



HYUNDAI

Hyundai Advanced
Apprenticeship Academy

Hyundai Motor Company Australia Pty Ltd
394 Lane Cove Road, Macquarie Park NSW 2113
Telephone: +61 2 8873 6139
www.hyundai.com.au
RTO Code: 91394

AUR30616 - Certificate III in Light Vehicle Mechanical Technology Learner pre-enrolment form information 2019

Thinking about studying at Hyundai?

Hyundai Motor Company Australia Pty Limited (HMCA) is registered with the Australian Skills Quality Authority (ASQA) and complies with the National VET Regulator Standards that outline good practice in marketing, operation, financing and administration as well as training and assessment services provided to you.

HMCA's course is delivered in metropolitan areas across four states, with flexible learning options and delivery styles and sites that include simulated workplace training.

This brochure provides details of Hyundai policies and procedures that may affect you, as well as the support services available to you. It is important that you read this information carefully prior to enrolment.

Eligibility

Candidates must be employed by a Hyundai dealership as an Apprentice Light Automotive Technician to attend the Hyundai Advanced Apprenticeship Academy.

AUR30616 - Certificate III in Light Vehicle Mechanical Technology Course Information

Duration: 4 Year Apprenticeship 3 years (part time) off the job training at HAAA (1228 hours) combined with on the job training + 1 additional year of on the job training.

Job summary:

By enrolling in the AUR30616 - Certificate III in Light Vehicle Mechanical Technology qualification course through an Apprenticeship pathway, it is understood that you will be pursuing a career as an Automotive Light Vehicle Technician (Motor Mechanic). Before you commence your studies it is important that you are aware of what the job role of Light Automotive Technician encompasses as well as certain conditions that usually come with working in the industry.

The job role of Light Automotive Technician has become extremely diverse and challenging, one which requires commitment to study and practice. Due to rapid changes and advancements in

technology, there is now greater demand for vehicle service and repair technicians to be highly

skilled and knowledgeable. The level of commitment to study and practice must not be taken lightly and the role of Light Automotive Technician must not be underestimated. You will be required to spend a great deal of your personal time to review the theory you have learned in the classroom environment. Similarly you will also be required to practice the skills you have been taught in the training environment. Failure to adhere to this will result in you not progressing as a highly skilled technician and you may not be deemed competent in the subjects you are studying.

Some of the tasks you will be required to perform as a Light Automotive Technician include, but is not limited to:

- Follow safe work practices
- Communicate with both internal and external customers in both verbal and written format
- Use various forms of technology in the workplace including telephones, computers and diagnostic equipment
- Use mathematics to calculate tolerances and take measurements
- Solve problems and recommend solutions
- Be able to research and interpret information in manufacturer manuals
- Service engines and transmissions which include oil changes, adjustments, analysing performance, removal and replacement, replacement of serviceable components such as clutches, filters etc
- Service the undercarriage of the vehicle such as final drive, brakes, suspension, steering, 4WD/AWD, which includes oil changes, adjustments, analysing performance, removal and replacement, replacement of serviceable components
- Diagnose and repair vehicle mechanical systems including engines, transmissions, final drive, brakes, suspension, steering, 4WD/AWD
- Diagnose and repair vehicle electrical systems including engine electrical, engine management systems (computer control), body electrical systems
- Diagnose and repair other electrical systems such as airbags, security systems, audio and navigation systems, electronic steering and suspension, electronic control 4WD/AWD, vehicle safety monitoring systems, collision and other warning systems
- You may also be required to service, diagnose and repair the next generation of electric and fuel cell vehicles

Some important points to be aware of:

- You will be required to develop extensive knowledge and skill in automotive electrical systems so practice and study will be critical
- You will be required to complete assignments in your own personal time as required by your training provider
- Your workplace may not be able to offer extensive times for you to practice skills so you will need to commit and make time outside of work and the classroom to practice your skills
- It is your responsibility to follow up with your employer in regards to the workplace evidence you are required to present to your training provider
- Your employer is required to provide you with the time and opportunity to practice your taught skills in the workplace, if this is not happening, you must report this to your training provider
- You will be required to document the work you conduct in the workplace as it will be used as evidence by your training provider to determine your competency

Finally, it is critical that you understand when you take on the role of an Apprentice Light Automotive Technician that it can be extremely demanding and you will need to develop strong learning habits as well as positive attitude and maintain focus on your goal to achieve your qualification. Course information is available the **HMCA website:** www.hyundai.com.au

Study modes

HMCA offers a range of study options that may include:

- face to face discussions
- non – classroom base

Qualification

If you complete an accredited qualification under the Australian Qualifications Framework, you must apply to the Hyundai Administrator to receive a qualification/certificate.

If you complete a unit of competency from a Training package you must apply to the Hyundai Administrator to receive a statement of attainment. Before you can receive a certificate or a statement of attainment you will need to provide your Unique Student Identifier (USI) to HMCA.

Recognition of Prior Learning (RPL)

RPL is the acknowledgement of current skills and knowledge which you may have gained from a range of experiences including: work, volunteering, study and general life experience. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. For further information please download the Apprentice Brochure from HMCA's website.

Credit Transfer

Credit transfer is the formal recognition of studies undertaken in another institute. If you are eligible, credit transfer can result in:

- automatic status or credit in part (s) of a course/ qualification and
- exemption from that part of the course. Status granted through credit transfer is recorded on your learner academic record. For further information please download Apprentice Brochure on HMCA's website.

National recognition

National recognition is the recognition and acceptance by a Registered Training Organisation (RTO) of Australian Qualifications Frameworks Qualification Parchments and Statements of Attainment issued by another RTO in Australia.

Learner enrolment

When you complete your enrolment you will be acknowledging that you have been provided with the information contained in this brochure and on the HMCA website.

Please ensure that you complete all enrolment sections so that we may support any specific study requirements you have.

You are encouraged to disclose any disability or ongoing health/medical condition that may require support. We can help you develop a personal access plan that will assist in your successful participation.

Internet user agreement

When you complete your enrolment you will be agreeing to abide by the internet user agreement. Information technology resources at HMCA are to be used in a responsible manner for study purposes only. HMCA monitors internet use and action will be taken for inappropriate use.

Privacy Policy

HMCA is required to collect and store personal information in order to administer your application and enrolment, to monitor your academic progress and to provide other services. HMCA will ensure that information collected from you is not excessive and is only used for the purpose for which it is collected. HMCA's privacy policy can be accessed at www.hyundai.com.au/privacy.



HYUNDAI

Hyundai Advanced
Apprenticeship Academy

Hyundai Motor Company Australia Pty Ltd
394 Lane Cove Road, Macquarie Park NSW 2113
Telephone: +61 2 8873 6139
www.hyundai.com.au
RTO Code: 91394

Privacy Notice

Under the *Data Provision Requirements 2012*, Hyundai Motor Company Australia Pty Limited (HMCA) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained in the enrolment form), may be used or disclosed by HMCA for statistical, administrative, regulatory and research purposes. HMCA may disclose your personal information for these purposes to:

Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Fees

Each state has an established fee which varies depending on your circumstance, such as eligibility for concession. Fees for any other incidental costs which may apply to your course are published on the HMCA website.

Third Party RTO's

HMCA operates under partnership agreements with two RTO's which includes TAFE NSW (RTO Code: 90008) & South Metropolitan TAFE WA (RTO Code: 52787). This means that in NSW & WA TAFE NSW (RTO Code: 90008) & South Metropolitan

TAFE WA (RTO Code: 52787) will be the nominated RTO for the Apprentice and will issue the certificate under their name on completion. However, all training, supervision and assessment activities will be conducted by HAAA trainers and at HMCA facilities

Concessions

Concessions may be granted to learners who have a relevant concession card at the time of enrolment. Concession cards include:

- Health Care Card
- Pensioner Concession Card

Concessions cannot be applied for after enrolment. Contact Centrelink: Abstudy (132317) Austudy and Youth Allowance (132490)

Withdrawal from study

If you are thinking of withdrawing from study you should discuss options with your trainer. They are available to help resolve difficulties that might be influencing your decision to withdraw. You must complete a withdrawal application form and exit survey.

HMCA refund policy

There are limited criteria under which a refund may be granted.

- The Apprentice cancels before commencement of the course
- The fee was overpaid
- The program was cancelled
- If the apprentice leaves within 30 days of attending 1st block of training and notifies HMCA a full refund will be issued

VET Student Loans

The Vet Student loans program assists eligible learners enrolled in approved higher level vocational Education and Training (VET) courses to pay their tuition fees. Eligible learners can apply for a loan to pay their fees up to capped amounts through the Commonwealth Government's VET Student Loan scheme. You have to start repaying your loan through the taxation system once your income is above the compulsory repayment threshold, even if you are still studying. The threshold can be found at studyassist.gov.au

FEE-HELP

FEE-HELP is a loan given by the Australian Government to assist eligible learners to help pay for part or all of their tuition fees for higher education courses.

Access and equity

HMCA is committed to the provision of a safe and inclusive learning environment that is free from discrimination and harassment.

If you require assistance to support your study because of a disability or ongoing health/medical condition, HMCA will help you develop a personal

access plan.

Health and Safety

HMCA is committed to support the health, safety and welfare of learners and staff.

Learners and staff also have a legal duty to care and protect their own health and safety and to avoid adversely affecting the health and safety of learners and staff.

HMCA has specific health and safety policies relating to smoking, drugs and alcohol, vehicle use and car parking on HMCA property.

Smoking is prohibited inside all buildings on HMCA sites and is restricted near entrances to buildings. Please observe all no smoking zones and signs.

Security services

There are surveillance cameras in use at HMCA properties.

Learner code of conduct

HMCA is committed to providing learners with a safe, supportive and intellectually challenging study environment.

HMCA values:

- difference and diversity
- respect and cooperation
- tolerance

Learners enrolled in HMCA may share classrooms and training facilities with staff and other learners. It is expected that learners will behave in a manner that is acceptable to HMCA workplace. When on HMCA property all learners are expected to behave in a considerate and courteous manner when dealing with other staff, learners and members of the public.

Learner expectations

HMCA expects its learners to:

- treat other learners and staff with respect so as not to compromise their health, safety, privacy and welfare
- contribute to the orderly effective and safe functioning of HMCA
- follow HMCA health, safety and welfare policies and procedures
- comply with all lawful directions given by HMCA trainers/HMCA staff while on HMCA property
- comply with HMCA commitment to the prevention and elimination of unlawful discrimination
- abstain from bullying, harassing and any other unlawful activity or behaviour whilst on HMCA property including the online environment
- access and use only that HMCA property to which they are entitled to have access

- adhere to program requirements
- ensure that information of, or held by, HMCA or other learners is not accessed, used or published inappropriately

Apprentices

As your employer considers you to be at work whilst studying at HMCA, you should direct any workers compensation claim to your employer if you are injured.

Opportunities to tell us what you think

HMCA is committed to listening and responding to what you as a learner have to say, so that we can continuously improve our services to you.

HMCA will send out surveys whilst you attend training blocks. All feedback will be treated confidentially and take appropriate action will be taken. Your feedback is welcomed and helps HMCA to improve services to you.

We like to hear about your services that exceed your expectations too!

Information you need before enrolling

It is your responsibility to access this information on the HMCA website at www.hyundai.com.au prior to enrolling.

- enrolment and induction/orientation procedures
- course information, including content and vocational outcomes
- fees and charges, including refund policy and exemptions (where applicable)
- provision for language, literacy and numeracy assessment and support/referral
- learner handbook which contains the following:
- complaints and appeal procedures
- recognition of prior learning arrangements and credit transfer

Units of Competency

- AURASA002 Follow safe working practices in an automotive workplace
- AURAEA002 Follow environmental and sustainability best practice in an automotive workplace
- AURAF A003 Communicate effectively in an automotive workplace
- AURTTK002 Use and maintain tools and equipment in an automotive workplace
- AURTTA004 Carry out servicing operations
- AURTTA018 Carry out diagnostic procedures
- AURTT C003 Diagnose and repair cooling systems
- AURTT E004 Inspect and service engines
- AURETR025 Test, charge and replace batteries and jump start vehicles



Hyundai Advanced
Apprenticeship Academy

Hyundai Motor Company Australia Pty Ltd
394 Lane Cove Road, Macquarie Park NSW 2113
Telephone: +61 2 8873 6139
www.hyundai.com.au
RTO Code: 91394

- AURETR012 Test and repair basic electrical circuits
- AURETR030 Diagnose and repair starting systems
- AURETR029 Diagnose and repair charging systems
- AURTTB001 Inspect and service braking systems
- AURLTB003 Diagnose and repair light vehicle hydraulic braking systems
- AURLTX003 Diagnose and repair light vehicle clutch systems
- AURTTX002 Inspect and service manual transmissions
- AURLTX001 Diagnose and repair light vehicle manual transmissions
- AURLTQ002 Diagnose and repair light vehicle drive shafts
- AURTTQ001 Inspect and service final drive assemblies
- AURLTD005 Diagnose and repair light vehicle suspension systems
- AURLTD004 Diagnose and repair light vehicle steering systems
- AURETD001 Diagnose and repair electronically controlled steering systems
- AURETR022 Diagnose and repair vehicle dynamic control systems
- AURETU003 Service air conditioning and HVAC systems
- AURETU004 Diagnose and repair air conditioning and HVAC systems
- AURLTE002 Diagnose and repair light vehicle engines
- AURETR031 Diagnose and repair ignition systems
- AURTTF001 Inspect and service petrol fuel systems
- AURLTZ001 Diagnose and repair light vehicle emission control systems
- AURETR023 Diagnose and repair spark ignition engine management systems
- AURETR024 Diagnose and repair compression ignition engine management systems
- AURETR043 Diagnose and repair electronic body management systems
- AURETR032 Diagnose and repair automotive electrical systems
- AURTTX003 Inspect and service automatic transmissions
- AURLTX002 Diagnose and repair light vehicle automatic transmissions
- AURETR020 Diagnose and repair network electronic control systems



Hyundai Advanced
Apprenticeship Academy

Hyundai Motor Company Australia Pty Ltd
394 Lane Cove Road, Macquarie Park NSW 2113
Telephone: +61 2 8873 6139
www.hyundai.com.au
RTO Code: 91394

Parking Facilities

NSW and QLD have no onsite parking facilities available for apprentices. Meter parking is available at your own cost.

Training Academies

NSW FACILITIES

394 Lane Cove Road
Macquarie Park NSW 2113
+61 2 8873 6123
Trainer: Tim Bartolo

QLD FACILITIES

32 Ashtan Place
Banyo QLD 4014
+61 7 3632 2020
Trainer: Peter Ferri/
John Jones

VIC FACILITIES

253-257 Ferntree Gully Road
Mt Waverly VIC 3149
+61 3 8562 2800

WA FACILITIES

782 Marshall Road
Malaga WA 6090
+61 8 9377 8421
Trainer: John Gill