

## VEHICLE RENTAL AND LEASING

This involves the selling of both long and short term hire of cars, trucks and mini-buses to companies and the general public.

## ADMINISTRATION

A wide range of clerical and administration skills are essential to support all these key activities from typing, word processing, computers and accounting to customer contact and sales recording.

### WHERE DO YOU GO FROM HERE?

*The main entry to jobs in the Motor Trade in our area are through a training course at our Training Centre which provides for practical skills assessment leading to an industry recognised qualification.*

*N.V.Q. Qualifications include those provided through:-*

- Institute of the Motor Industry (I.M.I. Awards)
- City & Guilds of London Institute (City & Guilds)
- O.C.R. (Oxford, Cambridge, R.S.A.)
- Edi

**FOR FURTHER DETAILS VISIT OUR WEB SITE ON:**

**[www.doncastergta.co.uk](http://www.doncastergta.co.uk)**

**OR WRITE OR TELEPHONE FOR AN APPLICATION FORM TO:-**

## DONCASTER, ROTHERHAM & DISTRICT MOTOR TRADES, G.T.A. LIMITED

Rands Lane Industrial Estate,  
Armthorpe, Doncaster,  
DN3 3DY.  
Tel: 01302 832831  
Fax: 01302 831916



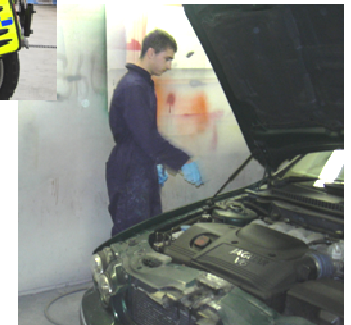
**DONCASTER G.T.A POSITIVELY PROMOTES EQUAL OPPORTUNITIES REGARDLESS OF RACE, GENDER, SEXUAL ORIENTATION, SPECIAL NEEDS, AGE OR DISABILITY.**

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# APPRENTICESHIP IN THE RETAIL MOTOR TRADE



*There is a wide range of career opportunities in the Motor Trade, whether you are a school leaver or an adult seeking a career change, you will be able to develop your skills.*

## **VEHICLE SERVICE AND REPAIR**

With over 22 million vehicles on our roads and numbers increasing there is a need for highly skilled and qualified people to service and repair vehicles and there are ample opportunities for promotion.

## **LIGHT VEHICLE & MOTORCYCLE SERVICE AND REPAIR**

This qualification is based on cars, light vans or motorcycles. It requires many skills that include fault finding, use of technical data and replacing faulty units.

## **HEAVY VEHICLE SERVICE AND REPAIR**

The work is similar to cars but on vehicles over 3.5 tonnes, such as trucks, buses and coaches powered by diesel engines.

## **VEHICLE BODY REPAIR**

Panel repairing, welding, use of machine tools and body jigs are some of the skills you need to repair accident damaged vehicles or replace defective panels.

## **VEHICLE BODY BUILDING**

Working with metals, plastics and wood to build bus and coach bodies.

## **VEHICLE PAINTING**

Painting and finishing new and repaired vehicles using spray, brush and transfer techniques.

## **VEHICLE ELECTRICS AND ELECTRONICS**

This specialised work is rapidly expanding along with technological developments. This requires accurate diagnostic testing, adjustment and replacement of electrical and electronic components.

## **SALES**

Selling is a vital activity in any industry and the road transport industry is no different. This involves selling cars, trucks, motorcycles, their parts and accessories, fuel or space for goods on a vehicle and other related services. Selling is exciting, rewarding and can offer good promotional prospects.

## **VEHICLE SALES**

This work could range from selling new and used cars and motorcycles to selling large trucks for special tasks.

## **PARTS SALES**

One of the major activities in road transport is the wholesaling and retailing of parts and accessories with a constantly increasing range of products and specialist markets, this area offers employment opportunities.

## **ROAD TRANSPORT AND DISTRIBUTION SERVICE (LOGISTICS)**

Working in a traffic office will involve negotiating and selling transport and distribution services.

A whole range of qualifications including warehousing apprenticeships are available. Young L.G.V. driver scheme.