

FIELD ENGINEERING AND TECHNOLOGY**Review of *Motor Industry* unit standards**

Subfield	Domain	Id
Motor Industry	Automotive Administration	382, 386, 389, 398, 984-986, 988, 3384, 11744, 15366, 15369-15372, 19634
	Automotive Sales	380, 384, 385, 390, 393, 394, 396, 397, 400, 401, 983, 987, 3382, 3383, 11743, 11745, 15411-15413
	Vehicle Bodywork	5740

The NZ Motor Industry Training Organisation has completed the review of the unit standards listed above.

Date new versions published

June 2007

Planned review date

December 2011

Summary of review and consultation process

This review is part of a major review of motor industry and industrial textile fabrication industry qualifications (QReview) conducted by NZ Motor Industry Training Organisation (MITO).

The QReview Steering Group endorsed these standards after major consultation was carried out covering a wide range of stakeholders. These standards will form part of motor industry and industrial textile fabrication qualifications, and could also be used to count towards the balance of credit criterion of the National Diploma in Business (Level 5) [Ref: 0783].

Main changes resulting from the review

- Standard 401 has been replaced by new standards to separate theory-based and practical outcomes and as changes to the intent of the standard have occurred
- Standards 389 and 984 have been replaced by new standards (22789 and 22793 respectively), as major changes to the intent of the standards have occurred
- Standards 382, 384, 385, 386, 390, 396, 398, 400, 983, 985, 986, 987, 988, 3382, 3383, 3384, 11745, 15369, 15370, 15372, 15411, 15412, 15413 and 19634 have been designated expiring and not been replaced, as they no longer meet industry needs, or are duplicated by other standards
- Changes have been made to the titles, elements, entry information, purposes, special notes, and range statements of a number of standards for clarity and consistency
- Standard 380 increased in level from 3 to 4. This change is as a result of amendments to performance criteria and alignment to level descriptors
- Standard 393 has reduced from 6 credits to 5 credits due to removal of element 3, 11743 has reduced from 6 credits to 4 credits due to removal of a performance criterion and range, and 11744 has reduced from 8 credits to 4 credits due to the removal of elements 1 and 4
- Standard 22789 was created as a new theory-based standard on warranties and guarantees, and standard 23844 was created as a new theory-based standard on selective financing arrangements, to meet industry requirements.

Unit standards categorised as category C and D expire at the end of December 2010.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or Id	Level	Nature of accreditation	Id	Level
Subfield	Motor Industry	3	Standard	380	4
Domain	Automotive Sales	3	Standard	380	4
Standard	401	2	Standards	22792, 22793	2

Impact on existing qualifications

Qualifications that contain the reviewed standards or classifications are tabled below.

Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following MITO qualifications are impacted by the outcome of this review and will be updated as part of the current QReview. The items that generated the affected status are shown in **bold**.

Qualification title	Standards in the qualification
National Certificate in Motor Industry (Automotive Air Conditioning) [Ref: 0002]	382, 385, 386, 390, 398, 986, 3384, 15412
National Certificate in Motor Industry (Automotive Dismantling and Recycling) [Ref: 0170]	380, 382, 385, 386, 389, 3382, 3384
National Certificate in Motor Industry (Automotive Electrical Engineering) [Ref: 0137]	382, 385, 386, 985, 988, 11745, 15370
National Certificate in Motor Industry (Automotive Heavy Engineering) with strands in Agricultural Equipment, Plant and Equipment, and Road Transport [Ref: 0003]	380, 398
National Certificate in Motor Industry (Automotive Machining) [Ref: 0371]	382, 3382
National Certificate in Motor Industry (Automotive Parts and Accessories Merchandising) [Ref: 0099]	382, 386, 389, 390, 398, 983, 3382, 3383, 15369, 15370, 15411-15413
National Certificate in Motor Industry (Automotive Radiator Repair) [Ref: 0188]	382, 398
National Certificate in Motor Industry (Automotive Service Reception) [Ref: 0676]	382, 398, 11744, 11745, 15371
National Certificate in Motor Industry (Automotive Steering, Suspension, and Alignment) with an optional strand in Heavy Commercial Vehicles [Ref: 0246]	382, 385
National Certificate in Motor Industry (Automotive Technical Supervision) [Ref: 0677]	398, 15372
National Certificate in Motor Industry (Brake Service Engineering) [Ref: 0096]	382, 385, 386, 398, 3382, 3384
National Certificate in Motor Industry (Coachbuilding) with strands in Passenger Service Vehicles, Commercial Vehicles, and Motor Homes and Caravans [Ref: 0413]	19634

Qualification title	Standards in the qualification
National Certificate in Motor Industry (Diesel Fuel Injection Engineering) [Ref: 0139]	398
National Certificate in Motor Industry (Exhaust Servicing) [Ref: 0372]	382, 385, 386, 389, 398
National Certificate in Motor Industry (Motorcycle Engineering) [Ref: 0015]	380, 382, 385, 386, 398, 11745
National Certificate in Motor Industry (Service Station Sales) [Ref: 0026]	382, 384-386, 393, 398, 400, 401, 3384
National Certificate in Motor Industry (Trailer Boat Systems Engineering) (Level 3) [Ref: 0698]	3382
National Certificate in Motor Industry (Trailer Boat Systems Engineering) (Level 4) [Ref: 0699]	398
National Certificate in Motor Industry (Tyre Servicing) with optional strands in Light and Heavy Commercial Vehicle Tyres, Agricultural Equipment Tyres, Off-The-Road Equipment Tyres, Industrial Tyres, and Steering and Suspension [Ref: 0373]	382, 385, 386, 398
National Certificate in Motor Industry (Vehicle Grooming) [Ref: 0213]	385, 386, 398
National Certificate in Motor Industry (Vehicle Sales) [Ref: 0025]	380, 382, 385, 386, 390, 396, 398, 11743, 15412

Review Categories and changes to classification, title, level, and credits

All changes are in **bold**. The details of recommended alternative unit standards are in *italics*.

Key to review category

- A** Dates changed, but no other changes are made - the replacement standard carries the same Id and a new version number
- B** Changes made, but the overall outcome remains the same - the replacement standard carries the same Id and a new version number
- C** Major changes that necessitate the registration of a replacement standard with a new Id
- D** Standard will expire and not be replaced

Subfield Motor Industry
Domain Automotive Administration

Id	Title	Level	Credit	Review Category
382	Demonstrate knowledge of payment types, and carry out office procedures in an automotive company	3	4	D
<i>327</i>	<i>Document business transactions</i>	<i>2</i>	<i>4</i>	
386	Determine stock levels of automotive products	5	4	D
<i>11986</i>	<i>Establish and maintain stock levels in a retail or distribution environment</i>	<i>4</i>	<i>4</i>	
389	Implement a storage system for automotive parts	5	6	C
22787	Analyse and recommend storage and supporting systems for automotive parts and accessories	5	6	
398	Interpret warranties and guarantees that apply to the automotive industry	4	2	D
984	Plan an automotive department layout	5	6	C
22788	Analyse factors in determining a workshop layout, and draw a layout relating to the motor industry	5	6	

Id	Title	Level	Credit	Review Category
985	Control expense in an automotive department	6	6	D
986	Prepare and implement an automotive on-the-job instruction programme	5	5	D
988	Demonstrate knowledge of automotive Service Manager's roles	6	20	D
3384	Demonstrate an automotive product to show its operation and use	3	3	D
10458	<i>Communicate product information and provide product support to sales clients</i>	4	5	
11744	Allocate work in an automotive service department Allocate work in an automotive or related industry service department or business	5	8 4	B
15366	Select automotive workshop products and services, and develop systems and procedures for their use	5	4	B
15369	Carry out personal workplace requirements in the automotive parts industry	2	4	D
15370	Demonstrate knowledge of business responsibilities towards customers within the automotive industry	4	4	D
405	<i>Demonstrate knowledge of consumerism</i>	2	3	
15371	Manage time and personal stress in an automotive department Manage time and personal stress in an automotive or related industry department	2	3	B
15372	Manage the use and maintenance of material, plant, and equipment in an automotive workplace	5	6	D
7463	<i>Maintain and control the use of material, plant, and equipment resources</i>	6	7	
19634	Book in work, interpret instructions, and plan the job	3	3	D
22789	Demonstrate knowledge of warranties and guarantees that apply to the motor or related industries	3	2	New

Domain Automotive Sales

Id	Title	Level	Credit	Review Category
380	Carry out an appraisal of a vehicle Carry out an appraisal of a vehicle, machine or product in the motor or related industries	3 4	4	B
384	Display and sell service station goods	2	4	D
406	<i>Maintain and take care of stock</i>	2	4	
11951	<i>Present goods for sale in a retail or distribution environment</i>	2	2	
385	Sell automotive products	3	4	D
11745	Demonstrate knowledge of and sell automotive service	3	4	D
11831	<i>Apply skills and qualities of a salesperson in a retail or distribution environment</i>	3	6	
12008	<i>Sell goods and/or services in a retail or distribution environment</i>	2	6	

Id	Title	Level	Credit	Review Category
390	Promote automotive products	5	4	D
15412	Demonstrate knowledge of automotive product promotion, and complete a promotional plan	4	4	D
10466	<i>Produce and coordinate sales promotion programmes</i>	5	8	
393	Carry out automotive service station forecourt duties	3	6 5	B
394	Carry out a motor vehicle sales presentation	4	4	B
396	Offer selective financing arrangements for a vehicle, machine, or components	5	5	D
397	Interpret legislation relevant to motor vehicle sales	4	6	B
400	Dispense CNG (compressed natural gas) fuel	2	2	D
401	Dispense LPG (liquefied petroleum gas) fuel	2	2	C
22792	Dispense liquefied petroleum gas (LPG) to fill a portable cylinder	2	2	
22793	Demonstrate knowledge of liquefied petroleum gas (LPG) for automotive and/or domestic use	2	2	
983	Plan and implement an automotive product sales project	4	7	D
987	Carry out a sales programme for an automotive product or service	6	6	D
3382	Pick, pack, and dispatch automotive parts	2	3	D
11963	<i>Dispatch goods in a retail or distribution environment</i>	2	4	
11975	<i>Pick and assemble goods for dispatch in a retail or distribution environment</i>	2	3	
3383	Identify and dispose of obsolete automotive parts	5	2	D
11743	Explain ethical behaviour for vehicle salespersons Demonstrate knowledge of ethical behaviour for vehicle salespersons	4	6 4	B
15411	Display and sell automotive parts and accessories	3	6	D
15413	Take care of stock in an automotive business	2	2	D
406	<i>Maintain and take care of stock</i>	2	4	
23844	Demonstrate knowledge of selective financing arrangements for a vehicle, machine, or automotive components	3	3	New

Domain Vehicle Bodywork

Id	Title	Level	Credit	Review Category
5740	Demonstrate knowledge of vehicle identification plates and specifications	2	1	B