



Australian Government

AURMMA5003 Manage motorsport operations

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURM542338A Manage motorsport operations Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	<p>This unit of competency covers the skills and knowledge to manage motorsport operations. It includes motorsport team leadership, decision making, ensuring team compliance with motorsport regulatory requirements, and managing logistics and resourcing.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.</p>
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Application of the Unit

Application of the unit	<p>Work involves managing team operations and may include, but is not limited to, workshop management, specific event preparation management, innovation and component management.</p> <p>Work requires individuals to demonstrate discretion, judgement and problem-solving skills in consultation with team members, decision making and planning</p> <p>Competence may be demonstrated in workplaces involved in motorsport, associated with motorsport teams or in a simulated environment.</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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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. Lead team members in undertaking tasks	1.1. Models of leadership are researched and appropriate models applied 1.2. Personal leadership preferences, strengths and weaknesses are identified and strategies developed to enhance leadership 1.3. Team goals are developed in consultation with team members and documented 1.4. Workplace health and safety (WHS) requirements, including regulatory requirements and personal protection needs, are observed throughout the work 1.5. Tasks are delegated, monitored and feedback on performance of tasks given 1.6. Team member performance reporting and review mechanisms are developed and implemented
2. Apply decision-making strategies	2.1. Information is gathered from a variety of sources and team members are consulted 2.2. All information is considered in determining options 2.3. The most appropriate option, given the team circumstances and goals, is chosen 2.4. Decisions are communicated to team members 2.5. Decisions are reviewed and modifications made where required
3. Supervise team compliance with regulatory body requirements	3.1. Regulatory body requirements are interpreted 3.2. Instructions for team members are developed and implemented 3.3. Team members are briefed 3.4. Liaison with regulatory body officials is undertaken
4. Plan resources for team operations	4.1. Team resource and equipment requirements are researched and documented 4.2. Resource needs are prioritised and matched to team budget and priorities are confirmed (or modified) after consultation with team members 4.3. Resource and equipment suppliers are identified and confirmed 4.4. Procurement plan with prioritised purchasing is devised and resources are procured accordingly
5. Plan logistics for team operations	5.1. Operational work plans including role responsibilities, timeframes and milestones are developed

ELEMENT	PERFORMANCE CRITERIA
	<p>5.2. Operations are checked to ensure optimum use of human and physical resources</p> <p>5.3. Operational plans are implemented and team members briefed as to roles and responsibilities</p> <p>5.4. Operational plans are documented and amended in accordance with team procedures and expectations</p>
6. Evaluate operational processes	<p>6.1. Operational progress is closely monitored against required quality of work and adherence to both budget and time schedule and reported to appropriate persons in accordance with team requirements</p> <p>6.2. Opportunities for preventative or corrective changes are identified using outcomes of monitoring activity and feedback from team members</p> <p>6.3. Preventative or corrective action is recommended and implemented</p> <p>6.4. Changes are communicated to appropriate persons in a logical and easily understood manner</p> <p>6.5. Changes are monitored to confirm improvement to team efficiency</p> <p>6.6. Records are maintained of key information pertaining to operational processes in accordance with team requirements</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- collect, organise and understand information related to team resource and logistic requirements, legislative and motorsport regulatory requirements from a variety of sources, using a range of research techniques
- communicate ideas and information to enable input from team members and understanding by team members of plans developed
- plan and organise activities including consultation with team members to determine team resource and logistic requirements and development, implementation and review of operational plans
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise information flow and productivity
- use mathematical ideas and techniques to correctly interpret budgets and estimate material requirements required for team resource and logistic requirements
- use information gathering, analysis and evaluative techniques to determine team resource and logistic requirements and develop strategies to address these
- use workplace technology related to computer software programs for gathering and recording information, including internet search, spreadsheets and databases

Required knowledge

Required knowledge includes:

- controlling body rules, category rules and supplementary regulations
- leadership models
- goal development (e.g. SMART - specific, measurable, achievable, realistic and timely)
- delegation strategies
- information gathering strategies (including internet and library searching and networking)
- analytical tools (e.g. critical path, cause and effect, pros/cons, force-field, Pareto and strength, weakness, opportunity and threat (SWOT) analyses and decision trees)
- decision making and models and techniques
- operational plan development
- logistics and procurement management techniques
- process engineering techniques and systems
- materials handling techniques and options
- equipment and machines to be used to achieve business outcome

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• business processes used in workplace• resource availability, including competencies of individuals in the team |
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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, 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

Assessors must be satisfied that the candidate can competently and consistently:

- interpret and apply team requirements, controlling body and category rules and supplementary regulations
- apply safety requirements including the use of personal protective equipment and materials handling equipment
- implement and supervise task instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to competition vehicle or equipment
 - achieve required outcomes within team time and quality standards
- complete the development of a significant operational procedure incorporating legislative safety requirements and covering:
 - a full analysis of the topic area
 - a step-by-step operational procedure
 - supporting documents to the procedure
- implement a process for an operational area as identified in the unit scope covering:
 - information dissemination
 - monitoring of operations
- complete a review and update of a process for an operational area as identified in the unit scope, covering:
 - system and sub-area/sub-system description
 - evaluation of the effectiveness of the process in achieving desired outcomes
 - legal, regulatory or intellectual property law requirements
 - documentation of modifications to improve the process
- complete work within team budgetary, quality and timeliness standards
- work effectively with others

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> modify activities to cater for variations in workplace context and environment.
Context of, and specific resources for assessment	<ul style="list-style-type: none"> Assessment may occur on the job or in a workplace simulated facility with process equipment, material, work instructions and deadlines. Access to team budgets and inventories as identified in the Range Statement and team procedures. This unit may be undertaken under the guidance of a mentor in the workplace (e.g. team manager), where tasks are undertaken, but ultimate responsibility rests with the mentor. Assessment of this competence may include project related tasks and require portfolios or other forms of indirect evidence of process.
Method of assessment	<ul style="list-style-type: none"> Assessment methods must confirm consistency of performance over time and in a range of workplace contexts. Assessment should be by direct observation of tasks and questioning on underpinning knowledge. Assessment should be conducted over time and may be in conjunction with assessment of other units of competency. Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
<p>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.</p>	
Operational resources	<p>Operational resources include:</p> <ul style="list-style-type: none"> persons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • equipment and machinery • material and consumables • infrastructure
WHS requirements	<p>WHS requirements include:</p> <ul style="list-style-type: none"> • state/territory and federal legislation • material safety management systems • controlling body requirements • manufacturer specifications and local safe operating procedures
Legislative requirements	<p>Work is carried out in accordance with legislative obligations (including environmental requirements), health regulations, manual handling procedures and team insurance requirements</p>
Tooling and equipment	<p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> • a computer and project management database and logistics management software
Procurement planning	<p>Procurement planning includes:</p> <ul style="list-style-type: none"> • normal quantity supply (minimum and maximum holding) and matching storage facilities and materials handling equipment
Procurement	<p>Procurement includes:</p> <ul style="list-style-type: none"> • dissemination of material safety data sheets (MSDS) and other supplier safety information to appropriate persons • identification of relevant engineering controls or personal protection equipment and additional resources required for safe workplace handling and storage • these are documented and managed according to team procedures and legislative requirements
Information/documents	<p>Information/documents may include:</p> <ul style="list-style-type: none"> • controlling body rules, category rules and supplementary regulations • team procedures relating to applying specific operational areas • task instructions including worksheets,

RANGE STATEMENT

	checklists, plans, drawings and designs <ul style="list-style-type: none"> • team procedures relating to reporting and communication • team procedures relating to the use of tooling and equipment • manufacturer/component supplier specifications, material safety data sheets and application procedures for equipment and material • Australian Design Rules (where applicable) • team budgets and inventories
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Unit Sector(s)

Unit sector	Motorsport
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Co-requisite units

Not applicable.

Competency field

Competency field	Management, Leadership and Supervision
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