



# Hyundai Advanced Apprenticeship Academy

Creating a better future through education





# Contents

Hyundai RTO Chief Executive Message.....	5
Why Hyundai .....	6
Approval to deliver nationally recognised training .....	6
Third party RTO's .....	7
Eligibility.....	7
Duration.....	7
About the Certificate III AUR30616 .....	7
Delivery mode and duration of off the job training .....	8
Training delivery and assessment.....	8
Content .....	8
Unit of Competency and delivery schedule .....	9
Facilities and resources .....	14
Expected quality outcomes of the program .....	16
Fees and entitlements .....	16
Withdrawing from the Program or applying for a refund.....	17
Commencement .....	17
Employer responsibilities .....	18
Enrolment procedure for Employers .....	18
Accommodation.....	20
Induction.....	21
Early termination .....	21
Apprenticeship Support Network .....	22

Recognition of prior learning (RPL)..... 23





## Hyundai RTO Chief Executive Officer's message:

It is our great pleasure to offer all of our Hyundai dealers the opportunity to enrol first year Apprentices wishing to complete the qualification AUR30616 - Certificate III in Light Vehicle Mechanical Technology into the Hyundai Advanced Apprenticeship Academy.

Hyundai Motor Company Australia's (HMCA) commitment to quality means our people are an integral element of the brand and therefore must be provided with the best opportunities available to excel and lead our brand into the future.

The Hyundai Advanced Apprenticeship Academy aims to achieve this by ensuring that your Apprentices develop a high level of knowledge and skills required to ensure Hyundai customers receive a first class customer service experience.

We have tailored our training and assessment to align with the Australian automotive industry training package together with the Hyundai Motor Company objectives to ensure Apprentices receive the highest quality training possible. As technology within our vehicles continues to be more complex and our brand value continues to grow, it is critical we prime your Apprentices now so they have a solid footing to lead us into the future of servicing and repairing tomorrow's vehicles.

The Hyundai Advanced Apprenticeship Academy advocates the professional operation procedures, policies and demands of the Hyundai dealer network.

We look forward to welcoming your Apprentice into the Academy for 2019.

Yours faithfully,



**Peter Neal**

General Manager, National Service & RTO Chief Executive Officer  
**Hyundai Motor Company Australia**

## Why Hyundai?

We realise that there are several off-the-job training providers that Employers and Apprentices may choose, however we also believe there are enormous benefits in choosing the Hyundai Advanced Apprenticeship Academy. These benefits include:

- We work on and use latest technology
- Latest diagnostic equipment and simulated workshop facilities
- Face to face and hands on training under the guidance of professional trainers dedicated to the brand and learner needs
- Direct involvement with dealer staff to monitor Apprentice performance
- Latest components, vehicles and vehicle systems
- Direct link between workplace and learning environment activities
- Our trainers have a combined total of 120 years industry experience
- Our trainers have a combined total of 72 years Hyundai experience
- Trainers and Assessors with years of experience in teaching Apprentices at TAFE and training colleges while fully understanding Apprentice learning requirements

## Approval to deliver nationally recognised training:

Any organisation delivering training that leads to nationally recognised qualifications must be authorised by the Australian Government. Once approved, the organisation is awarded Registered Training Organisation (RTO) status. HMCA is an RTO (RTO Code: 91394) and complies with the Vocational Education and Training (VET) quality framework.

All RTO's including TAFE, are regulated by ASQA (Australian Skills Quality Authority). Under their regulation, RTO's must ensure they align with stringent quality standards set out by the VET quality framework.

The VET quality framework sets out the national quality standards to assure nationally consistent, high quality training and assessment services for the clients of vocational education and training delivered by all RTO's in Australia.



## Third party RTO's:

HMCA operates under partnership agreements with two RTO's which includes TAFE NSW (RTO Code: 90008) and South Metropolitan TAFE WA (RTO Code: 52787). This means that New South Wales and Western Australia, TAFE NSW (RTO Code: 90008) and South Metropolitan TAFE WA (RTO Code: 52787) will be the nominated RTO for the Apprentice and will issue the certificate under their name on completion. However, all training, supervision and assessment activities will be conducted by HAAA trainers and at HMCA facilities.

TAFE NSW contact: <https://swsi.tafensw.edu.au/> - 02 9609 9392

TAFE WA contact: <http://www.southmetrotafe.wa.edu.au/> - 08 9267 7463

## Eligibility:

Candidates must be employed by a Hyundai dealer as a 1st year Apprentice Light Vehicle Technician. Apprentices working for dealers under a Group Training Organisation (GTO) are also eligible for enrolment. Completion of a School Certificate or High School Certificate would be an advantage. However, there are no formal educational requirements.

## Duration:

4 Year Apprenticeship - 3 years (part time) off the job training at HMCA (1228 hours) combined with on the job training + 1 additional year of on the job training.

## About the AUR30616 - Certificate III in Light Vehicle Mechanical Technology

The AUR30616 - Certificate III in Light Vehicle Mechanical Technology qualification is recognised by the Government as the official Automotive Mechanic Trade Qualification. This qualification covers the knowledge and skills required to perform a wide range of tasks including service, repair and diagnosis on a variety of light vehicles. This qualification is also required to obtain a licence (state dependent) to work on a motor vehicle. Refer to your state legislation for motor mechanic licensing requirements.

## Delivery mode and duration of off the job training:

Off the job training spans over 3 years and will be delivered in block form (see table on Page 9). The Apprentice will be required to attend 8 x 1 week training blocks per annum. This is done with the intention that the Apprentice gains comprehensive exposure and sufficient practice on the subject being delivered as opposed to 1 day a week.

## Training delivery and assessment:

Training and assessment will be conducted both in the classroom and simulated workshop environment at the HMCA headquarters and Regional Centre's in NSW, QLD, VIC and WA. Training for the AUR30616 - Certificate III in Light Vehicle Mechanical Technology qualification course is face to face which involves research and hands on activities. Assessment of competency includes knowledge assessment and skills assessment through direct observation of tasks carried out at the training facility. Another assessment component includes evidence of work carried out in the workplace. The Apprentice will be given a work evidence log by HMCA which needs to be completed during on-the-job activities. Each item of workplace evidence will have a due date, this will be detailed in the Apprentice's progress report which will be monitored by the trainer and discussed with the Employer. It is the responsibility of the Employer and the Apprentice to ensure that sufficient practice is obtained on the job.

## Content:

The AUR30616 - Certificate III in Light Vehicle Mechanical Technology is developed and maintained by a Government elected Skills Service Organisation (SSO) specifically catering to the needs of the automotive industry. This organisation oversees the formulation of nationally consistent, high quality training standards for the automotive industry.

As the training content and scope of delivery and assessment is specified in the national training package set out by the SSO, we have an obligation to follow these guidelines. We are therefore required to cover the same core content as delivered by other training providers of the AUR30616 - Certificate III in Light Vehicle Mechanical Technology qualification. The difference is that we will be using Hyundai vehicles, systems, components and the latest Hyundai diagnostic equipment.

The qualification AUR30616 - Certificate III in Light Vehicle Mechanical Technology comprises 20 core units (subjects) and 16 elective units making up 36 units of competencies in total. The core units are compulsory and the elective units have been chosen by HMCA according to the training package rules, consulting with industry and to suit the specific business requirements.

An Apprentice wishing to complete units not offered by HMCA can make enquiries with other RTO's who offer the desired units. This will require the Apprentice to enrol into additional training arrangements with that RTO and is separate from the Hyundai Advanced Apprenticeship Academy.

## Unit of Competency and delivery schedule:

C = Core

E = Elective

No.	AUR Unit Code and Title	Classroom Hours	C/E
Year 1, Block 1			
1	AURASA002 - Follow safe working practices in an automotive workplace	28	C
2	AURAEA002 - Follow environmental and sustainability best practice in an automotive workplace	28	C
Year 1, Block 2			
3	AURAFSA003 - Communicate effectively in an automotive workplace	28	E
4	AURTTK002 - Use and maintain tools and equipment in an automotive workplace	28	C
Year 1, Block 3			
5	AURTTA004 - Carry out servicing operations	28	C
6	AURTTA018 - Carry out diagnostic procedures	28	C

## UOC and deliveryCont.

		Classroom Hours	C/E
Year 1, Block 4			
7	AURTTTC003 - Diagnose and repair cooling systems	28	C
8	AURTTTE004 - Inspect and service engines	28	C
Year 1, Block 5			
9	AURETR025 - Test, charge and replace batteries and jump start vehicles	28	C
10	AURETR012 - Test and repair basic electrical circuits	28	C
Year 1, Block 6			
11	AURETR030 - Diagnose and repair starting systems	28	C
12	AURETR029 - Diagnose and repair charging systems	28	C
Year 1, Block 7			
13	AURTTB001 - Inspect and service braking systems	28	C
14	AURLTB003 - Diagnose and repair light vehicle hydraulic braking systems	28	C
Year 1, Block 8			
15	AURLTX003 - Diagnose and repair light vehicle clutch systems	48	E
Year 2, Block 1			
16	AURTTX002 - Inspect and service manual transmissions	28	E
17	AURLTX001 - Diagnose and repair light vehicle manual transmissions	28	E



		Classroom Hours	C/E
Year 2, Block 2			
18	AURLTQ002 - Diagnose and repair light vehicle drive shafts	28	E
19	AURTTQ001 - Inspect and service final drive assemblies	28	E
Year 2, Block 3			
20	AURLTD005 - Diagnose and repair light vehicle suspension systems	48	C
Year 2, Block 4			
21	AURLTD004 - Diagnose and repair light vehicle steering systems	28	C
22	AURETD001 - Diagnose and repair electronically controlled steering systems	28	E
Year 2, Block 5			
23	AURETRO22 - Diagnose and repair vehicle dynamic control systems	48	E
Year 2, Block 6			
24	AURETU003 - Service air conditioning and HVAC systems	28	E
25	AURETU004 - Diagnose and repair air conditioning and HVAC systems	28	E
Year 2, Block 7			
26	AURLTE002 - Diagnose and repair light vehicle engines	48	C
Year 2, Block 8			
27	AURETRO31 - Diagnose and repair ignition systems	48	C

## UOC and deliveryCont.

		Classroom Hours	C/E
Year 3, Block 1			
28	AURTTF001 - Inspect and service petrol fuel systems	28	C
29	AURLTZ001 - Diagnose and repair light vehicle emission control systems	28	C
Year 3, Block 2			
30	AURETR023 - Diagnose and repair spark ignition engine management systems	48	C
Year 3, Block 3			
31	AURETR024 - Diagnose and repair compression ignition engine management systems	48	E
Year 3, Block 4			
32	AURETR043 - Diagnose and repair electronic body management systems	48	E
Year 3, Block 5			
33	AURETR032 - Diagnose and repair automotive electrical systems	48	E
Year 3, Block 6			
34	AURTTX003 - Inspect and service automatic transmissions	48	E
Year 3, Block 7			
35	AURLTX002 - Diagnose and repair light vehicle automatic transmissions	48	E
Year 3, Block 8			
36	AURETR020 - Diagnose and repair network electronic control systems	48	E



## Facilities and resources:

HMCA has invested in training facilities with modern workshops, equipment and tooling including the latest state of the art wheel alignment and diagnostic equipment. The workshop training area is set up to simulate a typical workshop environment.

We have a comprehensive range of vehicle systems/components that will be used for demonstration and practice with immediate access to additional systems/components as required.

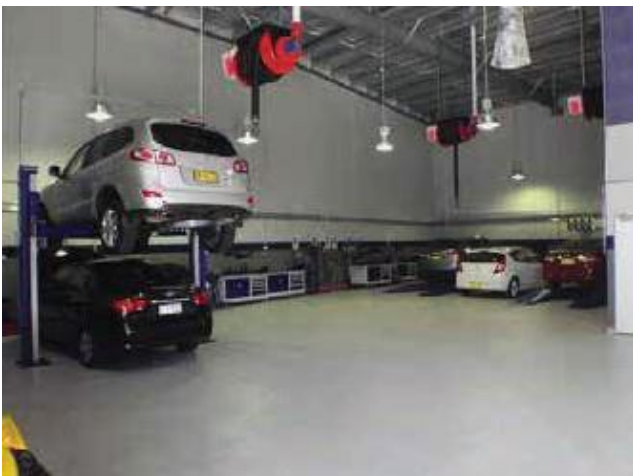


### NSW FACILITIES

394 Lane Cove Rd  
Macquarie Park NSW 2113

+61 2 8873 6123

Trainer: Tim Bartolo



### QLD FACILITIES

32 Ashtan Place  
Banyo QLD 4014

+61 7 3632 2020

Trainer: Peter Ferri and Colin Mitchell





#### VIC FACILITIES

253-257 Ferntree Gully Road

Mt Waverley VIC 3149

+61 3 8562 2819

Trainer: Martin Coram



#### WA FACILITIES

782 Marshall Road

Malaga WA 6090

+61 8 9377 8421

Trainer: John Gill

## Expected quality/outcomes of the Academy:

- Higher standard of technicians with advanced skills across service, repair and vehicle diagnostics
- Improved efficiency due to advanced learning structure
- Apprentices adopt the Hyundai corporate values, policies and procedures
- Enhanced product loyalty and communication skills
- Lower attrition rate
- Fast track the Apprentice to Master Technician
- Greater confidence in approaching the diagnosis and repair of the vehicle

## Fees and entitlements:

Under Apprenticeship arrangements it is not uncommon for the cost of off-the-job training to be paid by an Employer. Apprentices should discuss payment of fees with their Employer. Further information on who pays the fees of formal training can be located at <https://www.fairwork.gov.au/pay/minimum-wages/apprentice-and-trainee-pay-rates> or <http://www.australianapprenticeships.gov.au/who-will-pay-my-tafetraining-fees>

Hyundai Advanced Apprenticeship Academy costs:

- A nominal fee equivalent to that charged by TAFE in your state will be required prior to commencement of each year within the Hyundai Advanced Apprenticeship Academy. This is usually around \$2000 for the the 3 year period. This amount is subject to change and is charged differently in each state.

Please contact HMCA Training for further clarification of cost [reanae\\_clogher@hyundai.com.au](mailto:reanae_clogher@hyundai.com.au)

- There will also be an administration fee of \$1300 per year to be paid before training commences. HMCA RTO will invoice the Employer/Group Training Organisation (GTO) accordingly upon nomination.
- NSW Fee-Free Apprenticeships <https://vet.nsw.gov.au/choosing-vet/fee-free-apprenticeships>
- The administration fee covers the cost of:

- Apprentice uniforms (worn during off-the-job training)
- Morning tea, lunch and afternoon tea supplied every day of training
- Text books
- Other learning resources

## Withdrawing from the Academy or applying for a refund:

HMCA Training employs financial management strategies to protect fees paid. Employers or Apprentices withdrawing from the Hyundai Advanced Apprenticeship Academy or applying for a refund will need to complete a withdrawal/refund application form and return it to HMCA Training.

A refund of all or part of the fee may be given in the following exceptional circumstances:

- The Apprentice cancels before commencement of the course
- The fee was overpaid
- The Hyundai Advanced Apprenticeship Academy has been cancelled
- Unforeseen circumstances such as serious injury where the Apprentice is unable to continue attendance
- If the Apprentice leaves within 30 days of attending the 1st block of training and HMCA is notified of the termination within that period, a full refund will be issued

## Commencement:

The Hyundai Advanced Apprenticeship Academy is scheduled to commence training for new entrants in March 2019. Enrolment will take place from November 2018 up to February 2019.

Late enrolments:

Any late enrolments will be decided upon on a case by case basis depending on availability.

## Employer responsibilities:

The Hyundai dealership has many responsibilities to ensure that the Apprentice is receiving the best training possible and shaping technicians to be the best they can be. Some of these are:

- Reviewing with the Apprentice what has been learned in the Hyundai Advanced Apprenticeship Academy and ensuring they are providing the Apprentice with adequate practical work in line with what has been taught during their training
- Collect assessment evidence on-the-job
- Signing off on competencies only after ensuring that the Apprentice has demonstrated his/her competency in the skill
- Discuss the progress of the Apprentice and agree in the necessary actions to be taken in the Hyundai dealership to ensure the Apprentice is receiving enough practical work to learn each module correctly
- To ensure that all measures, including resources, facilities and one on one coaching, is made available to allow the Apprentice to achieve competency in all nominated subjects covered

## Enrolment procedure for Employers:

- Step 1:
  - Employers can find an Apprentice - either by advertising, contacting a Careers Advisor at a local high school or TAFE College or approaching a Group Training Organisation to put an Employer in touch with potential candidates
- Step 2:
  - Once an Employer has found their right candidate, have them read the Hyundai pre-enrolment form and sign the Hyundai Advanced Apprenticeship Academy Enrolment form applicable to your state

**The Employer must also read and sign the enrolment form**



- Step 3:
  - Talk to your preferred Australian Apprenticeship Support Network Provider (AASN) for information about suitable Apprentices for your organisation. HMCA's preferred provider is Apprenticeship Support Australia – ASA Account Manager Stephanie Lynch 0408 275 962
  - The selected AASN Provider will sign up the Apprentice and is the link between the Hyundai dealership, the Apprentice, the RTO and the Government
  - Without an AASN Provider an Apprentice does not become legally recognised**
  - At the signup with the proposed Apprentice an AASN Provider will complete a Summary Training Plan. This will set out information on the nationally recognised qualification HMCA offers, how HMCA will deliver it and the location of the training
  - Once completed this will secure a place in the training schedule for the Apprentice to start on the date specified on the Summary Training Plan
  - Your AASN Provider will assist Employers with this and bring the Summary Training Plan form to the Hyundai dealership for the sign up
  - Your AASN Provider will inform Employers and Apprentices of entitlements and award rates
- Step 4:
  - HMCA is an RTO and is responsible for developing a Full Training Plan within 12 weeks of the Apprentice's registration date through the AASN Provider
  - The Full Training Plan will detail all the information about the Apprentice's training during the Apprenticeship, (including block training dates for the 1st year)
  - HMCA is responsible for delivering and monitoring the training for the 8 week blocks each year, assessing the Apprentice's progress and issuing their qualification upon successful completion
  - The Service Manager/Foreman/Senior technicians are responsible for delivering and monitoring the training of the Apprentice whilst the Apprentice is at the Hyundai dealership site. On the job training must reflect the evidence requirements within the Apprentice workplace evidence log

Your AASN Provider will check the contract and Training Plan and submit them to the Department of Education and Training (DET - Government body for training) for approval

- If the training arrangement is approved, the training arrangement becomes legally binding from the approval date or the end of the probationary period, whichever is the later
- Step 5:
  - HMCA will email out an Employer hand book that will have thorough and detailed information about the Hyundai Advanced Apprenticeship Academy. Apprentices will receive a copy of the learner handbook on induction day and be provided a detailed overview followed by Question and Answer session
- Step 6:
  - An induction will be conducted early in 2019
  - This will be mandatory for all Apprentices to attend with a senior representative from your Hyundai dealership
  - HMCA encourages parents/guardians and GTO's to also attend
- Step 7:
  - All forms must be signed and returned HMCA Training by emailing Renae Clogher at [renae\\_clogher@hyundai.com.au](mailto:renae_clogher@hyundai.com.au)

## Accommodation:

HMCA has arrangements in place for Apprentices traveling from rural locations who require accommodation during the period of scheduled off-the-job training. The Hyundai dealer is required to pay 50% of accommodation costs for each year for each of their Apprentices enrolled in the Academy. HMCA will pay for the full cost of accommodation throughout each year. Dealers will be invoiced 50% of the accommodation costs at the end of the calendar year .

Early termination of the Apprentice's enrolment:

If the Apprentice leaves the Hyundai Advanced Apprenticeship Academy prior to completion, then the Hyundai dealer will be invoiced for the full amount from the time accommodation for the year commenced up until the last day of accommodation.

## Induction:

A day will be allocated before training commences in 2019 where all Apprentices enrolled will attend induction to familiarise themselves with the academy operations rules and expectations.

This will be mandatory for all Apprentices and one Hyundai dealer representative to attend (i.e. Service Manager, Foreman and/or Apprentice Mentor). HMCA encourages parents/guardians and GTO's to attend.

Apprentices will need to bring identification on the day, such as;

- License issued under law (e.g. Driver's license)
- Birth certificate
- Credit/debit cards (only one per institution)
- Medicare card
- Passport

The requirements for this will be detailed in full before induction.

## Early termination:

Apprentices who withdraw from the Hyundai Advanced Apprenticeship Academy will need to liaise with all stakeholders (RTO, Employer, and Apprenticeship Support Network Provider) and complete a cancellation form and exit survey. They will need to ensure they provide all outstanding evidence (any outstanding assessments and work evidence logs) if they wish to obtain a statement of attainment for units completed at the point of exit. Where applicable, any monies owing to the Apprentice/Employer or owed by the Apprentice/Employer will need to be discussed with the HMCA training administrator.

Before HMCA can issue a qualification or statement of attainment to your Apprentice, your Apprentice must provide their Unique Student Identifier number (USI) to Hyundai Advanced Apprenticeship Academy this is a requirement under Commonwealth legislation and a condition of your enrolment.

# Your selected Australian Apprentice Support

Your AASN will help assist Hyundai dealers to receive the following:

## **Dealer benefits:**

Government incentives (approx: \$4000), payroll tax rebate/exemption, work cover rebate, mature workers wage assistance and more, made up of:

Commencement incentive:

- Employer commencement incentive - for Cert III Qualification  
\$1500

Recommencement incentive:

- Or if the Apprentice had started their apprenticeship somewhere else first  
\$750

Successful completion incentive:

- Employer incentive payment upon completion of qualification  
\$2500

Rural incentive:

- Rural and regional apprenticeships incentive  
\$1000

Support for adult Australian Apprentices: (only those over 25 yrs. old)

\$4000 One-off payment payable at 12 months

## **Apprentice benefits:**

Trade Support Loans- (subject to approved application):

- Paid to the Australian Apprentice undertaking Cert III or IV qualification that leads to an occupation listed on the Trade Support Loans Priority List.

Up to \$20,000

- VET FEE-HELP is a loan given by the Australian Government to assist eligible Apprentices to help pay for part or all of their tuition fees for higher education courses.

## Recognition of prior learning (RPL):

HMCA recognises that an Apprentice may have knowledge and skills were gained through previous studies as well as work and life experiences. An Apprentice may be eligible for RPL which could lead to credits towards their chosen studies. For more information on RPL and eligibility please contact Hyundai Training through the contact below.

For Further Information about the program, contact:

Hyundai Advanced Apprenticeship Academy  
Renaë Clogher  
Training Administrator  
Hyundai Motor Company Australia  
Phone: +61 2 8873 6139  
Email: [renae\\_clogher@hyundai.com.au](mailto:renae_clogher@hyundai.com.au)

**For Further Information about our preferred ASSN provider contact:**

Apprenticeship Support Australia - ASA

**Stephanie Lynch**

National Client Manager, ASA

Mobile: 0408 275 962

Email: [stephanie.lynch@apprenticeshipsupport.com.au](mailto:stephanie.lynch@apprenticeshipsupport.com.au)





Hyundai Motor Company Australia Pty Ltd Cnr of 394 Lane Cove Road & Hyundai Drive, Macquarie Park, 2773 NSW Australia