webinar(s), phone calls and/or face to face meetings
Training Providers	To announce the final transition plan	Program Update and Transition Plan via email and posting on trade webpage
Training Providers	To announce the launch of the harmonized level exams	OPSN via email and posting on trade webpage
Employers	To gather input on transition scenarios	Webinar(s), phone calls and/or face to face meetings
Employers	To inform on the upcoming changes to the program and the pathways to completion for their apprentices	Letters sent through ITA Direct Access (DA)
Employers	To inform on the upcoming changes to the program and the pathways to completion for their apprentices	Presentations at Program Advisory Committees (PAC) and other industry events
Apprentices	To inform on the upcoming changes to the program and their pathways to completion	Letters sent through ITA Direct Access (DA)
Apprentices	To inform on the upcoming changes to the program and their pathways to completion	Targeted outreach via phone and email
Apprentices	To inform on the upcoming changes to the program and their pathways to completion	Classroom visits by Apprenticeship Advisors

Appendix D: Transition Map

Auto Body and Collision Technician Transition Map EFFECTIVE April 1, 2021



CHALLENGE PATHWAY

Auto Body and Collision Technician Hours Requirement: **9,675 hours** (was 10,125) (decrease of 450 hours)

Last Updated: November 23, 2020