

Field Engineering and Technology

Review of *Automotive Administration* and *Automotive Sales* unit standards and Registration of *Automotive Administration* and *Automotive Sales* skill standards

Subfield	Domain	ID
Motor Industry	Automotive Administration	968, 22785, 22789, 23743, 29582, 31065
	Automotive Sales	383, 388, 395, 31647, 31648

The Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council has completed the review of the unit standards listed above and the registration of the skill standards below.

Date new versions published

July 2024

Planned review date

December 2029

Summary

Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council met with representatives from the automotive parts and accessories industry including employers, Motor Trades Association, and training providers. Regular meetings were held online from June 2023 to March 2024 to undertake a combined review of the New Zealand Certificate in Automotive Parts and Accessories (Level 3) [Ref: 4004] and associated unit standards. The scope of the associated unit standard review was limited to eleven unit standards in the automotive sales and automotive administration domains. The majority of unit standards used in the programme leading to this qualification were considered out of scope because they are either widely used in other automotive programmes or the unit standards are administered by other standard setting bodies.

The content and structure of the unit standards were generally considered to be fit for purpose by industry stakeholders. Since they are used in multiple automotive programmes most unit standards were retained to enable programme continuity.

Main changes

- Guidance information, document formatting and standard setting body information were updated across the suite of unit standards.
- Unit standard titles, purpose statements and outcomes were amended where required to align with unit standard content.
- Performance criteria were updated where required to better reflect current industry practice or to clarify intent.
- Unit standard 29582 credit value was increased from 4 to 5 credits and a new outcome 3 on environmental responsibilities was added.
- Unit standard 22789 level was changed from level 4 to 3. Level 3 was considered appropriate by industry stakeholders since the content provides a general overview of warranties.
- Unit standards 31647 and 31648 were set to expire and replaced with one new skill standard 40073 to integrate theory and practical components of product promotion.
- Unit standard 388 was set to expire and replaced with skill standard 40079.
- Unit standard 395 was set to expire with no replacement since a similar unit standard was identified as more relevant to industry needs.

Category C and D unit standards will expire at the end of December 2027.

The last date for assessment of superseded versions of Category B unit standards is December 2027

Detailed list of unit and skill standards – classification, title, level, and credits

All changes are in **bold**.

Key to review category	
A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the 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

Engineering and Technology > Motor Industry > Automotive Administration

ID	Title	Level	Credit	Review Category
968	Prepare and deliver an estimate or quotation for the supply of an automotive product or service to a customer	4	4	B
22785	Demonstrate knowledge of stock ordering and stocktaking in the automotive industry	3	3	B
22789	Demonstrate knowledge of warranties and guarantees that apply to the automotive industry Demonstrate knowledge of warranties that apply to the automotive industry	4 3	4	B
23743	Demonstrate knowledge of general legislation and regulations in the motor industry	3	2	B
29582	Demonstrate knowledge of customer service requirements and business responsibilities in the automotive industry	3	4 5	B
31065	Demonstrate knowledge of estimates and quotations in the automotive industry	4	3	B

Engineering and Technology > Motor Industry > Automotive Sales

ID	Title	Level	Credit	Review Category
383	Demonstrate knowledge of purchasing and storing automotive parts and accessories	3	3	B
388	Identify the market for automotive products and purchase stock	5	6	C
40079	Identify potential markets for automotive products and purchase stock	4	8	
395	Carry out prospecting for an automotive business	5	4	D
31647	Produce an automotive product promotion plan	4	4	C
31648	Demonstrate knowledge of planning an automotive product promotion	3	2	C
40073	Produce a promotion plan for automotive products	4	6	