

Title	Demonstrate knowledge of apprenticeship training agreements and negotiation		
Level	2	Credits	1

Purpose	<p>This theory-based unit standard is intended for people who wish to enter or are working in the automotive and related industries who wish to obtain an apprenticeship.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of apprenticeship training agreements related to the automotive industry; and of negotiation.</p>
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Classification	Motor Industry > Automotive Administration
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Available grade	Achieved
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Guidance Information

- Performance of the outcomes of this unit standard must comply with the following: Employment Relations Act 2000.
- Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- Information on apprenticeships can be obtained from <http://www.mito.org.nz>.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of apprenticeship training agreements related to the automotive industry.

Performance criteria

- Negotiation, mediation, and grievance procedures are defined in accordance with the Employment Relations Act 2000.
- Obligations under the apprenticeship training agreement are described according to Industry Training Organisation's publications.

Range Industry Training Organisation, apprentice, employer.

- 1.3 Apprenticeship completion based on competency is described according to Industry Training Organisation's publications.

Outcome 2

Demonstrate knowledge of negotiation.

Performance criteria

- 2.1 The value of a positive approach to negotiations is identified.

Range interview approach, personal approach.

- 2.2 Self-selling techniques are identified.

Range compiling presentable curriculum vitae, matching company's needs to personal knowledge and skills, appearance, manner.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 February 1993	31 December 2022
Review	2	4 August 1995	31 December 2022
Revision	3	30 October 1997	31 December 2022
Revision	4	28 May 1998	31 December 2022
Review	5	20 December 1998	31 December 2022
Revision	6	13 March 2001	31 December 2022
Revision	7	14 January 2002	31 December 2022
Revision	8	16 October 2003	31 December 2022
Review	9	27 July 2005	31 December 2022
Review	10	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.