



Job Role Title	Job Functions	Tasks/Responsibilities	NOS
<b>Cosmetic Refinishing Technician</b>	Work in a way which ensures compliance with legislation and work practices	Work in a way which ensures the continued tidiness of your work environment	IMICA1 - Contribute to Housekeeping in Motor Vehicle Environments
		Work in a way which ensures the safety of yourself and others	IMICA2 - Reduce risk(s) to health and safety in the motor vehicle environment
		Check, use, maintain and store tools correctly and follow company procedures for reporting faulty/damaged equipment	IMICA4 - Use of hand tools and equipment in motor vehicle engineering
	Communicate effectively	Communicate clearly and politely with other colleagues and managers	IMICA3 - Maintain Working Relationships in the Motor Vehicle Environment
		Discuss and agree required work with customers	IMICA8 - Identify and agree the motor vehicle customer needs
	Carry out cosmetic refinishing activities	Meet and greet customers at their home or place of work. Discuss the customer requirement and explain the repair process	CFACSA4 – Give customers a positive impression of yourself and your organisation
		Repair minor damage to vehicle exterior non-structural cosmetic body panels	ARC07 – Repair automotive exterior body panels
		Identify the body panel substrate and prepare it for foundation and topcoats	ARC08 – Prepare automotive panels to accept foundation and topcoats
		Prepare, mix and apply foundation materials and fillers following accurate identification of the substrate	ARC09 – Prepare and apply foundation materials for motor vehicles
		Carry out repairs to alloy wheels following kerb or pothole damage	ARC15 – Repair automotive alloy wheels
		Remove basic mechanical, electrical and trim components to gain access to repair vehicle damage	BP18 – Remove and fit basic mechanical, electrical and trim (MET) components and non permanently fixed vehicle body panels



Job Role Title	Job Functions	Tasks/Responsibilities	NOS
<b>Cosmetic Senior Refinishing Technician</b>	Work in a way which ensures compliance with legislation and work practices	Work in a way which ensures the continued tidiness of your work environment	IMICA1 - Contribute to Housekeeping in Motor Vehicle Environments
		Work in a way which ensures the safety of yourself and others	IMICA2 - Reduce risk(s) to health and safety in the motor vehicle environment
		Check, use, maintain and store tools correctly and follow company procedures for reporting faulty/damaged equipment	IMICA4 - Use of hand tools and equipment in motor vehicle engineering
	Communicate effectively	Communicate clearly and politely with other colleagues and managers	IMICA3 - Maintain Working Relationships in the Motor Vehicle Environment
		Demonstrate and give instruction on tasks and the use of equipment	G6 - Enable learning through demonstration and instruction
		Discuss and agree required work with customers	IMICA8 - Identify and agree the motor vehicle customer needs
	Ensure customer service standards are maintained	Meet and greet customers at their home or place of work. Discuss the customer requirement and explain the repair process	CFACSA4 – Give customers a positive impression of yourself and your organisation
		Deliver consistent and reliable service to a range of customers	CFACSB2 – Deliver reliable customer service
	Carry out complex cosmetic refinishing activities	Carry out refinishing operations to complete vehicle panels following repair or replacement	ARC11 – Carry out complete automotive refinishing operations
		Identify, mix and match vehicle paint colours including tinters and maintaining a colour library	ARPO13 – Mix and match automotive paint colours
		Identify and rectify a range of paint defects and faults on various substrates	ARC13 – Identify and rectify automotive paint defects and faults
		Repair complex and difficult to access body damage using a variety of techniques	ARC14 – Repair automotive body panels
		Carry out repairs to alloy wheels following kerb or pothole damage	ARC15 – Repair automotive alloy wheels
		Remove and fit complex MET components and panels including driver aids and safety systems to gain access to repair vehicle damage	ARC16 – Remove and fit complex Mechanical, Electrical and Trim (MET) components and non permanently fixed body panels

Blue imported units