

SKILLED**TRADES**^{BC}

Personal Record Book

*Automotive Service Technician
(2024)*

This is your Record Book!

DO NOT SUBMIT TO SkilledTradesBC

This is not required to achieve certification

- It is a record of your progress towards achieving certification in the trade
- It provides a record of your experience
- It is your responsibility to keep it up-to-date
- Take it with you if you change employers

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: AUTOMOTIVE SERVICE TECHNICIAN

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

*TWID # – Trade Worker Identification Number

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Please have your sponsor update your Work Based Training hours on their [*SkilledTradesBC Portal account*](#).
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to SkilledTradesBC, and if possible, get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC of the change in your employment by submitting an [*Apprentice and Sponsor Registration form*](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the SkilledTradesBC.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to SkilledTradesBC.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to SkilledTradesBC by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journey person on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, they will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter their Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://skilledtradesbc.ca/automotive-service-technician>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit SkilledTradesBC's website to learn about the [*apprenticeship basics*](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/automotive-service-technician>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Describe shop emergency equipment and procedures

LINE B: USE TOOLS, EQUIPMENT, AND DOCUMENTATION

- Describe tubing, hoses, fluids, fittings, and belts
- Describe hoisting and lifting safety
- Describe use of documentation

LINE C: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe shop personnel

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- Describe drive shafts and axle shafts

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Describe the fundamentals of electrical circuits and components
- Describe 12-volt batteries

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS, AND WHEEL BEARINGS

- Describe tires, wheels, hubs, and wheel bearings
- Describe suspension and frame systems
- Describe occupant restraint system safety
- Describe mechanical and hydraulic steering systems
- Describe hydraulic brake and power assist systems

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES, AND TRIM

- Describe wind noises, rattles and water leaks
- Describe diagnoses of wind noises, rattles, and water leaks
- Describe repair of wind noises, rattles, and water leaks
- Describe interior and exterior components and trim
- Describe latches, locks and movable glass
- Describe diagnoses of latches, locks, and movable glass
- Describe repair of latches, locks, and movable glass

LINE M: DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV)

- Describe hybrid and electric vehicle safety

PRACTICAL

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Apply safe work practices
- Use personal protective equipment (PPE)

LINE B: USE TOOLS, EQUIPMENT, AND DOCUMENTATION

- Use tools and equipment
- Demonstrate safe use of welding equipment
- Use fasteners
- Use hoisting and lifting equipment
- Use technical information

LINE C: USE COMMUNICATION AND MENTORING TECHNIQUES

- Use communication techniques

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- Diagnose drive shafts and axle shafts
- Repair drive shafts

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Use electrical test equipment
- Diagnose electrical faults
- Repair electrical faults
- Diagnose 12-volt batteries
- Repair 12-volt batteries

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS, AND WHEEL BEARINGS

- Diagnose tires and wheels
- Repair tires and wheels
- Diagnose hubs and bearings
- Repair hubs and bearings
- Repair Tire Pressure Monitoring System (TPMS)
- Diagnose suspension systems
- Repair suspension systems
- Diagnose mechanical and hydraulic steering systems
- Repair mechanical and hydraulic steering systems
- Perform wheel alignment
- Diagnose hydraulic brake systems
- Repair hydraulic brake systems
- Diagnose power assist systems
- Repair power assist systems

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES, AND TRIM

- Diagnose interior and exterior components and trim
- Repair interior and exterior components and trim

LINE M: DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV)

- Use high voltage PPE

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/automotive-service-technician>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE D: DIAGNOSE AND REPAIR ENGINE SYSTEMS

- Describe cooling systems
- Describe lubrication systems
- Describe gasoline and diesel engines
- Describe accessory drive systems

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- Describe manual transmissions and transaxles
- Describe removal and installation of manual transmissions and transaxles
- Describe diagnosis of transmissions and transaxles
- Describe clutch systems

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Describe starting and charging systems
- Describe lighting and wiper systems

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS, AND WHEEL BEARINGS

- Describe electronic suspension systems
- Describe diagnoses of electronic suspension systems
- Describe repair of electronic suspension systems
- Describe electronic steering systems
- Describe anti-lock braking systems (ABS) and related systems
- Describe automatic emergency braking systems (AEB)

PRACTICAL

LINE D: DIAGNOSE AND REPAIR ENGINE SYSTEMS

- Diagnose cooling systems faults
- Repair cooling systems
- Diagnose lubricating systems
- Repair lubricating systems
- Diagnose engine assembly
- Repair engine assembly
- Diagnose accessory drive systems
- Repair accessory drive systems

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- Diagnose clutch systems
- Repair clutch systems
- Diagnose final drive (differentials) assemblies
- Repair final drive (differentials) assemblies

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Diagnose starting systems
- Repair starting systems
- Diagnose charging systems
- Repair charging systems
- Diagnose lighting and wiper systems
- Repair lighting and wiper systems

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS, AND WHEEL BEARINGS

- Diagnose electronic power steering
- Repair electronic power steering
- Diagnose anti-lock braking systems (ABS)
- Repair anti-lock braking systems (ABS)

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/automotive-service-technician>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE E: DIAGNOSE AND REPAIR GASOLINE ENGINE SUPPORT SYSTEMS

- Describe fuel delivery, fuel injection, and gasoline direct injection (GDI) systems
- Describe electronic ignition systems
- Describe engine management systems
- Describe air induction, forced induction, and exhaust systems
- Describe vehicle emission control systems

LINE G: DIAGNOSE AND REPAIR VEHICLE NETWORKING SYSTEMS

- Describe network computer control systems
- Describe CAN bus network

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Describe electrical options and accessories

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS, AND WHEEL BEARINGS

- Describe advanced driver assistance systems (ADAS)

PRACTICAL

LINE E: DIAGNOSE AND REPAIR GASOLINE ENGINE SUPPORT SYSTEMS

- Apply advanced electrical and electronic principles
- Use advanced wiring diagrams
- Use advanced electrical test equipment
- Diagnose fuel delivery and injection systems
- Repair fuel delivery and injection systems
- Diagnose gasoline direct injection (GDI) systems
- Repair gasoline direct injection (GDI) systems
- Diagnose electronic ignition systems
- Repair electronic ignition systems
- Diagnose engine management systems
- Repair engine management systems
- Access and interpret system data
- Diagnose forced induction, and exhaust systems
- Repair forced induction, and exhaust systems
- Diagnose gasoline emission control systems
- Repair gasoline emission control systems
- Diagnose gasoline evaporative emission control systems
- Repair gasoline evaporative emission control systems

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Diagnose electrical options and accessories
- Repair electrical options and accessories

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS, AND WHEEL BEARINGS

- Diagnose advanced driver assistance systems (ADAS)
- Repair advanced driver assistance systems (ADAS)

Supervisor Signature

NOTES FROM LEVEL 3

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LEVEL 4

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/automotive-service-technician>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE F: DIAGNOSE AND REPAIR DIESEL ENGINE SUPPORT SYSTEMS

- Describe diesel fuel and fuel testing
- Describe diesel high pressure electronic fuel injection systems
- Describe air induction, forced induction, and exhaust systems
- Describe diesel emission systems

LINE G: DIAGNOSE AND REPAIR VEHICLE NETWORKING SYSTEMS

- Describe network communication and multiplexing systems

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- Describe automatic transmissions and transaxles
- Describe transfer cases
- Describe AWD and 4WD systems

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Describe instrumentation, entertainment systems, and displays

LINE J: DIAGNOSE AND REPAIR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND COMFORT CONTROL SYSTEMS

- Describe air flow and heating systems
- Describe refrigerant systems

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES, AND TRIM

- Describe restraint systems

LINE M: DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV)

- Describe network communication and multiplexing systems

PRACTICAL

LINE C: USE COMMUNICATION AND MENTORING TECHNIQUES

- Use mentoring techniques

LINE F: DIAGNOSE AND REPAIR DIESEL ENGINE SUPPORT SYSTEMS

- Diagnose diesel fuel systems
- Repair diesel fuel systems
- Diagnose forced induction, and exhaust systems
- Repair forced induction, and exhaust systems
- Diagnose diesel emission systems
- Repair diesel emission systems

LINE G: DIAGNOSE AND REPAIR VEHICLE NETWORKING SYSTEMS

- Diagnose networking systems
- Repair networking systems
- Diagnose multiplexing systems
- Repair multiplexing systems
- Service module software

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- Diagnose automatic transmissions and transaxles
- Repair automatic transmissions and transaxles
- Diagnose all-wheel drive (AWD) and four-wheel drive (4WD) systems
- Repair all-wheel drive (AWD) and four-wheel (4WD) drive systems

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- Diagnose instrumentation, entertainment systems, and displays
- Repair instrumentation, entertainment systems, and displays

LINE J: DIAGNOSE AND REPAIR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND COMFORT CONTROL SYSTEMS

- Diagnose air flow and heating systems
- Repair air flow and heating systems
- Diagnose refrigerant systems
- Repair refrigerant systems

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES, AND TRIM

- Diagnose restraint systems
- Repair restraint systems

LINE M: DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV)

- Diagnose hybrid and electric vehicles (EV)
- Repair hybrid and electric vehicles (EV)
- Diagnose high voltage batteries
- Repair high voltage batteries
- Diagnose hybrid and electric vehicles (EV) HVAC systems
- Repair hybrid and electric vehicles (EV) HVAC systems

Supervisor Signature

NOTES FROM LEVEL 4

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MISSING COMPETENCIES?

To develop the best journeyperson possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below. Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

AUTOMOTIVE SERVICE TECHNICIAN

- Level 1 - Technical Training
- Level 2 - Technical Training
- Level 3 - Technical Training
- Level 4 - Technical Training

- 6,360 Work-Based Training Hours

- Interprovincial Red Seal examination
- Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, SkilledTradesBC sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

*If you have any questions, please contact SkilledTradesBC
Customer Service at customerservice@skilledtradesbc.ca
778-328-8700 or toll free (within BC) at 1-800-660-6011*