



Student Handbook



About This Handbook

This Student Handbook provides information that is accurate at the time of publication. However, updates to legislation or changes to MTA Training and Employment policies may affect the relevance of its content. MTA Training and Employment reserves the right to amend or update information without prior notice. Students are encouraged to confirm the most current information with their trainer or by contacting MTA Training and Employment directly. This handbook serves as a guide to help students understand both their responsibilities and those of MTA Training and Employment. It is important that students read this document thoroughly, ensure they understand its contents, and follow the procedures outlined.

Contact us

Telephone: 08 8241 0522

Email: mtatraining@mtasant.com.au

Website: <https://mtasant.com.au/>

Version 11.0 May 2025

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Welcome

Welcome to MTA Training and Employment (The MTA) and congratulations on choosing us to undertake training to further enhance your skills, knowledge and career options.

We are here to support and guide you every step of the way as you work towards your educational and career goals.

This handbook contains important information about The MTA, your training program, and the standards that registered training organisations follow.

We're excited to be part of your development and look forward to helping you succeed throughout your time with us.

Darrell Jacobs

Chief Executive Officer, MTA SA/NT



OUR VALUES



TEAMWORK

We work together, empower and support one another to achieve our common goals.



ACHIEVEMENT

We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services.



ACCOUNTABILITY

We take ownership of all that we do, each taking responsibility for our part in delivering high quality services.



RESPECT

We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.



EXCELLENCE

We strive to do and be the best in all that we do every day.



SAFETY

We are committed to a safe workplace for all.

OUR PROMISE



CARE

We will supply our products and services with the highest customer care in mind.



PROFESSIONALISM

We will conduct business with the highest level of skill.



TRUTHFULNESS

We will tell you the truth in all our interactions with you.



INITIATIVE

We will be proactive in meeting your needs and expectations.
We will explore different options in order to do so.



ETHICS

We will comply with all regulatory frameworks and industry codes of practice. Beyond our legal obligations we have our own moral standards we will always uphold.



INTEGRITY

We will live up to our obligations.
We will carry out all operations and transactions in good faith.



ACCOUNTABILITY

We will be open and transparent with you.
We will stand behind our promises to you.



OUR VISION

The best automotive services, skills and career provider in SA/NT



OUR MISSION

Protect and grow our member businesses through providing the best services, skills and career solutions



OUR PURPOSE

MEMBER SERVICES

Grow, support and protect member businesses.

SKILLS

Be the best training provider for apprenticeships and upskilling in the automotive industry.

CAREERS

Attract, prepare and retain the best apprentice workforce available to automotive hosts.

Trades we train

Enquire about the trades we train across our Royal Park, Cleve and Bordertown training centres.



Supported by
**Government of
South Australia**

For more information:

www.mtasant.com.au

mtatraining@mtasant.com.au | 8241 0522

Training is delivered by MTA Training and Employment | RTO Code: 2293

DUAL TRADES



Light Vehicle / Automotive Electrical Technician
Heavy Vehicle / Automotive Electrical Technician

AUR30620 Certificate III in Light Vehicle Mechanical Technology

AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology



Light Vehicle Mechanical Technician

AUR30620 Certificate III in Light Vehicle Mechanical Technology



Automotive Refinishing Technician

AUR32420 Certificate III in Automotive Refinishing Technology



Heavy Commercial Mechanical Technician

AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology



Agricultural Heavy Vehicle Technician

AUR30420 Certificate III in Agricultural Mechanical Technology



Automotive Electrician

AUR30320 Certificate III in Automotive Electrical Technology



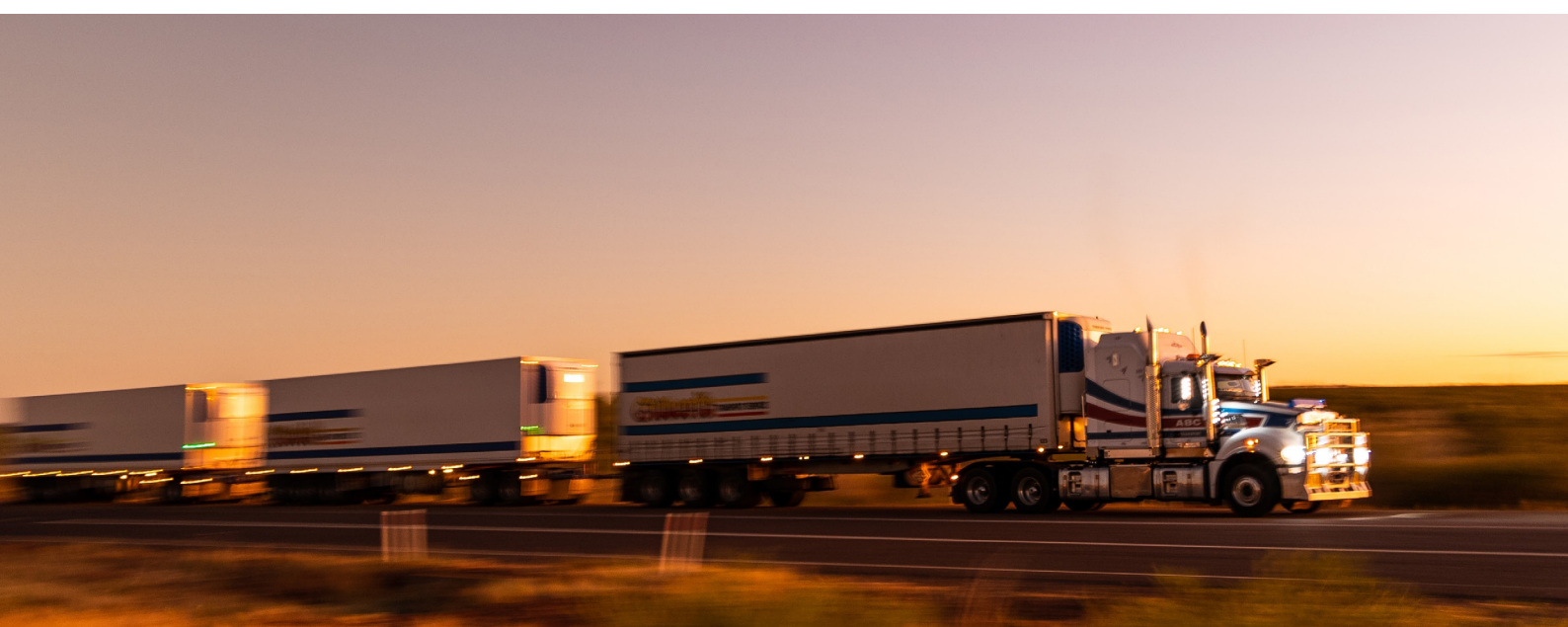
Mobile Plant Diesel Technician

AUR31220 Certificate III in Mobile Plant Technology



Automotive Body Repair Technician

AUR32120 Certificate III in Automotive Body Repair Technology



Heavy Commercial Trailer Technician

AUR31820 Certificate III in Heavy Commercial Trailer Technology



Automotive Parts Interpreter

AUR31020 Certificate III in Automotive Sales

Apprentice Mentoring Program

The MTA offers a FREE mentorship program designed to support all apprentices employed by or training with the MTA.

With over 800 apprentices enrolled into the program and a 98% retention rate, the program has become a vital part of sustaining South Australia's automotive workforce.

What's in the program?

- Offers guidance on balancing work, study and personal life
- Helps apprentices overcome challenges that could impact their training journey
- Provides personalised support, career advice and mental health resources
- Includes regular check-ins every 16 weeks to assess progress and address any issues

Our dedicated mentor, Ben Monro, draws on his extensive experience in the trade to provide this program.

Ben Monro, MTA Automotive Careers Mentor

bmonro@mtasant.com.au | 8241 0522 or 0411 802 220



I don't know what I would have done without the support of a mentor helping me navigate the struggles I faced in the trade!"

– Eden Sullivan
a first-year apprentice,
highlighting the
program's impact



MTA MENTORING 



About the MTA

History

Established in 1926 as the Garage Proprietors & Petrol Retailers Association of SA, the MTA has a rich history of contributing to the growth and development of one of South Australia's most important industry sectors.

As the automotive industry has grown, so have we, adopting the "Motor Trade Association of South Australia" (MTA) brand in 1986 to reflect the size and scale of the interests the Association represents.

In 1983 the MTA established the Group Training Scheme to provide training and employment services to the industry and opportunities to young people looking for a rewarding career in the automotive trades. Starting with just seven apprentices, today we employ more than 450 apprentices, and train over 1100 students.

Today we are known as MTA Training and Employment.

Our Training Scope

The MTA deliver a range of nationally accredited and qualifications and short courses through the approval of the Australian Skills Quality Authority (ASQA). This requires the MTA to adhere to a number of strict national standards, which gives our students and stakeholder's confidence in the training that the MTA delivery is the highest standard available.

Our RTO code is 2293 and our registration details are here:
<https://training.gov.au/Organisation/Details/2293>

The MTA is responsible for the compliance of training and/or assessment for all qualifications and units of competency listed on our scope. The MTA is also responsible for issuance of AQF certification documentation (parchments), including qualifications and statement of attainments.



Key Roles

Darrell Jacobs CEO	djacobs@mtasant.com.au 08 8241 0522
Jodi Ryan General Manager, Apprenticeships	jryan@mtasant.com.au 08 8440 2678
Rosemary Mercorella RTO/GTO Administration Manager	rmercorella@mtasant.com.au 08 8440 2656
Jodie Burk Administration Team Leader	jburk@mtasant.com.au 08 8440 2632
Ben Monro Automotive Industry Career Mentor (SA)	bmonro@mtasant.com.au 08 8440 2617

Our Training Sites

Cleve

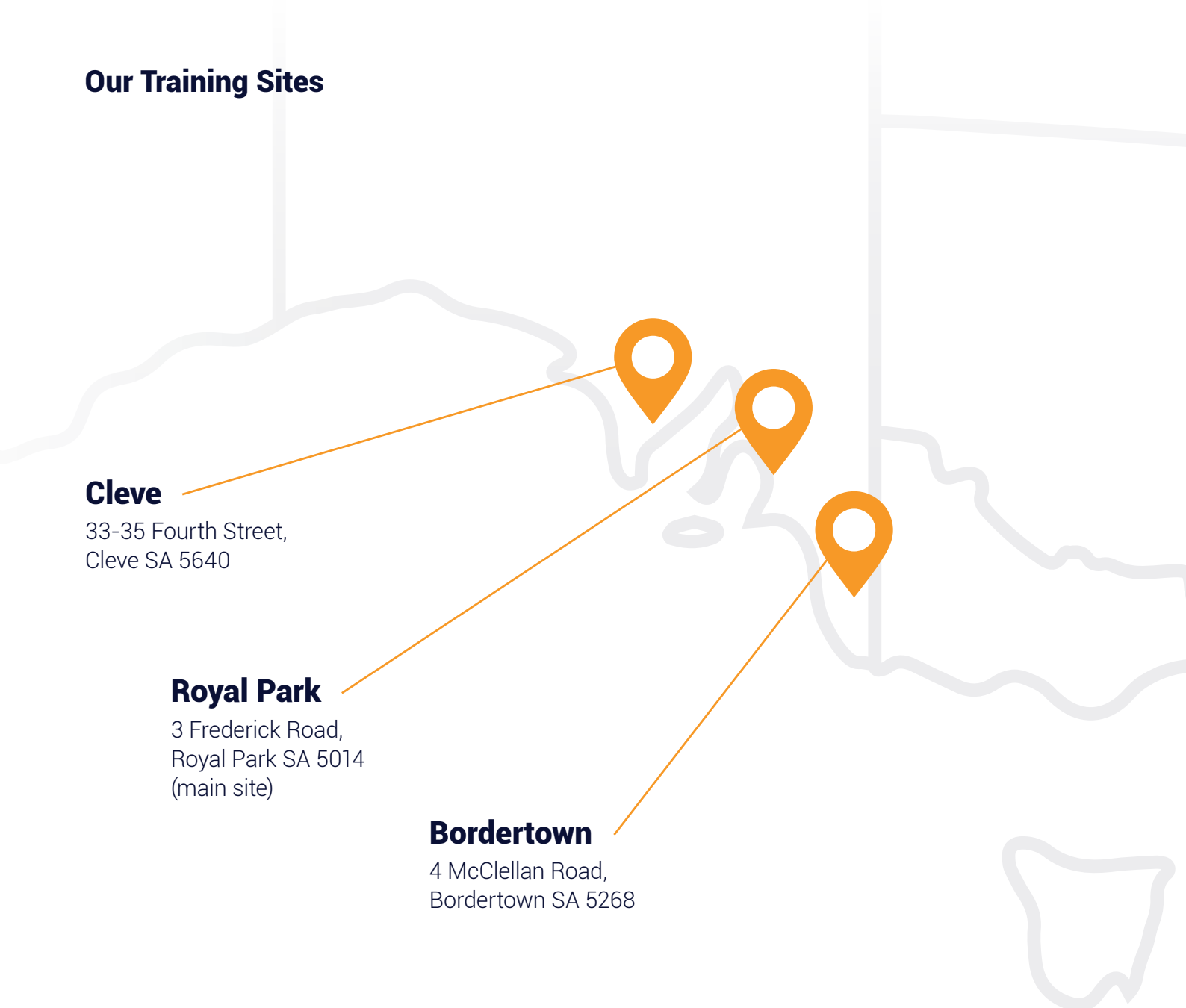
33-35 Fourth Street,
Cleve SA 5640

Royal Park

3 Frederick Road,
Royal Park SA 5014
(main site)

Bordertown

4 McClellan Road,
Bordertown SA 5268



Australia's Training System

VET Quality Framework

The VET quality Framework is a set of standards and conditions used to assess whether an RTO (such as the MTA) meets the requirements for registration. As a compliant organisation, the MTA has ongoing registration until our next review.

The VET quality framework comprises:

- Standards for Registered Training Organisations
- The Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Risk Assessment Requirements
- Data Provision Requirements

The Standards for NVR Registered Training Organisations 2025

The purpose of the Standards is to:

- Provide national consistency in regulation of the VET sector, using a standards-based quality framework and a risk-based approach.
- Promote quality, flexibility, and innovation in VET.
- Promote Australia's reputation for VET locally and overseas.
- Promote a VET system that meets Australia's social and economic needs.
- Protect students undertaking or proposing to undertake VET in Australia.
- Ensure access to accurate information regarding the quality of VET.

Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA is responsible for regulating approximately 90% of Australian training providers and accrediting VET courses to ensure nationally approved standards are met. ASQA completes regular audits of training providers to ensure adherence to the Standards for RTO's



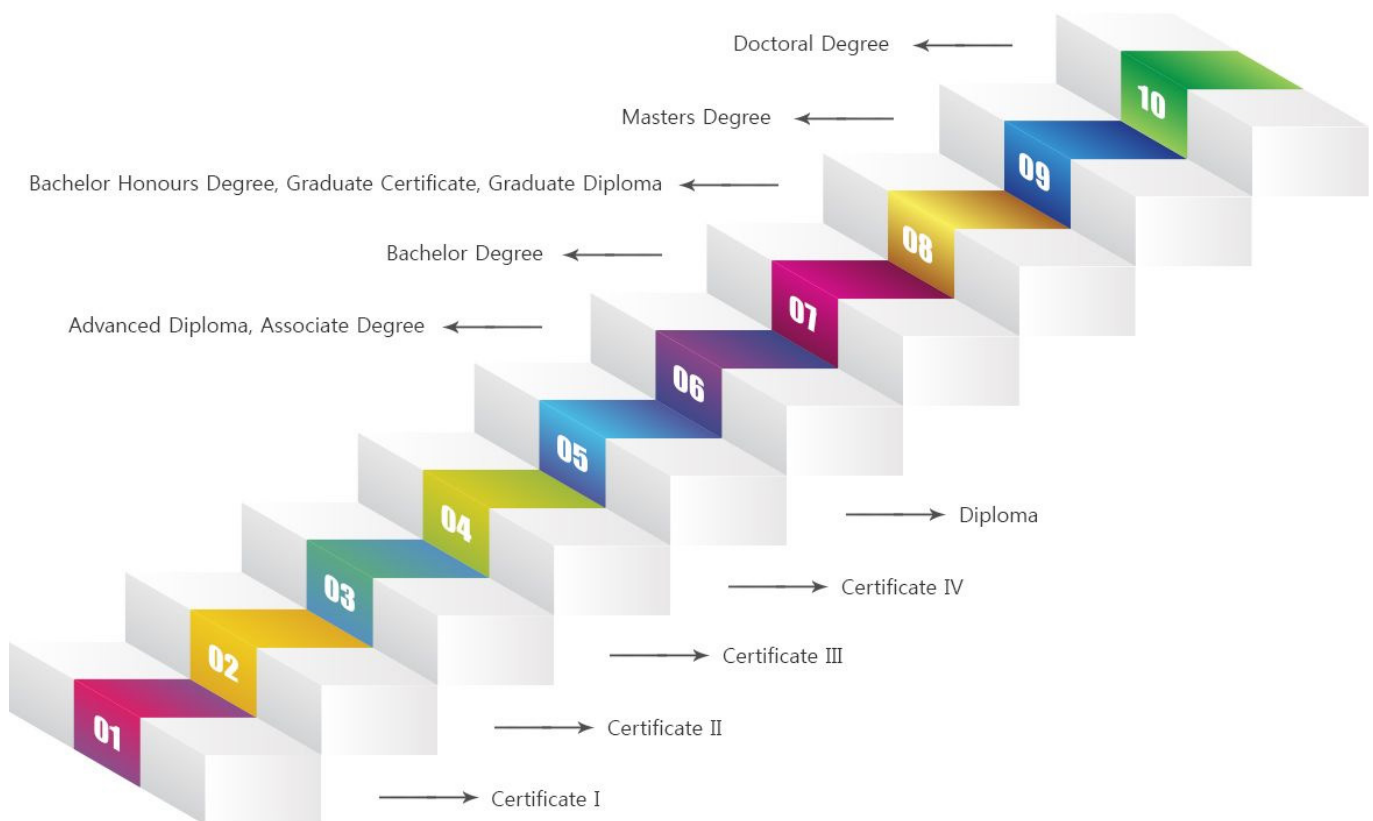
The Australian Qualifications Framework

The Australian Qualifications framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

The AQF comprises of the following qualifications:

- Certificate I.
- Certificate II.
- Certificate III.
- Certificate IV.
- Diploma.
- Advanced Diploma and Associate Degree.
- Bachelor's Degree.
- Bachelor Honours Degree, Graduate Certificate and Graduate Diploma.
- Master's Degree.
- Doctoral Degree.

Further information: <https://www.aqf.edu.au/>



Training Packages

A Training Package is a set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.

Training packages are developed by industry to meet the training needs of an industry or group of industries.

The MTA delivers from the AUR Automotive Retail, Service and Repair Training Package.

Understanding Terminology

Academic Pass

Means you have been deemed competent in the classroom but are awaiting a competent outcome for the workplace assessment.

Apprenticeship Network Providers (ANPs)

Are private organisations contracted by the Australian Government to help employers and trainees and apprentices to enter into a Training Contract.

Assessment

Means the process of collecting evidence and making judgements on whether competency has been achieved.

Competent (C)

Means the trainer/assessor has collected sufficient evidence of your performance and knowledge that meets all of the performance criteria of the unit.

Continuing

Means that a student has begun study and will not complete the study by the end of the year but intends to complete later.

Employability Skills

Are non-technical skills, which play a significant part in contributing to an individual's participation in the workplace.

Evidence

Your trainer/ assessor is required to collect various forms of evidence in order to assess your competence. This may be in the form of work samples, completed workbooks, questioning and discussions, observation, case studies, projects or other forms of evidence for both practical and theory training.

Not Competent (NC)

If you are assessed as not competent in a unit of competency, this means that you may require further training or provide further evidence to support your competence.

Parchment

Once you have successfully completed your qualification, you are issued with a parchment, which details that you have successfully attained a qualification.

Resources

This refers to the learning materials, workbooks, textbooks, or other equipment you need to complete your training in practical and theory units.

Standards for RTO's

The Standards for NVR Registered Training Organisations 2025 are a set of rules that training organisations must follow to ensure students receive quality training and support.

Statement of Attainment

Is issued when you partially complete a qualification or complete a short course and only lists the unit(s) of competency you have achieved.

Trainer/ Assessor

Is a person who has relevant industry experience and qualifications to deliver training and assessment.

Training and Apprenticeship Services (TAS)

TAS is a directorate within the Department of Education and is responsible for regulating South Australia's traineeship and apprenticeship system. TAS operates the Traineeship and Apprenticeship Information Service. For information, advice or assistance ring 1800 673 097 or email: dsd.tas@sa.gov.au

Training Contract

A Contract of Training is a legally binding document between an apprentice/ trainee, an employee and the RTO.

Training Plan

Each student has a training plan, which details the qualification and units of competencies that will be undertaken.

Unit of competency

A unit of competency is made up of various elements and performance criteria, which explicitly details the tasks that you need to demonstrate to be deemed competent.



Unique Student Identifier - USI

A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia.

If you are at university, TAFE or doing other nationally recognised training, you need a USI.

Without one, you cannot get Commonwealth financial assistance or your qualification or statement of attainment.

- To create a USI, please follow the link: <https://www.usi.gov.au/students/create-your-usi>
- To check if you have a USI or find your USI, please follow the link: <https://www.usi.gov.au/students/find-your-usi>

What is a USI?

The USI is a reference number made up of ten numbers and letters that:

- Creates a secure online record of your recognised training and qualifications gained in Australia from all training providers you undertake recognised training with
- Will give you access to your training records and transcripts.
- Can be accessed online, anytime and anywhere.
- Is free and easy to create and
- Stays with you for life.

Who needs a USI and why?

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you do not have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015.

You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.



Training facilities at the MTA

Training Locations

The MTA has three (3) training facilities through South Australia at the following sites:

- Royal Park - 3 Frederick Road, Royal Park, SA, 5014 (Main Site)
- Cleve - 33-35 Fourth St, Cleve, SA, 5640
- Bordertown - 4 McLellan Road, Bordertown, SA, 5268

If you are based in a regional area that is serviced by one of our regional locations, you may find it easier to attend that training site.

Royal Park

Training at Royal Park is located at 3 Frederick Road, Royal Park, SA, 5014 (Main Site)

Hours of training are 8.30am – 4.00pm Monday – Friday; with morning tea break from 10.30am – 10.50am and lunch break from 12.30pm – 1.00pm.

The training centre at Royal Park comprises specialised features, smarter classrooms and dedicated workshops designed to deliver both accredited and non-accredited training that equips all our students with high quality industry specific training.

The MTA trains more than 1100 industry and MTA South Australian apprentices every year at our advanced Training Centre at Royal Park and satellite training sites across the state.

Specialised features include:

- Dedicated workshop areas for Panel, Paint, Heavy Vehicle and Light Vehicle training
- Dedicated training areas for Mobile Plant, Agriculture and Trailer units
- A 15-metre truck pit with fully ducted ventilation system
- A paint shop with mixing area and spray booths
- A 10-bay welding area
- Electric Vehicle Centre

Regional - Cleve

Training at Cleve is located at 33-35 Fourth St, Cleve, SA, 5640.

Hours of training range 8.00am – 4.00pm across Monday – Friday; with morning tea break from 10.15am – 10.35am and lunch break from 12.30pm – 1pm.

The training centre at Cleve comprises of:

- Classroom facilities
- Workshop facilities

Regional – Bordertown

Training at Bordertown is located 4 McLellan Road, Bordertown, SA, 5268.

Hours of training are 8.30am – 4.00pm Tuesday– Friday; with morning tea break from 10.15am – 10.30am and lunch break from 12.00pm – 12.30pm.

The training centre at Bordertown comprises of:

- Classroom facilities
- Workshop facilities

Facilities and Equipment

All MTA training facilities include all equipment and resources required to appropriately train and assess students in all courses offered at each location.

You will have access to vehicles and machinery, vehicle and machinery components, motors, transmissions, workshops, tools and assorted learning resources.

Classrooms

All classrooms must be left clean and tidy and all students are required to take all their rubbish with them when they exit.

When learning in a classroom environment, please be respectful to other students and their learning styles that may differ from yours.

Workshops

If you are entering a workshop area you must adhere to the safety requirements, including wearing the appropriate Personal Protective Equipment (PPE).

You are responsible for the tools and equipment, cleanliness and general housekeeping for this area and are required to clean this area at the end of each day

Safety

At the beginning of training, each student will participate in a safety induction.

For your own safety and the safety of others, you must follow all safe work practices as instructed by your trainer. You must always wear all Personal Protective Equipment (PPE) provided. If you notice any hazards, you must report these to your trainer immediately.

Listed below are the minimum standards of protective personal equipment (PPE) expected for all students in our courses.

- MTA or workplace supplied uniform
- Safety work boots
- Safety glasses

Participants who repeatedly create an unsafe workshop will face disciplinary action and may be exited from training.

Surveillance

Camera Surveillance

The MTA operates security cameras on all of its premises both within and outside the premises. This is for the purpose of ensuring the safety and security of students, staff, customers, visitors and the MTA's premises and facilities.

Camera footage may be accessed and used as evidence where an act has occurred that warrants investigation by the MTA. Such records may also be required by law to be provided to other parties such as a court or to the police.

Security camera monitoring is continuous and ongoing.

Computer Surveillance

The MTA monitors student use of computers and IT systems in the following areas:

- Any device connected to the MTA's network, regardless of ownership of the device.
- The MTA retains logs, backups and archives of computing activities, which may be audited. Such records are the property of the MTA, are subject to State and Federal laws and may be used as evidence.

Monitoring may include, but is not limited to storage volumes, download volumes, browsing/ download history and access point to network. Particular attention will be paid to potential breaches of the law and suspected malicious code or viruses.

Computer surveillance is ongoing.



The Student Experience

MTA Supplied Tablets

In the classroom, MTA supplied tablets are to be used for educational purposes only. The MTA takes a zero-tolerance approach to the non-educational use of laptops in the classroom.

In the event a trainer has witnessed intentional student damage to MTA tablets, the student be liable for the replacement/repair costs.

Use of the Internet

The MTA has internet access available for student use on MTA tablets only.

Students are not to use the tablets for:

- Accessing any websites, other than authorised websites during learning
- Accessing social media accounts
- Downloading or transferring illegal file types or subscribing to inappropriate email lists
- Spamming or sending bulk emails, including electronic chain mail
- Any other illegal activities

Use of Social-Media

You must not use social networking sites in class.

Blogs and social networking sites are by nature public domain, and anyone can read comments, including the MTA, a prospective employer, or a person seeking information about someone's personality, political or religious views. You should ensure that you adopt privacy settings that restrict the information available to others on social networks.

You must not:

- Seek friendships with trainers via social networking pages and must not join a trainer's page.

Mobile Phones

Mobile phones are to be:

- Switched off or on silent when in class.
- Used for approved learning purposes only when in class as directed by the trainer.

Disciplinary actions may be imposed for inappropriate use where:

- Students use their phones to send and/or accept calls or messages, engage in social media or games, during lessons.
- Student/s are found using a mobile phone to gain advantage in assessments.
- Students use mobile phone applications to engage in personal attacks, harass another person, or post private information about another person – this is a criminal offence.
- Mobile phones are used to photograph or record another person without permission.

Personal Items

Do not leave valuable items such as money, jewellery or mobile phones in work areas or training rooms. The MTA will not be held responsible for any items lost.

Dress Code

You must always wear appropriate workwear and safety work boots in the workshops, and appropriate PPE as required. You must not wear shorts, singlets, hoodies or thongs at any time.

You must not wear any jewellery, accessory, or item of clothing during training that may be deemed a work health and safety risk.

Hair (including facial hair) is to be kept neat and tidy at all times to avoid any snagging risk.

Smoking, vaping, drugs, and alcohol

Smoking and vaping is prohibited in all areas on MTA sites, unless in the designated smoking and vaping area.

The MTA is committed to ensuring the health, safety and welfare of all employees, visitors and students by providing a safe working environment.

Students who are affected by drugs and alcohol are deemed not fit for work as they pose a hazard to themselves, other students and our trainers, assessors and employees. The MTA shall not be held responsible for any cost incurred by an individual, employer or organisation as result of not being able to complete any training due to "Fitness for Work" issues.

Eating and Drinking

Eating and drinking is not permitted in any classroom or workshop. There is a designated dining space available. This area is to be utilised by all students who wish to eat and drink at the MTA.

Session Times

The MTA requires our students to be ready to start at the specified time for training, preferably 10 minutes prior to the scheduled time. Return promptly and on time from your designated breaks.

Attendance

The MTA requires our students to attend all sessions unless you are ill or there are extenuating circumstances. If you are absent due to illness, you are required to provide a medical certificate to the MTA if you are our employee.

You must notify the MTA as soon as possible of your absence from any scheduled classes. If you miss too many classes, you may be required to repeat the training.

You must contact the MTA via phone on 08 8241 0522 to notify of absence.

Code of Conduct

Offensive or socially unacceptable behaviour is not tolerated at any time. Failure to comply will result in the student being removed from the class.

The MTA has a zero tolerance for offensive, abusive, discriminatory or socially unacceptable behaviour. If any student believes they have experienced or witnessed behaviour that makes them uncomfortable, they are encouraged to raise this with their trainer or through the MTA's complaints policy.

First Aid

If you injure yourself while training at the MTA, please report immediately to your trainer for assistance. The MTA has designated staff members trained in first aid and will assist students with injuries or illness or refer to a medical specialist.

Training Support

If you require assistance in any training, the MTA is happy to support you on your learning journey.

Our trainers are here to provide academic advice and to support your learning experience and they should be your first contact for advice about study and the assessment process.

The Administration Team is available for general assistance whilst you are onsite at the MTA and, whilst off-site in industry.

Mentoring

Many students juggle work, study, friends and family commitments and sometimes this can take a toll on us. If you feel this is starting to affect your study, the MTA is happy to assist you – either with our own Automotive Industry Career Mentor or in providing you with information about external counselling services.

Upfront Assessment of Needs

Where students would like to access subsidised training through the South Australian Government, each student must complete the Upfront Assessment of Need process (UAN). Currently, this applies to all apprentices and trainees in South Australia.

The UAN is required for all prospective participants seeking to access a subsidised training place in a full qualification under an apprenticeship or traineeship. The MTA currently uses the online UAN test.

Firstly, the student completes the Snapshot Reading and Numeracy Indicator (SRNI) and in conjunction with the student, the MTA completes a Suitability and Support Needs Checklist and the online Learning and Support Report, which details the students LLN levels, and any support required.

This is compulsory for all students who are undertaking this qualification as part of an apprenticeship in South Australia.

This report is used to identify any needs the student may have and direct them to the appropriate support services.

Language, Literacy, Numeracy and Digital literacy Support

The MTA believes that language, literacy and numeracy (LLND) are crucial underpinnings to learning. LLN issues can be a major disadvantage for students in their training. The MTA will ensure our enrolment process captures any LLND issues to maximize the potential to ensure successful completion of your course.

If you are aware of any issues regarding LLND, please disclose this to the MTA to ensure we can tailor our training to support your needs. The MTA has access to a range of LLND support programs and we can refer you to these to enhance your skills and have a greater chance of completing your training successfully.

Disability Support

The MTA is committed to providing opportunities to students with disabilities to maximise their learning experience. Commonwealth legislation requires education providers to provide reasonable adjustments that support the inclusion of people with disabilities. Reasonable adjustments can include modification to assessment and provision of additional services, however adjustments are not provided that would undermine the assessment process.

Students with a disability or medical condition are encouraged to talk to the MTA to enable us to offer the appropriate support. All MTA apprentices must be physically fit and able to carry out manual handling activities.

Delivery and Assessment at the MTA

All Assessments conducted by the MTA conform to the Standards for NVR Registered Training Organisations 2025.

This means that we will consider assessment that reflects the student's needs; assessing competencies held by the student and drawing from a range of assessment methods appropriate to the context, the unit of competency and assessment requirements, and the individual.

Assessment usually takes place by way of knowledge and practical assessments; however, it is at The MTA's discretion as to what assessment is used. At the beginning of the unit, the student will be made aware of the assessment method/s.

The MTA will make different assessment methods available to accommodate student's needs; this forms part of our flexible delivery approach to learning.

If a student is not happy with an assessment decision, they have the right of appeal. This is outlined in our appeals policy, which is on our website: www.mtasant.com.au

Assessment Process

Assessment at the MTA is conducted by assessing individual tasks that make up a unit of competency. On completion of all assessment tasks, each student is graded as either Competency Achieved (CA) or Not Competent (NC).

If the student is deemed Not Competent (NC), the student will then be given an opportunity to be re-assessed. If after the second attempt the student is still deemed Not Competent (NC), the student will need to complete the training again, to support them in achieving a Competency Achieved (CA) outcome.

Resulting

Competency Achieved (CA)

This is achieved when the student has completed all the assessment tasks in a unit of competency to the required level.

Not Competent (NC).

This is achieved when the student has completed all the assessment tasks in a unit of competency but has not met the required level in one or all of the tasks.

Academic Pass (AP)

The MTA use Academic Pass (AP) for units of competency that have an academic requirement and an Industry Skills Assessment (Workplace Evidence). On occasions, the academic requirement has a practical element that is required to be done at the MTA workshop. However, the student may still have to provide workplace evidence to complete the assessment.

If a student has met the academic requirements but is yet to provide workplace evidence, an Academic Pass (AP) result is recorded. Once the required evidence is submitted and assessed as competent, the result is updated to Competency Achieved (CA).

Recognised Prior learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that determines whether your skills, knowledge and experience align to those required by one or more units of competency, based on what you have learnt through your work and life experience.

You may have developed your skills and knowledge through a combination of

- Work experience.
- Life experience, such as community involvement
- Previous training and education

The RPL process considers all relevant skills, knowledge, and experience that you have. Through this assessment process, you may be able to gain a complete qualification subject to individual course rules. The process may identify gaps in your knowledge, skills, or other parts of a qualification, which you can then complete with additional training.

You will be asked to provide evidence of your experience during the RPL process, and this evidence must reflect current practice.

RPL applications must be submitted at the time of enrolment, and all relevant units must be completed before commencing any training.

Assessment Only

If you believe you have the required skills and knowledge but lack the evidence for RPL, you may be eligible for Assessment Only. You can begin collecting evidence from the time of enrolment and will need a supervisor to verify your work. You will also need to complete the Knowledge Assessments, which are available digitally on New Spring.

Assessment Only applications must be submitted at the time of enrolment, and all relevant units must be completed before commencing any training.

Credit Transfer

Credit Transfer is the recognition of academic results gained through formal study at Registered Training Organisations (RTOs).

If you have already completed units or a qualification at another RTO, you may be eligible for credit transfer. To apply, you will need to provide a copy of your Statement of Attainment or qualification showing the units you have completed.

Credit Transfer applications must be submitted at the time of enrolment, and all relevant units must be confirmed before commencing any training.



MOTA



The MTA currently utilise a student management system to deliver our training and assessment to students across South Australia. For access to your training resources and knowledge tasks you will log into a New Spring; for recording all practical tasks you will log into ready skills.

Upon enrolment at the MTA, you will be provided with usernames for both these portals, along with basic training and a user guide. You can access both on a computer, laptop, tablet or mobile using the websites or Apps.



The web address for a new spring is: <https://mta.anewspring.com.au/>

In a New spring you will be able to:

- Access units you are working on.
- Complete Knowledge Assessments.
- Track your progress and see your results.
- See feedback from your trainer on your results and progress.



The web address for ready skills is: <https://app.mytrainingplan.com.au/>

In ready skills you will be able to:

- Enter details of practical work completed (job cards)
- Upload photographs of practical work you have completed.
- Track your progress and see your results.
- See feedback from your trainer on your results and progress.
- Access videos to help you use ready skills.

VET in School Delivery

The MTA offer a range of courses and qualifications to schools across metropolitan and regional South Australia as part of our VET in School Program (VETiS).

As part of our school's program, you may be attending either a MTA owned site or a school site.

All VET in school students are required to adhere to all MTA's policies and procedures and ensure they read the following chapters in this book:

- Training facilities at the MTA
- The Student Experience
- Training Support
- Delivery and Assessment at the MTA

VET in School Information

Attendance

You must notify both the MTA and your VET Coordinator contact person at your school as soon as possible of your absence from any scheduled classes. If you miss too many classes, you may be required to repeat the training.

- Lateness and non-attendance are reported to your home school.
- Any student needing to leave class for an appointment must have a signed and dated note from their parent or guardian prior to leaving the school grounds.
- All students must sign out of the school at the front office if leaving early.
- Students will not be permitted to leave the school grounds at any time during training hours without authorisation. No students are to leave the school grounds during their breaks.

External School Site Facilities

At the beginning of your training, you will have an induction of the school site and its facilities. This will involve all emergency procedures and safety requirements.

As the school site may not be your home school, you need to follow all policies and procedures of the school site as directed to you by either the school or the MTA.

VET Coordinator/ Student Support

If you need additional support, your first point of contact should be with your VET Coordinator at your home school. The MTA will work with you and your VET Coordinator to assist you where possible.

Code of Conduct

VET in school students must

- Treat others with consideration and respect and cooperate with teacher's requests
- Report all bullying
- Use approved areas of the yard only
- Keep the school clean and tidy
- Remain in school grounds
- Return to class promptly at the end of recess and lunch

VET Readiness Orientation (VETRO)

The MTA is a preferred provider for VETRO in South Australia and we currently offer AUR20520 Certificate II in Automotive Servicing Technology.

VETRO applies to all students commencing VET through a Flexible Industry Pathway, including apprenticeships and traineeships. It is not required for students undertaking Stackable VET or Fee for Service courses.

To access this training, student must apply through their home school. The training is subsidised and offered at a reduced price to the student.



Additional Information

Policies

It is crucial that all students are aware of the MTA's policies that may affect them as a student. If you want to access any MTA policy, please contact your trainer and MTA will provide you with the required policy and information.

MTA RTO has the following policies accessible on our website and as such, it is your responsibility to ensure you read and are familiar with these:

- Complaints Policy and Procedure
- Appeals Policy and Procedure
- Fees and Refund Policy
- Privacy Policy

The MTA's responsibilities and students' rights

If there are any changes to the agreed services, the MTA will advise all students affected as soon as practicable. This may include the following changes:

- Any new third-party arrangements
- Changes to existing third-party arrangements
- Change in MTA ownership
- The MTA ceasing operations as an RTO

The MTA will first contact students face-to-face if they are on site. If not, or if further follow-up is needed, communication will continue via telephone, email, and letter to ensure all students are informed promptly.

- If the MTA ceases to operate, we will endeavour to:
- Ensure that before the MTA is no longer registered, you will have either completed your course or transferred to a new training provider
- Source an alternative provider for you to consider transferring to
- Issue you with your qualification and/ or statement of attainment if you have completed the requirements
- Return all unmarked assessments

If you believe, you are owed a refund you should contact the MTA immediately and request a refund. You may be directed to Consumer and Business Services to assist you in your enquiry at, <https://www.cbs.sa.gov.au/>



Automotive Upskill Courses

MTA Training and Employment delivers nationally recognised and accredited training for qualified automotive technicians and students wanting to upskill.

Keep yourself at the forefront of your trade

Enquire about the upskill courses we offer across our Royal Park, Cleve and Bordertown training centres.

Ensure you are equipped for your industry's needs by expanding on your skills with the MTA's wide range of upskilling training courses. MTA delivers training using the latest technology and practices available in the marketplace, and our trainers have extensive and current industry experience.



Supported by
**Government of
South Australia**

For more information:

www.mtasant.com.au

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Training is delivered by MTA Training and Employment | RTO Code: 2293



Automotive Air Conditioning



Forklift



MTA Qualified Technician to Auto
Electrician Program



MTA Qualified Technician to Electric Vehicle Technician Program



Hybrid and Battery Electric Vehicle – Depower and Reinitialise



Hybrid and Battery Electric Vehicle – Operations and Servicing



Wheel Alignment



**MEMBERSHIP – APPRENTICE TRAINING – UPSKILLING
EMPLOYMENT SERVICES – WORKPLACE RELATIONS**

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Dedicated to protecting and growing the automotive industry in SA and NT

