

National Certificate in Motor Industry (Coachbuilding) with strands in Passenger Service Vehicles, Commercial Vehicles, and Motor Homes and Caravans

Level 4

Credits 247

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2021.

Transition Arrangements

This qualification was republished in October 2020 to extend the last date for assessment from 31 December 2020 to 31 December 2021.

This qualification, the National Certificate in Motor Industry (Automotive Dismantling and Recycling) [Ref: 0170], the National Certificate in Motor Industry (Automotive Refinishing) [Ref: 0178], the National Certificate in Motor Industry (Panelbeating) [Ref: 0179], and the National Certificate in Motor Industry (Vehicle Grooming) [Ref: 0213] were reviewed in 2008 and have been replaced by the National Certificate in Motor Industry (Automotive Body) with strands in Coachbuilding, Collision Repair, Dismantling and Recycling, Refinishing, and Vehicle Detailing [Ref: 1413] and the National Certificate in Motor Industry (Automotive Body) (Level 4) with strands in Coachbuilding, Collision Repair, and Refinishing [Ref: 1414].

For detailed information see [Review Summaries](#) on the NZQA website.

This qualification contains a standard that has been replaced by a later standard. Reverse transition has been included in this qualification so people can complete the qualification using either the expired standard or replacement standard.

For the purpose of this qualification, people who have gained credit for the replacement standard are exempt from the requirement to gain credit for the expired standard – see table below.

Credit for	Exempt from
21907	2670

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	November 1997	December 2007
Revision	2	February 2001	December 2007
Review	3	January 2003	December 2012
Review	4	August 2008	December 2012
Revision	5	November 2010	December 2016
Revision	6	August 2014	December 2021
Republished	6	October 2020	December 2021

It is the intention of MITO New Zealand Incorporated (MITO) that no existing trainee should be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may appeal to MITO using the contact details below.

Standard Setting Body

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National Certificate in Motor Industry (Coachbuilding) with strands in Passenger Service Vehicles, Commercial Vehicles, and Motor Homes and Caravans

Level 4

Credits 247

Purpose

This certificate is designed as a qualification for those persons who are in the Coachbuilding sector of the Motor Industry. Holders of this certificate will be able to: interpret vehicle drawings and plans, measure, mark out, alter, and make and fit framing, panels, and components according to specifications, and repair components and panels, and carry out general coachbuilding duties.

Holders of the Passenger Service Vehicle strand, as well as being credited with the compulsory unit standards, will have the option of making and assembling vehicle chassis drop sections, fit interior fittings in a passenger service vehicle, design, make and modify vehicle seat frames, and carry out fixed glass installation.

Holders of the Commercial Vehicle strand, as well as being credited with the compulsory unit standards, will have the option of making and assembling vehicle chassis drop sections, make and fit a draw beam to a vehicle, fit a hoist to a vehicle, fit curtain rails and sides, fit a tail lift, design, make and modify vehicle seat frames, and make a flat deck truck body and headboard.

Holders of the Motor Home and Caravan strand, as well as being credited with the compulsory unit standards, will have the option of designing, making and modifying vehicle seat frames, welding stainless steel, remove the rear of a vehicle cab for modification, fit interior fittings, and carry out motor trimming carpentry requirements.

A record of achievement book will be required by apprentices for the purposes of recording assessment results and showing progress through the qualification.

Special Notes

It is expected that most people will undertake training towards this qualification in the form of apprenticeship with the use of record of achievement books and training manuals. It is recommended that in the first instance, a 'training plan' be developed with the assistance of a NZ Motor Industry Training Organisation representative.

Applications for recognition of prior learning should be made to the NZ Motor Industry Training Organisation or an accredited training provider. Credits are not automatic and normally an assessment of ability is required.

Credit Range

	Core Compulsory	Passenger Service Vehicles Strand	Commercial Vehicles Strand	Motor Homes and Caravans Strand
Level 1 credits	2	-	-	-
Level 2 credits	66	-	-	-
Level 3 credits	137	0-13	0-15	0-12
Level 4 credits	22	9-18	18	9-16
Level 5 credits	-	5-9	-	5-9
Minimum totals	227	20	20	20

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards

One of the following strands is required

- Passenger Service Vehicles Strand
- Commercial Vehicles Strand
- Motor Homes and Caravans Strand

Detailed Requirements

Compulsory

The following standards are required

Engineering and Technology > Mechanical Engineering > Welding

ID	Title	Level	Credit
2670	Avoid welding hazards with safe work practices	2	1
2675	Weld aluminium with the gas metal arc welding process in the downhand positions	3	6
2677	Weld aluminium with the gas tungsten arc welding process in the downhand positions	3	6

Engineering and Technology > Motor Industry > Automotive Administration

ID	Title	Level	Credit
248	Describe an apprenticeship employment contract for the automotive industry	2	1
249	Carry out automotive industry personal workplace requirements	2	5
3888	Identify the occupational areas and structures associated with the NZ motor body industry	1	1
19634	Book in work, interpret instructions, and plan the job	3	3

Engineering and Technology > Motor Industry > Automotive Electrical and Electronics

ID	Title	Level	Credit
232	Test an automotive electrical circuit	2	8
233	Service an automotive battery	2	2
898	Identify an automotive wiring diagram and translate information to a motor vehicle circuit	3	3
899	Carry out automotive wiring repairs and test circuits for serviceability	3	3
909	Install, repair, and replace electrical accessories in vehicles	3	2
3877	Demonstrate knowledge of protecting vehicle electronics in the motor industry	2	2
5742	Protect electronics when repairing a vehicle in the motor industry	3	6

Engineering and Technology > Motor Industry > Automotive Workshop Engineering

ID	Title	Level	Credit
3879	Carry out general engineering tasks in the motor body industry	2	4

Engineering and Technology > Motor Industry > Coachbuilding

ID	Title	Level	Credit
11698	Measure, mark out, make, and assemble body framing in the coachbuilding industry	3	7
11699	Measure, mark out, and make and assemble sub-frame for vehicle in the coachbuilding industry	3	5
11700	Prepare, make, and fit floor to fit to sub-frame on a vehicle in the coachbuilding industry	3	5
11701	Prepare, make, and fit exterior panels to framing in the coachbuilding industry	3	6
11702	Make and fit vehicle doors in the coachbuilding industry	4	7
11703	Make and fit vehicle steps in the coachbuilding industry	3	4
11705	Identify insulation and lining materials and fit to a vehicle in the coachbuilding industry	4	4

ID	Title	Level	Credit
11706	Prepare, fabricate, and fit a roof structure and panelling on a motor vehicle in the coachbuilding industry	3	6
11707	Make and fit a wheel arch to a motor vehicle in the coachbuilding industry	3	4
11709	Measure, mark out, and fit a range of exterior body parts to a vehicle body in the coachbuilding industry	3	3
11710	Identify vehicle body construction methods in the coachbuilding industry	3	3
11711	Interpret vehicle drawings and job specifications, and produce a sketch with relevant measurements	3	3
11716	Prepare and fit interior fittings in a vehicle in the coachbuilding industry	3	4
11717	Perform calculations in the coachbuilding industry	2	3
19633	Install vehicle body interior components	3	10
19635	Identify and maintain equipment used for vehicle body manufacturing operations	2	3
19636	Remove and install vehicle engine exterior components	3	4

Engineering and Technology > Motor Industry > Panelbeating

ID	Title	Level	Credit
5738	Cut metals to predetermined specifications on and off a vehicle	2	2
5741	Use and maintain a hydraulic body jack and attachments in the motor industry	3	2
5743	Identify the characteristics, uses, and the effect of heat on metals in the motor industry	3	3
5764	Repair a damaged glass fibre reinforced plastic panel (GRP) using a repair kit in the motor industry	3	4
5768	Remove and replace a motor vehicle fuel tank	3	2
5771	Use and maintain a metal-arc gas shield (MIG) welding plant in the motor industry	4	5

Engineering and Technology > Motor Industry > Vehicle Bodywork

ID	Title	Level	Credit
945	Remove and replace window glass on vehicles	3	4
947	Identify vehicle bodywork construction methods	3	8
3856	Identify emergency procedures in the motor and related industries	2	2
3861	Remove and replace exterior motor body parts and fit body protection mouldings in the motor industry	2	3
3862	Remove and replace damaged bolted on motor body panels in the motor body industry	2	3

ID	Title	Level	Credit
3863	Remove and replace road wheels in the motor industry	1	1
3865	Fill and sand a repair in the motor body industry	2	2
3870	Prepare bare metal for painting in the motor body industry	2	2
3883	Identify and use fastening systems in the motor industry	2	4
3885	Demonstrate knowledge of and use an oxy-acetylene welding plant in the motor body industry	2	4
5739	Maintain security in the workplace in the motor and related industries	2	2
5746	Identify and prevent corrosion in the motor industry	3	3
5763	Identify and dispose of hazardous waste materials in the motor and related industries	3	3
5767	Demonstrate knowledge of current legislation in the motor body industry	3	2
5777	Identify the procedures to carry out an estimate and quotation in the motor body industry	4	6
16097	Identify, store and use hazardous materials in the motor and related industries	2	3
16098	Perform safe work practices in the motor industry	2	4
16099	Use and maintain power tools and equipment in the motor body industry	2	4
19632	Identify, select, and use adhesives and sealants for vehicle bodywork applications	3	3
19637	Remove, repair, and replace perforated corroded body panels	3	10

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
57	Provide customer service in given situations	2	2

Passenger Service Vehicles Strand

A minimum of 20 credits

- Of which a minimum of 18 credits at Level 4 to Level 5

Engineering and Technology > Mechanical Engineering > Welding

ID	Title	Level	Credit
2676	Weld stainless steel sheet with the gas tungsten arc welding process	3	6

Engineering and Technology > Motor Industry > Automotive Electrical and Electronics

ID	Title	Level	Credit
966	Make up and install electronic circuitry to suit specific applications and components	5	5
975	Design a wiring harness for a particular automotive application	4	4
976	Specify the lighting requirements for a passenger coach or special purpose vehicle	5	4

Engineering and Technology > Motor Industry > Coachbuilding

ID	Title	Level	Credit
10713	Carry out fixed glass installation to a vehicle	3	4
11695	Make and assemble a vehicle chassis drop section	4	5
11712	Set up and fit tail lift to a vehicle	4	4
11714	Demonstrate knowledge of, and make and modify vehicle seat frames	4	5
11715	Fit interior fittings in a passenger service or motor home type vehicle	4	8

Engineering and Technology > Motor Industry > Motor Trimming

ID	Title	Level	Credit
8311	Carry out motor trimming carpentry requirements and make and fit a vehicle interior trim panel	4	4

Engineering and Technology > Motor Industry > Vehicle Bodywork

ID	Title	Level	Credit
912	Remove, repair, and replace vehicle body interior components	3	3

Commercial Vehicles Strand

A minimum of 20 credits

- Of which a minimum of 18 credits at Level 4

Engineering and Technology > Mechanical Engineering > Welding

ID	Title	Level	Credit
2676	Weld stainless steel sheet with the gas tungsten arc welding process	3	6

Engineering and Technology > Motor Industry > Coachbuilding

ID	Title	Level	Credit
11695	Make and assemble a vehicle chassis drop section	4	5
11704	Prepare, make, and fit a flat deck body and headboard on a vehicle in the coachbuilding industry	3	6

ID	Title	Level	Credit
11708	Fit curtain rails and sides to a vehicle body	3	3
11712	Set up and fit tail lift to a vehicle	4	4
11714	Demonstrate knowledge of, and make and modify vehicle seat frames	4	5
11719	Make and fit a draw beam to a commercial vehicle	4	5
11721	Prepare for and fit a hoist to a commercial vehicle	4	5

Motor Homes and Caravans Strand

A minimum of 20 credits

- Of which a minimum of 18 credits at Level 4 to Level 5

Engineering and Technology > Mechanical Engineering > Welding

ID	Title	Level	Credit
2676	Weld stainless steel sheet with the gas tungsten arc welding process	3	6

Engineering and Technology > Motor Industry > Automotive Electrical and Electronics

ID	Title	Level	Credit
966	Make up and install electronic circuitry to suit specific applications and components	5	5
975	Design a wiring harness for a particular automotive application	4	4
976	Specify the lighting requirements for a passenger coach or special purpose vehicle	5	4

Engineering and Technology > Motor Industry > Coachbuilding

ID	Title	Level	Credit
11715	Fit interior fittings in a passenger service or motor home type vehicle	4	8
11718	Prepare for and remove the rear of a vehicle cab for modification in the coachbuilding industry	3	3

Engineering and Technology > Motor Industry > Motor Trimming

ID	Title	Level	Credit
8311	Carry out motor trimming carpentry requirements and make and fit a vehicle interior trim panel	4	4

Engineering and Technology > Motor Industry > Vehicle Bodywork

ID	Title	Level	Credit
912	Remove, repair, and replace vehicle body interior components	3	3

Previous versions of the qualification

Version 6 was issued to extend the expiry date of this qualification. It was republished in 2020 to extend this date again.

Version 5 was issued to extend the expiry date of this qualification.

Version 4 was issued to indicate that this qualification is expiring.

This qualification, the National Certificate in Motor Industry (Automotive Dismantling and Recycling) [Ref: 0170], the National Certificate in Motor Industry (Automotive Refinishing) [Ref: 0178], the National Certificate in Motor Industry (Panelbeating) [Ref: 0179], and the National Certificate in Motor Industry (Vehicle Grooming) [Ref: 0213] have been replaced by the National Certificate in Motor Industry (Automotive Body) with strands in Coachbuilding, Collision Repair, Dismantling and Recycling, Refinishing, and Vehicle Detailing [Ref: 1413] and the National Certificate in Motor Industry (Automotive Body) (Level 4) with strands in Coachbuilding, Collision Repair, and Refinishing [Ref: 1414].

Version 3 of this qualification was registered in January 2003. Changes to content and structure included: an increase in minimum credits from 181 to 247; removal of prerequisite qualification the National Certificate in Motor Industry (Entry to Motor Body Trades) [Ref: 0018]; addition of unit standards 248, 249, 232, 233, 898, 899, 909, 947, 2670, 3856, 3861, 3862, 3863, 3865, 3870, 3877, 3879, 3883, 3885, 3888, 16097, 16098, 16099, 19632, 19633, 19634, 19635, 19636 and 19637 to the compulsory section (many of these unit standards were previously covered by being included in the prerequisite qualification); removal of unit standards 876, 913, 5749, 5752, 5756, 5762, 5776, 5780;

- change to the minimum level 4 requirements for all strands.

Some unit standards specified in this qualification are considered similar in nature to other MITO unit standards. MITO recommends that people holding credit for those unit standards should apply for exemptions as indicated in the following table.

Credit for	Exempt from
913	3885
3880, 3881	19635
5752, 5776	19637
5756	19634
5762	19632

MITO suggests that people holding credit for the following unit standards may apply for Recognition of Current Competence (RCC) to have their existing achievements recognised and pay the fees associated with that process.

Credit already held for	Apply for RCC
3886	19633
3887	19636

Version 2 was issued to take account of changes resulting from the reviews of *Motor Industry and Welding* unit standards.

Version 1 of this qualification replaced the Trade Certificate in Coachbuilding in November 1997. There was no replacement for the Advanced Trade Certificate in Coachbuilding. The transition arrangements for the Trade Certificate expired in December 2002. People with an incomplete Trade Certificate in Coachbuilding may apply for Recognition of Current Competence to have their existing achievements recognised and pay the fees associated with that process.

The last date for award of the Trade Certificate in Coachbuilding was December 2005. The last date for the award of the Advanced Trade Certificate in Coachbuilding was December 2006. Both qualifications continue to be recognised by NZQA, the NZ Motor Industry Training Organisation, and the motor industry. There is no requirement for holders of those qualifications to seek national certificates.

Other standard setting bodies whose standards are included in the qualification

Competenz
NZQA

Certification

This certificate will display the logos of NZQA, the NZ Motor Industry Training Organisation (Incorporated) and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
257	Engineering and Technology > Motor Industry	030599	Engineering and Related Technologies > Automotive Engineering and Technology > Automotive Engineering and Technology not elsewhere classified

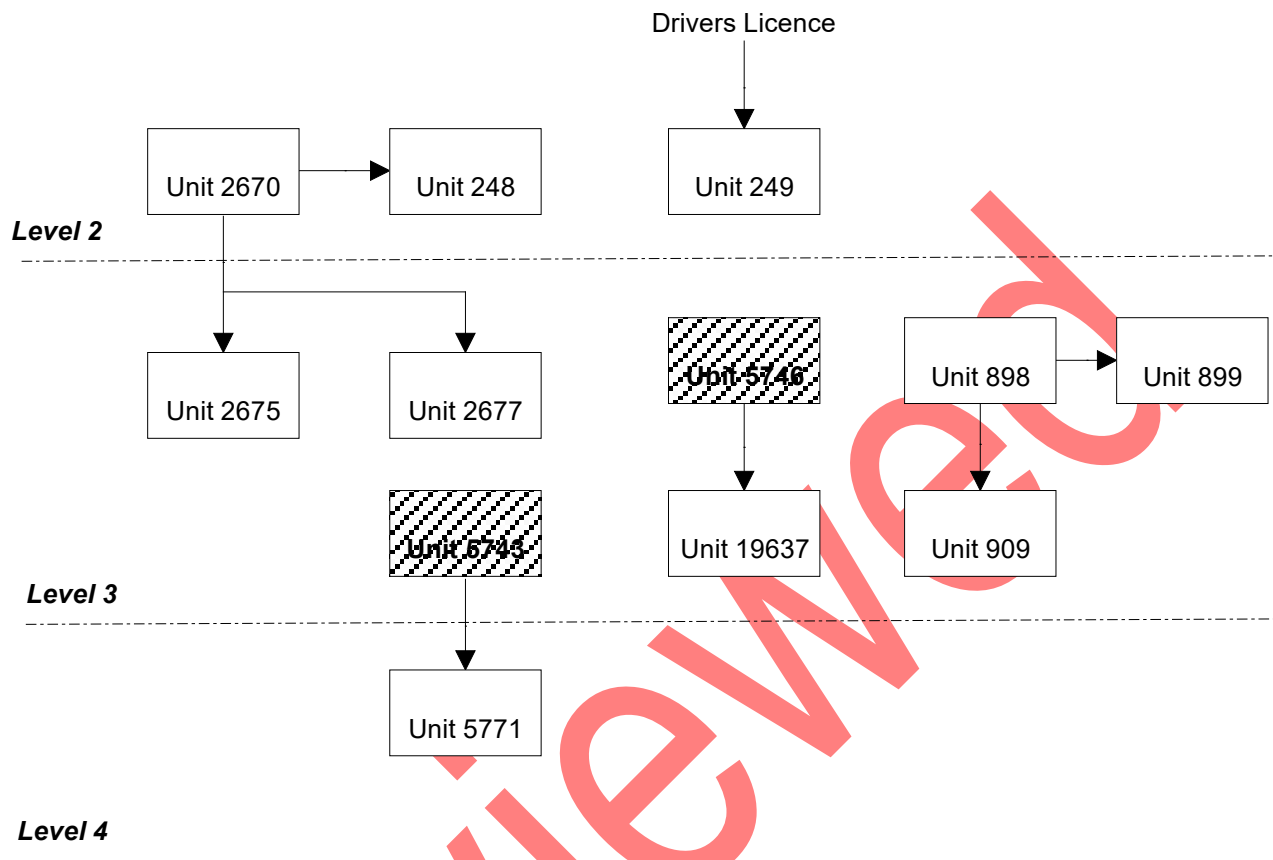
Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.


Reviewed

Prerequisite Diagram

Compulsory



Key:

 Recommended unit standards