



**Australian Government**

# **AUR50112 Diploma of Automotive Management**

**Release: 3**

## AUR50112 Diploma of Automotive Management

### Modification History

| <b>Release</b>   | <b>Comment</b>                                     |
|------------------|--|
| <b>Release 1</b> | Replaces AUR50105 Diploma of Automotive Management |
| <b>Release 2</b> | BSBHRM402A superseded by BSBHRM405A                |
| <b>Release 3</b> | BSBCUS501A superseded by BSBCUS501C                |

## Description

This qualification covers the skills and knowledge required to undertake leadership and management roles within the automotive industry. It is suitable for entry into senior management roles in all sectors of the automotive industry.

### Job roles and employment outcomes

The Diploma of Automotive Business Management is intended to prepare new employees or recognise and develop existing workers who are performing management roles in the automotive industry.

Job outcomes targeted by this qualification include:

- business manager
- automotive directorship
- dealer principal
- operations manager
- sales manager
- area manager
- marketing manager
- retail manager
- parts manager
- purchasing manager
- automotive service manager
- automotive aftermarket manager
- automotive retail sales manager
- automotive warehouse manager
- automotive repair manager

### Application

This qualification is suitable for an Australian Apprenticeship pathway.

## Pathways Information

### Pathways into the qualification

Credit will be granted towards this qualification by those who have completed AUR40112 Certificate IV in Automotive Management or other relevant qualifications.

### Pathways from the qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

## Licensing/Regulatory Information

There are no specific licences that relate to this qualification. However, some units in this qualification may have licensing or regulatory requirements, depending on the work context. Local regulations should be checked for details.

## **Entry Requirements**

This qualification may be accessed by direct entry.

## Employability Skills Summary

| <b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>   |  |
|---|--|
| <p>The following table contains a summary of the Employability Skills for this qualification as identified by the automotive industry. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.</p> |  |
| <b>Employability Skill</b>  | <b>Industry/enterprise requirements for this qualification include:</b>  |
| <b>Communication</b>  | <ul style="list-style-type: none"> <li>• Communicating with business contacts to promote the goals and objectives of the business</li> <li>• Obtaining feedback from colleagues and clients</li> <li>• Interpreting and completing business documentation</li> <li>• Advising stakeholders of the outcome</li> <li>• Communicating information about tasks, processes and events</li> <li>• Communicating business and legal requirements, including workplace health and safety (WHS) responsibilities</li> </ul> |
| <b>Teamwork</b>   | <ul style="list-style-type: none"> <li>• Leading, planning and supervising the performance of team members</li> <li>• Developing team cohesion and fostering innovative work practices</li> <li>• Supporting, respecting and understanding the views of others</li> <li>• Identifying own role and responsibility within a team</li> <li>• Undertaking appropriate and effective communication with team members</li> <li>• Building and maintaining networks and relationships</li> </ul>                         |
| <b>Problem solving</b>  | <ul style="list-style-type: none"> <li>• Accessing and assessing information for accuracy and relevance</li> <li>• Evaluating and modifying as required</li> <li>• Checking and making required adjustments</li> <li>• Using knowledge to solve problems</li> <li>• Using a wide range of strategies and techniques to solve problems</li> </ul>   |
| <b>Initiative and enterprise</b>  | <ul style="list-style-type: none"> <li>• Identifying networking opportunities and developing operational strategies to ensure the viability of the business</li> <li>• Instigating new or different work practices to improve productivity or service delivery</li> <li>• Supporting a continuous improvement environment</li> <li>• Identifying issues requiring action and recommending action</li> <li>• Making adjustments to improve workplace processes and procedures</li> </ul>                            |
| <b>Planning and organising</b>  | <ul style="list-style-type: none"> <li>• Allocating work to meet time and budget constraints</li> <li>• Developing plans and schedules</li> </ul>  |

## EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills for this qualification as identified by the automotive industry. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

| <b>Employability Skill</b> | <b>Industry/enterprise requirements for this qualification include:</b>  |
|----------------------------|--|
|                            | <ul style="list-style-type: none"> <li>• Planning for and organising resources</li> </ul>  |
| <b>Self-management</b>     | <ul style="list-style-type: none"> <li>• Prioritising tasks</li> <li>• Operating within appropriate time constraints and work standards</li> <li>• Demonstrating consistent performance</li> </ul>   |
| <b>Learning</b>            | <ul style="list-style-type: none"> <li>• Participating in professional networks and associations to obtain and maintain personal knowledge and skills</li> <li>• Systematically identifying learning and development needs</li> <li>• Identifying sources of information to expand knowledge and understanding</li> <li>• Recognising limits of own professional expertise and consulting specialists as necessary</li> <li>• Accessing manufacturer's manuals/specifications to expand knowledge</li> </ul> |
| <b>Technology</b>          | <ul style="list-style-type: none"> <li>• Using business technology to access, organise and monitor information</li> </ul>  |

## Packaging Rules

To be awarded this qualification, competency must be demonstrated in **12 units** of competency, consisting of:

- **6 core units**

plus

- **6 elective units** of which:

- up to **6** elective units may be chosen from the elective units listed below
- up to **2** elective units may be chosen from a Certificate IV qualification or above in this Training Package or another endorsed Training Package or accredited course, provided that the units chosen contribute to the vocational outcome of this qualification and do not duplicate the outcome of another unit chosen for the qualification.

### Core units

| Unit code  | Unit title   |
|--|--|
| <b>Common - Environment</b>                            |  |
| AURAEA4004   | Manage environmental compliance in an automotive workplace |
| <b>Common - Management, Leadership and Supervision</b> |  |
| AURAMA4005   | Manage complex customer issues                             |
| AURAMA5006   | Contribute to business improvement                         |
| <b>Imported Units</b>                                  |  |
| BSBFIM501A   | Manage budgets and financial plans                         |
| BSBMGT502B   | Manage people performance                                  |
| BSBWHS501A   | Ensure a safe workplace                                    |

### Elective units

| Unit code                      | Unit title                      |
|--------------------------------|---------------------------------|
| <b>Common - Administration</b> |                                 |
| AURAAA4002                     | Determine retail rates of work  |
| <b>Imported Units</b>          |                                 |
| BSBCUS501C                     | Manage quality customer service |

|             |   |
|-------------|---|
| BSBFIA401A  | Prepare financial reports                                     |
| BSBFRA403B  | Manage relationship with franchisor                           |
| BSBHRM405A  | Support the recruitment, selection and induction of staff     |
| BSBHRM505A  | Manage remuneration and employee benefits                     |
| BSBINN502A  | Build and sustain an innovative work environment              |
| BSBLED401A  | Develop teams and individuals                                 |
| BSBMGT515A  | Manage operational plan                                       |
| BSBMKG523A  | Design and develop an integrated marketing communication plan |
| BSBPUR402B  | Negotiate contracts   |
| BSBWOR501B  | Manage personal work priorities and professional development  |
| BSBWOR502B  | Ensure team effectiveness                                     |
| SITXADM004A | Plan and manage meetings                                      |
| TLIA4005A   | Check and evaluate records and documentation                  |
| TLIA5058A   | Manage facility and inventory requirements                    |

## Custom Content Section

Not applicable.