

GREAT NEWS

FREE TRAINING!



mito.nz/free

SCAN FOR LIST OF
ELIGIBLE PROGRAMMES

CAREERS IN THE AUTOMOTIVE INDUSTRY

The logo for Mito, featuring a stylized sun icon above the word "mito" in a lowercase, sans-serif font.

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 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 2024.

For more information visit 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 | [0800 88 21 21](tel:0800882121) | info@mito.org.nz

1

CHOOSING SCHOOL SUBJECTS

2

WRITING A CV

3

APPLYING FOR A JOB

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 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[®]
Automotive Career

QUALIFICATIONS

StartUp[®] Ignition –
Automotive Micro-credential
(Level 2)

StartUp[®] Accelerate –
Automotive Engineering
Micro-credential (Level 3)

StartUp[®] Accelerate –
Collision Repair and
Refinishing
Micro-credential (Level 3)

LEVEL

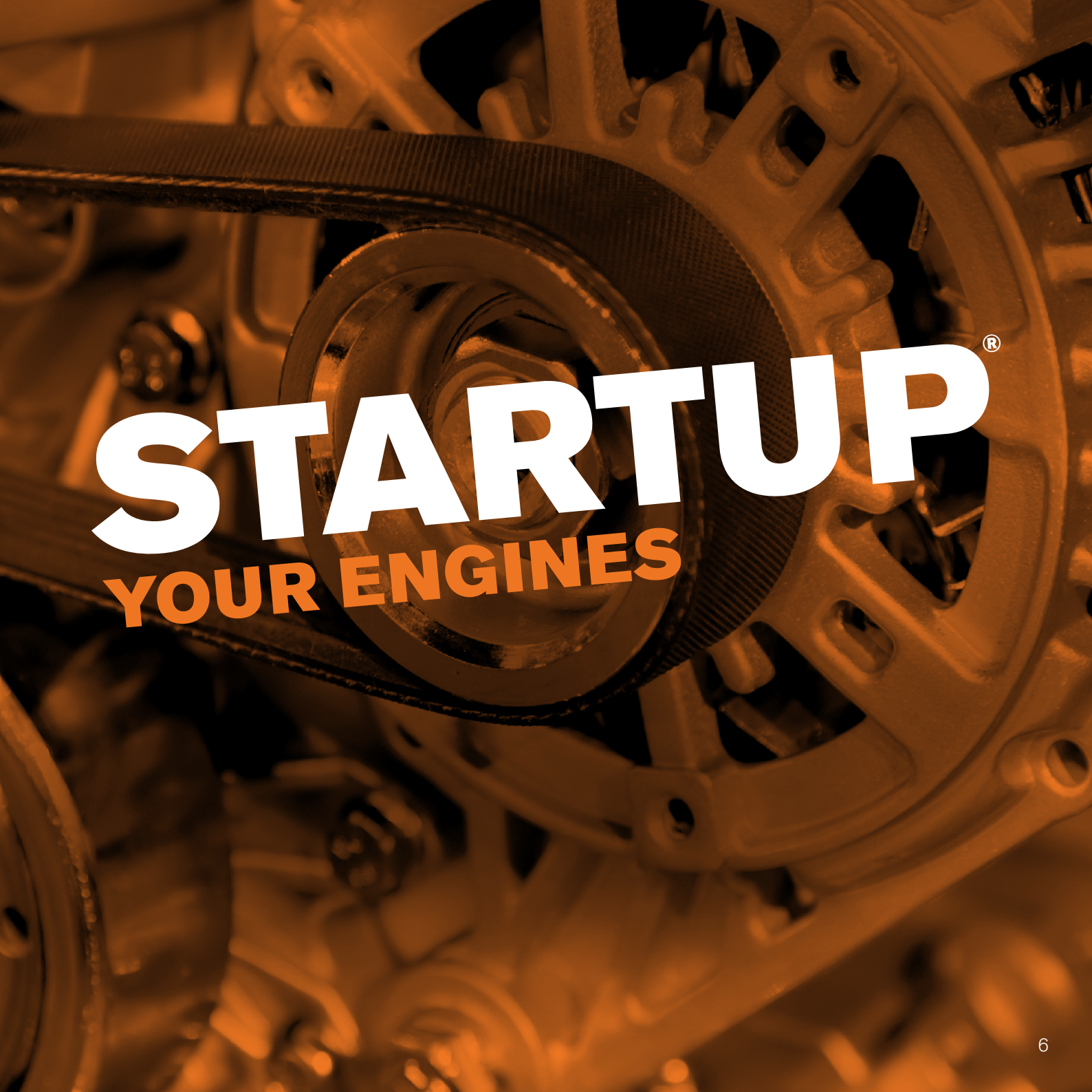
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2 & 3

STARTUP[®]

StartUp[®] 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[®] 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[®] 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[®] or visit mito.nz/startup.



STARTUP[®]
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

QUALIFICATION

New Zealand Certificate in
Light Automotive Engineering

LEVEL



DURATION



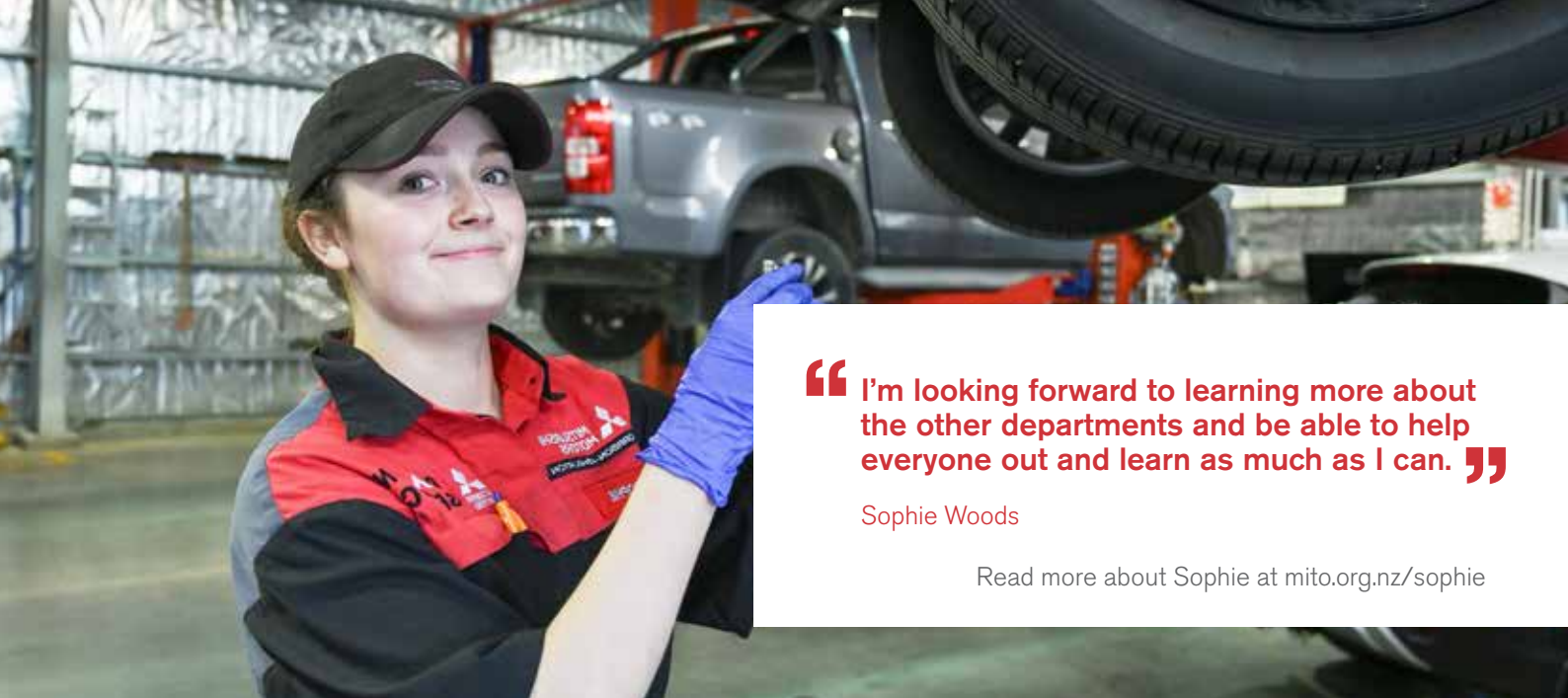
YEARS

AUTOMOTIVE TECHNICIAN

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.



“ I’m looking forward to learning more about the other departments and be able to help everyone out and learn as much as I can. ”

Sophie Woods

Read more about Sophie at mito.org.nz/sophie

QUALIFICATION

New Zealand Certificate
in Light Automotive Engineering

LEVEL



DURATION



MONTHS

AUTOMOTIVE TECHNICIAN (ADVANCED)

Advanced Automotive Technicians effectively carry out complex system fault diagnostics on light vehicles and facilitate the repairs.

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:

- Oversee team responsibilities and ensure compliance with legislative and company requirements to maintain a safe and effective light automotive engineering workplace
- Apply advanced technical skills and operational knowledge to diagnose complex system faults in mechanical and electronic light vehicle systems
- Determine repair solutions and monitor and control the repairs in mechanical and electronic light vehicle systems.



“ 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

QUALIFICATION

New Zealand Certificate in
Automotive Refinishing

LEVEL



DURATION

3.5

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.



“ 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

QUALIFICATION

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

LEVEL



DURATION

3.5

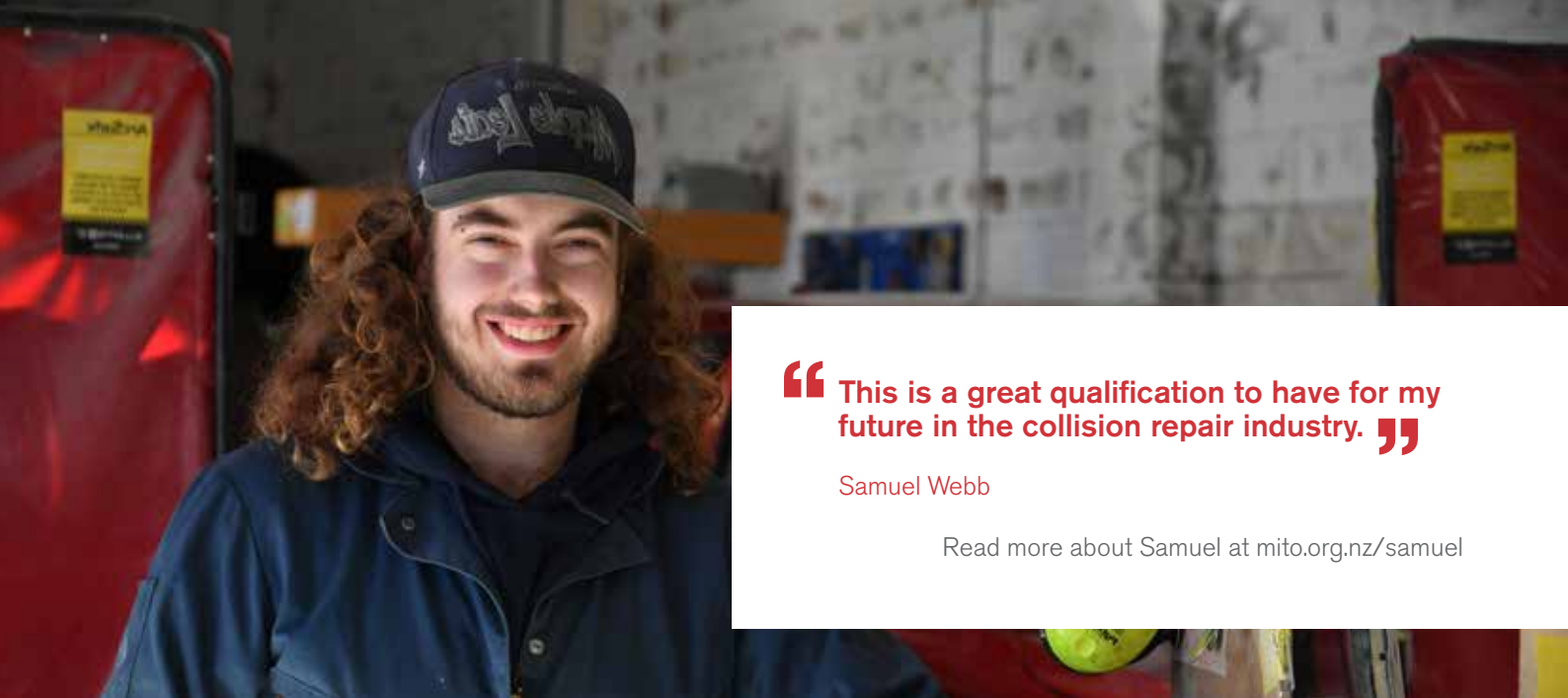
YEARS

COLLISION REPAIR TECHNICIAN

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.



“ This is a great qualification to have for my future in the collision repair industry. ”

Samuel Webb

Read more about Samuel at mito.org.nz/samuel

QUALIFICATION

New Zealand Certificate
in Collision Repair
(Structural Repair)

LEVEL



DURATION



MONTHS

COLLISION REPAIR TECHNICIAN (ADVANCED)

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

This training programme includes a mix of practical training and assessment, undertaken in the workplace, and eLearning, providing you with the skills and knowledge to complete tasks such as:

- Oversee activities in a workplace to ensure compliance with legislative and company requirements within a collision repair workplace
- Evaluate damage and select appropriate repair methods
- Repair structural damage to an acceptable industry standard.



“ 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

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.



QUALIFICATION

New Zealand Certificate
in Automotive Electrical
Engineering

LEVEL



DURATION



MONTHS

AUTOMOTIVE ELECTRICIAN (ADVANCED)

Advanced Automotive Electricians carry out complex system fault diagnostics and repair work on automotive electrical systems on vehicles or machines.

This training programme includes a mix of practical training and assessment, undertaken in the workplace, and eLearning, providing you with the skills and knowledge to complete tasks such as:

- Oversee team responsibilities and ensure compliance with legislative company requirements to maintain a safe and effective workplace
- Diagnose and repair complex fault systems in vehicle electrical and electronic systems, including high voltage systems
- Design, build, test and install complex electrical systems, including wiring diagrams that contain electronic devices.



QUALIFICATION

New Zealand Certificate in
Heavy Automotive
Engineering

LEVEL



DURATION



MONTHS

AUTOMOTIVE HEAVY ENGINEERING TECHNICIAN/DIESEL MECHANIC (ADVANCED)

Advanced Automotive Heavy Engineering Technicians carry out complex system fault diagnostics on heavy vehicles or machines and facilitate the repairs.

This training programme includes a mix of practical training and assessment, undertaken in the workplace, and eLearning, providing you with the skills and knowledge to complete tasks such as:

- Oversee team responsibilities and ensure compliance with legislative and company requirements to maintain a safe and effective workplace
- Apply advanced technical skills and operational knowledge to diagnose complex system faults
- Determine repair solutions and monitor and control the repairs
- Undertake cause and effect analysis for heavy vehicle or machine component metal fatigue failure.

QUALIFICATION

New Zealand Certificate in
Heavy Automotive
Engineering

LEVEL



DURATION



YEARS

AUTOMOTIVE HEAVY ENGINEERING TECHNICIAN

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



QUALIFICATION

New Zealand Certificate in
Motorcycle Engineering

LEVEL



DURATION



YEARS

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.



QUALIFICATION

New Zealand Certificate
in Automotive Diesel
Fuel Technology

LEVEL



DURATION

2.5

YEARS

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.



QUALIFICATION

New Zealand Certificate
in Automotive Parts
and Accessories

LEVEL



DURATION

22

MONTHS

AUTOMOTIVE PARTS AND ACCESSORIES MERCHANTISER

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.



QUALIFICATION

New Zealand Certificate
in Electric Vehicle
Automotive Engineering

LEVEL



DURATION



MONTHS

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.



QUALIFICATION

Working Safely with Electric Vehicles Micro-credential

LEVEL



DURATION



MONTHS

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.



QUALIFICATION

New Zealand Certificate
in Business
(First Line Management)

LEVEL



DURATION



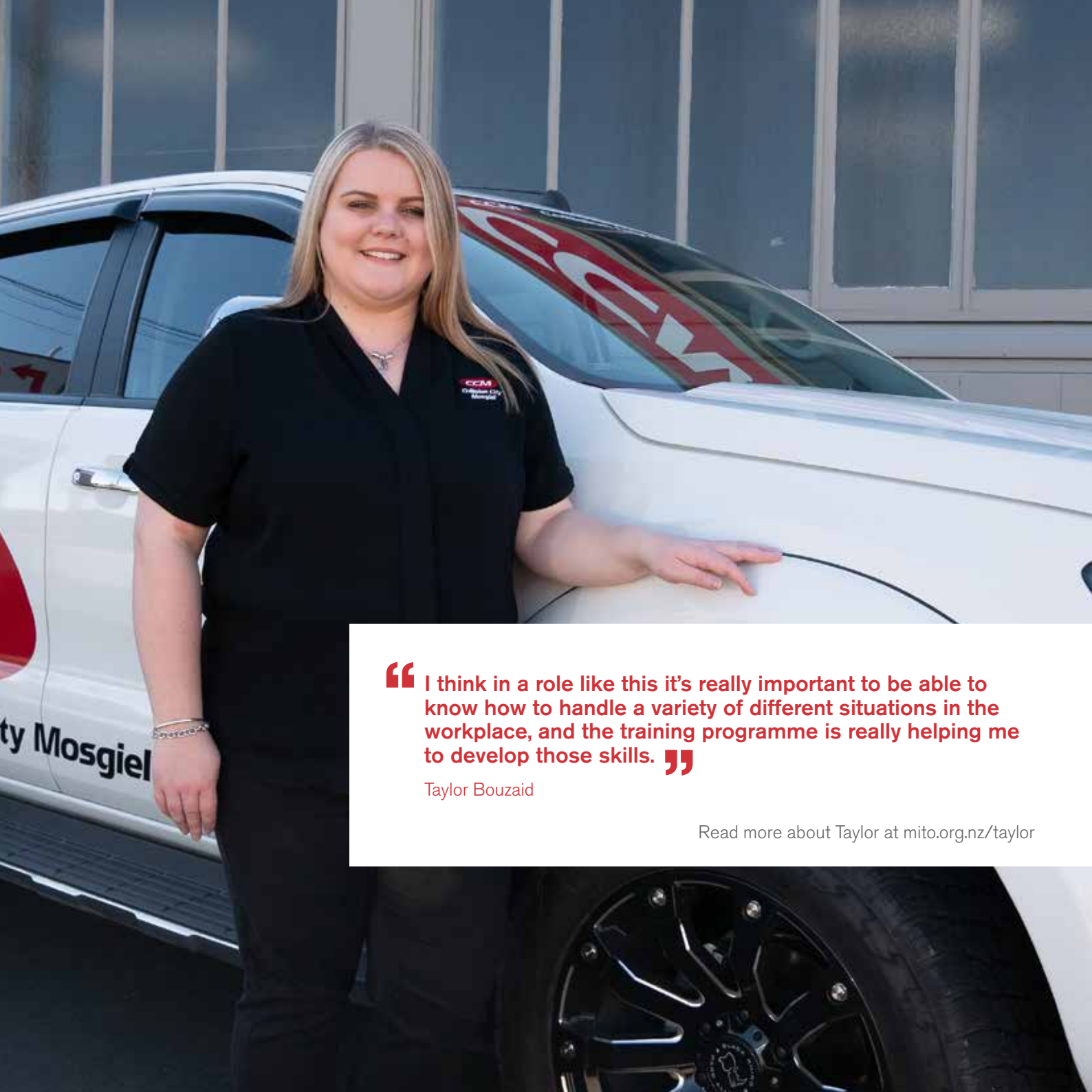
MONTHS

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



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LPRAC

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(LW 1042)

BSF

SW



X1-
X125
X15



MITO is a business division of
Te Pūkenga - New Zealand Institute
of Skills and Technology.

We support on-job learning and
career development for the automotive,
transport, logistics and extractive industries.



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