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Oromia Occupational Competency Assurance Agency

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Document No.

SC/OOCA/018

Mata-duree/Title:

Sadarkaa Ogummaa Automotive Mechanics Gulantaa-I Automotive Mechanics Level - I Certification Scheme

Lakk.Maxxansaa/
Issue No. **01**

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Issue	Description of Change	Status	Originator	Effective Date
1				
2				

Document Number	Document Title
EX/OOCOA/001	ES ISO/IEC 17000:2020 Conformity assessment - General principles and vocabulary
EX/OOCOA/002	ES ISO/IEC 17024:2013 Conformity assessment - General requirements for bodies operating certification of persons
EX/OOCOA/003	Federal Democratic Republic of Ethiopia Occupational Automotive Mechanics NTQF Level - I

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1. Purpose

This certification scheme is designed to ensure that certified Automotive Mechanics NTQF Level I (Automotive Mechanic–Level-I (CPL-LI) demonstrate the required competence to Use Tools, Equipment and Measuring Instruments, Interpret Working Drawings and Sketches, Perform Bench Work, Apply Automotive Mechanical System Fundamentals, Apply Automotive Electrical System Fundamentals Test, Charge and Replace, Batteries, Perform Periodic Service, Carry out Service Tires and Wheel Balance and Apply 5S procedures.

It ensures that individuals consistently meet relevant industry standards, occupational health and safety requirements, and quality expectations, thereby protecting public health and property.

2. Scope

The Automotive Mechanics Level I certification covers the competencies required to perform Use Tools, Equipment and Measuring Instruments, Interpret Working Drawings and Sketches, Perform Bench Work, Apply Automotive Mechanical System Fundamentals, Apply Automotive Electrical System Fundamentals. It includes Test, Charge and Replace Batteries, Perform Periodic Service, Carry out Service Tires and Wheel Balance and Apply 5S procedures in accordance with national occupational standards and ISO/IEC 17024:2012 requirements.

3. Terms and Definitions – clarify key terms if not already standardized.

3.1 Definition of terms

3.2 Abbreviations

OS	Occupational Standard
OOCOA	Oromia occupational Competence Assurance Agency

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KSA	Knowledge, Skill, and Attitude
JTA	Job Task Analysis
CPL	Certified Person List
CR	Competence Requirement
WHS	Workplace Health and Safety
UC	Unit of Competency
TVET	Technical & Vocational Education Training
PCV	Positive Crankcase Ventilation
EGR	Exhaust Gas Re circulation
OHS	Occupational Health and Safety

4. Job task analysis (JTA)

The Job Task Analysis (JTA) provides a systematic breakdown of the essential tasks and responsibilities performed by a Level I certified pharmacy

5. Competency Requirements

This section defines the competence framework for Level-I Automotive Mechanics, describing the knowledge, skills, and attitudes required to perform Automotive Mechanics tasks safely, efficiently, and in compliance with industry standards.

5.1 Knowledge (K) and Attitude (A)

The knowledge component defines what the candidate must understand and be able to recall to perform Automotive Mechanics tasks effectively and attitude is the "how" and "why" behind the

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actions under the supervision of assessor. It includes the work ethic, commitment to safety, and how the interact with others.

Code	Description	Detailed Explanation	
K1 A1	Use Tools, Equipment and Measuring Instruments.	● Demonstrates knowledge of: ● Safety requirements in handling tools ● Tools: Function, Operation, Common faults ● Maintain tools and equipment ● Applications of different hand tools and equipment in a general engineering context ● Common faults and/or defects in hand tools and equipment ● Procedures for marking unsafe or faulty tools and equipment for repair ● Routine maintenance requirements for a range of hand tools ● Storage location and procedures for a range of hand tools ● Hazards and control measures associated with using hand tools ● Use and application of personal protective equipment ● Safe work practices and procedures	
K2 A2	Interpret Working Drawings and Sketches	Demonstrates knowledge to: ● alphabet of lines ● drawing symbols ● tolerances ● relationship between the views contained in the drawing ● objects represented in the drawing ● units of measurement used in the preparation of the drawing	
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		● dimensions of the key features of the objects depicted in the drawing ● understanding of the instructions contained in the drawing ● the actions to be undertaken in response to those instructions ● the materials from which the object(s) are made ● any symbols used in the drawing as described in range ● relationship between the views contained in the drawing ● objects represented in the drawing ● units of measurement used in the preparation of the drawing ● dimensions of the key features of the objects depicted in the drawing ● the instructions contained in the drawing ● the actions to be undertaken in response to those instructions ● the materials from which the object(s) are made ● any symbols used in the drawing as described in range ● statement ● hazard and control measures associated with interpreting technical drawings, including housekeeping ● safe work practices and procedures
K3 A3	Perform Bench Work	Demonstrates knowledge to: ● Shop Safety Practices ● Safe working habits ● Identification of hazardous areas ● Use of protective clothing and devices ● Safe handling of tools, equipment and materials ● Housekeeping practices ● Application of first-aid treatment ● Use of fire extinguishers ● Shop Mathematics

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		● Basic arithmetic operations ● Fractions and decimals ● Percentages and ratios ● Conversion of units (English to metric) ● Trigonometric functions ● Computation of feed, cutting speed and machine rpm ● Drawing/Plans ● Standard drawing symbols ● Orthographic and isometric drawings ● Measurements ● Linear measuring tools (rules, vernier, micrometer, height gage) ● Geometrical tolerances ● Materials and related science ● Classification and mechanical properties of engineering materials ● Use and care of bench work tools and equipment ● Theory, System and Operations ● Laying-out and marking ● Sawing, cutting, chipping, filing, lapping ● Drilling, reaming, tapping ● Cutting threads ● Scraping and honing ● External threading ● Extracting fasteners ● Off-hand grinding
K4 A4	Apply Automotive Mechanical System Fundamentals	Demonstrate knowledge of: ● WHS regulations, requirements, equipment and material, and personal safety requirements ● methods of sourcing information relevant to mechanical systems

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		- types, functions, location and basic operation of major vehicle systems and components, including basic automotive mechanical terminology - common faults of major vehicle systems and components
K5 A5	Apply Electrical Fundamentals Automotive System	Demonstrate knowledge to: - collect, organize and research technical information relating to: recognizing and reporting unsafe situations - basic electrical theory and principles of electricity - range of sources of information available to assist with understanding fundamental elements of electricity as they relate to automotive applications - identification, location and function of major components of common automotive: - engine electrical systems, including:(ignition systems, charging systems, starting systems, engine management systems, vehicle lighting systems) - vehicle body electrical systems, including:(electric door locking systems, power windows, mirror adjustment, car stereo and sound systems)
K6 A6	Test, Charge and Replace Batteries	Demonstrate knowledge to: - WHS and environmental regulations, requirements, equipment and material, including personal safety requirements - select tools and equipment appropriate to inspecting, servicing and maintaining vehicle batteries - dangers of working with battery testing equipment - principles of electro/chemical Process of Battery - dangers associated with overcharging batteries - Jump start procedure

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		● Principles of Memory of Control units ● battery service and maintenance procedures ● Retest procedure
K7A7	Perform Periodic Service	● Demonstrate knowledge to: ● Technical systems ● Use of Manuals ● Function of Systems and subsystems ● Tools and equipment ● Health and safety standards ● Quality standards ● Safety regulations ● Types/Classification of Lubricants ● Familiarization/Classification of Lubricants ● Identifying lubrication schedule ● Cause and Effects of Gear Oil Dilution ● Purpose of Lubrication (Problem and effects) ● Handling of oils (Gear, oil, engine oil) ● Hazard associated with lubrication ● Handling Manual's and Technical information, communication and documentation systems ● Handling and storing of tools ● Electronic data processing ● Types/Classification of Lubricants
K8A8	Carry out Service Tires and Wheel Balance	Demonstrate knowledge to: ● WHS and environmental regulations/requirements, equipment, material and personal safety requirements ● types and layout of service/repair manuals (hard copy and electronic)

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		● apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures ● use mathematical ideas and techniques to correctly calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks ● dangers of working with balancing equipment ● enterprise quality procedures
K9A9	Apply 5S Procedures	Demonstrates knowledge of: • Operations and processes relevant to own job • Basic principle of quality assurance system and its elements • Quality procedures and continuous improvement (kaizen) • Meaning and application of 5s steps to own job and work area • Principles of efficient workplace organization • Purposes of 5s • Methods of making/recommending improvements

5.2 Skills (S)

Skills define the practical abilities required to carry out Automotive Mechanics tasks. Each skill is associated with performance criteria to assess whether the candidate can perform tasks correctly in a real-world setting.

Code	Description	Performance Criteria	Detailed Explanation
S1	Use Tools, Equipment	• Workstation is made ready,	Demonstrate skills to:

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	and Measuring Instruments	- Procedures and information are acquired, - Identified/selected testing devices, tools and equipment are checked, - Measuring tools are selected in line with job requirements, - Tools and equipment are used according to tasks undertaken, - Routine maintenance of tools is undertaken according to standard operational procedures, principles and techniques.	- Reading skills required to interpret work instruction - Communication skill. - Problem solving in emergency situation - Read and follow information on standard operating procedures - Follow verbal instructions - Select hand tools appropriate to the task - Use hand tools safely - Identify hand tool defects and marking for repair - Maintain/sharpening hand tools using appropriate techniques
S2	Interpret Working Drawings and Sketches	- Drawing is checked and validated against job requirements, - Orthographic and isometric drawing are identified, Projections codes and symbols are correctly identified and explained according to drawing standards, - Component, assembly or object is recognized as required - Dimensional tolerances, notations are interpreted according to specifications	Demonstrates skills to: - projections - Apply drawing technique - Apply dimensioning techniques - check the drawing against job requirements/related equipment in accordance with standard operating procedures - confirm the drawing version as being current in accordance with standard operating procedures - where appropriate, obtaining the current version of the drawing in accordance with standard operating procedures

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			• read, interpret information on the drawing written job instructions, specifications, standard operating procedures, charts, lists and other applicable reference documents • check and clarify task related information • undertake numerical operations, geometrical and calculations/formulae within the scope of this unit
S3	Perform Bench Work	• Materials are selected according to the requirements specified in the drawing. • Work pieces are clamped in work holding devices to avoid damage and accidents. • Hole is drilled, reamed, spot-faced and lapped to drawing specification. • Thread is cut to fit gage or mating screw, within tolerance given in drawing. • Cut edges are honed and free of burrs. • Scrapers are selected according to requirements of operation.	Demonstrates skills to: • Perform bench work operations • Use bench work tools and equipment • Use measuring instruments • Operate drill press and grinders • Perform layout, filing, cutting, drilling, tapping, scrapping, lapping • Perform safety measures and procedures • Makes tread

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S4

Apply
Automotive
Mechanical
System
Fundament
als

- Suitable relevant sources of information are located to assist with mechanical fundamentals identified,
- Component or system to be identified
- Suitable **automotive systems and components** are sourced to assist with task
- System or component is examined and sub-assembly components are identified

Demonstrate skills to:

- communication skills to:
 - communicate ideas and information in verbal and written report
 - use questioning and active listening skills, e.g. when clarifying information
- initiative and enterprise skills to identify sources of information, assistance and expert knowledge to expand knowledge skills and understanding
- literacy skills to:
 - understand workplace safety-related procedures
 - read and follow information in written instructions, specifications and other applicable reference documents
- numeracy skills to use and communicate basic mathematical ideas and techniques that relate to automotive systems and components
- planning and organising skills to:
 - identify risk factors
 - plan and organise activities that implement and follow standard procedures
- Problem-solving skills to:
 - recognise a workplace problem or a potential problem

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- Technical skills to:
 - collect, organise and understand technical information relating to:
 - recognising and reporting unsafe situations
 - automotive components and systems identification, location and function
 - ❖ Engine systems
 - Starting system
 - Ignition system
 - Charging system
 - Cooling system
 - Lubrication system
 - Intake system
 - Exhaust system
 - Fuel system
 - ❖ Transmissions and drive trains systems
 - ❖ steering system
 - ❖ suspension system
 - ❖ Brake system
- Remove non difficult system component
 - Like Air cleaner etc.
- Re-installed system component
 - select tools and equipment appropriate to the task

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			➤ safely use workplace tools and equipment when applying mechanical fundamentals ➤ Technology skills to use information technology equipment to assist with research
S5	Apply Automotive Electrical System Fundamentals	● Suitable and relevant sources of information are located to assist with electrical fundamentals research. ● Component or system is identified ● Suitable automotive systems or components are sourced to assist with task ● Appropriate electrical/electronic test equipment is identified and applied for the purpose of testing circuit diagram, system or component.	Demonstrate skills to: ● engine electrical systems, including: (ignition systems, charging systems, starting systems, engine management systems, vehicle lighting systems) ● vehicle body electrical systems, including: (electric door locking systems, power windows, mirror adjustment, car stereo and sound systems) ● wiring harness assembly ● range of sources of information available to service, maintain and repair light vehicle electrical systems and components collect, organize and apply electrical fundamentals information and concepts
S6	● Test, Charge and Replace Batteries	● Nature and scope of work requirements are identified and confirmed, ● Service and maintenance methods are carried out	● Demonstrate skills to: ● Apply work place health and safety procedures ● Identify Maintenance and Maintenance free batteries

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		according to workplace procedures and manufacturer and component supplier specifications. • Technical information for charging is accessed from manufacturer and component supplier specifications and is correctly interpreted • Technical information is accessed from manufacturer and component suppliers specifications and is correctly interpreted • Battery is removed from vehicle according to site procedures, and component manufacturer and supplier recommendations • Test methods are implemented according to workplace procedures and manufacturer and component supplier specifications • Final inspection is made to ensure work is to workplace expectations	• Identify tools and equipment needs to charge/replace battery • check /testing the condition of battery • add distilled water using hydrometer if necessary • methods of charging(series and parallel) • charging/ replacing batteries •
S7	Perform Periodic Service	• Overview about the scope of Service and Maintenance work plan is provided, • Correct information on lubrication schedule is	• Demonstrate skills to: • Carry out communication • Use work order of companies • Dispose and Recycling • Use workshop information system

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		• Recognizing tear and wear	



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		accessed and interpreted from appropriate manufacturers specifications manuals, - Correct procedure for change of lubricant is identified following manufacturer's specification or manuals - Systems, subsystems and functional units are identified, - Tools, equipment and materials are properly stored as per company SOP	- Familiarization/Classification of Lubricants - Identify lubrication schedule - Cause and Effects of Gear Oil Dilution - Purpose of Lubrication (Problem and effects) - Handling of oils (Gear oil, engine oil, brake fluid, ATF and grease) - Hazard associated with lubrication - Handle Manual's and Technical information, communication and documentation systems - Handle and store of tools - Perform periodic maintenance
S8	Carry out Service Tires and Wheel Balance	- Nature and scope of work requirements are identified and confirmed - Methods for the removal are implemented in accordance with workplace procedures and manufacturer/component supplier specifications - Methods for the repair are implemented in accordance with workplace procedures and manufacturer/component supplier specifications - Methods for the fitting are implemented in accordance	Demonstrate skills to: - Identify tools and equipment to repair tire and to balance the wheels - use workplace technology related to balancing wheels and tires, including the use of measuring equipment, specialized tooling, computerized technology - Dismantle tire from the rim - How to repair tube and tubeless tire - Manage Tire inflation pressure - Perform wheel balance activities under supervision - communication devices and the reporting/documenting of results

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Signature:

Guyyaa/
Date:

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		with workplace procedures and manufacturer/component supplier specifications Repair documentation is completed	- apply planning and organizing skills to own work activities, including making good use of time and resources, sorting out priorities and monitoring one's own performance - apply oral communication skills sufficient to convey information and concepts to customers
S9	Apply 5S Procedures	- Discuss quality assurance procedures of the enterprise or organization - Identify all items in the work area - Identify the best location for each essential item - Keep the work area clean and tidy at all times - Follow procedures - Clean up after completion of job and before commencing next job or end of shift	Demonstrates skills to: - Communicate with others to clarify issues during 5S implementation, communicate results and contribute suggestions for improvement - Visualize operations in terms of flow and contribution to customer outcomes - Plan own tasks in implementation of 5S - Implement 5S in own work area according to instructions - Identify waste (MUDA) - Organize, prioritizing activities and items - Read and interpret documents describing procedures - Record activities and results against templates and other prescribed formats - Working with others Solving problems

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6. Eligibility requirements

To ensure that candidates possess the foundational knowledge, practical experience, and physical capability to perform Automotive Mechanics work safely and effectively. The following eligibility criteria apply:

Requirement	Criteria	Description / Rationale
Education	TVET Level I Automotive Mechanics or equivalent	Candidates must have completed a recognized vocational or technical training program in Automotive Mechanics-I or an equivalent qualification, ensuring a basic understanding of Automotive Mechanics principles and practices.
Experience	Minimum 1 years Recognition of Prior Learning (RPL)	Candidates must have at least One years of practical work experience in Automotive Mechanics to demonstrate exposure to real workplace tasks and develop proficiency in standard Automotive Mechanics operations.
Health	Physically fit	Candidates must be physically capable of performing Automotive Mechanics tasks, including lifting, bending, working in confined spaces, and handling tools safely, to prevent accidents and ensure safe work practices.

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7. Assessment system

The assessment system is designed to evaluate the **competence of candidates** based on the defined knowledge, skills, and attitudes necessary to perform Automotive Mechanics tasks safely, effectively, and in accordance with industry standards.

7.1 Practical assessment

Practical assessment is a part of assessment that used to measure the skill of a candidate in an occupation based on the given occupational standard to award in the world of work under the supervision of Assessors. Practical assessment of Automotive Mechanics level-I shall be developed by comprise all the demonstrable UCs found in Automotive Mechanics from level I.

7.2 Knowledge assessment

Knowledge and attitude of an Automotive Mechanics Level I candidate shall be assessed using competency-based methods. Knowledge shall be evaluated through oral questioning, or interviews to verify the candidate's understanding of basic automotive principles, tools and equipment, occupational health and safety (OHS), workplace procedures, and environmental requirements. Attitude shall be assessed through direct observation during practical activities using a standardized checklist to evaluate the candidate's compliance with safety rules, proper use of personal protective equipment (PPE), responsibility, honesty, teamwork, communication, cleanliness, and willingness to follow instructions. The candidate shall be judged as competent when both the required knowledge and positive workplace attitudes are consistently demonstrated throughout the assessment.

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7.3 Passing Criteria

To be declared **Competent**, the candidate shall achieve all oral question and attitude assessment, demonstrate 100% compliance with all critical safety requirements, based on the standardized observation checklist. The candidate must also successfully complete all mandatory practical tasks without committing any critical safety violations. Failure to meet any of these minimum requirements shall result in a Not Yet Competent (NYC) decision, and the candidate shall be eligible for reassessment in accordance with the certification body's procedures.

8. Assessment Methods

Assessment methods for Automotive Mechanics Level I should be designed to evaluate

knowledge, practical skills, and attitudes. Common assessment methods include:

- **Oral Interview**

Used to assess communication skills, understanding of technical procedures, problem-solving ability, and decision-making.

- **Practical Demonstration**

Used to assess the candidate's ability to diagnose faults, repair systems, use tools, and perform automotive maintenance tasks.

- **Direct Observation**

Used to observe the candidate performing work tasks in an actual workplace or simulated workshop environment.

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- **Workplace Assessment**

Used to assess performance under normal working conditions using real vehicles, tools, and customer service situations.

- **Simulation Exercise**

Used when real workplace assessment is not possible. Candidates perform tasks in a controlled environment using simulated faults or equipment.

- **Case Study**

Used to assess the candidate's ability to analyze automotive problems, identify causes, and recommend solutions.

The assessment process should combine more than one method to ensure that competence is measured accurately and fairly.

9. Certification Process

9.1 Initial certification criteria

All Initial certification criteria shall be applied accordance with the Assessment Procedure documented in **OP/OCAPD/004**

9.2 Recertification requirement

Individuals can request rectification if;

- ❖ Occupational Standard (OS) is changed by Industry
- ❖ When the candidate was NOT YET COMPETENT on initial certification assessment
 - ❖ After 3 year If occupational standard does not changed the individual has the right to renew the certificate.

9.3 Suspension and Withdrawal

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All Suspension and Withdrawal shall be applied accordance with Policy of Suspension, Withdrawal and Reduction of Scope documented in **PL/OOCA/007**

10. Appeals and Complaints References

All Appeals and Complaints shall be applied according to appeals and complaints Procedure **OP/OOCA/008**

11. Record keeping and Confidentiality

Record keeping and confidentiality requirements should ensure that all candidate information, assessment records, and certification decisions are securely maintained and protected from unauthorized access. In order to keep the all record and confidentiality of Individuals **Record keeping and Confidentiality PL/OOCA/005** policy will be applied accordingly.

12. Scheme integrity and security

Scheme Development: This scheme was reviewed and validated by a committee of Subject Matter Experts (SMEs) to ensure it remains fair and valid for the industry.

Assessor Requirements: Assessors must be independent of the candidate's training process to prevent conflicts of interest (as per ISO/IEC 17024:2012, Clause 7).

Assessment Security: "All assessment materials, including written examination banks and practical scoring rubrics, are secured and managed in strict accordance with the **Security Policy (PL/OOCA/002)**.

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Waraabbii Mirkanaa'ee fi Too'ata

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