



Australian Government

Department of Education, Employment and Workplace Relations

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

Release: 1

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

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to choose resources to complete a variety of tasks under direct supervision in an automotive manufacturing environment. It includes selecting and using tools and equipment and reporting faults to the appropriate person. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a high school level. They are to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select equipment/tools	<p>1.1. Applicable <i>legislative, OHS, and organisation</i> requirements relevant to the use of <i>tools and equipment</i> are verified and complied with</p> <p>1.2. <i>Instructions</i> and work to be performed are clarified</p> <p>1.3. Tools, equipment or resources required to complete the task are identified</p> <p>1.4. Tools, equipment and resources required to complete the task are correctly estimated and obtained</p>
2. Use tools and operate equipment	<p>2.1. Tools are used under direct supervision and in accordance with workplace procedures and OHS requirements</p> <p>2.2. Equipment is operated in accordance with manufacturers' instructions and under direct instruction</p> <p>2.3. All faults with tools and equipment are identified and reported to <i>appropriate persons</i></p>
3. Maintain equipment/resources	<p>3.1. Equipment/resources to support completion of tasks are maintained under direct instruction</p> <p>3.2. <i>Records</i> concerning equipment/resources are maintained under direct instruction</p> <p>3.3. Equipment and resources are stored under direct instruction</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to clarify instructions and report to appropriate personnel
- apply teamwork to a range of situations
- solve problems particularly in teams in order to perform work safely and on time
- 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, particularly to selecting and using tools
- 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
- common automotive manufacturing workplace hazards
- types, characteristics, uses and limitations of personal protective equipment
- safe lifting theory
- organisation emergency procedures
- correct handling and storage of equipment and tools to comply with OHS and environmental requirements
- environmental protection requirements.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for OHS
- provide evidence of listening carefully and following instructions on how to select and operate equipment
- apply safe handling requirements for equipment, tools, products and materials, including use of personal protective equipment
- undertake routine maintenance while following instructions in accordance with operating manual
- communicates faults and/or risks to appropriate people
- follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
 - minimise the risk of injury to self and others.
- work effectively with others
- modify activities to cater for variations in workplace context and environment.

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.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following

EVIDENCE GUIDE

examples are appropriate for this unit:

- 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
- 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.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any 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.

Legislative requirements may include:

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.

OHS requirements may include:

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 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

RANGE STATEMENT	
	<ul style="list-style-type: none"> • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.
<i>Tools and equipment</i> may include:	<ul style="list-style-type: none"> • hand tools • air tools • battery operated tools • torque wrenches.
<i>Instructions</i> may include:	<ul style="list-style-type: none"> • workplace procedures relating to the use and operation of tools and equipment • workplace instructions, including job sheets, plans, drawings and designs • workplace procedures relating to reporting and communication • manufacturer's instructions for the use of equipment and materials.
<i>Resources</i> may include:	<ul style="list-style-type: none"> • facilities • equipment • human resources • OHS resources • Personal Protective Equipment (PPE) • materials.
<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • clients and managers • supervisors • suppliers • team leaders • team members.
<i>Records</i> may include:	<ul style="list-style-type: none"> • equipment service call forms • service repair forms • audit forms • check sheets • attendance forms.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Passenger Motor Vehicle
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Co-requisite units

Co-requisite units	Nil
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