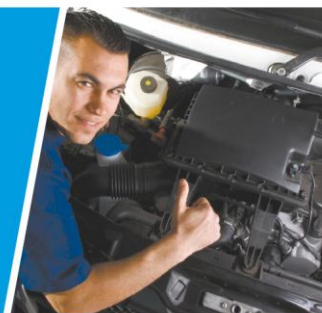


Automotive

Apprentice Training Information and Requirements 2013



CAMPUS LOCATIONS & CONTACT DETAILS:

Alanvale Training Centre

54A Alanvale Road
NEWNHAM TAS 7248

Phone: 6336 4228

Fax: 6336 4220

Email: Automotive@skillsinstitute.tas.edu.au

Postal Address:

PO BOX 1308
LAUNCESTON TAS 7250

Unit Leader: Simon Waters

Phone: 6336 4257

Burnie Training Centre

Mooreville Road
BURNIE TAS 7320

Phone: 6434 5806

Fax: 6434 5775

Email: Automotive@skillsinstitute.tas.edu.au

Postal Address:

PO BOX 1234
BURNIE TAS 7320

Unit Leader: Simon Waters

Phone: 6336 4257

Hobart Training Centre

75 Campbell Street (Bathurst Street Entrance)
HOBART TAS 7000

Phone: 6233 7412

Fax: 6233 3416

Email: Automotive@skillsinstitute.tas.edu.au

Postal Address:

GPO BOX 2015
HOBART TAS 7001

Unit Leader: Simon Waters

Phone: 6336 4257

ATTENDANCE TIMES:

Attendance times for off-the-job training are as follows:

Alanvale Training Centre Monday to Thursday, 8am – 4.30pm. Friday, 8am – 2.30pm

Hobart Training Centre Tuesday to Thursday, 8.30am – 4.30pm

The Total Training Package
1300 362 175

TEXT BOOKS:

| Area Studied | Name of Book | Author | Cost |
|----------------------------|---|---|----------|
| HV Road Transport | Heavy Duty Truck Systems | 5 th Edition. Sean Bennett | \$169.95 |
| | Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems | 4 th Edition. Sean Bennett | \$164.95 |
| HV Mobile Equipment | Heavy Equipment Systems | Robert Huzij, Angelo Spano, Sean Bennett | \$142.95 |
| | Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems | 3 rd Edition. Sean Bennett | \$164.95 |
| Light Vehicle | Automotive Technology (A system approach) | 5 th Edition. Jack Erjavec | \$169.95 |
| Motor Cycle | Modern Motorcycle Technology | 2 nd Edition. Edward Abdo | \$112.95 |
| Electrical | Principles of Electricity & Electronics for the Automotive Technician | 2 nd Edition. Norm Chapman (8-10 wks to order) | \$179.95 |
| Outdoor Power | Outdoor Power Equipment | Jay Webster | \$114.95 |
| Marine | Nil at this stage | | |

Textbooks are available from Birchalls bookshops.

Hobart: The Skills Institute, 75 Campbell Street, Hobart. Phone: 6233 7405.

Launceston: Brisbane Street Mall, 118 – 120 Brisbane Street, Launceston. Phone: 1800 806 867.

Burnie: The Skills Institute, Mooreville Road, Burnie. Phone: 6433 3602.

FEES:

For 2013 training fees apply with fees capped at \$1090. Please contact your local Administrative office for further information in relation to your fees.

If your employer is paying your fees:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Form. This form can be obtained from administration staff.

If you are paying your fees:

The Skills Institute has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the commencement of any training or assessing. If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in three equal instalments over a three month period.

If fees remain outstanding results may be withheld until the amount owing is paid in full.
No Certificates can be issued if you have outstanding fees.

The Total Training Package
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ALLOWANCES:

Accommodation and travelling allowances are paid at the end of each block. Please bring your bank account number and BSB details with you to your first TSI training date to complete a travel form on your first day.

STATIONERY:

Apprentices are required to supply their own pens, pencils, coloured pencils, calculator and ruler. These will be required at each block.

STUDENT RESIDENCE:

For students who are required to attend TSI training at Alanvale, Student residences are situated adjacent the Alanvale Training Centre and offer comfortable single room accommodation to full time, block release or short term students.

FEES: Rooms start from approximately \$22.00 a night.

CONTACT:

Alanvale

Phone: 6336 4253 Email: StudentResidenceNorth@polytechnic.tas.edu.au

Our accommodation may be booked out so it is advisable to book in a minimum of four weeks in advance.

Cancellations must be received at least three working days prior to your check-in date, otherwise you will be charged the equivalent of two nights accommodation.

PLEASE NOTE: Alcohol and drugs are banned at the Alanvale training facility and the Student Residence.

OZHELP:

The Skills Institute is very excited to be able to announce we will be implementing "Skills for Life" as the model for the provision of support services for students, effective immediately facilitated by OzHelp.

There are three specific parts to the Skills for Life Support: **Counselling / Mentoring / Life Skills Toolbox**
The Life Skills program will be built into training undertaken at TSI.

Counselling:

The Skills for Life model is aimed at all trainees and apprentices irrespective of industry background.

The model will provide life skills development, personal counselling, disability support, advisory/referral services, financial advice/support and career counselling to apprentices (spanning individuals 15 years of age to mature age apprentices).

OCCUPATIONAL HEALTH & SAFETY AND PERSONAL PROTECTION EQUIPMENT (PPE)

In keeping with accepted industry practice, and to ensure we meet our duty of care responsibilities for the apprentices whilst they are training with us, please be aware of our Personal Protective Equipment requirements:

- It is our requirement that each apprentice wear steel capped boots and combination overalls when attending The Skills Institute. Failure to do so will result in the apprentice either being sent back to work or home, or confined to class room theory until such time as they have the appropriate clothing and footwear.
- You should also note that there is a requirement for apprentices to wear protective glasses in certain areas of The Skills Institute Automotive facilities. Where the glasses will need to be worn depends on which training facility they attend, however each apprentice will be made aware of their responsibilities in this matter.
- All apprentices will be required to supply their own glasses. Again, if an apprentice fails to come equipped with his or her glasses, then they will be unable to work in any area that requires the glasses.
- There may also be tasks that an apprentice will need to do that will require them to wear hearing protection. The apprentice will be advised when hearing protection is required and we will supply the necessary equipment when needed.

Our desire is for each apprentice to remain healthy and safe in the training and working environment, therefore we need to be stringent in our policing of this issue.

INFORMATION TO ASSIST WITH ONLINE LEARNING

E-learning or online courses can be accessed at any time and from anywhere, which offers convenience, flexibility and the choice to learn when it suits you best. You can use a computer at home, in the workplace at learning centres, libraries or online access centres, job network centres or internet cafes, however they must have internet access capability.

The [Skills Institute](#) chooses to deliver all our e-learning courses through a system called Blackboard/WebCT.

There are two ways you can access Blackboard/WebCT:

1. Log-in to a computer at your Skills Institute training facility and click on the WebCT desktop icon.
2. From an external computer (e.g at home or work) enter the web address: <http://elearning.sharedservices.tas.edu.au> which will take you to the WebCT log-in page.

You will be issued with a student username and password once you are enrolled in a course.
Your username enables you to access computers and WebCT courses at our training facilities.

Your username will be:

Your first name.Your last name e.g. John.Lennon

Your initial password will be:

Your birth date e.g. 9 Dec 1977 will be 09121977.

(You are encouraged to change this password to a more secure one.)

Once you have logged into Blackboard/WebCT you will be able to see your online learning course page.
From here you can click on the course you have been given access to.

Ask your teacher if you have any questions.

The Total Training Package
1300 362 175