

## Unit Standard **248**

### **Describe an apprenticeship agreement for the automotive and related industries**

Level 2 Credit 1 v9

**Student Name:**

**School:**

**Date:**

**Marked By:** \_\_\_\_\_ **Mark** \_\_\_\_\_ **%**

**Feedback:**      **Excellent work**   
                         **Good work**

**Please attempt all questions**   
**Please resubmit**

## **USEFUL WEBLINKS**

### **Workplace relations**

<http://youtu.be/FDWOPu9Y6oM>

### **Job Search**

<http://youtu.be/7gTvK-ZA2uE>

[http://youtu.be/h\\_3flr9Z0So?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL](http://youtu.be/h_3flr9Z0So?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL)

<http://youtu.be/OIgnovDFVx4?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL>

<http://youtu.be/MRQWdsW6n6M?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL>

### **Interviews**

<http://youtu.be/pnP4t94tv1o>

<http://youtu.be/roZs-Eu4eZo>

<http://youtu.be/FIzqhQsTos4>

<http://youtu.be/k3sCEJ75OK0?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL>

<http://youtu.be/WALw21PjpXU?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL>

### **Curriculum Vitae**

<http://youtu.be/1EgOHOScyCE>

[http://youtu.be/VeRVXdK\\_V54](http://youtu.be/VeRVXdK_V54)

<http://youtu.be/y5wUDghMPSo?list=PLJB39P6VVAhmXSozzAKwyhmtBhUZcWCmL>

### **Personal Grievance**

[http://youtu.be/BMYzTbtYAGY?list=PL\\_5X2vqyig8m5GCfNRUMgfUn05XaKoIW3](http://youtu.be/BMYzTbtYAGY?list=PL_5X2vqyig8m5GCfNRUMgfUn05XaKoIW3)

### **NCEA**

<http://youtu.be/7EgnD0ncJ3M>

<http://youtu.be/NeicDB76zJE>

## **REVIEW QUESTIONS ONE**

- Q1 In what year was the Employment Relations Act introduced?
- Q2 What is the time limit for handing in a written personal grievance claim to the employer?
- Q3 List four grounds on which an employee can make a personal grievance claim against an employer.
- Q4 When would an employer seek the services of the ERA?
- Q5 Explain in your own words the purpose of the Equal Pay Act.
- Q6 Explain in your own words why indemnification is important in the automotive industry.

Q7 Name the Act of parliament that ensures that employees injured at work are compensated.

Name the act of Parliament that protects confidential information.

## REVIEW QUESTIONS TWO

Q8 Name the organisation that manages automotive apprenticeships.

Q9 What support is offered to apprentices by their training advisors?

Q10 Complete the following sentences:

The \_\_\_\_\_ assessment paper will then be issued to your \_\_\_\_\_ ,  
who will arrange a suitable \_\_\_\_\_ for you to sit the test paper under \_\_\_\_\_ .  
When you have \_\_\_\_\_ the test paper, your employer will send the paper  
back to the theory \_\_\_\_\_ , who will \_\_\_\_\_ ,  
and \_\_\_\_\_ the result.

Q11 Explain what is meant by “commercially acceptable time”

Q12 What information is contained in a training manual?

Q13 Explain what a C assessment grade indicates.

Q14 List three items that a trainee should have ready for inspection when an assessor visits.

Q15 List the educational standards that MITO expect from potential apprentices be met before a training agreement will be approved.

Q16 Who is normally responsible for the purchase of textbooks associated with tuition?

### REVIEW QUESTIONS THREE

Q17 Explain the term “win/win resolution”.

Q18 Complete the following sentences:

The first \_\_\_\_\_ you are likely to have with an \_\_\_\_\_ is  
through a \_\_\_\_\_ job application. A \_\_\_\_\_ job  
application should be well \_\_\_\_\_, \_\_\_\_\_ and  
\_\_\_\_\_ some key points that \_\_\_\_\_ your \_\_\_\_\_ for  
the job.

Q19 Briefly describe how your curriculum vitae should be presented.

Q20 Explain in your own words why it is important to ask the permission of each referee before putting their name on to your curriculum vitae.

Q21 Explain why it is important to be well groomed for an interview.

Q22 Explain why it is important to demonstrate each of the following skills in an interview.

**Time keeping:**

**Communication:**

**Listening:**

Q23 Give three examples of areas in your curriculum vitae that can be used to show an employer that you are suitable for the job (self selling).