



Australian Government

Department of Education, Employment and Workplace Relations

AUR50105 Diploma of Automotive Management

Release: 2

AUR50105 Diploma of Automotive Management

Modification History

Fifteen imported units of competency updated:

BSBFLM312C replaces BSBFLM312B
BSBWOR404B replaces BSBWOR404A
FNSASIC301C replaces FNSASIC301B
FNSASIC302C replaces FNSASIC302B
FNSORG301A replaces FNSICORG301B
FNSILA502A replaces FNSLOSS502B
FNSILA504A replaces FNSLOSS504B
TLIA4005A replaces TLIA507C
TLIA4031A replaces TLIA3107C
TLIA4032A replaces TLIA3207C
TLIA5058A replaces TLIA5807A
TLIL5019A replaces TLIL5019A
TLIP4028A replaces TLIQ607C
TLIR4001A replaces TLIR107C
TLIR4002A replaces TLIR207C

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/employment outcomes

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

Employment outcomes targeted by this qualification include:

- business manager
- small business manager
- fixed operations manager
- sales manager
- sales area manager
- marketing manager
- retail store manager
- parts manager
- purchasing manager
- automotive department manager
- automotive aftermarket distribution manager
- automotive aftermarket retail sales manager
- automotive aftermarket warehouse manager.

Application

This qualification is suitable for an Australian Apprenticeship pathway.

Pathways Information

Pathways into the qualification

This qualification may be accessed by direct entry. Credit will be granted towards this qualification by those who have completed AUR40105 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

Licensing considerations

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

Not Applicable.

Employability Skills Summary

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.

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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Self-management	<ul style="list-style-type: none">• Prioritising tasks• Operating within appropriate time constraints and work standards• Demonstrating consistent performance
Learning	<ul style="list-style-type: none">• Participating in professional networks and associations to obtain and maintain personal knowledge and skills• Systematically identifying learning and development needs• Identifying sources of information to expand knowledge and understanding• Recognising limits of own professional expertise and consulting specialists as necessary• Accessing manufacturer's manuals/specifications to expand knowledge
Technology	<ul style="list-style-type: none">• Using business technology to access, organise and monitor information

Packaging Rules

Packaging Rules

To be awarded the Diploma of Automotive Management, competency must be achieved in **twenty nine (29)** units of competency.

- **three (3)** core units of competency
- **twenty six (26)** elective units of competency, as specified below.
 - a minimum of **twenty (20)** elective units of competency from Group A
 - a maximum of **six (6)** elective units of competency from Group B, drawn from any combination of:
 - units not already chosen from Group A
 - relevant units available in this Training Package, other endorsed Training Packages and accredited courses, where those units are aligned to Certificate III qualifications or higher
 - a minimum of **eight (8)** elective units must be selected from units aligned to Diploma qualifications or higher
 - a maximum of **eight (8)** elective units may be selected from units aligned to Certificate III qualifications
 - a maximum of **eight (8)** elective units may be selected from units aligned to Certificate IV qualifications.

Note:

Where prerequisite units are identified they must be counted in the total number of units required for completion of the qualification.

Core units of competency

- Complete the following **three (3)** units of competency.

AURC472082A	Plan and manage compliance with environmental regulations in a workplace or business
AURC561614A	Contribute to business improvement
BSBOHS407A	Monitor a safe workplace

Elective units of competency

Group A - Elective units

- Complete a minimum of **twenty (20)** units of competency from the following lists.

Management and administration	
AURA354616A	Determine legal aspects of an automotive service and repair contract
AURA454516A	Determine retail rates of work
AURC359350A	Conduct information sessions
AURC361101A	Adapt work processes to new technologies
AURC361230A	Inspect technical quality of work
AURC361337A	Maintain quality systems
AURC365722A	Estimate complex jobs
BSBADM409A	Coordinate business resources
BSBCRT501A	Originate and develop concepts
BSBCUS501A	Manage quality customer service
BSBFIA401A	Prepare financial reports
BSBFIM501A	Manage budgets and financial plans
BSBFML312C	Contribute to team effectiveness
BSBFRA403B	Manage relationship with franchisor
BSBHRM402A	Recruit, select and induct staff
BSBHRM505A	Manage remuneration and employee benefits
BSBINM401A	Implement workplace information system
BSBINM501A	Manage an information or knowledge management system
BSBINN502A	Build and sustain an innovative work environment
BSBINN301A	Promote innovation in a team environment
BSBITA401A	Design databases
BSBITU305A	Conduct online transactions
BSBITS401A	Maintain business technology

Management and administration	
BSBLED401A	Develop teams and individuals
BSBLED501A	Develop a workplace learning environment
BSBMGT402A	Implement operational plan
BSBMGT403A	Implement continuous improvement
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBMGT617A	Develop and implement a business plan
BSBOHS509A	Ensure a safe workplace
BSBPUR402B	Negotiate contracts
BSBRES401A	Analyse and present research information
BSBSMB301A	Investigate micro business opportunities
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB404A	Undertake small business planning
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team
BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
BSBWOR404B	Develop work priorities
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness
FNSORG301A	Administer fixed asset register
FNSILA502A	Evaluate collected information

Management and administration	
FNSILA504A	Negotiate and effect settlement
MSAENV472B	Implement and monitor environmentally sustainable work practices
MSAENV672B	Develop workplace policy and procedures for sustainability
SIRXRSK004A	Control store security/loss
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning
TLIP4028A	Administer international trading account

Sales, warehousing, purchasing and storage	
AURC341903A	Apply relevant finance, leasing and insurance contracts/policies
AURC362721A	Establish customer requirements of a complex nature
AURC362807A	Build customer relations
AURC363337A	Maintain business image
AURC456633A	Investigate and assess automotive insurance claims
AURC456661A	Recover claim losses
AURC463238B	Manage complex customer issues
AURS338216A	Determine used motor vehicle stock requirements
AURS342369A	Wholesale used motor vehicle stock
BSBCUS401A	Coordinate implementation of customer service strategies
BSBMKG402B	Analyse consumer behaviour for specific markets

Sales, warehousing, purchasing and storage	
BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG507A	Interpret market trends and developments
BSBMKG608A	Develop organisational marketing objectives
BSBMKG609A	Develop a marketing plan
FNSASIC301C	Establish client relationship and analyse needs
FNSASIC302C	Develop, present and negotiate client solutions
SIRXINV004A	Buy merchandise
SIRXINV005A	Control inventory
SIRXMER002A	Coordinate merchandise presentation
SIRXMER004A	Manage merchandise and store presentation
SIRXPRO002A	Implement product recalls
TLIA4031A	Consolidate freight
TLIA4032A	Organise transport of freight or goods
TLIA4005A	Check and evaluate records and documentation
TLIA5058A	Manage facility and inventory requirements
TLIL5019A	Implement and monitor transport logistics
TLIR4001A	Monitor supplier performance
TLIR4002A	Source goods/services and evaluate contractors

Group B - Other elective units

- The balance of units, to a maximum of **six (6)**, may be drawn from any combination of:
 - units not already chosen from Group A
 - relevant units available in this Training Package, other endorsed Training Packages and accredited courses, where those units are aligned to Certificate III qualifications or higher.