

<b>1. TITLE OF THE CERTIFICATE <sup>(1)</sup></b>
<b>Sõidukite kere- ja värvitööde meister, tase 5</b>
<sup>(1)</sup> in the original language

<b>2. TRANSLATED TITLE OF THE CERTIFICATE <sup>(1)</sup></b>
<b>Car Body and Paint Foreman, level 5</b>
<sup>(1)</sup> if applicable. This translation has no legal status.

<b>3. PROFILE OF SKILLS AND COMPETENCIES</b>
<p>The purpose of the work of the car body and painting foreman is to ensure efficient, safe and environmentally sustainable repair and painting of vehicles.</p> <p>The substance of the work is the performance of the technical tasks of the car body and painting works, the management of the work process in the workshop, including the assessment of work volumes, the preparation of calculations, the organization of workshop equipment maintenance and ensuring the fulfilment of quality and safety requirements.</p> <p>The work of the car body and painting foreman requires skills of reading technical documentation and use of guidance materials.</p> <p>Work components:</p> <ol style="list-style-type: none"> <li>1. Cleaning and maintenance of vehicle surfaces           <ul style="list-style-type: none"> <li>- Planning of work stages</li> <li>- Organization of cleaning of the vehicle surfaces</li> </ul> </li> <li>2. Disassembly and assembly of the car body and interior           <ul style="list-style-type: none"> <li>- Planning of work stages</li> <li>- Organization of disassembly and assembly of the car body and interior</li> </ul> </li> <li>3. Repair of plastic components           <ul style="list-style-type: none"> <li>- Planning of work stages</li> <li>- Repair of plastic components</li> </ul> </li> <li>4. Preparation of vehicle surfaces for painting           <ul style="list-style-type: none"> <li>- Planning of work stages</li> <li>- Organisation of surface preparation</li> </ul> </li> <li>5. Painting and final finishing of surfaces           <ul style="list-style-type: none"> <li>- Planning of work stages</li> <li>- Organizing the process of painting and finishing of surfaces</li> <li>- Assessment of the quality of painting job</li> </ul> </li> <li>6. Replacement and adjustment of electrical equipment and convenience systems           <ul style="list-style-type: none"> <li>- Assessment of the condition of electrical equipment and circuits related to the car body repair and determination of the repair need</li> </ul> </li> </ol>

## <sup>(\*)</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.

More information available at: <http://europass.cedefop.europa.eu/en/home>

- Planning of work stages
- Replacement of electrical equipment and convenience systems and the organisation of adjustment work

#### 7. Replacement and adjustment of alarm systems

- Assessment of damages of passive and active safety equipment and planning of repair
- Planning of work phases
- Organization of replacement and adjustment of alarm systems
- Handling of components of the pyrotechnic passive safety equipment

#### 8. Car body and frame works

- Assessment of the damages to car body and frame
- Planning of work phases
- Organization of repair of body and frame repair
- Assessment of the results of straightening work

#### 9. Glazing

- Evaluation of glass damages, selection of repair guidance and technology
- Planning of work stages
- Management of glass works

#### 10. Customer service

- Reception of orders, management of task performance and the delivery of finished work
- Customer advice
- Assessment and enhancement of customer service quality

#### 11. Preparation of repair estimate

- Calculation of body and paint repair work
- Assessment of the feasibility of body and paint repair works

#### 12. Management of the work process

- Planning of resources and the work process
- Employee management and tutoring
- Organization maintenance and repair of workshop equipment
- Analysis of workshop performance indicators, reporting and planning.

### 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(1)</sup>

Vehicle body and painting foreman, painting shop foreman, body shop foreman, bodywork adviser.

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

### 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>
The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Sector Skills Council approved by a Regulation of the Government of the Republic
<b>Level of the certificate (national or international)</b>	<b>Grading scale / Pass requirements</b>
Estonian Qualification Framework level 5 European Qualification Framework level 5	passed/fail
<b>Access to next level of education/training</b>	<b>International agreements</b>
<b>Legal basis</b>	
Occupational Qualifications Act (RT I, 10.12.2010, 12; 01.01.2011)	

### 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

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

[www.kutsekoda.ee](http://www.kutsekoda.ee)