



FAIRVIEW EDUCATIONAL SERVICES LIMITED



AUTOMOTIVE IS TOPS COURSE 2012



- 🔧 **NZQA Accredited and Registered**
- 🔧 **Industry Based Learning Organisation**
- 🔧 **Training on site of a large dealership**
- 🔧 **Training for Work**
- 🔧 **Literacy and numeracy assessment**

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AUTOMOTIVE IS TOPS COURSE

This course offers learners the opportunity to study motor industry unit standards. As well as completing trade units students will also work to develop their literacy, numeracy and employment skills.

COURSE DURATION

This is a full time 13 week programme.

Course duration:	13 Weeks
Start time:	9.00a.m.
Finish time:	3.30p.m
Course start date:	16 th January 2012
Course end date:	13 th April 2012

ENTRY REQUIREMENTS

- All candidates must be registered with work and income and be **referred** to this course through their **case manager**.
- Candidates are expected to be well-presented, highly motivated and extremely well –disciplined
- Current **drivers licence** – Restricted (minimum)
- Not currently before the **courts** (e.g. PD, DIC, home detention)
- Genuinely **committed** to securing employment.
- Candidates need to be in good health and be able to pass a **drugs test**.

ENROLMENT PROCESS

1. Candidate has to meet with their case manager **first** to discuss the course.
2. If eligible the case manager will refer the candidate to the course (makes an appointment for an interview)
3. Candidate has an interview and maybe offered a two day trial (if suitable). Case manager will be informed of the outcome of the interview. Candidate has to bring their c.v. and birth certificate or passport to the interview.
4. Candidate completes trial and if successful will be offered a place starting the following week. The candidate will be issued with a training statement and a copy will be forwarded to their case manager.
5. Candidate will need to complete the enrolment paperwork on their first day (they will need to bring a stamped bank deposit slip and a letter of referral from their case manager)

COURSE FEES 2012

This programme is fully funded by MSD.

TRAVEL ALLOWANCE 2012

A contribution to travel costs is provided. Students need to present a verified bank deposit slip on enrolment. Travel allowance is only paid for actual days attended.

WORK EXPERIENCE

This programme comprises of classroom teaching and practical trade training. A requirement of this course is for students to carry out work experience in a commercial working environment. On these days students must work the hours of the workshop (usually 8am – 5pm).

WITHDRAWALS

Students who do not attend course for 3 or more days will be removed from the course unless a valid doctor's certificate is provided.

Case managers will be informed of any issues concerning attendance.

Ongoing lateness will also lead to withdrawal from the programme.

Students will also be withdrawn if their overall attendance drops below 90%.

Students who are abusive, under the influence of, in possession of drugs or alcohol will be withdrawn immediately.

AUTOMOTIVE IS TOPS COURSE

Unit	Title	Level	Credit
16113	Demonstrate knowledge of safe working practices	2	2
3856	Identify emergency procedures in the motor industry	2	2
21670	Demonstrate knowledge of general engineering tasks	2	3
21671	Carry out general engineering tasks in the motor industry	2	4
21669	Demonstrate knowledge of hand tools and workshop equipment for motor industry applications	2	2
21869	Remove and replace road wheels in the motor industry	1	1
247	Perform general servicing checks on a motor vehicle	2	2
15408	Describe motor vehicle safe motoring requirements and general locations of systems and components	1	4
248	Describe an apprenticeship employment agreement	2	1
Literacy and numeracy level assessment-using online assessment tool			
CV developed			
Interview skills			
Job seeking			
Letters of application			
Personal profiles-			