

## Video and Photo Guide

### AUR32120 Certificate III in Automotive Body Repair Technology

#### Introduction

When you provide evidence of your workplace skills for the Stage 1 Documentary Evidence Assessment, you must also provide Video and Photo evidence.

This Guideline provides instructions about what types of skills to capture in your video/photo evidence and how to record them.

#### Instructions for video evidence

Task overview	
Remove and repair a vehicle panel using metal finishing and filler techniques. As you complete your work, film the following four (4) videos. Note the skills you should demonstrate in each video.	
Video	Skills you should demonstrate in this video
1 - Remove and refit a bolt on panel	<ul style="list-style-type: none"> <li>Gathering, checking and wearing personal protective equipment</li> <li>Selecting and checking the tools and equipment you will use</li> <li>Gathering the parts and materials you need</li> <li>Following OEM (Original Equipment Manufacturer) and workshop procedures</li> <li>Removing mouldings, badges, or attached components</li> <li>Removing bolt on panel using hand tools and equipment</li> <li>Tagging and storing components</li> <li>Refitting bolt on panel using adhesives, sealers or other materials</li> <li>Aligning bolt on panel and components</li> </ul>
2 - Repair a dented panel using metal finishing	<ul style="list-style-type: none"> <li>Removing paint from dented area</li> <li>Positioning the dolly</li> <li>Using a bumping file/dinging tool to raise the metal</li> <li>Using a body file to highlight low points</li> <li>Sanding metal area</li> </ul>
3 - Repair a dented panel using filler	<ul style="list-style-type: none"> <li>Removing paint from dented area</li> <li>Removing contaminants from surface</li> <li>Mixing filler and hardener</li> <li>Applying filler</li> <li>Sanding filler</li> </ul>
4 - Clean up	<ul style="list-style-type: none"> <li>Cleaning the work area</li> <li>Disposing of waste</li> <li>Cleaning, checking and storing tools and equipment</li> </ul>

You can create each video by:

- using a digital camera, mobile phone, or other mobile device with a camera
- standing the camera on a stable surface or asking another person to operate the camera/phone.

When you create the videos, **you must:**

- clearly be seen in the video as the person completing the task
- during the video speak clearly describing what you are doing
- limit the time of the video to 5-10 minutes each.
- limit the size of the video and name the video as stated below.

To create the videos we recommend you follow these steps.

### Step 1. Preparation

1. Organise the area, equipment and resources required to perform the Task and demonstrate your Skills.

*Note: the area must have suitable lighting and be quiet enough to record your voice. Equipment must include any appropriate personal protective equipment (PPE).*

2. Identify a time to film the videos without disruption.
3. Practise using the video camera feature of your phone (or your digital camera) before attempting to record your performance.
4. You may wish to trial how long it takes to complete the Task to be sure you can record it in the advised time.

### Step 2. Filming

1. If you do not have another person to operate the camera, find a stable surface to device on, such as a table or a tripod. This will help keep your video steady and prevent shakiness.
2. Adjust the camera so it captures the entire work area where you will be performing the task – usually positioning the phone sideways (landscape mode) allows most area to be captured. Remember, you will need to be clearly seen in the video as the person performing the task.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10 – 20 seconds of the task, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, video your performance of the complete task. Try to keep the camera focused on the task as much as possible, but don't worry too much if it moves around a little.
5. While completing the task speak clearly and slowly describing what you're doing.
6. Remember to film your performance of the skills listed for the task.

**IMPORTANT:** If there are any risks to health and safety, you must stop filming.

### Step 3. Save and upload

1. When you have finished filming, view the video to make sure you have captured everything you want. If necessary, you can refilm the task.
2. Save and name the video files:
  - File size for each video must not exceed 2 GB
  - Accepted video file formats include:
    - MP4 (.mp4)
    - M4V (.m4v)
    - OGV (.ogv)
    - WEBM (.webm)

- Video files must be named using the following format: 'Surname\_First Name\_Video\_number'. For example: 'Smith\_Peter\_Video\_1'
3. Upload your videos via the VETASSESS online portal when submitting your application.

### Instructions for photo evidence

In addition to submitting videos, you must submit at least twenty (20) photos demonstrating your skills as a Panel Beater. Submit at least one (1) photo of you performing each of the following activities.

Tools and equipment
1. Using a hand tool (e.g. a spanner or screwdriver)
2. Using a power or air tool (e.g. a ratchet gun, drill, grinder, or sander)
3. Using trim removal tools
4. Using a slide hammer/puller kit
5. Using a dolly
6. Using a flat, wedge or butt clamp
7. Using a panel beating hammer
Battery – Test, charge, replace and jump-start
8. Connecting a battery tester to a battery
9. Reading battery tester results
10. Connecting the battery charger to a battery
11. Disconnecting battery terminals
12. Removing battery hold-down components
13. Connecting a jump starter battery to a vehicle
Oxyacetylene – Heating or cutting
14. Wearing correct Personal Protective Equipment for oxyacetylene heating or cutting
15. Connecting heating or cutting tip to the torch
16. Setting oxygen and acetylene pressures on tank gauges
17. Lighting flame
18. Adjusting flame using torch controls
19. Heating or cutting work
20. Turning off controls on torch

Any photos you submit must:

- clearly show it is you doing the work, not somebody else
- include a description of what you are doing and why (you can add a description for each photo when you upload it)
- show that you are performing tasks safely

When you save and name each photo file:

- File size for each photo must not exceed 5 MB
- Photo file formats accepted include:
  - PDF (.pdf)
  - PNG (.png)
  - JPEG (.jpg or .jpeg)
  - TIFF (.tiff)
- Photo files must be named 'Surname\_First Name\_Photo\_number'. For example:  
'Smith\_Peter\_Photo\_1'

Upload your photos via the VETASSESS online portal when submitting your application.