
AUTOMOTIVE ADMINISTRATION
Adapt work processes to new
technology in the motor and related
industries

level:	5
credit:	4
final date for comment:	December 2008
expiry date:	December 2009
sub-field:	Motor Industry
purpose:	People credited with this unit standard are able to investigate the nature of new technology in the motor and related industries, and modify existing work processes and procedures.
entry information:	Open.
accreditation option:	Evaluation of documentation and visit by NZQA and industry.
moderation option:	A centrally established and directed national moderation system has been set up by the NZ Motor Industry Training Organisation.
special notes:	<ol style="list-style-type: none">1 The following legislation must be consulted and followed where applicable: Consumer Guarantees Act 1993; Fair Trading Act 1986; Health and Safety in Employment Act 1992; Land Transport Rule: Vehicle Repair 1998, Rule 34001; Transport (Vehicle Standards) Regulations 1990.2 Land Transport Rules are produced for the Minister of Transport by Land Transport New Zealand. These rules are available online at http://www.landtransport.govt.nz.

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- 3 Reference to *company policy* means that the standard must comply with any policies, procedures, and requirements of the company involved, and the ethical codes of relevant professional management organisations.
- 4 For the purposes of assessment, *new technology* may include equipment and/or tools, base materials, or automotive systems unfamiliar and/or not introduced to or by the company previously.
- 5 The NZ Motor Industry Training Organisation acknowledges the assistance provided by the Australian National Training Authority (ANTA) in permitting their competency unit to be used as the basis for this unit standard. This unit standard is based on the unit of competency AUR61101A *Adapt work processes to new technologies*.
- 6 The practical skills of this unit standard can be assessed in the workplace or in simulated workplace conditions off-job.

Elements and Performance Criteria

element 1

Investigate the nature of new technology in the motor and related industries.

performance criteria

- 1.1 The nature of the new technology is identified according to company policy.
- 1.2 Training and/or information sessions are attended and/or research undertaken to gain a full understanding of the new technology.

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- 1.3 The new technology is analysed to determine the importance and value to the company.
- Range: may include but is not limited to – customer requirements, company expansion, replacement of existing technology, meeting manufacturer's requirements, meeting legislative requirements, financial.
- 1.4 Impact of new technology on existing processes is identified.
- Range: may include but is not limited to – staff, shop layout, tools and equipment, company policy.
- 1.5 Additional materials and equipment required to adopt the technology are communicated to management according to company policy.

element 2

Modify existing work processes and procedures.

performance criteria

- 2.1 Processes are modified to incorporate new technology according to company policy.
- Range: may include but is not limited to – work sequence, repair sequence, health and safety practices, administration and/or documentation, stock control.
- 2.2 Impact on workflow and productivity is minimised through effective planning and communication with staff.
- 2.3 Staff are provided with training and/or information in the use of the new technology.
- Range: may include but is not limited to – team meetings, one-to-one with staff members, external course, manufacturer's product training.

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Comments on this unit standard

Please contact the NZ Motor Industry Training Organisation jlane@mito.org.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0014 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.