

1. Title of the certificate <sup>(TR)</sup>
<b>Otomotiv Kaportacısı Mesleki Yeterlilik Belgesi</b> (Seviye 4)
<sup>(1)</sup> In the original language

2. Translated title of the certificate <sup>(EN)</sup>
<b>Automotive Panel Beater VQA Vocational Qualification Certificate</b> (Level 4)
<sup>(1)</sup> If applicable. This translation has no legal status.

### 3. Profile of skills and competences

A typical holder of the certificate is able to:

UNIT CODE	TYPE	UNITS
11UY0006-4/A1	MANDATORY	<p><b>Occupational Health and Safety, Environmental Management Systems</b></p> <ul style="list-style-type: none"> <li>• Knows the steps to be followed in case of emergency at the level to explain.</li> <li>• Has full knowledge of the operations related to the wastes.</li> <li>• Knows flammable and inflammable materials at working environment at the level to determine.</li> <li>• Has knowledge about arrangement and organization of the work place at small scale.</li> <li>• Knows materials which can be transformed at the level to distinguish.</li> <li>• Knows the legislation on the occupational health and safety and workplace rules.</li> <li>• Has knowledge about the occupational health and safety protection and intervention tools.</li> <li>• Has knowledge about the risks influencing occupational health and safety.</li> <li>• Knows the environmental impacts related to bodywork operations.</li> <li>• Has knowledge of distinguishing hazardous wastes safely.</li> <li>• Has knowledge of basic first aid.</li> <li>• Knows the meanings of warning and signs.</li> <li>• Applies required procedures in case of emergency.</li> <li>• Separates the materials which can be transformed.</li> <li>• Applies occupational safety precautions.</li> <li>• Applies required first aid steps in case of working accident.</li> <li>• Takes precautions related to the occupational health and safety.</li> <li>• Performs simple maintenance and cleaning of welding machines.</li> <li>• Uses personal protective equipments.</li> <li>• Uses motor-operated hand tools safely.</li> <li>• Distinguishes hazardous wastes safely.</li> <li>• Determines the situations which can affect occupational health and safety at working environment.</li> <li>• Controls the operability of safety mechanisms related to the working hardwares.</li> <li>• Determines the hazardous wastes at the working environments and takes necessary precautions.</li> <li>• Ensures the operativeness of occupational health and safety protection and intervention tools.</li> <li>• Distinguishes negative environmental impacts during bodywork operations.</li> <li>• Places the warning and signs at appropriate positions.</li> <li>• Ensures the keeping of flammable and inflammable materials safely.</li> </ul>
11UY0006-4/A2	MANDATORY	<p><b>Quality Management System</b></p> <ul style="list-style-type: none"> <li>• Has knowledge about technical specifications of the vehicles and their technical drawings.</li> <li>• Knows the training techniques at the level to describe.</li> <li>• Knows the quality requirements related to bodywork operations at the level to describe.</li> </ul>

		<ul style="list-style-type: none"> <li>• Has full knowledge of operations related to control lists.</li> <li>• Knows the basic production processes.</li> <li>• Fills in the information and evaluation forms.</li> <li>• Conducts technical procedures related to the quality assurance.</li> <li>• Conducts the quality requirements according to instruction, plan, tolerance and deviations.</li> <li>• Performs final control of the vehicle carcass and decides whether the operations performed appropriately.</li> <li>• Decides whether it is required to make work distribution.</li> <li>• Works in accordance with the quality requirements of machine, tool, hardware or systems.</li> <li>• Calculates the timing of repair activities in a way not to hinder the production.</li> </ul>
11UY0006-4/A3	MANDATORY	<p><b>Arranging the Work and Tools</b></p> <ul style="list-style-type: none"> <li>• Knows the cleaning supplies for vehicle surface and their usage at the level to explain.</li> <li>• Has full knowledge of the operations related to the wastes.</li> <li>• Is knowledgeable about arrangement and organization of the work place at small scale.</li> <li>• Knows the usage instructions of motor-operated hand tools.</li> <li>• Is knowledgeable about repair materials, sets and hand tools.</li> <li>• Has knowledge of distinguishing hazardous wastes safely.</li> <li>• Uses trolley hoist and carlifter.</li> <li>• Separates the materials which can be transformed.</li> <li>• Uses motor-operated hand tools safely.</li> <li>• Distinguishes hazardous wastes safely.</li> <li>• Determines the situations which can affect occupational health and safety at working environment.</li> <li>• Determines the hazardous wastes at the working environments and takes necessary precautions.</li> <li>• Decides whether it is required to make work distribution.</li> <li>• Distinguishes negative environmental impacts during bodywork operations.</li> <li>• Determines other parts which can be damaged during repair operations.</li> <li>• Places the warning and signs at appropriate positions.</li> <li>• Ensures the keeping of flammable and inflammable materials safely.</li> </ul>
11UY0006-4/A4	MANDATORY	<p><b>Final Control and Reporting</b></p> <ul style="list-style-type: none"> <li>• Has knowledge about technical specifications of the vehicles and their technical drawings.</li> <li>• Has knowledge about damages which can occur at carcass parts at the level to explain.</li> <li>• Knows the parts and elements consisting the bodywork by name and function at the level to explain.</li> <li>• Has full knowledge of operations related to control lists.</li> <li>• Has full knowledge of mounting/dismantling operations.</li> <li>• Knows the basic production processes.</li> <li>• Fills in the information and evaluation forms.</li> <li>• Measures by using ruler, compass, miter and tape measure.</li> <li>• Performs general inspection of damaged parts.</li> <li>• Writes the surface processing marks on technical drawing.</li> <li>• Performs final control of the vehicle carcass and decides whether the operations performed appropriately.</li> <li>• Monitors the tallowing condition of moving parts.</li> <li>• Expresses conditions related to the occupation correctly and precisely.</li> <li>• Controls and interprets the surface flatness of processed parts.</li> </ul>
11UY0006-4/B1	OPTIONAL	<p><b>Preparation Operations on Bodywork</b></p> <ul style="list-style-type: none"> <li>• Knows the cleaning supplies for vehicle surface and their usage at the level to explain.</li> <li>• Has knowledge about technical specifications of the vehicles and their technical drawings.</li> <li>• Has knowledge about damages which can occur at carcass parts at the level to explain.</li> <li>• Knows the bodywork types at the level to classify.</li> <li>• Knows the specifications of the metal sheets used in bodywork production at the level to describe.</li> <li>• Knows the parts and elements consisting the bodywork by name and function at the level to explain.</li> <li>• Has knowledge about measuring techniques.</li> <li>• Has full knowledge of the protection methods for parts and painted surfaces.</li> </ul>

		<ul style="list-style-type: none"> <li>• Has knowledge about procurement processes of the parts.</li> <li>• Knows the basic production processes.</li> <li>• Takes protection measures for preventing the painted surfaces from damage.</li> <li>• Uses trolley hoist and carlifter.</li> <li>• Measures by using ruler, compass, miter and tape measure.</li> <li>• Performs general inspection of damaged parts.</li> <li>• Performs simple maintenance and cleaning of welding machines.</li> <li>• Makes basic adjustments of welding machines.</li> <li>• Cuts the welded parts by using appropriate method and tools.</li> <li>• Takes protection measures for preventing the parts from damage.</li> <li>• Writes the surface processing marks on technical drawing.</li> <li>• Controls the supplied materials if they are at feature on demand.</li> <li>• Determines the technical specifications related to the operations to be performed from the documents related to the vehicles.</li> <li>• Monitors the tallowing condition of moving parts.</li> <li>• Decides whether it is required to make work distribution.</li> <li>• Examines the parts ofthe bodywork and recognizes the damages.</li> <li>• Controls the positions of bodywork parts to each other and their junction tightness.</li> <li>• Decides to repaite or replace the damaged parts as a result of the examination.</li> <li>• Determines other parts which can be damaged during repair operations.</li> <li>• Chooses and prepares the tools to be used according to the specifications of the operations to be performed.</li> <li>• Determines and sorts the repair operations to be performed.</li> </ul>	
<p>11UY0006-4/B2</p>	<p>OPTIONAL</p>	<p><b>Repair Operations</b></p> <ul style="list-style-type: none"> <li>• Is knowledgable about different surface qualities.</li> <li>• Has knowledge about damages which can occur at carcass parts at the level to explain.</li> <li>• Knows alignment, centering, positioning methods at the level to describe.</li> <li>• Knows the specifications of the metal sheets used in bodywork production at the level to describe.</li> <li>• Knows the quality requirements related to bodywork operations at the level to describe.</li> <li>• Knows the parts and elements consisting the bodywork by name and function at the level to explain.</li> <li>• Has basic knowledge about welding methods.</li> <li>• Has knowledge about metal forming methods.</li> <li>• Has full knowledge of mounting/dismantling operations.</li> <li>• Knows the usage instructions of motor-operated hand tools.</li> <li>• Is knowledgable about repair materials, sets and hand tools.</li> <li>• Has knowledge about measuring techniques.</li> <li>• Has full knowledge of the protection methods for parts and painted surfaces.</li> <li>• Has knowledge of basic grind.</li> <li>• Has full knowledge about sanding techniques.</li> <li>• Rectifies the crushes on the vehicle by using multi-point puller.</li> <li>• Rectifies the crushes on the vehicle by using ball pein hammer.</li> <li>• Rectifies the crushes on the vehicle by welding stop pin.</li> <li>• Rectifies the crushes on the vehicle by using spot welding machine.</li> <li>• Rectifies the crushes on the vehicle by using vacuum device.</li> <li>• Takes protection measures for preventing the painted surfaces from damage.</li> <li>• Uses hand tool and wrench sets.</li> <li>• Uses tension device.</li> <li>• Uses auxiliary apparatus, template, gauge and molds for giving the final shape to the bodywork part.</li> <li>• Makes positional connection adjustments of the bodywork part.</li> <li>• Prepares the bodywork to be applied protective coating.</li> <li>• Makes marking.</li> <li>• Shapes the parts by using clamp.</li> <li>• Files the metal parts.</li> <li>• Uses motor-operated hand tools safely.</li> <li>• Performs drilling, tapping and threading operations according to the specifications of the parts.</li> <li>• Takes protection measures for preventing the parts from damage.</li> <li>• Makes junction with stop pin.</li> <li>• Removes the bulges on metal sheet parts.</li> <li>• Performs the operations of disassembly, assembly, fastening.</li> <li>• Grinds the metals by using grinding tools.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Performs basic metal sheet bending, unbending and pitting operations.</li> <li>• Uses fitter bench.</li> <li>• Determines the technical specifications related to the operations to be performed from the documents related to the vehicles.</li> <li>• Determines the situations which can affect occupational health and safety at working environment.</li> <li>• Creates surface qualities at different specifications.</li> <li>• Ensures the moving of moving parts at will.</li> <li>• Performs sanding gradually.</li> <li>• Works in accordance with the quality requirements of machine, tool, hardware or systems.</li> <li>• Makes mechanical adjustment operations for placing the parts in correct positions.</li> </ul>
11UY0006-4/B3	OPTIONAL	<p><b>Insulation, Adjustment and Lapping Operations</b></p> <ul style="list-style-type: none"> <li>• Knows the cleaning supplies for vehicle surface and their usage at the level to explain.</li> <li>• Has knowledge about technical specifications of the vehicles and their technical drawings.</li> <li>• Is knowledgeable about different surface qualities.</li> <li>• Knows the operations related to the greasing the moving parts at the level to explain.</li> <li>• Knows alignment, centering, positioning methods at the level to describe.</li> <li>• Knows the quality requirements related to bodywork operations at the level to describe.</li> <li>• Knows the parts and elements consisting the bodywork by name and function at the level to explain.</li> <li>• Has full knowledge of operations related to control lists.</li> <li>• Has full knowledge of operations related to corrosion, water, heat and sound insulation.</li> <li>• Has full knowledge of puttying techniques.</li> <li>• Has full knowledge of the protection methods for parts and painted surfaces.</li> <li>• Has full knowledge of the methods required to be followed for providing leaktightness.</li> <li>• Knows the lubrication systems and techniques at the level to explain.</li> <li>• Makes putty filling operation on the vehicle.</li> <li>• Makes paste fill operation on the vehicle.</li> <li>• Takes protection measures for preventing the painted surfaces from damage.</li> <li>• Measures by using ruler, compass, miter and tape measure.</li> <li>• Uses hand tool and wrench sets.</li> <li>• Greases moving parts systematically in the shown way.</li> <li>• Makes antirust application on the bodywork.</li> <li>• Uses motor-operated hand tools safely.</li> <li>• Ensures leaktightness by applying silicone between parts.</li> <li>• Attunes the parts to their places.</li> <li>• Performs final control of the vehicle carcass and decides whether the operations performed appropriately.</li> <li>• Monitors the tallowing condition of moving parts.</li> <li>• Controls and interprets the surface flatness of processed parts.</li> <li>• Examines the parts ofthe bodywork and recognizes the damages.</li> <li>• Applies the corrosion, water, heat and sound insulation.</li> <li>• Performs trim workmanship of engine hood, rear deck lid, front and rear doors and windows.</li> <li>• Determines required insulation operations according to the specifications of the parts.</li> <li>• Performs drilling, tapping and threading operations according to the specifications of the parts.</li> </ul>
11UY0006-4/B4	OPTIONAL	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• Is knowledganle about arrangement and organization of the work place at small scale.</li> <li>• Knows drilling, tapping and threading operations according to the specifications of the parts at the level to describe.</li> <li>• Knows the operations related to the information and evaluation forms.</li> <li>• Is knowledgeable about different surface qualities.</li> <li>• Has knowledge about damages which can occur at carcass parts at the level to explain.</li> <li>• Knows the operations related to greasing the moving parts at the level to explain.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knows alignment, centering, positioning methods at the level to describe.</li> <li>• Knows the bodywork types at the level to classify.</li> <li>• Knows the specifications of the metal sheets used in bodywork production at the level to describe.</li> <li>• Knows the quality assurance techniques at the level to describe.</li> <li>• Knows the parts and elements consisting the bodywork by name and function at the level to explain.</li> <li>• Has basic knowledge about welding methods.</li> <li>• Has full knowledge of operations related to corrosion, water, heat and sound insulation.</li> <li>• Has knowledge about measuring techniques.</li> <li>• Has full knowledge of the protection methods for parts and painted surfaces.</li> <li>• Has full knowledge of the methods required to be followed for providing leaktightness.</li> <li>• Fills in the information and evaluation forms.</li> <li>• Fills in the training evaluation forms.</li> <li>• Measures by using ruler, compass, miter and tape measure.</li> <li>• Writes the surface processing marks on technical drawing.</li> <li>• Determines the technical specifications related to the operations to be performed from the documents related to the vehicles.</li> <li>• Conveys knowledge and experiences to the persons working with.</li> <li>• Determines the situations which can affect occupational health and safety at working environment.</li> <li>• Decides whether it is required to make work distribution.</li> <li>• Expresses conditions related to the occupation correctly and precisely.</li> <li>• Determines required insulation operations according to the specifications of the parts.</li> <li>• Determines the welding or bonding method appropriate for the specifications of the parts.</li> <li>• Places the warning and signs at appropriate positions.</li> <li>• Calculates the timing of repair activities in a way not to hinder the production.</li> <li>• Determines and sorts the repair operations to be performed.</li> </ul>
--	---

#### 4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>

-

<sup>(1)</sup> If applicable

#### <sup>(1)</sup> Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

© European Union, 2002-2014 | <http://europass.cedefop.europa.eu> | <http://www.europass.gov.tr>

#### 5. Official basis of the certificate

<p><b>Name and status of the body awarding the certificate</b> Automotive Panel Beater (Level 4) Vocational Qualification Certificate, is awarded by Authorised Certification Bodies authorised by Vocational Qualification Authority. The list of Authorised Bodies available at: <a href="http://www.myk.gov.tr/ybk">http://www.myk.gov.tr/ybk</a></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Vocational Qualification Authority (Mesleki Yeterlilik Kurumu) Ziyabey Caddesi 1420. Sokak No:12 Balgat Çankaya/ANKARA TURKIYE <a href="http://www.myk.gov.tr">www.myk.gov.tr</a></p>
<p><b>Level of the certificate (national or international)</b> ISCO 08: 7213 And Level 4- Turkish Qualifications Framework Detailed information on Turkish Qualifications Framework available at: <a href="http://www.tyc.gov.tr">http://www.tyc.gov.tr</a></p>	<p><b>Grading scale / Pass requirements</b> It is required that the candidate must be successful at one of the alternatives of; A1, A2, A3, A4, B1, B2,B3,B4 II. Alternative: A1, A2, A3, A4, B1, B2: III. Alternative: A2, A3, A4, B3 for obtaining Automotive Panel Beater (Level 4) Vocational Qualification Certificate.</p>
<p><b>Access to next level of education/training</b> -</p>	<p><b>International agreements</b> -</p>

**Legal basis**

Vocational Qualification Authority Law No. 5544

**6. Officially recognised ways of acquiring the certificate**

This document is prepared for candidates applying to authorised certification bodies, in the case of meeting the performance criteria after theoretical and applied assessments are made and each required unit for obtaining the qualification is successfully completed.

The performance criteria and assessment rates may be different for each qualification.

**Entry requirements**

There is not an entry requirement for this national qualification.

**Information**

11UY0006-4 – 17.02.2016 Rev. No:02

**Additional information**

It is an equitable, transparent and confidential system including rules and activities regarding the development and application of technical and vocational education standards and qualifications, and accreditation, authorisation, audit, assessment, certification related to them, based on national and international occupational standards.

The levels of VQA Vocational Qualification Certificates in relation to Turkish Qualifications Framework are defined as a result of comparing the learning outcomes of the related national qualification to TQF level descriptors. TQF level descriptors, defining the minimum learning outcomes required for the qualifications levelled according to TQF, are available at <http://www.tyc.gov.tr/st>. Since TQF is referenced to European Qualifications Framework (EQF), eight TQF levels correspond to eight EQF levels. Level 4 qualifications for which this certificate herein is issued are defined as "Employee exercises self-management for the work or study activities that are usually predictable, but are subject to change; supervises the routine work of others, taking some responsibility for the evaluation and improvement of work or study activities."

**More information (including a description of the national qualifications system) available at:**

**Vocational Qualifications Authority**

[www.myk.gov.tr](http://www.myk.gov.tr)

[www.tyc.gov.tr](http://www.tyc.gov.tr)

**Europass**

[www.europass.gov.tr](http://www.europass.gov.tr)

<https://europass.cedefop.europa.eu/>