AUM5006A Seek, evaluate, organise and prepare information

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

AUM5006A Seek, evaluate, organise and prepare information

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to gather, assess, record and store relevant information to assist in decision making in the course of the design, development and production of motor vehicles.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

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 to be used within the scope of the person's job and authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	Nil	Nil
	Nil	Nil

Employability Skills Information

Employability skills	This unit contains Employability Skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Obtain and evaluate information	1.1. Applicable *legislative*, *OHS*, and *organisation requirements* relevant to the *seeking*, *evaluating*, *organising and preparing information* are verified and complied with throughout the work activity
	1.2. *Instructions* and plans are read and interpreted to identify processes and materials to complete work tasks
	1.3. A variety of sources of information are regularly reviewed for usefulness, reliability and cost
	1.4. Relevant and sufficient information is sought and updated on all relevant factors and problems which affect the area of responsibility
	1.5. Information is assessed for its validity and reliability
	1.6. Where information is unclear, or difficult to understand, clarification and assistance is sought
	1.7. Where available information is inadequate, additional information is obtained
	1.8. Information is organised into a suitable form to aid decision-making
	1.9. Opportunities are taken to establish and maintain contacts with those who may provide useful information
	1.10. Conclusions drawn from relevant information are based on reasoned argument and appropriate evidence
2. Record and store information	2.1. Information recorded is accurate, complete and legible
	2.2. Information is recorded and stored using accepted formats, systems and organisation procedures ensuring that information can be retrieved promptly when required
	2.3. New methods of recording and storing information are researched and suggested

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 to establish contacts with people who may provide useful information
- apply teamwork to a range of situations, including the organising of information
- 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 ensure information is recorded and stored using accepted formats, systems and organisation procedures
- 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.
- how to determine model requirements and produce a model
- operation of systems and components
- operation   and selection of computer hardware and software applications/systems
- types of tools and equipment and procedures for their safe use, operation and maintenance
- established communication channels and protocols
- interpreting and applying quality standards
- procedures for the recording, reporting and maintenance of workplace records and information.

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: • compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures • working and communicating effectively and positively with others involved in the work • applying, within authority, the requirements of the job or work role in relation to: • seeking, evaluating, recording and storing relevant information to assist decision making • achieving work quality goals • completing work area housekeeping requirements including the documentation of project activity and process outcomes.
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 examples are appropriate for this unit: • 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 knowledge to ensure its correct interpretation and application • assessment may be applied under project related

EVIDENCE GUIDE

| | 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.
Organisation 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	
	• quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.
Seeking, *evaluating*, *organising*, *and preparing information* may include:	the gathering, assessing, recording and storing of relevant information to assist decision making in the design, development and production of motor vehicles.
Instructions may include:	• 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.

Unit Sector(s)

Unit sector	Automotive Manufacturing

Competency field

Competency field	Passenger Motor Vehicle

Co-requisite units

Co-requisite units		
	Nil	Nil
	Nil	Nil

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