



## ACRF 1110: Industry Readiness

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### EFFECTIVE DATE

September 2021

### DEPARTMENT

Automotive Collision Repair

### DESCRIPTION

Students document personal successes and achievements and develop a personal learning plan to become competent in those skills that may be lacking throughout the program. Students conduct research to create an updated resume for employment in the Collision Repair and Refinishing Industry. Additionally, students prepare for a professional presentation for potential employers.

### CREDITS

4.5

### YEAR OF STUDY

1st Year Post-secondary

### PREREQUISITES

None

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Develop and maintain a simple e-portfolio to document work progress and acquired industry competencies.
- Develop a personal learning plan based on industry competencies not yet met.
- Research and prepare to develop an employment resume.
- Develop a resume to obtain employment in the Collision Repair Industry.
- Use communication techniques appropriate to build and maintain professional relationships.

## PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

## HOURS

Lecture: 10

Self-paced: 125

Other: 125

## INSTRUCTIONAL STRATEGIES

Instructional strategies include reflective journaling, self-assessment, peer assessment, role-playing and individual home assignments.

## GRADING SYSTEM

Percentages-ITA

## PASSING GRADE

70%

## EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	E-portfolio: \nCreate an E-portfolio providing evidence of competency achievement
Assignments	30	Personal Learning Plan:\nDevelop a Personal Learning Plan that addresses competencies not yet met.
Assignments	10	Employment Resume Part 1:\nResearch and prepare to develop an employment resume.
Assignments	15	Employment Resume Part 2:\nCreate an updated resume designed to obtain employment in the Collision Repair Industry
Assignments	15	Job Interview Exercise:\nParticipate in and reflect on an actual or mock job interview.

## COURSE TOPICS

- Reflective Learning with E-portfolio Journals

- Developing a Personal Learning Plan
- Resume Building:
  - Collecting Information
  - Resume Creating and Formatting
- Employment Interview Skills

## LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:  
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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