Course Handbook

AUR30620 CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

DELIVERY MODE: CLASSROOM BLENDED

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1. Training Package Information

Training Package Code	AUR
Training Package Name	Automotive Retail, Service and Repair Training Package
Version (Release) of Training Package	7.1
Date (Release) of Training Package	23/06/2022
Endorsement Date of Training Package	12/10/2021
Qualification Code/Name	AUR30620 Certificate III in Light Vehicle Mechanical Technology
CRICOS Code	103671D
Version (Release) of the qualification	3.0
Date (Release) of the qualification	23/02/2022
AQF Level	Level 3
Qualification Description	This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry.
Licensing / Regulatory Information	Not Applicable
Entry requirements	**Nil** *(this qualification does not have mandatory entry requirements at the time of publication on training.gov.au)*

2. Packaging Rules

Packaging Rules	**Packaging Rules**
	36 units of competency are required for award of this qualification including:
	- 20 core units
	- 16 elective units, consisting of:
	    o all the 16 elective units may be chosen from the elective units listed on
	           https://training.gov.au/Training/Details/AUR30620

	o	up to 6 elective units may be chosen from a Certificate II qualification or above in this Training Package or another endorsed Training Package or accredited course, provided that the units chosen contribute to the vocational outcome of this qualification and do not duplicate the outcome of another unit chosen for the qualification.

For more information on the packaging rules, please visit
https://training.gov.au/Training/Details/AUR30620

Units of Competency

Unit Code	Unit Title	Core (C) Elective (E)
AURASA102	Follow safe working practices in an automotive workplace	C
AURTTK001	Use and maintain measuring equipment in an automotive workplace	E
AURTTK102	Use and maintain tools and equipment in an automotive workplace	C
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	C
AURTTE104	Inspect and service engines	C
AURTTC103	Diagnose and repair cooling systems	C
AURTTF101	Inspect and service petrol fuel systems	C
AURLTZ101	Diagnose and repair light vehicle emission control systems	C
AURTTJ011	Balance wheels and tyres	E
AURLTD105	Diagnose and repair light vehicle suspension systems	C
AURLTD104	Diagnose and repair light vehicle steering systems	C
AURTTF105	Inspect and repair engine forced induction systems	E
AURTTB101	Inspect and service braking systems	C
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems	C
AURTTX103	Inspect and service automatic transmissions	E
AURTTQ001	Inspect and service final drive assemblies	E
AURETR125	Test, charge and replace batteries and jump-start vehicles	C
AURETR130	Diagnose and repair starting systems	C
AURETR129	Diagnose and repair charging systems	C
AURTTA104	Carry out servicing operations	C
AURETR135	Apply knowledge of petrol and diesel engine operation	E
AURLTE102	Diagnose and repair light vehicle engines	C
AURETR131	Diagnose and repair ignition systems	C
AURETR123	Diagnose and repair spark ignition engine management systems	C
AURETR124	Diagnose and repair compression ignition engine management systems	E
AURTTA118	Develop and carry out diagnostic test strategies	C
AURETR007	Apply knowledge of automotive electrical circuits and wiring systems	E
AURETK002	Use and maintain electrical test equipment in an automotive workplace	E
AURETR006	Solder electrical wiring and circuits	E
AURETR010	Repair wiring harnesses and looms	E
AURETR112	Test and repair basic electrical circuits	C
AURETR009	Install vehicle lighting and wiring systems	E
AURETR128	Diagnose and repair instruments and warning systems	E

	AURETR143	Diagnose and repair electronic body management systems	E
	AURETR132	Diagnose and repair automotive electrical systems	E
	AURETR027	Install ancillary electronic systems and components	E

3. Educational Pathways

Pathways into the qualification	Not Applicable
Pathways from the qualification	Further training pathways from this qualification include AUR40216 Certificate IV in Automotive Mechanical Diagnosis or other relevant qualifications.
Employment Pathways	Graduates may find employment in automotive Industry as a: • Light Vehicle Mechanical Technician • Automotive Light Vehicle Mechanical Repair Technician • Motor Mechanic (General) *It is not, however, intended to indicate that an individual will gain immediate employment on completion of this qualification.

4. Learner Characteristics

Key characteristics of target learner cohort	The key characteristics of target learner cohort are: Individuals who have little or no prior knowledge or experience in this industry and are: • planning to pursue a career specific to the automotive sector and gain a qualification; • able to attend regular face-to-face classes • Individual who are 18 years or older

5. RTO's admission requirements

The AUR30620 - Certificate III in Light Vehicle Mechanical Technology allows direct entry into this qualification at the time of publication in training.gov.au. However, the RTO requires candidates to meet its admission requirements prior to enrolling into this qualification to ensure that they have the required skills and knowledge to successfully complete the qualification at this AQF level. This consists of:

Domestic Students	o Minimum age of 18 years and above o Satisfactory completion of the equivalent of Australian Year 11 or higher o Have physical attributes suitable for working in the automotive industry that encompasses manual handling of equipment including lifting and carrying heavy objects within scope of safe working practices (i.e. removing and fitting engine electrical components and parts) Additionally, the learner is required to: o Complete the Pre-Training Review which aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience. o Complete the Language, Literacy and Numeracy and Digital Literacy Skills (LLND) test If the learner has done the Pre-Training Review and LLND assessment previously at Menzies Institute of Technology for a previous qualification in the same stream enrolment, then it is not required.

	International Students	

| International Students | o Minimum age of 18 years and above
o Satisfactory completion of the equivalent of Australian Year 11 or higher
o Have physical attributes suitable for working in the automotive industry that encompasses manual handling of equipment including lifting and carrying heavy objects within scope of safe working practices (i.e. removing and fitting engine electrical components and parts)
o English Language Requirements (meet one of the requirements outlined below)
1. |

IELTS (General or Academic)	PTE Academic	TOEFL	Cambridge C1 Advanced Test	Occupational English Test (OET)	ELICOS (General English or equivalent)
6.0 each band	50 each component	12 (Listening), 13 (Reading), 21 (Writing), 18 (Speaking)	169 each component	B each component	Upper Intermediate level completion

Note: Results older than two years are not acceptable (for offshore applicants)
OR
2. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States
OR
3. Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a Certificate III or higher level qualification, from the Australian Qualifications Framework.
OR
4. Applicants originating from students visa assessment levels 1 and 2 countries without the required IELTS or equivalent score must undertake the Language, Literacy and Numeracy and Digital Literacy Skills (LLND) test.
For further information on student visa assessment levels visit Department of Home Affairs' website at www.homeaffairs.gov.au.

Additionally, the learner is required to:
Onshore International Students
o Complete the Pre-Training Review which aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience.

Offshore International Students
o Complete the Pre-Training Review which aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience. This will be conducted either via video call (e.g. Skype) or phone call to the prospective learner.

If the learner has done the Pre-Training Review and LLND assessment previously at Menzies Institute of Technology for a previous qualification in the same stream enrolment then it is not required.

Other Conditions	o Complete the Language, Literacy and Numeracy and Digital Literacy Skills (LLND) test prior to the commencement of the course
	o Students required to invest approximately 8 hours a week of self-directed learning to complete self-study and assessments during the training weeks and does not include the term breaks.

6. Training/Delivery Arrangements and Strategies

Delivery Location	Melbourne, Victoria.	

Location	Student Capacity
Level 4, 355 Spencer Street West Melbourne 3003 – Training sessions (Primary site – for all theory class sessions)	453
87 Mark Street, North Melbourne – Automotive Practical Workshop (Secondary site – for all practical class sessions)	

This course will only be delivered and assessed in Victoria and not offered for interstate students.

Delivery Mode	• Classroom Blended including classroom sessions, self-study and theory assessments at home and simulated workplace environment.
Training support after the classroom training sessions	• Training support is provided following the training session; or
	• Learners may make individual appointments for training support if required.
	• Training support can be provided via face-to-face, phone, skype or email.
Individual Learning & Reflection / Self-paced	• All the student receives Canvas LMS login so they can refer to a range of videos, links, interactive training materials, E-Books in their own time.
	• Trainer will provide quizzes to the students to complete in their own time and discuss the quizzes in the next session/s. These quizzes are not recorded and main purpose is to promt student on self-paced learning. Please refer the session plan for the further information.
	• All the students receive physical copy of automotive book.
	• Completion of self-study will be checked by the trainer to guide student's progress in the unit but not recorded. Trainers will ask students questions related to their self-study each week to make sure that students have gained the knowledge related to the quiz.
Assessment	• Some assessment tasks need to be completed outside the classroom environment especially theory assessments.

7. Course Duration

Course Duration	Full time: over a period of 56 weeks
	o 56 weeks of delivery is inclusive of 5 weeks holiday breaks.
	o Classroom sessions of 20 hours per week.
	o Training support hours include the assistance provided after the classroom session or on request by learners either via face-to-face or phone, skype or email to support learners to undertake the learning activities and other academic matters.

	o Individual learning and reflection hours are unsupervised and not recorded by Institute or its Trainers/Assessors. Note: No classes on public holidays. If any class days fall on a public holiday then the session with be allocated to another day in that week so that the amount of training supervised hours are consistent regardless of public holiday Refer to the Delivery Structure and Delivery Hours table below for the breakdown of delivery hours.

8. Delivery Details/Strategies

Delivery methods	The range of delivery methods may include, but not limited to the following: • lectures / Instructions • pre-reading • demonstrations and modelling • practice opportunities • brainstorming activities • group discussions • guided facilitation of individual or group learning activities, group work or project-based case studies
Delivery Structure	• Delivery structure is comprised of classroom training sessions, structured learning such as training support, learning activities, self-paced (to allow the learners to absorb and reflect on their learning). • The unit of competency will be delivered and assessed as stand-alone units.
Units of Competency	• All units to be delivered and assessed are listed in the Training and Assessment Delivery Structure.

9. Assessment Details and Arrangements

The assessment details and arrangements explain the assessment strategies to be employed. For more information, refer to the Training and Assessment Policy and Procedures.

Assessments	• Theory Assessments will be conducted inside classroom and outside on the students time and all the simulated practical assessment will be conducted at Menzies Mark Street Automotive workshop. Note: Please refer the individual Assessment task for the further information. • Assessments will address: • Application of the Unit statement • Elements • Performance Criteria • Performance Evidence • Assessment Conditions • Knowledge Evidence • Foundation Skills

	· Dimensions of competency
	· Where a learner's work is assessed to be 'not satisfactory', the learner will be provided with additional support, coaching or tutoring and the opportunity to re-submit the work.
	· Specific assessment conditions relevant to each unit are detailed in the assessment tools for a unit of competency.
	· Learners are provided with assessment materials and instructions as to how the assessment will be conducted and by whom.
	· Assessors have flexibility (according to the requirements of the Training Package, including the Performance Evidence and Assessment Conditions for each unit of competency) to accept other forms of evidence from individual learners (e.g. through RPL).
	· All assessment will be conducted in accordance with the Training Package requirements, Principles of Assessment and Rules of Evidence (https://www.asqa.gov.au/standards/about-standards-rtos-2015/standard-one/clauses-1.8-1.12)
	· Assessment methods to be used for each unit of competency are outlined in the Training and Assessment Delivery Matrix below.
Establish the Assessment Context	The assessor establishes the context and purpose of the assessment by identifying the relevant competency standards, assessment guidelines and identifies the training and assessment materials that have been developed to facilitate the learning and assessment process. It is, therefore, important to establish some of the most common assessment contexts, such as: · The environment in which the assessment will be carried out, including real or simulated work and Work Health and Safety (WHS) issues · Opportunities for gathering evidence in several situations · The purpose of assessment · Who carries out the assessment · The period during which the assessment takes place · Apportioned costs or fees (if applicable)
Submission of Assessments and Feedback	· Schedule of submission of assessments are usually indicated on the timetables. Adjustments can be made on discretion of the trainer/assessor. · Learner may submit their assessments by hand to the trainer/assessor or by email. · Completed and submitted work will be assessed within fifteen (15) working days from the date of submission. · Feedback is provided to the learner as soon as practicable.
Marking and Recording of Assessments	1. The Trainer/Assessor must: · Record the assessment outcomes for each completed assessment task and mark either 'Satisfactory' or 'Not Satisfactory'. · On completion of all assessment tasks, the overall assessment decision is to be recorded as either 'Competent' or 'Not Yet Competent'. · Submit evidence of student's assessments and outcome records on a Unit Competency File. 2. The Student Administration Department must: · Record the results into the Learner Management System (Axcelerate). · Contact the trainer/assessor to address anomalies (if any) on the submitted assessments. · File the original assessments into the Individual Student Unit File

10. Assessment Requirements

Requirements for assessments	• The assessment pack for each unit of competency specifies the method of assessment to be undertaken by the learner. • Assessment Instructions for each assessment task and activities are clear such as - what to expect, when, how, where, etc. • Templates are provided, if required, with each skill test/ assessment task. • Performance criteria is provided to each skill test/ assessment task but not directly copied from TGA. • Benchmarks are set, detailed and clearly set out on the assessor resources (marking guide consist of all expected accurate or variable response that is 'nearly', ' closely' or 'exactly' expected for the task) • Evidence requirements in the marking guide are measurable (where applicable). • The instructions provided to the learner ensure that the learner cannot misinterpret the requirements and provide alternative evidence. • The assessments are mapped against the Performance Evidence and Knowledge Evidence requirements for the units in the qualification and are indicated in the mapping document of each unit. • Assessment Conditions are specified in the assessment tasks. • Foundation skills are addressed and mapped adequately in the mapping document. • Trainer/Assessor's feedback are recorded to inform learners on the outcomes of each assessment they undertake. • Cumulative assessment records are kept to monitor learner progression.
Assessment Tools	RTO has assessment tools developed for each unit of competency. An assessment tool includes the following components: • Assessment type and assessment task description • The context and conditions for the assessment • Resubmissions and reattempts • Location (where assessment is conducted) • The tasks to be administered to the candidate • Information regarding how trainers/assessors will assess the work • An outline of the evidence to be gathered from the candidate and the evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). • The relevant administration, recording and reporting requirements. Refer to the Assessment Methods Matrix below that indicates the available assessment tools for this qualification.

11. Assessment Methods Matrix

Unit Code	Unit of Competency	Knowledge /Written Questions	Knowledge /Written Questions	Practical Demonstration
AURASA102	Follow safe working practices in an automotive workplace	√	√	√
AURTTK001	Use and maintain measuring equipment in an automotive workplace	√	√	√
AURTTK102	Use and maintain tools and equipment in an automotive workplace	√	√	√

Unit Code	Unit of Competency	Knowledge /Written Questions	Knowledge /Written Questions	Practical Demonstration
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	√	√	√
AURTTE104	Inspect and service engines	√	√	√
AURTTC103	Diagnose and repair cooling systems	√	√	√
AURTTF101	Inspect and service petrol fuel systems	√	√	√
AURLTZ101	Diagnose and repair light vehicle emission control systems	√	√	√
AURTTJ011	Balance wheels and tyres	√	√	√
AURLTD105	Diagnose and repair light vehicle suspension systems	√	√	√
AURLTD104	Diagnose and repair light vehicle steering systems	√	√	√
AURTTF105	Inspect and repair engine forced induction systems	√	√	√
AURTTB101	Inspect and service braking systems	√	√	√
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems	√	√	√
AURTTX103	Inspect and service automatic transmissions	√	√	√
AURTTQ001	Inspect and service final drive assemblies	√	√	√
AURETR125	Test, charge and replace batteries and jump-start vehicles	√	√	√
AURETR130	Diagnose and repair starting systems	√	√	√
AURETR129	Diagnose and repair charging systems	√	√	√
AURTTA104	Carry out servicing operations	√	√	√
AURETR135	Apply knowledge of petrol and diesel engine operation	√	√	√
AURLTE102	Diagnose and repair light vehicle engines	√	√	√
AURETR131	Diagnose and repair ignition systems	√	√	√
AURETR123	Diagnose and repair spark ignition engine management systems	√	√	√
AURETR124	Diagnose and repair compression ignition engine management systems	√	√	√
AURTTA118	Develop and carry out diagnostic test strategies	√	√	√
AURETR007	Apply knowledge of automotive electrical circuits and wiring systems	√	√	√
AURETK002	Use and maintain electrical test equipment in an automotive workplace	√	√	√
AURETR006	Solder electrical wiring and circuits	√	√	√
AURETR010	Repair wiring harnesses and looms	√	√	√
AURETR112	Test and repair basic electrical circuits	√	√	√
AURETR009	Install vehicle lighting and wiring systems	√	√	√
AURETR128	Diagnose and repair instruments and warning systems	√	√	√
AURETR143	Diagnose and repair electronic body management systems	√	√	√
AURETR132	Diagnose and repair automotive electrical systems	√	√	√
AURETR027	Install ancillary electronic systems and components	√	√	√

12. Assessment Feedback

Assessment Feedback	Feedback and input from learners and other stakeholders will be sought, analysed and acted upon, where necessary, on a regular basis. Information gained will form part of any review of materials and during the validation processes.

	Feedback will be sought through the following process:
	Feedback from learners:
	• To assist with continuous improvement processes, learners are given opportunities to provide feedback during the course of their study and at the end of the course.
	• They are also given a satisfaction survey at the completion of the course
	Trainer feedback and comments:
	• Feedback from trainers/assessor are formally sought during the scheduled validation activities.

13. Complaints and Appeals

Complaints and Appeals	**Complaints**
	• Learners are informed of RTO's Complaints and Appeals Policies via the RTO's website.
	• If a learner has a complaint, they are encouraged to speak immediately with the trainer to resolve the issue. If the learner is not satisfied and the issue has not been resolved, the learner will be asked to complete a Complaint/Appeal Form available from either the trainer or administration staff for referral to the compliance manager who will then investigate the complaint and advise the complainant of the outcome, in writing.
	Refer to the following documents for further details of Complaints:
	• Complaint and Appeals policy and procedure
	• Complaint form
	Assessment decision appeal
	• If a Learner was assessed as 'Not Yet Competent' in any performance criteria, they are to be provided the opportunity for reassessment. A time for re-assessment is to be set at a mutually agreeable time.
	• The learner is granted two attempts to complete each task satisfactorily without any cost to the learner. If deemed 'Not Yet Competent' after the second attempt, the learner will be required to do further training before reattempting the unit.
	• Fees may apply if learner is to repeat the unit.
	• In the event that a learner is again assessed 'Not Yet Competent' and if a learner believes that they have not received a fair and accurate assessment of the performance criteria then they should follow the appeals procedure.
	For more information, please refer to **Complaints and Appeal Policy and Procedure.**

14. Monitoring Attendance and Course Progress

Course Completion and monitoring course progress	Course attendance and progress is monitored in order to assist learners to achieve successful completion and course outcomes by:
	• early detection of learners whose course progress is less than satisfactory and who may need appropriate learning support, resource and assistance; and

	• identifying and excluding learners who continue to make unsatisfactory progress including the strategy for early exit from a qualification. • Contacting (by phone or email) those learners with poor attendance and have not contacted their trainer to discuss any difficulties which may be impacting their ability to participate in the course and on how the RTO can provide reasonable support that may be relevant to their situation. For more information, refer to the MITP01 and MITP02 policy for further information.

15. Performance and knowledge evidence

Performance and knowledge evidence	During the course, trainers and assessors will use a variety of methods to gather evidence of performance and knowledge including:
	• **Direct**
	This involves the assessor directly observing the learner performing the tasks which facilitate a decision of 'satisfactory' and 'not yet satisfactory' until all assessments for the unit have been completed and then it becomes 'Competent' or 'Not Yet Competent'.
	• **Indirect**
	This involves evidence which supports the learner being able to complete a task. For example:
	    o a finished product created by the learner
	    o a written assessment piece responding to specific knowledge questions
	    o learner feedback sheets
	    o any documentation prepared as part of this training program

16. Training and Delivery Structure

Total Volume of Learning Hours = Supervised Training and Assessments Hours + Unsupervised Hours

Supervised Training and Assessment Hours explanation

Title	Explanation
Supervised Classroom Learning and Training Hours	The number of hours with Trainer supervision and delivery of learning content (i.e. lectures, discussions, reflection). Please refer to Session Plan of each unit of competency for breakdown of the sessions.
Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on Campus	The number of hours with Trainer/Facilitator supervision for simulation practical demonstrations and assessments. Please refer to Session Plan of each unit of competency for breakdown of the sessions.

Unsupervised Hours explanation

Title	Explanation

Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Students to complete additional learning activities and quizzes outside of the formal training hours to build on their learning and knowledge.
Theory Assessments hours completed outside of classroom and on student's own time	Students to complete all theoretical assessments outside of classroom hours and on their own time

*Note:

- o *If any class days fall on a public holiday then the session with be allocated to another day in that week so that the amount of training supervised hours are consistent regardless of public holiday*
- o *Students undertake the self-directed learning to be able to complete the assessment tasks*

	Unit Code	Unit Title	Core (C) Elective (E)	Supervised Classroom Training Hours	Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on campus	TOTAL SUPERVISED HOURS	Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Theory Assessments hours completed outside of classroom and on student's own time	TOTAL UNSUPERVISED HOURS	TOTAL VOLUME OF LEARNING HOURS = SUPERVISED HOURS + WORK PLACEMENT HOURS + UNSUPERVISED HOURS	NCVER hours
			SUPERVISED HOURS (AMOUNT OF TRAINING)				**UNSUPERVISED HOURS**				
1	AURASA102	Follow safe working practices in an automotive workplace	C	10	10	**20**	3	5	8	**28**	20
2	AURTTK001	Use and maintain measuring equipment in an automotive workplace	E	10	10	**20**	3	5	8	**28**	15
3	AURTTK102	Use and maintain tools and equipment in an automotive workplace	C	10	10	**20**	3	5	8	**28**	20
4	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	C	10	10	**20**	3	5	8	**28**	25
5	AURTTA104	Carry out servicing operations	C	10	10	**20**	3	5	8	**28**	20
6	AURTTF101	Inspect and service petrol fuel systems	C	10	10	**20**	3	5	8	**28**	25

	Unit Code	Unit Title	Core (C) Elective (E)	Supervised Classroom Training Hours	Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on campus	TOTAL SUPERVISED HOURS	Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Theory Assessments hours completed outside of classroom and on student's own time	TOTAL UNSUPERVISED HOURS	TOTAL VOLUME OF LEARNING HOURS = SUPERVISED HOURS + WORK PLACEMENT HOURS + UNSUPERVISED HOURS	NCVER hours
				SUPERVISED HOURS (AMOUNT OF TRAINING)			**UNSUPERVISED HOURS**				
7	AURTTB101	Inspect and service braking systems	C	10	10	**20**	3	5	8	**28**	20
8	AURTTQ001	Inspect and service final drive assemblies	E	10	10	**20**	3	5	8	**28**	5
9	AURTTX103	Inspect and service automatic transmissions	E	15	15	**30**	5	7	12	**42**	10
10	AURTTE104	Inspect and service engines	C	10	10	**20**	3	5	8	**28**	20
11	AURTTA118	Develop and carry out diagnostic test strategies	C	10	10	**20**	3	5	8	**28**	20
12	AURLTZ101	Diagnose and repair light vehicle emission control systems	C	20	20	**40**	6	10	16	**56**	20
13	AURTTC103	Diagnose and repair cooling systems	C	10	10	**20**	3	5	8	**28**	20
14	AURLTB103	Diagnose and repair light vehicle hydraulic braking systems	C	20	20	**40**	6	10	16	**56**	40

	Unit Code	Unit Title	Core (C) Elective (E)	**SUPERVISED HOURS (AMOUNT OF TRAINING)**			**UNSUPERVISED HOURS**				NCVER hours
				Supervised Classroom Training Hours	Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on campus	TOTAL SUPERVISED HOURS	Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Theory Assessments hours completed outside of classroom and on student's own time	TOTAL UNSUPERVISED HOURS	TOTAL VOLUME OF LEARNING HOURS = SUPERVISED HOURS + WORK PLACEMENT HOURS + UNSUPERVISED HOURS	
15	AURTTJ011	Balance wheels and tyres	E	10	10	**20**	3	5	8	**28**	10
16	AURLTD105	Diagnose and repair light vehicle suspension systems	C	20	20	**40**	6	10	16	**56**	30
17	AURLTD104	Diagnose and repair light vehicle steering systems	C	10	10	**20**	3	5	8	**28**	30
18	AURETK002	Use and maintain electrical test equipment in an automotive workplace	Other	10	10	**20**	3	5	8	**28**	20
19	AURETR125	Test, charge and replace batteries and jump-start vehicles	C	10	10	**20**	3	5	8	**28**	15
20	AURETR130	Diagnose and repair starting systems	C	20	20	**40**	6	10	16	**56**	30
21	AURETR129	Diagnose and repair charging systems	C	20	20	**40**	6	10	16	**56**	30
22	AURETR135	Apply knowledge of petrol and	Other	10	10	**20**	3	5	8	**28**	15

	Unit Code	Unit Title	Core (C) Elective (E)	Supervised Classroom Training Hours	Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on campus	TOTAL SUPERVISED HOURS	Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Theory Assessments hours completed outside of classroom and on student's own time	TOTAL UNSUPERVISED HOURS	TOTAL VOLUME OF LEARNING HOURS = SUPERVISED HOURS + WORK PLACEMENT HOURS + UNSUPERVISED HOURS	NCVER hours
		diesel engine operation									
23	AURETR131	carry out servicing operations	C	20	20	40	6	10	16	56	30
24	AURETR123	Diagnose and repair spark ignition engine management systems	C	20	20	40	6	10	16	56	60
25	AURTTF105	Inspect and repair engine forced induction systems	E	15	15	30	5	7	12	42	10
26	AURETR124	Diagnose and repair compression ignition engine management systems	E	20	20	40	6	10	16	56	50
27	AURETR007	Apply knowledge of automotive electrical circuits and wiring systems	Other	10	10	20	3	5	8	28	20
28	AURETR112	Test and repair basic electrical circuits	C	20	20	40	6	10	16	56	40

	Unit Code	Unit Title	Core (C) Elective (E)	Supervised Classroom Training Hours	Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on campus	TOTAL SUPERVISED HOURS	Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Theory Assessments hours completed outside of classroom and on student's own time	TOTAL UNSUPERVISED HOURS	TOTAL VOLUME OF LEARNING HOURS = SUPERVISED HOURS + WORK PLACEMENT HOURS + UNSUPERVISED HOURS	NCVER hours
				SUPERVISED HOURS (AMOUNT OF TRAINING)			**UNSUPERVISED HOURS**				
29	AURETR006	Solder electrical wiring and circuits	Other	10	10	**20**	3	5	8	**28**	20
30	AURETR010	Repair wiring harnesses and looms	E	10	10	**20**	3	5	8	**28**	40
31	AURETR027	Install ancillary electronic systems and components	Other	15	15	**30**	5	7	12	**42**	40
32	AURETR009	Install vehicle lighting and wiring systems	Other	10	10	**20**	3	5	8	**28**	40
33	AURETR132	Diagnose and repair automotive electrical systems	E	20	20	**40**	6	10	16	**56**	80
34	AURETR128	Diagnose and repair instruments and warning systems	E	15	15	**30**	5	7	12	**42**	40
35	AURETR143	Diagnose and repair electronic body management systems	E	20	20	**40**	6	10	16	**56**	40

	Unit Code	Unit Title	Core (C) Elective (E)	SUPERVISED HOURS (AMOUNT OF TRAINING)			UNSUPERVISED HOURS			TOTAL VOLUME OF LEARNING HOURS = SUPERVISED HOURS + WORK PLACEMENT HOURS + UNSUPERVISED HOURS	NCVER hours
				Supervised Classroom Training Hours	Supervised Simulation Practical Demonstration and Simulation Practical Assessment Hours on campus	TOTAL SUPERVISED HOURS	Individual Learning & Reflection / Self-paced Hours outside of Classroom/Campus	Theory Assessments hours completed outside of classroom and on student's own time	TOTAL UNSUPERVISED HOURS		
36	AURLTE102	Diagnose and repair light vehicle engines	C	20	20	**40**	6	10	16	**56**	60
TOTAL				**500**	**500**	**1000**	**152**	**248**	**400**	**1400**	**1030**

17. Facilities and Resources

Training Resources	**Learning & Assessment Resources provided by the Institute to Students**
	☑ **Textbook**
	For each student as part of student material fees: Automotive Mechanics Volume 1 & 2, 10th Edition, May and Simpson
	☑ **Powerpoints and other handouts**
	For each unit of competency, there are additional handouts and supplementary resources available. Refer to the *MFT_A1 Student Unit Guide* and *MFT_A2 Session & Assessment plan* of each unit of competency for information.
	☑ **Automotive Uniform and Personal Protective Equipment**
	Each student will be provided with:
	o Workshop overalls
	o Workshop safety steel toe boots
	o Workshop safety glasses
	Learning & Physical Resources that the students must provide
	The following is a list of learning and physical resources for students to have access to undertake the training and assessment of this training product.
	• General stationery for study (e.g. pens, notebooks)
	• Computer or tablets with internet access
	• Appropriate clothing (e.g. uniform), presentation and footwear for practical sessions. The guidelines are as follows:
	o Automotive overalls provided must be worn in workshop area. Tie up hair if the length is beyond your shoulder
	o Wear the provided automotive steel toe cap boots at all times in the automotive workshop
	o Remove all rings and wrist jewellery including watches during practical sessions in the workshop. The only jewellery permitted is ear studs/nose studs.
	Students and Trainers will get Canvas LMS platform login to access range of resources including but not limited to videos, link, reading material, digital and audio books and quizzes.
	Physical Resources & Equipment for each unit of competency
	The following physical resources will be provided:
	▪ Theory classrooms
	▪ AV Equipment
	▪ Whiteboard
	▪ Internet access
	▪ Simulation Automotive Workshop at 87 Mark Street Campus
	▪ Printer at 355 Spencer Street Campus and 87 Mark Street Campus
	▪ Student common areas (lunch, study, recreation)
	Consumable Resources and Equipment required for each unit of competency
	The consumable resources and equipment required for each Unit of Competency is outlined in the Session Plan for the unit of competency.

18. Access and Equity

Access and Equity	Principles, practices and legislative requirements relating to equity, access, anti-discrimination and social justice will be addressed in all aspects of the implementation of the training and assessment strategy. Where practical, student special needs will be identified prior to students' commencing programs. Customized delivery and assessment strategies, including reasonable adjustments, will be designed to meet client needs. The RTO has a range of student support services that students are able to access. Support services include student administration services, academic support services to assist students who may require further assistance.

19. Reasonable Adjustments and Learner Support

Reasonable Adjustments and Learner Support	• The RTO identifies any reasonable adjustments required by candidates during the Pre-Training Review that includes LLND test prior to enrolment and commencement of training. • During the course of a learner's study, any additional needs of learners are identified and addressed, where possible. • In responding to the learner's needs, the RTO provides reasonable adjustment and support to learners in a number of ways as follows, but not limited to: o Taking into account language, literacy and numeracy requirements. o Making adjustments to the physical environment or venue. o Considering age, gender; cultural beliefs and background, traditional practices, religious observances. o Considering learners with disability(ies). o Deferment of study. o Help with a Special Consideration application. o Assistance with study skills through practical advice. o Monitoring course progress In addition, support on assessment arrangements are provided as follows, but not limited to: o Scheduling flexible assessment sessions. o Providing assessment materials in a variety of formats (large fonts, electronic, symbols). o Providing LLND support. o Arranging for or allowing a member of their community to be present at the assessment, if required. o Revising planned assessment methods and tools including assessment process or context that meet the individual needs of the person with a disability, but do not change or compromise competency outcomes. o Provision of additional support, coaching or tutoring and the opportunity to re-submit the work where a learner's work is assessed to be 'not satisfactory' on a given assessment task or may have been deemed 'Not Yet Competent' on a unit of competency. o Learners are given adequate time to work on assessments and projects. o When conducting assessments with individuals with disabilities, assessors are encouraged to apply good with sensitivity and flexibility. o Additional training and tutorials, if required. o Referral to further learner support service or external counsellors.

	- Trainer/Assessors are mindful of any ongoing requirements to make reasonable adjustments based on individual learner circumstances as they arise. - Reasonable Adjustment requirements will be recorded on the assessments and/or learner's file. - The reasonable adjustments provided must not compromise the quality of training and the requirements of the unit of competency or the qualification. - Staff available to learners to provide support services are trainers/assessors, RTO administration staff and management. - Assistance is available to learners via telephone, email and/or face-to-face. - The RTO reserves the right to not provide reasonable adjustments if the costs to be incurred will cause financial hardship to the RTO.

20. Recognition of Prior Learning (RPL) and Credit Transfers

Demonstration of Competence through **Recognition of Prior Learning (RPL)**	Applicant's existing skills, knowledge and experience can help to attain a recognised qualification, through an assessment process called Recognition of Prior Learning (RPL). The process could suit the applicant if they have: - paid or unpaid work experience - prior formal training - skills and knowledge gained on the job - community work experience - short course and work-based learning - trade skills - other life experience. **Evidence you might need to supply** The RPL assessor will discuss with the applicant the most appropriate evidence the applicant can provide to support the application, this may include: - work appraisals - job descriptions - photos or actual work samples - relevant formal qualifications - resume and references - in-house training certificates - eye witness testimonies - observation at the applicant's workplace or a simulated workplace - informal RPL interviews. Please refer to MITP15 RPL and Credit Transfer Policy and Procedure for further details.
Credit Transfers (CT)	Credit Transfer is a process of recognising the applicant's previous formal studies that are equivalent to one or more units that form part of the qualification. The applicant will need to provide verified copies of Statements of Attainments or formal academic transcripts that list the units for which the applicant is seeking Credit Transfer. Please refer to MITP15 RPL and Credit Transfer Policy and Procedure for further details.

21. Certification Issuance and Statement of Attainments

Professional Recognition	• At the successful completion of the program, the learner will be awarded with the AUR30620 Certificate III in Light Vehicle Mechanical Technology qualification along with a transcript of units showing the assessment results.
	• At any point before the completion of the program, a learner may request a Statement of Attainment for each unit of competency where he/she has been assessed as competent.

Appendix 1 Delivery Schedule (sample)

Menzies Institute provides rolling intake so students can enrol after the unit completion. We follow intake dates and students will be enrolled according to the intake dates. Intake dates can be found on Menzies website.

Each week – 20 hours face to face delivery/Class hours.

Please refer to the actual timetable and session plan for detailed information on how hours are distributed between training and assessments.

Delivery and assessment schedule per qualification			
Qualification, class and commencement date:		**Example: AUR30320** Certificate III in Automotive Electrical	
Week (indicate date)		**Subject/unit/module**	**Assessment schedule**
Example ***	Week 1 Beginning 4 Jan 2010	SITXOHS001A Follow health, safety and security procedures SITXOHS002A Follow workplace hygiene procedures	Learning activity only in week one. Assessments will begin in week 2.
	Week 2 Beginning 11 Jan 2010	SITXOHS001A Follow health, safety and security procedures SITXOHS002A Follow workplace hygiene procedures SITHCCC003A Receive and store kitchen supplies	Assessment Task 1 – Written and oral Q and A: Legislative OH&S requirements. Assessment Task 2 – Practical activity/observation: Student demonstrates skills in lifting, handling, stacking and storing goods.
Week 1		**AURASA102** Follow safe working practices in an automotive workplace **AURTTK001** Use and maintain measuring equipment in an automotive workplace **AURTTK102** Use and maintain tools and equipment in an automotive workplace	Learning activity and discussion regarding theory assessment.
Week 2		**AURASA102** Follow safe working practices in an automotive workplace **AURTTK001** Use and maintain measuring equipment in an automotive workplace **AURTTK102** Use and maintain tools and equipment in an automotive workplace	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 3		**AURASA102** Follow safe working practices in an automotive workplace **AURTTK001**	Practical assessment

	Use and maintain measuring equipment in an automotive workplace **AURTTK102** Use and maintain tools and equipment in an automotive workplace	
Week 4	**AURAEA002** Follow environmental and sustainability best practice in an automotive workplace	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 5	**AURTTA104** Carry out servicing operations	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 6	**AURTTF101** Inspect and service petrol fuel systems	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 7	**AURTTB101** Inspect and service braking systems	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 8	**AURTTQ001** Inspect and service final drive assemblies	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 9	**AURTTX103** Inspect and service automatic transmissions	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 10	**AURTTE104** Inspect and service engines	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 11	**AURTTA118** Develop and carry out diagnostic test strategies	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 12	**Easter break**	
Week 13	**AURLTZ101** Diagnose and repair light vehicle emission control systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 14	**AURLTZ101** Diagnose and repair light vehicle emission control systems	Practical assessment
Week 15	**AURTTC103** Diagnose and repair cooling systems	Learning activity and discussion regarding theory assessment.

		Practical demonstration and assessment
Week 16	**AURLTB103** Diagnose and repair light vehicle hydraulic braking systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 17	**AURLTB103** Diagnose and repair light vehicle hydraulic braking systems	Practical assessment
Week 18	**AURTTJ011** Balance wheels and tyres	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 19	**AURLTD105** Diagnose and repair light vehicle suspension systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 20	**AURLTD105** Diagnose and repair light vehicle suspension systems	Practical assessment
Week 21	**AURLTD104** Diagnose and repair light vehicle steering systems	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 22	**AURETK002** Use and maintain electrical test equipment in an automotive workplace	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 23	**AURETR125** Test, charge and replace batteries and jump-start vehicles	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 24	**AURETR130** Diagnose and repair starting systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 25	**AURETR130** Diagnose and repair starting systems	Practical assessment
Week 26	**AURETR129** Diagnose and repair charging systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 27	**AURETR129** Diagnose and repair charging systems	Practical assessment
Week 28	**AURETR135** Apply knowledge of petrol and diesel engine operation	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment

Week 29	**AURETR131** Diagnose and repair ignition systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 30	**AURETR131** Diagnose and repair ignition systems	Practical assessment
Week 31	**AURETR0123** Diagnose and repair spark ignition engine management systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 32	**AURETR0123** Diagnose and repair spark ignition engine management systems	Practical assessment
Week 33	**AURTTF105** Inspect and repair engine forced induction systems	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 34	**AURETR0124** Diagnose and repair compression ignition engine management systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 35	**AURETR0124** Diagnose and repair compression ignition engine management systems	Practical assessment
Week 36	**AURETR007** Apply knowledge of automotive electrical circuits and wiring systems	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 37	**AURETR112** Test and repair basic electrical circuits	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 38	**AURETR112** Test and repair basic electrical circuits	Practical assessment
Week 39	**AURETR006** Solder electrical wiring and circuits	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 40	**AURETR010** Repair wiring harnesses and looms	Learning activity and discussion regarding theory assessment. Practical demonstration and assessment
Week 41	**AURETR027** Install ancillary electronic systems and components	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 42	**AURETR027** Install ancillary electronic systems and components	Practical assessment

Week 43	**AURETR009** Install vehicle lighting and wiring systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 44	**AURETR009** Install vehicle lighting and wiring systems	Practical assessment
Week 45	**AURETR132** Diagnose and repair automotive electrical systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 46	**AURETR132** Diagnose and repair automotive electrical systems	Practical assessment
Week 47	**AURETR128** Diagnose and repair instruments and warning systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 48	**AURETR128** Diagnose and repair instruments and warning systems	Practical assessment
Week 49	**AURETR143** Diagnose and repair electronics body management systems	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 50	**Term Break**	
Week 51	**Term Break**	
Week 52	**Term Break**	
Week 53	**Term Break**	
Week 54	**AURETR143** Diagnose and repair electronics body management systems	Practical assessment
Week 55	**AURLTE102** Diagnose and repair light vehicle engines	Learning activity and discussion regarding theory assessment. Practical demonstration
Week 56	**AURLTE102** Diagnose and repair light vehicle engines	Practical assessment