



Australian Government

AURFA105 Write routine texts in an automotive workplace

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to complete standard automotive industry forms that accurately convey meaning and information.

The unit applies to those working in the automotive service and repair industry. The unit includes routine workplace texts for different purposes, including industry-related forms.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Common Foundation Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to complete routine automotive workplace text	1.1 Identify purpose and audience for routine automotive text 1.2 Identify and confirm due date, relevant organisation, and method of lodgement with supervisor 1.3 Gather information required to complete the text according to workplace procedures
2. Finalise draft of written text	2.1 Draft text according to workplace procedures 2.2 Clarify queries or concerns about information required in the text with required internal or external personnel 2.3 Review text for accuracy and meaning 2.4 Collect and attach supporting documentation or information according to workplace procedures 2.5 Obtain signatory requirements according to workplace

ELEMENTS	PERFORMANCE CRITERIA
	procedures
3. Submit text	3.1 Lodge routine text, supporting documentation, and any required payment according to workplace procedures 3.2 Verify receipt of text according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Interprets and applies workplace procedures Interprets technical information and instructions to determine requirements for written text.
Writing	<ul style="list-style-type: none"> Spells with reasonable accuracy Constructs text with reasonable accuracy of grammatical structure and punctuation Writes text legibly using required automotive terminology.
Numeracy	<ul style="list-style-type: none"> Interprets numerical information and records it accurately in documentation.
Digital literacy	<ul style="list-style-type: none"> Uses digital systems and tools to access, filter, extract, organise and submit written text.
Self-management	<ul style="list-style-type: none"> Sequences task and follows workplace procedures for preparing and lodging written text.
Technology	<ul style="list-style-type: none"> Uses office equipment to lodge forms and copy or send written texts.

Unit Mapping Information

Supersedes and is equivalent to AURAF105 Write routine texts in an automotive workplace.

Links

Companion Volume Implementation Guide is found on VETNet -

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