



**Australian Government**

# **AURVTN2002 Carry out panel repairs**

**Release 1**

## AURVTN2002 Carry out panel repairs

### Modification History

Release	Comment
Release 1	Replaces AURV225908A Carry out panel repairs Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency covers the skills and knowledge required to carry out panel repairs to pre-paint condition. Repairs of body panels in this unit are limited to small repairs to accident damage, including dents.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>The unit includes identification and confirmation of work requirements, preparation for work, completion of panel repairs, application of fillers, application of protective coatings, and completion of work finalisation processes, including clean-up and documentation.</p> <p>Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.</p>
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### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

Not applicable.

## Employability Skills Information

<b>Employability skills</b>	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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. Prepare for work	<p>1.1. Work instructions are used to determine job requirements, including quality, material, equipment and quantities.</p> <p>1.2. Job specifications are read and interpreted.</p> <p>1.3. Workplace health and safety (WHS) requirements, including breathing protection, personal protection needs, are observed throughout the work.</p> <p>1.4. Material for application is selected and inspected for quality.</p> <p>1.5. Hand and power tooling are identified and checked for safe use.</p> <p>1.6. Products are determined to minimise waste material.</p> <p>1.7. Procedures are identified for maximising energy efficiency while completing job.</p>
2. Carry out panel repairs	<p>2.1. Information is accessed and interpreted from manufacturer/component supplier specifications.</p> <p>2.2. Components are repaired using approved methods and equipment in accordance with manufacturer/component supplier specifications.</p> <p>2.3. Where repair of components includes disturbance to electrical, mechanical, air conditioning systems or trim, authorised assistance is sought where required.</p> <p>2.4. Repairs are carried out to pre-paint condition.</p> <p>2.5. Repair activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.</p>
3. Carry out repairs using body fillers	<p>3.1. Information is accessed and interpreted from manufacturer/component supplier specifications.</p> <p>3.2. Components are repaired using approved methods and equipment in accordance with manufacturer/component supplier specifications.</p> <p>3.3. Repairs are carried out to pre-paint condition.</p> <p>3.4. Repair activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.</p>
4. Clean up work area and Maintain equipment	<p>4.1. Material that can be reused is collected and stored.</p> <p>4.2. Waste and scrap is removed following workplace procedures.</p> <p>4.3. Equipment and work area are cleaned and inspected for serviceable conditions in accordance with</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>workplace procedures.</p> <p>4.4. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures.</p> <p>4.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures.</p> <p>4.6. Tooling is maintained in accordance with workplace procedures.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

Required skills include:

- collect, organise and understand information related to body repairs and work orders, plans and safety procedures for panel repairs
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and reporting of work outcomes and problems
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and wastage
- use mathematical ideas and techniques to complete measurements and estimate material requirements required for the work
- use workplace technology related to completing small repairs to panels, including use of specialist tooling, measuring equipment, use of communication devices and reporting/ documenting of results

#### Required knowledge

Required knowledge includes:

- WHS regulations/requirements, equipment, material and personal safety requirements
- types of body fillers and applications
- types of adhesives
- types of abrasives
- equipment maintenance procedures
- basic body filler repair procedure
- basic panel beating
- workplace guidelines regarding tolerance levels
- procedures for reporting faults and material defects
- work organisation and planning processes
- enterprise quality 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, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

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

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- observing safety procedures and requirements
- communicating effectively with others involved in or affected by the work
- selecting methods and techniques appropriate to the circumstances
- completing preparatory activity in a systematic manner
- reading and interpreting job sheets and filler material safety data sheets to prepare for work
- identifying and selecting material used in the work process
- identifying, setting up, operating and maintaining panel repair equipment and procedures to complete the following:
  - small panel repairs
  - application of fillers
  - application of protective coatings.

#### Context of, and specific resources for assessment

- Application of competence is to be assessed in the workplace or simulated worksite.
- Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.
- Assessment is to comply with regulatory requirements, including Australian standards.
- The following resources should be made available:
  - workplace location or simulated workplace
  - material relevant to completing small repairs to panels
  - equipment, hand and power tooling appropriate to completing small repairs to panels
  - activities covering mandatory task requirements
  - specifications and work instructions.

**EVIDENCE GUIDE****Method of assessment**

- Assessment must satisfy endorsed Assessment Guidelines of the Automotive Industry Retail, Service and Repair Training Package.
- Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.
- Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce integration of key competencies.
- Assessment may be applied under project-related conditions and require evidence of process.
- Assessment must confirm a reasonable inference that competence is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
- It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements.
- Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.

**Guidance information for assessment****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, if used in the performance criteria, is detailed below. 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) may also be included.

**Repairs**

Repairs of body panels in this unit are limited to small repairs to accident damage, including dents

<b>RANGE STATEMENT</b>	
<b>Repair methods</b>	<p>Repair methods are to include:</p> <ul style="list-style-type: none"> <li>• panel and trim removal</li> <li>• heating, welding, filling and finishing</li> <li>• preparation of panels to pre-paint condition</li> </ul>
<b>WHS</b>	<p>WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include:</p> <ul style="list-style-type: none"> <li>• protective clothing and equipment</li> <li>• use of tooling and equipment</li> <li>• workplace environment and safety</li> <li>• handling of material</li> <li>• use of firefighting equipment</li> <li>• enterprise first aid</li> <li>• hazard control and hazardous material and substances</li> </ul>
<b>Personal protective equipment</b>	<p>Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices</p>
<b>Safe operating procedures</b>	<p>Safe operating procedures are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors</li> </ul>
<b>Emergency procedures</b>	<p>Emergency procedures related to this unit are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• emergency shutdown and stopping of equipment</li> <li>• extinguishing fires</li> <li>• enterprise first aid requirements</li> <li>• worksite evacuation</li> </ul>
<b>Environmental requirements</b>	<p>Environmental requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• waste management, noise, dust and clean-up management</li> </ul>

<b>RANGE STATEMENT</b>	
<b>Quality requirements</b>	<p>Quality requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• regulations, including Australian standards</li> <li>• internal company quality policies and standards</li> <li>• enterprise operations and procedures</li> </ul>
<b>Statutory/regulatory authorities</b>	<p>Statutory/regulatory authorities may include:</p> <ul style="list-style-type: none"> <li>• federal, state/territory and local authorities administering applicable Acts, regulations and codes of practice</li> </ul>
<b>Tooling and equipment</b>	<p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> <li>• hand and power tooling</li> <li>• vehicle protection</li> <li>• templates</li> <li>• welding and heating equipment</li> <li>• specialist tooling and lifting equipment</li> </ul>
<b>Materials</b>	<p>Materials may include:</p> <ul style="list-style-type: none"> <li>• fillers, adhesives, abrasives, primers and cleaning materials</li> </ul>
<b>Communications</b>	<p>Communications are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers</li> </ul>
<b>Information/documents</b>	<p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> <li>• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches</li> <li>• safe work procedures related to completing small repairs to panels</li> <li>• regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules</li> <li>• engineer's design specifications and instructions</li> </ul>

**RANGE STATEMENT**

	<ul style="list-style-type: none"><li>• workplace specifications and requirements</li><li>• instructions issued by authorised enterprise or external persons</li><li>• Australian standards</li></ul>
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**Unit Sector(s)**

<b>Unit sector</b>	Vehicle body
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**Co-requisite units**

Not applicable.

**Competency field**

<b>Competency field</b>	Technical - Body
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