



Australian Government

Department of Education, Employment and Workplace Relations

SIFTVM002A Inspect and maintain vehicles and equipment

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to carry out standard vehicle and equipment checks, clean and detail vehicles and equipment and carry out minor maintenance and repairs in a funeral services environment.

Application of the Unit

Application of the unit

This unit applies to standard vehicle and equipment checks on all general purpose, transfer and funeral vehicles as well as ride-on vehicles and trailed and mounted equipment. It applies to both funeral home and cemetery and crematorium staff.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

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 Inspect and check vehicles and equipment.	<p>1.1 Carry out <i>visual checks and inspections</i> of internal and external condition of <i>vehicles</i> according to workplace policies and procedures.</p> <p>1.2 Maintain an inventory of <i>vehicle equipment</i> according to workplace policies and procedures.</p>
2 Clean and detail vehicles and equipment.	<p>2.1 Clean and wash <i>vehicle exteriors</i> according to workplace policies and procedures and manufacturer guidelines.</p> <p>2.2 Clean <i>vehicle interiors</i> according to workplace policies and procedures.</p> <p>2.3 Clean and disinfect equipment according to workplace policies and procedures.</p> <p>2.4 Detail vehicles according to manufacturer specifications and guidelines and workplace policies and procedures.</p> <p>2.5 Maintain vehicle and equipment presentation according to workplace policies and procedures.</p>

ELEMENT	PERFORMANCE CRITERIA
3 Carry out maintenance and minor repairs.	<p>3.1 Carry out <i>minor repairs</i> according to workplace policies and procedures.</p> <p>3.2 Arrange periodic service of vehicles and equipment according to manufacturer guidelines and workplace policies and procedures.</p> <p>3.3 Complete <i>documentation</i> according to workplace policies and procedures.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills, including clear and direct communication and active listening and questioning techniques, to liaise with appropriate personnel to arrange service of vehicles
- literacy and numeracy skills to follow manufacturer instructions, maintain inventories and complete required documentation
- planning and organisational skills to conduct regular visual checks and arrange periodic service of vehicles
- teamwork skills to work with other staff.

Required knowledge

- workplace policies and procedures regarding the maintenance of vehicles
- vehicle operations
- vehicle maintenance and repair techniques
- infection control practices
- operating and maintenance requirements of relevant tools and equipment.

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.

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

Evidence of the following is essential:

- implementation of vehicle checks, maintenance and repairs, cleaning and detailing according to workplace policies and procedures
- inspecting and maintaining vehicles and equipment on multiple occasions to ensure consistency of performance and ability to respond to different situations.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in an environment where funeral vehicles can be inspected and detailed and minor repairs can be carried out
- access to relevant documentation, such as manufacturer specifications and guidelines and cleaning and inspection schedules
- access to a funeral vehicle, tools and cleaning and maintenance equipment.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate inspecting and checking vehicles and equipment, cleaning and detailing vehicles and equipment, and carrying out maintenance and minor repairs
- written or verbal questioning to assess knowledge and understanding of relevant workplace policies and procedures with regard to inspection and maintenance of vehicles and equipment
- review of workplace documents completed by candidate
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFFNL002A Assist with the conduct of a funeral
- SIFTVM001A Drive funeral vehicles.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

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.

Visual checks and inspections
may include:

- tyres
- fluid levels
- lights
- repair equipment
- warning systems
- instruments and gauges.

Vehicles may include:

- general purpose cars and vehicles equal to or less than 4.5 tonnes gross vehicle mass (GVM) and seating up to 12 adults, including the driver
- transfer vehicles
- mourning coaches
- limousines
- hearses
- horse drawn vehicles
- escort motorcycles.

RANGE STATEMENT

- Vehicle equipment*** may include:
- first aid kit
 - mobile phone
 - electronic communication equipment
 - street directory
 - religious ornaments
 - umbrellas
 - rain jackets
 - sun shade
 - tissues
 - lifting aids
 - trolleys
 - stretchers
 - body bags
 - linen
 - disinfectant hand solution, paper towel and soap
 - ordinary laundry bags
 - plastic laundry bags
 - plastic ordinary waste bags
 - plastic infectious waste bags
 - disposable paper towels for cleaning
 - hydrochloride disinfectant solution
 - small first aid kit
 - packs of padding, plastic suitable for dressing wounds on bodies or for preventing leakage
 - plastic sheeting for wrapping bodies
 - waterproof tape for sealing wrapped bodies
 - capsules for transporting babies.
- Vehicle exteriors*** may include:
- interior and exterior window glass
 - vehicle body
 - mirrors.
- Vehicle interiors*** may include:
- carpets
 - upholstery
 - ashtrays.

RANGE STATEMENT

Minor repairs may include:

- changing or repairing vehicle tyres and wheels
- jump starting vehicles
- changing fuses and light globes.

Documentation may include:

- service or repair records
- inspection checklists
- cleaning schedules.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Tools, Vehicles and Machinery