

Training Package	N/A	HSC Indicative Hours 15
Title	Automotive industry induction	

Unit descriptor	This is not an industry-developed unit of competency. It is a set of topics to address as part of a student's induction to working within the automotive industry.	HSC Requirements and Advice
		<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • anti-discrimination • apprenticeship and traineeship • automotive businesses • basic research skills • bullying and harassment • career pathways • issues affecting the industry • emerging technology • employment conditions • enterprise and workplace agreements • environmental issues • environmental strategies • environmental legislation and guidelines • equal employment opportunity (EEO) • evidence of learning • inappropriate conduct • industrial awards • industrial relations issues • sectors/sub-sectors within automotive industry • social effects • industry bodies • learning needs • occupational areas • on-the-job and off-the-job training • personal attributes • rights and responsibilities of employers and employees • sources of industry information • work ethic.

Topics	HSC Requirements and Advice
<p>1 Industry work context and setting</p>	<p>Learning experiences for the HSC must address:</p> <p>Basic research skills for:</p> <ul style="list-style-type: none"> • identification of relevant information • questioning techniques to obtain information • sorting, summarising and presenting information. <p>An awareness of sources of current industry information including:</p> <ul style="list-style-type: none"> • industry associations and organisations • unions • industry journals • media • the internet • libraries • reference manuals • policy and procedure manuals • personal observations and experience • industry contacts, mentors and experience • colleagues, supervisors/team leaders and managers • professional development opportunities • industry functions. <p>An awareness of the sectors (and sub-sectors) within the automotive industry including:</p> <ul style="list-style-type: none"> • automotive manufacturing <ul style="list-style-type: none"> - motor vehicle - vehicle body - components - electrical and instrument - off-road equipment • automotive retail service and repair <ul style="list-style-type: none"> - vehicle wholesaling/retailing <ul style="list-style-type: none"> ▪ light vehicle ▪ heavy vehicle ▪ motorcycle - vehicle maintenance <ul style="list-style-type: none"> ▪ servicing ▪ repair - automotive aftermarket operations <ul style="list-style-type: none"> ▪ supply of aftermarket equipment (parts, accessories, tools and equipment) ▪ performance enhancement - vehicle/component recycling and disposal - motorsport
	<ul style="list-style-type: none"> - industry segments

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	<ul style="list-style-type: none"> ▪ outdoor power equipment ▪ farm machinery ▪ bicycles ▪ recreational boating. <p>A basic knowledge of the industry sectors including:</p> <ul style="list-style-type: none"> • the primary role and service(s) offered by each • the interrelationship between sectors/sub-sectors. <p>An awareness of various businesses within the sectors/sub-sectors of the automotive industry including:</p> <ul style="list-style-type: none"> • manufacturers and importers <ul style="list-style-type: none"> - heavy/light vehicle - plant and equipment - outdoor power equipment - motorcycle - outboard/marine - light aircraft - components • motor vehicle dealers including independent franchised dealer networks <ul style="list-style-type: none"> - new/used vehicle sales - servicing/repair - sale of parts and accessories - financing/insurance of sales - general management and administration • independent aftermarket service providers <ul style="list-style-type: none"> - local workshops - service stations - specialised outlets - mobile organisations • specialist enterprises <ul style="list-style-type: none"> - transmission and gearbox repairs - brake - driveline - steering and suspension - auto-electrical - exhaust systems - air-conditioning • repair industry businesses (accident repairs) <ul style="list-style-type: none"> - body repairs - mechanical repairs - spray painting - insurance companies • vehicle/component recycling and disposal
	<ul style="list-style-type: none"> • fleet cars sales and management • retailers (sales, servicing and repair)

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	<ul style="list-style-type: none"> - outdoor power equipment - plant and equipment <ul style="list-style-type: none"> ▪ farm machinery ▪ forklifts ▪ earth moving equipment ▪ marine. <p>An awareness of the interrelationship between the automotive industry and other related industries.</p> <p>An awareness of the following in relation to the automotive industry in Australia:</p> <ul style="list-style-type: none"> • statistics <ul style="list-style-type: none"> - employment <ul style="list-style-type: none"> ▪ direct ▪ indirect - income • current trends • national economic importance. <p>A basic awareness of the social and environmental effects of the automotive industry including:</p> <ul style="list-style-type: none"> • positive and negative impacts on a community • positive and negative impacts on environments. <p>A basic awareness of current issues of concern to the automotive industry relating to:</p> <ul style="list-style-type: none"> • government initiatives • political climate • skills shortage • globalisation • competitiveness • public liability • risk management • health and safety • regulatory requirements • emerging technologies • environmental issues. <p>A basic understanding of the effects of emerging technology on:</p> <ul style="list-style-type: none"> • current work practices/productivity • employment • work methods/techniques • market conditions/new markets • cost-effectiveness.
2 Career opportunities	<p>Learning experiences for the HSC must address:</p> <p>An awareness of sector occupational areas within the automotive industry including:</p>

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	<ul style="list-style-type: none"> • manufacturing and component producers <ul style="list-style-type: none"> - engineers - technicians - tool makers - electricians - assemblers - motor body builders - welders - spray painters • vehicle importers <ul style="list-style-type: none"> - salespeople - technicians - warehouse operators • retail dealers <ul style="list-style-type: none"> - sales people - customer service receptionists - technicians - parts interpreters • servicing and repairers <ul style="list-style-type: none"> - mechanics <ul style="list-style-type: none"> ▪ motor ▪ bicycle ▪ marine ▪ outdoor power equipment ▪ specialists - automotive electricians - panel beaters - spray painters - glaziers • aftermarket service providers <ul style="list-style-type: none"> - sales people - warehouse/distribution operators • vehicle/component recycling and disposal operators • management and administration. <p>A basic knowledge of career pathways for a specific industry area/sector within the automotive industry and knowledge and skills required for different job roles.</p> <p>Self-reflection skills including:</p> <ul style="list-style-type: none"> • recognition of current knowledge and skills
	<ul style="list-style-type: none"> • identification of <ul style="list-style-type: none"> - knowledge and skills required for current job - knowledge and skill gaps - learning opportunities to meet potential learning needs and fulfil career aspirations.

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	<p>Recognition of learning as an ongoing process and an awareness of opportunities to meet learning needs including:</p> <ul style="list-style-type: none"> • on-the-job and/or off-the-job training • seminars/workshops/courses • multiskilling/job rotation in current workplace • mentoring programs. <p>An understanding of the difference between:</p> <ul style="list-style-type: none"> • an apprenticeship • a traineeship. <p>Evidence of learning including:</p> <ul style="list-style-type: none"> • transcript/qualification/ticket/licence • work diary • supervisor and/or team leader's report/evaluation/appraisal • competency record • learning portfolio.
3 Employment conditions, responsibilities and obligations	<p>Learning experiences for the HSC must address:</p> <p>A basic knowledge of employment conditions within the automotive industry including:</p> <ul style="list-style-type: none"> • industrial award(s) • enterprise agreement(s) • workplace agreement(s). <p>Personal attributes and work ethics of an employee within the automotive industry including:</p> <ul style="list-style-type: none"> • attendance and punctuality • ethical behaviour • honesty • work performance • taking directives • attention to detail • personal presentation • attitude • confidentiality • consistency of service • safe work practices.
	<p>An awareness of current industrial relations issues affecting the automotive industry.</p> <p>A basic understanding of the primary role/function of industry bodies including:</p> <ul style="list-style-type: none"> • employer/employee groups <ul style="list-style-type: none"> - Motor Traders Association of Australia (MTAA) - Motor Traders Association of NSW (MTA NSW)

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	<ul style="list-style-type: none"> - Motor Vehicle Repair Industry Authority • unions <ul style="list-style-type: none"> - Australian Manufacturing Workers Union (AMWU) • professional associations – as applicable to a specific industry area/sector within the automotive industry, for example, Institute of Automotive and Mechanical Engineers (IAME) or Australian Automotive Aftermarket Association (AAAA) • training <ul style="list-style-type: none"> - Automotive Training Australia (ATA). <p>A basic understanding of the principles of equal employment opportunity (EEO) legislation:</p> <ul style="list-style-type: none"> • <i>Equal Employment Opportunity (Commonwealth Authorities) Act 1987</i> (Cth) • <i>Equal Opportunity for Women in the Workplace Act 1999</i> (Cth). <p>A basic understanding of the principles of anti-discrimination legislation:</p> <ul style="list-style-type: none"> • <i>Anti-Discrimination Act 1977</i> (NSW) • <i>Sex Discrimination Act 1984</i> (Cth) • <i>Racial Discrimination Act 1975</i> (Cth) • <i>Disability Discrimination Act 1992</i> (Cth) • <i>Age Discrimination Act 2004</i> (Cth). <p>Reciprocal rights and responsibilities of employers and employees in relation to EEO and anti-discrimination.</p> <p>An awareness of the different forms of bullying and harassment in the workplace including:</p> <ul style="list-style-type: none"> • sexual • verbal • physical • psychological. <p>An awareness of:</p> <ul style="list-style-type: none"> • workplace policies and procedures designed to prevent discrimination and harassment in the workplace • the legal ramifications of inappropriate workplace conduct • recourse in the event of inappropriate conduct <ul style="list-style-type: none"> - reporting complaints - grievance procedures - disciplinary action.

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4 Automotive industry and the environment	<p>Learning experiences for the HSC must address:</p> <p>A basic awareness of current environmental issues including:</p> <ul style="list-style-type: none"> • sustainability • waste management/minimisation • energy use/efficiency • water resource management • conservation • natural resource management • recycling. <p>Strategies for minimisation of potential negative environmental impacts including:</p> <ul style="list-style-type: none"> • environmental hazard identification, risk minimisation and reporting • minimisation strategies <ul style="list-style-type: none"> - regular maintenance of machinery and equipment - use of biodegradable/non-toxic materials • waste minimisation <ul style="list-style-type: none"> - accurate measurements and calculations - recycling - using recyclable products - resource efficiency • improvement strategies • environmental monitoring • emergency procedures. <p>A basic understanding of the primary role/responsibility of:</p> <ul style="list-style-type: none"> • the NSW Department of Environment and Conservation incorporating Environment Protection Authority (EPA) • local government. <p>A basic understanding of the role of environmental guidelines and legislation in the operation of a business within the automotive industry.</p>