

**GREAT NEWS**

**FREE TRAINING!**



SCAN FOR LIST OF  
ELIGIBLE PROGRAMMES

# CAREERS IN THE AUTOMOTIVE INDUSTRY

**mito**



Te Pūkenga

# ABOUT MITO

Every year MITO helps thousands of learners gain the knowledge and skills they need to accelerate their careers with on-the-job training and apprenticeships.

We offer a range of training programmes and learning experiences that will challenge and reward you. With our help and your drive and initiative, you can really get your career going places.

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## WHAT YOU NEED TO KNOW

### What is an apprenticeship?

An apprenticeship is training done on-the-job so you **EARN WHILE YOU LEARN!** You complete practical assessments at work, proving you can perform certain tasks. There is also some theory-based training and off-job training involved too. When you've completed your apprenticeship, you gain a nationally-recognised qualification.

Support will be provided throughout your programme by your MITO Training Advisor, workplace supervisor and specialist trainers.

### What do you need to start an apprenticeship?

To enrol in any of MITO's automotive training programmes you need to be employed in the automotive industry and have an employer who is prepared to support you through your training.

To sign up, simply fill out the form at [mito.nz/ready-to-sign-up](https://mito.nz/ready-to-sign-up) and our enrolments team will be in touch.

### Training fees

What's better than getting paid to get qualified? Having your fees paid for you too! The Government's Targeted Training and Apprenticeship Fund (TTAF) will pay for the training fees for all learners that enrol in an eligible MITO apprenticeship or traineeship programme until 31 December 2022.

For more information visit [mito.nz/free](https://mito.nz/free).

For some programmes MITO charges an annual training fee for each year of your apprenticeship which covers all your training and assessment costs. A discounted annual training fee may be available if your employer has a registered MITO workplace assessor. Please contact MITO for more details.

[mito.nz](https://mito.nz) | 0800 88 21 21 | [info@mito.org.nz](mailto:info@mito.org.nz)

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**1**

## **CHOOSING SCHOOL SUBJECTS**

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**2**

## **WRITING A CV**

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**3**

## **APPLYING FOR A JOB**

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**4**

## **ATTENDING AN INTERVIEW**

## **HOW TO ENTER THE INDUSTRY**

If you're keen to get a job in the automotive industry, here are some quick tips to help you get started.

### **School subjects that may be useful include:**

- English, Mathematics, Technology, Computer skills and Science (such as Physics)
- it's important to get your literacy and numeracy credits too, however MITO can assist you with these if necessary through our support programmes.

### **Write a good CV that includes:**

- your name and contact details
- a description of your education, existing qualifications and any practical experience
- a list of people happy to recommend you to potential employers.

### **There are plenty of ways to look for a job including:**

- visit MITO's Job Hub at [mito.nz/jobhub](https://mito.nz/jobhub) to view current job vacancies and create a jobseeker profile to promote yourself to employers who are actively looking to hire
- job search websites such as Seek and TradeMe
- going 'door knocking' and approaching local businesses
- asking friends and family for contacts – a lot of people find jobs through 'word of mouth'.

### **Make a good impression at your interview by:**

- turning up on time
- dressing tidily and being polite and friendly
- asking questions (it shows you're interested) and thanking the employer before you leave.



MICRO-CREDENTIAL

**startup**<sup>®</sup>  
Automotive Career

## QUALIFICATIONS

StartUp<sup>®</sup> Ignition –  
Automotive Micro-credential  
(Level 2)

StartUp<sup>®</sup> Accelerate –  
Automotive Engineering  
Micro-credential (Level 3)

StartUp<sup>®</sup> Accelerate –  
Collision Repair and Refinishing  
Micro-credential (Level 3)

## LEVEL



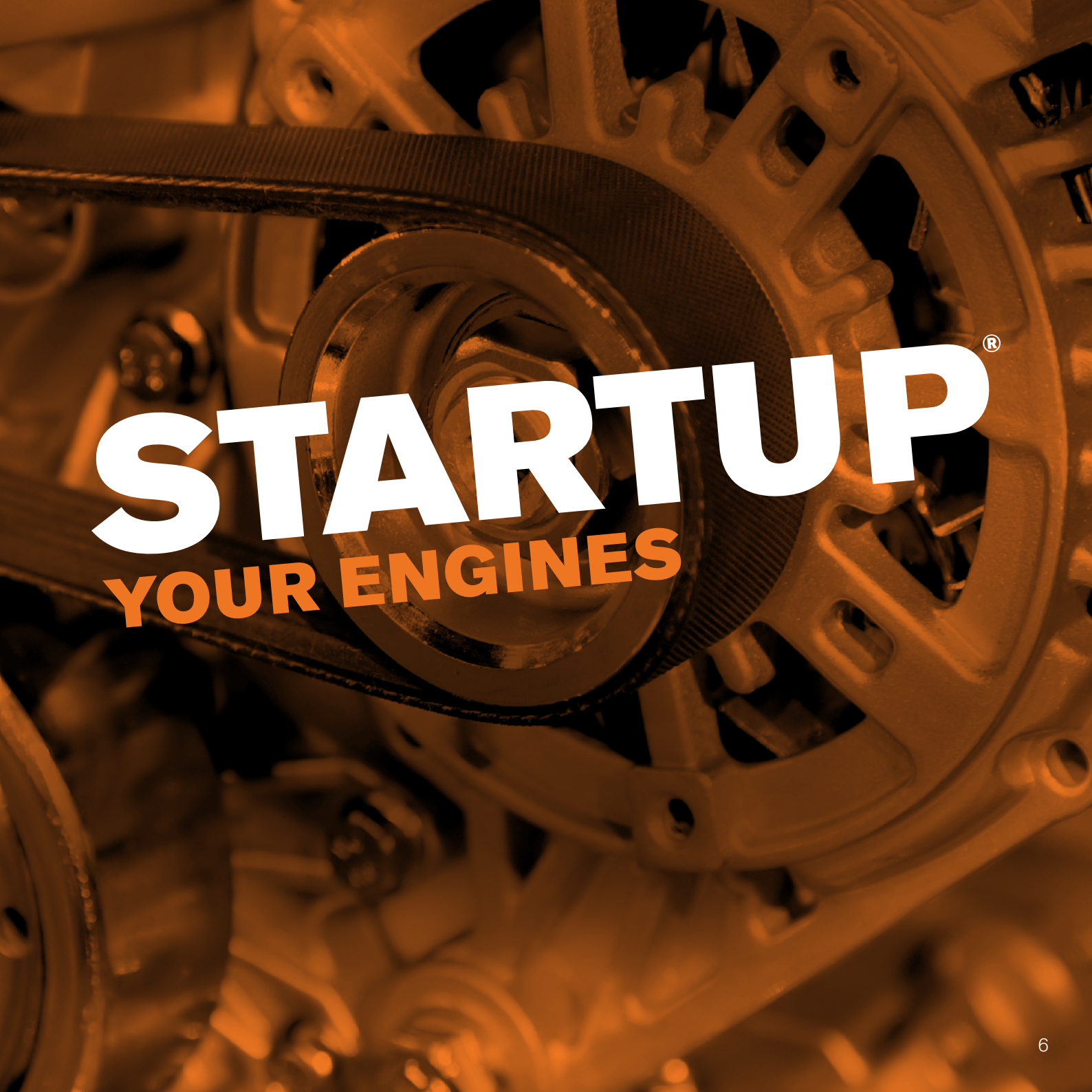
## STARTUP<sup>®</sup>

StartUp<sup>®</sup> offers secondary school students the chance to earn micro-credentials approved by NZQA, credits towards NCEA, and a great introduction to the workplace. Supported by MITO, in partnership with secondary schools and local businesses, StartUp<sup>®</sup> has both theory eLearning and practical learning in an automotive workshop (light vehicle, heavy vehicle or collision repair). It's just like a mini-apprenticeship!

StartUp<sup>®</sup> is designed to be completed over two years - the first year completing the Ignition programme and the second year completing the Accelerate programme. For the Accelerate programme there are two strands: Automotive Engineering or Collision Repair and Refinishing. Upon completion you will achieve a micro-credential - listed on your NZQA New Zealand Record of Achievement.

If you want to gain credits towards NCEA and receive practical, hands-on experience that will look great on your CV talk to your school's careers advisor or Gateway co-ordinator about StartUp<sup>®</sup> or visit [mito.nz/startup](https://mito.nz/startup).





# **STARTUP<sup>®</sup>**

**YOUR ENGINES**



“ My favourite thing about completing an apprenticeship is the fact that I can learn on-the-job. I find it easier to learn things by doing them, not by sitting in a classroom. ”

Regan Penn

Read more about Regan at [mito.org.nz/regan](https://mito.org.nz/regan)

## QUALIFICATION

New Zealand Certificate in  
Light Automotive Engineering

## LEVEL



## DURATION



YEARS

## AUTOMOTIVE TECHNICIAN/MECHANIC

Automotive Technicians service and repair light vehicles and their components.

During this training programme, which includes a mix of workplace practical learning and eLearning, you will progress from an introductory to an advanced level, learning to:

- Inspect light vehicles for mechanical, electrical and electronic faults
- Repair components in engines, fuel systems, transmissions, brakes, steering and suspension
- Diagnose and rectify faults in components such as engines, transmissions and vehicle control systems.





**“ This is such a great, rewarding industry and I’d love to be able to make people feel the same way about it that I do now. ”**

Peter Joseph

Read more about Peter at [mito.org.nz/peter](https://mito.org.nz/peter)

## QUALIFICATION

New Zealand Certificate  
in Collision Repair  
(Non-Structural Repair)

## LEVEL



## DURATION

3.5

YEARS

## COLLISION REPAIR TECHNICIAN/PANELBEATER

Non-structural Collision Repair Technicians repair, replace and refit non-structural vehicle panels that have been damaged as a result of collision and corrosion.

This training programme includes a mix of workplace practical learning and eLearning and provides you with the skills and knowledge to complete tasks such as:

- Removing, replacing and protecting motor body parts
- Non-structural repairs on vehicle systems
- Repairs on damaged metal and non-metal components
- Repairing minor vehicle damage.



“ The more jobs I’m doing and the more I’m learning, the better at refinishing I’m getting. ”

Deepak Kodan

Read more about Deepak at [mito.org.nz/deepak](https://mito.org.nz/deepak)

## QUALIFICATION

New Zealand Certificate in  
Automotive Refinishing

## LEVEL



## DURATION



YEARS

## AUTOMOTIVE REFINISHER/SPRAY PAINTER

Automotive Refinishers prepare, restore and finish painted vehicle surfaces as well as matching and mixing paint colours.

This training programme includes a mix of workplace practical learning and eLearning and provides you with the skills and knowledge to complete tasks such as:

- Paint preparation, selection and application
- Refinishing equipment and finishing
- Accessories and paint technology
- Preparing and priming panels.



**“ The great thing about this career is that cars are constantly changing as technology evolves, and that’s what makes this industry so exciting. ”**

Abby Brice

Read more about Abby at [mito.org.nz/abby](https://mito.org.nz/abby)

## QUALIFICATION

New Zealand Certificate  
in Automotive Electrical  
Engineering

## LEVEL



## DURATION



YEARS

## AUTOMOTIVE ELECTRICIAN

Automotive Electricians install, maintain and repair electric and electronic components in vehicles.

This training programme includes a mix of workplace practical learning and eLearning and provides you with the skills and knowledge to complete tasks such as:

- Inspecting vehicles for electrical and electronic faults
- Repairing wiring circuits
- Carrying out unit repairs
- Design, build and install a range of electrical and communication systems.

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## QUALIFICATION

New Zealand Certificate in  
Heavy Automotive Engineering

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## LEVEL



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## DURATION



YEARS

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## AUTOMOTIVE HEAVY ENGINEERING TECHNICIAN/DIESEL MECHANIC

Automotive Heavy Engineering Technicians service and repair heavy vehicles and their components.

This training programme includes a mix of workplace practical learning and eLearning and is designed to provide learners the skills they need to:

- Inspect heavy automotive vehicles and equipment for electrical, mechanical and electronic faults
- Repair components in engines, fuel systems, transmissions, brakes, steering and suspension.

Choose to specialise in one of the following:

### ROAD TRANSPORT

You'll be working on heavy road transport vehicles, including trucks, buses, heavy trailers and combination units.

### AGRICULTURAL EQUIPMENT

You'll be working on land maintenance, cultivation and harvesting equipment – that's everything from mowers to combine harvesters!

### PLANT AND EQUIPMENT

You'll be working on heavy plant and equipment, including construction, off-road and earth-moving machinery.

### MATERIALS HANDLING EQUIPMENT

You'll be working on equipment used for moving and storing materials, goods and products. This includes electric and non-electric forklifts and other fuel or electric powered machinery such as forklifts, sideloaders and straddle trucks.



**“ I get to do a bit of everything – there’s electrical but you’ve also got the mechanical side of things, the hydraulic and pneumatic. It makes you think a lot throughout the day. ”**

Yvonne Cadman

Read more about Yvonne at [mito.org.nz/yvonne](https://mito.org.nz/yvonne)





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## QUALIFICATION

New Zealand Certificate in  
Motorcycle Engineering

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## LEVEL



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## DURATION



YEARS

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## MOTORCYCLE ENGINEERING TECHNICIAN

Motorcycle Engineering Technicians service and repair faults that are commonly encountered on motorcycles.

This training programme, which includes a mix of workplace practical learning and eLearning, is designed to provide learners with the skills they need to:

- Maintain a safe and effective workplace
- Apply the appropriate precautionary measures when servicing and repairing high-risk motorcycle systems
- Diagnose and repair common faults in motorcycle engines, electrical and electronic systems, and steering, suspension and braking systems.



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## QUALIFICATION

New Zealand Certificate  
in Automotive Diesel  
Fuel Technology

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## LEVEL



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## DURATION

2.5

YEARS

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## AUTOMOTIVE DIESEL FUEL TECHNICIAN

Diesel Fuel Technicians diagnose and repair faults in diesel fuel injection systems.

This training programme includes a mix of workplace practical learning and eLearning and is designed to provide learners the skills they need to:

- Apply health and safety requirements to an automotive workplace
- Diagnose faults and repair diesel fuel mechanical, and electronic, delivery systems
- Diagnose faults and repair air induction systems.



## QUALIFICATION

New Zealand Certificate in  
Outdoor Power Equipment

## LEVEL



## DURATION



YEARS

## OUTDOOR POWER EQUIPMENT TECHNICIAN

Outdoor Power Equipment Technicians inspect, diagnose and repair faults on outdoor power equipment.

This training programme, which includes a mix of workplace practical learning and eLearning, is designed to provide learners with the skills they need to:

- Use tools and equipment to complete basic workshop engineering tasks
- Inspect, diagnose and repair common technical faults in outdoor power engines, driveline systems, electrics and electronic systems
- Service steering, suspension and brake systems.





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## QUALIFICATION

New Zealand Certificate  
in Automotive Parts  
and Accessories

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## LEVEL



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## DURATION

22

MONTHS

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## AUTOMOTIVE PARTS AND ACCESSORIES MERCHANDISER

Automotive Parts and Accessories Merchandisers carry out parts and accessories merchandising operations in an automotive environment.

This training programme, which includes a mix of workplace practical learning and eLearning, is designed to provide learners with the skills they need to:

- Follow workplace policies, procedures and relevant regulations to work safely and effectively
- Understand automotive vehicle systems
- Apply fundamental sales techniques
- Carry out department operations including the sourcing, storing and selling of automotive parts and accessories.



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## QUALIFICATION

New Zealand Certificate  
in Electric Vehicle  
Automotive Engineering

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## LEVEL



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## DURATION



MONTHS

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## ELECTRIC VEHICLE AUTOMOTIVE TECHNICIAN

Electric Vehicle Automotive Technicians inspect, service and repair electric vehicles and their components.

This programme will teach you the skills and knowledge to complete tasks such as:

- Diagnosing and repairing uncommon and complex specialist system faults in electric vehicles as an advanced technician
- Overseeing team responsibilities and ensuring compliance with legislative and company requirements to maintain a safe and effective workplace.





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## QUALIFICATION

Working Safely with Electric  
Vehicles Micro-credential

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## LEVEL



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## DURATION



MONTHS

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## ELECTRIC VEHICLE MICRO-CREDENTIAL

Designed for individuals seeking an introduction to electric vehicle safety, MITO's EV micro-credential will provide you with the practical skills and knowledge to work safely and effectively on or around electric vehicles.

This micro-credential will teach you the skills and knowledge to:

- Demonstrate knowledge of hybrid electric and battery electric vehicles or machines
- Demonstrate knowledge of hybrid and battery electric vehicle or machine high voltage systems operation and safety
- Prepare to work safely on or around hybrid electric vehicle and battery electric vehicle or machine high voltage systems.



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## QUALIFICATION

New Zealand Certificate  
in Business  
(First Line Management)

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## LEVEL



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## DURATION



MONTHS

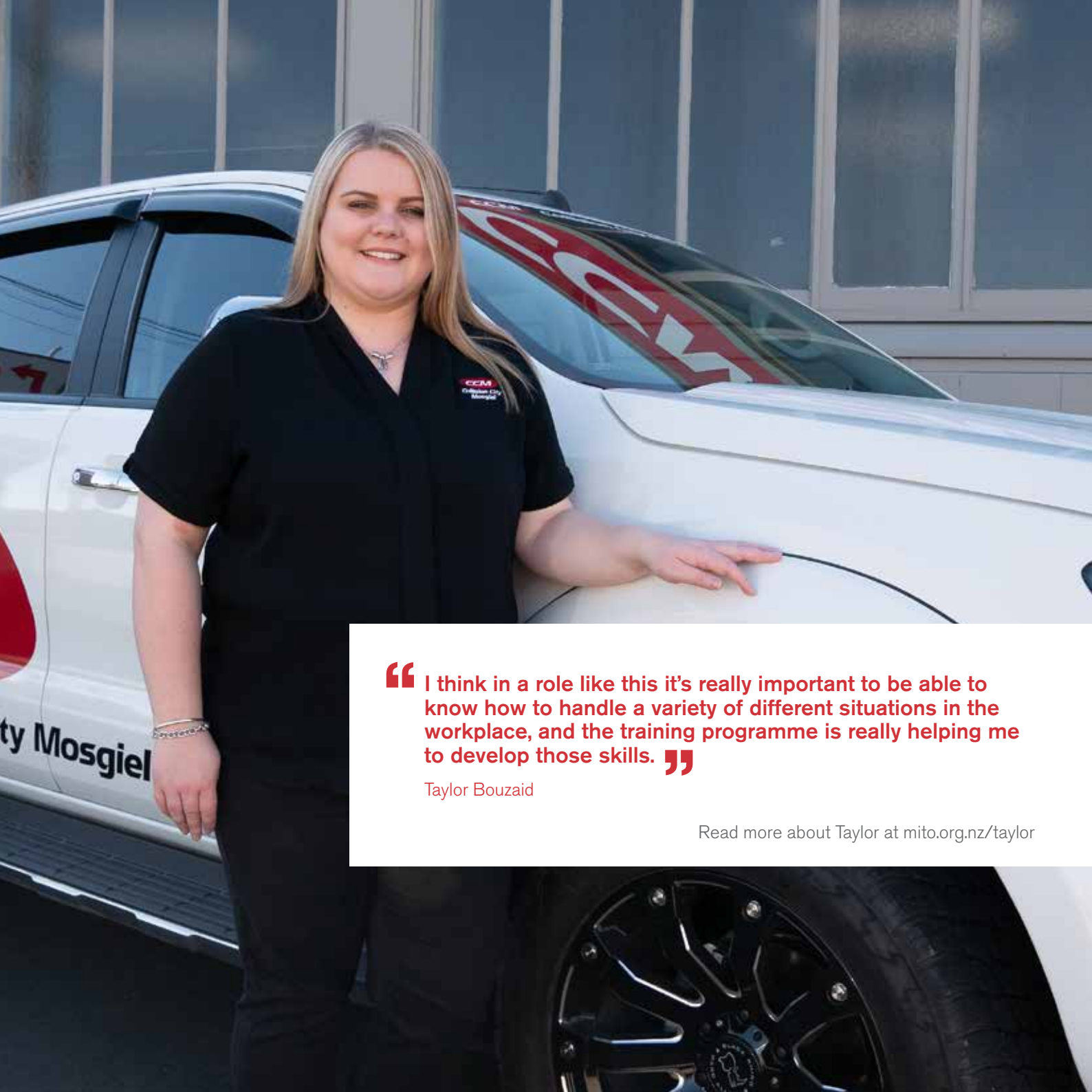
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## SUPERVISOR/MANAGER

This programme is designed for current and aspiring managers, supervisors and administrators who would like to progress their knowledge and skills in team management and development.

This programme is designed around four topics covering a vast range of situations:

- Organisational skills
- Team relationship skills
- Team development skills
- Performance management.



“ I think in a role like this it’s really important to be able to know how to handle a variety of different situations in the workplace, and the training programme is really helping me to develop those skills. ”

Taylor Bouzaid

Read more about Taylor at [mito.org.nz/taylor](https://mito.org.nz/taylor)



UNF

LIPAC

7/8" BSF  
(LIPAC)

BSF

SW

X1 -

X125

X15

X10







MITO is a division of Te Pūkenga.  
We support on-job learning and career  
development for the automotive industry.

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