



Australian Government

**Assessment Requirements for
AUMAMA004 Coordinate automotive
project activities**

Release: 1

Assessment Requirements for AUMAMA004 Coordinate automotive project activities

Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAMA5004 Coordinate project activities

Performance Evidence

Before competency can be determined, individuals must have competently coordinated project activities on a minimum of two occasions.

Individuals must demonstrate they can:

- comply with legislation, regulations, standards, codes of practice, safe work practices and workplace procedures relevant to project scope
- communicate project activities with team members
- allocate tasks, resources, processes, costs and timelines
- coordinate automotive project plan and activities
- monitor team members
- ensure project activity reports are completed
- assist project leader in the preparation of the project final report.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- legislation, regulations, standards, codes of practice, safe work practices and workplace procedures relevant to project scope
 - workplace systems and processes to supply resource requirements
 - principles of project management
 - methods of implementing project activities:
 - identifying processes and required resources from project plan
 - identifying and allocating tasks from project plan
 - recording and reporting procedures for monitoring progress of project activities
 - methods of monitoring projects:
 - procedures for communicating between project members
 - methods of monitoring and supporting team members
 - methods of monitoring project timelines
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- procedures for reviewing project outcomes
 - types, layout and application of project reports.

Assessment Conditions

Assessors must satisfy SNR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the automotive project activities that they have coordinated.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive manufacturing workplace or simulated workplace
- legislation, regulations, standards and codes of practice relevant to project scope
- workplace procedures relating to automotive project activities
- stakeholders
- record keeping systems
- automotive project plans
- automotive project activity reports.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>

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