

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 and 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.)
- City & Guilds of London Institute (City & Guilds)
- O.C.R. (Oxford, Cambridge, R.S.A.)

**FOR FURTHER DETAILS VISIT OUR WEB SITE ON:
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, Rands Lane,
 Armthorpe, Doncaster, DN3 3DY.
 Tel: 01302 832831 Fax: 01302 831916
 E: Mail: admin@doncastergta.co.uk

**DONCASTER G.T.A POSITIVELY PROMOTES EQUAL OPPORTUNITIES
 REGARDLESS OF RACE, GENDER, SPECIAL NEEDS 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 SERVICE AND REPAIR

This work, mainly on cars, light vans or motorcycles in garages, 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 you work on 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.

PARTS SUPPLY

Identifying, obtaining, stocking and supplying all types of vehicle parts and accessories to workshops and general public.

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. Road transport 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.

FORECOURT SALES

This not only includes petrol and oil sales but also a variety of other goods to allow motorists to shop when they stop for petrol.

TRANSPORT AND DISTRIBUTION SERVICES

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