

MotorBody

Apprentice Training Information and Requirements 2013



CAMPUS LOCATION & CONTACT DETAILS:

Devonport Training Centre (The Skills Institute)

20 - 36 Valley Road
Devonport TAS 7310

Phone: 6421 5521
Fax: 6421 5550

Email: MotorBody@skillsinstitute.tas.edu.au
Map: <http://www.skillsinstitute.com.au/>

Postal Address: PO Box 1234
Burnie TAS 7320

Unit Leader: Simon Waters
Phone: 0438 273 979

Information Centre: 1300 362 175

TIMES:

Attendance times for off-the-job training are: Monday to Thursday, 8am – 4.30pm and Friday, 8am – 2.30pm.

We will write to you and your employer if you have to attend training. **Please read the letter carefully – it will list your training dates and training location.**

TEXT BOOKS REQUIRED:

Book titles	Author	Cost
<i>Auto Body Repair Technology</i>	Edition 5e. James E Duffy	Approximately \$160.00 (ask for shrink pack)
<i>Student Technician's Manual</i> (to accompany the above)	Edition 5e. P Uhrina & J Duffy	

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.

The Total Training Package
1300 362 175

FEES:

For 2013 training fees apply, with fees capped at \$1090.

If your employer is paying your fees:

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

If you are paying your own fees:

TSI 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.

If you have any questions about fees, please contact TSI.

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, so you can complete a travel form on your first day.

SAFETY WEAR:

Panel Beaters require:

- full cotton combination overalls,
- approved safety steel capped boots/shoes,
- heat and solvent resistant gloves,
- winged safety glasses/goggles,
- ear muffs,
- gas welding goggles,
- MIG welding helmet,
- safety beret or hair net (if long haired),
- respirator (ASA1716).

Vehicle Painters require:

- full cotton combination overalls,
- approved safety steel capped boots/shoes,
- heat and solvent resistant gloves,
- winged safety glasses/goggles,
- ear muffs,
- air wash hood (when using paint products containing isocyanates),
- paint respirator (ASA1716),
- safety beret or hair net (if long haired).

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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 apprentices whilst they are training with us) these are our Personal Protective Equipment (PPE) requirements:

- all apprentices must wear steel capped safety boots, protective glasses and full 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.
- There may also be tasks that an apprentice will need to do that will require them to wear protection from dust (mask) or other chemicals (gloves).
- apprentices will be advised when hearing protection is required and we will supply this.

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.

OZHELP:

The Skills Institute use OzHelp to provide a wide range of support services for students, through their Skills for Life Support program.

There are three specific parts to the Skills for Life Support: Counselling / Mentoring / Life Skills Toolbox

OzHelp Skills for Life is aimed at all trainees and apprentices irrespective of industry background. It will provide life skills development, personal counselling, disability support, advisory/referral services, financial advice/support and career counselling to apprentices (from 15 years to mature age apprentices).

OzHelp can be contacted by: Telephone: 6343 3122 or 1300 OZHELP (1300 694 357)
Email: admin@ozhelptasmania.org.au

For further information - Internet: www.ozhelptasmania.org.au

STATIONERY:

Pen and notepad required at each block.

STUDENT RESIDENCE:

Some accommodation is available at the Hellyer Student residence at Burnie.

Please note that early bookings are essential. Phone 6433 4852 for more information or to make a booking.

There is a bus that runs between the residence and Devonport.

There are also a range of private accommodation options in the Devonport area, e.g. backpackers, hotels etc.

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E-LEARNING (ON-LINE LEARNING)

Once you are enrolled, you will have access to some of your course through E-learning (on-line learning). This can be accessed at any time - which offers convenience, flexibility and the choice to learn when it suits you best.

To access E- learning you can use any computer that has internet access.

Skills Institute E-learning courses can be accessed through a program called WebCT.

There are two ways you can access WebCT:

1. Log-in to a computer at any TSI campus and click on the WebCT desktop icon.
2. From an external computer (e.g. at home or work) enter the web address: <http://www.skillsinstitute.com.au>
Choose **Student Info** and then click on the **WebCT** link – this 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 at TSI as well as WebCT E-learning.

Your username will be: **Your first name.Your last name** (for example **Robert.Smith**)

Your initial password will be: **Your birth date** (for example 9 Dec 1987 will be **09121987**)

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.

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