Australian Government

AURAFA2001 Use numbers in an automotive workplace

Release 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

AURAFA2001 Use numbers in an automotive workplace

Modification History

Release	Comment
Release 1	Replaces AURC251677A Use numbers in the workplace Performance Criteria updated to reflect the automotive workplace

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes required to make simple calculations and numerical estimations relating to vehicle repairs, parts and labour quotations and preparatory calculations for workplace documentation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	Work requires individuals to demonstrate entry level proficiency with numerically orientated problem-solving skills as they relate to vehicle repairs or workplace administrative documentation in an automotive workplace or setting. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Collect and organise numerical information	1.1. Relevant ***examples of numerical information*** are sourced 1.2. Numerical information is extracted from automotive workplace documents and compared to job requirements 1.3. Automotive mechanical text and related numerical information collected from other sources is checked and identified as relevant to task
2. Interpret and present automotive numerical information	2.1. Procedures are established for the interpretation of numerical information 2.2. Numerical information is identified and interpreted 2.3. ***Calculations*** are carried out to establish comparable numerical information 2.4. Calculations are checked for accuracy against numerical information 2.5. Numerical and related information is applied to inspection or repair activity 2.6. Evidence for interpretation of results is presented
3. Prepare and present other workplace numerical and related information	3.1. ***Information and workplace documents*** that support automotive workplace administrative functions are sourced 3.2. Quantities/resources required in the workplace are estimated 3.3. The time required to complete the task is estimated 3.4. Settings for equipment and machinery are estimated and adjusted 3.5. Estimates or calculations are documented according to workplace documentation procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to communicate ideas and information using calculations in reports and repair quotations
- initiative and enterprise to identify sources of information, assistance and expert knowledge to expand knowledge, skills and understanding
- literacy skills to:
  - understand written numerical workplace procedures and documents
  - read and follow numerical information on written instructions, specifications, standard operating procedures, manuals, lists, mechanical drawings and other applicable reference documents
- numeracy skills to:
  - use mathematical ideas and techniques to count and measure
  - select and apply mathematical processes, including at a minimum; addition, subtraction, multiplication and division
- planning and organising skills to:
  - plan and organise activities using numbers/calculations in plans and work requirements
  - plan and organise activities relating to the reading of automotive specific text
- problem-solving skills to:
  - identifying suitable mathematical principles to solve numerical problems
  - refer problems outside area of responsibility to appropriate person and suggest possible causes
- self-management skills to:
  - select and use appropriate written materials, processes and procedures
  - recognise limitations and seek timely advice
  - follow workplace documentation, such as codes of practice and operating procedures
- teamwork skills to work with others and in a team by seeing and conveying information relating to the calculating, planning, sequencing and completion of the task
- technical skills to collect, organise and understand information relating to collating figures, calculation and analysis
- technology skills to:
- use available workplace technology relating to using numbers in an automotive workplace
- use workplace technology to assist with information transfer

Required knowledge

- knowledge of workplace policies and procedures relating to the collection, storage and application of numerical information
- basic mathematical concepts

REQUIRED SKILLS AND KNOWLEDGE

- metric and non-metric systems of measurement as they relate to numerical calculations for vehicle repairs
- calculations including addition, multiplication, subtraction, division and percentages
- calculations involving whole numbers and fractions

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge. A person who demonstrates competency in this unit must be able to: • identify and source relevant technical information • gather and evaluate mathematical information relating to the problem or job requirement • devise and implement mathematical and numerical solutions for a minimum of three key vehicle or workplace functions • demonstrate mathematical and numerical solutions in workplace documentation.
Context of and specific resources for assessment	Competency is to be assessed in the workplace or a simulated workplace environment that accurately reflects performance in a real workplace setting. Assessment is to occur: • using standard workplace practices and procedures • following safety requirements • applying environmental constraints Assessment is to comply with relevant: • regulatory requirements • Australian standards • industry codes of practice The following resources should be made available: • a workplace or simulated workplace • documentation, such as workshop manuals, vehicle repair information, enterprise or sample documents, invoices, statements, stock records, job cards, repair quotations, personnel records, time sheets and supply quotations • equipment for calculations, such as calculators or computers.
Method of assessment	Assessment must satisfy the endorsed Assessment Guidelines of

EVIDENCE GUIDE	
	this Training Package. Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with the application of required skills and knowledge. Assessment methods must be by direct observation of tasks and include questioning on required skills and knowledge to ensure correct interpretation and application. Competence in this unit may be assessed in conjunction with other units which together form part of a holistic work role. Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate the needs of diverse clients. Assessment processes and techniques must be culturally sensitive and appropriate to the language, literacy and numeracy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Examples of numerical information may include:	• manufacturer/component supplier specifications • vehicle workshop / repair manuals • equipment / component specifications • automotive texts • information sourced from enterprise-specific documents • equipment or material supply quotations.
Calculations may include:	• using simple mathematical equations with or without assistance of a calculator, relating to automotive oriented data and equipment, involving the use of: • counting • measurement • addition • subtraction • multiplication • division • whole numbers • fractions • using metric and non-metric measurement systems • using measuring devices.
Information and workplace documents may include:	• repair quotations • numerical invoices • statements • stock records • job cards • personal records • time sheets • computer records, • supplier invoices or statements.

Unit Sector(s)

Field of Competency	Common
Unit Sector	Foundation Skills

Custom Content Section

Not applicable.