

RE-DO/RE-ASSESSMENT/CATCH-UP UNIT Authorisation Form for Diploma of Automotive Management (AUR50116)

 Student
 Name: _____

 Student
 Number _____

Class Number _____

DIPLOMA OF AUTO Management		What you have to do?	DETAILS					
Unit Code	Unit Name	REDO,WT,PRAC,(mention details below)	Date	Group	Trainer	Office use only		
Example	Example					Cost	Payment details	Authorised by
		REDO	1 Mar+2 Mar	25A	Reno	\$200	Paid on 1/2/2009	Jessie
1	AURAEA004	Manage environmental and sustainability best practice in an automotive workplace						
2	AURAMA005	Manage complex customer issues in an automotive workplace						
3	AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace						
4	BSBFIM501	Manage budgets and financial plans						
5	BSBMGT502	Manage people performance						
6	BSBWHS501	Ensure a safe workplace						
7	BSBHRM405	Support the recruitment, selection and induction of staff						
8	BSBINN502	Build and sustain an innovative work environment						
9	BSBPUR402	Negotiate contracts						
10	AURAAA002	Determine retail rates for automotive products and services						
11	BSBWOR501	Manage personal work priorities and professional development						
12	BSBCUS501	Manage quality customer service						

Authorisation form is only valid with Menzies stamp & Staff signature .

****This form should be given to the teacher on the day of the class****

*Students must check the timetable to ensure that they know which location, classroom and trainer they have for each unit

*If a student fails to attend a redo or reassessment without a valid reason, they are required to pay for them again.