



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AUR31205 Certificate III in Automotive Retail, Service and Repair**

**Release: 2**

## AUR31205 Certificate III in Automotive Retail, Service and Repair

### Modification History

Not Applicable

### Description

This qualification covers the skills and knowledge required to perform a range of sales, servicing and repair functions within the automotive retail, service and repair sector. It is suitable for entry into the automotive retail, service and repair sector.

#### *Job roles/employment outcomes*

The Certificate III in Automotive Retail, Service and Repair is a general qualification intended to prepare new employees or recognise and develop existing workers who are performing various tasks in an automotive retail, service or repair context.

Employment outcomes targeted by this qualification may include:

- automotive mechanics
- automotive electricians
- automotive specialists
- vehicle salespersons
- vehicle repairers
- parts interpreters.

#### *Application*

This qualification is suitable for an Australian Apprenticeship pathway.

### Pathways Information

#### *Pathways into the qualification*

This qualification may be accessed by direct entry. Credit will be granted towards this qualification to those who have completed a Certificate II qualification from the AUR05 Training Package or other relevant qualifications.

#### *Pathways from the qualification*

Further training pathways from this qualification include AUR40208 Certificate IV in Automotive Technology or other relevant qualifications.

#### *Additional qualification advice*

This is a generic qualification to provide for flexibility to cater for the training needs of individuals across sectors of the automotive industry.

## **Licensing/Regulatory Information**

### ***Licensing considerations***

There are no specific licences that relate to this qualification. However, some units in this qualification may have licensing or regulatory requirements, depending on the work context. Local regulations should be checked for details.

## **Entry Requirements**

Not Applicable

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills for this qualification as identified by the retail, service and repair sector of the Automotive industry. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"><li>Clearly communicating workplace information to others (verbal and non-verbal), including use of automotive terms</li><li>Completing workplace reports</li><li>Communicating ideas and information with workplace colleagues</li><li>Using and contributing to workplace procedures</li><li>Maintaining workplace records</li><li>Communicating with colleagues and clients to handle verbal enquiries, such as clarifying instructions and responding to requests for information</li><li>Communicating with people who speak languages other than English and in a cross-cultural context</li><li>Interpreting the needs of customers</li><li>Reading and interpreting workplace related documentation</li></ul>
Teamwork	<ul style="list-style-type: none"><li>Identifying and describing own role and role of others</li><li>Working within a team to provide office administration services</li><li>Working with diverse individuals and groups</li><li>Applying knowledge of own role to complete activities efficiently to support team activities and tasks</li></ul>
Problem solving	<ul style="list-style-type: none"><li>Recognising a workplace problem or a potential problem and taking action</li><li>Determining problems needing priority action</li><li>Referring problems outside area of responsibility to appropriate person and suggesting possible causes</li><li>Seeking information and assistance as required to solve problems</li><li>Using a range of problem-solving techniques</li><li>Taking action to resolve concerns</li></ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"><li>• Developing practical responses to common breakdowns in workplace systems and procedures</li></ul>
Initiative and enterprise	<ul style="list-style-type: none"><li>• Adapting to new and emerging situations in the workplace</li><li>• Being proactive and creative in responding to workplace problems, changes and challenges</li></ul>
Planning and organising	<ul style="list-style-type: none"><li>• Prioritising actions to achieve required outcomes</li><li>• Planning own work requirements</li><li>• Allocating resources to workplace tasks and requirements</li><li>• Identifying risk factors and taking action to minimise risk</li></ul>

## Packaging Rules

### Packaging Rules

To be awarded the Certificate III in Automotive Retail, Service and Repair, competency must be achieved in **twenty three (23)** units of competency:

- **two (2)** core units of competency
- **twenty one (21)** elective units of competency from Group A, as specified below.

Where prerequisite units are identified they must be counted in the total number of units required for completion of the qualification.

The following pairs of units must not be chosen together when achieving this qualification:

MEM05003B	Perform soft soldering
AURV223808A	Carry out soft soldering techniques

MEM05004C	Perform routine oxy acetylene welding
AURV223608A	Carry out oxy acetylene welding, thermal cutting and thermal heating procedures

MEM05007C	Perform manual heating and thermal cutting
AURV223608A	Carry out oxy acetylene welding, thermal cutting and thermal heating procedures

MEM05017D	Weld using gas metal arc welding process
AURV281308A	Carry out gas metal arc (MIG) welding procedures

### Core units of competency

- Complete the following unit of competency:

AURC270103A	Apply safe working practices
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- Plus, **one (1)** of the following environmental units of competency:

AURC272003A	Apply environmental regulations and best practice in a workplace or business
AURT271781A	Implement and monitor environmental regulations in the automotive mechanical industry
AURV271403A	Apply environmental regulations and best practice in the body repair industry
AURV371481A	Implement and monitor environmental regulations and best practice in the body repair industry

## Elective units of competency

### Group A

Select a minimum of **twenty one (21)** elective units of competency as specified below:

- a minimum of **seventeen (17)** units from the AUR Training Package (aligned at Certificate II, III or IV)
- a maximum of **four (4)** open electives from other endorsed Training Packages and accredited courses, where those units are aligned to Certificate III.

Note that:

- a maximum of **eleven (11)** elective units may be selected from units aligned to Certificate II qualifications
- a maximum of **two (2)** elective units may be selected from units aligned to Certificate IV qualifications.