

# AUTOMOTIVE SALES LICENCE

## INTRODUCTION

The National Training Framework is a new competency based training system with industry training packages as its foundation.

The Automotive Industry Training Package (AUR05) allows for national qualifications through competency-based training and assessment to industry standards termed “competencies”.

An important aspect of this new system is a focus on what a person can do at work no matter where the learning has occurred.

As a Student this Assessment Record Book will become a complete record of your achieved competencies or skills relating to knowledge, understanding and practical performance in Retail Automotive practices and procedures.

It is an important record for your future employment opportunities and career path.

### Your Training Plan

The Assessment Record Book contains information relating to the training program appropriate to you and relevant to your employer, eg. the type of work done at the workplace.

### Qualification or Statement of Attainment

The accumulation of national competency Standards or “competencies” in the appropriate number and combination as prescribed by the Automotive Training Package vocation will enable you to achieve a national qualification. A “Statement of Attainment” will be issued if you have not achieved sufficient competencies for a national qualification.

### Competency Recording

In partnership with your employer (supervisor/assessor) and your training coordinator (teacher) you are required to assist with management of this Skills Assessment Record.

- Practical Assessment Recording
- Knowledge Assessment Recording

### Practical Assessment Recording

- With assistance from your workplace supervisor and teacher identify specific jobs or tasks, which reflects the practical assessment section.
- These tasks to be listed in the practical evidence section
- When carrying out each job or task you **must always demonstrate** the skills listed in the column on the left-hand side of the assessment page.

When you have had sufficient practice in performing the selected practical tasks ask your supervisor or assessor for an assessment of competency.

If you are assessed as competent the supervisor/assessor is to sign and date the relevant practical assessment section/s followed by your signature and date.

If you are considered “not yet competent” discuss the reasons with your supervisor/assessor and identify areas/tasks to practice or learn.

You are required to participate in structured training as identified by your training coordinator/assessor – from Success Resources International.

The training coordinator/teacher, student and SRTO are to date and sign the element when you have achieved knowledge requirements by competency.

### Competency Validation

Your training coordinator/assessor will collect and validate practical and knowledge competency assessment evidence from this Skills Assessment Record. On validation of competency the training organisation records are updated detailing your progress towards the qualification.

<b>Code</b>	<b>Title</b>		
AURC270103A	Apply safe working practices		
AURC270421A	Establish relations with customers		
AURC270789A	Communicate effectively in the workplace		
AURC341903A	Apply relevant finance, leasing, and insurance contracts / policies		
AURS241303A	Apply sales procedures		
AURS241803A	Apply legal requirements relating to product sales.		
Self Paced	Work through at your own pace coaching and learning on the job		
2 Day Course	2 day licence accreditation course conducted by SRI		
Third Party	This will be conducted by your workplace supervisor /Manger/Mentor/Coach		
Observation/Oral	This will be conducted with you in person by the SRTO Assessor		
Written	This will be completed by yourself and assessed by the SRTO Assessor		
<b>SUPPORTING DOCUMENTS</b>			
<b>Document</b>	<b>Notes</b>	<b>Attached and Certified</b>	
Resume		YES	NO
Drivers Licence		YES	NO
Over 18 Card		YES	NO
Sales Contract		YES	NO
Commission Statement		YES	NO
Certificates		YES	NO

# AUTOMOTIVE DEALERS LICENCE

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## Your Training Plan

The Assessment Record Book contains information relating to the training program appropriate to you and relevant to your employer, eg. the type of work done at the workplace.

## Qualification or Statement of Attainment

The accumulation of national competency Standards or “competencies” in the appropriate number and combination as prescribed by the Automotive Training Package vocation will enable you to achieve a national qualification. A “Statement of Attainment” will be issued if you have not achieved sufficient competencies for a national qualification.

## Competency Recording

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- Practical Assessment Recording
- Knowledge Assessment Recording

## Practical Assessment Recording

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When you have had sufficient practice in performing the selected practical tasks ask your supervisor or assessor for an assessment of competency.

If you are assessed as competent the supervisor/assessor is to sign and date the relevant practical assessment section/s followed by your signature and date.

If you are considered “not yet competent” discuss the reasons with your supervisor/assessor and identify areas/tasks to practice or learn.

You are required to participate in structured training as identified by your training coordinator/assessor – from Success Resources International.

The training coordinator/teacher, student and SRTO are to date and sign the element when you have achieved knowledge requirements by competency.

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<b>Code</b>	<b>Title</b>		
AURC270103A	Apply safe working practices		
AURC270421A	Establish relations with customers		
AURC270789A	Communicate effectively in the workplace		
AURC341903A	Apply relevant finance, leasing, and insurance contracts / policies		
AURS241303A	Apply sales procedures		
AURS241803A	Apply legal requirements relating to product sales.		
AURS241769A	Sell products(s)		
AURS338216A	Determine used motor vehicle stock requirements		
AURS344330A	Inspect, appraise and purchase used motor vehicles to supplement stock for sale		
AURC463238A	Manage complex customer issues		
Self Paced	Work through at your own pace coaching and learning on the job		
3 Day Course	3 day licence accreditation course conducted by SRI		
Third Party	This will be conducted by your workplace supervisor /Manger/Mentor/Coach		
Observation/Oral	This will be conducted with you in person by the SRTO Assessor		
Written	This will be completed by yourself and assessed by the SRTO Assessor		
<b>SUPPORTING DOCUMENTS</b>			
<b>Document</b>	<b>Notes</b>	<b>Attached and Certified</b>	
Resume		YES	NO
Drivers Licence		YES	NO
Over 18 Card		YES	NO
Sales Contract		YES	NO
Commission Statement		YES	NO
Certificates		YES	NO

# AUTOMOTIVE WRECKERS LICENCE

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## Your Training Plan

The Assessment Record Book contains information relating to the training program appropriate to you and relevant to your employer, eg. the type of work done at the workplace.

## Qualification or Statement of Attainment

The accumulation of national competency Standards or “competencies” in the appropriate number and combination as prescribed by the Automotive Training Package vocation will enable you to achieve a national qualification. A “Statement of Attainment” will be issued if you have not achieved sufficient competencies for a national qualification.

## Competency Recording

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- Practical Assessment Recording
- Knowledge Assessment Recording

## Practical Assessment Recording

- With assistance from your workplace supervisor and teacher identify specific jobs or tasks, which reflects the practical assessment section.
- These tasks to be listed in the practical evidence section
- When carrying out each job or task you **must always demonstrate** the skills listed in the column on the left-hand side of the assessment page.

When you have had sufficient practice in performing the selected practical tasks ask your supervisor or assessor for an assessment of competency.

If you are assessed as competent the supervisor/assessor is to sign and date the relevant practical assessment section/s followed by your signature and date.

If you are considered “not yet competent” discuss the reasons with your supervisor/assessor and identify areas/tasks to practice or learn.

You are required to participate in structured training as identified by your training coordinator/assessor – from Success Resources International.

The training coordinator/teacher, student and SRTO are to date and sign the element when you have achieved knowledge requirements by competency.

## Competency Validation

Your training coordinator/assessor will collect and validate practical and knowledge competency assessment evidence from this Skills Assessment Record. On validation of competency the training organisation records are updated detailing your progress towards the qualification.

<b>Code</b>	<b>Title</b>		
AURC270103A	Apply safe working practices		
AURC270421A	Establish relations with customers		
AURC270789A	Communicate effectively in the workplace		
AURC341903A	Apply relevant finance, leasing, and insurance contracts / policies		
AURS241303A	Apply sales procedures		
AURS241803A	Apply legal requirements relating to product sales.		
AURS241769A	Sell products(s)		
AURS338216A	Determine used motor vehicle stock requirements		
AURS344330A	Inspect, appraise and purchase used motor vehicles to supplement stock for sale		
AURC463238A	Manage complex customer issues		
AURS38127A	Identify and select automotive parts and products		
AURV228603A	Apply legal requirements for vehicle dismantlers		
Self Paced	Work through at your own pace coaching and learning on the job		
3 Day Course	3 day licence accreditation course conducted by SRI		
Third Party	This will be conducted by your workplace supervisor /Manger/Mentor/Coach		
Observation/Oral	This will be conducted with you in person by the SRTO Assessor		
Written	This will be completed by yourself and assessed by the SRTO Assessor		
<b>SUPPORTING DOCUMENTS</b>			
<b>Document</b>	<b>Notes</b>	<b>Attached and Certified</b>	
Resume		YES	NO
Drivers Licence		YES	NO
Over 18 Card		YES	NO
Sales Contract		YES	NO
Commission Statement		YES	NO
Certificates		YES	NO