



## AUSTRALIAN INDUSTRY GROUP TRAINING SERVICES

### Funding opportunities to upskill your key administrative staff

#### **AUR30105 Certificate III in Automotive Administration (traineeship)**

**attracts Australian Government funding for eligible employees**

**This nationally-accredited qualification is available throughout  
Victoria, NSW & QLD**

#### **Who should undertake this course?**

This course has been designed for those employees that perform a range of administrative tasks in an automotive company such as a car dealership, Hire Car or large service centre, including:

- Customer Service Representatives
- Office Administrators
- Accounts assistants
- Office Managers or Supervisors
- People wishing to receive recognition for the skills they have acquired during their career in Automotive administration

#### **Funding eligibility**

Now, more than ever, it is critical for **employers** to remain up-to-date with a thorough knowledge of all potentially available **government incentives**, both at the Federal and State level. AiGTS with the Australian Apprenticeship Centre MAS National can provide you with details of these incentives.

Visit [www.aigroup.com.au/education/australianapprenticeshipcentre](http://www.aigroup.com.au/education/australianapprenticeshipcentre) for more information.

#### **Qualification and duration**

The nationally-accredited qualification, **AUR30105 Certificate III in Automotive Administration**, will be awarded when all units of competency have been satisfactorily completed.



The maximum time allowed for a full-time employee to complete the course is 24 months.

#### **Course delivery for on the job training**

Training in the workplace will be flexible and combine one-on-one, group or online support. Up-to-date, self-paced resources are available for each unit of competency undertaken.

Flexible delivery provides training when it best suits participants and employers. Flexible delivery focuses on "Learning" rather than "Teaching" and to provide the best possible learning experience for the person.

## On the Job Training

On-the-job training is training, which occurs while working under normal pressures and constraints as part of employment, or a Training Agreement/Contract (Traineeships). On-the-job training must be directly related to achieving course objectives.

## Skills Recognition

The skills and knowledge people have gained through previous studies, work and life experiences will be recognised. The Workplace Trainer and Assessor will discuss skills recognition with each applicant.

## Assessment for on the job training

Evidence for assessment will be gathered from various sources which can include:

- Observation of workplace performance
- Demonstration of specific skills/knowledge
- Project
- Role play/simulation
- Written exercises
- Oral questioning
- Oral presentations
- Third Party Person
- Portfolio

**Contact Us** for further information on any of the above training opportunities:

**1300 761 944** | [www.aigts.com.au](http://www.aigts.com.au)

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