



National Certification Process for Designated Occupation

AUTOMOTIVE SERVICE TECHNICIAN

(All Levels 1,2,3 and 4)

Bermudian Applicants *(includes Spouse and PRC Holders)*

Step One: Registration

Applicant must download an Application Form from www.dwd.bm or collect directly from the DWD.

The following documents must be submitted with the Application (**incomplete submissions will not be considered**):

- Certified copies of Credentials /Qualifications (if applicable)
- Passport or Voters Card (applicants must present to DWD)
- Current Resume
- Pay the \$265 Fee (checks must be made payable to the Accountant General)
(waived until December 31, 2017)

Step Two: Documents are vetted

A Standards and Enforcement Officer (SEO) will vet all submitted documents to ensure completeness, competency comparison against the Standard and refer the application submission to the Occupational Advisory Committee (OAC) for evaluation.

Step Three: Review and Evaluation

The OAC will meet to assess submission(s) i.e. Credentials /Qualifications and make the appropriate recommendation to approve or not approve the submission.

The following is a list of Acceptable/Equivalent credentials:

- City and Guilds (UK)
- Red Seal (Canada)
- Automotive Service Excellence (ASE)



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If approved, the applicant must participate in the following mandatory course(s);

- Customer Service

A certification will not be issued until these requirements are successfully completed

Step Four: Non-traditional Assessment and Evaluation (for applicants with work experience but no certifications)

Where there is evidence of huge skill deficiencies the applicant will be expected to participate in the PLAR (Prior Learning Assessment and Recognition) process (*see description below*).

After completion of the PLAR process the applicant's results will be evaluated and if successful the IAP will make a recommendation to the OAC to approve for National Certification. The panel will also advise the level of certification to be considered (see description below) based on all testing (this could include and online test) and assessment results.

Where an applicant is unsuccessful the panel will provide a suggested 'development pathway' in the framework of an Internship or Apprenticeship that will overtime lead to the attainment of National Certification (*will vary per individual depending on their skill levels*).

Any additional required training and/or courses must be achieved within one year from date of application in order to achieve certification.

Step Five: Certification Decision

Once all eligibility requirements are satisfied the final steps towards receiving National Certification are as follows:

- Occupational Advisory Committee (OAC) will inspect results of the coursework and may approve application
- Based on a recommendation from the OAC the National Training Board (NTB) and Minister may approve application
- A Public Notice bearing Applicant's full name must appear in the Official Gazette
- A Congratulatory letter, ID Card and Certificate will be issued upon successful completion of the process
- A regret letter will be issued if the applicant is unsuccessful



Description of Levels

National Certification will be available in eight categories, these categories are as follows:

- Level 1 Junior Tradesman
The Junior Tradesman is the basic level maintenance & parts fitter, he/she has been working within the workshop for at least a year and is able to identify wear and tear within the more basic areas of the vehicle and replace these parts i.e. tyres, exhaust, brakes. Can also perform basic fluid and filter changes and carry out minor repair work. The Junior Tradesman can also replace some parts pre-diagnosed by a senior level technician.
- Level 2 Skilled Tradesman
The Skilled Tradesman is first and foremost an expert at performing service inspection work and basic assembly/maintenance/electrical repairs to the highest standards of quality and efficiency and has earned qualification in this area. The Skilled Tradesman also supports the Senior Technicians to carry out more complex repair work.
- Level 3 A1 Technician
The A1 Technician has superseded the Skilled Tradesman level and retains that profile. The A1 Technician has also received advanced training which allows for professional repairs to the highest standards of quality and efficiency.
- Level 4 Master Technician
The Master Technician is the specialist for systematically performing complex diagnoses of defects, for monitoring repair processes and performing final inspection. He/she supports co-workers not only with systematic diagnoses, but also during the following steps of the repair process, thus ensuring professional solutions even in difficult cases.

PLAR (Prior Learning Assessment and Recognition) process:

The OAC recognizes prior learning of skills, knowledge or competencies that have been acquired through employment, formal and informal education, non-formal learning or other life experiences. Prior learning must be measurable at the required practical skill level and meet standards of achievement for current courses such as the NEC code. Challenge exams and portfolio development are the primary methods of assessment. Other methods of assessment may be available depending upon the nature of the previously assessed knowledge deficiencies.

1. Formal Education: Structured, intentional and achieved through credit-based programs/courses.
2. Informal Education: Intentional and gained through participation in non-credit courses, work-place-based training, seminars and/or workshops



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3. Non-formal Learning: Knowledge and/or skills gained through self-directed study, voluntary work, travel and other learning experiences.
4. Work and Life Experience: The prior learning of skills, knowledge or competencies that have been acquired through employment, education (informal/ formal), non-formal learning or other life experiences.

The length of time needed to complete a PLAR assessment will vary per individual depending on the content and method of assessment (i.e. a course requiring a portfolio assessment will require a longer period of time to complete than one requiring a challenge exam).

Methods of Assessment:

1. Challenge Exam: a written/oral/demonstration which measures the learning outcomes for specific content;
2. Work Binder: a comprehensive collection of documented evidence related to the learning outcomes for a specific trade. It could include some of the following (not an exhaustive list)
 - a. Resume
 - b. References
 - c. Pictures (with attestation that work was completed by Applicant)
 - d. Certificates/Qualifications
3. Interview
4. Physical/Practical Demonstration/Project
5. Combination of assessment methods