



LITERACY ON THE JOB:

Automotive Refinisher

Overview of tasks for automotive refinishers

Automotive refinishers re-paint vehicles. They will:

- prepare vehicle surfaces for painting
- mask surfaces
- prepare and apply primer
- match paint colour tints
- prepare and apply coloured paint
- work as part of a team.



Reading

Every day, automotive refinishers read:

- job sheets and job checklists
- paint mixing instructions
- vehicle identification numbers (VIN)
- primer and paint identifiers
- sandpaper grits and grades.

On a regular basis, automotive refinishers read:

- labels on paint and primer tins
- colour sheets
- tinter properties charts
- notices on company notice boards
- MITO Record of Achievement Book (during their apprenticeship)
- training materials (during their apprenticeship).

Occasionally, automotive refinishers read:

- employment agreements and documents such as company rules
- safety precaution information or instructions.

Writing

Every day, automotive refinishers:

- complete their time sheet
- check off items on job checklists.

On a regular basis, automotive refinishers:

- fill out their MITO Record of Achievement Book (during their apprenticeship)
- answer short questions, complete assignments, and sit tests for their apprenticeship training
- make notes about specific jobs or new things they have learned in a personal notebook.

Speaking and listening

Every day, automotive refinishers:

- listen to verbal instructions from their workshop supervisor
- talk to their co-workers
- discuss more complex jobs with the workshop supervisor or other experienced refinishers.

On a regular basis, automotive refinishers:

- attend meetings, listen to briefing information and ask questions
- make suggestions to co-workers to help them with their work
- talk to customers (e.g. when picking up or dropping off the vehicle)
- talk to MITO field staff about their apprenticeship progress (during their apprenticeship).

Occasionally, automotive refinishers:

- report a hazard or issue they have identified in the workshop
- attend an external training course, listen to presentations and ask questions
- answer oral assessment questions
- talk to tutors at block courses.

Numeracy

Every day, automotive refinishers:

- use electronic scales to weigh and measure paint components as they make up specific tints
- put painted items in bake oven and bake for a specified time at a specified temperature
- record how much time they spent on a job.

Critical thinking

Every day, automotive refinishers have to:

- ensure they have prepared the surface to achieve a good paint finish
- check that the prepared colour exactly matches the vehicle colour
- apply the colour in a way that will ensure a good finish
- assess the finished surfaces and decide if the finish is up to standard
- adjust the tint of a colour.

On a fairly regular basis, automotive refinishers have to:

- decide if the paint checklist includes all the surfaces that need to be painted on the vehicle
- ask for help from other refinishers to help them complete the job.

Occasionally, automotive refinishers have to:

- deal with contingencies in the workshop e.g. paint spill, injury incident.

Information and Communication Technology

Automotive refinishers:

- use computer based systems connected to electronic scales to measure and mix primer and paint products.

Some automotive refinishers:

- use computer based time recording systems
- take and download digital photographs to record their work
- use computer based training material.

NZ Motor Industry Training Organisation (Inc) (MITO) Level 10, Tourism and Travel House, 79 Boulcott Street, PO Box 10803, Wellington 6143. Phone: 04 494 0005 Fax: 04 494 0006 Freephone: 0800 88 21 21 www.mito.org.nz

Workbase: the New Zealand Centre for Workforce Literacy Development 2 Vermont St, Ponsonby, Auckland, PO Box 56571, Dominion Road, Auckland, New Zealand. Phone: 09 361 3800 Fax: 09 376 3700 www.workbase.org.nz