



Australian Government

AURAKA3002 Adapt work processes to new technologies

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURC361101A Adapt work processes to new technology Unit code updated to meet policy requirements. Minor changes to unit title Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	This unit of competency covers the competence required to investigate the nature of new technologies and modify existing work processes and procedures to incorporate new technologies into the workplace. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.
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Application of the Unit

Application of the unit	
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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. Investigate the nature of the new technology	1.1. Training/information sessions are attended, to gain a full understanding of new technology 1.2. Technical sources are consulted to gain a full understanding of new technology 1.3. New technologies are analysed to determine their importance and value to the enterprise 1.4. Impact of new technologies on existing processes is analysed 1.5. Information about additional materials and equipment required to adopt the technology is communicated to staff
2. Modify existing work processes and procedures	2.1. Processes are modified to incorporate new technologies 2.2. Impact on workflow and productivity is minimised through effective planning and communication with staff 2.3. Staff are provided with training/information in the use of new technologies

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to adapting work processes to new technologies
- communicate ideas and information to supervisors related to adapting work processes to new technologies
- plan and organise activities adapting work processes to new technologies
- work with others and in a team by seeing and conveying information related to the planning, sequencing and completion of the task
- use mathematical ideas and techniques to count and measure
- establish diagnostic processes which adapts work processes to new technologies
- use the workplace technology related to adapting work processes to new technologies

Required knowledge

Knowledge of:

- enterprise existing activity, processes and procedures relevant to application
- cost-benefit analysis principles
- analytical skills, processes and procedures
- planning, communication and management skills, processes and procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:</p> <ul style="list-style-type: none"> investigating the nature of new technologies and modifying existing work processes and procedures to incorporate new technologies into the workplace.
Context of and specific resources for assessment	<ul style="list-style-type: none"> Underpinning knowledge and skills may be assessed on or off the job. Assessment of practical skills must take place only after a period of supervised practice and repetitive experience. If workplace conditions are not available, assessment in simulated workplace conditions is acceptable. Prescribed outcome must be able to be achieved without direct supervision. The following should be made available: <ul style="list-style-type: none"> technical information, hand tooling, specialised tooling and equipment.
Method of assessment	<p>Practical assessments:</p> <ul style="list-style-type: none"> research and adapt a process to a previously unknown technology train staff in use of a new technology compare costs and benefits of a current process and one which incorporates a new technology make a recommendation as to whether a given technology should be introduced to the workplace, taking into consideration the value to the enterprise of the change plan and implement the introduction of a new technology into the workplace, with provision to minimise the impact on workflow and productivity.

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.

Methods	Methods include: <ul style="list-style-type: none"> • analysis of existing work practices • planning • communication • research
Processes which may be modified	Processes which may be modified could include: <ul style="list-style-type: none"> • work/repair sequence • WHS practices • administration and/or documentation • stock control
New technologies	New technologies which could be incorporated into the workplace include: <ul style="list-style-type: none"> • new equipment or tooling, base materials or automotive systems
Unit context	Workplace example: <ul style="list-style-type: none"> • a body repair involving a multi-layer paint system is encountered for the first time in the workshop. The technician contacts the paint supplier to gather information on the paint system. Other persons might also need to be contacted to gain an understanding of how to effect the repair, such as the paint manufacturer or industry contacts who may have encountered such a paint system before and/or employer bodies. Because normal 'blending' is not possible, alternative methods for colour matching need to be determined after gathering information
Information/documents	Information/documents may include: <ul style="list-style-type: none"> • manufacturer/component supplier specifications • technical journals, including workshop • manuals, tune-up manuals • enterprise operating procedures • customer requirements • industry codes of practice • legislation

RANGE STATEMENT

WHS requirements	WHS requirements may include: <ul style="list-style-type: none">• state/territory WHS legislation• award provisions
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Unit Sector(s)

Unit sector	Common
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Co-requisite units

Not applicable.

Competency field

Competency field	Information Technology
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