

CAR MASTERS

Course Module	Learning Unit Title	Learning Phase Title	Learning Objective (LO) Title	Learning Objective Description	Fine Learning Objective (FO) Title	Fine Learning Objective Description
1. Principles of Total Productive Maintenance (TPM)	Maintenance strategies		LO_Principles of Total Productive Maintenance_01	Knowing the maintenance strategies in production.	FO_Principles of Total Productive Maintenance_01	You know the basics of maintenance.
					FO Principles of Total Productive Maintenance_02	You can describe maintenance strategies.
					FO Principles of Total Productive Maintenance_03	You know the economic importance of maintenance.
					FO Principles of Total Productive Maintenance_04	You are able to describe typical weak points.
	Basics of TPM		LO_Principles of Total Productive Maintenance_02	Knowing the most important basics of TPM.	FO Principles of Total Productive Maintenance_05	You know the 8 pillars concept of TPM.
					FO Principles of Total Productive Maintenance_06	You can name the goals of TPM.
	Delegation of employees		LO_Principles of Total Productive Maintenance_03	Knowing the most important basics of people management under TPM.	FO Principles of Total Productive Maintenance_07	You know the 5S method.
					FO Principles of Total Productive Maintenance_08	You can introduce the concept of TPM to employees.
					FO Principles of Total Productive Maintenance_09	You know how to delegate employees.
					FO Principles of Total Productive Maintenance_10	You know the concept of autonomous maintenance.
2. Production process basics	Work and process planning		LO_Production process basics_01	Knowledge of the most important methods and instruments of work and process planning.	FO_Production process basics_01	You are able to describe some planning strategies and planning methods.
					FO Production process basics_02	You can explain coding and numbering.
					FO Production process basics_03	You know the tasks of scheduling.
					FO Production process basics_04	You know how the lead time is made up.
	Resource planning		LO_Production process basics_02	Knowledge of the most important terms of capacity and materials management.	FO Production process basics_05	You know methods of material planning.
					FO Production process basics_06	You know the objectives of capacity management.
					FO Production process basics_07	You can explain material requirements planning.
					FO Production process basics_08	You know the basics of working and operating time organisation.
	Principles of Lean Production		LO_Production process basics_03	Knowing how production factors from all areas of the company should be used economically and efficiently.	FO Production process basics_09	You know the basic principles of Lean Production.
					FO Production process basics_10	You know which tools are used in Lean Production.
					FO Production process basics_11	You are familiar with the value chain.
					FO Production process basics_12	You know how to reduce waste.
					FO Production process basics_13	You know how the KANBAN system works.
3. Quality control methods	Basics of quality planning		LO_Quality control methods_01	Knowing what quality planning means.	FO Quality control methods_01	You know what quality planning involves.
					FO Quality control methods_02	You can name the levels of quality planning.
					FO Quality control methods_03	You know quality characteristics.
	Aims and benefits		LO_Quality control methods_02	Knowing what the aims and benefits of quality management represent.	FO Quality control methods_04	You can describe internal advantages of quality management systems.
					FO Quality control methods_05	You can describe external advantages of quality management systems.
					FO Quality control methods_06	You know the objectives of a quality management system.
	Improvement		LO_Quality control methods_03	Knowing what the possibilities are for safeguarding and improvements.	FO Quality control methods_07	You know CP and can describe the approaches.
					FO Quality control methods_08	You can name the phases of CPI.
					FO Quality control methods_09	You know the difference between CP and Kaizen.
	Quality management tools		LO_Quality control methods_04	Knowing different quality management tools.	FO Quality control methods_10	You know what the Ishikawa diagram is and where it is used.
					FO Quality control methods_11	You can explain the 5-Why method.
					FO Quality control methods_12	You can explain the Poka-Yoke method and state its objectives.
					FO Quality control methods_13	You can explain the 8D method.
4. Digital competences	Digital security		LO_Digital competences_01	Knowing the basis of digital security.	FO Digital competences_01	You understand basic characteristics of data security.
					FO Digital competences_02	You understand the terms cybercrime and hacking.
					FO Digital competences_03	You are able to recognise malicious and unsolicited emails.
					FO Digital competences_04	You know measures to physically secure computers and mobile devices.
	Basics of Microsoft Excel		LO_Digital competences_02	Knowing the basics of using Microsoft Excel.	FO Digital competences_05	You know important mathematical and statistical functions of Excel.
					FO Digital competences_06	You are able to visualise the data adequately.
					FO Digital competences_07	You are able to create a pivot table.
					FO Digital competences_08	You know filters and data analysis tools.
	Basics of Zoom and Teams		LO_Digital competences_03	Knowing the most common online communication tools work.	FO Digital competences_09	You know the most important functions of ZOOM and teams.
					FO Digital competences_10	You know the most important manners in the digital space.
	Basic rules for presentations		LO_Digital competences_04	Knowing the basic rules for presentation.	FO Digital competences_11	You know basic presentation techniques.
					FO Digital competences_12	You know how to design content in an appropriate way.
5. Economic and organisational knowledge	Business basics		LO_Economic and organisational knowledge_01	Knowing the basics of finance and economics and the interrelationships within the company.	FO Economic and organisational knowledge_01	You know the sub-areas of accounting.
					FO Economic and organisational knowledge_02	You know the principles and tasks of controlling.
					FO Economic and organisational knowledge_03	You can define the terms income and expenses.
					FO Economic and organisational knowledge_04	You can define the term costs.
	Staff planning		LO_Economic and organisational knowledge_02	Knowing the planning staff and enforcing the company's strategy.	FO Economic and organisational knowledge_05	You can name the objectives of human resource planning.
					FO Economic and organisational knowledge_06	You can define qualitative human resource planning and describe the procedure in qualitative human resource planning.
					FO Economic and organisational knowledge_07	You can define the terms payment system and remuneration.
	Labour law basics		LO_Economic and organisational knowledge_03	Knowing the most important European basics concerning labour law.	FO Economic and organisational knowledge_08	You know the European minimum requirements of working conditions.
					FO Economic and organisational knowledge_09	You know the EU regulations to improve work-life balance.
					FO Economic and organisational knowledge_10	You know what questions they are allowed to ask during a job interview.
6. Professional communication	Theories of communication		LO_Professional communication_01	Knowing about communication theories and how to deal with them in everyday life.	FO Professional communication_01	You understand how communication processes are structured.
					FO Professional communication_02	You can explain how communication works according to the sender-receiver model.
					FO Professional communication_03	You know possible reasons for communicative misunderstandings.
					FO Professional communication_04	You can explain which goals can be pursued with questioning techniques.
	Conflict management		LO_Professional communication_02	Knowing about conflict management and how conflicts can be resolved professionally.	FO Professional communication_05	You can explain when a conflict exists and what the basic characteristics are.
					FO Professional communication_06	You can name the basic characteristics of an escalation.
					FO Professional communication_07	You know the basic patterns of conflict resolution.
					FO Professional communication_08	You know potential subjects of dispute which can further lead to conflicts.
	Effective team meeting		LO_Professional communication_03	Knowing about presentation techniques and how to apply them in meetings.	FO Professional communication_09	You know tools for difficult communication situations.
					FO Professional communication_10	You can explain possible meeting objectives.
FO Professional communication_11	You know the rules of meeting preparation.					
7. New technologies	Basics robotics		LO_New technologies_01	Knowing what the basics of robotics look like.	FO New technologies_01	You have an overview of human-robot collaboration.
					FO New technologies_02	You know the advantages and limitations of human-robot collaboration.
					FO New technologies_03	You can name different robot programming languages.
	Supply-Chain-Management (SCM)		LO_New technologies_02	Knowing how Supply-Chain-Management works.	FO New technologies_04	You are able to describe the goals and functions of SCM.
					FO New technologies_05	You know what SCM strategies are.
					FO New technologies_06	You know the most important key figures for optimising the supply chain.
Additive manufacturing processes		LO_New technologies_03	Knowing what additive manufacturing processes are.	FO New technologies_07	You can describe different technologies and materials of 3D printing.	
				FO New technologies_08	You know the basic 3D production process.	
8. Environment and green skills	E-Mobility and Automotive		LO_Environment and green skills_01	Knowing e-mobility in the automotive sector and the risks.	FO Environment and green skills_01	You know the basics of drive concepts.
					FO Environment and green skills_02	You know the risks of new drive technologies.
	Green skills in the production		LO_Environment and green skills_02	Knowing the basic elements of climate change and the green skills that are important in production.	FO Environment and green skills_03	You know the current state of science on climate change.
					FO Environment and green skills_04	You are able to describe what business can contribute to a sustainable environment.
					FO Environment and green skills_05	You are able to describe methods to implement sustainable culture.
	Resource management		LO_Environment and green skills_03	Knowing how to deal with the resources that have been created.	FO Environment and green skills_06	You know the principle of the circular economy.
					FO Environment and green skills_07	You know measures to avoid waste.
FO Environment and green skills_08	You know how to deal with solid and liquid waste.					
9. Health promotion and risk prevention	Ergonomics at the workplace		LO_Health promotion and risk prevention_01	Knowing what is important in ergonomic workplace design.	FO Health promotion and risk prevention_01	You can describe the basic principles of ergonomics.
					FO Health promotion and risk prevention_02	You know health-promoting behaviour.
	Mental health		LO_Health promotion and risk prevention_02	Knowing the mental health and stresses associated with it.	FO Health promotion and risk prevention_03	You can describe what mental stress is.
					FO Health promotion and risk prevention_04	You know the most important characteristics of different psychological stresses such as burnout or depression.
					FO Health promotion and risk prevention_05	You know the possibilities and limits in dealing with affected employees.
	Occupational safety		LO_Health promotion and risk prevention_03	Knowing the aspects of occupational safety in production.	FO Health promotion and risk prevention_06	You can describe the EU legislation on safety and health at work.
					FO Health promotion and risk prevention_07	You know methods to detect risks in the company.
FO Health promotion and risk prevention_08	You can describe the resulting measures.					
10. The leadership role of masters	Leadership		LO_The leadership role of masters_01	Knowing how to lead their employees successfully.	FO The leadership role of masters_01	You can define the term leadership style and list competences of leaders.
					FO The leadership role of masters_02	You can name the tasks of employee leadership.
					FO The leadership role of masters_03	You can describe the authoritarian style of leadership.
					FO The leadership role of masters_04	You can describe the democratic style of leadership.
					FO The leadership role of masters_05	You can define the term leadership concept.
	Teamwork		LO_The leadership role of masters_02	Knowing how to behave as a leader in a team.	FO The leadership role of masters_06	You can explain in which field of tension the leadership finds itself.
					FO The leadership role of masters_07	You know the basic pillars of successful leadership.
					FO The leadership role of masters_08	You can indicate how the team leadership must act in case of a disruption of the team processes.
					FO The leadership role of masters_09	You know the definition of a team role.
					FO The leadership role of masters_10	You can present different circumstances that have a motivating effect on the employee.
	Generation management		LO_The leadership role of masters_03	Knowing to work in a multigenerational mix and the changes in old age.	FO The leadership role of masters_11	You know the characteristics of ageing-appropriate work design.
					FO The leadership role of masters_12	You can describe the changes in the course of working life.
					FO The leadership role of masters_13	You know in which form age can influence the ability to work.
Diversity and inclusion		LO_The leadership role of masters_04	Knowing to work with people of different backgrounds and sexual orientations.	FO The leadership role of masters_14	You are able to describe the possibilities of behavioural prevention of work in old age.	
				FO The leadership role of masters_15	You can explain the term gender.	
				FO The leadership role of masters_16	You are able to explain the relationship between language and reality and can use this to give arguments for gender-sensitive language.	
				FO The leadership role of masters_17	You can make statements about the connection between social role models and our identity.	
				FO The leadership role of masters_18	You are aware that the unequal treatment of men and women is not only based on biological but rather on social factors.	
FO The leadership role of masters_19	You know what is intercultural diversity and can effectively support cultural diversity, promote cross-cultural communication and understanding.					