

OALCF Tasks for the Apprenticeship Goal Path: Prepared for the Project, *Developing Best Practices for Increasing, Supporting and Retaining Apprentices in Northern Ontario (2014)*

OALCF Task Cover Sheet

Task Title: Car Salesman

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Use an automotive vehicle inspection document to record a vehicle's current condition.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A2: Interpret documents B3: Complete and create documents
Level Indicators: A2.1: Interpret very simple documents to locate specific details A2.2: Interpret simple documents to locate and connect information B3.1a: Make straightforward entries to complete very simple documents B3.2a: Use layout to determine where to make entries in simple documents	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Pen and paper • Vehicle inspection checklist - attached 	

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Task Title: Car Salesman

Sales staff at a car dealership fill out inspection reports in order to help review a vehicle's current condition whenever a car is being traded in. An inspection report may indicate recommended maintenance or repairs to the vehicle. Look at the "UCDA Customer Information, Appraisal & Disclosure Form."

Learner Information and Tasks:

- Task 1:** A customer is trading in a white 2004 Ford Taurus with an odometer reading of 238,126 km. Using the checklist, enter this information into the appropriate boxes.
- Task 2:** The vehicle's engine starts and runs properly when it is being appraised. Mark this information on the form.
- Task 3:** The tire tread is very worn, and the car cannot be sold as is. Find where on the form the required repairs need to be recorded, and mark that the tires need to be replaced.
- Task 4:** The vehicle has power windows, power locks, air bags, a sunroof, and a keyless entry. Check the appropriate boxes on the checklist form.

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VIN: 10 th DIGIT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F

UCDA CUSTOMER INFORMATION, APPRAISAL & DISCLOSURE FORM

www.ucdasherches.com
or call: 416-599-7412 or 1-800-668-8265

APPRAISAL DATE: _____ STOCK NO.: _____

APPRAISED BY: _____

UCDA Lien Search & Kwik Check™ CAN CHECK™
 Auto Check™ Ontario History Search
 Out-of-Province Lien Search CARFAX™

LAST NAME _____ FIRST NAME _____

ADDRESS _____ CITY _____ PROVINCE _____ POSTAL CODE _____

HOME PHONE _____ BUS. PHONE _____ CELL PHONE _____ E-MAIL _____

VIN # _____ YEAR _____ MAKE _____ MODEL _____ TRIM LEVEL _____ COLOUR _____ # OF CYL _____

GAS DIESEL HYBRID REGISTRATION VIEWED Yes No **ACCIDENT BRAND** _____

ORIGINAL OWNER Yes No PURCHASED FROM _____

VIN CHECKED (Dash & Door) Yes No HAS VEHICLE EVER BEEN DECLARED A TOTAL LOSS BY AN INSURER Yes No
 ORIGINAL MFR. VIN PLATE Yes No THEFT RECOVERY Yes No
 REGISTERED LIEN Yes No MANUFACTURER'S WARRANTY CANCELLED Yes No

WITHIN THE LAST SEVEN YEARS WAS THIS AN:
 OUT-OF-PROVINCE VEHICLE Yes No
 U.S. VEHICLE Yes No
 IF YES, IDENTIFY PROVINCE(S) AND/OR STATE(S): _____

ODOMETER (Exact # at time of Appraisal) Km or Miles IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK? Yes No
 IF YES, EXPLAIN: _____

IF DISTANCE TRAVELLED UNKNOWN, EXPLAIN _____

DAILY RENTAL Yes No POLICE CRUISER Yes No ANTI-LOCK BRAKES INOPERABLE Yes No N/A
 FIRE DAMAGED Yes No EMERG. SERVICES VEHICLE Yes No AIR BAGS MISSING INOPERABLE Yes No N/A
 IMMERSERED IN WATER Yes No TAXI OR LIMO Yes No POLLUTION CONTROL INOPERABLE Yes No N/A

ANY BODY PANELS PAINTED OR REPLACED Yes No IF YES TO ANY, EXPLAIN: _____

FOR HYBRID/HI-TECH VEHICLES:

WHERE HAS THE VEHICLE BEEN SERVICED? _____

HAVE ANY OF THE HYBRID COMPONENTS BEEN REPAIRED/REPLACED? Yes No IF YES, EXPLAIN: _____

IS THERE A MANUFACTURER'S EXTENDED WARRANTY ON THE HYBRID COMPONENTS? Yes No IF YES, EXPLAIN: _____

WARNING INDICATORS (Are any of the listed warning indicators illuminated):

BATTERY Yes No ENGINE Yes No BRAKING SYSTEM Yes No
 AIR BAGS Yes No FUEL SYSTEM Yes No OTHER _____

EQUIPMENT:

POWER WINDOWS AIR BAGS AIR CONDITIONING CD/DVD ENTERTAINMENT CENTRE
 POWER LOCKS ABS WHEELS (ALLOY) AUTO TRANSMISSION MANUAL TRANSMISSION
 CRUISE CONTROL SUNROOF KEYLESS ENTRY LEATHER INTERIOR NAV SYSTEM

DOES VEHICLE REQUIRE REPAIRS TO:

ENGINE Yes No COMPUTER Yes No
 SUSPENSION/SUBFRAME Yes No ELECTRICAL SYSTEM Yes No
 TRANSMISSION Yes No AIR CONDITIONING Yes No
 FUEL SYSTEM Yes No STRUCTURAL PARTS DAMAGED Yes No
 POWER TRAIN Yes No ALTERED OR REPAIRED Yes No

ANY PREVIOUS DAMAGE REPAIRED EXCEEDING \$3,000? Yes No
 HAVE THE MANUFACTURER'S BADGES OR DECALS BEEN CHANGED OR HAVE THE ORIGINAL PRODUCTION SPECIFICATIONS BEEN CHANGED? Yes No
 ANY OTHER DISCLOSURES?: _____

Other than disclosed herein:
 1. I declare that my trade-in has not been accident damaged, nor was such information disclosed when purchased or leased.
 2. My trade-in does not have any mechanical defects.

SIGNATURE OF REGISTERED OWNER, LESSEE OR BONA FIDE DRIVER _____

INSPECTION AT APPRAISAL:

ENGINE STARTS & RUNS
 TRANSMISSION FORWARD & REVERSE
 ENGINE LIGHT - ON THEN GOES OFF
 ANTI-LOCK BRAKES - ON THEN GOES OFF
 AIRBAGS - ON THEN GOES OFF
 AIR CONDITIONING OPERATING
 AWD / 4 WD OPERATING
 WINDSHIELD - NO CRACKS
 CD, CASSETTE, ENTERTAINMENT CENTRE

INSPECTION AT DELIVERY:

ENGINE STARTS & RUNS
 TRANSMISSION FORWARD & REVERSE
 ENGINE LIGHT - ON THEN GOES OFF
 ANTI-LOCK BRAKES - ON THEN GOES OFF
 AIRBAGS - ON THEN GOES OFF
 AIR CONDITIONING OPERATING
 AWD / 4 WD OPERATING
 WINDSHIELD - NO CRACKS
 CD, CASSETTE, ENTERTAINMENT CENTRE

REPAIRS REQUIRED:

PAINT _____
 BRAKES _____
 TIRES _____
 ENGINE _____
 TRANSMISSION _____
 BODY WORK / DENTS _____
 GLASS _____
 OTHER _____

DISTANCE TRAVELLED AT APPRAISAL: _____ DISTANCE TRAVELLED AT DELIVERY: _____
 VALUE OF TRADE-IN: \$ _____

OALCF Tasks for the Apprenticeship Goal Path: Prepared for the Project, *Developing Best Practices for Increasing, Supporting and Retaining Apprentices in Northern Ontario (2014)*

Task Title: Automotive Vehicle Inspection

Answer Key

Task 1:

Task 4:

Task 2:

Task 3:

(comment does not need to be exactly the same)

VIN: 10 TH DIGIT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F

UCDA CUSTOMER INFORMATION, APPRAISAL & DISCLOSURE FORM
www.ucdasearches.com
or call: 416-599-7412 or 1-800-668-8265

APPRaisal DATE: _____ STOCK NO.: _____
 UCDA Lien Search & Kwik Check™ CAN / CHECK™
 Auto Check™ Ontario History Search
 Out-of-Province Lien Search CARFAX™

APPRaised BY: _____

LAST NAME _____ FIRST NAME _____
 ADDRESS _____ CITY _____ PROVINCE _____ POSTAL CODE _____

HOME PHONE _____ BUS. PHONE _____ CELL PHONE _____ E-MAIL _____

VIN # _____ YEAR _____ MAKE _____ MODEL _____ TRIM LEVEL _____ COLOUR _____ # OF CYL _____

GAS DIESEL HYBRID REGISTRATION VIEWED Yes No **ACCIDENT BRAND** _____

ORIGINAL OWNER Yes No PURCHASED FROM _____

VIN CHECKED (Dash & Door) Yes No HAS VEHICLE EVER BEEN DECLARED A
 ORIGINAL MFR. VIN PLATE Yes No TOTAL LOSS BY AN INSURER Yes No
 REGISTERED LIEN Yes No THEFT RECOVERY Yes No
 MANUFACTURER'S WARRANTY CANCELLED Yes No

WITHIN THE LAST SEVEN YEARS WAS THIS AN:
 OUT-OF-PROVINCE VEHICLE Yes No
 U.S. VEHICLE Yes No
 IF YES, IDENTIFY PROVINCE(S) AND/OR STATE(S): _____

ODOMETER (Exact # at time of Appraisal) Km or Miles **238126** IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK? Yes No
 IF YES, EXPLAIN: _____

DAILY RENTAL Yes No POLICE CRUISER Yes No ANTI-LOCK BRAKES INOPERABLE Yes No N/A
 FIRE DAMAGED Yes No EMERG. SERVICES VEHICLE Yes No AIR BAGS MISSING INOPERABLE Yes No N/A
 IMMERSed IN WATER Yes No TAXI OR LIMO Yes No POLLUTION CONTROL INOPERABLE Yes No N/A

ANY BODY PANELS PAINTED OR REPLACED Yes No IF YES TO ANY, EXPLAIN: _____

FOR HYBRID/HI-TECH VEHICLES:
 WHERE HAS THE VEHICLE BEEN SERVICED? _____
 HAVE ANY OF THE HYBRID COMPONENTS BEEN REPAIRED/REPLACED? Yes No IF YES, EXPLAIN: _____
 IS THERE A MANUFACTURER'S EXTENDED WARRANTY ON THE HYBRID COMPONENTS? Yes No IF YES, EXPLAIN: _____

WARNING INDICATORS (Are any of the listed warning indicators illuminated):
 BATTERY Yes No ENGINE Yes No BRAKING SYSTEM Yes No

EQUIPMENT:
 POWER WINDOWS AIR BAGS AIR CONDITIONING CD/DVD ENTERTAINMENT CENTRE
 POWER LOCKS ABS WHEELS (ALLOY) AUTO TRANSMISSION MANUAL TRANSMISSION
 CRUISE CONTROL SUNROOF KEYLESS ENTRY LEATHER INTERIOR NAV SYSTEM

ENGINE Yes No COMPUTER Yes No
 SUSPENSION/SUBFRAME Yes No ELECTRICAL SYSTEM Yes No
 TRANSMISSION Yes No AIR CONDITIONING Yes No
 FUEL SYSTEM Yes No STRUCTURAL PARTS DAMAGED Yes No
 POWER TRAIN Yes No ALTERED OR REPAIRED Yes No

ANY PREVIOUS DAMAGE REPAIRED EXCEEDING \$3,000? Yes No
 HAVE THE MANUFACTURER'S BADGES OR DECALS BEEN CHANGED OR HAVE THE ORIGINAL PRODUCTION SPECIFICATIONS BEEN CHANGED? Yes No

ANY OTHER PROBLEMS? _____

INSPECTION AT APPRAISAL:
 ENGINE STARTS & RUNS
 TRANSMISSION FORWARD & REVERSE
 ENGINE LIGHT - ON THEN GOES OFF

INSPECTION AT DELIVERY:
 ENGINE STARTS & RUNS
 TRANSMISSION FORWARD & REVERSE
 ENGINE LIGHT - ON THEN GOES OFF
 ANTI-LOCK BRAKES - ON THEN GOES OFF
 AIRBAGS - ON THEN GOES OFF

REPAIRS REQUIRED:
 PAINT
 BRAKES
 TIRES **LOW TREAD, REPLACE ALL**
 ENGINE

AWD / 4 WD OPERATING
 WINDSHIELD - NO CRACKS
 CD, CASSETTE, ENTERTAINMENT CENTRE

AIR CONDITIONING OPERATING
 AWD / 4 WD OPERATING
 WINDSHIELD - NO CRACKS
 CD, CASSETTE, ENTERTAINMENT CENTRE

DISTANCE TRAVELLED AT APPRAISAL: _____ DISTANCE TRAVELLED AT DELIVERY: _____

VALUE OF TRADE-IN: \$ _____

Please be advised that the trade-in value may be adjusted if the vehicle is not in the same condition at time of delivery. Customer Initials _____

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Task Title: Automotive Vehicle Inspection

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> interprets brief text and common symbols 			
	<ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> makes entries using a limited range of vocabulary 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature