



Australian Government

AURFA2002 Read in an automotive workplace

Release 1

AURAF A2002 Read in an automotive workplace

Modification History

Release	Comment
Release 1	Replaces AURC251356A Read in the workplace Performance Criteria updated to reflect the automotive workplace

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes required to read automotive workplace documents, such as safety procedures and workshop manuals, in order to perform routine tasks in an automotive or workshop setting.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>Work requires individuals to demonstrate entry-level proficiency to read automotive-specific texts and manuals so that decisions can be made regarding mechanical service and repair requirements.</p> <p>Work applies to the application of technical information gained from reading automotive text and should be contextualised to the service and repair of vehicles in an automotive workplace.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Read text that contains specialist information in a variety of formats	1.1. <i>Specialist text</i> is understood and correctly applied 1.2. Main points identified while <i>reading</i> are presented and applied as solutions or ideas 1.3. Meaning of new technical words is determined 1.4. Meaning of key words and phrases is determined 1.5. Text information of relevance to own role and responsibilities is identified and communicated to others as required

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 to others relating to automotive-specific text in the workplace
- initiative and enterprise skills to identify sources of information, assistance and expert knowledge to expand knowledge, skills and understanding
- literacy skills to:
 - understand written workplace specialist text relating to automotive service and repair tasks
 - read and follow information in specialist text, including specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents
- numeracy skills to understand numbers and mathematical units
- problem-solving skills to:
 - recognise a workplace problem or a potential problem
 - 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
- technology skills to use workplace technology to:
 - read in an automotive workplace
 - assist with accessing and transferring information

Required knowledge

- techniques for understanding key ideas in specialist workplace text and documents
- common automotive workplace terminology
- procedures for accessing and reviewing workplace texts and documents

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:

- read automotive-related or business text and take appropriate action
- read equipment manuals to assist in operation and maintenance schedules
- apply information from written specialist texts
- extract key information and communicate it to others as required.

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:

- written automotive text and repair information
- equipment and materials relevant to task
- workplace-specific documents, such as stock records, job cards, repair quotations, personnel records, time sheets and meeting notes
- operational forms, memos, messages and faxes
- equipment manuals

	<ul style="list-style-type: none">• service bulletins• dictionaries and other language aids.
Method of assessment	<p>Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.</p> <p>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.</p> <p>Assessment methods must be by direct observation of tasks and include questioning on required skills and knowledge to ensure correct interpretation and application.</p> <p>Competence in this unit may be assessed in conjunction with other units which together form part of a holistic work role.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate the needs of diverse clients.</p> <p>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.</p>

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.

Specialist text may include:

- workplace standard operating procedures
- product manufacturer and component supplier specifications
- instructions in vehicle workshop manuals
- service and repair bulletins
- industry codes of practice
- automotive text.

Reading includes:

- reading and understanding text
- reading and interpreting specific business details and documents (e.g. service manuals and work or job orders) for own use and passing on to others
- reading and interpreting internal and external correspondence and taking action
- reading and interpreting manufacturers' installation and fitting instructions for ancillary equipment
- interpreting written text to enable action to be taken.

Unit Sector(s)

Competency field	Common
Unit sector	Foundation Skills

Custom Content Section

Not applicable.