



Australian Government

Department of Education, Employment and Workplace Relations

AUMGTM2004 Install and fit out components

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to install/fit out sub-assemblies and components to truck/bus/trailer assemblies to organisation standards. 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 production worker level. These skills and knowledge 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

Not applicable.

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 and use tools and equipment	1.1. <i>Tools and equipment</i> are selected to meet job requirements 1.2. Daily maintenance on tools and equipment is performed as specified
2. Select and use nuts, bolts, screws, washers and fasteners	2.1. Nuts, bolts, screws, washers, rivets and fasteners are identified and selected to meet the job requirements as stated in the production schedule 2.2. Nuts, bolts, screws, washers, rivets and fasteners are fitted in the required number to the designated positions stated in the production schedule and associated drawings
3. Install/fit out components and sub-assemblies	3.1. Materials list and drawings are correctly read and interpreted. 3.2. Parts and <i>components</i> are matched with the materials list and are positioned and secured as per job specification 3.3. Installed components and sub-assemblies are inspected and checked for quality and specification
4. Route service lines	4.1. Routing requirements are identified and located on the job according to job requirement 4.2. <i>Service lines</i> are routed, tied and clipped to specification 4.3. Workflow and production schedule are recorded and maintained
5. Select and use adhesives, sealants and solvents	5.1. Adhesives are selected and applied to meet quality control and the job requirements stated in the production schedule 5.2. Solvents are selected and used to remove excess adhesives and sealants to ensure finished product meets organisation quality control standards 5.3. Major spills are reported to the <i>appropriate personnel</i> and cleaned up in accordance with emergency procedures for hazardous materials

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- speak clearly and directly in order to communicate hazards to safety personnel
- apply teamwork to a range of situations
- 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 identify appropriate adhesives and solvents
- 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.
- technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- procedures for the safe and efficient installation of components and sub-assemblies
- organisation installation processes
- characteristics and application of vinyls, laminates, plastics, timber, composites, fabrics
- procedures for routing service lines
- tensions required for critical bolts
- organisation quality standards
- organisation work flow records
- organisation OHS policy and procedures
- manual handling processes.

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 legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities
- maintaining a working knowledge of current work systems and practices
- 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:
 - achieving production goals
 - achieving work quality goals
 - responding positively to changing work requirements
 - contributing effectively to cost reduction initiatives
 - effectively applying problem solving techniques
 - modify activities to cater for variations in workplace context and environment
- install/fit out components and sub-assemblies in accordance with the production schedule
- route service lines
- attain quality standards
- produce work flow records - paper based / electronic
- apply organisation OHS policy and procedures.

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

EVIDENCE GUIDE

	<p>performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge</p> <ul style="list-style-type: none">• 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.
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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.

<i>Tools and equipment</i> may include:	<ul style="list-style-type: none"> • spanners • impact guns • screwdrivers • sockets • torque wrenches • robotic equipment.
<i>Components</i> may include:	<ul style="list-style-type: none"> • glass • soft trim components • mirror • hand rails • seats • accessories • floor coverings.
<i>Service lines</i> may include:	<ul style="list-style-type: none"> • electrical wiring • pneumatic systems • hydraulic systems.
<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • managers • supervisors • team leaders • team members.

Unit Sector(s)

Unit sector	Technical - Manufacture
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Competency field

Competency field	Manufacturing - Bus, Truck and Trailer
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Co-requisite units

Not applicable.