



**Australian Government**

# **AURTTK102 Use and maintain tools and equipment in an automotive workplace**

**Release: 1**

# AURTTK102 Use and maintain tools and equipment 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 |

## Application

This unit describes the skills and knowledge required to select, use, maintain and store tools and equipment in an automotive workplace.

The unit applies to those who work in all sectors of the automotive industry.

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

## Unit Sector

Mechanical Miscellaneous Technical – Tools and Equipment

## Elements and Performance Criteria

| ELEMENT  | PERFORMANCE CRITERIA  |
|--|---|
| <i>Elements describe the essential outcomes.</i>             | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>  |
| 1. Select and use tools and equipment                        | 1.1 Determine job requirements from workplace instructions<br>1.2 Select tools and equipment to meet job requirements<br>1.3 Check tools and equipment for serviceability according to manufacturer and workplace procedures<br>1.4 Use tools, equipment and personal protective equipment (PPE) according to manufacturer procedures and safety requirements |
| 2. Service, maintain and store workplace tools and equipment | 2.1 Service, adjust and maintain tools and equipment according to workplace and manufacturer schedules and procedures to ensure safe and accurate operation, within scope of own responsibility<br>2.2 Clean remaining tools and equipment, check for   |

| ELEMENT | PERFORMANCE CRITERIA   |
|---------|--|
|         | serviceability, and store according to workplace procedures<br>2.3 Tag and remove damaged or worn tools and equipment and report 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  |
|-------------------------|--|
| Learning                | <ul style="list-style-type: none"> <li>• Locates required sources of information efficiently</li> <li>• Identifies scope of own responsibility</li> </ul>  |
| Reading                 | <ul style="list-style-type: none"> <li>• Interprets work health and safety (WHS) procedures in workplace and manufacturer literature</li> <li>• Interprets information from manufacturer instruction manuals</li> </ul>  |
| Numeracy                | <ul style="list-style-type: none"> <li>• Identifies different size metric and imperial tools</li> <li>• Understands the progression of fractions in imperial tools</li> <li>• Uses basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume</li> </ul> |
| Planning and organising | <ul style="list-style-type: none"> <li>• Plans own work requirements</li> <li>• Prioritises actions to achieve required outcomes</li> <li>• Ensures tasks are completed within workplace timeframes</li> </ul>   |

## Unit Mapping Information

Supersedes and is equivalent to AURTTK002 Use and maintain tools and equipment 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>