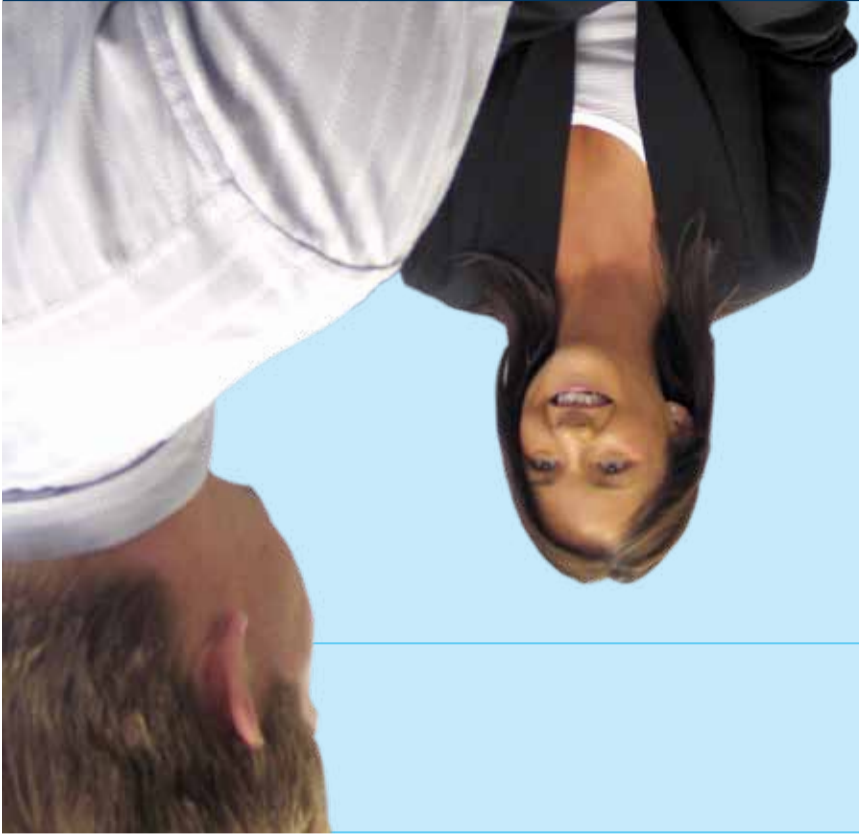




For more information contact  
Motor Traders' Association NSW  
Training Department  
Phone 02 9213 4222  
Fax 02 9212 6889  
Email [training@mtansw.com.au](mailto:training@mtansw.com.au)  
Website <http://training.mtansw.com.au>  
MTA NSW is a training organisation that recognises  
the principles of access and equity.



MTA Apprenticeships Plus was established by MTA NSW to supply members with quality apprentices. MTA Plus is a Group Training organisation that only operates in the automotive industry. To contact MTA Plus telephone (02) 9891 6900 or visit their website [www.mtaplus.com.au](http://www.mtaplus.com.au) for more information.

The NSW Department of Education and Training requires all Registered Training Organisations, like MTA NSW, to charge apprentices and new entrant trainees\* an administration fee in line with those charged at TAFE NSW, for each year of enrolment. This fee changes each year so please contact MTA NSW for more information. MTA NSW will charge your business for the training of your employees who have been working with you for more than 3 months full time (existing workers). The cost for existing workers trainees depends on the qualification they undertake. Please contact MTA NSW for more information on the fees for your existing workers.

\* New Entrant trainees are your employees who have been employed less than 3 months full time or 12 months part time or casual.

You, as an employer, may be eligible to receive a Commonwealth Government Incentive for employing an apprentice or trainee of up to \$4000 over the term of training. There are also a range of State Government Incentives that you may be eligible for as well. MTA NSW works with MEGT Australian Apprenticeship Centre who can provide specialised services to MTA NSW members, including eligibility assessment for Government Incentives. You can contact MEGT on 13 MEGT (6348) or go to [www.megt.com.au](http://www.megt.com.au)

### MTA Apprenticeships Plus

### What will MTA NSW charge me?

### Employer incentives

motor traders' association  
new south wales  
training and education  
moving you forward



employer information  
training overview



## Did you know?

- MTA NSW delivers innovative and flexible training for industry and prides itself on producing quality outcomes.
- MTA NSW's qualified and experienced trainers will visit your workplace to train your staff at a time that is convenient to you.
- MTA NSW can customise our training to suit your business and your employees' needs.
- MTA NSW has been a Registered Training Organisation since 1996 and has presented qualifications to many members and their employees' all over NSW.
- MTA NSW is committed to increasing the skills and knowledge our members and their employees have in order to be seen as a high class cutting edge career choice to future employees.

## Why MTA NSW Training is different?

### MTA NSW will come to your workplace

Your trainees/apprentices will be visited by our qualified and experienced trainers/assessors at least every 4-6 weeks. They will provide monitoring and one on one training, as well as providing guidance and support throughout the whole training delivery via telephone contact and emails. Having our trainers/assessors at your workplace will also provide you with time to gather feedback about the progression and skills of your employee.

MTA NSW is committed to providing a flexible training plan suited to your business. If you have more than one trainee/apprentice completing the same qualification, MTA NSW can work with your business to customise the training delivery to meet your needs. Otherwise individual one-on-one training and support is provided to each trainee/apprentice.

By providing training in the workplace MTA NSW can instantly capture the needs and enthusiasm of the individual learner.

### Self paced learning

As part of the training delivery provided by MTA NSW we will supply all trainees/apprentices with self paced learning resources that have been developed in consultation with industry. These resources are a great reference for the trainees/apprentices, they are up to date and specific to the qualification they are undertaking.

MTA NSW's approach to assessment is holistic in nature, our aim is to gain an overall picture of an individual's competence. We generally assess each unit of competence via a combination of written answers, self assessment, third party assessment, oral questioning and observation/demonstration. We can however, customise the assessment process to meet an individual's needs.

Continuous reporting of outcomes to you as the employer, via emails, gives you a clear understanding of where your trainee/apprentices are up to and how they are progressing.

### More information

Traineeships and Apprenticeships are training programs aimed at providing a platform for the attainment of specific skills. They provide Nationally Accredited Training tailored to suit both the trainee/apprentice and the employer's needs. They are a work based training program combining on the job training with structured training and assessment, provided by MTA NSW.

### Benefits of putting my staff on a traineeship/apprenticeship

Companies that have used traineeships/apprenticeships on a regular basis for their employees, report the following benefits to their business:

- Improved quality outcomes
- Increased productivity
- Greater flexibility and responsiveness to change
- Greater commitment from staff
- Higher staff retention rate
- Improved morale.

Perhaps the most important benefit of training is that the skills of your staff are formally recognised and that your employees feel that their contribution to the company is valued.

Remember training is an investment in human resources capital. All training requires adequate employee release, support from supervisors and involvement from management .

## What is available with MTA NSW

### Vehicle Sales Traineeships

- Certificate II in Automotive Sales (Vehicle) AUR21105 – 12 months
- Certificate III in Automotive Sales (Vehicle) AUR31005 – 24 months

These traineeships are designed for employees working in new and/or used vehicle dealerships including farm machinery, motorcycle and truck dealerships and those in bicycle sales.

### Service Station Traineeships

- Certificate II in Automotive Sales (Service Station Operations) AUR21105 12 months
- Certificate III in Automotive Sales (Service Station) AUR31005 – 24 months

These are broad based qualifications covering all the skill areas required of someone working in a service station.

### Automotive Administration Traineeships

- Certificate II in Automotive Administration AUR20105 – 12 months
- Certificate III in Automotive Administration AUR30105 – 24 months

These flexible qualifications are applicable for any one working in an administration role including that of a service advisor.

### Bicycles

- Certificate II in Bicycles AUR20305 12 months
- Certificate III in Bicycles AUR30205 36 months

These qualifications are for individuals involved in the servicing and repair of bicycles.

### Parts Sales Traineeships

- Certificate II in Automotive Sales (Parts Replacement and Accessories) AUR21105 – 12 months
- Certificate III in Automotive Sales (Parts Interpreting) AUR31005 – 24 months\*

These qualifications would suit employees who are involved in duties relating to the identification and sale of automotive parts/components and accessories.

### Frontline management Traineeships

- Certificate III in Frontline Management BSB31207 – 12 months
- Certificate IV in Frontline Management BSB40807 – 24 months

These traineeships are ideal for sales managers, team leaders, service managers and supervisors. They are flexible in their application and can be adapted to any working environment.

### Technical Traineeships

- Certificate II in Automotive Mechanical Technology AUR20705 – 12 months

This qualification has been designed for automotive businesses specialising in steering and suspension, tyre fitting-light, air conditioning and cooling systems.

- Certificate II in Automotive Mechanical Servicing (Light Vehicle) AUR20505 – 12 months

This traineeship would be suited to employees who's main role is to inspect and service light passenger vehicles.

This qualification is very intensive as it incorporates over half of the traditional Light Vehicle Apprenticeship into a 12 month period. MTA NSW recommends only employees who are very enthusiastic and dedicated to undertake this traineeship.

- Certificate III in Automotive Mechanical Specialist AUR30605 36 months

This traineeship would suite automotive specialist workshops specialising in gas vehicles, steering and suspension or brakes.

- Certificate II in Automotive Vehicle Body Panel or Paint Preparation AUR20905 12 months. This qualification is designed for employees who perform panel beating or spray painting duties on a lesser level as opposed to the trade skill level.

### Light Vehicle Mechanic, Heavy Vehicle Mechanic & Vehicle Body Apprenticeships

- Certificate III in Automotive Mechanical Technology (Light Vehicle) AUR30405 – 48 months
- Certificate III in Automotive Mechanical Technology (Heavy Vehicle Road Transport) AUR30405 – 48 months
- Certificate III in Automotive Vehicle Body (Panel Beating) AUR30805 – 48 months
- Certificate III in Automotive Vehicle Body (Spray Painting) AUR30805 – 48 months

### Automotive Electrical Qualifications

- Certificate II in Automotive Electrical Technology AUR20405 – 12 months OR
- Certificate III in Automotive Electrical Technology AUR30505\*

This qualification is available to selected applicants who are also undertaking Certificate III in Automotive Mechanical Technology AUR30405.

Information current as at December 2008.

\* Conditions and fees may apply.

## Dual Qualifications with MTA NSW

MTA NSW can now offer dual qualifications. Eligible trainees/apprentices can achieve two qualifications within the same time frame as one. ^

For example, a trainee undertaking a Certificate II in Automotive Mechanical Technology (Tyre Fitting – Light) AUR20705 can also achieve a Certificate II in Automotive Mechanical Technology (Steering and Suspension) AUR20705 within 12 months.

Or, a trainee undertaking a Certificate III in Automotive Administration can also achieve a Certificate III in Business Services (Frontline Management) BSB30504 within 12 months

Or, an apprentice completing a Certificate III in Automotive Mechanical Technology (Light Vehicle) AUR30405 can also complete one of the following:

- Certificate II in Automotive Mechanical Technology (Tyre Fitting – Light) AUR20705
- Certificate II in Automotive Mechanical Technology (Cooling Systems) AUR20705

- Certificate II in Automotive Mechanical Technology (Steering and Suspension) AUR20705

- Certificate II in Automotive Mechanical Technology (Air Conditioning) AUR20705

- Certificate III in Automotive Mechanical Specialist (Gas Vehicle) AUR30605

- Certificate III in Automotive Mechanical Specialist (Steering and Suspension) AUR30605

- Certificate III in Automotive Electrical Technology AUR30505

For more information on completing dual qualifications with MTA NSW please call 02 9213 4222 or email [training@mtansw.com.au](mailto:training@mtansw.com.au)

^Completion of dual qualifications will require payment of an additional administration fee.

