



**Australian Government**

**Assessment Requirements for AURAF105  
Write routine texts in an automotive  
workplace**

**Release: 1**

# Assessment Requirements for AURAF105 Write routine texts in an automotive workplace

## Modification History

| Release   | Comments  |
|-----------|---|
| Release 1 | This version first released with AUR Automotive Retail, Service and Repair Training Package Version 6.0 |

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- write at least two short routine texts used in an automotive workplace for different audiences and purposes
- complete and lodge at least one industry form with an external organisation.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- basic principles of effective written communication, including:
  - differences between requirements for written as opposed to spoken English
  - purposes of written communication used in automotive workplaces
  - features of routine formal and informal workplace texts, including layout
  - writing strategies to complete routine workplace texts, including planning, drafting and reviewing
  - grammar and vocabulary sufficient to complete routine workplace texts legibly
  - writing conventions for routine workplace texts and forms
- workplace procedures or style guides for preparing written texts, including:
  - protocols relating to workplace documentation, including emails and memos
  - workplace sign-off and approval processes relating to written texts
- types, uses and layouts of industry forms, including:
  - forms from licensing and regulatory organisations
  - workplace-specific forms, including:
    - leave application forms
    - requisitions
    - time cards

- electronic and manual lodgement processes.

## Assessment Conditions

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

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to having written a range of routine texts in an automotive workplace, e.g. workplace-specific documents and forms that they have completed.

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 repair workplace or simulated workplace
- workplace-specific documents that can be completed
- writing equipment and materials
- office equipment and communication devices
- dictionaries or written language aids.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>