Australian Government

AUM08 Automotive Manufacturing

Release: 1.1

CONTENTS

Mining and Automotive Skills Alliance

Modification History

Version Modification History

Version	Release Date	Comments
1.1	1 January 2011	ISC Upgrades to all qualifications to comply with flexibility and sustainability requirements. MSAENV sustainability units added to electives. Refer to History below, and mapping for details.
1.0	6 October 2008	Primary release - total review of AUM00

Imprint

AUM08 Automotive Manufacturing

Published by: Manufacturing Industry Skills Council

PO BOX 289

North Sydney, 2060, NSW

ABN:

Phone: (02) 9955 5500

Fax: (02) 9955 8044

Email:

Website: http://www.mskills.com.au

Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 1.1 - check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact Government Skills Australia at http://www.governmentskills.com.au to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Packages national code (which remains the same during its period of endorsement).

History

History
AUM08 Version 1.1   **Summary of changes**
1.   Flexibility requirements

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History

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- All AUM qualifications have been adjusted to comply with the 1/3 elective and 1/6 importation requirements and to organise elective units into Groups A, B, etc.
- In some cases this required inclusion of an import allowance where there was none, or an increase to meet the 1/6 requirement.

2.   Sustainability

- Sustainability skills are embedded in the existing core units in AUM qualifications.
- To further embed sustainability, the MSAENV guideline sustainability units have been incorporated in the elective banks for all qualifications.
-

3.   Other ISC updates

- Superseded imported units have been replaced, as listed in mapping.
- MSAENV sustainability units added to electives.

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Summary of AQF qualifications in this Training Package

Qualification Code	Title
AUM10108	Certificate I in Automotive Manufacturing (Passenger Motor Vehicle)
AUM20108	Certificate II in Automotive Manufacturing (Passenger Motor Vehicle)
AUM25108	Certificate II in Automotive Manufacturing (Bus/Truck/Trailer)
AUM30108	Certificate III in Automotive Manufacturing - Manufacturing Specialist (Passenger Motor Vehicle)
AUM35108	Certificate III in Automotive Manufacturing (Bus/Truck/Trailer)
AUM40108	Certificate IV in Automotive Manufacturing - Automotive Development (Passenger Motor Vehicle)
AUM45108	Certificate IV in Automotive Manufacturing (Bus/Truck/Trailer)
AUM50108	Diploma of Automotive Manufacturing - Automotive Development (Passenger Motor Vehicle)

Units of competency in this Training Package

Note – the prerequisite column is only displayed if prerequisites exist.

Code	Title
AUM1001A	Manage personal career goals
AUM1002A	Select and use tools and equipment in an automotive manufacturing environment
AUM2001B	Monitor and maintain workplace environment
AUM2002B	Receive and dispatch material, equipment and tools
AUM2003B	Prepare and process materials and components
AUM2004B	Prepare and use/operate equipment, tools and/or machinery
AUM2005B	Monitor and maintain continuous improvement systems
AUM2006B	Monitor and maintain equipment, tools and machinery
AUM2007B	Manage personal workplace
AUM2008B	Manage effective workplace relations
AUM2009B	Work effectively with others in teams
AUM2901B	Develop and produce documentation and procedures
AUM3003B	Document designs
AUM3020A	Influence and lead work groups in an automotive manufacturing environment
AUM3021A	Sustain quality standards
AUM3022A	Reduce cycle time in work processes
AUM3023A	Reduce waste in work processes
AUM3024A	Undertake preliminary fault finding and machine reset
AUM3025A	Apply visual factory principles and practices to an automotive manufacturing environment

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AUM3026A	Maintain a safe automotive manufacturing work environment
AUM3401B	Plan and organise production
AUM4001A	Analyse a vehicle for research purposes
AUM4002A	Provide technical advice
AUM4004A	Use measuring equipment
AUM4005A	Use sensors to acquire motor vehicle data for development purposes
AUM4006A	Calibrate measuring equipment in automotive development
AUM4007A	Test plant, tooling, equipment, product or systems
AUM4008A	Install plant, equipment or systems
AUM4009A	Maintain plant, tooling, equipment or systems
AUM4010A	Repair plant, tooling, equipment or systems
AUM4011A	Manufacture or modify plant, tooling, equipment or systems
AUM4012A	Apply quality assurance techniques
AUM4013A	Interpret manuals, drawings and/or circuits for plant, tooling, equipment or systems
AUM4014A	Program and monitor computerised equipment
AUM5001A	Coordinate project activities
AUM5002A	Establish a test/trial for components of plant, tooling, equipment or systems
AUM5003A	Create new product designs
AUM5004A	Produce research reports
AUM5005A	Develop conceptual models
AUM5006A	Seek, evaluate, organize and prepare information
AUM5301B	Produce drawings manually

AUM5403B	Produce computer-aided drawings (CAD)
AUM8001B	Contribute to workplace relationships and processes
AUM8011B	Provide customer service
AUM8012B	Prepare and document quotation
AUM8013A	Participate in improving workplace productivity
AUM8021B	Inspect work and apply company technical quality Standards
AUM8031B	Receive and store parts
AUM8032B	Control stock
AUM8033B	Select and dispatch parts
AUM8041B	Prepare materials for fabrication using jigs/fixtures
AUM8042B	Prepare materials for fabrication using manual processes
AUM8043B	Read and interpret working drawings and work orders
AUM8044B	Read and interpret engineering drawings and job specifications
AUM8051B	Conduct basic welding, thermal cutting, heating and gouging operations
AUM8052B	Conduct mechanical cutting operations
AUM8053B	Perform manual metal arc welding operations (MMAW)
AUM8054B	Perform submerged arc welding operations (SAW)
AUM8055B	Perform oxyacetylene welding operations (OAW)
AUM8056B	Perform gas tungsten arc welding operations (GTAW)
AUM8057B	Perform gas metal arc welding operations (GMAW)
AUM8061B	Fabricate plugs
AUM8062B	Stamp and press parts
AUM8063B	Fabricate parts for sub-assemblies

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AUM8064B	Machine parts
AUM8071B	Finish surfaces for painting
AUM8072B	Paint chassis or panels
AUM8073B	Control oven baking cycle
AUM8074B	Rework paint faults
AUM8081B	Apply trim to components
AUM8082B	Assemble components
AUM8083B	Assemble frame and axle
AUM8084B	Install engine and drive train
AUM8085B	Mount and Install assembled component to chassis or frame
AUM8086B	Service after assembly
AUM8087B	Assemble and install hydraulic system kit
AUM8088B	Assemble and install pneumatic system kit
AUM8089B	Assemble and install braking system kit
AUM8090B	Install fixed and moveable glass components
AUM8091B	Install or replace mechanical units/assemblies
AUM8092B	Install/fit out components
AUM8093B	Test, service and replace battery
AUM8094B	Install or Replace electrical / electronic units / assemblies
AUM8095B	Perform wheel alignment operations
AUM8101B	Modify or repair chassis/frame and associated components
AUM8102B	Manufacture or modify wiring harnesses
AUM8103B	Rectify/replace vehicle body panels and ancillary fittings
AUM8104B	Bond/repair components using fibreglass reinforced plastic techniques

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AUM8105B	Perform minor modifications/repairs to electrical circuits/systems
AUM8111B	Perform forklift driving and lifting operations
AUM8112B	Operate load shifting equipment
AUM8121B	Conduct final inspections and functional tests
AUM8122B	Conduct simulated or road performance test
AUM8123B	Conduct welding inspection
AUM8131B	Install and commission air conditioning system kit
AUM8132B	Install and commission refrigeration system kit
AUM8133B	Remove and replace air conditioning system
AUM8134B	Remove and replace refrigeration system
AUM8141B	Prepare new product designs
AUMNT3001B	Rectify faults in vehicle components
AUMNT3002B	Rectify paintwork
AUMNT3003B	Control paint line production process
AUMNT3004B	Conduct engine hot test
AUMNT3005B	Rework production engines
AUMNT3006B	Rectify mechanical faults on assembled vehicles
AUMNT3007B	Rectify electrical faults in assembled vehicles
AUMNT3008B	Rectify assembly faults in assembled vehicles
AUMNT3009B	Conduct die coating
AUMNT3010B	Conduct structural rectification of vehicle bodies
AUMNT3011B	Test welds ultrasonically
AUMNT3012B	Conduct tool setting
AUMNT3013B	Monitor and maintain metals treatment plant operations

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Imported units of competency in this Training Package

Code	Title	Origin
AURC172003A	Identify environmental regulations and best practice in a workplace or business	AUR05
AURT570093A	Analyse and evaluate light vehicle steering and suspension system faults	AUR05
AURT570193A	Analyse and evaluate light vehicle driveline system faults	AUR05
AURT570293A	Analyse and evaluate light vehicle engine and fuel system faults	AUR05
AURT570393A	Analyse and evaluate light vehicle braking system faults	AUR05
AURT575093A	Analyse and evaluate electrical and electronic faults in stability/ steering/suspension systems	AUR05
AURT575193A	Analyse and evaluate electrical and electronic faults in electric over hydraulic systems	AUR05
AURT575293A	Analyse and evaluate electrical and electronic faults in engine management systems	AUR05
AURT575393A	Analyse and evaluate electrical and electronic faults in transmission/ driveline systems	AUR05
AURT575493A	Analyse and evaluate electrical and electronic faults in braking systems	AUR05
AURT575593A	Analyse and evaluate electrical and electronic faults in safety systems	AUR05
AURT575693A	Analyse and evaluate electrical and electronic faults in monitoring/ protection systems	AUR05
AURT575893A	Analyse and evaluate electrical and electronic faults in convenience and entertainment systems	AUR05
AURT575993A	Analyse and evaluate electrical and electronic faults in theft deterrent systems	AUR05
AURT576093A	Analyse and evaluate electrical and electronic faults in electric and hybrid vehicle systems	AUR05

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AURT576193A	Analyse and evaluate electrical and electronic faults in climate control systems	AUR05
AURT576520A	Develop and apply electrical systems modification	AUR05
AURT576620A	Develop and apply electronic systems modification	AUR05
AURT577120A	Develop and apply gas fuel systems modification	AUR05
AURT577520A	Prepare technical reports	AUR05
BSBCMN311B	Maintain workplace safety	BSB07
BSBDIV301A	Work effectively with diversity	BSB07
BSBIND201A	Work effectively in a business environment	BSB07
BSBINM301A	Organise workplace information	BSB07
BSBINM302A	Utilise a knowledge management system	BSB07
BSBINN301A	Promote innovation in a team environment	BSB07
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS	BSB07
BSBOHS501B	Participate in the coordination and maintenance of a systematic approach to managing OHS	BSB07
BSBPMG501A	Manage application of project integrative processes	BSB07
BSBPMG504A	Manage project costs	BSB07
BSBPMG508A	Manage project risk	BSB07
BSBRKG304B	Maintain business records	BSB07
BSBRSK401A	Identify risk and apply risk management processes	BSB07
BSBWOR202A	Organise and complete daily work activities	BSB07
BSBWOR502A	Ensure team effectiveness	TBA
ICAU1204B	Locate and use relevant on-line information	ICA05
MEM13014A	Apply principles of occupational health and safety in the work environment	MEM05

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MSACMC210A	Manage the impact of change on own work	MSA07
MSACMC410A	Lead change in a manufacturing environment	MSA07
MSACMS200A	Apply competitive manufacturing practices	MSA07
MSACMS201A	Sustain process improvements	MSA07
MSACMS401A	Ensure process improvements are sustained	MSA07
MSACMT220A	Apply quick changeover procedures	MSA07
MSACMT230A	Apply cost factors to work practices	MSA07
MSACMT231A	Interpret product costs in terms of customer requirements	MSA07
MSACMT250A	Monitor process capability	MSA07
MSACMT251A	Apply quality standards	MSA07
MSACMT260A	Use planning software systems in manufacturing	MSA07
MSACMT261A	Use SCADA systems in manufacturing	MSA07
MSACMT280A	Undertake root cause analysis	MSA07
MSACMT421A	Facilitate a Just in Time (JIT) system	MSA07
MSACMT430A	Improve cost factors in work practices	MSA07
MSACMT432A	Analyse manual handling processes	MSA07
MSACMT440A	Lead 5S in a manufacturing environment	MSA07
MSACMT450A	Undertake process capability improvements	MSA07
MSACMT451A	Mistake proof a production process	MSA07
MSACMT452A	Apply statistics to processes in manufacturing	MSA07
MSACMT460A	Facilitate the use of planning software systems in manufacturing	MSA07
MSACMT460A	Facilitate the use of planning software systems in manufacturing	MSA07
MSACMT461A	Facilitate SCADA systems in a manufacturing team or work area	MSA07

MSACMT481A	Undertake proactive maintenance analyses	MSA07
MSACMT482A	Assist in implementing a proactive maintenance strategy	MSA07
MSAENV272B	Participate in environmentally sustainable work practices	MSA07
MSAENV472B	Implement and monitor environmentally sustainable work practices	MSA07
MSAENV672B	Develop workplace policy and procedures for environmental sustainability	MSA07
MSAPMSUP390A	Use structured problem solving tools	MSA07
MSL924002A	Use laboratory application software	MSL09
MSL973001A	Perform basic tests	MSL09
MSL973007A	Perform microscopic examination	MSL09
TLIA1707C	Apply product knowledge to organise work operations	TLI07
TLIA2307C	Coordinate stocktakes	TLI07
TLIA2807C	Assess and monitor optimum stock levels	TLI07

Mapping to Previous Training Package

Mapping to Previous Training Package

AUM08v1.1 Summary Mapping

AUM08v1.1 – flexibility and sustainability changes (all qualifications)

Note: All qualifications have been reworded to allow units to be imported from accredited courses and elective groups listed as Group A, B, etc.

Qualification	Core	Electives	Total units/# of imports

AUM10108	3 core units (no change to core / elective ratio)	MSAENV272B included in electives	6 units required – 1 import (previously nil)
AUM20108	Adjusted to meet the requirement of at least 1/3 electives – six core units	Elective choice of 3 from 4 units. MSAENV272B included as an elective.	9 units required – 2 imports (nil previously)
AUM25108	No change to core / elective ratio	MSAENV272B included in electives	14 units required – 2 imports (nil previously)
AUM30108	No change to core / elective ratio	MSAENV272B included in electives	8 units required – 2 imports (no change)
AUM35108	No change to core / elective ratio	Entry requirements clarified and reworded to meet current policy. MSAENV272B included in electives	25 units required – 6 imports (no change)
AUM40108	No core – all electives	Entry requirements clarified. MSAENV472B added to general electives. Choice of electives and imports clarified.	10 units required – 2 imports (no change)
AUM45108	No change to core / elective ratio	Entry requirements clarified and reworded to meet current policy. MSAENV272B and MSAENV472B added to electives.	14 units required - 2 imports (nil previously)
AUM50108	No core – all electives	MSAENV472B and MSAENV672B added to general electives	9 units required – 2 imports (no change)

AUM08v1.1 – mapping of changes to imported units

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AUM08v1.1		AUM08v1		Comment
MSACMC210A	Manage the impact of own work	MCMC210A	Manage the impact of own work	Equivalent
MSACMC410A	Lead change in a manufacturing environment	MCMC410A	Lead change in a manufacturing environment	Equivalent
MSACMS200A	Apply competitive manufacturing practices	MCMS200A	Apply competitive manufacturing practices	Equivalent
MSACMS201A	Sustain process improvements	MCMS201A	Sustain process improvements	Equivalent
MSACMS401A	Ensure process improvements are sustained	MCMS401A	Ensure process improvements are sustained	Equivalent
MSACMT220A	Apply quick changeover procedures	MCMT220A	Apply quick changeover procedures	Equivalent
MSACMT230A	Apply cost factors to work practices	MCMT230A	Apply cost factors to work practices	Equivalent
MSACMT231A	Interpret product costs in terms of customer requirements	MCMT231A	Interpret product costs in terms of customer requirements	Equivalent
MSACMT250A	Monitor process capability	MCMT250A	Monitor process capability	Equivalent
MSACMT251A	Apply quality standards	MCMT251A	Apply quality standards	Equivalent
MSACMT260A	Use planning software systems in manufacturing	MCMT260A	Use planning software systems in manufacturing	Equivalent

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MSACMT261A	MCMT261A Use SCADA systems in manufacturing	MCMT261A	MCMT261A Use SCADA systems in manufacturing	Equivalent
MSACMT280A	Undertake root cause analysis	MCMT280A	Undertake root cause analysis	Equivalent
MSACMT421A	Facilitate a Just In Time (JIT) system	MCMT421A	Facilitate a Just In Time (JIT) system	Equivalent
MSACMT430A	Improve cost factors in work practices	MCMT430A	Improve cost factors in work practices	Equivalent
MSACMT432A	Analyse manual handling processes	MCMT432A	Analyse manual handling processes	Equivalent
MSACMT440A	Lead 5S in a manufacturing environment	MCMT440A	Lead 5S in a manufacturing environment	Equivalent
MSACMT450A	Undertake process capability improvements	MCMT450A	Undertake process capability improvements	Equivalent
MSACMT451A	Mistake proof a production process	MCMT451A	Mistake proof a production process	Equivalent
MSACMT452A	Apply statistics to processes in manufacturing	MCMT452A	Apply statistics to processes in manufacturing	Equivalent
MSACMT460A	Use planning software systems in manufacturing	MCMT460A	Use planning software systems in manufacturing	Equivalent
MSACMT460A	Facilitate the use of planning software systems in manufacturing	MCMT460A	Facilitate the use of planning software systems in manufacturing	Equivalent

MSACMT461A	Facilitate SCADA systems in manufacturing team or work area	MCMT461A	Facilitate SCADA systems in manufacturing team or work area	Equivalent
MSACMT481A	Undertake proactive maintenance analyses	MCMT481A	Undertake proactive maintenance analyses	Equivalent
MSACMT482A	Assist in maintaining a proactive maintenance strategy	MCMT482A	Assist in maintaining a proactive maintenance strategy	Equivalent
MSAENV272B	Participate in environmentally sustainable work practices	BSBSUS201A	Participate in environmentally sustainable work practices	Replaced - equivalent
MSAENV472B	Implement and monitor environmentally sustainable work practices			New to AUM
MSAENV672B	Develop workplace policy and procedures for environmental sustainability			New to AUM
MSAPMSUP390A	Use structured problem solving tools	PMASUP390B	Use structured problem solving tools	Equivalent
		PMCSUP382A	Provide coaching/mentoring in the workplace	Deleted – not packaged
MSL924002A	Use laboratory application software	PMLDATA501A	Use laboratory application software	Equivalent

MSL973001A	Perform basic tests	PMLTEST300B	Perform basic tests	Equivalent
MSL973007A	Perform microscopic examination	PMLTEST308B	Perform microscopic examination	Equivalent

AUM08 – Summary Mapping

Mapping to qualifications in AUM00

AUM08 Qualification code and title	AUM00 Qualification code and title	Relationship
AUM10108 Certificate I in Automotive Manufacturing (Passenger Motor Vehicle)		New qualification – No equivalent in AUM00
AUM20108 Certificate II in Automotive Manufacturing (Passenger Motor Vehicle)	AUM20100 Certificate II in Automotive Manufacturing	Qualification updated and equivalent to AUM20100
AUM25108 Certificate II in Automotive Manufacturing (Bus/Truck/Trailer)	AUM25101 Certificate II in Automotive Manufacturing (Bus/Truck/Trailer)	Qualification updated and equivalent to AUM25101
AUM30108 Certificate III in Automotive Manufacturing - Manufacturing Specialist (Passenger Motor Vehicle)		New qualification – No equivalent in AUM00
AUM35108 Certificate III in Automotive Manufacturing (Bus/Truck/Trailer)	AUM35101 Certificate III in Automotive Manufacturing (Bus/Truck/Trailer)	Qualification updated and equivalent to AUM35101
AUM40108 Certificate IV in Automotive Manufacturing - Automotive Development (Passenger Motor Vehicle)		New qualification – No equivalent in AUM00
AUM45108 Certificate IV in Automotive Manufacturing	AUM45101 Certificate IV in Automotive Manufacturing	Qualification updated and

AUM08 Qualification code and title	AUM00 Qualification code and title	Relationship
(Bus/Truck/Trailer)	(Bus/Truck/Trailer)	equivalent to AUM45101
AUM50108 Diploma of Automotive Manufacturing - Automotive Development (Passenger Motor Vehicle)		New qualification – No equivalent in AUM00

Deleted Qualifications

Deleted AUM00 qualification code and title	Reason for deletion
AUM30100 Certificate III in Automotive Manufacturing (Frontline Management)	Now covered by qualifications in BSB07 (Business Services Training Package)
AUM40100 Certificate IV in Automotive Manufacturing (Frontline Management)	Now covered by qualifications in BSB07 (Business Services Training Package)
AUM40200 Certificate IV in Automotive Manufacturing (Manufacturing Maintenance)	Specialisation removed. Coverage within AUM40306
AUM50100 Diploma of Automotive Manufacturing (Frontline Management)	Now covered by qualifications in BSB07 (Business Services Training Package)
AUM50200 Diploma of Automotive Manufacturing (Manufacturing Maintenance)	Specialisation removed. Coverage within AUM50108
AUM60100 Advanced Diploma of Automotive Manufacturing (Design and Development)	No longer relevant

AUM08 – Mapping of units of competency to AUM00

AUM08 Unit code and title	AUM00 Unit code and title	Relationship

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUM1001A Manage personal career goals		New Unit – No equivalent in AUM00
AUM1002A Select and use tools and equipment in an automotive manufacturing environment		New Unit – No equivalent in AUM00
AUM5001A Coordinate project activities		New Unit – No equivalent in AUM00
AUM5002A Establish a test/trial for components of plant, tooling, equipment or systems		New Unit – No equivalent in AUM00
AUM5003A Create new product designs	AUM1503A Create new product designs	Unit updated and equivalent to AUM1503A
AUM4008A Install plant, equipment or systems	AUM1603A Install plant, equipment or systems - Complex	Unit updated and equivalent to AUM1603A – minor change
AUM4009A Maintain plant, tooling, equipment or systems	AUM2103A Maintain plant, tooling, equipment or systems - Complex	Unit updated and equivalent to AUM2103A – minor change
AUM4010A Repair plant, tooling, equipment or systems	AUM2203A Repair plant, tooling, equipment or systems - Complex	Unit updated and equivalent to AUM2203A – minor change
AUM4011A Manufacture or modify plant, tooling, equipment or systems	AUM2303A Manufacture or modify plant, tooling, equipment or systems - Complex	Unit updated and equivalent to AUM2303A – minor change
AUM4012A Apply quality assurance techniques	AUM2403A Apply quality assurance techniques – Complex	Unit updated and equivalent to AUM2403A – minor change

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUM2901B Develop and produce documentation and procedures	AUM2901A Develop and produce documentation and procedures	Unit updated and equivalent to AUM2901A – minor change
AUM3003B Document designs	AUM3003A Document designs	Unit updated and equivalent to AUM3003A – minor change
AUM3020A Influence and lead work groups in an automotive manufacturing environment		New Unit – No equivalent in AUM00
AUM3021A Sustain quality standards		New Unit – No equivalent in AUM00
AUM3022A Reduce cycle time in work processes		New Unit – No equivalent in AUM00
AUM3023A Reduce waste in work processes		New Unit – No equivalent in AUM00
AUM3024A Undertake preliminary fault finding and machine reset		New Unit – No equivalent in AUM00
AUM3025A Apply visual factory principles and practices to an automotive manufacturing environment		New Unit – No equivalent in AUM00
AUM3026A Maintain a safe automotive manufacturing work environment		New Unit – No equivalent in AUM00
AUM3401B Plan and organise production	AUM3401A Plan and organise production	Unit updated and equivalent to AUM3401A – minor change
AUM4013A Interpret manuals, drawings and/or	AUM3903A Interpret manuals, drawings and/or circuits for	Unit updated and equivalent to

AUM08 Unit code and title	AUM00 Unit code and title	Relationship
circuits for plant, tooling, equipment or systems	plant, tooling, equipment or systems	AUM3903A – minor change
AUM4001A Analyse a vehicle for research purposes		New Unit – No equivalent in AUM00
AUM4002A Provide technical advice		New Unit – No equivalent in AUM00
AUM4004A Use measuring equipment		New Unit – No equivalent in AUM00
AUM4005A Use sensors to acquire motor vehicle data for development purposes		New Unit – No equivalent in AUM00
AUM4006A Calibrate measuring equipment in automotive development		New Unit – No equivalent in AUM00
AUM4007A Test plant, tooling, equipment, product or systems		New Unit – No equivalent in AUM00
AUM4014A Program and monitor computerised equipment	AUM4703A Program and monitor PLCs, robots and other computerised equipment - Complex	Unit updated and equivalent to AUM4703A – minor change
AUM5301B Produce drawings manually	AUM5301A Produce drawings manually	Unit updated and equivalent to AUM5301A – minor change
AUM5403B Produce computer-aided drawings (CAD)	AUM5403A Produce computer-aided drawings (CAD)	Unit updated and equivalent to AUM5403A – minor change
AUM5004A Produce research reports	AUM5503A Produce research reports	Unit updated and equivalent to AUM5503A – minor change

AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUM5005A Develop conceptual models and prototypes	AUM5603A Develop stylistic models and prototypes	Unit updated and equivalent to AUM5603A – minor change
AUM5006A Seek, evaluate, organise and prepare information	AUM5903A Seek, evaluate, organise and prepare information	Unit updated and equivalent to AUM5903A – minor change
AUM8001B Contribute to workplace relationships and processes	AUM8001A Contribute to workplace relationships and processes	Unit updated and equivalent to AUM8001A – minor change
AUM8011B Provide customer service	AUM8011A Provide customer service	Unit updated and equivalent to AUM8011A – minor change
AUM8012B Prepare and document quotation	AUM8012A Prepare and document quotation	Unit updated and equivalent to AUM8012A – minor change
AUM8013A Participate in improving workplace productivity		New Unit – No equivalent in AUM00
AUM8021B Inspect work and apply company technical quality standards	AUM8021A Inspect work and apply company technical quality standards	Unit updated and equivalent to AUM8012A – minor change
AUM8031B Receive and store parts	AUM8031A Receive and store parts	Unit updated and equivalent to AUM8012A – minor change
AUM8032B Control stock	AUM8032A Control stock	Unit updated and equivalent to AUM8032A – minor change
AUM8033B Select and dispatch parts	AUM8033A Select and dispatch parts	Unit updated and equivalent to AUM8033A –

AUM08 Unit code and title	AUM00 Unit code and title	Relationship
		minor change
AUM8041B Prepare materials for fabrication using jigs/fixtures	AUM8041A Prepare materials for fabrication using jigs/fixtures	Unit updated and equivalent to AUM8041A – minor change
AUM8042B Prepare materials for fabrication using manual processes	AUM8042A Prepare materials for fabrication using manual processes	Unit updated and equivalent to AUM8042A – minor change
AUM8043B Read and interpret working drawings and work orders	AUM8043A Read and interpret working drawings and work orders	Unit updated and equivalent to AUM8043A – minor change
AUM8044B Read and interpret engineering drawings and job specifications	AUM8044A Read and interpret engineering drawings and job specifications	Unit updated and equivalent to AUM8044A – minor change
AUM8051B Conduct basic welding, thermal cutting, heating and gouging operations	AUM8051A Conduct basic welding, thermal cutting, heating and gouging operations	Unit updated and equivalent to AUM8051A – minor change
AUM8052B Conduct mechanical cutting operations	AUM8052A Conduct mechanical cutting operations	Unit updated and equivalent to AUM8052A – minor change
AUM8053B Perform manual metal arc welding operations (MMAW)	AUM8053A Perform manual metal arc welding operations (MMAW)	Unit updated and equivalent to AUM8053A – minor change
AUM8054B Perform submerged arc welding operations (SAW)	AUM8054A Perform submerged arc welding operations (SAW)	Unit updated and equivalent to AUM8054A – minor change
AUM8055B Perform oxy acetylene welding operations (OAW)	AUM8055A Perform oxy acetylene welding operations (OAW)	Unit updated and equivalent to AUM8055A – minor change

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUM8056B Perform gas tungsten arc welding operations (GTAW)	AUM8056A Perform gas tungsten arc welding operations (GTAW)	Unit updated and equivalent to AUM8056A – minor change
AUM8057B Perform gas metal arc welding operations (GMAW)	AUM8057A Perform gas metal arc welding operations (GMAW)	Unit updated and equivalent to AUM8057A – minor change
AUM8061B Fabricate plugs	AUM8061A Fabricate plugs	Unit updated and equivalent to AUM8061A – minor change
AUM8062B Stamp and press parts	AUM8062A Stamp and press parts	Unit updated and equivalent to AUM8062A – minor change
AUM8063B Fabricate parts for sub-assemblies	AUM8063A Fabricate parts for sub-assemblies	Unit updated and equivalent to AUM8063A – minor change
AUM8064B Machine parts	AUM8064A Machine parts	Unit updated and equivalent to AUM8064A – minor change
AUM8071B Finish surfaces for painting	AUM8071A Finish surfaces for painting	Unit updated and equivalent to AUM8071A – minor change
AUM8072B Paint chassis or panels	AUM8072A Paint chassis or panels	Unit updated and equivalent to AUM8072A – minor change
AUM8073B Control oven baking cycle	AUM8073A Control oven baking cycle	Unit updated and equivalent to AUM8073A – minor change
AUM8074B Re-work paint	AUM8074A Re-work paint	Unit updated and equivalent to

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
faults	faults	AUM8074A – minor change
AUM8081B Apply trim to components	AUM8081A Apply trim to components	Unit updated and equivalent to AUM8081A – minor change
AUM8082B Assemble components	AUM8082A Assemble components	Unit updated and equivalent to AUM8082A – minor change
AUM8083B Assemble frame and axle	AUM8083A Assemble frame and axle	Unit updated and equivalent to AUM8083A – minor change
AUM8084B Install engine and drive train	AUM8084A Install engine and drive train	Unit updated and equivalent to AUM8084A – minor change
AUM8085B Mount and install assembled component to chassis or frame	AUM8085A Mount and install assembled component to chassis or frame	Unit updated and equivalent to AUM8085A – minor change
AUM8086B Service after assembly	AUM8086A Service after assembly	Unit updated and equivalent to AUM8086A – minor change
AUM8087B Assemble and install hydraulic system kit	AUM8087A Assemble and install hydraulic system kit	Unit updated and equivalent to AUM8087A – minor change
AUM8088B Assemble and install pneumatic system kit	AUM8088A Assemble and install pneumatic system kit	Unit updated and equivalent to AUM8088A – minor change
AUM8089B Assemble and install braking system kit	AUM8089A Assemble and install braking system kit	Unit updated and equivalent to AUM8089A – minor change

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUM8090B Install fixed and moveable glass components	AUM8090A Install fixed and moveable glass components	Unit updated and equivalent to AUM8090A – minor change
AUM8091B Install or replace mechanical units/assemblies	AUM8091A Install or replace mechanical units/assemblies	Unit updated and equivalent to AUM8091A – minor change
AUM8092B Install/fit out components	AUM8092A Install/fit out components	Unit updated and equivalent to AUM8092A – minor change
AUM8093B Test, service and replace battery	AUM8093A Test, service and replace battery	Unit updated and equivalent to AUM8093A – minor change
AUM8094B Install or replace electrical/electronic units/ assemblies	AUM8094A Install or replace electrical/electronic units/assemblies	Unit updated and equivalent to AUM8094A – minor change
AUM8095B Perform wheel alignment operations	AUM8095A Perform wheel alignment operations	Unit updated and equivalent to AUM8095A – minor change
AUM8101B Modify or repair chassis/frame and associated components	AUM8101A Modify or repair chassis/frame and associated components	Unit updated and equivalent to AUM8101A – minor change
AUM8102B Manufacture or modify wiring harnesses	AUM8102A Manufacture or modify wiring harnesses	Unit updated and equivalent to AUM8102A – minor change
AUM8103B Rectify/replace vehicle body panels and ancillary fittings	AUM8103A Rectify/replace vehicle body panels and ancillary fittings	Unit updated and equivalent to AUM8103A – minor change
AUM8104B Bond/repair components using fibreglass	AUM8104A Bond/repair components using fibreglass	Unit updated and equivalent to

AUM08 Unit code and title	AUM00 Unit code and title	Relationship
reinforced plastic techniques	reinforced plastic techniques	AUM8104A – minor change
AUM8105B Perform minor modifications/repairs to electrical circuits/systems	AUM8105A Perform minor modifications/repairs to electrical circuits/systems	Unit updated and equivalent to AUM8105A – minor change
AUM8111B Perform forklift driving and lifting operations	AUM8111A Perform forklift driving and lifting operations	Unit updated and equivalent to AUM8111A – minor change
AUM8112B Operate load shifting equipment	AUM8112A Operate load shifting equipment	Unit updated and equivalent to AUM8112A – minor change
AUM8121B Conduct final inspections and functional tests	AUM8121A Conduct final inspections and functional tests	Unit updated and equivalent to AUM8121A – minor change
AUM8122B Conduct simulated or road performance test	AUM8122A Conduct simulated or road performance test	Unit updated and equivalent to AUM8122A – minor change
AUM8123B Conduct welding inspection	AUM8123A Conduct welding inspection	Unit updated and equivalent to AUM8123A – minor change
AUM8131B Install and commission air conditioning system kit	AUM8131A Install and commission air conditioning system kit	Unit updated and equivalent to AUM8131A – minor change
AUM8132B Install and commission refrigeration system kit	AUM8132A Install and commission refrigeration system kit	Unit updated and equivalent to AUM8132A – minor change
AUM8133B Remove and replace air conditioning system	AUM8133A Remove and replace air conditioning system	Unit updated and equivalent to AUM8133A – minor change

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUM8134B Remove and replace refrigeration system	AUM8134A Remove and replace refrigeration system	Unit updated and equivalent to AUM8134A – minor change
AUM8141B Prepare new product designs	AUM8141A Prepare new product designs	Unit updated and equivalent to AUM8141A – minor change
AUM2001B Monitor and maintain workplace environment	AUM9001A Monitor and maintain workplace environment	Unit updated and equivalent to AUM9001A – minor change
AUM2002B Receive and dispatch materials, equipment and tools	AUM9002A Receive and dispatch material, equipment and tools	Unit updated and equivalent to AUM9002A – minor change
AUM2003B Prepare and process materials and components	AUM9003A Prepare and process materials and components	Unit updated and equivalent to AUM9003A – minor change
AUM2004B Prepare and use/operate equipment, tools and/or machinery	AUM9004A Prepare and use/operate equipment, tools and/or machinery	Unit updated and equivalent to AUM9004A – minor change
AUM2005B Monitor and maintain continuous improvement of systems and processes	AUM9005A Monitor and maintain continuous improvement systems and processes	Unit updated and equivalent to AUM9005A – minor change
AUM2006B Monitor and maintain equipment, tools and machinery	AUM9006A Monitor and maintain equipment, tools and machinery	Unit updated and equivalent to AUM9006A – minor change
AUM2007B Manage personal workplace	AUM9007A Manage personal work priorities	Unit updated and equivalent to AUM9007A – minor change
AUM2008B Maintain effective workplace	AUM9008A Maintain effective	Unit updated and equivalent to

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AUM08 Unit code and title	AUM00 Unit code and title	Relationship
relationships	workplace relationships	AUM9008A – minor change
AUM2009B Work effectively with others in teams	AUM9009A Work effectively with others in teams	Unit updated and equivalent to AUM9009A – minor change
AUMNT3001B Rectify faults in vehicle metal components	AUMNT3001A Rectify faults in vehicle metal components	Unit updated and equivalent to AUM3001A – minor change
AUMNT3002B Rectify paintwork	AUMNT3002A Rectify paintwork	Unit updated and equivalent to AUM3002A – minor change
AUMNT3003B Control paint line production processes	AUMNT3003A Control paint line production processes	Unit updated and equivalent to AUM3003A – minor change
AUMNT3004B Conduct engine hot test	AUMNT3004A Conduct engine hot test	Unit updated and equivalent to AUM3004A – minor change
AUMNT3005B Rework production engines	AUMNT3005A Rework production engines	Unit updated and equivalent to AUM3005A – minor change
AUMNT3006B Rectify mechanical faults on assembled vehicles	AUMNT3006A Rectify mechanical faults on assembled vehicles	Unit updated and equivalent to AUM3006A – minor change
AUMNT3007B Rectify electrical faults on assembled vehicles	AUMNT3007A Rectify electrical faults in assembled vehicles	Unit updated and equivalent to AUM3007A – minor change
AUMNT3008B Rectify assembly faults on assembled vehicles	AUMNT3008A Rectify assembly faults in assembled vehicles	Unit updated and equivalent to AUM3008A – minor change

AUM08 Unit code and title	AUM00 Unit code and title	Relationship
AUMNT3009B Conduct die coating	AUMNT3009A Conduct die coating	Unit updated and equivalent to AUM3009A – minor change
AUMNT3010B Conduct structural rectification of vehicle bodies	AUMNT3010A Conduct structural rectification of vehicle bodies	Unit updated and equivalent to AUM3010A – minor change
AUMNT3011B Test welds ultrasonically	AUMNT3011A Test welds ultrasonically	Unit updated and equivalent to AUM3011A – minor change
AUMNT3012B Conduct tool setting	AUMNT3012A Conduct tool setting	Unit updated and equivalent to AUM3012A – minor change
AUMNT3013B Monitor and maintain metals treatment plant operations	AUMNT3013A Monitor and maintain metals treatment plant operations	Unit updated and equivalent to AUM3013A – minor change

Deleted Units

Deleted AUM00 unit code and title	Reason for deletion
AUM1601A Install plant, equipment or systems - Basic	Deleted and merged into AUM4008A Install plant equipment or systems, but not equivalent
AUM1602A Install plant, equipment or systems - Advanced	Deleted and merged into AUM4008A Install plant equipment or systems, but not equivalent
AUM1701A Test components of plant, tooling, equipment or systems – Basic	Deleted and merged into AUM4007A Test plant, tooling, equipment, product or systems, but not equivalent
AUM1702A Test components of plant,	Deleted and merged into AUM4007A Test plant, tooling,

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Deleted Units

Deleted AUM00 unit code and title	Reason for deletion
tooling, equipment or systems – Advanced	equipment, product or systems, but not equivalent
AUM1703A Test components of plant, tooling, equipment or systems – Complex	Deleted and merged into AUM5002A Establish a test/trial for components of plant, tooling, equipment or systems, but not equivalent
AUM1801A Test plant, tooling, equipment or systems - Basic	Deleted and merged into AUM4007A Test plant, tooling, equipment, product or systems, but not equivalent
AUM1802A Test plant, tooling, equipment or systems - Advanced	Deleted and merged into AUM4007A Test plant, tooling, equipment, product or systems, but not equivalent
AUM1803A Test plant, tooling, equipment or systems – Complex	Deleted and merged into AUM5002A Establish a test/trial for components of plant, tooling, equipment or systems, but not equivalent
AUM2101A Maintain plant, tooling, equipment or systems - Basic	Deleted and merged into AUM4009A Maintain plant, tooling, equipment or systems, but not equivalent
AUM2102A Maintain plant, tooling, equipment or systems - Advanced	Deleted and merged into AUM4009A Maintain plant, tooling, equipment or systems, but not equivalent
AUM2201A Repair plant, tooling, equipment or systems - Basic	Deleted and merged into AUM4010A Repair plant, tooling, equipment or systems, but not equivalent
AUM2202A Repair plant, tooling, equipment or systems - Advanced	Deleted and merged into AUM4010A Repair plant, tooling, equipment or systems, but not equivalent

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Deleted Units

Deleted AUM00 unit code and title	Reason for deletion
AUM2301A Manufacture or modify plant, tooling, equipment or systems - Basic	Deleted and merged into AUM4011A Manufacture or modify plant, tooling, equipment or systems, but not equivalent
AUM2302A Manufacture or modify plant, tooling, equipment or systems - Advanced	Deleted and merged into AUM4011A Manufacture or modify plant, tooling, equipment or systems, but not equivalent
AUM2401A Apply quality assurance techniques - Basic	Deleted and merged into AUM4012A Apply quality assurance techniques, but not equivalent
AUM2402A Apply quality assurance techniques - Advanced	Deleted and merged into AUM4012A Apply quality assurance techniques, but not equivalent
AUM3103A Plan and organise personal work activities	Deleted Covered by AUM2007B Manage personal workplace, but not equivalent
AUM3201A Plan, organise and coordinate work activities of a team - Basic	Deleted Covered by AUM8013A Participate in workplace productivity, BSBFLM512A, but not equivalent
AUM3202A Plan, organise and coordinate work activities of a team - Advanced	Deleted Covered by AUM8013A Participate in improving workplace productivity, BSBFLM512A, but not equivalent
AUM3203A Plan, organise and coordinate work activities of a team - Complex	Deleted Covered by AUM8013A Participate in improving workplace productivity, BSBFLM512A, but not equivalent

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Deleted Units

Deleted AUM00 unit code and title	Reason for deletion
AUM4003A Interpret customer requirements	Deleted
AUM4502A Create a safe work environment	Deleted Covered by AUM3026A Maintain a safe automotive manufacturing work environment, but not equivalent
AUM4601A Monitor computers and computerised equipment using displays - Basic	Deleted Covered by AUM4014A Program and monitor computerised equipment, but not equivalent
AUM4602A Monitor computers and computerised equipment using displays - Advanced	Deleted Covered by AUM4014A Program and monitor computerised equipment, but not equivalent
AUM4603A Monitor computers and computerised equipment using displays – Complex	Deleted Covered by AUM4014A Program and monitor computerised equipment, but not equivalent
AUM4702A Program and monitor PLCs, robots and other computerised equipment - Advanced	Deleted Covered by AUM4014A Program and monitor computerised equipment, but not equivalent
AUM4803A Use computers in work locations	Deleted Level I/II universal competence adapted into a range of other units where required, but not equivalent
AUM4903A Use computers and computerised equipment in design and development applications	Deleted Covered under AUM4014A Program and monitor computerised equipment, but not equivalent

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Deleted Units

Deleted AUM00 unit code and title	Reason for deletion
AUM5802A Communicate information – Advanced	Deleted Covered by AUM4002A Provide technical advice, AUM5006A Seek evaluate, organise and prepare information, but not equivalent
AUM5803A Communicate information – Complex	Deleted Covered by AUM4002A Provide technical advice, AUM5006A Seek evaluate, organise and prepare information, but not equivalent
AUM6001A Assess competence - Basic	Deleted Covered by TAA04 package
AUM6002A Assess competence - Advanced	Deleted Covered by TAA04 package
AUM6003A Assess competence – Complex	Deleted Covered by TAA04 package

Overview

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

• provides a consistent and reliable set of components for training, recognising and assessing peoples skills, and may also have optional support materials

• enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies

• encourages the development and delivery of flexible training which suits individual and industry requirements

• encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Ministerial Council for Vocational and Technical Education, and comprises the Australian Quality Training Framework 2007 (AQTF 2007), and Training Packages endorsed by the National Quality Council (NQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO, as specified in the AQTF 2007.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NQC, and optional support materials.

Competency Standards

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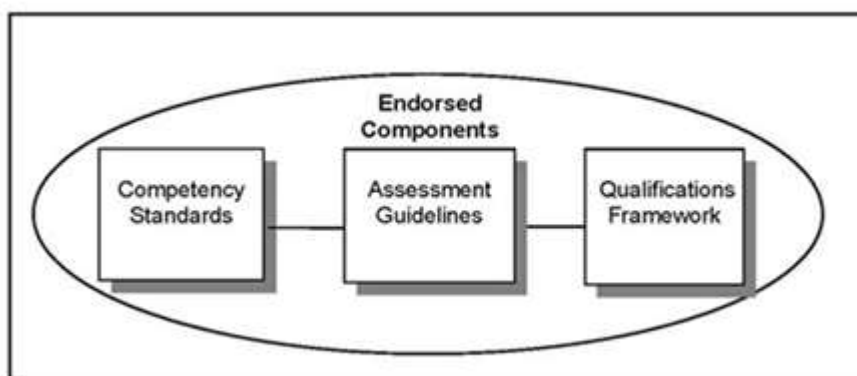
Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the AQTF 2007. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved

to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the "packaging rules". The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.

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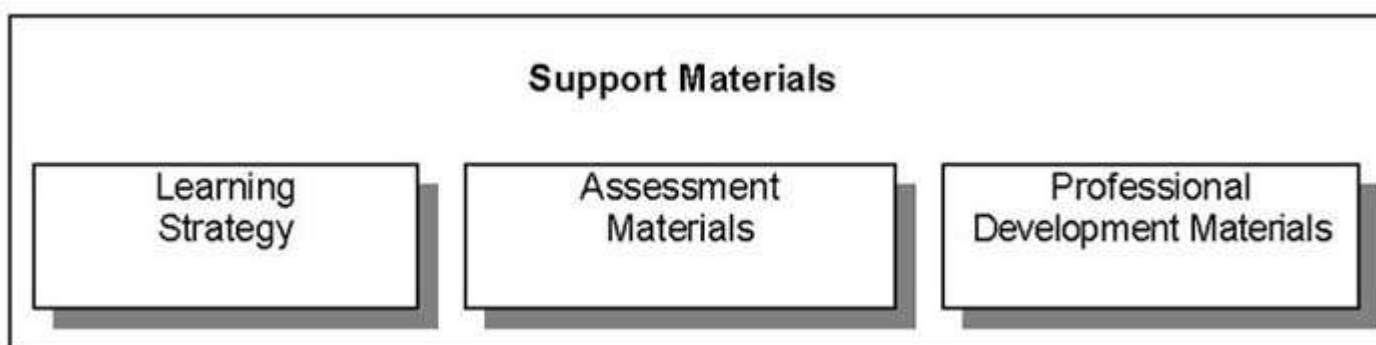
Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Where such materials have been quality assured through a process of "noting" by the NQC, they display the following official logo. Noted support materials are listed on the National Training Information Service (NTIS), together with a detailed description and information on the type of product and its availability < www.ntis.gov.au>

It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, and with the code always before the title.

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example AUM08. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example AUM10108. Qualification codes are developed as follows:

• the first three letters identify the Training Package;

• the first number identifies the qualification level (noting that, in the qualification titles themselves, arabic numbers are not used);

• the next two numbers identify the position in the sequence of the qualification at that level; and

• the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. Unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package. Unit codes are developed as follows:

• a typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in AUM1001A;

• the first three characters signify the Training Package - AUM08 - in the above example and up to eight characters, relating to an industry sector, function or skill area, follow;

• the last character is always a letter and identifies the unit of competency version. An "A" at the end of the code indicates that this is the original unit of competency. "B", or another incremented version identifier means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent; and

• where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

• first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, or Vocational Graduate Diploma;

• this is followed by the words "in" for Certificates I to IV, and "of" for Diploma, Advanced

Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma;

• then, the industry descriptor, for example Telecommunications; and

• then, if applicable, the occupational or functional stream in brackets, for example

(Computer Systems).

For example:

• AUM10108 Certificate I in   Automotive Manufacturing (Passenger Motor Vehicle)

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

- AUM1001A Manage personal career goals

Historical and General Information

Historical and General Information

AUM08v1 - Review Process

Throughout the development and improvement of this training package there has been extensive consultation with the 'Continuos Improvement Standing Committee' that is comprised of industry, union, public RTOs, DEEWR and DIIRD representatives. Specifically the committee included:

Susan Waite – TAFE SA

Michael Gray – DEEWR representative

David Topp – Toyota Boshuku

Kim Wallace – General Motors

Tali Shabat – Toyota

Anne Donnellan – AMWU

Dave Smith – AMWU

Eddie Hardman – DIIRD representative

Julie Eastman – Ford

Peter Smithard – Volvo

Phil Handstock – Mitsubishi Motors

Throughout the process, consultation has occurred through this group, and meeting minutes, letters of support and 'sign off' for qualifications are included in Appendix I at the end of this document.

Changes between this training package (AUM08) and previously endorsed training package(AUM00)

Adoption of new numbering system for the AUM Training Package

Addition of employability skills in all units of competency

Up date to template for all units of competency

Addition of the following new units of competency:

AUM1001A Manage personal career goals

AUM1002A Select and use tools and equipment in an automotive manufacturing environment

AUM3020A Influence and lead work groups in an automotive manufacturing

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environment

AUM3021A Sustain quality standards

AUM3022A Reduce cycle time in work processes

AUM3023A Reduce waste in work processes

AUM3024A Undertake preliminary fault finding and machine reset

AUM3025A Apply visual factory principles and practices to an automotive manufacturing environment

AUM3026A Maintain a safe automotive manufacturing workplace environment

AUM4001A Analyse a vehicle for research purposes

AUM4002A Provide technical advice

AUM4004A Use measuring equipment

AUM4005A Use sensors to acquire motor vehicle data for development purposes

AUM4006A Calibrate measuring equipment in automotive development

AUM4007A Test plant, tooling, equipment, product or systems

AUM5001A Coordinate project activities

AUM5002A Establish a test/trial for components of plant, tooling, equipment or systems

AUM8013A Participate in improving workplace productivity

Qualifications deleted:

AUM301.00 Certificate III in Automotive Manufacturing – Frontline Management

AUM401.00 Certificate IV in Automotive Manufacturing – Frontline Management

AUM402.00 Certificate IV in Automotive Manufacturing – Manufacturing Maintenance

AUM501.00 Diploma of Automotive Manufacturing – Frontline Management

AUM502.00 Diploma of Automotive Manufacturing – Manufacturing Maintenance

AUM601.00 Advanced Diploma of Automotive Manufacturing – Design and Development

New Qualifications created:

AUM10108 Certificate I in Automotive Manufacturing

AUM30108 Certificate III in Automotive Manufacturing PMV – Manufacturing Specialist

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AUM40108 Certificate IV in Automotive Manufacturing – Automotive Development

AUM50108 Diploma of Automotive Manufacturing – Automotive Development

Qualifications revised in line with industry requirements:

AUM20108 Certificate II in Automotive Manufacturing (Passenger Motor Vehicle)

AUM25108 Certificate II in Automotive Manufacturing (Bus/Truck/Trailer)

AUM35108 Certificate III in Automotive Manufacturing (Bus/Truck/Trailer)

AUM45108 Certificate IV in Automotive Manufacturing (Bus/Truck/Trailer)

New Training Package Information

The revised AUM08 Automotive Industry Manufacturing Training Package has been developed to replace the AUM00 Automotive Industry Manufacturing Training Package.

This Training Package is designed to meet the training and skills recognition needs of the Australian automotive manufacturing industry sector. It covers the competencies used by people employed in the automotive manufacturing industry sector in two areas: Passenger Motor Vehicles and Bus, Truck and Trailer.

It also provides access to the apprenticeship streams provided within current National Industry Competency Standards leading to national qualifications, with traineeship pathways also available. It also enables further career advancement beyond trade apprenticeship and technical traineeship, with progression to Diploma.

New qualifications for industry entrants and automotive manufacturing and development specialists have been added to this revised Training Package to more accurately reflect the nature of their work. These qualifications make a distinction between manufacturing process work and that of specialists. In particular, a new Certificate IV and Diploma of Automotive Manufacturing (Automotive Development) have been developed to meet the needs of manufacturing and technical specialists and para-professionals in the automotive engineering field. For the current Training Package, four disciplines were identified as priority areas. These disciplines are as follows:

-Manufacturing

-Mechanical

-Electrical

-Electronics

Other disciplines may be added to the qualifications over the life of the training package.

Through its elective options, this package also provides access to the following

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discipline:

-Mechatronics

There has been a simplification of some of the qualification titles as well as changes to the list of qualification descriptors that may be added by RTOs.   Qualification codes now reflect the AQF level at which the qualification is located.

The bank of units of competency has been revised and extended. Part of the revision included bringing all units to the current approved format. Further information has been added to each unit to assist users.

Key Features of AUM08 Training Package

AUM08 covers the Passenger Motor Vehicle and Bus, Truck and Trailer Sectors. The following is a brief overview of the training package.

The AUM08 Training Package represents the skill needs of the automotive manufacturing sector in Australia. As such, the qualification design represents the major sectors in the industry. The focus is on clarity of occupational outcomes with flexibility to allow for future variation in roles. The principles of the qualifications that were considered include:

 •   flexibility and options will be a key feature of all qualifications to allow for ongoing change – restrictive 'rules' will be kept to a minimum

 •   packaging of a qualification requires that elective units be selected from an equivalent level qualification unless otherwise stated

 •   specialisations and requirements to achieve the specialisations, will be nominated within relevant qualifications

 •   nominated specialisations will be based on industry sector criteria, in particular, industry development objectives and skills shortages.

Rationalisation and the reduction of unnecessary duplication is a national priority, though there is currently no agreed national definition of rationalisation. Where units have been merged or amalgamated this has been done to achieve:

•   reduced duplication within and between training products

• a cohesive and flexible set of national training products to meet the skill development needs of industry, the community and individuals.

Skill sets are currently being reviewed as part of the continuous improvement initiative of Automotive Training Australia Limited.

Introduction to the Industry

Introduction to the Industry

Introduction to the automotive industry

The Automotive Manufacturing sector represents a complex and diverse range of enterprises involved in the manufacture of vehicles and components.

According to a report compiled by Automotive Training Australia (ATA)[1] in May, 2006, approximately 45,000 people are employed across Australia in the Manufacturing sector of the automotive industry, with 20,000 involved in the manufacture of motor vehicles, and 25,000 in automotive component manufacture.

[1] Automotive Industry Skills Report, May 2006

It is a sector where the majority of vocational training has traditionally been focused in the vehicle manufacturing plants and a number of key automotive component manufacturers.

The maintenance and upgrading of competency-based Training Packages provides the opportunity to enhance the current skill levels available and to broaden the provision of recognised vocational training to a greater range of occupations and provide for skill development and recognition from entry level to management level.   The uptake and implementation of aspects of the Automotive Manufacturing Industry Training Package varies from enterprise to enterprise.

Sectors of the Industry

The industry is represented by two main sectors:

- Vehicle manufacturers and component producers
- The Retail, Service and Repair sector

This submission deals only with the training package for the first of these sectors.

Occupations within the Industry

The vehicle manufacturers and component producers employ a wide range of people and occupations and have a significant skills development and renewal requirement. The manufacturing sector also covers a large range of 'segments' including: vehicle manufacturers, component producers, truck/bus/trailer manufacturers and importers, heavy duty off-road manufacturers and importers. Approximately 25,000 people are employed in this industry segment.

The occupations covered within this industry are too varied for inclusion here, but they cover the following categories:

Technicians

Technical Officers

Advanced Trades

Trades

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Non-Trades

Vehicle Manufacturers

There are three vehicle producers based in Australia – Ford, Holden and Toyota.

All three are subsidiaries of major overseas producers.

They produce a range of passenger vehicle models (and derivatives of those models) at plants in Melbourne and Adelaide, augmenting this range with vehicles sourced from affiliates overseas.

The locally produced passenger vehicles currently accounts for approximately 40 percent of the domestic passenger vehicle market.

The industry is a significant exporter. Exports now account for more than 33 percent of production compared to less than 10 percent in the early 1990's. The industry is one the country's largest exporters.

Bus, Truck, and Trailer/Heavy duty off-road segment

These segments of the industry include varying degrees of local manufacture and/or assembly or full importation of vehicles.

Major international companies operate local plants to assemble specialised trucks to order, utilising overseas sourced components.

Local companies in this sector manufacture and build bus and coach bodies onto imported chassis.

In the heavy-duty off-road sector, there is one significant employer involved with both its own plants and those of distributors in the assembly and maintenance of heavy-duty off-road equipment.

Component Producers

There are more than 200 firms producing automotive components for use as original equipment in new vehicles and for the replacement and accessories markets.

There are also several hundred, mainly small, firms around Australia producing components and accessories exclusively for the aftermarket.

There are around 500, mainly small firms, providing specialised tooling to vehicle and component producers. Vehicle and component producers also have some in-house tooling capacity.

There are also a number of firms providing specialist automotive engineering, design, testing and customising services, although much of this activity is undertaken in-house by vehicle and component producers.

The component sector is inextricably linked to the local vehicle-manufacturing sector, and to a smaller extent the bus, truck and trailer and heavy-duty off-road sectors. In these latter sectors, component producers may provide specialised accessories (e.g. ARB Limited is a large local producer and exporter of specialised accessories for four wheel drive vehicles).

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Qualification Pathways

Qualification Pathways
The AUM08 Automotive Manufacturing Training Package does not mandate particular pathways to the achievement of qualifications. It is the prerogative of Registered Training Organisations to use the qualifications rules to provide the best learning programs and sequences to meet the needs of candidates and business customers.

Candidates may undertake a qualification through a number of entry points demonstrating the potential to undertake vocational education and training at a particular AQF level. Each qualification indicates up to three entry pathways and they are:

completing a specific lower level qualification from the AUM08 Automotive Manufacturing Training Package or other relevant qualification at the same AQF level **or**

having partially completed a specific lower level qualification **or**

having vocational experience and no lower level qualification.

Skill Sets in this Training Package

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording "these competencies meet [insert skill set title or identified industry area] need" on the Statement of Attainment. This wording applies only to skill sets that are formally identified as such in the endorsed Training Package. See the 2007 edition of the AQF Implementation Handbook for advice on wording on Statements of Attainmentthe updated version is expected to be available on the AQFAB website www.aqf.edu.au during September 2007 and in print in October 2007.

Skill Sets in this Training Package

There are no Skill Sets in this Training Package. This is an area that is currently being investigated as part of the continuous improvement proposed for AUM08.

Employability Skills

Employability Skills replacing Key Competency information from 2006

In May 2005, the approach to incorporate Employability Skills within Training Package qualifications and units of competency was endorsed. As a result, from 2006 Employability Skills will progressively replace Key Competency information in Training Packages.

Background to Employability Skills

Employability Skills are also sometimes referred to as generic skills, capabilities or Key Competencies. The Employability Skills discussed here build on the Mayer Committee's Key Competencies, which were developed in 1992 and attempted to describe generic competencies for effective participation in work.

The Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI), produced the *Employability Skills for the Future* report in 2002 in consultation with other peak employer bodies and with funding provided by the Department of Education, Science and Training (DEST) and the Australian National Training Authority (ANTA). Officially released by Dr Nelson (Minister for Education, Science and Training) on 23 May 2002, copies of the report are available from the DEST website at: http://www.dest.gov.au/archive/ty/publications/employability_skills/index.htm.

The report indicated that business and industry now require a broader range of skills than the Mayer Key Competencies Framework and featured an Employability Skills Framework identifying eight Employability Skills*:

• communication

• teamwork

• problem solving

• initiative and enterprise

• planning and organising

• self-management

- learning

- technology.

The report demonstrated how Employability Skills can be further described for particular occupational and industry contexts by sets of facets. The facets listed in the report are the aspects of the Employability Skills that the sample of employers surveyed identified as being important work skills. These facets were seen by employers as being dependent both in their nature and priority on an enterprise's business activity.

*Personal attributes that contribute to employability were also identified in the report but are not part of the Employability Skills Framework.

Employability Skills Framework

The following table contains the Employability Skills facets identified in the report *Employability Skills for the Future*.

Skill	**Facets**
	Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type.
Communication that contributes to productive	• listening and understanding • speaking clearly and directly
and harmonious relations across employees and customers	• writing to the needs of the audience • negotiating responsively • reading independently • empathising • using numeracy effectively • understanding the needs of internal and external customers • persuading effectively • establishing and using networks • being assertive • sharing information • speaking and writing in languages other than English
Teamwork that contributes to productive working relationships and outcomes	• working across different ages irrespective of gender, race, religion or political persuasion • working as an individual and as a member of

	a team
	• knowing how to define a role as part of the team
	• applying teamwork to a range of situations e.g. futures planning and crisis problem solving
	• identifying the strengths of team members
	• coaching and mentoring skills, including giving feedback
Problem solving that contributes to productive outcomes	• developing creative, innovative and practical solutions
	• showing independence and initiative in identifying and solving problems
	• solving problems in teams
	• applying a range of strategies to problem solving
	• using mathematics, including budgeting and financial management to solve problems
	• applying problem-solving strategies across a range of areas
	• testing assumptions, taking into account the context of data and circumstances
	• resolving customer concerns in relation to complex project issues
Initiative and enterprise that contribute to innovative outcomes	• adapting to new situations
	• developing a strategic, creative and long-term vision
	• being creative
	• identifying opportunities not obvious to others
	• translating ideas into action
	• generating a range of options
	• initiating innovative solutions
Planning and organising that contribute to long and short-term strategic planning	• managing time and priorities - setting time lines, coordinating tasks for self and with others
	• being resourceful
	• taking initiative and making decisions
	• adapting resource allocations to cope with

	contingencies
	• establishing clear project goals and deliverables
	• allocating people and other resources to tasks
	• planning the use of resources, including time management
	• participating in continuous improvement and planning processes
	• developing a vision and a proactive plan to accompany it
	• predicting - weighing up risk, evaluating alternatives and applying evaluation criteria
	• collecting, analysing and organising information
	• understanding basic business systems and their relationships
Self-management that contributes to employee satisfaction and growth	• having a personal vision and goals
	• evaluating and monitoring own performance
	• having knowledge and confidence in own ideas and visions
	• articulating own ideas and visions
	• taking responsibility
Learning that contributes to ongoing improvement and expansion in employee and company operations and outcomes	• managing own learning
	• contributing to the learning community at the workplace
	• using a range of mediums to learn - mentoring, peer support and networking, IT and courses
	• applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work)
	• having enthusiasm for ongoing learning
	• being willing to learn in any setting - on and off the job
	• being open to new ideas and techniques
	• being prepared to invest time and effort in learning new skills

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	• acknowledging the need to learn in order to accommodate change
Technology that contributes to the effective carrying out of tasks	• having a range of basic IT skills • applying IT as a management tool • using IT to organise data • being willing to learn new IT skills • having the OHS knowledge to apply technology • having the appropriate physical capacity

Employability Skills Summary

An Employability Skills Summary exists for each qualification. Summaries provide a lens through which to view Employability Skills at the qualification level and capture the key aspects or facets of the Employability Skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of Employability Skills in learning and assessment strategies.

The following is important information for trainers and assessors about Employability Skills Summaries.

• Employability Skills Summaries provide examples of how each skill is applicable to the job roles covered by the qualification.

• Employability Skills Summaries contain general information about industry context which is further explained as measurable outcomes of performance in the units of competency in each qualification.

• The detail in each Employability Skills Summary will vary depending on the range of job roles covered by the qualification in question.

• Employability Skills Summaries are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be designed by trainers and assessors after analysis at the unit level).

• Employability Skills Summaries contain information that may also assist in building learners' understanding of industry and workplace expectations.

Assessment Guidelines

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the AQTF 2007. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF 2007 requirements; licensing/registration requirements; and assessment pathways.

Benchmarks for Assessment

Assessment within the National Skills Framework is the process of collecting evidence and making judgments about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Australian Quality Training Framework Assessment Requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2007 *Essential Standards for Registration*.

The AQTF 2007 *Essential Standards for Registration* can be downloaded from <

www.training.com.au/aqtf2007>. The following points summarise assessment requirements.

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the AQTF 2007 *Essential Standards for Registration*. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the

AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessor Competency Requirements

Each person involved in training, assessment or client service must be competent for the functions they perform. See the AQTF 2007 *Essential Standards for Registration*, Standard 1, for assessor (and trainer) competency requirements.

Assessment Requirements

The RTOs assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2007 Essential Standards for Registration, Standard 1.

National Recognition

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Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2007 *Essential Standards for Registration*, Condition of Registration 7: Recognition of qualifications issued by other RTOs.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2007 *Essential Standards for Registration*, Standard 2.

Monitoring Assessments

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the Essential Standards for Registration. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Issuing AQF Qualifications and Statements of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF 2007 and the 2007 edition of the AQF Implementation Handbook-available on the AQFAB website < www.aqf.edu.au>.

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer.

The developers of this Training Package, and DEST, consider that no licensing or registration requirements apply to RTOs, assessors or candidates with respect to this Training Package. Contact the relevant State or Territory Department(s) to check if there are any licensing or registration requirements with which you must comply. For further information on this topic contact

Requirements for Assessors

Each person involved in training and assessment must be competent for the functions they perform. See the AQTF 2007 Essential Standards for Registration, Standard 1 for assessor (and trainer) competency requirements.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

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The AQTF 2007 specifies mandatory competency requirements for assessors. For information, Element 1.4 from the AQTF 2007 *Essential Standards for Registration* follows :

> 1.4 Training and assessment are conducted by trainers and assessors who:
>
> a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors
>
> b) have the relevant vocational competencies at least to the level being delivered or assessed
>
> c) continue developing their vocational and training and assessment competencies to support continuous improvements in delivery of the RTO's services.

Requirements for RTOs

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the AQTF 2007. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the

AQTF 2007 *Essential Standards for Registration* , Standard 1.

Assessment Requirements

The RTO's assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2007 *Essential Standards for Registration* , Standard 1.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2007 *Essential Standards for Registration* , Standard 1.

National Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2007 Essential Standards for Registration, Condition of Registration 7: Recognition of qualifications issued by other RTOs.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2007 *Essential Standards for Registration* , Standard 2.

Monitoring Assessments

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the Essential Standards for Registration. See the AQTF

2007 *Essential Standards for Registration* , Standard 3.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2007 *Essential Standards for Registration* , Standard 3.

### Issuing AQF qualifications and Statement of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF 2007 and the 2007 edition of the AQF Implementation Handbook-available on the AQFAB website

<www.aqf.edu.au>.

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training

- experiences in the workplace

- general life experience, and/or

- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.
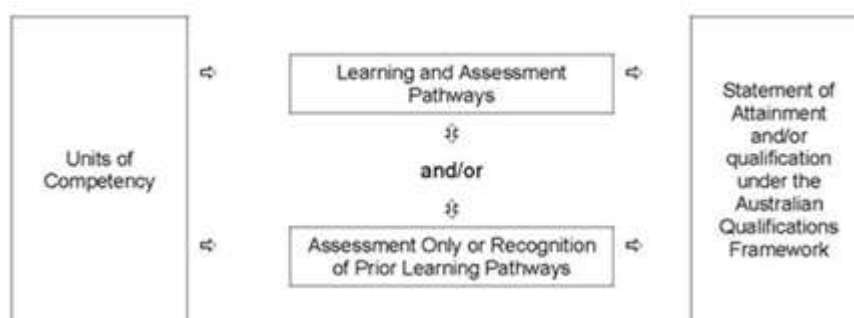
Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package and the AQTF 2007.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

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Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Assessment-Only or Recognition of Prior Learning Pathway

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the AQTF 2007 must be met (Standard 1).

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

• authentic (the candidate"s own work)

• valid (directly related to the current version of the relevant endorsed unit of competency)

• reliable (shows that the candidate consistently meets the endorsed unit of competency)

• current (reflects the candidate"s current capacity to perform the aspect of the work covered by the endorsed unit of competency), and

• sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

• candidates enrolling in qualifications who want recognition for prior learning or current competencies

• existing workers

• individuals with overseas qualifications

• recent migrants with established work histories

• people returning to the workplace, and

• people with disabilities or injuries requiring a change in career.

Combination of Pathways

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The AQTF 2007 specifies mandatory competency requirements for assessors. For information, Standard 1, Element 1.4 from the AQTF 2007 Essential Standards for Registration follows:

1.4		*Training and assessment is delivered by trainers and assessors who:*
	a)	*have the necessary training and assessment competencies as determined by the National Quality Council or its successors*
	b)	*have the relevant vocational competencies at least to the level being delivered or assessed*
	c)	*continue developing their vocational and training and assessment competencies to support continuous improvements in the delivery of the RTO"s services.*

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgments about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service < www.ntis.gov.au>. Materials on the list have been noted by the National Quality Council as meeting their quality criteria for Training Package support materials.

Developing Assessment Tools

When developing assessment tools, assessors must ensure that they:

•   are benchmarked against the relevant unit or units of competency

•   are reviewed as part of the continuous improvement of assessment strategies as required under Standard 1 of the AQTF 2007

•   meet the assessment requirements expressed in Standard 1 of the AQTF 2007.

A key reference for assessors developing assessment tools is TAA04 Training and Assessment Training Package and the unit of competency TAAASS403A *Develop assessment tools*. There is no set format or process for the design, production or development of assessment materials.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.
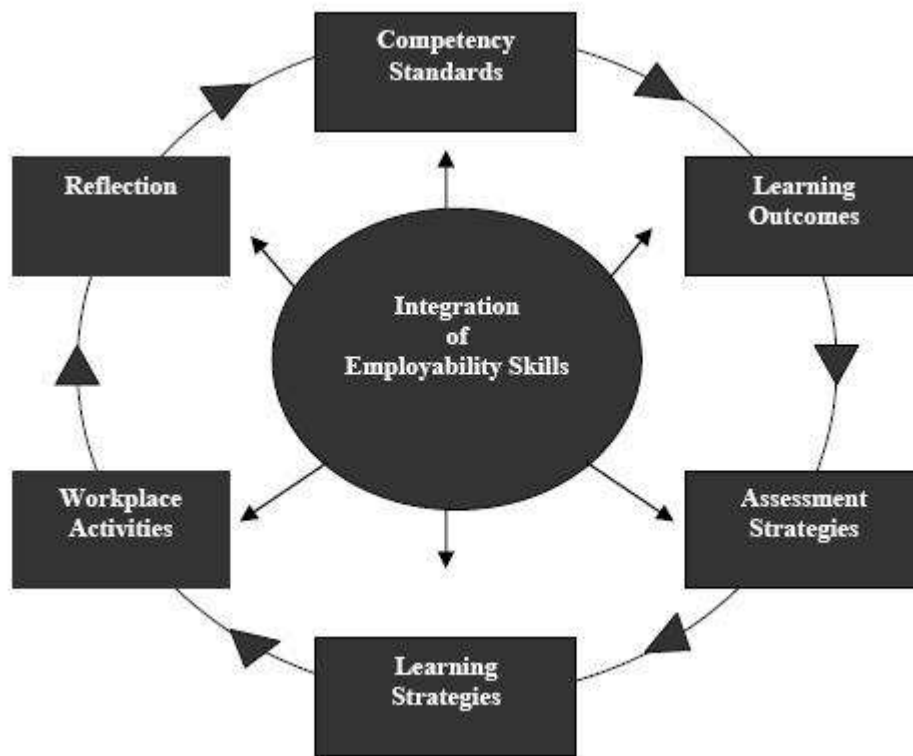
Assessment Requirements

Assessments must meet the criteria set out in the AQTF 2007 Essential Standards for Registration.

For information, the mandatory assessment requirements from Standard 1 from the AQTF 2007 *Essential Standards for Registration* are as follows:

1.5		*Assessment, including Recognition of Prior Learning:*
	a)	*meets the requirements of the relevant Training Package or accredited course,*
	b)	*is conducted in accordance with the principles of assessment and the rules of evidence, and*
	c)	*meets workplace and, where relevant, regulatory requirements.*

Assessment of Employability Skills

Employability Skills are integral to workplace competency. As such they must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.

Employability Skills are embedded and explicit within each unit of competency. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

• reviewing units of competency to locate relevant Employability Skills and determine how they are applied within the unit

• analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the

application of Employability Skills at that qualification outcome

• designing training and assessment to address Employability Skills requirements.

Employability Skills in the Automotive Manufacturing context

An employability skills summary exists for each qualification. Summaries provide a lens through which to view employability skills at the qualification level and capture the key aspects or facets of the employability skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of employability skills in learning and assessment strategies.

The following is important information for trainers and assessors about employability skills summaries.

•   Employability skills summaries provide examples of how each skill is applicable to the job roles covered by the qualification.

•   Employability skills summaries contain general information about the industry context which is further explained as measurable outcomes of performance in the units of competency in each qualification.

•   The detail in each employability skills summary will vary depending on the range of job roles covered by the qualification in question.

•   Employability skills summaries are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be designed by trainers and assessors after analysis at the unit level).

•   Employability skills summaries contain information that may also assist in building learners' understanding of industry and workplace expectations.

Assessment of Employability Skills

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reviewing units of competency to locate relevant Employability Skills and determine how they are applied within the unit

analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the application of Employability Skills at that qualification outcome

designing training and assessment to address Employability Skills requirements.

For more information on Employability Skills in IBSA Training Packages go to the IBSA

website at www.ibsa.org.au.

For more information on Employability Skills in Government Skills Australia Training

Packages go to the Government Skills Australia website at http://www.governmentskills.com.au.

Access and Equity

An individual"s access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

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Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia"s VET clients and Australia"s current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia"s economic development and social and cultural life.

Reasonable adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the Disability Standards for Education 2005, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While "reasonable adjustment" and "unjustifiable hardship" are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and

training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student"s disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

See Part 4, Chapter 2 of the Training Package Development Handbook (DEST, September

2007) for more information on reasonable adjustment, including examples of adjustments.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in

planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in

planning, designing, conducting and reviewing of assessments against this Training Package.
Automotive Training Australia

La Trobe University Bundoora Vic 3086 Phone: 03 9479 3480 Fax: 03 9479 3487 Email:

ata@automotivetraining.org.au

Technical and Vocational Education and Training (TVET) Australia Limited Level 21, 390 St
Kilda Road, Melbourne VIC 3150 PO Box 12211, A'Beckett Street Post Office, Melbourne,
Victoria, 8006 Ph: +61 3 9832 8100 Fax: +61 3 9832 8198 Email:
sales@tvetaustralia.com.auWeb: www.tvetaustralia.com.au

For information on the TAA04 Training and Assessment Training Package contact:
Innovation & Business Skills Australia

Level 2, Building B, 192 Burwood Road HAWTHORN VIC 3122 Telephone: (03) 9815 7000

Facsimile: (03) 9815 7001 Email: virtual@ibsa.org.au

Web: www.ibsa.org.au

General Resources

Refer to http://antapubs.dest.gov.au/publications/search.asp to locate the following
publications.

AQF Implementation Handbook, third Edition. Australian Qualifications Framework
Advisory
Board, 2002 < www.aqf.edu.au>

Australian Quality Training Framework (AQTF) - for general information go to <

www.dest.gov.au/sectors>

Australian Quality Training Framework (AQTF) - for resources and information go to: <

www.dest.gov.au>

Australian Quality Training Framework Standards for Registered Training Organisations, Australian National Training Authority, Melbourne, 2005, and from 1 July 2007, the AQTF

2007. Available in hard copy from State and Territory Training Authorities or can be downloaded from < www.dest.gov.au>

TAA04 Training and Assessment Training Package. This is available from the Innovation and Innovation & Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - < www.ntis.gov.au>

Style Guide for Training Package Support Materials, Australian National Training Authority, Melbourne, 2003. Can be downloaded from < www.dest.gov.au>

Training Package Development Handbook (DEST, September 2007). Can be downloaded from < www.dest.gov.au>

Assessment Resources

Training Package Assessment Guides - a range of resources to assist RTOs in developing Training Package assessment materials (originally developed by ANTA with funding from the Department of Education, Training and Youth Affairs) and made up of 10 separate titles, as described at the publications page of < *www.dest.gov.au*>. Go to < *www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm*>

Printed and CD ROM versions of the Guides can be purchased from Technical and Vocational Education and Training Australia Limited (TVET). The resource includes the following guides:

1. Training Package Assessment Materials Kit
2. Assessing Competencies in Higher Qualifications
3. Recognition Resource
4. Kit to Support Assessor Training
5. Candidate's Kit: Guide to Assessment in Australian Apprenticeships
6. Assessment Approaches for Small Workplaces
7. Assessment Using Partnership Arrangements
8. Strategies for ensuring Consistency in Assessment
9. Networking for Assessors
10. Quality Assurance Guide for Assessment

An additional guide 'Delivery and Assessment Strategies' has been developed to complement these resources.

Assessment Tool Design and Conducting Assessment

VETASSESS & Western Australian Department of Training and Employment 2000,

Designing Tests - Guidelines for designing knowledge based tests for Training Packages.

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Vocational Education and Assessment Centre 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE.
Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne.
Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Assessor Training

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program - learning materials*, Australian Training Products, Melbourne.
Australian National Training Authority, *A Guide for Professional* Development, ANTA, Brisbane.
Australian Training Products Ltd *Assessment and Workplace Training, Training Package - Toolbox*, ATPL Melbourne (available from TVET).
Green, M, et al. 1997, *Key competencies professional development Package*, Department for Education and Children's Services, South Australia.
Victorian TAFE Association 2000, *The professional development CD: A learning tool*, VTA, Melbourne.

Assessment System Design and Management

Office of Training and Further Education 1998, *Demonstrating best practice in VET project - assessment systems and processes, OTFE Victoria*.

Toop, L., Gibb, J. & Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra.

Western Australia Department of Training and VETASSESS 1998, *Kit for Skills Recognition Organisations*, WADOT, Perth.

Technical and Vocational Education and Training (TVET) Australia Limited

Level 21, 390 St Kilda Road, Melbourne VIC 3150

PO Box 12211, A"Beckett Street Post Office

MELBOURNE VICTORIA 8006

Ph: +61 3 9832 8100

Fax: +61 3 9832 8198

Email: sales@tvetaustralia.com.au

Web: www.tvetaustralia.com.au

For information on the TAA04 Training and Assessment Training Package contact:

Innovation & Business Skills Australia Level 2, Building B, 192 Burwood Road HAWTHORN VIC 3122

Telephone: (03) 9815 7000

Facsimile: (03) 9815 7001

Web: www.ibsa.org.au

Email: virtual@ibsa.org.au

General Resources

Refer to http://antapubs.dest.gov.au/publications/search.asp to locate the following ANTA

publications.

AQF Implementation Handbook, third Edition. Australian Qualifications Framework Advisory

Board, 2002, aqf.edu.au

Australian Quality Training Framework 2007 (AQTF 2007) - for information and resources go to < www.training.com.au/aqtf2007>

AQTF 2007 Essential Standards for Registration. Training organisations must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications. They include three standards, a requirement for registered training organisations to gather information on their performance against three quality indicators, and nine conditions of registration

AQTF 2007 User"s Guide to the Essential Standards for Registration. A Users" Guide for training organisations who must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications.

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AQTF 2007 Standards for Accredited Courses. State and Territory accrediting bodies are responsible for accrediting courses. This standard provides a national operating framework and template for the accreditation of courses.

TAA04 Training and Assessment Training Package. This is available from the Innovation and Innovation & Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - www.ntis.gov.au

Training Package Development Handbook (DEST, August 2007). Can be downloaded from www.dest.gov.au

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Education and Children"s Services, South Australia.

Victorian TAFE Association 2000, The professional development CD: A learning tool, VTA, Melbourne.

Assessment System Design and Management

Office of Training and Further Education 1998, Demonstrating best practice in VET project - assessment systems and processes, OTFE (now OTTE) Victoria.

Toop, L., Gibb, J. & Worsnop, P. Assessment system designs, Australian Government

Publishing Service, Canberra.

Competency Standards

What is competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisation (RTOs) may contextualise units of competency to reflect local outcomes required. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this endorsed Training Package must be within the bounds of the following advice. In contextualising units of competency, RTOs:

- must not remove or add to the number and content of elements and performance criteria

- may add specific industry terminology to performance criteria where this does not distort or narrow the competency outcomes

- may make amendments and additions to the range statement as long as such changes do not diminish the breadth of application of the competency and reduce its portability, and/or

- may add detail to the evidence guide in areas such as the critical aspects of evidence or resources and infrastructure required where these expand the breadth of the competency but do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Employability Skills statement

A standard Employability Skills statement appears in each unit of competency. This statement directs trainers and assessors to consider the information contained in the Employability Skills Summary in which the unit of competency is packaged.

Prerequisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. Knowledge identifies what a person needs to know to perform the work in an informed and effective manner. Skills describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Range Statement

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

• conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment

• relationships with the assessment of any other units of competency

• suitable methodologies for conducting assessment including the potential for workplace simulation

• resource implications, for example access to particular equipment, infrastructure or situations

• how consistency in performance can be assessed over time, various contexts and with a range of evidence, and expectations at the AQF qualification level involved

Employability Skills in units of competency

The detail and application of Employability Skills facets will vary according to the job-role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.

Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

How Employability Skills relate to the Key Competencies

The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

Employability Skills	**Mayer Key Competencies**
Communication	Communicating ideas and information
Teamwork	Working with others and in teams
Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

Explicitly embedding Employability Skills in units of competency

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.

Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

• embedded in units of competency as part of the other performance requirements that make up the competency as a whole

• explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regards to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

The following table contains examples of embedded Employability Skills for each component of a unit of competency. Please note that in the examples below the bracketed skills are provided only for clarification and will not be present in units of competency within this Training Package.

Example Employability Skills

Unit component	Example of embedded Employability Skill
Unit Title	Monitor and maintain equipment, tools and machinery
Unit Descriptor	This unit describes the application of the required skills and knowledge to monitor and maintain equipment, tools and machinery by production employees to ensure optimum use in the production process.
Element	Perform incidental maintenance
Performance Criteria	1 Incidental maintenance is performed on equipment, tools and machinery in accordance with organisation procedures 2 Maintenance requirements outside the range expertise/responsibility of the operator are reported to the appropriate personnel, in accordance with organisation procedures
Range Statement	Applicable legislation, regulations and codes of practice, including those related to: • anti-discrimination • award and enterprise agreements • confidentiality and privacy • duty of care • employee relations • environment protection • equal opportunity • industrial relations
	• relevant industry codes of practice.

	Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual handling procedures including lifting and carrying.
	Organisational requirements and procedures may include:
	• access and equity principles and practices
	• environmental management (waste disposal, recycling and re-use guidelines)
	• emergency and evacuation procedures
	• equipment use procedures
	• ethical standards
	• legal obligations
	• maintenance and storage procedures
	• OHS requirements
	• organisational and site guidelines
	• policies and procedures relating to own role and responsibility
	• procedural manuals
	• quality assurance guidelines
	• quality and continuous improvement processes and standards
	recording and reporting guidelines
Required Skills and Knowledge	Required skills
	• speak clearly and directly in order to refer maintenance problems to appropriate personnel
	• apply teamwork to a range of situations, particularly in a production context
	• solve problems particularly in teams paying particular attention to safety issues
	• show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
	• access, interpret and apply information on relevant organisation policies,

	procedures and instructions
	• manage time when planning, preparing and organising work priorities
	• take responsibility for organising own work priorities.
	Required knowledge
	• relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
	• maintenance system documentation/instructions relevant to production employees/operators
	• organisation maintenance procedures and techniques for production employees/operators
	• types and uses/limitations of common lubricants and applicators to be used in the organisation
	• the types, uses, limitations and care of basic servicing tools applicable to the organisation
	• environmental protection requirements relating to the disposal of waste material
	• established communication channels and protocols
	• problem identification and resolution
	• procedures for the recording, reporting and maintenance of workplace records and information.
Evidence Guide	Method of assessment
	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	• assessment must take place in accordance with the endorsed *Assessment Guidelines for the Automotive Industry*
	• assessment methods must confirm consistency and accuracy of performance (over time and in a range
	of workplace relevant contexts) together with application of underpinning knowledge

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	• assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application

	• assessment may be applied under project related conditions (real or simulated) and require evidence of process • assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Context of and specific resources for assessment • assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

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