

## Training Plan Outline

<b>Apprentice/Trainee Family Name:</b>	<b>First Name:</b>	<b>DOB:</b>
Trade (include stream)/Traineeship: Agricultural Mechanic - AUR Automotive Retail, Service and Repair Training package		
Title of Qualification: AUR31020 Certificate III in Automotive Sales		Nominal Training Period: 4 years
National Course Code: AUR31020	Commencement Date -	Training (estimated month/year):
Apprenticeship and Traineeship Support Network: Apprentice Support Australia Contact: Peter Lowan Telephone: 0418 910 113 Email: peter.lowan@cciwa.com		
<b>Employer Details:</b> McIntosh Holdings Pty Ltd	Address: 547 Great Eastern Highway	
Business Trading Name: McIntosh & Son	Suburb: Redcliffe WA 6104	
Contact: Paul Berghella	Tele: 0459022662	Email: paul.b@mcson.com.au
Name of Registered Training Organisation (RTO): 52896 - McIntosh Holdings Pty Ltd		Address: 547 Great Eastern Hwy Redcliffe WA 6104
Contact: Paul Berghella	Tele: 0459022662	Email: paul.b@mcson.com.au

### Acknowledgement of Parties

Under User Choice, the employer and apprentice/trainee have the right to negotiate training programs with the RTO. Aspects of training open to negotiation include:

- Selection, content, and sequencing of units of competence.
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**Note:** For Apprenticeships, RTOs need to be aware of legislative requirements in relation to the above.

### Agreement Declaration

We, the undersigned, have discussed, understand, and are satisfied with the attached Training Plan Outline arrangements to support and deliver the required training. Skills Recognition Services have been explained and offered to the apprentice/trainee.

Employer signature:

Printed Name: Paul Berghella

Date:

*The employer ensures that the workplace complies with the relevant legislative requirements, e.g., Occupational, Safety & Health regulations.*

Apprentice/Trainee signature:	Date:	
RTO signature (Authorised Rep):	Printed Name:	Date:

The RTO must retain its own copy and provide a complete, signed copy of the TPO to the Australian Apprentice Support Network (AASN), Apprentice/Trainee, and Employer.

LEGEND			
*Skills Recognition	**DSI (Delivery Strategy Identifier)	Year of Training and Assessment	++Assessment Method - <i>can be more than 1</i>
Once offered, indicate which of the following, if any, have been sought (or granted as required for specific approved initiatives): CT = Credit Transfer = Nil RPL = Recognition of Prior Learning	1 = Scheduled face to face delivery, block release.	Estimated start and end year of training and assessment. <i>(These may change as the apprentice/trainee progress is reviewed)</i>	A = Knowledge based assessment (KBT) B = Practical Skills assessment

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Unit Core	Unit of Competence	Nom Hrs	*Skills Recog.	Training Delivery and Assessment Strategy					
				Trainer		**DSI	+Mth & Year of Delivery (start and end date)		++Assessment Method
				EMP	RTO				
AURASA102	Follow safe work practices in an automotive workplace	20		√	√	1	2023	2027	A & B
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	20		√	√	1	2023	2027	A & B
AURACA101	Respond to customer needs and enquiries in an automotive workplace	20		√	√	1	2023	2027	A &
AURSA001	Process customer complaints in an automotive workplace	16		√	√	1	2023	2027	A & B
AURSCA106	Promote automotive products and services	20		√	√	1	2023	2027	A & B
AURAF104	Resolve routine problems in an automotive workplace	20		√	√	1	2023	2027	A & B
AURSLA001	Comply with legal requirements when selling automotive products and services	20		√	√	1	2023	2027	A & B
AURSCA105	Sell automotive products and services	20		√	√	1	2023	2027	A & B
Unit Elective	Unit of Competence	Nom Hrs	*Skills Recog.	Training Delivery and Assessment Strategy					
				Trainer		**DSI	Year of Delivery (Start and end date)		++Assessment Method
				EMP	RTO				
AURSBA001	Carry out warehousing procedures in an automotive workplace	16		√	√	1	2023	2027	A & B
AURSBA102	Identify and match uncommon automotive parts	30		√	√	1	2023	2027	A & B
AURTTK001	Use and maintain measuring equipment in an automotive workplace	16		√	√	1	2023	2027	A & B
AURTTK102	Use and maintain tools and equipment in an automotive workplace	30		√	√	1	2023	2027	A & B
AURSCA103	Apply sales procedures in an automotive workplace	16		√	√	1	2023	2027	A & B
AURETR125	Test, charge and replace batteries and jump-start vehicles	20		√	√	1	2023	2027	A & B
SIRINV002	Control stock	35		√	√	1	2023	2027	A & B
TLIA0022	Pick and process orders	20		√	√	1	2023	2027	A & B
AURTTA105	Select and use bearings, seals, gaskets, sealants, and adhesives	20		√	√	1	2023	2027	A & B
AURTTA104	Carry out service operations	40		√	√	1	2023	2027	A & B
AURACA103	Build customer relations in an automotive workplace	30		√	√	1	2023	2027	A & B
AURAF103	Communicate effectively in an automotive workplace	20		√	√	1	2023	2027	A & B
		Total Hours	449						

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If the apprentice is under 18 this training plan must be witnessed and signed by their guardian.

Guardian signature:	Date:
Relationship:	Printed Name:

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