Task Title: Car Salesman

OALCF Cover Sheet – Practitioner Copy

Learner Name:_____

Date Started:_____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ☐   Apprenticeship ☐

 Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: Use an automotive vehicle inspection document to record a vehicle's current condition.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1 and A2.2
- Communicate Ideas and Information/Complete and create documents/B3.1a and B3.2a

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Sales staff at a car dealership fill out inspection reports in order to help review a vehicle's current condition whenever a car is being traded in. An inspection report may indicate recommended maintenance or repairs to a vehicle.

Scan the "UCDA Customer Information, Appraisal & Disclosure" form.

VIN: 10TH DIGIT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F

UCDA CUSTOMER INFORMATION, APPRAISAL & DISCLOSURE FORM

www.ucdasearches.com
or call: 416-599-7412 or 1-800-668-8265

APPRAISAL DATE: _____ STOCK NO.: _____

APPRAISED BY: _____

☐ UCDA Lien Search & Kwik Check™   ☐ CAN ✓CHECK™
☐ Auto Check™   ☐ Ontario History Search
☐ Out-of-Province Lien Search   ☐ CARFAX™

LAST NAME _____   FIRST NAME _____

ADDRESS _____   CITY _____   PROVINCE _____   POSTAL CODE _____

HOME PHONE _____   BUS. PHONE _____   CELL PHONE _____   E-MAIL _____

VIN #   YEAR DIGIT   YEAR   MAKE   MODEL   TRIM LEVEL   COLOUR   # OF CYL

☐ GAS   ☐ DIESEL   ☐ HYBRID   REGISTRATION VIEWED ☐ Yes ☐ No   **ACCIDENT BRAND** [_____]

ORIGINAL OWNER ☐ Yes ☐ No   PURCHASED FROM _____

VIN CHECKED (Dash & Door) ☐ Yes ☐ No	HAS VEHICLE EVER BEEN DECLARED A	WITHIN THE LAST SEVEN YEARS WAS THIS AN:
ORIGINAL MFR. VIN PLATE ☐ Yes ☐ No	TOTAL LOSS BY AN INSURER ☐ Yes ☐ No	OUT-OF-PROVINCE VEHICLE ☐ Yes ☐ No
REGISTERED LIEN ☐ Yes ☐ No	THEFT RECOVERY ☐ Yes ☐ No	U.S. VEHICLE ☐ Yes ☐ No
	MANUFACTURER'S WARRANTY CANCELLED ☐ Yes ☐ No	IF YES, IDENTIFY PROVINCE(S) AND/OR STATE(S):

ODOMETER (Exact # at time of Appraisal) ☐ Km or ☐ Miles [_____]   IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK? ☐ Yes ☐ No

IF YES, EXPLAIN: _____

IF DISTANCE TRAVELLED UNKNOWN, EXPLAIN _____

DAILY RENTAL ☐ Yes ☐ No	POLICE CRUISER ☐ Yes ☐ No	ANTI-LOCK BRAKES INOPERABLE ☐ Yes ☐ No ☐ N/A
FIRE DAMAGED ☐ Yes ☐ No	EMERG. SERVICES VEHICLE ☐ Yes ☐ No	AIR BAGS MISSING INOPERABLE ☐ Yes ☐ No ☐ N/A
IMMERSED IN WATER ☐ Yes ☐ No	TAXI OR LIMO ☐ Yes ☐ No	POLLUTION CONTROL INOPERABLE ☐ Yes ☐ No ☐ N/A

ANY BODY PANELS PAINTED OR REPLACED ☐ Yes ☐ No   IF YES TO ANY, EXPLAIN: _____

FOR HYBRID/HI-TECH VEHICLES:
WHERE HAS THE VEHICLE BEEN SERVICED? _____
HAVE ANY OF THE HYBRID COMPONENTS BEEN REPAIRED/REPLACED? ☐ Yes ☐ No   IF YES, EXPLAIN: _____
IS THERE A MANUFACTURER'S EXTENDED WARRANTY ON THE HYBRID COMPONENTS? ☐ Yes ☐ No   IF YES, EXPLAIN: _____
WARNING INDICATORS (Are any of the listed warning indicators illuminated):
BATTERY ☐ Yes ☐ No   ENGINE ☐ Yes ☐ No   BRAKING SYSTEM ☐ Yes ☐ No
AIR BAGS ☐ Yes ☐ No   FUEL SYSTEM ☐ Yes ☐ No   OTHER _____

EQUIPMENT:

POWER WINDOWS ☐	AIR BAGS ☐	AIR CONDITIONING ☐	CD/DVD ENTERTAINMENT CENTRE ☐	
POWER LOCKS ☐	ABS ☐	WHEELS (ALLOY) ☐	AUTO TRANSMISSION ☐	MANUAL TRANSMISSION ☐
CRUISE CONTROL ☐	SUNROOF ☐	KEYLESS ENTRY ☐	LEATHER INTERIOR ☐	NAV SYSTEM ☐

DOES VEHICLE REQUIRE REPAIRS TO: IF YES TO ANY, EXPLAIN:

ENGINE ☐ Yes ☐ No	COMPUTER ☐ Yes ☐ No
SUSPENSION/SUBFRAME ☐ Yes ☐ No	ELECTRICAL SYSTEM ☐ Yes ☐ No
TRANSMISSION ☐ Yes ☐ No	AIR CONDITIONING ☐ Yes ☐ No
FUEL SYSTEM ☐ Yes ☐ No	STRUCTURAL PARTS DAMAGED
POWER TRAIN ☐ Yes ☐ No	ALTERED OR REPAIRED ☐ Yes ☐ No

Other than disclosed herein:
1. I declare that my trade-in has not been accident damaged, nor was such information disclosed when purchased or leased.
2. My trade-in does not have any mechanical defects.

ANY PREVIOUS DAMAGE REPAIRED EXCEEDING $3,000? ☐ Yes ☐ No
HAVE THE MANUFACTURER'S BADGES OR DECALS BEEN CHANGED OR HAVE
THE ORIGINAL PRODUCTION SPECIFICATIONS BEEN CHANGED? ☐ Yes ☐ No
ANY OTHER DISCLOSURES?: _____

SIGNATURE OF REGISTERED OWNER, LESSEE OR BONA FIDE DRIVER

INSPECTION AT APPRAISAL:	INSPECTION AT DELIVERY:	REPAIRS REQUIRED:
☐ ENGINE STARTS & RUNS	☐ ENGINE STARTS & RUNS	☐ PAINT _____
☐ TRANSMISSION FORWARD & REVERSE	☐ TRANSMISSION FORWARD & REVERSE	☐ BRAKES _____
☐ ENGINE LIGHT - ON THEN GOES OFF	☐ ENGINE LIGHT - ON THEN GOES OFF	☐ TIRES _____
☐ ANTI-LOCK BRAKES - ON THEN GOES OFF	☐ ANTI-LOCK BRAKES - ON THEN GOES OFF	☐ ENGINE _____
☐ AIRBAGS - ON THEN GOES OFF	☐ AIRBAGS - ON THEN GOES OFF	☐ TRANSMISSION _____
☐ AIR CONDITIONING OPERATING	☐ AIR CONDITIONING OPERATING	☐ BODY WORK / DENTS _____
☐ AWD / 4 WD OPERATING	☐ AWD / 4 WD OPERATING	☐ GLASS _____
☐ WINDSHIELD - NO CRACKS	☐ WINDSHIELD - NO CRACKS	☐ OTHER _____
☐ CD, CASSETTE, ENTERTAINMENT CENTRE	☐ CD, CASSETTE, ENTERTAINMENT CENTRE	
DISTANCE TRAVELLED AT APPRAISAL:	DISTANCE TRAVELLED AT DELIVERY:	☐ VALUE OF TRADE-IN: $ _____

Please be advised that the trade-in value may be adjusted if the vehicle is not in the same condition at time of delivery.   Customer Initials

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Practitioner Copy

Work Sheet

Task 1: A customer is trading in a white 2004 Ford Taurus with an odometer reading of 238,126 km. Using the checklist, enter this information into the appropriate boxes.

Answer:

_____

Task 2: The vehicle's engine starts and runs properly when it is being appraised. Mark this information on the form.

Answer:

_____

Task 3: The tire tread is very worn, and the car cannot be sold as is. Find where on the form the required repairs need to be recorded, and mark that the tires need to be replaced.

Answer:

_____

Task 4: The vehicle has power windows, power locks, air bags, a sunroof, and a keyless entry. Check the appropriate boxes on the checklist form.

Answer:

_____

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Answers

VIN: 10TH DIGIT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F

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APPRAISAL DATE: _____   STOCK NO.: _____

- [ ] UCDA Lien Search & Kwik Check™
- [ ] Auto Check™
- [ ] Out-of-Province Lien Search
- [ ] CAN ✓CHECK™
- [ ] Ontario History Search
- [ ] CARFAX™

APPRAISED BY: _____

LAST NAME   FIRST NAME

ADDRESS   CITY   PROVINCE   POSTAL CODE

HOME PHONE   BUS. PHONE   CELL PHONE   E-MAIL

VIN #   YEAR DIGIT   **2004** *FORD*   *TAURUS*   *WHITE*
                      YEAR MAKE MODEL TRIM LEVEL COLOUR # OF CYL

- [ ] GAS [ ] DIESEL [ ] HYBRID   REGISTRATION VIEWED [ ] Yes [ ] No   **ACCIDENT BRAND** [_____]

ORIGINAL OWNER [ ] Yes [ ] No   PURCHASED FROM _____

VIN CHECKED (Dash & Door) [ ] Yes [ ] No   HAS VEHICLE EVER BEEN DECLARED A
ORIGINAL MFR. VIN PLATE [ ] Yes [ ] No   TOTAL LOSS BY AN INSURER [ ] Yes [ ] No
REGISTERED LIEN [ ] Yes [ ] No   THEFT RECOVERY [ ] Yes [ ] No
    MANUFACTURER'S WARRANTY CANCELLED [ ] Yes [ ] No

WITHIN THE LAST SEVEN YEARS WAS THIS AN:
OUT-OF-PROVINCE VEHICLE [ ] Yes [ ] No
U.S. VEHICLE [ ] Yes [ ] No
IF YES, IDENTIFY PROVINCE(S) AND/OR STATE(S):

ODOMETER (Exact # at time of Appraisal) [X] Km or [ ] Miles **2 3 8 1 2 6**
IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK? [ ] Yes [ ] No
IF YES, EXPLAIN: _____

DAILY RENTAL [ ] Yes [ ] No   POLICE CRUISER [ ] Yes [ ] No   ANTI-LOCK BRAKES INOPERABLE [ ] Yes [ ] No [ ] N/A
FIRE DAMAGED [ ] Yes [ ] No   EMERG. SERVICES VEHICLE [ ] Yes [ ] No   AIR BAGS MISSING INOPERABLE [ ] Yes [ ] No [ ] N/A
IMMERSED IN WATER [ ] Yes [ ] No   TAXI OR LIMO [ ] Yes [ ] No   POLLUTION CONTROL INOPERABLE [ ] Yes [ ] No [ ] N/A

ANY BODY PANELS PAINTED OR REPLACED [ ] Yes [ ] No   IF YES TO ANY, EXPLAIN: _____

FOR HYBRID/HI-TECH VEHICLES:
WHERE HAS THE VEHICLE BEEN SERVICED? _____
HAVE ANY OF THE HYBRID COMPONENTS BEEN REPAIRED/REPLACED? [ ] Yes [ ] No   IF YES, EXPLAIN: _____
IS THERE A MANUFACTURER'S EXTENDED WARRANTY ON THE HYBRID COMPONENTS? [ ] Yes [ ] No   IF YES, EXPLAIN: _____
WARNING INDICATORS (Are any of the listed warning indicators illuminated):
BATTERY [ ] Yes [ ] No   ENGINE [ ] Yes [ ] No   BRAKING SYSTEM [ ] Yes [ ] No

EQUIPMENT:
POWER WINDOWS [X]   AIR BAGS [X]   AIR CONDITIONING [ ]   CD/DVD ENTERTAINMENT CENTRE [ ]
POWER LOCKS [X]   ABS [ ]   WHEELS (ALLOY) [ ]   AUTO TRANSMISSION [ ]   MANUAL TRANSMISSION [ ]
CRUISE CONTROL [ ]   SUNROOF [X]   KEYLESS ENTRY [X]   LEATHER INTERIOR [ ]   NAV SYSTEM [ ]

ENGINE [ ] Yes [ ] No   COMPUTER [ ] Yes [ ] No
SUSPENSION/SUBFRAME [ ] Yes [ ] No   ELECTRICAL SYSTEM [ ] Yes [ ] No
TRANSMISSION [ ] Yes [ ] No   AIR CONDITIONING [ ] Yes [ ] No
FUEL SYSTEM [ ] Yes [ ] No   STRUCTURAL PARTS DAMAGED
POWER TRAIN [ ] Yes [ ] No   ALTERED OR REPAIRED [ ] Yes [ ] No

ANY PREVIOUS DAMAGE REPAIRED EXCEEDING $3,000? [ ] Yes [ ] No
HAVE THE MANUFACTURER'S BADGES OR DECALS BEEN CHANGED OR HAVE
THE ORIGINAL PRODUCTION SPECIFICATIONS BEEN CHANGED? [ ] Yes [ ] No
ANY OTHER DISCLOSURES:

Other than disclosed herein:
1. I declare that my trade-in has not been accident damaged, nor was such information disclosed when purchased or leased.
2. My trade-in does not have any mechanical defects.

INSPECTION AT APPRAISAL:
[X] ENGINE STARTS & RUNS
[ ] TRANSMISSION FORWARD & REVERSE
[ ] ENGINE LIGHT - ON THEN GOES OFF
[ ] ANTI-LOCK BRAKES - ON THEN GOES OFF
[ ] AIRBAGS - ON THEN GOES OFF
[ ] AIR CONDITIONING OPERATING
[ ] AWD / 4 WD OPERATING
[ ] WINDSHIELD - NO CRACKS
[ ] CD, CASSETTE, ENTERTAINMENT CENTRE

DISTANCE TRAVELLED AT APPRAISAL:

INSPECTION AT DELIVERY:
[ ] ENGINE STARTS & RUNS
[ ] TRANSMISSION FORWARD & REVERSE
[ ] ENGINE LIGHT - ON THEN GOES OFF
[ ] ANTI-LOCK BRAKES - ON THEN GOES OFF
[ ] AIRBAGS - ON THEN GOES OFF
[ ] AIR CONDITIONING OPERATING
[ ] AWD / 4 WD OPERATING
[ ] WINDSHIELD - NO CRACKS
[ ] CD, CASSETTE, ENTERTAINMENT CENTRE

DISTANCE TRAVELLED AT DELIVERY:

REPAIRS REQUIRED:
[ ] PAINT _____
[ ] BRAKES _____
[X] TIRES *LOW TREAD, REPLACE ALL*
[ ] ENGINE _____
[ ] BODY WORK / DENTS _____
[ ] GLASS _____
[ ] OTHER _____
[ ] VALUE OF TRADE-IN: $ _____

Please be advised that the trade-in value may be adjusted if the vehicle is not in the same condition at time of delivery.   Customer Initials [____]

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Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	locates specific details in simple documents, such as labels and signs			
A2.2	performs limited searches using one or two serach criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

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Instructor (print):   Learner (print):

_____   _____

Practitioner Copy