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**AUTOMOTIVE ADMINISTRATION**  
**Identify, interpret, and apply legal**  
**requirements relevant to the workplace**  
**in the motor industry**

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<b>level:</b>	<b>5</b>
<b>credit:</b>	<b>8</b>
<b>final date for comment:</b>	December 2008
<b>expiry date:</b>	December 2009
<b>sub-field:</b>	Motor Industry
<b>purpose:</b>	People credited with this unit standard are able to identify, interpret and apply legal requirements relevant to the workplace in the motor industry.
<b>entry information:</b>	Open.
<b>accreditation option:</b>	Evaluation of documentation and visit by NZQA and industry.
<b>moderation option:</b>	A centrally established and directed national moderation system has been set up by the NZ Motor Industry Training Organisation.
<b>special notes:</b>	<p>1 The following legislation and other sources must be consulted and followed where applicable: Building Act 1991; Consumer Guarantees Act 1993; Employment Relations Act 2000; Fair Trading Act 1986; Hazardous Substances and New Organisms Act 1996; Health and Safety in Employment Act 1992; Ozone Layer Protection Act 1996; Privacy Act 1993; Resource Management Act 1991; ACC regulations; Lead Process Regulations 1950; Local body regulations relevant to the motor industry; Spray Coating Regulations 1962; Toxic Substances Regulations 1983;</p>

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Traffic Regulations 1976;  
Transport (Vehicle Standards) Regulations 1990;  
Code of Practice for the Safe Use of Isocyanates  
(1994) Wellington: Occupational Safety and Health  
Service, Department of Labour;  
Land Transport Rules, available from Land Transport  
New Zealand. These rules are available online at  
<http://www.landtransport.govt.nz>.

- 2 A *workplace* can be defined as any motor industry business nominated and recorded for assessment purposes.
- 3 For the purpose of this standard, completed daily check sheets over a normal period of 15 working days can be used as evidence that workplace activities are checked to ensure compliance to legislative requirements.

## **Elements and Performance Criteria**

### **element 1**

Identify and interpret legal requirements relevant to the workplace in the motor industry.

### **performance criteria**

- 1.1 Legislation, Codes of Practice, and Regulations are identified as those applying specifically to an automotive workplace.
- 1.2 Key points of legislation relevant to an automotive workplace are interpreted.
- 1.3 Local body regulations relevant to an automotive workplace are identified.

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- 1.4 Regulatory bodies relevant to an automotive workplace and the role and authority of each body are identified.
- Range: may include but is not limited to – Department of Labour inspectors, Inland Revenue Department, Health Department, Occupational Safety and Health (OSH), Ministry of Consumer Affairs, local body inspectors, Land Transport New Zealand.
- 1.5 Requirements relating to the workplace are identified according to the provisions of the Health and Safety in Employment Act 1992.
- 1.6 Principles, requirements, and application of the vehicle safety standards are identified and interpreted according to the Transport (Vehicle Standards) Regulations 1990, and Land Transport Rules.
- 1.7 Requirements relevant to the protection of the environment are identified and interpreted according to legislation.
- 1.8 Requirements relevant to the use and disposal of hazardous materials are identified and interpreted according to the local body regulations, and legislation.
- 1.9 Requirements relevant to customer protection are identified and interpreted according to legislation.

**element 2**

Apply legal requirements relevant to the workplace in the motor industry.

**performance criteria**

- 2.1 Checks are made to ensure workplace activities conform to legal requirements.
- 2.2 Any areas of non-compliance are reported promptly to management.

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**Comments on this unit standard**

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

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**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>.