This Student Handbook is designed to provide you with information about the services provided by the MTA Institute of Technology (MIT). The booklet also explains our approach to providing you a safe, fair and supported environment to participate in our international training program.

For specific information about the qualification you are interested in please refer to the relevant Course Brochure supplied separately with this handbook.

About MIT

MTA Institute of Technology is a Registered Training Organisation (RTO No: 31529) approved by the Australian Skills Quality Authority (ASQA). You can view our registration record on the National Training Register – Click Here. We operate in accordance with the Australian VET Quality Framework and the National Vocational Education and Training Regulator Act 2011.

MTA Institute of Technology Australia Pty Ltd trading as MTA Institute of Technology is located in Brisbane, Australia at:

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EIGHT MILE PLAINS QLD, 4113
Ph: +617 3722 3000
Fax: +617 3844 4488
Email: gloriar@mtaq.com.au

MIT specialise in automotive technology training and maintain very close professional links to the automotive industry within Australia to ensure our training is at the leading edge of industry developments.

Our mission

MIT Institute of Technology’s mission is to deliver quality training assessment that meets the needs of learners (you) and industry.
Our expectation of you

MIT expects you:

• To contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief.

• To comply with the rules and regulations of MIT Institute of Technology.

• To be honest and respectful. Do not plagiarise work or information and not conducting yourself in any way that may cause injury or offence to others.

• To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.

• To monitor your own progress by ensuring that assessment deadlines are observed.

• To utilise facilities and MIT publications with respect.

• To respect other students and MIT staff members and their right to privacy and confidentiality.

• To follow your trainer’s instructions and attend all classes and be punctual.

• To complete all of the assigned workbooks and assignments.

• Work safely and promote a safe training environment.

• To be familiar and comply with Australian laws.

• To be free from (not under the influence of) prohibited drugs and/or substances including alcohol during attendance at the institute.

• To not trespass or knowingly entering any place within the premises of the institute that is out of bounds to students.
Introduction to Australian Vocational Education and Training

What is VET?
Australia's Vocational Education and Training (VET) system is based on nationally endorsed industry training packages which identify specific skills and knowledge applied in the workplace. Students undertaking a VET qualification must demonstrate the skills and knowledge identified in a training package and be assessed as 'competent' in the selected units of competency to be eligible for the award of the qualification.

National recognition
The qualifications and Statements of Attainment issued by MIT must be automatically recognised by all RTOs across Australia. In turn, MIT recognises the qualifications issued by RTOs in all other states and territories. This allows people to move around Australia from different employers and being confident that their qualification will be equally recognised.

What is competency based training?
Competency based training is training that develops the required skills, knowledge and attitudes to meet the competency standards that are set out in national Training Packages. Competence is the concept of performing workplace tasks to a specified standard of skills and knowledge.

Training Packages
Training Packages represent the national industry benchmarks for VET training. They set out the competencies to be achieved but do not state how the training should be delivered or the length of time taken.

This means that participants may complete their qualification in different amounts of time depending for example, on the amount of related workplace experience. Your assessor will make a judgment of your competency after reviewing all the different types of assessment evidence you provide. The qualification offered by MIT in its international program is AUR30612 Certificate III in Light Vehicle Mechanical Technology. This qualification is contained within the AUR12 Automotive Industry Retail, Service and Repair Training Package. This training package contains all current Australian vocational level automotive qualifications.

The Automotive Industry Retail, Service and Repair Training Package can be downloaded from the National Training Register at the following link: AUR12 Automotive Industry Retail, Service and Repair Training Package

Results and certificates
On completing the training program with MIT, you will receive a nationally recognised qualification. The qualification is the AUR30612 Certificate III in Light Vehicle Mechanical Technology. This qualification is recognised within the Australian Qualifications Framework. Qualifications are formatted to a uniform standard to ensure they are valid documents and will be instantly recognised throughout Australia. A qualification issued by MIT will be accompanied by a transcript which will detail the units of competence issued within the qualification.

Where a student does not complete the entire course requirements, they may be entitled to receive a Statement of Attainment. A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units. A Statement of Attainment can be used as a basis for recognition of your current competence with other Registered Training Organisations within Australia.

A statement of results will be available to you upon request throughout your training. This will provide you information of your progress.

Legislative and Regulatory Responsibilities
MIT is required to operate in accordance with the laws of Australia. This means we comply with the requirements of legislative and regulatory requirements. The following legislation is a list of the Acts that MIT has recognised it has compliance responsibilities.

During your day-to-day work and when participating in training, you will need to be aware of the relevant legislation (Acts of Parliament) that may impact on you. While MIT has an obligation to meet certain requirements of these Acts, you also should make yourself fully aware of the legislation that affects you.

Copies of State and Federal legislation can be found on the Internet at www.legislation.qld.gov.au (State) and www.comlaw.gov.au (Federal). Following is a summary of the legislation that will generally apply to your day-to-day work and training.

Work Health and Safety (WHS) Act 2011
The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and
safety of workers and workplaces by protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.

The WHS Act covers most workers in Australia are protected by nationally uniform work health and safety laws. This includes employees, contractors, subcontractors, outworkers, trainees, work experience students, volunteers and employers who perform work.

The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Duties of other persons at the workplace (section 29). Any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any actions taken by the person conducting business or undertaking to comply with the WHS Act and WHS Regulation.

Privacy Act 1988
An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.

An organisation must not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless:

(a) both of the following apply:

(i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;

(ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or

(b) the individual has consented to the use or disclosure.

Anti Discrimination Act 1991 (C'Vealth)
Sect 6 - Act's anti-discrimination purpose and how it is to be achieved.

The main purpose of the Act is to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation. Anti-Discrimination applies to a person’s race, religion, colour, sex, physical and/or mental capacity.

Disability Discrimination Act 1992
Sect 5 - Disability Discrimination

(1) For the purposes of this Act, a person (discriminator) discriminates against another person (aggrieved person) on the grounds of a disability of the aggrieved person if, because of the aggrieved person's disability, the discriminator treats or proposes to treat the aggrieved person less favourably than, in circumstances that are the same or are not materially different, the discriminator would treat a person without the disability.

For the purposes of subsection (1), circumstances in which a person treats or would treat another person with a disability are not materially different because of the fact that different accommodation or services may be required by the person with a disability.

Sex Discrimination Act 1984
Sect 3 – Objects The objects of this Act are:

(a) to give effect to certain provisions of the Convention on the Elimination of All Forms of Discrimination Against Women; and

(b) to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs; and

(c) to eliminate, so far as possible, discrimination involving dismissal of employees on the ground of family responsibilities; and

(d) to eliminate, so far as is possible, discrimination involving sexual harassment in the workplace, in educational institutions and in other areas of public activity; and

(e) to promote recognition and acceptance within the community of the principle of the equality of men and women.

Copyright Act 1968 (C'Vealth)
Copyright is a type of property that is founded on a person's creative skill and labour. It is designed to prevent the unauthorised use by others of a work, that is, the original form in which an idea or information has been expressed by the creator.

Copyright is not a tangible thing. It is made up of a bundle of exclusive economic rights to do certain acts with an original
work or other copyright subject-matter. These rights include the right to copy, publish, communicate (eg. broadcast, make available online) and publicly perform the copyright material.

There is no general exception that allows a work to be reproduced without infringing copyright. Where a part of a work is copied, the issue is whether a substantial part of that work has been reproduced and thus an infringement has occurred. However, there is a 10% rule which applies in relation to fair dealing copying for the purposes of research or study. A reasonable portion of a work may be copied for that purpose, and a reasonable portion is deemed to be 10% of a book of more than 10 pages or 10% of the words of a work in electronic form.

**Industrial Relations Act 1999**
The main objectives of this Act are to provide a framework for industrial relations that supports economic prosperity and social justice by:

- Providing for rights and responsibilities that ensure economic advancement and social justice for all employees and employers;
- Ensuring equal remuneration for men and women employees for work of equal or comparable value;
- Ensuring wages and employment conditions provide fair standards in relation to living standards prevailing in the community;
- Promoting and facilitating job growth, skills acquisition and vocational training through apprenticeships, traineeships and labour market programs.

**Fair Work Act 2009**
The main objectives of this Act are to provide a balanced framework for cooperative and productive workplace relations that promotes national economic prosperity and social inclusion for all Australians by:

- Providing workplace relations laws that are fair to working Australians, are flexible for businesses, promote productivity and economic growth for Australia’s future economic prosperity and take into account Australia’s international labour obligations;
- Ensuring a guaranteed safety net of fair, relevant and enforceable minimum terms and conditions through the National Employment Standards, modern awards and national minimum wage orders;
- Enabling fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination, providing accessible and effective procedures to resolve grievances and disputes and providing effective compliance mechanisms.

**National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007**
The National Code is a set of nationally consistent standard that governs the protection of overseas students and delivery of courses to those students by providers registered on CRICOS - the Commonwealth Register of Institutions and Courses for Overseas Students. Only CRICOS courses can be offered to international students studying in Australia on a student visa. The National Code is established under the Education Services for Overseas Students (ESOS) Act 2000. To become CRICOS-registered a provider must demonstrate that it complies with the requirements of the National Code.

The objectives of the National Code are:

(a) support the ESOS framework, including supporting the effective administration of the framework by the Australian Government and state and territory governments

(b) establish and safeguard Australia’s international reputation as a provider of high quality education and training by:

– ensuring that education and training for overseas students meets nationally consistent standards, and
– ensuring the integrity of registered providers

(c) protect the interests of overseas students by:

– ensuring that appropriate consumer protection mechanisms exist.
– ensuring that student welfare and support services for overseas students meet nationally consistent standards, and
– providing nationally consistent standards for dealing with student complaints and appeals.

(d) support registered providers in monitoring student compliance with student visa conditions and in reporting any student breaches to the Australian Government.
The ESOS Framework

The MIT Institute of Technology is committed to providing quality education and protecting your rights.

The Australian Government requires overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code.

Protection for Overseas Students

Overseas students on a student visa, must study with an education provider and in a course that can be found on the Commonwealth register of Institutions and Courses for Overseas Students (CRICOS) at http://cricos.deewr.gov.au. CRICOS registration guarantees that the course and the education provider at which study is undertaken meets the high standards necessary for overseas students.

The ESOS framework protects student rights, including:

- The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from a provider and the provider's agent
- The requirement to sign a written agreement with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds of course money. A copy of the written agreement will be kept by the student and the RTO
- The right to get the education paid for. The ESOS framework includes consumer protection that will allow students to be placed in another course if the provider is unable to teach the course.
- The right to know:
  - How to use the provider's student support services.
  - Who the contact officer is for overseas students.
  - How to apply for course credit.
  - How to apply for enrolment deferment, enrolment suspension or cancellation.
  - The provider's requirements for satisfactory progress in the courses of study.
  - How attendance will be monitored.
  - How to use the provider's complaints and appeals process.

The student responsibilities include:

- Satisfy the student visa condition.
- Maintain Overseas Student Health Cover (OSHC) for the period of the stay.
- Meet the terms of the written agreement with the provider.
- Inform the provider of any change of address.
- Maintain satisfactory course progress.
- Follow the provider's attendance policy.

A full copy of the ESOS Framework is available at www.aei.gov.au/ESOS

Commonwealth Register of Institutions and Courses for Overseas Students

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is a database of Australian education institutions. Any education institution that recruits, enrols or teaches overseas students, must be registered on CRICOS.

Education institutions must also register each course they offer to overseas students.

Each institution and course registered on CRICOS has an identifying CRICOS number. The institution number must be shown on all promotional material offered to overseas students. If there is no number, then the institution may not be registered to teach overseas students.

To determine if an institution or course is registered on CRICOS, please check the publicly available website at: http://cricos.deewr.gov.au

Provider Registration and International Students Management System

The Provider Registration and International Students Management System (PRISMS) is a secure computer system that is the information source for CRICOS.

Education institutions and their courses are listed on PRISMS, as is each student studying in Australia on a student visa. That is because this system interfaces with the Department of Immigration and Citizenship (DIAC) data.

Through PRISMS education institutions notify DIAC of each student's enrolment in a course. This should occur before the student applies for a student visa to study in Australia. The enrolment information generates an
Conditions of your visa
Living in Australia Costs
Schooling for dependants

electronic Confirmation of Enrolment (eCoE) as evidence of enrolment in a registered, full-time course. This eCoE is a key requirement for DIAC to issue a student visa.

Education providers also use PRISMS to notify DIAC of students who may have breached the terms of their student visa - for example when the student has not been attending classes.

PRISMS has reduced visa fraud and ensured education institutions keep track of the students in their care.

Conditions of your visa

Permission to work arrangements
If you have been granted your student visa, you will receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 20 hours a week while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work unlimited hours during scheduled course breaks. Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 20 hours per week at all times after your course has commenced.

Further information about student visa conditions can be found at the Department of Immigration and Citizenship:

Tax file number
You must obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office [http://www.ato.gov.au](http://www.ato.gov.au)

Living in Australia Costs
International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. This includes funds to cover travel, tuition and living expenses. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one, two or three years in Australia, depending on their Assessment Level (AL).

While international students are able to supplement their income with money earned through part-time work in Australia, the ‘living costs’ requirement helps to support the success of students in their studies by ensuring that they do not to rely on such work to meet all their expenses.

From 1st July 2012, Student visa applicants and their family members must have access to the following funds to meet the living costs requirements:
- $18,610.00 per year for the main student.
- $6,515.00 per year for the student's partner.
- $3,720.00 per year for the student's first child.
- $2,790.00 per year for every other child; and where required.

Applicant must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

For further information go to:

Notifying change of address – condition 8533
You must inform the Registrar of any change in contact address and phone and other relevant circumstances within 7 days of each change.

- Any relevant change in your address and circumstances such as marital status and residency MUST be passed on to the Registrar and DIAC. If you don’t do this your visa may be CANCELLED.
- You are discouraged from changing your course in the first six months of your stay as an international student unless you remain with the same provider.

Satisfactory Academic Performance
Enrolled international students at MIT must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

Failed Units
You are usually only allowed to repeat the subject once, if you failed any subject.

You will not be able to move to the next stage of the course, if you failed a pre-requisite subject.

You may then have to repeat the whole stage again with the permission of the Senior Trainer.

Schooling for dependants
In Australia children must attend school from five years of age until the completion of Year 10. Young people that have completed Year 10 must participate in full-time education, training or employment, (at least 25 hours per week) or a combination of these activities until they reach 17 years of age.
Overseas Student Health Cover

It is a condition of your Student visa that you maintain adequate health insurance arrangements for the duration of your visa.

All international students are required to pay the OSHC for themselves and all dependent members of their family staying with them in Australia.

If you are currently studying in Australia, then you must provide a copy of your health cover membership records showing your name, membership number and date of expiry.

It is the student’s responsibility to check the conditions of this health cover. Please refer to the following provider’s website:


The current 2014 OSHC charges is approximately AUD41.00 per month for a single student. Medical treatment in Australia is expensive and many of the unforeseen accident or sickness, your insurance will cover many of the expenses.

To cover you for the duration of your training you will need cover for a minimum of one year.

OSHC can you to meet the costs of medical and hospital care if needed when in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

To assist you to locate a school suitable for your needs, the following web-links will provide a wealth of information about schooling options:

- QLD Public Schools
  http://education.qld.gov.au/directory/schools
- QLD International Student Program

Further information about living in Australia is available at the Department of Immigration and Citizenship:


The Department of Immigration and Citizenship also published The Beginning a Life in Australia booklet. This publication is filled with helpful information and is recommended reading. The booklet is available online at:


It is recommended that you view the booklet on a computer as it contains links to many websites that provide additional information.
Course entry requirements

International English Language Testing System (IELTS)

Course entry requirements
All international students applying to enter the Diploma of Automotive Technology must:

• Be over the age of 18.

• Demonstrate good command of written and spoken English.

• Verified evidence of IELTS Level 5.5.

• Have completed an equivalent secondary schooling level of a School Certificate or can demonstrate suitable work or life experience.

• Meet the following 572 Student Visa – Vocational Education and Training (Sub-class) requirements:
  – Be of good character.
  – Are of sound health.
  – Have acceptable health insurance through the Overseas Student Health Cover (OSHC) for yourself and members of your family unit accompanying you to Australia.
  – Have no outstanding debts to the Commonwealth of Australia.
  – Demonstrate the capacity to meet basic living costs requirements set by the Australian Government.

International English Language Testing System (IELTS)
IELTS is the world's most recognised English language testing system. Students applying for a student visa will need to provide evidence that they meet the English language requirements set by the Australian Government and education provider. MIT course entry requirement is a minimum IELTS General Score of 5.5. A general score of 5.5 indicates that the person will have a partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes. The person should be able to handle basic communication in their own field.

MIT will require you to submit evidence of your IELTS proficiency (General Score of 5.5) with your enrolment form. Applications for enrolment that are not accompanied with this evidence will not be accepted. To locate an IELTS testing centre in your area, please visit the IELTS website for further information:

• IELTS Testing Centre online search
  http://www.ielts.org/test_centre_search/search_results.aspx
Enrolment induction

All students will have an induction on their first day at MIT. At this time, information will be given to allow your stay to be as fruitful and successful as possible. Most of your questions will be answered at induction, however always feel free to ask about anything you are unsure about.

All students are required to complete a declaration of understanding. This will happen as part of your induction. This declaration is a statement that:

- You have understood and accept student requirements while at the institute.
- You understand and accept all the details provided in this handbook.
- You have been offered the opportunity to request learning support.

Enrolment procedure

MIT undertakes to make training available to all persons who:

- Complete the MIT enrolment form (available on request);
- Agree to abide by MIT’s expectation of students; and
- Make suitable payment of fees before the commencement of training.

To enrol into a course as an overseas student at MIT, applicants must complete an International Student Enrolment Form. The form should be completed in full and submitted by mail or fax with full payment to:

The Registrar
PO Box 4530
EIGHT MILE PLAINS QLD 4113, AUSTRALIA
Fax: 617 3722 3030

The application for enrolment must be accompanied by:

- Evidence of IELTS proficiency (General Score of 5.5).
- Evidence of a School Certificate or equivalent secondary schooling outcome.

When we receive your application, our Registrar will review it for completeness.

If you are already in Australia and have not yet been assessed for English language proficiency, you should locate testing centre which are available throughout Australia:

- IELTS Testing Centre online search
  http://www.ielts.org/test_centre_search/search_results.aspx

If you require support to prepare yourself for an IELTS assessment, you may consider attending a specialist course offered by QLD TAFE. For further information about this course, please visit QLD TAFE online at:


Verification of IELTS and Education Level

MIT reserves the right to validate the IELTS proficiency assessment and the submitted evidence of School Certificate equivalence. Verification will be undertaken by:

- IELTS proficiency. MIT will utilise the IELTS TRF Verification Service to assess the validity of all evidence submitted of IELTS proficiency.
- School Certificate equivalence. Where evidence submitted by an applicant does not clearly demonstrate the equivalence to the Australian School Certificate, the applicant will be required to obtain a confirmation from the QLD Studies Authority:

Electronic Confirmation of Enrolment

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to Department of Immigration and Citizenship (DIAC) and yourself at the address provided on your application with an official receipt for the fees paid (refer payment methods below). It is the applicant’s responsibility to apply for a student visa. If your application is not complete, our Registrar will contact you.

When you receive your eCoe, it should be taken to the visa section of your nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where you can make application for a student visa. (For information, go to www.dfat.gov.au/missions). You will be unable to apply for a student visa without the eCoe.

Successful Student Visa

If your student visa application is approved, you should contact MIT and provide evidence of approval. MIT will contact you to confirm your timetable, start date and all other arrangements for your study with MIT.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must contact MIT and advise us and apply in writing for a refund of student fees in accordance with our Fee Refund Policy.
Monitoring student attendance and progress

Student deferral or suspension

Change of education provider

Student amenities

Monitoring student attendance and progress

Under the National Code 2007 of the ESOS Act 2000, international students are required to maintain satisfactory course progress and attendance in order to successfully complete their program within the duration specified in the Confirmation of Enrolment (CoE) letter. An education provider can only extend the expected duration of study in limited circumstances, through issuing a new CoE letter.

Satisfactory course progress is defined as a student successfully completing all required subjects in their program in order to achieve the qualification. Satisfactory course attendance is defined as a student attending at least 80% of scheduled course contact hours for each study period. MIT monitors and records the course progress and attendance of students on a regular basis. We do this by monitoring successful completion of assessment tasks and class attendance via an attendance record that requires the student’s signature at the start and end of a training day. A student who is identified as falling behind in successful assignment completion or having unacceptable attendance to scheduled sessions will be managed via a range of intervention strategies.

An intervention strategy is an individual student plan developed by the Senior Trainer aimed at improving the academic progress and attendance of a student. Intervention strategies may include additional learning support, counselling, development of study habits or adjustment to study program. MIT will do everything we can to assist students who want to learn and progress. If the intervention strategies do not result in any improvement, MIT will notify the student in writing of its intent to make a report to the Department of Education, Employment and Workplace Relations (DEEWR) and of their right to access the complaints and appeals processes. This report may result in the cancellation of the student visa by the Department of Immigration and Citizenship (DIAC).

Change of education provider

Under the National Code 2007 of the ESOS Act 2000, international students are restricted from transferring between education providers prior to completing six months of their principal course of study, unless they are given a letter of release or can demonstrate exceptional circumstances. MIT will only consider issuing a letter of release to a student who has a valid enrolment offer from another registered education provider. Students must also complete an Application to Transfer between Registered Providers form and refer to the Fee Refunds Policy. If granted, a letter of release will be issued at no cost to the student. Where a letter of release is not granted, the student will be provided with written reasons for refusing the request, and be informed of their right to lodge an appeal.

Student amenities

MIT has extensive amenities available for students including:

- close public transport
- toilet facilities
- tea and coffee area
- disabled access
- photocopying facilities

Student deferral or suspension

Students, unable to attend for a period of time, may lodge an Application to Defer Studies for approval by the Chief Executive Officer. Deferment is granted once only and for a period no longer than six (6) months. The return date will be at the discretion of the institute. A re-entry fee will be charged. Students will be advised of such at the deferment interview. An Application to recommence studies must be completed and approved by the Chief Executive Officer.

A students enrolment may only be deferred or suspended where compelling or compassionate circumstances exist.

MIT appreciates that students experiencing difficult circumstances may need to temporarily take leave from their studies. Student visa holders are entitled to request a temporary deferment or suspension from their education provider where they have compassionate or compelling reasons to do so.

Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience or the death of a close family member. It may also include when a student does not receive their visa in time, major political upheaval or a natural disaster in the student’s home country.

In these situations, the student is generally allowed to remain on a student visa, provided they are still enrolled in their course of study and intend to resume their studies. MIT may also cancel or suspend the enrolment of a student for inappropriate behaviour. Where this occurs, the student will be notified in writing and be informed of their right to access the complaints and appeals processes.
Accommodation

MIT can help and provide assistance to overseas students in arranging suitable accommodation. Brisbane has many options for students including home stay, shared accommodation, serviced apartments and private leasing. Many of these accommodation options are close to MIT.

Some accommodation options include:

- **Shared Accommodation.** This involves sharing the apartment with one or more adults, you’ll have your own bedroom but will share household responsibilities (like cleaning and laundry). You provide your own linen and food and usually pay extra for services such as electricity and telephone.
- **Rental Accommodation.** By signing a legal contract with a landlord or real estate agency, you can rent an apartment or house - choosing from furnished or unfurnished (although unfurnished is more usual). You will be solely responsible for the cost of electricity, gas, water, telephone and groceries. Most real estate agencies require a bond equivalent to 4 weeks rent in addition to 2 weeks rent paid in advance and a letting fee which usually equates to 1 weeks rent.
- **Homestay.** Homestay is where students choose to live with an Australian family. You are provided with a bedroom and can use the family’s home at leisure. However, there are a number of rules that you will need to familiarise yourself with and more information about this can be provided upon request.

Student resources

MIT provides students with access to a comprehensive range of written, video, audio texts and resources. These materials may be borrowed for study use. Trainers will arrange for loans on request. Students are reminded to return the borrowed material by due dates and observe copyright laws when using resources. Students will be required to pay for loss or damage to resources.

Student counselling

It is important that students have access to a range of support mechanisms during their study. If students require assistance or counselling related to study or personal difficulties, they should speak initially with their trainer or Senior Trainer for referral to our Welfare Counsellor.

The Welfare Counsellor can suggest access to specialised support for those who may need further external help. All discussions regarding this are in the strictest of confidence.

MIT Continuous improvement

MIT is committed to the continuous improvement of our training and assessment services, student services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

The primary method of reporting opportunities for improvement by students is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by the Continuous Improvement Committee. Often these reports will be generated after an opportunity for improvement has been identified by a staff member or student. The Continuous Improvement Report template is available at reception. You are encouraged to provide feedback to MIT so we can improve our services in the future.

Your language, literacy and numeracy skills

Language, literacy and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

To support this approach MIT will:

- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available;
- Refer students to external language, literacy and numeracy support services that are beyond the support available within MIT Institute of Technology and where this level of support is assessed as necessary; and
- Negotiate an extension of time to complete training programs if necessary.
Your safety

MIT has a responsibility to meet its duty of care to staff, students and visitors by providing facilities and a safe and healthy learning environment in accordance with the Work Health and Safety Act 2011.

Living away from home in Australia and in a different environment can sometimes cause problems that may affect your personal safety and wellbeing.

The following are some of those situations that may cause problems and some advice on how to avoid them.

Unsafe locations
World-wide, every city has some areas that may not be so safe. In your home city, you probably know of these areas and know how to avoid them. Brisbane is the same. If you are not familiar of which areas to be careful of you can check with a trainer or Senior Trainer.

Drugs and alcohol
In Australia, alcohol is readily available and legal for those over 18 years of age. Other substances such as marijuana, ecstasy, cocaine, etc are not allowed by Australian law and you run the risk of legal and visa problems as well as health issues if you become involved in their use / dealing.

If you have any questions or concerns about these things, please check with your Senior Trainer.

MIT is committed to providing you a safe environment in which to participate in training and assessment. The following guidelines are provided as a basis for safe practice in the training environment:

- Know and observe details of emergency response and evacuation plans. Evacuation procedures are covered during student induction.
- No smoking within the MIT building. A designated smoking point is provided at the rear of the building.
- Report all potential hazards, accidents and near misses to the MIT staff.
- No consumption of alcohol on MIT premises or during contact hours.
- Keep training and assessment areas neat and tidy at all times.
- Seek assistance if you volunteer to lift items e.g. move furniture in a training area.
- Observe hygiene standards particularly in eating and bathroom areas.
- Report safety concerns to an MIT staff member immediately.

Electrical equipment
Within the training automotive environment, you will be using a wide range of electrical equipment. The following guidelines are to be applied:

- Electrical equipment that is not working should be reported to MIT staff immediately.
- Electrical work should only be performed by appropriately licensed electrician. Students are not undertake any task related to fixing electrical equipment such as lighting or electrical training aids.

Fire safety
MIT will communicate the procedures involved in evacuation and the location of fire equipment to students during student induction.

Students are to be familiar with the location of all EXITS and fire extinguishers.

Students are to attend and participate in annual fire safety sessions on fire safety procedures and the use of fire safety devices.

First aid
Provision for first aid facilities is available, on the first floor. All accidents must be reported to MIT staff. The accident and any first aid provided must be recorded by staff involved.

Lifting
Never attempt to lift anything that is beyond your capacity.

When lifting, always bend the knees and keep the back straight when picking up items.

If you have experienced back problems in the past do not attempt to lift heavy objects at all. Ask someone else to do it for you.

Work and study areas
Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.

Place all rubbish in the bins provided.

Ensure that tea room bench spaces are left clean and tidy and that all dishes are washed.

Do not sit or climb on any desks or tables.
**Fairness and equity**

MIT is committed to providing a fair and equitable environment for its students and visitors. Any discrimination or harassment of staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated and is illegal under the requirements of the Anti-Discrimination Act 1977.

You are responsible for:

- ensure non-discriminatory or harassing behaviour at all times to other students, staff or visitors to the school.
- report any discriminatory behaviour or harassment to your trainer.

All MIT staff members (including contractors) will be informed that discrimination and harassment will not be tolerated under any circumstances.

In the event that discrimination and harassment is found to have occurred disciplinary action will be taken against any staff member who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately. Students should expect fair and friendly behaviour from MIT staff members and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

Students who feel that they have been discriminated against or harassed should report this information to a staff member of MIT that they feel they can trust. This will initiate a complaints handling procedure which will be fair and transparent and will protect your rights as a complainant.

**Access to your student file and record**

You have the right to access your student file at any time. You may want to review previous assessment results to monitor your progress and confirm areas identified for improvement.

You can access your student file just by making a request to the MIT reception area. You will be asked to complete a register of access and the Registrar will provide you with the record to view (with the Registrar) and take copies if required. You will not be permitted to take the original student file away as this is our record of your training and assessment which we are required to retain. You are welcome to obtain copies of any document.

**Your privacy**

MIT takes the privacy of students very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and National Privacy Principles.

Student information is only shared with external agencies such as registering authorities to meet compliance requirements as a Registered Training Organisation. All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases we are required by law to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases MIT Institute of Technology will seek the written permission of the student for such disclosure.

**Course fees**

Fees are payable when the student has signed the student agreement to signify their acceptance of enrolment offer made by MIT Institute of Technology Fees must be paid in full within 10 days of receiving an invoice from MIT. MIT may discontinue training if fees are not paid as required. For a full list of current fees and charges please request a copy of MIT schedule of fees and charges.

Students are required to pay a registration fee of AUD300* on application and a minimum 25% of total course fees on successful admission to a program. The balance of fees payable for the course must be paid at least 14 days prior to the commencement of each term/semester (four terms per year) unless prior arrangements have been made and confirmed in writing.

* The registration fee is non-refundable

The following table outlines the fees schedule:

- Application Fee (not refundable) AUD300
- Tuition Fee AUD22,000.00
- Administration fee AUD500.00
- Learning Resources AUD1,400.00
- Training Consumables AUD800.00
- Total AUD25,000.00

Minimum of First Term fees (AUD 6,175.00) must be paid before a Confirmation of Enrolment can be issued. Each subsequent term fee must be paid in full, in advance in order to maintain a valid enrolment.

A 1% administration fee applies to all fees paid by credit card.
These fees are subject to variation from time to time in regard to CPI changes within Australia. Once enrolment has commenced there will be no change in fees payable by each individual student.

Please refer to the MIT International Program Fee Schedule for further information about fees and related charges.

**Tuition Fee Protection**
MIT are required to apply the Student Tuition Protection Scheme (TPS) through the commonwealth managed fund known as Overseas Student Assurance Fund (OSTF). The Fund was established to protect the interests of overseas students on student visas or intending overseas students, who are studying or about to study in Australia.

Information that explains your rights as a student studying in Australia under the Education Services for Overseas Students Act 2000 can be found on the Study in Australia website:


**Student cancellation**
Students who cancel their enrolment part way through a training program must notify MIT in writing at the soonest opportunity if consideration of fee reimbursement is required. Once MIT is notified a refund will be issued for the component of training not commenced. MIT is entitled to retain fees for any component of the course completed up until the point of notification by the student cancellation.

**Replacement of text and learning resources**
Students who require replacement of issued text or learning resources will be liable for additional charges to cover the cost of replacement. MIT purchases its text books via the Co-Op Bookshop which is an online book store. With postage and handling the cost of a replacement text is approximately AUD130.00.

**Refunds**
Students who cancel their enrolment before the commencement of a training program will be entitled to a full refund of fees paid. Requests for refunds will be processed and transacted at the end of each month in which the cancelation notification was received.

Where a student cancels, MIT will not refund monies for the text unless a written request for a refund is received and MIT is satisfied that the text is in as-new condition.

A$100 processing fee applies to all refunds except when a student visa is refused or a MIT course is cancelled.

Course fee refunds are calculated from the date a written refund application is received, on the following basis only:

- MIT will refund 100 percent of the course fee paid if your application for a visa to study in Australia is rejected.
- MIT will refund 100 percent of the course fee paid if the course you have enrolled in is cancelled by MIT.
- MIT will refund 70 percent of the course fee paid if you withdraw from the course 4 weeks (28 days) or more before the commencement date of course of study.
- MIT will refund 50 percent of the course fee paid if you withdraw within the final 4 weeks (28 days) before the commencement date of course of study.
- There will be no course fee refund on or after the commencement date of course of study.

No refund will be paid to a third party unless the student indicates the name and address of the person to whom the refund should be paid. If no name and address is provided, the refund will be sent to the student’s home address.

All applications for refunds must be made using an application for refund of course fees. These are available from the Registrar.

If MIT cancels the course, the Institute will refund 100 percent of the tuition fees to the student.

All refunds will be made in Australian Dollars without any accrued interest.

If a student’s visa is cancelled due to poor attendance or any other form of misconduct, then no fee will be refunded.

MIT reserves the right to take further action under Australia’s Consumer Protection Laws.

Refunds approved in accordance with this policy will be paid within four weeks of the Registrar receiving a written claim from a student.

There may be grounds for refunds under “Exceptional Circumstances” and which may affect either a full or partial refund of a student’s tuition fee, including:

- Death of a student or a close family member (parent, sibling, spouse or child).
- Political, civil or natural event.

Where this policy does not adequately cover a particular circumstance, MIT may consider an individual’s case. The final decision rests with the Chief Executive Officer of MIT or his nominee.
Payment method
MIT Institute of Technology accepts payment for fees using:

- Credit Card.
- Electronic Funds Transfer (account details available on request).
- Cheque (made payable to MIT Institute of Technology).
- International Money Transfer – must include funds to pay for the receipt of the money transfer.

Payment in cash is not accepted.

Making a complaint or an appeal
MIT is committed to providing a fair complaints and appeals process that includes access to an independent external body if necessary.

What is a complaint?
A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by MIT in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students and/or employers.

What is an appeal?
An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be lodged within 28 days of informing the student of the decision or finding.

Early resolution or complaints and appeals
In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time they occur between the persons involved.

Complaint and appeals handling
MIT undertakes to apply the following principles to its complaints and appeals handling:

- A written record of all complaints and appeals is to be kept by MIT including all details of lodgement, response and resolution.
- A complainant or person lodging an appeal is to be provided an opportunity to formally present his or her case at minimal or no cost.
- Each complainant or person lodging an appeal may be accompanied and/or assisted by a support person at any relevant meeting.
- The handling of a complaint or appeal is to commence within 10 working days of the lodgement of the complaint / appeal and all reasonable measures are taken to finalise the process as soon as practicable.
- The complainant or person lodging an appeal is to be provided a written statement of the outcome, including details of the reasons for the outcome.
- The complainant or person lodging an appeal is to have the opportunity for a person or a body that is independent of MIT to review his or her complaint or appeal following the internal MIT complaint or appeals process. It is noted that a review of findings by an independent person or body will generally only relate to the appeals process and is less likely to be required in complaints handling.

- MIT shall maintain the enrolment of the complainant or person lodging an appeal during the complaint or appeals process.
- Decisions or outcomes of the complaint or appeals process that find in the favour of the student or otherwise shall be implemented immediately.
- Complaints and appeals are to be handled in the strictest of confidence. No MIT representative is to disclose information to any person without the permission of the MIT Chief Executive Officer. Decisions to release information to third parties are only to be done after the complainant or person lodging the appeal has given permission for this to occur.
- Complaints and appeals are to be considered on the basis of procedural fairness and lead to opportunities for improvement as a Continuous Improvement Report.

Complaint Process:
STEP 1. The issue should be raised directly with the trainer or, if preferred, with MIT staff.

If the complainant is unhappy with the result, they may then take formal action.

STEP 2. The complainant may raise the issue in writing with MIT or have MIT staff take notes regarding the complaint. After receiving the written/noted complaint, MIT will receipt the complaint and will arrange for a confidential personal interview as soon as practically possible, preferably within 48 hours.
This interview will attempt to resolve the complaint either between the parties involved or between the complainant and MIT.

If the complaint cannot be resolved to the satisfaction of the complainant the grievance will be forwarded to the Chief Executive Officer for actioning.

STEP 3. If the complaint is not resolved to your satisfaction you have the right to seek advice and make representations through other agencies. This requires you to determine who to approach. MIT can help you to decide this as depending on the nature of the complaint it may relate to the following agencies:

- QLD Office of Fair Trading http://www.fairtrading.qld.gov.au
- The Department of Immigration and Citizenship http://www.immi.gov.au/Pages/Welcome.aspx
Recognition of your existing skills and knowledge

Recognition of your existing skills and knowledge

In accordance with the requirements of the VET Quality Framework, MIT provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?
Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Recognition guidelines
The following guidelines are to be followed when an application for recognition is received:

• Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
• Students may not apply for recognition for units of competence or a qualification which are not included in MIT’s scope of registration.
• Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
• Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
• Assessment via recognition is to apply the principles of assessment and the rules of evidence.
• Recognition may only be awarded for whole units of competence.
• There is no RPL for international students with international qualifications.

If you consider that you have existing skills that may be recognised please inform MIT when you submit your application.

National recognition for your current competence

MIT acknowledges the requirement as an RTO to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

What is national recognition?
National recognition is the recognition of learning achieved through formal education and training. Under the VET Quality Framework, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

Evidence requirements for national recognition
An applicant will be required to present his or her statement of attainment or qualification for examination by MIT. These documents will provide the detail of what units of competence the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework Implementation Handbook. The applicant is required to submit copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

National recognition guidelines
The following guidelines are to be followed in relation to national recognition:

• Students may not apply for national recognition for units of competence or qualification which are not included in MIT’s scope of registration.
• Students are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
• The student does not incur any fees for national recognition and MIT does not receive any funding when credit transfer is granted.
Training arrangements

The course is delivered in a purpose designed Automotive Technology learning institute. Training is primarily conducted face-to-face in both a classroom based (theoretical) and Automotive Workshop based (practical) environment. Training sessions are trainer led in group sizes of no more than 20 participants. Practical sessions will be supported by two training staff resulting in a minimum student/trainer ratio of 1:10 for practical training and 1:20 for theoretical training.

The training program is undertaken using a planned schedule. Automotive Workshop sessions will include the demonstration, explanation and practice of automotive technology skills. This is undertaken in a fully functioning and equipped automotive training including eight vehicle bays with hoists and associate tools and equipment.

In addition to face-to-face learning, students will also complete self-paced study to assist them in building their professional knowledge and undertake work toward their assignments.

Students will typically attend formal training sessions four days per week. Each day has scheduled training over 6.5 hours resulting in 26 contact hours per week.

The course will be delivered over a one year period. The course will be delivered in four terms over two semesters. The term dates are

**Semester One**
Term One – 7th Jul 2014 – 19th Sep 2014
Term Two – 7th Oct 2014 – 12th Dec 2014

**Semester Two**
Term One – 5th Jan 2015 – 3rd Apr 2015
Term Two – 20th Apr 2015 – 22nd Jun 2015

The following identifies each term and the units of competence to be delivered:

**Term One, Semester One**
- AURASA2002 Apply safe working practices in an automotive workplace
- AURAEA3003 Monitor environmental and sustainability best practice in the automotive mechanical industry
- AURAF2003 Communicate effectively in an automotive workplace
- AURAF2002 Read in an automotive workplace
- AURTTRK2002 Use and maintain workplace tools and equipment
- AURLTJ2003 Remove, inspect, and refit light vehicle wheel assemblies
- AURLTJ2002 Remove, inspect, repair and fit tyres and tubes (light)
- AURTTJ2001 Balance wheels and tyres
- AURTTA2004 Carry out servicing operations
- AURTT2004 Inspect and service engines

**Term Two, Semester One**
- AURTTC2001 Inspect and service cooling systems
- AURTTF2002 Service diesel fuel injection systems
- AURTTF2001 Service petrol fuel systems
- AURETR3025 Test, charge and replace batteries
- AURTTB2001 Inspect and service braking systems
- AURTTD2002 Inspect and service steering systems
- AURTTD2004 Inspect and service suspension systems
- AURTTX2002 Inspect and service transmissions (manual)
- AURTXT2003 Inspect and service transmissions (automatic)
- AURTTQ2003 Service final drive (driveline)
- AURTTQ2001 Service final drive assemblies
- AURATA2001 Identify basic automotive faults using troubleshooting processes

**Term One, Semester Two**
- AURETR2012 Test and repair basic electrical circuits
- AURTTC3003 Diagnose and repair cooling systems
- AURLTB3003 Diagnose and repair light vehicle hydraulic braking systems
Assessment arrangements

• AURLTD3004 Repair steering systems (light vehicle)
• AURLTD3005 Repair suspension systems (light vehicle)
• AURLTQ3002 Repair final drive - driveline (light vehicle)
• AURLTX3003 Diagnose and repair light vehicle clutch systems
• AURLTE3002 Repair engines and associated engine components (light vehicle)

Term Two, Semester Two
• AURETR3030 Diagnose and repair starting systems
• AURETR3029 Diagnose and repair charging systems
• AURETR3031 Diagnose and repair ignition systems
• AURLTZ3001 Diagnose and repair light vehicle emission control systems
• AURETR3023 Diagnose and repair electronic spark ignition engine management systems
• AURTTA3018 Carry out diagnostic procedures

Assessment arrangements

‘Competent’ or ‘not yet competent’?
There are two possible assessment outcomes of competency based assessment either ‘Competent’ that is you have demonstrated sufficient skills and knowledge or ‘Not Yet Competent’. If you receive a not yet competent result – it is not something to get worried about. Sometimes there are simple but important things that you may have overlooked but need to be covered. You will be given specific feedback on which aspects of your performance and what needs to improve and additional training to support you to become competent.

Assessment attempts
You will be allowed to resubmit each task for each assessment three times, subject to course completion timeframes. If after three submissions (and additional training) you are unable to demonstrate that you are competent in the unit or units of competency, MIT Institute of Technology may apply further charges for additional assessment. Please refer to the Fee Schedule.

The assessment environment
At MIT, there is a strong focus in undertaking assessment as though you are working in a real automotive workshop. This approach is supported by our simulated work environment and local policy and procedure. At times the environment will be busy and specific items of equipment will be in high demand. This reflects the actual workplace environment. This requires that you plan your activities and work cooperatively with other student to complete your work.

Completion dates
These can vary and you will find a timetable provided to you which specifies assessment submission dates. You should work diligently to complete all assessment tasks on the due date.

Submitting authentic work
All work submitted must be your own work. MIT verifies this in the following ways:
• participant confirmation and declaration
• additional verbal questions given to participants on a random basis
• comparison of work style and quality for all work undertaken.

Referencing and plagiarism
Where you are making significant reference to the work of others you must acknowledge this by providing the name of the author and the publication information. If you do not acknowledge other authors you are incorrectly claiming work as your own. This is called plagiarism. In all Australian educational institutions plagiarism is unacceptable.

Graded assessment
MIT do not apply graded assessments.

Assessment methods
You are required to demonstrate your skills and knowledge across the applicable assessment tasks. Your assessor will gather sufficient assessment evidence from a range of sources using a number of different assessment methods. During the Certificate III in Light Vehicle Mechanical Technology, the following assessment methods are used:
• Direct observation by the assessor of the student performing a broad sample of the tasks applicable to each unit of competency. These tasks are usually assessed holistically in the context of an automotive service or repair task.
• Knowledge assessment via verbal questioning of the student to assess their broad underpinning knowledge and their ability to communicate this knowledge confidently to another person.
• Knowledge assessment via the compilation of a written questionnaire. The written questionnaire confirms the student's underpinning knowledge across the broad performance of the tasks, the safety and environmental aspects of the tasks and the workplace or enterprise requirement relating to the tasks.

• Compilation of the training record book (by the student) to record their performance of tasks relating to the unit over the months leading up to the assessment. These tasks are notified to the student in activity two within the student's learning guide.
The Automotive Training Specialists