



Australian Government

Department of Education, Employment and Workplace Relations

AUM4002A Provide technical advice

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the application of the required skills and knowledge to provide technical advice related to automotive development activities.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge to be used within the scope of the person's job and authority.</p>
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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 <i>bold italicised text</i> 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. Identify and analyse the issues	1.1. Applicable <i>organisational requirements</i> relevant to the provision of <i>advice</i> in an automotive development setting are verified and complied with throughout 1.2. <i>Instructions</i> and plans are read and interpreted to identify processes and materials to complete work tasks 1.3. The circumstances that require the provision of advice are observed, received and clarified 1.4. The issues are identified and confirmed if necessary through consultation with relevant personnel 1.5. The circumstances are analysed and the issue(s) are interpreted and clearly defined 1.6. Research related to the issue(s) is conducted and the advice of relevant personnel is sought to clarify findings that are unclear
2. Formulate options	2.1. Options related to the provision of advice are identified and evaluated 2.2. Options are prioritised and the preferred option(s) is chosen
3. Provide advice	3.1. Advice is formulated and discussed with stakeholders 3.2. Stakeholders' requirements are negotiated, documented and incorporated within the proposed advice 3.3. Concluding advice is provided in accordance with <i>ethical and practical guidelines</i> and within specified time and budget

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 give clear instructions and advice to others of differing technical understanding
- apply teamwork to a range of situations to achieve organisation outcomes
- solve problems particularly in teams in order to meet performance indicators
- 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 give advice appropriately
- 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 legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- organisational supply/replenishment systems and processes for materials, equipment and tools
- types of tools and equipment and procedures for their safe use, operation and maintenance
- area of technical expertise
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and methods of resolution
- procedures for the recording, reporting and maintenance of workplace records and information.

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for providing technical advice • maintaining a working knowledge of current enterprise automotive development procedures • working and communicating effectively and positively with others involved in the work • applying, within authority, the provision of technical advice which could include: <ul style="list-style-type: none"> • preparing for tests or trials • performing tests or trials • preparing reports of results • achieving work quality goals • modify activities to cater for variations in organisation context and environment.
Context of and specific resources for assessment	<ul style="list-style-type: none"> • 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	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge • assessment methods must be by direct observation of tasks and include questioning on underpinning

EVIDENCE GUIDE

	<p>knowledge to ensure its correct interpretation and application</p> <ul style="list-style-type: none">• 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.
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Range Statement

RANGE STATEMENT	
<p>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.</p>	
<p><i>Organisation requirements</i> may include:</p>	<ul style="list-style-type: none"> • 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.
<p><i>Advice</i> may include:</p>	<ul style="list-style-type: none"> • the technical expertise of a relevant person and may be formal or informal, verbal or written, by request or spontaneous and relating to automotive development activities associated with the person's role/tasks.
<p><i>Instructions</i> may include:</p>	<ul style="list-style-type: none"> • workplace procedures relating to the use and operation of tools and equipment • departmental requirements • workplace instructions, including job sheets, plans, specifications, drawings and designs • workplace procedures relating to reporting and communications • manufacturers' instructions for the use of equipment and materials
<p><i>Ethical and practical guidelines</i> may include:</p>	<ul style="list-style-type: none"> • the compliance with professional codes of practice

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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