

8. Repair diary

Also discussed at the training was the need for all MBEs to submit a repair diary of a recent repair undertaken by you. The intent of the diary is to demonstrate your understanding of the layout of a repair diary.

You are required to forward your diary by email to ambris@stategrowth.tas.gov.au no later than **30 June 2017**. If you foresee a problem in not meeting this time line can you please contact AIS Compliance Unit to discuss.

9. Retirement

This will be the last bulletin I will be editing, I will be retiring in July 2017 (last day 4 May 2017). I would like to take this opportunity to thank Proprietors/MBEs who have undertaken inspections on behalf of the RMV.

I have been in AIS Compliance Unit for eleven years and during this time I would like to think I made significant changes to the scheme for the better for example, the introduction of the AMBRIS scheme, refresher training, vehicle structural inspection checklist books, National Police Certificates, Repair diaries and regular correspondence with MBEs just to mention a few. This, however would not have been possible without your dedication as a MBE and staff within AIS Compliance Unit, thank you one and all.

I hope you give my predecessor the help and dedication you have shown me over the years, and I wish you and your family well.

10. Reminder

AMBRIS Proprietors are reminded that they are responsible for and need to have their MBEs sign the attached "AMBRIS Information Bulletin" declaration signifying that they fully understand any new requirements or instructions in this bulletin. Sole Proprietors still need to sign off the declaration. Bulletins and declarations must be filed in your AMBRIS Information Bulletin folder.

11. Questions

If you have any questions about this bulletin contact the AIS Compliance Unit on 6166 3271.

12. Phone Numbers

AIS Compliance Unit

TBA – Team Leader AIS Compliance

6166 3271 (W)

0419 313 910 (M)

Karen Sames – AIS Officer

6166 3270 (W)

0419 378 174 (M)

Sacha Pawlowski – AIS Officer

6166 3265 (W)

Rebekka Hunter - AIS Support Officer

6166 3272 (W)

Narelle Hill – ETAAC Coordinator

6166 3266

Refresher training bookings

6166 3272

Integrated Tasmanian Government Contact Centre (ITGCC)

1300 13 55 13

Defect notices

6166 4871

Tas TAFE

Automotive Studies North West

6421 5521

Contact details

If you have any comments or feedback on this issue or suggestions/information for future issues please let us know by emailing the editor, Russell Clark, at ambris@stategrowth.tas.gov.au or telephone (03) 6166 3271.

More information and relevant forms can be found on the AIS website at

<http://www.transport.tas.gov.au/vehicleinspections/ais>

Inside this information bulletin

1. Introduction
2. Version 11 disk
3. Changes to Proprietor conditions
4. Changes to AMBRIS/MBE requirements
5. Refresher training 2017
6. External Training Audit Assessment & Compliance
7. On line learning quiz
8. Repair diary
9. Retirement
10. Reminder
11. Questions
12. Phone numbers

1. Introduction

Welcome to the eleventh edition (issue 11) of the AMBRIS Information Bulletin. Please take your time to read this bulletin. If you have any questions please feel free to ring AIS Compliance Unit on 6166 3271.

2. Version 11 disk

Enclosed with this Information Bulletin is version 11 of the AMBRIS disk for Proprietors to distribute to their Motor Body Examiners (MBEs). Please destroy your version 10 disk/s on receipt of the new disk/s.

Amendments to the manuals include:

LVAISPM

Chapter 2 - New AMBRIS forms introduced for Notification of change of conditions

Chapter 4 – Changes to AMBRIS and Proprietor requirements

- Proprietors no longer required to undertake initial VE training with TasTAFE
- Proprietors now required to undertake on line training
- Proprietors now required to provide a

NPC every three years

- AMBS/MBEs can be cancelled after being placed on hold longer than twelve months

Chapter 7 – Changes to AIS Reference group representation

MBE online learning quiz handbook

This handbook has now been included in the disk.

3. Change to Proprietor conditions

On line learning

New Proprietors are no longer required to undertake the initial MBE course conducted by TasTAFE unless they have also been nominated to be a MBE.

As highlighted above under amendments to the disk, nominated Proprietors are now required to complete an online training course administered by the AIS Compliance Unit. The purpose of the Proprietors knowledge course is to ensure those who have nominated are aware of their responsibilities under the scheme.

If a person nominated is an existing MBE, you are still required to complete this on line course.

If the person nominating has already completed the Proprietors knowledge course, you will not be required to complete it again, unless requested by the Department.

The person nominating to become an AMBRIS Proprietor must complete this course within three weeks of being enrolled. Failure to complete this course within the specified timeframe may result in your AMBRIS being placed on hold.

Any new nominated AMBRIS will not be audited until the Proprietor has completed the quiz.

National Police Certificate

All new Proprietor nomination forms must also be accompanied with an original National Police Certificate (NPC), no older than 90 days. Details on submitting a NPC are covered further in your Procedures manual under “National Police Certificates/Knowledge Quiz”

If the nominating Proprietor is an approved MBE, there is no requirement for a new NPC to be submitted with the change of conditions form.

4. Change to AMBRIS/MBE requirements

Can an AMBRIS be placed on hold?

Yes, this is detailed further in Chapter 6 “Audits” and Chapter 7 “Breaches and Sanction”. Further to this an AMBRIS can be placed on hold for the following:-

- Non-payment of annual fees
- AMBRIS being placed on hold due to not having an active MBE

If an AMBRIS has been on hold for 12 months and has not attempted to rectify the cause of being placed on hold, the AMBRIS will be cancelled, which means, should they wish to re-establish their AMBRIS after the specified time they will need to re-nominate to be an AMBRIS.

AMBRISs that have been cancelled due to circumstances highlighted above will be formally notified of the Departments intention to cancel their AMBRIS by the RMV.

Can a Motor Body Examiner be placed on hold?

Yes, this is detailed further in Chapter 7 “Breaches and Sanction” of your procedures manual. Further to this you can be placed on hold in the event their nominated AMBRIS has been placed on hold for the following:-

- Non-payment of annual fees
- AMBRIS being placed on hold due not having an active MBE

If you have been on hold for 12 months and not attempted to rectify the cause of being placed on hold your MBE status will be cancelled, which means, should you wish to re-establish your MBE status after the specified time you will need to reapply and undertake initial MBE training with TasTAFE.

MBEs that have been cancelled due to circumstances highlighted above will be formally notified of the Departments intention to cancel your status by the RMV.

5. Refresher training 2017

Refresher training courses has just been completed for MBEs. I was pleased with the interest shown by all MBEs at the three respective training sessions.

Topics covered included:-

- Repair diaries

- National Police Certificates
- Online learning quiz

These are covered further in the bulletin.

6. External Training Audit Assessment & Compliance (ETAAC)

Recent changes to Registration & Licensing Services (R&LS) has seen the introduction of ETAAC whose role is to coordinate and administer on line learning and business improvements within R&LS, in particular AIS Compliance Unit.

ETAAC is headed by Narelle Hill. Most of you would remember Narelle who worked in AIS Compliance Unit as our Support Officer, before undertaking the project for the delivery of vehicle inspection services and other projects.

I'm sure you will join me in welcoming Narelle back, and although not directly involved in the day to day running of AIS Compliance Unit she will remain closely tied to the unit in regards to on line learning and administration.

7. On line learning quiz

The recent refresher training centred on the quiz. It is expected that all MBEs will complete the quiz within 4 weeks of receiving notification via email with your username and password.

An E training handbook on the quiz was distributed to MBEs at the training session. The handbook has been produced by the Department to assist MBEs in accessing and completing the quiz. You are strongly encouraged to familiarize yourself with the handbook and can be used as a reference while undertaking the quiz.

Once MBEs have undertaken and passed the quiz they will be required to undertake an on line learning knowledge quiz every three years and will fall in line with submitting their NPC by your nominated end date.

This will then see MBEs receiving notification 8 weeks before of your nominated end date of the need to undertake the quiz and submit your NPC to remain active as an MBE. Failure to do both within the specified time will result in your MBE status being placed on hold.

The link to the on line learning quiz is detailed in page 1 of the handbook and is also detailed below:-

<https://training.stategrowth.tas.gov.au/>