



Australian Government

AURTTA002 Assist with automotive workplace activities

Release: 1

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Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to assist with automotive workplace activities. It involves preparing for the work, assisting with workplace cleaning and component removal and refitting activities as required, and completing workplace processes and documentation.

It applies to those undertaking a Vocational Education and Training in Schools (VETiS) or pre-vocational qualification as preparation for entering the automotive retail, service and repair industry. The unit is designed for use in a highly supervised context and is not suitable for use in a vocational qualification.

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

Competency Field

Mechanical Miscellaneous

Unit Sector

Technical

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for workplace activities	1.1 Task instructions are interpreted and activities are identified 1.2 Workplace activity information is sourced and interpreted 1.3 Potential hazards and risks associated with the task are identified

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	and reported to workplace supervisor 1.4 Tools and equipment are selected and checked for serviceability
2. Undertake workplace activities	2.1 <i>Workplace activities</i> are carried out according to manufacturer specifications, workplace procedures, and <i>safety and environmental requirements</i> , and without causing damage to components, systems or vehicles 2.2 Assistance is sought from appropriate persons when difficulties arise
3. Complete work processes	3.1 Final inspection is made to ensure work meets task instructions and workplace standards 3.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected and stored 3.3 Tools and equipment are checked and stored according to workplace procedures 3.4 Workplace documentation is processed according to workplace procedures

Foundation Skills

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

Skills	Description
Learning skills to:	<ul style="list-style-type: none"> locate appropriate information.
Reading skills to:	<ul style="list-style-type: none"> interpret key information from manufacturer specifications, workplace procedures and safety requirements relating to workplace activities.
Writing skills to:	<ul style="list-style-type: none"> legibly and accurately fill out workplace documentation using correct industry terminology and conventions.
Oral communication skills to:	<ul style="list-style-type: none"> participate effectively in verbal exchanges using questioning and active listening to request, clarify and clearly convey information.
Numeracy skills to:	<ul style="list-style-type: none"> use basic mathematical operations, including addition and subtraction, to calculate quantities and volume of materials.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Workplace activities</i> must include:	<ul style="list-style-type: none"> • component removal and refitting • component cleaning • workplace housekeeping • vehicle washing and cleaning.
<i>Safety and environmental requirements</i> must include:	<ul style="list-style-type: none"> • work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for: <ul style="list-style-type: none"> • selecting and using personal protective equipment (PPE) • safely handling chemicals • environmental requirements, including procedures for trapping, storing and disposing of cleaning agents and contaminants.

Unit Mapping Information

Equivalent to AURTTA1002 Carry out workshop practice activities

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>