
AUTOMOTIVE TECHNICAL ACADEMY (ATA)

ATA-B000

Automotive Body Works Foundation

Curriculum Framework (Version 1.0)

Programme Status: Proposed for Locking

Programme Information

Programme Code:

ATA-B000

Programme Title:

Automotive Body Works Foundation

Qualification Level:

Foundation Certificate

Duration:

12 Weeks

Training Days:

5 Days Per Week

Hours Per Day:

8 Hours

Total Contact Hours:

480 Hours

Teaching Philosophy

- **70% Practical = 336 Hours**
 - **30% Theory = 144 Hours**
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Entry Requirement

- Senior Secondary School Certificate (SSCE) or equivalent, or
 - Recognition of Prior Learning (RPL) in accordance with ATA admission policy.
 - Interest in automotive body repair, refinishing, restoration, or vehicle appearance.
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Programme Goal

ATA-B000

To provide learners with the essential practical knowledge, workshop discipline, safety awareness, and foundational skills required to safely inspect, prepare, repair, refinish, and maintain vehicle body structures and exterior/interior finishes before progressing to specialized diploma programmes.

Graduate Competency Profile

Graduates shall be able to:

- Demonstrate safe workshop practices and professional ethics.
- Correctly identify vehicle body components and construction methods.
- Safely use common hand and power tools.
- Perform basic measuring, marking, and layout operations.
- Carry out simple sheet metal cutting, shaping, and fastening.
- Perform basic welding and joining operations.
- Prepare vehicle panels for refinishing.
- Identify abrasives, fillers, primers, sealers, and paint materials.
- Apply masking techniques correctly.
- Perform basic surface preparation and corrosion prevention.
- Demonstrate introductory detailing techniques.
- Carry out simple interior trim removal and installation.
- Complete workshop documentation and job cards professionally.

Programme Structure

Module	Title	Weeks	Hours
B000-01	Workshop Safety, Professional Ethics & Body Shop Practice	2	80
B000-02	Automotive Body Construction, Tools & Equipment	2	80
B000-03	Sheet Metal Fundamentals, Cutting, Shaping & Joining	2	80
B000-04	Surface Preparation, Abrasives & Corrosion Protection	2	80
B000-05	Introduction to Spray Painting, Detailing & Interior Trim	2	80
B000-06	Foundation Practical Projects, Quality Control & Assessment	2	80

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Module	Title	Weeks	Hours
TOTAL		12 Weeks	480 Hours

Module 1

Workshop Safety, Professional Ethics & Body Shop Practice

Duration: 2 Weeks

Topics

- Personal Protective Equipment (PPE)
- Fire prevention and emergency response
- Safe use of body shop tools
- Chemical handling and storage
- Compressed air safety
- Workshop housekeeping (5S principles)
- Professional ethics
- Customer care
- Environmental protection
- Job cards and documentation

Practical Competencies

Students will:

- Wear and maintain PPE correctly.
 - Apply workshop safety procedures.
 - Complete body repair job documentation.
 - Maintain a clean and organized workspace.
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Module 2

Automotive Body Construction, Tools & Equipment

Duration: 2 Weeks

Topics

- Vehicle body structures
- Body panels and reinforcements
- Chassis vs. monocoque construction
- Fasteners and adhesives

- Hand tools
- Power tools
- Measuring tools
- Body alignment basics
- Tool maintenance

Practical Competencies

Students will:

- Identify major body components.
 - Select the correct tools for body repair tasks.
 - Inspect and maintain workshop equipment.
 - Measure simple body dimensions accurately.
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Module 3

Sheet Metal Fundamentals, Cutting, Shaping & Joining

Duration: 2 Weeks

Topics

- Sheet metal identification
- Marking and layout
- Cutting methods
- Bending techniques
- Forming techniques
- Riveting
- Basic MIG welding
- Spot welding fundamentals
- Brazing awareness
- Metal finishing

Practical Competencies

Students will:

- Cut sheet metal accurately.
 - Shape simple repair panels.
 - Perform basic welds safely.
 - Join metal components using approved techniques.
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Module 4

Surface Preparation, Abrasives & Corrosion Protection

Duration: 2 Weeks

Topics

- Paint defect identification
- Sanding methods
- Abrasive selection
- Body fillers
- Primers
- Sealers
- Surface cleaning
- Degreasing
- Rust treatment
- Corrosion prevention

Practical Competencies

Students will:

- Prepare panels for refinishing.
 - Apply fillers correctly.
 - Sand surfaces to specification.
 - Protect repaired areas against corrosion.
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Module 5

Introduction to Spray Painting, Detailing & Interior Trim

Duration: 2 Weeks

Topics

- Spray gun components
- Paint mixing awareness
- Masking techniques
- Primer application awareness
- Buffing and polishing
- Paint protection
- Vehicle washing procedures
- Interior trim removal
- Upholstery basics
- Plastic trim handling

Practical Competencies

Students will:

- Mask a vehicle correctly.
 - Prepare spray equipment for use.
 - Perform basic polishing.
 - Remove and reinstall simple interior trim components safely.
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Module 6

Foundation Practical Projects, Quality Control & Assessment

Duration: 2 Weeks

Practical Projects

Students complete integrated practical tasks such as:

- Safe workshop setup
 - Body panel inspection
 - Sheet metal repair exercise
 - Surface preparation project
 - Vehicle masking exercise
 - Basic polishing project
 - Interior trim removal and installation
 - Final quality inspection
 - Job documentation
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Required Laboratories & Workshops

- Body Repair Workshop
 - Metal Fabrication Area
 - Welding Practice Bay
 - Surface Preparation Room
 - Spray Painting Demonstration Area
 - Detailing Bay
 - Interior Trim Practice Workshop
 - Quality Inspection Area
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Essential Training Equipment

Students should train with:

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- Body hammers and dollies
- Sanding blocks
- Air sanders
- Electric sanders
- Measuring tapes
- Vernier calipers
- Sheet metal shears
- Bench vice
- Body files
- MIG welding machine
- Spot welder
- Air compressor
- Spray guns
- Paint mixing cups
- Buffing machine
- Heat gun
- Trim removal tools
- PPE kits

Assessment Structure

Assessment	Weight
Continuous Practical Assessment	35%
Practical Trade Tests	30%
Written Examination	15%
Foundation Practical Project	15%
Professional Conduct & Workshop Discipline	5%
TOTAL	100%

Progression Pathways

Successful graduates of **ATA-B000** may progress to any of the following Professional Diploma programmes:

- **ATA-PB100** – Fabrication & Panel Beating Technology

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- **ATA-OB100** – Oven Bake Spray Painting Technology
 - **ATA-IT100** – Car Interior, Upholstery & Trim Technology
 - **ATA-DT100** – Automotive Detailing & Paint Correction Technology
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Career Opportunities (Foundation Level)

Graduates may begin work as:

- Body Shop Assistant
- Spray Painting Assistant
- Vehicle Preparation Technician
- Workshop Assistant
- Detailing Assistant
- Upholstery Assistant
- Apprentice Body Repair Technician

They are also academically prepared to continue into ATA diploma programmes.