

## 1. Title of the certificate <sup>(TR)</sup>

**Otomotiv Sac Şekillendirmecisi Mesleki Yeterlilik Belgesi**

(Seviye 3)

<sup>(1)</sup> In the original language

## 2. Translated title of the certificate <sup>(EN)</sup>

**Automotive Sheet Metal Molder VQA Vocational Qualification Certificate**

(Level 3)

<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
11UY0022-3/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.</li> <li>• Knows the operations related to separating hazardous wastes from materials.</li> <li>• Has knowledge about flammable and inflammable materials at working environment.</li> <li>• Is knowledgeable about keeping working environment and equipments in order.</li> <li>• Has knowledge about materials which can be transformed.</li> <li>• Knows the legislation on the occupational health and safety and workplace rules.</li> <li>• Has knowledge about occupational health and safety protection and intervention tools.</li> <li>• Has knowledge about the risks influencing occupational health and safety.</li> <li>• Knows the operations related to autonomous maintenance.</li> <li>• Is knowledgeable about noncompliant materials to use.</li> <li>• Is knowledgeable about hitches as abrasion, deterioration and attrition at part and hardwares.</li> <li>• Has knowledge about the operating lives of the parts.</li> <li>• Has knowledge of basic first aid.</li> <li>• Knows the meanings of warning and signs.</li> <li>• Has knowledge about the negative environmental impacts of realised operations.</li> <li>• Applies required procedures in case of emergency.</li> <li>• Keeps working area in order and clean.</li> <li>• Applies maintenance stages for operating hardwares properly and continuously.</li> <li>• Separates the materials which can be transformed.</li> <li>• Applies occupational safety rules.</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>• Observes the negative environmental impacts during application of business processes.</li> <li>• Takes precautions for reducing negative environmental impacts during operations.</li> <li>• Uses personal protective equipments.</li> <li>• Performs the operations related to autonomous maintenance.</li> </ul>

		<ul style="list-style-type: none"> <li>• Distinguishes hazardous wastes safely.</li> <li>• Determines the depreciated, end-of-life parts.</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>• Ensures the keeping of flammable and inflammable materials at the working environment safely.</li> <li>• Ensures the operativeness of occupational health and safety protection and intervention tools.</li> <li>• Tracks the operating lives of the parts.</li> <li>• Works in compliance with the warning and signs.</li> <li>• Works in accordance with the protection method to be applied.</li> <li>• Determines the negative environmental impacts of realised operations.</li> </ul>
11UY0022-3/A2	MANDATORY	<p><b>Quality Management System</b></p> <ul style="list-style-type: none"> <li>• Knows the quality requirements related to maintenance operations.</li> <li>• Has knowledge about the information and evaluation forms.</li> <li>• Is knowledgeable about keeping working environment and equipments in order.</li> <li>• Knows his own jurisdiction at overcoming the problems.</li> <li>• Has knowledge about quality assurance techniques.</li> <li>• Knows the operations related to the quality and waste/fault forms.</li> <li>• Is knowledgeable about noncompliant materials to use.</li> <li>• Has knowledge about hitches as abrasion, deterioration and attrition at part and hardwares.</li> <li>• Knows the meanings of warning and signs.</li> <li>• Performs the operations related to defective hardware and parts.</li> <li>• Conducts the quality requirements related to maintenance operations.</li> <li>• Stores maintenance and cleaning supplies in appropriate way.</li> <li>• Fills in the information and evaluation forms.</li> <li>• Keeps working area in order and clean.</li> <li>• Applies maintenance stages for operating hardwares properly and continuously.</li> <li>• Applies technical procedures related to the quality assurance.</li> <li>• Fills in the quality and waste/fault forms.</li> <li>• Performs cleaning operations of the machines and work place in compliance with the occupational safety conditions.</li> <li>• Places the warning and signs at appropriate positions.</li> <li>• Determines the depreciated, end-of-life parts.</li> <li>• Works in accordance with the quality requirements of machine, tool, hardware or systems.</li> <li>• Works in compliance with the warning and signs.</li> <li>• Works in accordance with the protection method to be applied.</li> <li>• Controls the conformity of performed operations with projected specifications.</li> </ul>
11UY0022-3/A3	MANDATORY	<p><b>Arranging the Work and Tools</b></p> <ul style="list-style-type: none"> <li>• Knows the steps to be followed in case of emergency.</li> <li>• Knows the operations related to defective hardware and parts.</li> <li>• Is knowledgeable about keeping working environment and equipments in order.</li> <li>• Has knowledge about materials which can be transformed.</li> <li>• Knows his own jurisdiction at overcoming the problems.</li> <li>• Knows the operations related to autonomous maintenance.</li> <li>• Is knowledgeable about noncompliant materials to use.</li> <li>• Knows the measuring and testing techniques at basic level.</li> <li>• Is knowledgeable about hitches as abrasion, deterioration and attrition at part and hardwares.</li> <li>• Knows the cleaning supplies and their usage instructions.</li> <li>• Knows the meanings of warning and signs.</li> <li>• Applies required procedures in case of emergency.</li> <li>• Performs the operations related to defective hardware and parts.</li> <li>• Stores maintenance and cleaning supplies in appropriate way.</li> <li>• Keeps working area in order and clean.</li> <li>• Prepares apparatus, hardwares and tool required for work.</li> <li>• Applies maintenance stages for operating hardwares properly and continuously.</li> <li>• Separates the materials which can be transformed.</li> </ul>

		<ul style="list-style-type: none"> <li>• Applies the occupational safety rules.</li> <li>• Uses personal protective equipments.</li> <li>• Performs the operations related to autonomous maintenance.</li> <li>• Distinguishes hazardous wastes safely.</li> <li>• Performs cleaning operations of the machines and work place in compliance with the occupational safety conditions.</li> <li>• Places the warning and signs to appropriate positions.</li> <li>• Controls the operability of safety mechanisms related to the working hardwares.</li> <li>• Ensures the keeping of flammable and inflammable materials at the working environment safely.</li> <li>• Determines the fault or defected parts.</li> <li>• Puts the tool and hardwares whose related operations completed to appropriate places.</li> <li>• Performs cleaning operations of the machines and work place in compliance with the occupational safety conditions.</li> <li>• Works in compliance with the warning and signs.</li> <li>• Works in accordance with the protection method to be applied.</li> </ul>
11UY0022-3/A4	MANDATORY	<p><b>Final Control and Reporting</b></p> <ul style="list-style-type: none"> <li>• Knows the operations related to defective hardware and parts.</li> <li>• Has knowledge about the information and evaluation forms.</li> <li>• Knows the informing procedures about the general condition of the hardwares.</li> <li>• Has knowledge about quality assurance techniques.</li> <li>• Knows the operations related to autonomous maintenance.</li> <li>• Is knowledgeable about noncompliant materials to use.</li> <li>• Knows the measuring and testing techniques at basic level.</li> <li>• Has knowledge about hitches as abrasion, deterioration and attrition at part and hardwares.</li> <li>• Has knowledge about the operating lives of the parts.</li> <li>• Knows his own jurisdiction at overcoming the problems.</li> <li>• Knows the cleaning supplies and their usage instructions.</li> <li>• Knows the meanings of warning and signs.</li> <li>• Performs the operations related to defective hardware and parts.</li> <li>• Stores maintenance and cleaning supplies in appropriate way.</li> <li>• Fills in the information and evaluation forms.</li> <li>• Informs about the general condition of the hardwares in compliance with the procedures.</li> <li>• Applies occupational safety rules.</li> <li>• Takes the precautions related to the occupational health and safety.</li> <li>• Fills in the quality and waste/fault forms.</li> <li>• Uses personal protective equipment.</li> <li>• Performs the operations related to autonomous maintenance.</li> <li>• Performs cleaning operations of the machines and work place in compliance with the occupational safety conditions.</li> <li>• Applies required procedures for fault and defects ultra vires.</li> <li>• Determines the depreciated, end-of-life parts.</li> <li>• Puts the tool and hardwares whose related operations completed to appropriate places.</li> <li>• Works in accordance with the quality requirements of machine, tool, hardware or systems.</li> <li>• Tracks the operating lives of the parts.</li> <li>• Determines the negative environmental impacts of realised operations.</li> <li>• Controls the conformity of performed operations with projected specifications.</li> </ul>
11UY0022-3/B1	OPTIONAL	<p><b>Preparations Before Metal Sheet Forming</b></p> <ul style="list-style-type: none"> <li>• Knows the operation procedures related to the preparation of tools before operation.</li> <li>• Knows the operations related to defective hardware and parts.</li> <li>• Has knowledge about the informing procedures about the general condition of the hardwares.</li> <li>• Has sufficient knowledge to examine the operating procedures.</li> <li>• Knows the usage instructions of the instrument board and its buttons.</li> <li>• Knows the control procedures of piece transport conveyor.</li> </ul>

		<ul style="list-style-type: none"> <li>• Knows his own jurisdiction at overcoming the problems.</li> <li>• Knows the operation procedures related to replacing sheet metal forming molds.</li> <li>• Has knowledge to investigate the technical drawings at basic level.</li> <li>• Knows the operation procedures related to control operations before production.</li> <li>• Has sufficient knowledge to examine the time plans.</li> <li>• Performs the required preparations of tools before operation.</li> <li>• Dismantles the boss wedges.</li> <li>• Performs the operations related to defective hardware and parts.</li> <li>• Adjusts the positions of waste metal sheet collecting vessels.</li> <li>• Performs informing about the general condition of the hardwares in compliance with the procedures.</li> <li>• Greases the machine parts according to the instructions.</li> <li>• Performs cleaning operations of the machines and work place in compliance with the occupational safety conditions.</li> <li>• Makes height control with palette.</li> <li>• Performs internal cleaning of rails, jaks, control boards, lights, saddles, metal sheet loading stands, stand rails and machine.</li> <li>• Helps the replacement of sheet metal forming molds.</li> <li>• Makes connections of the wedges.</li> <li>• Applies required procedures for fault and defects ultra vires.</li> <li>• Determines the fault or defected parts.</li> <li>• Controls the operating procedures.</li> <li>• Controls the operating condition of the instrument board and its buttons.</li> <li>• Controls the operating condition of the tools to be used.</li> <li>• Controls the conformity of the machine adjustments to the technical drawings and instructions.</li> <li>• Controls the piece transport conveyor.</li> <li>• Investigates and understands the technical drawings.</li> <li>• Controls the time plans.</li> </ul>
<p>11UY0022-3/B2</p>	<p>OPTIONAL</p>	<p><b>Metal Sheet Forming Operations</b></p> <ul style="list-style-type: none"> <li>• Knows the operations related to defective hardware and parts.</li> <li>• Has knowledge about the appropriate pressure adjustments of connection apparatus.</li> <li>• Knows the operation procedures related to the control of work piece.</li> <li>• Has knowledge about connecting the work piece to the machine.</li> <li>• Knows the measuring and testing techniques at basic level.</li> <li>• Has basic knowledge about usage instructions of measuring devices.</li> <li>• Has knowledge about measures to be taken before pressing operation.</li> <li>• Has knowledge at the level to control surface faults by hand and visually.</li> <li>• Performs the operations related to defective hardware and parts.</li> <li>• Makes appropriate pressure adjustments for connection apparatus in consultation when necessary.</li> <li>• Stops the machine by performing engine stop, cutting the voltage and deactivating clutch switch after pressing operation.</li> <li>• Prepares connection apparatus appropriate for the define method.</li> <li>• Performs required marking operation on work piece.</li> <li>• Performs operations related to connected the part to be processed.</li> <li>• Performs piece pressing operation by using machine control board.</li> <li>• Selects the settings defined in instrustions on the machine.</li> <li>• Uses measuring instruments in consultation.</li> <li>• Records the deviations at measuring results.</li> <li>• Takes necessary precautions before pressing operation.</li> <li>• Controls the surface faults as number of screens, index no, tear, cracking, waviness (undulation), deformation by hand and visually.</li> <li>• Determines the fault or defected parts.</li> <li>• Determines the appropriate joining piece for work piece.</li> <li>• Controls the coupling lamb and malfunction window.</li> <li>• Controls the production rate value from the display and indicators of the machine.</li> <li>• Controls the work piece by measuring devices in consultation.</li> <li>• Determines the faults on the work piece according to the results of</li> </ul>

		<ul style="list-style-type: none"> <li>measurement and examination results.</li> <li>Controls taking necessary precautions before pressing operation.</li> <li>Controls the piece periodically during production.</li> </ul>
11UY0022-3/B3	OPTIONAL	<p><b>Operations After Metal Sheet Forming</b></p> <ul style="list-style-type: none"> <li>Knows the operations related to defective hardware and parts.</li> <li>Knows the operation procedures relate to dispatching processed parts to the next operation.</li> <li>Has knowledge about form, card and documents related to the dispatch of processed parts to related units.</li> <li>Has knowledge about procedures related to controlling processed parts.</li> <li>Knows the measuring and testing techniques at basic level.</li> <li>Has basic knowledge about usage instructions of measuring devices.</li> <li>Has knowledge at the level to control surface faults by hand and visually.</li> <li>Performs the operations related to defective hardware and parts.</li> <li>Takes the pressed work piece from the mold in the way defined at technical documents.</li> <li>Performs the first examination of pressed work pieces by hand and visually.</li> <li>Folds the work pieces at the desired place in workshop.</li> <li>Fills in the form, card and documents related to the dispatch of processed parts to related units.</li> <li>Uses measuring instruments in consultation.</li> <li>Records the deviations at measuring results.</li> <li>Determines the fault or defected parts.</li> <li>Controls the work piece by measuring devices in consultation.</li> <li>Determines the faults on the work piece according to the results of measurement and examination results.</li> <li>Controls completing metal sheet forming operations properly.</li> </ul>

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

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<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.

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#### 5. Official basis of the certificate

<p><b>Name and status of the body awarding the certificate</b></p> <p>Automotive Sheet Metal Molder (Level 3) Vocational Qualification Certificate, is awarded by Authorised Certification Bodies authorised by Vocational Qualification Authority.</p> <p>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></p> <p>Vocational Qualification Authority (Mesleki Yeterlilik Kurumu)</p> <p>Ziyabey Caddesi 1420. Sokak No:12 Balgat Çankaya/ANKARA TURKIYE</p> <p><a href="http://www.myk.gov.tr">www.myk.gov.tr</a></p>
<p><b>Level of the certificate (national or international)</b></p> <p>ISCO 08: 7213</p> <p>and</p> <p>Level 3- Turkish Qualifications Framework</p> <p>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></p> <p>It is required that the candidate must be successful at one of the alternatives of; A1, A2, A3, A4, B1, B2, B3.</p> <p>II. Alternative: A1, A2, A3, A4, B1, B2 for obtaining Automotive Sheet Metal Molder (Level 3) Vocational Qualification Certificate.</p>

<p><b>Access to next level of education/training</b></p> <p>It is evaluated that the continuance of persons holding this certificate to their careers on National Qualifications below will be appropriate:</p> <p>11UY0022-4 /Automotive Sheet Metal Molder – Level 4</p>	<p><b>International agreements</b></p> <p>-</p>
<p><b>Legal basis</b></p> <p>Vocational Qualification Authority Law No. 5544</p>	

<p style="text-align: center;"><b>6. Officially recognised ways of acquiring the certificate</b></p> <p>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.</p> <p>The performance criteria and assessment rates may be different for each qualification.</p> <p><b>Entry requirements</b></p> <p>There is not an entry requirement for this national qualification.</p> <p><b>Information</b></p> <p>11UY0008-5 / 17.02.2016 Rev. No:02</p> <p><b>Additional information</b></p> <p>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.</p> <p>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 <a href="http://www.tyc.gov.tr/st">http://www.tyc.gov.tr/st</a>. Since TQF is referenced to European Qualifications Framework (EQF), eight TQF levels correspond to eight EQF levels. Level 3 qualifications for which this certificate herein is issued are defined as "Employee takes responsibility for the completion of tasks in work or study; adapts own behaviour to circumstances in solving problems."</p> <p><b>More information (including a description of the national qualifications system) available at:</b></p> <p><b>Vocational Qualifications Authority</b></p> <p><a href="http://www.myk.gov.tr">www.myk.gov.tr</a>  <a href="http://www.tyc.gov.tr">www.tyc.gov.tr</a></p> <p><b>Europass</b></p> <p><a href="http://www.europass.gov.tr">www.europass.gov.tr</a>  <a href="https://europass.cedefop.europa.eu/">https://europass.cedefop.europa.eu/</a></p>
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