



**Australian Government**

# **AUR20712 Certificate II in Automotive Vocational Preparation**

**Release 2**

## AUR20712 Certificate II in Automotive Vocational Preparation

### Modification History

Release	Comment
Release 1	New qualification
Release 2	Unit Titles Changed: AURJTJ2001 - Remove, inspect and fit motorcycle wheel assemblies AURLTJ2003 - Remove, inspect and refit light vehicle wheel assemblies.

## Description

This qualification covers the skills and knowledge required to perform a limited range of tasks related to familiarisation and inspection of mechanical and electrical components and systems of cars, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited.

### Job roles and employment outcomes

The Certificate II in Automotive Vocational Preparation prepares prospective employees to undertake work in the broader automotive industry.

Job roles related to this qualification include:

- trades assistant
- vehicle service assistant
- automotive service assistant
- trainee serviceperson
- automotive trainee.

### Application

This qualification provides individuals with an introduction to the automotive industry as well as some of the basic skills needed. It is an appropriate level for an individual undertaking work experience, or in a probationary period in employment.

The qualification is particularly applicable to school-based studies as an entry-level pathway to employment, and is suitable as an Australian traineeship or apprenticeship pathway.

## Pathways Information

### Pathways into the qualification

Credit may be granted towards this qualification by those who have completed AUR10112 Certificate I in Automotive Vocational Preparation or other relevant qualifications.

### Pathways from the qualification

Further training pathways from this qualification include AUR12 Training Package Certificate III qualifications or other relevant qualifications.

## Licensing/Regulatory Information

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

## **Entry Requirements**

This qualification may be accessed by direct entry.

## Employability Skills Summary

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
<p>The following table contains a summary of the Employability Skills as identified by the automotive retail, service and repair industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.</p>	
<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• understanding and carrying out verbal instructions from supervisors and others</li> <li>• reading and understanding workplace documents</li> <li>• completing written workplace documentation, forms, logs and diaries</li> <li>• sharing work-related information with other team members</li> <li>• communicating with people from a range of social, cultural and ethnic backgrounds</li> <li>• seeking and acting on feedback</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• contributing positively to the work team environment</li> <li>• working effectively with others in a socially diverse environment</li> <li>• respecting and understanding the views of others</li> <li>• giving and receiving feedback</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• recognising a problem or potential problem with automotive component, system or equipment</li> <li>• seeking information and assistance to solve problems outside own area of responsibility</li> <li>• solving problems in own area of responsibility</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• making adjustments to improve own performance</li> <li>• suggesting ideas for workplace improvement to supervisors and team members</li> <li>• positively adapting to changes in workplace procedures and arrangements</li> <li>• taking positive action to report hazards or risk situations to supervisors</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• understanding how own job role fits into the wider workplace context</li> <li>• planning daily work tasks to work safely and manage risks according to workplace procedures</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>• following workplace safety requirements and other policy and procedures</li> <li>• managing own time</li> <li>• completing known delegated tasks on time</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	<ul style="list-style-type: none"><li>• completing non-routine tasks as requested</li><li>• selecting appropriate equipment and materials</li><li>• asking for advice and assistance</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• identifying personal strengths and weaknesses</li><li>• positively accepting opportunities to learn</li><li>• acting on feedback to improve work performance</li><li>• asking questions to gain information</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• appropriately setting up technological equipment</li><li>• using workplace diagnosis technology</li><li>• recognising and reporting faulty equipment</li></ul>

## Packaging Rules

To be awarded this qualification, competency must be demonstrated in **12 units of competency, consisting of:**

- **7 core units**
- plus
- **5 elective units**, of which:
  - up to **5** elective units may be chosen from the elective units listed below
  - up to **2** elective units may be chosen from a Certificate I or Certificate II qualification in this Training Package or another endorsed Training Package or accredited course, provided that the units chosen contribute to the vocational outcome of this qualification and do not duplicate the outcome of another unit chosen for the qualification.

### Core units

Unit code	Unit title
<b>Common – Environment</b>	
AURAEA2002	Apply environmental and sustainability best practice in an automotive workplace
<b>Common – Foundation Skills</b>	
AURAF2003	Communicate effectively in an automotive workplace
AURAF2004	Solve routine problems in an automotive workplace
<b>Common – Health and Safety</b>	
AURASA2002	Apply safe working practices in an automotive workplace
<b>Electrical – Technical – Electrical and Electronic</b>	
AURETR1003	Apply automotive electrical system fundamentals
<b>Mechanical – Light Vehicle – Technical</b>	
AURLTA1001	Apply automotive mechanical system fundamentals
<b>Mechanical Miscellaneous – Technical – Tools and Equipment</b>	
AURTTK2002	Use and maintain workplace tools and equipment

### Elective units

Unit code	Unit title
<b>Common – Foundation Skills</b>	
AURAF2005	Write routine texts in an automotive workplace
<b>Common – Management, Leadership and Supervision</b>	
AURAMA2001	Work effectively with others
<b>Common – Quality</b>	
AURAQA2001	Contribute to quality work outcomes
<b>Bicycle – Technical</b>	
AURBTA1001	Remove and tag bicycle components
<b>Bicycle – Technical – Wheels and Tyres</b>	
AURBTJ2001	Remove, repair and fit bicycle tyres
<b>Bicycle – Technical – Tools and Equipment</b>	
AURBTK2001	Use and maintain specialised bicycle repair tools
<b>Bicycle – Technical – Driveline and Final Drives</b>	
AURBTQ2001	Service bicycle drivetrain systems
<b>Bicycle – Technical – Accessories</b>	
AURBTV2001	Fit and adjust bicycle accessories
<b>Electrical – Technical – Tools and Equipment</b>	
AURETK1001	Identify, select and use low voltage electrical test equipment
<b>Electrical – Technical – Electrical and Electronic</b>	
AURETR1001	Remove and tag automotive electrical system components
AURETR1002	Test, service and maintain battery storage systems
AURETR2006	Carry out soldering of electrical wiring and circuits
AURETR2009	Install, test and repair vehicle lighting and wiring systems
AURETR2015	Inspect and service batteries



Unit code	Unit title
<b>Mechanical – Heavy Vehicle – Technical – Steering and Suspension</b>	
AURHTD2001	Inspect and service heavy commercial vehicle suspension systems
<b>Mechanical – Heavy Vehicle – Technical – Fuel Systems</b>	
AURHTF2001	Inspect heavy commercial vehicle fuel systems and components
<b>Mechanical – Heavy Vehicle – Technical – Wheels and Tyres</b>	
AURHTJ1001	Inspect heavy commercial vehicle wheels and tyres
<b>Mechanical – Heavy Vehicle – Technical – Driveline and Final Drives</b>	
AURHTQ2001	Inspect heavy commercial vehicle driveline components
<b>Mechanical – Motorcycle – Technical</b>	
AURJTA1001	Perform minor adjustments to motorcycles
AURJTA1002	Remove and replace motorcycle components and accessories
<b>Mechanical – Motorcycle – Technical – Steering and Suspension</b>	
AURJTD2001	Inspect and service motorcycle suspension systems
AURJTD2002	Inspect and service motorcycle steering systems
<b>Mechanical – Motorcycle – Technical – Wheels and Tyres</b>	
AURJTJ2001	Remove, inspect and fit motorcycle wheel assemblies
<b>Mechanical – Light Vehicle – Technical – Wheels and Tyres</b>	
AURLTJ2003	Remove, inspect and refit light vehicle wheel assemblies
<b>Outdoor Power Equipment – Technical</b>	
AURPTA1001	Carry out pre-repair operations to outdoor power equipment
AURPTA1002	Perform minor adjustments to outdoor power equipment
AURPTA2003	Service and repair rotary cutting systems
AURPTA2006	Service line trimming systems and components
<b>Outdoor Power Equipment – Technical – Engines</b>	

<b>Unit code</b>	<b>Unit title</b>
AURPTE2002	Service engines and engine components (outdoor power equipment)
<b>Marine – Technical – Engines</b>	
AURRTE1001	Prepare outboard engines for wet-run testing
AURRTE2002	Service outboard engines and components
<b>Marine – Technical – Driveline and Final Drives</b>	
AURRTQ2001	Service inboard propeller drive systems
AURRTQ2002	Service jet drive propulsion systems
<b>Marine – Technical – Electrical and Electronic</b>	
AURRTR1001	Inspect, service and maintain marine battery storage systems
<b>Mechanical Miscellaneous – Technical</b>	
AURTTA1001	Remove and tag steering, suspension and brake system components
AURTTA1002	Carry out workshop practice activities
AURTTA1003	Use and maintain basic measuring devices
AURTTA2004	Carry out servicing operations
AURTTA2005	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTA2009	Carry out pre-repair operations (mechanical)
<b>Mechanical Miscellaneous – Technical – Engines</b>	
AURTTE1003	Remove and tag engine system components
<b>Mechanical Miscellaneous – Technical – Driveline and Final Drives</b>	
AURTTQ2002	Remove and refit driveline components
<b>Vehicle Body – Technical – Tools and Equipment</b>	
AURVTK2001	Use and maintain vehicle body repair hand tools
<b>Vehicle Body – Technical – Body</b>	
AURVTN2003	Carry out pre-repair vehicle body operations

<b>Unit code</b>	<b>Unit title</b>
<b>Vehicle Body – Technical – Paint</b>	
AURVTP2006	Prepare vehicle components for paint repairs
AURVTP2008	Clean and polish vehicle exterior paint
<b>Vehicle Body – Technical – Trimming and Upholstery</b>	
AURVTT2008	Clean and finish vehicle interior trim and seats

## **Custom Content Section**

Not applicable.