

Motor vehicle industry *newsletter*

Special Edition

March 2007



Department of Consumer
and Employment Protection
Government of Western Australia

Motor Vehicle Industry Board

Repairer's certification system

The long-awaited certification and licensing system for the motor vehicle repair industry commenced on 19th March 2007.

In the first stage, the Motor Vehicle Industry Board (the Board) is approving individuals who wish to be certified repairers. The second stage, the licensing of repair businesses, will commence in March 2008.

You will require a repairer's certificate if you are an **owner** of a repair business **and** you **do** repair work **or supervise** the repair work of others; **or** you are an **individual**, for example a workshop foreman, who **supervises** repair work.

While not everyone who repairs a motor vehicle requires a certificate, the Board believes that all individual repairers should consider becoming certified to enhance their career prospects.

In addition, as a certificated repairer you can only supervise repair work for the particular class of repairs for which you are qualified. You may apply for certification for more than one class of repair work if you have the appropriate trade certificate or qualifications and these will be endorsed on your certificate.

The different classes of repair work are detailed in this issue.

How do you qualify for a certificate?

You must be sufficiently qualified to carry out each class of repair work to which your application relates.

The Board has developed a 'points system' that will be used to determine whether a person is qualified for a class of repair.

You will need **at least 100 points** to qualify for each class of repair work.

The base requirement is a Certificate II or Certificate III trade qualification or an equivalent trade certificate.

The Board will also consider the following:

- other relevant formal qualification and/or trade certificate you may have (including from other States, Territories or overseas);
- any relevant and recent motor vehicle repair work experience you have;
- current membership of a relevant professional industry body;
- references about your ability and experience from your employer(s) or customers; and
- a certification test conducted by a Registered Training Organisation approved by the Board.

Therefore, you may still be able to qualify for a certificate even if you don't have the relevant formal qualification.

Details of the points system are contained in this newsletter or are available with the 'Application for Motor Vehicle Repairer's Certificate' form or on the DOCEP website www.docep.wa.gov.au.

An application form has been developed and to support the application you need to provide all relevant evidence requested including photocopies of any trade certificates or qualifications and a National Police Certificate.

By encouraging individuals to seek better training and qualifications, the Board believes the new regulatory system will raise the quality and standards of repairs in Western Australia.



Virginia Seymour,
Chairperson
Motor Vehicle Industry Board

Classes of repair work

The following information outlines the **Classes of Repair Work** prescribed under the *Motor Vehicle Repairers Act 2003* and Motor Vehicle Repairers Regulations for which a person can be certified.

As a guide, the current Australian Educational Training Package (AUR99 or AUR05 equivalent) qualification that could be used to obtain certification is included (under the Class of Repair Work) for your reference. (Note - relevant qualifications and experience obtained prior to the commencement of the AUR training package may be used).

Remember, the Motor Vehicle Industry Board will consider a combination of things for you to be able to qualify for a Motor Vehicle Repairer's Certificate, not just the educational qualification.

IMPORTANT NOTE:

If you are certified to carry out 'Heavy vehicle work' or 'Light vehicle work', then you will also be qualified to carry out, or supervise, additional classes of repair work.

See details under point '16. Heavy vehicle work (HVW) #' and '18. Light vehicle work (LVW) *'.

1. Air conditioning work (ACW)

Definition: means any work required to install, service, repair, overhaul, remove or retrofit an air conditioning system in a heavy vehicle or light vehicle.

Requirement: Certificate II in Automotive (Mechanical – Air Conditioning) (AUR99) or Certificate II in Automotive Mechanical – Air Conditioning (AUR05)

AND

A person must hold an automotive air conditioning licence granted under Subdivision 6A.2.2 of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 of the Commonwealth.

2. Body building work (BBW)

Definition:

- (a) means any work required to do any of the following -
- to fabricate or modify a body of a motor vehicle to fit the vehicle's chassis;
 - to fit the chassis of a motor vehicle with a fabricated or modified body; but
- (b) does not include any of the following -
- realigning the chassis of a motor vehicle;
 - realigning, repairing, preparing for painting or painting a panel, frame or other component of the body of a motor vehicle;
 - installing or removing any glass in the body of a motor vehicle,
- other than installing or removing any moveable glass, if required.

Requirement: Certificate III in Automotive (Vehicle Body - Building) (AUR99) or Certificate III in Automotive Vehicle Body-Building (AUR05).

3. Brake work (BRW)#*

Definition: means any work required to service, repair, overhaul or modify a braking system that is, was, or may be, fitted to a motor vehicle.

Requirement: Certificate III in Automotive (Mechanical Brakes) (AUR99) or Certificate III in Automotive Specialist - Brake (AUR05).

4. Cooling system work (CSW)#*

Definition: means any work required to service, repair, overhaul or modify a cooling system that is, was, or may be, fitted to a motor vehicle.

Requirement: Certificate II in Automotive (Mechanical – Radiator Repair) (AUR99) or Certificate II in Automotive Mechanical – Cooling System (AUR05).

5. Cylinder head reconditioning work (CHR)#*

Definition: means any work required to overhaul a cylinder head of an engine that is, was, or may be, fitted to a motor vehicle.

Requirement: Certificate II in Automotive (Mechanical – Cylinder Head Reconditioning) (AUR99) or Certificate II in Automotive Mechanical – Cylinder Head Reconditioning (AUR05)

6. Diesel fitting work (DFW)

Definition: means any work required to do any of the following -

- (a) to service, repair, overhaul or modify any of the following that is, was, or may be, fitted to a heavy vehicle or light vehicle -
- a diesel fuel system;
 - a diesel engine;
- (b) to service, repair, overhaul or modify any of the following that is, was, or may be, fitted to a heavy vehicle or light vehicle propelled by a diesel engine -
- an air induction system;
 - an ignition system;
 - an engine management system;
 - a cooling system;
 - a hydraulic system;
- (c) to do any of the following in respect of a heavy vehicle or light vehicle propelled by a diesel engine -
- to fabricate, service, repair or modify the exhaust system;
 - to repair or replace a rim, tyre or tube;
 - to balance a wheel.

Requirement: Certificate III in Automotive (Mechanical – Diesel Fitter) (AUR99) or Certificate III in Automotive Specialist – Diesel Fitting (AUR05).

7. Diesel fuel and engine work (DFE)#*

Definition: means any work required to do any of the following -

- (a) to service, repair, overhaul or modify a diesel fuel system that is, was, or may be, fitted to a heavy vehicle or light vehicle;
- (b) to service or repair a diesel engine that is, was, or may be, fitted to a heavy vehicle or light vehicle;
- (c) to service or repair any of the following that is, was, or may be, fitted to a heavy vehicle or light vehicle propelled by a diesel engine -
- an air induction system;
 - an ignition system;
 - an engine management system.

Requirement: Certificate III in Automotive (Mechanical – Diesel Fuel Specialist) (AUR99) or Certificate III in Automotive Specialist – Diesel Fuel (AUR05).

8. Driveline servicing and repairing work (DSR)#*

Definition: means any work required to service or repair a driveline that is, was, or may be, fitted to a motor vehicle.

Requirement: Certificate II in Automotive (Mechanical – Driveline) (AUR99) or Certificate II in Automotive Mechanical – Driveline/ Transmission (AUR05).

9. Driveline work (DRW)#*

Definition: means any work required to service, repair, overhaul or modify a driveline that is, was, or may be, fitted to a motor vehicle.

Requirement: Certificate III in Automotive (Mechanical – Driveline) (AUR99) or Certificate III in Automotive Specialist – Driveline (AUR05).

10. Electrical accessory fitting work (EAF) #*

Definition: means any work required to install or remove an electrical accessory to a motor vehicle.

Requirement: Certificate II in Automotive (Electrical – Accessory Fitting) (AUR99) or Certificate II in Automotive Electrical Technology (AUR05).

11. Electrical work (ELW)

Definition: means any work required to install, service, repair, overhaul or remove any of the following in a motor vehicle -

- (a) any electrical equipment or system (including any electrical accessory and any electrical component associated with any other prescribed accessory);
- (b) any electrical part of any other thing or system.

Requirement: Certificate III in Automotive (Electrical) (AUR99) or Certificate III in Automotive Electrical Technology (AUR05).

12. Engine reconditioning work (ERW)#*

Definition: means any work required to overhaul an engine (including a cylinder head of an engine) that is, was, or may be, fitted to a motor vehicle.

Requirement: Certificate III in Automotive (Mechanical – Engine Reconditioning) (AUR99) or Certificate III in Automotive Specialist – Engine Reconditioning (AUR05).

13. Exhaust system work (ESW)#*

Definition: means any work required to fabricate, service, repair or modify the exhaust system in a motor vehicle.

Requirement: Certificate II in Automotive (Mechanical – Exhaust Fitting & Repair) (AUR99) or Certificate II in Automotive Mechanical – Exhaust Fitting (AUR05).

14. Glazing work (GLW)

Definition: means any work required to install, repair or remove a windscreen or other glass in the body of a motor vehicle.

Requirement: Certificate II in Automotive (Vehicle Body – Glazing) (AUR99) or Certificate II in Automotive Vehicle Body – Vehicle Glazing (AUR05).

15. Heavy vehicle servicing work (HVS)

Definition: means any work required to do any of the following in respect of a heavy vehicle -

- (a) to service any of the following -
 - i. the fuel system;
 - ii. the air induction system;
 - iii. the engine;
 - iv. the ignition system;
 - v. the engine management system;
 - vi. the cooling system;
 - vii. the driveline;
 - viii. any electronic drive management system;
 - ix. the braking system;
 - x. the steering system;
 - xi. the suspension system;
 - xii. a wheel assembly;
 - xiii. any hydraulic system;
- (b) to carry out minor electrical servicing.

Requirement: Certificate II in Automotive (Mechanical - Vehicle Servicing) (AUR99) or Certificate II in Automotive Vehicle Servicing – Heavy Vehicle (AUR05).

16. Heavy vehicle work (HVW)

NOTE: If you are certified to carry out this 'Heavy vehicle work', then you will also be qualified to carry out, or supervise, the classes of repair work indicated by a hash (#) symbol.

Definition: means any work required to do any of the following in respect of a heavy vehicle -

- (a) to service, repair, overhaul or modify any of the following -
 - i. the fuel system;
 - ii. the air induction system;
 - iii. the engine;
 - iv. the ignition system;
 - v. the engine management system;
 - vi. the cooling system;
 - vii. the driveline;
 - viii. any electronic drive management system;
 - ix. the braking system;
 - x. the steering system;
 - xi. the suspension system;
- (b) to fabricate, service, repair or modify the exhaust system;
- (c) to service, repair or replace a wheel assembly;
- (d) to balance a wheel or align the wheels;
- (e) to service or repair any hydraulic system;
- (f) to carry out minor electrical servicing or minor electrical repair;
- (g) to install or remove a prescribed accessory.

Requirement: Certificate III in Automotive (Mechanical – Heavy Vehicle Road Transport) (AUR99) or Certificate III in Automotive Mechanical Technology – Heavy Vehicle Road Transport (AUR05).

17. Light vehicle servicing work (LVS) #*

Definition: means any work required to do any of the following in respect of a light vehicle -

- (a) to service any of the following -
 - i. the fuel system;
 - ii. the air induction system;
 - iii. the engine;
 - iv. the ignition system;
 - v. the engine management system;
 - vi. the cooling system;
 - vii. the driveline;
 - viii. any electronic drive management system;
 - ix. the braking system;
 - x. the steering system;
 - xi. the suspension system;
 - xii. a wheel assembly;
 - xiii. any hydraulic system;
- (b) to carry out minor electrical servicing.

Requirement: Certificate II in Automotive (Mechanical – Vehicle Servicing) (AUR99) or Certificate II in Automotive Vehicle Servicing – Light Vehicle (AUR05).

18. Light vehicle work (LVW)#*

NOTE: If you are certified to carry out this 'Light vehicle work', then you will also be qualified to carry out, or supervise, the classes of repair work indicated by an asterisk (*) symbol.

Definition: means any work required to do any of the following in respect of a light vehicle -

- (a) to service, repair, overhaul or modify any of the following -
- the fuel system;
 - the air induction system;
 - the engine;
 - the ignition system;
 - the engine management system;
 - the cooling system;
 - the driveline;
 - any electronic drive management system;
 - the braking system;
 - the steering system;
 - the suspension system;
- (b) to fabricate, service, repair or modify the exhaust system;
- (c) to service, repair or replace a wheel assembly;
- (d) to balance a wheel or align the wheels;
- (e) to service or repair any hydraulic system;
- (f) to carry out minor electrical servicing or minor electrical repair;
- (g) to install or remove a prescribed accessory.

Requirement: Certificate III in Automotive (Mechanical – Light Vehicle) (AUR99) or Certificate III in Automotive Mechanical Technology – Light Vehicle (AUR05).

19. Mechanical accessory fitting work (MAF)#*

Definition: means any work required to install or remove a mechanical accessory to a motor vehicle.

Requirement: Certificate II in Automotive (Vehicle body – Accessory Fitting “Mechanical”) (AUR99) or Certificate II in Automotive Aftermarket Manufacturing – Accessory Fitting (AUR05).

20. Motor cycle servicing work (MCS)

Definition: means any work required to do any of the following in respect of a motor cycle -

- (a) to service any of the following -
- the fuel system;
 - the air induction system;
 - the engine;
 - the ignition system;
 - the engine management system;
 - any cooling system;
 - the driveline;
 - any electronic drive management system;
 - the braking system;
 - the steering system;
 - the suspension system;
 - a wheel assembly
- (b) to carry out minor electrical servicing.

Requirement: Certificate II in Automotive (Mechanical – Vehicle Servicing) (AUR99) or Certificate II in Automotive Vehicle Servicing – Motor Cycle (AUR05).

21. Motor cycle work (MCW)

Definition: means any work required to do any of the following in respect of a motor cycle -

- (a) to service, repair, overhaul or modify any of the following -
- the fuel system;
 - the air induction system;
 - the engine;
 - the ignition system;
 - the engine management system;
 - any cooling system;
 - the driveline;
 - any electronic drive management system;
 - the braking system;
 - the steering system;
 - the suspension system;
- (b) to fabricate, service, repair or modify the exhaust system;
- (c) to service, repair or replace a wheel assembly;
- (d) to balance a wheel or align the wheels;
- (e) to carry out minor electrical servicing or minor electrical repair;
- (f) to install or remove a prescribed accessory;
- (g) to realign the chassis.

Requirement: Certificate III in Automotive (Mechanical – Motor Cycle) (AUR99) or Certificate III in Automotive Mechanical Technology – Motor Cycle (AUR05).

22. Painting work (PAW)

Definition:

- (a) means any work required to prepare for painting or to paint a panel, frame or other component of the body of a motor vehicle, otherwise than in the course of manufacturing the vehicle; but
- (b) does not include any of the following -
- realigning the chassis of a motor vehicle;
 - realigning or repairing a panel, frame or other component of the body of a motor vehicle;
 - installing or removing any glass in the body of a motor vehicle,
- other than installing or removing any moveable glass, if required.

Requirement: Certificate III in Automotive (Vehicle Body – Vehicle Painting) (AUR99) or Certificate III in Automotive Vehicle Body – Vehicle Painting (AUR05).

23. Panel beating work (PBW)

Definition:

- (a) means any work required to do any of the following -
- to realign the chassis of a motor vehicle;
 - to realign or repair a panel, frame or other component of the body of a motor vehicle; but
- (b) does not include installing, repairing or removing any glass (other than installing or removing any moveable glass) in the body of a motor vehicle.

Requirement: Certificate III in Automotive (Vehicle Body – Panel Beating) (AUR99) or Certificate III in Automotive Vehicle Body – Panel Beating (AUR05).

24. Steering, suspension and wheel aligning work (SSW)#*

Definition: means any work required to do any of the following in respect of a motor vehicle -

- (a) to service or repair the steering system or suspension system;
- (b) to balance a wheel or align the wheels.

Requirement: Certificate II in Automotive (Mechanical – Steering and Suspension) (AUR99) or Certificate II in Automotive Mechanical – Steering and Suspension (AUR05)

25. Transmission work (TRW)#*

Definition: means any work required to service, repair, overhaul or modify any of the following that is, was, or may be, fitted to a heavy vehicle or light vehicle -

- (a) a transmission;
- (b) a final drive assembly the differential of which is integrated with a transmission;
- (c) an electronic drive management system.

Requirement: Certificate III in Automotive (Mechanical – Automatic Transmission) (AUR99) or Certificate III in Automotive Specialist - Transmission (AUR05).

26. Trimming work (TRI)

Definition: means any work required to fabricate, repair or replace a seat or any interior lining or floor covering in a motor vehicle.

Requirement: Certificate III in Automotive (Vehicle Body – Trimming) (AUR99) or Certificate III in Automotive Vehicle Body – Vehicle Trimming (AUR05).

27. Tyre fitting (heavy) work (TFH)#

Definition: means any work required to do any of the following in respect of a heavy vehicle -

- (a) to repair or replace a rim, tyre or tube;
- (b) to balance a wheel.

Requirement: Certificate II in Automotive (Mechanical – Tyre Fitting & Repair Heavy) (AUR99) or Certificate II in Automotive Mechanical – Tyre Fitting Heavy (AUR05).

28. Tyre fitting (light) work (TFL)#*

Definition: means any work required to do any of the following in respect of a light vehicle or motor cycle -

- (a) to repair or replace a rim, tyre or tube;
- (b) to balance a wheel.

Requirement: Certificate II in Automotive (Mechanical – Tyre Fitting & Repair Light) (AUR99) or Certificate II in Automotive Mechanical – Tyre Fitting Light (AUR05).

29. Underbody work (UNW)#*

Definition: means any work required to do any of the following in respect of a light vehicle -

- (a) to service or repair any of the following -
 - i. the braking system;
 - ii. the steering system;
 - iii. the suspension system;
- (b) to fabricate, service, repair or modify the exhaust system.

Requirement: Certificate II in Automotive (Mechanical – Underbody) (AUR99) or Certificate II in Automotive Mechanical – Underbody (AUR05).

Points system for motor vehicle repairer certification

Any **combination** of qualifications, experience, membership, testimonials, and skills competence assessment can be used to achieve the 100 point threshold, within the parameters outlined below.

1. Formal qualification

(from a Registered Training Organisation eg TAFE)

- Where a class of repair work requires a relevant **Certificate II**, you may receive:
 - 100 points if you have completed a relevant Certificate II course.
 - 100 points if you have completed a relevant Certificate III course.
 - up to a maximum of 90 points if you have completed a Certificate II course not directly relevant to that class of repair work.
- Where a class of repair work requires a relevant **Certificate III**, you may receive:
 - 30 points if you have completed a relevant Certificate II course.
 - 100 points if you have completed a relevant Certificate III course.
 - up to a maximum of 90 points if you have completed a Certificate III course not directly relevant to that class of repair work.

Documentation you must provide with your application:

- Photocopy of your educational qualifications.

2. Years of experience

The Board will consider the years of experience you have worked in the motor vehicle repair industry when assessing your qualification for a certificate.

You may receive 25 points for every full time year for a class of repair work which requires a relevant **Certificate II**.

You may receive 10 points for every full time year for a class of repair work which requires a relevant **Certificate III**.

Relevant experience in **each** class of repair work must be recent and gained in the years immediately prior to the date of application as follows:

Years of experience:	Points for Certificate II	Points for Certificate III
1 out of previous 2 years	25	10
2 out of previous 4 years	50	20
3 out of previous 5 years	75	30
4 out of previous 6 years	100	40
5 out of previous 7 years	100	50
6 out of previous 8 years	100	60
7 out of previous 9 years	100	70
8 out of previous 10 years	100	80
9 out of previous 11 years	100	90
10 out of previous 12 years	100	100

Documentation you must provide with your application:

- Statement of service or letter from your employer(s) indicating your experience in the applicable class(es) or repair work.
- If you are self-employed, please provide a statement of your experience in the applicable class(es) of repair work.

3. Industry professional body membership

Membership must be current and have been held for at least 24 months. Only one membership can be used towards the accumulation of points.

- **Institute of Automotive Mechanical Engineers (IAME)**
 - Associate Member or Member
- **Society of Automotive Engineers (SAE)**
 - Associate Member or higher including relevant trade experience

You may receive 25 points for a class of repair work which requires a relevant **Certificate II**.

You may receive 20 points for a class of repair work which requires a relevant **Certificate III**.

Documentation you must provide with your application:

- Photocopy of your membership certificate.

4. Testimonials or references

You may receive the following points depending on the type of testimonial or reference you have. A testimonial or reference from a non-commercial agency is worth more points.

- **Employer / Customer**
 - two points to a maximum of 10 points for a testimonial or reference from your employer or customer.

Documentation you must provide with your application:

- Written reference (that is less than ten years old) from an employer(s) indicating your experience in the motor vehicle repair industry
- Written testimonials (that are less than ten years old) from customers.

- **Non-commercial agency as customer (e.g. government agency)**

- five points to a maximum of 20 points for a testimonial or reference where your customer was a non-commercial agency.

Documentation you must provide with your application:

- Written testimonial (that is less than ten years old) from a non-commercial agency which was a customer.

5. Certification test

You may receive up to 50 points for a class of repair work that requires a relevant **Certificate II**.

You may receive up to 70 points for a class of repair work that requires a relevant **Certificate III**.

Certification tests can be conducted by the following organisations. Please contact them for the costs of the assessment.

Organisation:	Area in which test can be taken:	Contact Number:
Institute of Automotive Mechanical Engineers (IAME)	Perth, Albany, Kalgoorlie, Geraldton, Port Hedland, Broome, Bunbury	08 9478 1642
Tom Price and Sons	South West region (will travel to other regions at extra cost)	08 9726 2748 0407 033 906
Pilbara TAFE	Karratha, Roebourne, South Hedland, Pundulmurra, Tom Price, Newman, Pannawonica, Paraburdoo, Jigalong, Onslow	08 9159 6700

Documentation you must provide with your application:

- Written report of assessed competence from certification test assessor.

6. Overseas qualifications

You may be able to have your overseas qualification assessed by a Registered Training Organisation. Please contact the Overseas Qualifications Unit at the Department of Education and Training on 08 9224 6566 for details of the Registered Training Organisations which can assess your qualification.

You may receive 100 points for an overseas qualification assessed by a Registered Training Organisation, which then issues you with a Certificate II or Certificate III.

When the Registered Training Organisation does not issue a certificate, lesser points may be allocated dependent upon an applicant's skill or competence in the specific class of repair work.

Documentation you must provide with your application:

- Report from Registered Training Organisation.

What if I don't have enough points ? Provisional Certificate

If you or your employer believe that you are sufficiently skilled to become a certified repairer but you do not have enough points, you can still apply for a certificate.

If the Board considers you have the skills or are capable of acquiring those skills, the Board may issue you with a provisional certificate, which will allow you to run your own licensed business or supervise others until you qualify.

How to get a motor vehicle repairer's certificate

- Decide which **class(es) of repair work** you require.
- Check what **qualifications** you require to get the certificate you want.
- Download from www.docep.wa.gov.au or phone 9282 4338 for an "**Application for Motor Vehicle Repairer's Certificate**" form.
- Obtain relevant documents and **evidence** to support your application.
- Obtain a National Police Certificate.
- Post your application, supporting documents and payment of \$65 (by cheque or by completing the credit card details on the back of your application form) to the Licensing Section of the Motor Vehicles Branch Locked Bag 14 Cloisters Square, PERTH, WA 6850.

If you have any questions about applying for a Motor Vehicle Repairer's Certificate contact the Licensing Section of the Motor Vehicles Branch on 9282 4338.

Motor Vehicles Branch

The Motor Vehicles Branch of the Department of Consumer and Employment Protection is located at the rear of 321 Selby Street, Osborne Park.

Telephone: 9282 4361 (Motor Vehicles Branch)
9282 4362 (Licensing)
Facsimile: 9282 4363
Email: consumer@docep.wa.gov.au
Website: www.docep.wa.gov.au
Postal address: Locked bag 14
Cloisters Square
PERTH WA 6850

The reception desk is open to the public between 8:30am and 5:00pm Monday to Friday (except for Public Holidays).

If you have any questions or feedback about this newsletter, please contact the Principal Customer Service Officer, Motor Vehicles Branch on 9282 4340 or email mnayton@docep.wa.gov.au