



**Avon City Ford Training Services**

# **GATEWAY, STAR TRADE ACADEMY**

## **Course Booklet**



# TABLE OF CONTENTS

Training Options .....	Page 3
Gateway Programme .....	Page 4
STAR Programmes .....	Page 6
Automotive – Hands on Block Course – 3 days .....	Page 7
Automotive – Hands on Block Course – 4 days .....	Page 8
Automotive Taster Course .....	Page 9
Preparation for Automotive .....	Page 10
Vehicle Maintenance Course .....	Page 11
ATF (Automotive Task Force) STAR Course .....	Page 13
STAR Intro to Automotive Full Year Course .....	Page 15
Trades Academy Program .....	Page 18
 <b><i>DRIVER LICENCE</i></b>	
STAR Learner Licence Driver Training .....	Page 21





# Training Options at Avon City Ford

### **AUTOMOTIVE**

Avon City Ford Training Services is an NZQA and MITO (Motor Industry Training Organisation) accredited Training Provider. We have the support of the Southern Institute of Technology and we use a range of their automotive unit standard learning and assessment material as well as our own. We have developed a range of Automotive Training Programmes to support schools with their student achievement for NCEA Levels 2 and 3. We are a boutique automotive trainer, providing authentic learning opportunities and outcomes for high school students.

It is important that we work closely with young people in year 10 to identify a Career Pathway for those students who are interested in pursuing a career in the automotive industry. It is valuable these students can experience STAR funded courses so that we can give them direction and subject advice for when they enter into year 11 (NCEA Level 1). Technology, compliance and practical processes have had a significant impact on all trades, so students need to have a high level of Literacy and Numeracy as well as a good understanding of science.

We work together with schools to engage and keep students at school longer so they can achieve optimal results in their NCEA qualifications. We have put together a range of courses that allow students to work towards gaining theory and practical knowledge whilst gaining credits, with the unit standards achieved being listed on the Vocational Pathways. 11 out of the 14 unit standards taught in our Level 3, Trades Academy Course form part of MITO's Automotive Light Vehicle Apprenticeship qualification. This means the unit standards not only contribute to NCEA Levels 2 & 3 but they are also able to be used towards this Apprenticeship qualification in the future. We collaborate with schools to come up with ideas, strategies to introduce new concepts and to remodel old curriculums so that we ensure our training is relevant and is working to benefit the students and the schools.

Students who are interested in the automotive and related industries require clear pathways for when they decide to leave school to enter into Tertiary Education and/or employment. This is where a robust and supportive curriculum is so important, to meet students and employer's needs.

We are working in Partnership with the National Trade Academy and we have secured TEC funding for our new Certificate in Automotive Workshop Practices (Level 3) Training Scheme. This Trades Academy Funded Programme, will provide a clear pathway for high school students to keep them motivated, give them industry knowledge and practical skills for vocational qualifications and to improve the student transition outcomes.

The goal of our Trades Academy Programme is to transition students into:

- higher level industry-focused education, *or*
- employment with continuing or higher level industry-focused education (Apprenticeships)

To achieve this, we work in partnership with schools, employers and industry training organisations (ITOs). Our Certificate in Automotive Workshop Practices (Level 3) is a 43 credit, NZQA approved Training Scheme with a wide range of learning opportunities for students not only in automotive but also towards employment skills and knowledge. Work Experience is a big part of the programme so students can experience their chosen career choice first hand. The programme is designed to meet learner's needs to keep them engaged in education longer or to transition into tertiary education or employment with a view to going into an apprenticeship

### **DRIVING**

We are still doing some theory Learner Licence Training; contact Phil or Leanne if you would like to put a course together.



# GATEWAY PROGRAMME

As a Gateway Training Provider, we will support the Gateway Co-ordinator and the student in their work experience placement and in their achievement of industry unit standards. The Gateway Co-ordinator's selection criteria process needs to be robust to ensure that the students can complete the work to an acceptable level within the time frame specified.

At the start of the programme it is recommended the students come into Avon City Ford's workshop to complete the Introduction to the Workplace Course. This is a **3-Day: 7 Credit Programme**, where the students will experience working in a Motor Vehicle Dealership and complete the unit standards (**listed on the opposite page**). While the student is here. It gives the tutor an opportunity to see how competent the student is in completing the theory work set for them, to demonstrate to the tutor their practical ability and ensure they work ready.

During the course we will discuss with each trainee, the best work placement option that will suit their automotive interests and guide them to a career option that will be of the most benefit to them. We will send you a Training Plan that will have a list of unit standard work books that the student will complete while on the programme. If you are having trouble finding a host employer, we can also assist you in placing student into work experience.

### **When you have placed the student into Work Experience**

Contact Phil Hayes, to advise both the student's and the employer's contact details so that he can support the employer/supervisor through the unit **17593** verification procedure, if required. This unit standard assessment will also be sent to you, along with the Trainee Induction Form, to give to the host employer. This includes instructions on how to complete the assessment tool as it is an observation assessment.

We will send out the Learner's Training Plan to the Gateway Co-ordinator. This plan has the unit standard achievement, version, level and credit value. It also gives you a date that unit **17593** has to be handed in for assessment.

**17593 - Level 2, Credit 4:-** Apply safe work practices in the workplace

Total Credits for the course is: **11 Credits**

### **COST:**

Introduction to the Work Place **\$435.00 GST Incl - per Student**

TEC now require that Gateway Students have to achieve and minimum of **20 credits** for which we have a range of Level 1 and/or 2 unit standards to choose from. If your students are doing automotive training in the school or have achieved unit standards from other Training Providers, contact Phil so he can put a Learning Plan in place that will suit the student's chosen career direction and fit in with their work experience placement. These unit standards can be practical and/or theory.

We will ensure that the price is capped at **\$630.00 incl GST** per student.

Contact; Training Manager

Email: [training@acford.co.nz](mailto:training@acford.co.nz)

Phone: (03) 348-4129 ext 858

Mobile: 027-238-7082





### Introduction to the Workplace

**3 Days**

This course allows the students to work in an automotive Dealership to view the different Departments, see the range of jobs that are being carried out and gain information about them so they can look at career options. This allows the student to gain knowledge and credits before they choose their work experience placement. The students will also complete Health & Safety knowledge assessments and along with a range of practical exercises to help them in their work placement.

#### Practical Activities

- Hoisting and Jacking up vehicles
- Identify tyre wear and sizes, the reasons for balancing wheels and on car wheel rotation
- Remove and refit a wheel onto a vehicle
- Balance a wheel off a vehicle
- Tools and vehicle componentry knowledge

#### Unit Standards:

- 16113** - Level 2, Credit 2:- DKO of safe working practices in an Automotive Workshop
- 21679** - Level 2, Credit 2:- DKO interchanging and balancing road wheels in the motor industry
- 21722** - Level 2, Credit 2:- Balance wheels off a vehicle in the motor industry
- 21869** - Level 2, Credit 1:- Remove road wheels in the motor industry

#### Expectations of Students



- Behaviour - we expect students to accept responsibility for their behaviour and act accordingly
  - All school rules apply while students are attending courses
  - Cell phone texting or usage is not allowed during course hours and phones must be turned off
- 
- Presentation – Clean, neat and tidy. Overalls are provided. Students need to wear sturdy footwear (**Safety Boots are Preferable**)
  - Students are required to participate and enjoy the learning experience

**Cost: \$435.00 per student inclusive of GST**  
(This includes Assessment material and marking)

Students are working towards achieving **7 Credits** from this Course.

**NOTE:** If students have completed some of these unit standards, contact the Training Manager so that they can develop another Learning Plan for your student.



# STAR PROGRAMMES

We also deliver a range of **STAR** (*Secondary Tertiary Alignment Resource*) Courses for Automotive and Driving. We can tailor a course to meet your specific training requirements or you can choose a course from the following range:

### AUTOMOTIVE:

We deliver a short **3-Day** block course, designed for students to have an introduction to the automotive industry. It is designed for students who are interested in the automotive industry or who want to gain some practical knowledge and experience. The course requires a minimum of **6** students but only allows a maximum of **12 students**. The school can book a time slot to suit their students, but if a school only has a few students interested we will put together a **combined** schools course to make up the numbers. We pride ourselves on putting courses together quickly so don't hesitate to contact us early. We can also run a **4-Day** course in the school holidays, should we have enough students wishing to participate.

We need to engage students early so that they can consider a range of career options. We have developed a range of theory and practical courses for those students who are interested in becoming an Automotive Technician. The information, knowledge and practical experience gathered by the students can be pivotal in making the right decision on what career the student wants to pursue. This way, when students leave school they have a clear pathway into Tertiary education or an Apprenticeship.

We have a **range** of part time and full time courses that are designed to suit the student's interests, school curriculum, time restrictions and the school budget. These courses have a range of Level 1, 2 and 3 unit standards. The level 2 and 3 unit standards are part of the Vocational Pathways.





### Hands on Automotive Block Course

3 Days

This course is designed for students who have a keen interest in cars and are looking at a career in the automotive industry. The course will equip them with the knowledge and skills to change a wheel on their car, if they have a puncture. The students will also be able to understand about tyre construction, sizing and how to balance the wheels to ensure the tyres wear evenly. The students will have an understanding of a range of components in their car so when a Technician talks to them about problems they have with their car in the future, they will know what they are talking about.

#### Practical Activities

- Remove and refit a wheel from a vehicle
- Identify tyre wear and sizes
- Hoist and jack up a vehicle to remove a wheel from a vehicle
- Use an off vehicle wheel balancer to balance a wheel
- Refit a wheel correctly on to a vehicle using the correct tools

#### Choice of Unit Standards:

- |                |                            |  |
|----------------|----------------------------|--|
| <b>16113</b> - | <i>Level 2, Credit 2:-</i> | DKO of safe working practices in an Automotive Workshop              |
| <b>21679</b> - | <i>Level 2, Credit 2:-</i> | DKO of interchanging and balancing road wheels in the motor industry |
| <b>21722</b> - | <i>Level 2, Credit 2:-</i> | Balance wheels off a vehicle in the motor industry                   |
| <b>21869</b> - | <i>Level 2, Credit 1:-</i> | Remove and replace road wheels on a vehicle                          |

#### Expectations of Students



- Behaviour - we expect you to accept responsibility for your behaviour and act accordingly
- All school rules apply while students are attending courses
- Cell phone texting or usage is not allowed during course hours and phones must be turned off
- Presentation – Clean, neat and tidy. Overalls are provided. Students need to wear sturdy footwear (**Safety Boots are Preferable**)
- Students are required to participate and enjoy the learning experience

**Cost: \$345.00 per student inclusive of GST**

(This includes Assessment material and marking)



### Hands on Automotive Block Course

4 Days

This course is designed for students who have a keen interest in cars and are looking at a career in the automotive industry. The course will equip them with the knowledge and skills to change a wheel on their car, if they have a puncture. The students will also be able to dismantle and reassemble a gearbox **or** an engine to test their practical abilities and problem solving techniques. The students will have an understanding of a range of components in their car so when a Technician talks to them about problems they have with their car in the future, they will know what they are talking about.

#### Practical Activities

- Remove and refit a wheel from a vehicle
- Identify tyre wear and sizes
- Remove, balance and refit a wheel on a vehicle
- Engine strip and reassemble **or**
- Gearbox challenge – a fun challenge disassembling and reassembling a 4 speed gearbox

#### Choice of Unit Standards:

- |                |                            |  |
|----------------|----------------------------|--|
| <b>16113</b> - | <i>Level 2, Credit 2:-</i> | DKO of safe working practices in an Automotive Workshop              |
| <b>21679</b> - | <i>Level 2, Credit 2:-</i> | DKO of interchanging and balancing road wheels in the motor industry |
| <b>21722</b> - | <i>Level 2, Credit 2:-</i> | Balance wheels off a vehicle in the motor industry                   |
| <b>21869</b> - | <i>Level 2, Credit 1:-</i> | Remove and replace road wheels on a vehicle                          |

#### Expectations of Students



- Behaviour - we expect you to accept responsibility for your behaviour and act accordingly
- All school rules apply while students are attending courses
- Cell phone texting or usage is not allowed during course hours and phones must be turned off
- Presentation – Clean, neat and tidy. Overalls are provided. Students need to wear sturdy footwear (**Safety Boots are Preferable**)
- Students are required to participate and enjoy the learning experience

**Cost: \$435.00 per student inclusive of GST**

(This includes Assessment material and marking)





### Automotive Short Taster Course

**2 Days**

This course has been created for those students who may have an interest in the automotive industry. It is designed for students who are achieving NCEA Level 1 and will give them some knowledge, experience and the opportunity to ask Tutors questions about the automotive industry and employment opportunities.

Theory unit standard modules can be delivered at the school. We will supply the marking schedules for these. Assessments can be completed at the school under supervision and once finished, these have to be sent back to us for marking.

When the students come to the dealership to do the practical component, we will give them a tour so they can look at the different trade employment opportunities available to them. We will also discuss the importance of achieving the core NCEA subjects they need so they can pursue these opportunities.

The students will be coached in completing practical skill developments so that they can then perform the practical tasks to meet the unit standard assessment criteria. The students will be using workshop equipment and tools as well as working under strict Health & Safety guidelines; this will allow them to experience working and carrying out tasks in a real work environment.

#### Practical Activities

- Use a vehicle hoist and a hydraulic workshop jack
- Identify tyre wear and sizes
- Remove and refit a wheel on a vehicle
- Engine strip and reassemble a number of times, to meet the unit standard requirements

#### Unit Standards:

**21857 - Level 2, Credit 2:-** Identify the Occupational Areas and Structure of the New Zealand Motor Industry

#### Assessed at Avon City Ford (2-Day Course)

**21869 - Level 2, Credit 1:-** Remove and Replace Road Wheels on a vehicle

**21691 - Level 1, Credit 2:-** Disassemble and Reassemble a Single Cylinder or Multi-cylinder Four Stroke Engine under Supervision

#### Expectations of Students



- Behaviour - we expect students to accept responsibility for their behaviour and act accordingly
- All school rules apply while students are attending courses
- Cell phone texting or usage is not allowed during course hours and phones must be turned off
- Presentation – Clean neat and tidy. Overalls are provided. Students need to wear sturdy footwear (**Safety Boots are Preferable**)
- Students are required to participate and enjoy the learning experience

**Cost: \$325.00 per student inclusive of GST**

(This includes Assessment material and marking)



### Preparation for Automotive ~ Year 10/11

Full Year

This is a full year course that has been designed to allow students to gain some experience, theory knowledge and credits before they go onto the full year Automotive Courses. This course allows students to complete a range of theory modules and assessments to gauge the student's knowledge and commitment. The course will suit students who have an interest in automotive and it gives the school the opportunity to see how well those students perform with the book work and the assessment achievement required, before they go onto other full time courses.

The unit standards are listed below:

Unit	Description	Level	Credit	Version
<b>16113</b>	Demonstrate knowledge of safe working practices in an automotive workshop	2	2	7
<b>21857</b>	Identify the occupational areas and structure of the New Zealand Motor Industry	2	2	3
<b>15408</b>	Describe motor vehicle safe motoring requirements and general locations of systems and components	1	4	5
<b>231</b>	Explain the operation of two and four stroke petrol and diesel engines	2	4	11
<b>20969</b>	Demonstrate procedures when a light vehicle has broken down.	1	2	2

It is intended that students are released from school for at least four hours to complete the Skill Development part of unit standard **16113**, to allow the students to visit an Automotive Dealership. The purpose of this is to look at the different Departments to see how they operate and to ask questions if they want advice on careers in the Automotive Industry. This is part of their learning for unit standard **21857**.

#### **COST:**

The cost will reflect the hours of delivery and assessment required for the course, depending on teacher support required by ACFTS with a maximum of **12 students** to visit the Dealership at any one time. The automotive course will cost *approximately*:

**Automotive Programme: - \$512.00 per month incl GST**  
**\$ 28.00 per unit standard assignment incl GST**

(This price includes all resources, excluding work booklets, required for the course)



## Vehicle Maintenance Course

**Full Year**

This course has been created for those students who want to maintain and look after their vehicle for safe motoring and/or for work. This is a base knowledge course students need to complete **before** they can go into our Introduction to Automotive Course that we also deliver. The course covers the basic workings of the motor vehicle and its legislative requirements; service and minor repairs of the motor vehicle and/or light commercial vehicle.

There are a lot of practical tasks and assessments attached to this course to make it more interesting for hands on learners. It allows these learners to experience and gain some knowledge in maintaining a vehicle.

### Unit Standards Available

Unit	Description	Level	Credit	Version
<b>16113</b>	Demonstrate knowledge of safe working practices in an automotive workshop	2	2	7
<b>21857</b>	Identify the occupational areas and structure of the NZ motor industry	1	2	3
<b>21669</b>	DKO of hand tools and workshop equipment for motor industry applications	2	2	4
<b>15408</b>	Describe motor vehicle safe motoring requirements and general locations of systems and components	1	4	5
<b>21679</b>	DKO interchanging and balancing road wheels in the motor industry.	2	2	2
<b>21869</b>	Remove and replace road wheels on a vehicle	2	1	4
<b>21722</b>	Balance wheels off a vehicle in the motor industry	2	2	1
<b>21690</b>	Perform general servicing checks on a motor vehicle	2	3	2
<b>233</b>	Service a lead-acid Automotive Battery	2	2	10
<b>247</b>	Prepare a vehicle and/or machine for use and shutdown after use	2	2	9

Total Credits: **22**

### **How it will work:**

This course can be run by a teacher at the school. Avon City Ford will be there to support the school and teacher with the delivery and achievement of the automotive unit standard assignments at set times during the Term. We will supply the automotive work booklets. These are distance learning modules that will allow the students to work at their own pace and the teacher can assist the students to complete the theory content.



## Avon City Ford Training Services

We will supply a marking schedule for the teacher to use when students have completed the work booklets and for the teacher to assist with those students who cannot find the answers to the questions asked. We will also supply skill developments and/or revision sheets for the students and answer banks for the teachers.

We have a tutor to student ratio of 1 to 6 to ensure that students participating in the course achieve and they are safe while working with the tools and equipment. Therefore, we limit class sizes for the block course to a maximum of **12 students**.

### **COST:**

The cost reflects the hours of delivery and assessments required for the course. This is dependent on Teacher support, delivery of skill developments, assessments and re-assessments. The course price is structured to operate with a maximum of 12 students participating.

**Course Cost: - \$700.00 incl GST - per student**  
**\$28.00 per unit standard assignment incl GST**

(This price includes all resources, excluding work booklets, required for the course)







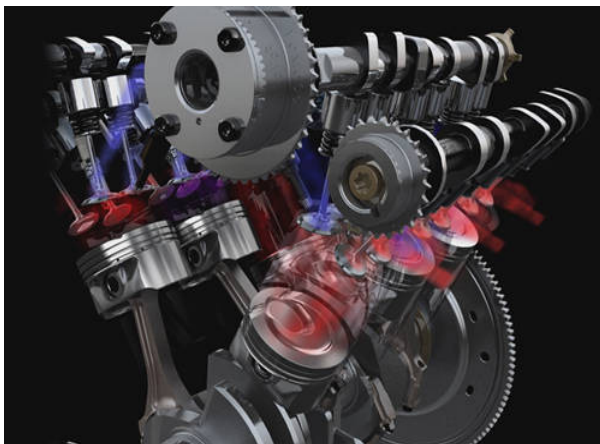
### ATF (Automotive Task Force) Course – STAR

Full Year

This is a full year programme that will benefit those students who are interested in automotive and want to learn new skills in maintaining and servicing a vehicle or are looking at a career in the Automotive Industry.

The automotive unit standards are a distance learning package. The class can have a teacher supporting the students with their learning but all the assessments have to be carried out by Avon City Ford Training Services. The students will need to come to Avon City Ford's Training Facility to perform the practical tasks set for them in the unit standards being studied. We will come to the school to provide support for your teacher and to assess theory unit standards.

Once the students have completed a range of work booklets and have achieved unit **16113**, they will come to the Avon City Ford Dealership for **TWO, 3-Day** practical training classes to complete and then be assessed on the unit standards listed below. The practical block course will need to be scheduled during the year, so schools will need to book spaces to suit the school's curriculum and events. The bookings will work on a first come, first serve basis. As part of the course students will go out into work experience, so some of the practical unit standard skill developments and assessments can be carried out in the workplace.



### UNIT STANDARDS

We will provide work booklets and marking schedules for the automotive unit standards to the teachers who will be supervising the class. These booklets are self-paced, distance learning materials that are designed for students, to meet their learning needs. Avon City Ford Training services will perform all theory and practical assessments.

**The Automotive unit standards that are able to be delivered for this course are listed below:**

Unit	Description	Level	Credit	Version
<b>16113</b> THEORY	Demonstrate knowledge of safe working practices in an automotive workshop	2	2	7
<b>21857</b> THEORY	Identify the occupational areas and structure of the New Zealand Motor Industry	2	2	3
<b>21669</b> THEORY	Demonstrate Knowledge of hand tools and workshop equipment	2	2	4
<b>21859</b> PRACTICAL	Select and use hand tools and workshop equipment for an automotive application	2	2	1
<b>21691</b> PRACTICAL	Disassemble and reassemble a single or multi-cylinder four stroke engine under supervision	1	2	2
<b>229</b> THEORY	Identify the general locations and functions of motor vehicle systems and main components	2	4	10
<b>231</b> THEORY	Demonstrate knowledge of Explain the operation of two and four stroke petrol and diesel engines.	2	4	11
<b>21679</b> THEORY	Demonstrate knowledge of interchanging and balancing road wheels in the motor industry.	2	2	2
<b>21722</b> PRACTICAL	Balance wheels off a vehicle in the motor industry	2	2	1
<b>21869</b> PRACTICAL	Remove and replace road wheels on a vehicle	2	1	4
<b>17593</b> PRACTICAL	Apply safe work practices in the workplace	2	4	4
<b>233</b> PRACTICAL	Service a lead-acid automotive battery	2	2	10
<b>247</b> PRACTICAL	Prepare a vehicle and/or machine for use and shutdown after use	2	2	9

**Total Credits                      31**

If your students have completed some of the above unit standards there are other unit standards available. We can create individual learning plans to suit.

**Four, 3-Day** Practical Block Courses at Avon City Ford's Dealership will cover skill developments and assessments of the units that cannot be completed at school. We plan to run the course towards the end of term 1 & 2 or during term 3, we will try to work with your school time table. The school can complete practical skill developments to get the students ready for assessments, if they have the resources and a workshop to work in.

**COST:**

The cost reflects the hours of delivery and assessments required for the course. This is dependent on Teacher support, delivery of skill developments, assessments and re-assessments. The course price is structured to operate with a maximum of **12 students** participating.

**Course Cost: -     \$700.00 incl GST - per student**  
**\$28.00 per unit standard assignment incl GST**

(This price includes all resources, excluding work booklets, required for the course)



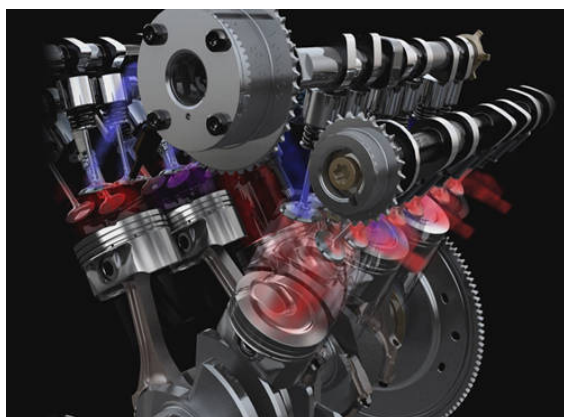
### Introduction to Automotive Course ~ STAR

Full Year

This is a full year programme that will benefit those Year 11 & 12 students who are interested in automotive and want to learn new skills in maintaining a vehicle or are looking at a career in the Automotive Industry. Some of the unit standards in this programme are part of the Vocational Pathways.

The automotive unit standards are a distance learning package. The class can have a teacher looking after them but the assessments have to be carried out by Avon City Ford Training Services. The students will need to come to Avon City Ford's Training Facility to perform the practical tasks set for them in the unit standards being studied. We will come to the school to provide support for your teacher and to assess theory unit standards.

Once the students have completed a range of work booklets each term and have achieved unit **16113**, they will come to the Avon City Ford Dealership for **Three Days** of practical training to complete and be assessed on the unit standards listed below. The practical block course will need to be scheduled during the year, so schools will need to book spaces to suit the school curriculum and events. The bookings will work on first come, first serve basis.



### UNIT STANDARDS

We will provide work booklets and marking schedules to accompany the automotive unit standards for the teachers who will be supervising the class. These booklets are self-paced, Distance Learning material from both SIT and ourselves that are designed for students, to meet their learning needs. Avon City Ford Training Services will perform all theory and practical assessments.

**The Automotive unit standards that are able to be delivered for this course are listed below:**

Unit	Description	Level	Credit	Version
<b>16113</b>	Demonstrate knowledge of safe working practices in an automotive workshop	2	2	7
<b>21857</b>	Identify the occupational areas and structure of the New Zealand Motor Industry	2	2	3
<b>21669</b>	Demonstrate knowledge of hand tools and workshop equipment for motor industry application	2	2	4
<b>21859</b>	Select and use hand tools and workshop equipment for an automotive application	2	2	1
<b>21691</b>	Disassemble and reassemble a single or multi-cylinder four stroke engine under supervision	1	2	2
<b>229</b>	Identify the general locations and functions of motor vehicle systems and main components	2	4	10
<b>231</b>	Demonstrate knowledge of the operation of two and four stroke petrol and diesel engines.	2	4	11
<b>239</b>	Demonstrate knowledge of automotive manual transmissions	2	3	10
<b>21679</b>	Demonstrate knowledge of interchanging and balancing road wheels in the motor industry	2	2	2
<b>21722</b>	Balance wheels off a vehicle in the motor industry	2	2	1
<b>21869</b>	Remove and replace road wheels on a vehicle	2	1	4
<b>30571</b>	Demonstrate knowledge of the principles and testing of automotive electrical circuits	3	6	1
<b>24129</b>	Create and measure automotive series-parallel circuits and calculate values of power in automotive circuits	3	2	1

**Total Credits                      34**

If your students have completed the above unit standards there are other unit standards available. We can create individual learning plans to suit.

**Four, 3-Day Practical Block Courses** at Avon City Ford's Dealership will cover skill developments and assessments of the units that cannot be completed at school. We plan to run the course towards the end of terms 1, 2 and 3 and early in term 4 - we will try to work with your school time table. The school can complete some practical skill developments to get the students ready for assessments, if they have the resources and a workshop to work in.





## Avon City Ford Training Services

We will supply a marking schedule for the teacher to use when students have completed the work booklets and to assist with those students who cannot find the answers to the questions asked. We will also supply skill developments and/or revision sheets for the students and answer banks for the teachers.

A maximum of **12 students** can attend the block courses. We have a tutor to student ratio of 1:6 to ensure that students participating in the course achieve and they are safe while working with the tools and equipment.

### **COST:**

The cost reflects the hours of delivery and assessments required for the course. This is dependent on Teacher support, delivery of skill developments, assessments and re-assessments. The course price is structured to operate with a maximum of 12 students participating.

**Course Cost: -      \$ 800.00 Incl GST - per student**  
**\$ 28.00 per unit standard assignment incl GST**

(This price includes all resources, excluding work booklets, required for the course)





### Certificate in Automotive Workshop Practices (Level 3)

This is a Fees Free Training Scheme, delivered under Trades Academy Funding. The course aims to improve the transition of students from school to work by providing a wider range of learning opportunities, making better use of the education network to create a clear pathway from school to work and study. We work in partnership with schools and employers to transition students to employment based tertiary education.

Enrolment is open to year 11-13 students, currently enrolled at a state or state secondary school and working towards level 1, 2 or 3 NCEA. Students must be 16 – 18 years of age (inclusive) at the time they commence the training scheme and must not concurrently be enrolled in another formal secondary-tertiary programme. Due to the nature of the work involved, students must have high literacy and numeracy skills and would preferably hold a motor vehicle driver's licence.

We have created this training scheme to primarily benefit year 12 & 13 students who are interested in a career in the automotive industry and are intending to leave school at the completion of the course. The programme will meet both the student's and future employer's requirements by giving them base knowledge and experience in the automotive trades. If the student requires extra learning support, this should be noted on the Training Application Form, so that we can implement appropriate resources to assist them.

The training scheme would greatly benefit those students who have previously attended a STAR and/or Gateway automotive course as these students have already had some experience in the field. This will help ensure their transition into the training scheme and then onto employment will be smooth.

Upon completion of the training scheme, students can go onto further automotive tertiary courses or into entry level employment opportunities – including automotive apprenticeships. 11 out of the 14 unit standards taught in this training scheme are acknowledged by MITO as Recognition of Current Competency towards their Automotive Light Vehicle Apprenticeship qualification. Information regarding this and other industry training can be found online at [www.mito.org.nz](http://www.mito.org.nz)

#### **How it works:**

The training scheme, including work experience, will be delivered over 40 weeks – beginning week 2 of term 1 and will run concurrently with school terms. It will run on Thursdays and Fridays at Avon City Ford Training Services Training Facility. The course runs from 8.30am – 2.30pm with a 15 minute morning tea break and a half hour lunch break at 12pm. Over these two days, students will be working through the theory and practical components of the training scheme. All learning is done during the training scheme's set hours onsite therefore no extramural learning is anticipated.

During the work experience component, the hours of work will be negotiated with the employer, however, the minimum time on site will be 5.5hrs - as per a normal class day. The 43 credit training scheme is comprised of 25 practical credits & 18 theory credits. The cost of the student's travel from home to the dealership and return will be covered by the Trades Academy Funding. The training scheme allows for flexibility for school exam timetables later in the year. Tutors will be onsite to arrange to make up any time missed for students who need to use this facility.





## Certificate in Automotive Practices (Level 3) - Student Learning Plan

**Total 14 unit standards (6 Theory – 8 Practical)**

	Unit	Description	Level	Credit	Version	Theory/ Practical
Automotive Workshop Health & Safety	<b>29579</b>	Demonstrate knowledge of good work habits and safe working practices in the motor and related trade	2	4	1	Theory
	<b>3856</b>	Identify emergencies procedures in the motor and related industries	3	2	9	Theory
	<b>29580</b>	Demonstrate good work habits and safe working practices in the automotive industry	2	4	1	Workplace Verification & Assessment
Lubrication & Servicing	<b>30478</b>	Demonstrate knowledge of automotive lubricants	2	2	1	Theory
	<b>30434</b>	Service a vehicle or machine	3	3	1	Practical Verification & Assessment at ACFTS
Wheels & Tyres	<b>30567</b>	Demonstrate knowledge of automotive tyres and wheels	3	3	1	Theory
	<b>24458</b>	Prepare and repair punctures in tubes and tubeless tyres on a light vehicle	3	5	1	Practical Verification & Assessment at ACFTS
	<b>21722</b>	Balance wheels off a vehicle in the motor industry	2	2	1	Practical Verification & Assessment at ACFTS
Brake Systems & Servicing	<b>30568</b>	Demonstrate knowledge of brake systems	3	4	1	Theory
	<b>30517</b>	Service a brake system on a vehicle or machine	3	4	1	Practical Verification & Assessment at ACFTS
	<b>30518</b>	Bleed a hydraulic brake system	3	2	1	Practical Verification & Assessment at ACFTS
Batteries & Electronics	<b>30572</b>	Demonstrate knowledge of vehicle or machine batteries	2	3	1	Theory
	<b>30556</b>	Service an automotive battery	3	3	1	Practical Verification & Assessment at ACFTS
	<b>5742</b>	Protect electronics when servicing or repairing a vehicle or machine in the motor industry	3	2	5	Practical Verification & Assessment at ACFTS

Total Credits 43





## Avon City Ford Training Services

During the training scheme we will create a profile on each student that we can take out to employers who are keen to open their businesses to our students, to allow them to complete the work experience component of the training scheme (*Health & Safety unit 29580*) with them. This will also help us match the student with a workplace that best meets their desired career outcome.

We will also be creating an employer profile to ensure that when we match up students with employers, they will be compatible - especially for those employers who are seeking to employ a student full time.

We will work with and support the employer and student to ensure all practical tasks that are to be carried out in the work place are completed. Then, if an opportunity of employment and/or apprenticeship arises, we will help secure this for all parties concerned.

While the students are on the training scheme we will be also teaching employment skills. These include personal presentation and hygiene. We aim to ensure the students have good time management and communication skills, are very aware of their Health & Safety obligations and follow company and legislation requirements. This includes wearing their PPE (Personal Protective Equipment) when in the workshop.

When students have completed a majority of the unit standards with us we will endeavour to find a suitable placement for them with a host work experience employer who best meets their career choice and profile. The work experience will be on the Thursday *or* Friday and the cost of getting to and from the place of work will also be covered by us. We will monitor, support and assist the employer and student through any unit standard assessments as well as any other issues that need to be addressed.

Our aim at the end of the training scheme is to place the student into full time employment and to encourage and support employers to sign the student into an apprenticeship or other Tertiary type training. This will ensure that not only do we achieve the EPI's that the government has set but will also ensure we provide an opportunity for the student to realise and achieve their dreams to gain a career in the automotive industry.



If you don't already have an application form, please contact us at [training@acford.co.nz](mailto:training@acford.co.nz) and we will forward one to you.





**Avon City Ford Training Services**

# Driver Training and Education





# DRIVER TRAINING PROGRAMMES FOR SCHOOLS

### **Learner Licence Driving System**

This course is designed for students who want to obtain their Learners Drivers Licence. The unit standards delivered on the course explain the requirements when progressing through the stages of testing for Class1 and the requirements for licence classes beyond that.

The course also covers knowledge of the traffic law so people can identify legal implications and responsibilities in relation to other road users.

The students will work through two unit standards:

- **3462** - *Demonstrate knowledge of traffic law for the purpose of safe driving.*  
(Level 2; Credit 3)
- **17563** - *Demonstrate knowledge of the New Zealand Graduated Driver Licensing System (GDLS)* (Level 2; Credit 3)

At the conclusion of the course participants will be able to sit and obtain their Drivers Learners Licence. This can be sat at any AA Office or you can arrange a testing officer to come to the school.

Contact Phil Hayes if you want to put a course together.

**Cost:** \$100 per student, including GST and materials





# Avon City Ford Training Services

*STAR, Gateway and Trades Academy Training*

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