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	Mata-duree/Title: Iskiimii Mirkaneessa Ogummaa Automotive Mechanics Gulantaa-V Automotive Mechanics Level - V Certification Scheme		Lakk.Maxxansaa/ Issue No. 01	Fuula/Page No. Page 1 of 12

ISSUE HISTORY				
Issue	Description of Change	Status	Originator	Effective Date
1	Maxxansa Jalqabaa/ Initial Release	Wixinee/ Draft	Task force	Feb 02, 2026
2				

REFERENCE DOCUMENTS	
Document Number	Document Title
EX/OOCOA/001	ES ISO/IEC 17000:2020 Conformity assessment - General principles and vocabulary
EX/OOCOA/002	ES ISO/IEC 17024:2013 Conformity assessment - General requirements for bodies operating certification of persons
EX/OOCOA/003	Federal Democratic Republic of Ethiopia OCCUPATIONAL Automotive Mechanics NTQF Level - V

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1. Purpose

This certification scheme is designed to ensure that certified Automotive Mechanics NTQF Level V (Automotive Mechanic – Level V (CPL-L5)) demonstrate the required competence to Develop and apply; vehicle Mechanical System Modifications, Vehicle Hydraulic System Modifications, Vehicle Pneumatic System Modifications, Perform Accident Analysis & Implement Restoring Options, Manage Environmental protection Process.

It ensures that individuals consistently meet relevant industry standards, occupational health and safety requirements, and quality expectations, thereby protecting public health and property.

2. Scope

This certification scheme applies to individuals competence required to perform the analysis, development, and validation of modifications for mechanical, hydraulic, and pneumatic systems, as well as forensic accident analysis and human resource management.

3. Terms and Definitions – clarify key terms if not already standardized.

3.1 Definition of terms

3.2 Abbreviations

OS	Occupational Standard
OOCAA	Oromia occupational Competence Assurance Agency
KSA	Knowledge, Skill, and Attitude
JTA	Job Task Analysis
CPL	Certified Person List
CR	Competence Requirement
WHS	Workplace Health and Safety
UC	Unit of Competency
TVET	Technical & Vocational Education Training
PCV	Positive Crankcase Ventilation
EGR	Exhaust Gas Re circulation
OHS	Occupational Health and Safety

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4. Job task analysis (JTA)

The Job Task Analysis (JTA) provides a systematic breakdown of the essential tasks and responsibilities performed by a Level V certified Automotive Mechanics.

Main Task	Sub-task	Critic ality	Frequency	Risk Level	Description
Develop and apply vehicle System Modifications	Design and application of Vehicle ; Mechanical System Modifications, Hydraulic System Modifications and Pneumatic System Modifications	High	Frequent	High	- Analyze system deficiencies to identify modification needs - Develop and document technical specifications for new designs - Validate and test modified systems to ensure they meet performance standards.
Perform Accident Analysis & Implement Restoring Options	Analysis of Accident & Restoration	High	Frequent	High	- Conduct forensic inspections of crashed vehicles to determine the cause of failure. - Assess structural integrity and safety risks. - Design and implement restoration options to return the vehicle to factory standards.
Manage Environmental protection Process	Environmental Protection & Project Costing	High	Frequent	High	- Develop and monitor organizational environmental management plans. - Audit waste disposal and chemical handling systems.

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					● Monitor project expenditure and conduct financial risk assessments.
Manage People's Performance and Relationships	People Performance & Relationships	High	Frequent	High	● Establish Key Performance Indicators (KPIs) for the workshop team. ● Manage industrial relations and resolve workplace conflicts. ● Facilitate professional development and team building
Develop Specifications and Document	Identification of requirements, Preparation and development of Specifications and Application of procedure	High	Frequent	High	● Information required for technical specifications and procedures is identified and assembled. ● Specifications and procedures requirements and formats are established and confirmed, where necessary ● Specifications are developed that reflect document design requirements and are written in a manner appropriate to workplace ● Procedures are documented to enterprise and industry standards

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Monitor project Costing System	Identification of resources required, Manage the preparation of schedule, Prepare curves showing cash flow and Payments, Prepare final cost report	High	Frequent	High	- Track real-time expenditure against project budgets - Conduct financial risk assessments for engineering projects. - Complex numerical calculation and budget forecasting - Apply Cost-benefit analysis and accounting principles. - Adjust resource allocation based on cost-variance reports.
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5. Competence Requirements

This section defines the **competence framework** for Level - V Automotive Mechanics, describing the **knowledge, skills, and attitudes** required to perform Automotive Mechanics tasks safely, efficiently, and in compliance with industry standards.

4.1 Knowledge (K)

4.2 Knowledge (K) and Attitude (A)

The knowledge component defines what the candidate **must understand and be able to recall** to perform Automotive Mechanics tasks effectively and attitude is the "how" and "why" behind the actions. It includes the work ethic, commitment to safety, and how the interact with others.

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Code	Description	Detailed Explanation
K1 A1	Develop and apply vehicle System Modifications	Demonstrates knowledge of: Principles of fluid power and thermodynamics. • Engineering properties of materials. • Design validation and testing methodologies.
K2 A2	Perform Accident Analysis & Implement Restoring Options	Candidate should have knowledge of: ❖ Kinematics and dynamics of vehicle collisions. ❖ Structural integrity and metallurgy. ❖ Legal and forensic reporting standards.
K3 A3	Manage Environmental protection Process	Demonstrates knowledge of: ❖ Legislative Framework: Deep understanding of national and local environmental protection acts and regulations. ❖ Environmental Management Systems (EMS): Knowledge of international standards for managing environmental impact. ❖ Hazardous Material Life cycle: Understanding the chemical properties, storage, and disposal requirements of automotive fluids and heavy metals. ❖ Audit Techniques: Knowledge of how to conduct internal environmental audits and risk assessments.
K4 A4	Manage People's Performance and Relationships	Demonstrates knowledge of: ❖ Leadership theory and human resource principles. ❖ Labor laws and industrial relations. ❖ Organizational behavior and team dynamics.
K5 A5	Develop Specifications and Document	Demonstrates knowledge of: ❖ Technical writing standards and symbology. ❖ Information systems and data management. ❖ Research and enterprise requirements.
K6 K6	Monitor project Costing System	Demonstrates Knowledge of : ❖ Cost-benefit analysis and accounting principles. ❖ Financial risk assessment techniques. ❖ Budgeting and resource allocation models.

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5.1 Skills (S)

Skills define the **practical abilities** required to carry out Automotive Mechanics tasks. Each skill is associated with **performance criteria** to assess whether the candidate can perform tasks correctly in a real-world setting.

Code	Description	Performance Criteria	Detailed Explanation
S1	Develop and apply vehicle System Modifications	Identify and confirm modification Requirements, Develop and validate modification Specifications and Apply and test modification	Demonstrate skills of: - Developing and documenting design specifications. - Performing complex system calculations. - Validating modifications against performance standards.
S2	Perform Accident Analysis & Implement Restoring Options	Identify and confirm the work requirement, Prepare to perform Analysis, and Apply complex analysis procedures	Demonstrates skills of: - Conducting forensic inspections of vehicle structures. - Determining restoration options based on safety risks. - Writing expert technical reports.
S3	Manage Environmental Protection Process	Prepare environmental management plan for the organization, Organize implementation of environmental plan, Monitor Implementation and Review and enhance environmental management plan	Demonstrate skills to: - Strategic Planning: Developing organizational policies for waste reduction and resource conservation. - Monitoring & Reporting: Creating systems to track energy use, water consumption, and waste outputs. - Training & Mentorship: Developing environmental awareness programs for staff and supervising their implementation. - Emergency Response: Designing protocols for handling major chemical spills or environmental accidents.
S4	Manage People Performance and Relationships	Allocate and Confirm work performance, Develop an open environment and	Demonstrate skills of: - Establishing and monitoring team KPIs. - Resolving workplace conflicts and grievances. - Facilitating professional development and coaching.

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		Assess performance, Identify significant issues and provide Feedback and Proactively manage & resolve issues,	
S5	Develop Specifications and Document	Identify requirements, Prepare and develop Specifications, Apply procedure and Document specifications and procedures	Demonstrate skills to: ● Authoring design briefs and technical reports. ● Creating detailed system specifications. ● Managing version control for technical data.
S6	Monitor Costing System of Project	Determine and supervise resources required for the project, Manage the preparation of schedule of project Expenditure, Prepare curves showing projected cash flow and payments, Maintain continuous checks on expenditure and evaluate outcomes and Prepare final cost report	Demonstrates skills of: ● Tracking real-time project expenditure. ● Performing complex numerical calculations. ● Adjusting plans based on financial variance.

6. Eligibility requirements

To ensure that candidates possess the foundational knowledge, practical experience, and physical capability to perform Automotive Mechanics work safely and effectively. The following eligibility criteria apply:

Requirement	Criteria	Description / Rationale
Education	TVET Level IV Automotive Mechanics or equivalent	Candidates must have completed a recognized vocational or technical training program in Automotive Mechanics-IV or an equivalent qualification, ensuring a basic understanding of Automotive Mechanics principles and practices.

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Experience	Minimum 1 years Recognition of Prior Learning (RPL)	Candidates must have at least One years of practical work experience in Automotive Mechanics to demonstrate exposure to real workplace tasks and develop proficiency in standard Automotive Mechanics operations.
Health	Physically fit	Candidates must be physically capable of performing Automotive Mechanics tasks, including lifting, bending, working in confined spaces, and handling tools safely, to prevent accidents and ensure safe work practices.

7. Assessment system

The assessment system is designed to evaluate the **competence of candidates** based on the defined knowledge, skills, and attitudes necessary to perform Automotive Mechanics tasks safely, effectively, and in accordance with industry standards.

7.1 Practical assessment

Practical assessment is a part of assessment that used to measure the skill of a candidate in an occupation based on the given occupational standard to award in the world of work.

Practical assessment of Automotive Mechanics level -V shall be developed by comprise all the demonstrable UCs found in Automotive Mechanics from level I-V

7.2 Knowledge assessment

It is part of assessment that used to measure the knowledge of candidates in one occupation based on the given occupational standard. The knowledge assessment for Automotive Mechanics level V shall include all **Level I up to level V** knowledge questions. It will be developed from **level V forty (40)**, from **Level IV thirty (30)**, from **Level III twenty (20)**, from **Level II five (5)** and from **Level I five (5)** questions will be taken. Totally it is **hundred (100)** knowledge questions for level V.

7.3 Passing Criteria

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Knowledge assessment tool has been developed in the form of written or oral question. For Automotive Mechanics from **level V 100 multiple choice** question where developed and the passing rate shall be **at least 55 points or (55%) and above**. For practical Assessment the passing rate should be the candidate should perform all given projects and tasks according to given Industry standard.

8. Assessment Methods

Assessment methods for Automotive Mechanics Level V should be designed to evaluate knowledge, practical skills, and attitudes. Common assessment methods include:

- **Written Examination**

Used to assess theoretical knowledge, technical principles, fault diagnosis procedures, safety requirements, and workshop management concepts.

- **Oral Interview**

Used to assess communication skills, understanding of technical procedures, problem-solving ability, and decision-making.

- **Practical Demonstration**

Used to assess the candidate's ability to diagnose faults, repair systems, use tools, and perform automotive maintenance tasks.

- **Direct Observation**

Used to observe the candidate performing work tasks in an actual workplace or simulated workshop environment.

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- **Workplace Assessment**

Used to assess performance under normal working conditions using real vehicles, tools, and customer service situations.

- **Simulation Exercise**

Used when real workplace assessment is not possible. Candidates perform tasks in a controlled environment using simulated faults or equipment.

- **Case Study**

Used to assess the candidate's ability to analyze automotive problems, identify causes, and recommend solutions.

The assessment process should combine more than one method to ensure that competence is measured accurately and fairly.

9. Certification Process

9.1 Initial certification criteria

All Initial certification criteria shall be applied accordance with the Assessment Procedure documented in **OP/OCAPD/004**

9.2 Recertification requirement

Individuals can request rectification if;

- ❖ Occupational Standard (OS) is changed by Industry
- ❖ When the candidate was NOT YET COMPETENT on initial certification assessment
- ❖ After 3 year If occupational standard does not changed the individual has the right to renew the certificate.

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9.3 Suspension and Withdrawal

All Suspension and Withdrawal shall be applied accordance with Policy of Suspension, Withdrawal and Reduction of Scope documented in **PL/OOCAA/007**

10. Appeals and Complaints References

All Appeals and Complaints shall be applied according to appeals and complaints Procedure **OP/OOCAA/008**

11. Record keeping and Confidentiality

Record keeping and confidentiality requirements should ensure that all candidate information, assessment records, and certification decisions are securely maintained and protected from unauthorized access. In order to keep the all record and confidentiality of Individuals **Record keeping and Confidentiality PL/OOCAA/005** policy will be applied accordingly.

12. Scheme integrity and security

Scheme Development: This scheme was reviewed and validated by a committee of Subject Matter Experts (SMEs) to ensure it remains fair and valid for the industry.

Assessor Requirements: Assessors must be independent of the candidate's training process to prevent conflicts of interest (as per ISO/IEC 17024:2012, Clause 7).

Assessment Security: "All assessment materials, including written examination banks and practical scoring rubrics, are secured and managed in strict accordance with the **Security Policy (PL/OOCAA/002)**.

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