



Australian Government

AURTTA1002 Carry out workshop practice activities

Release 1

AURTTA1002 Carry out workshop practice activities

Modification History

Release	Comment
Release 1	Replaces AURT100308A Carry out workshop practice activities 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 covers the competence required to carry out workshop practice activities, including general fitting, housekeeping, component cleaning, documenting and reporting skills.</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 involved includes all vehicle repair workshops.</p> <p>Work requires individuals to demonstrate some limited judgement and problem-solving skills in managing own work activities and contributing to a productive team 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
<p>1. Prepare to undertake workshop practice</p>	<p>1.1. WHS requirements, including individual State/Territory regulatory requirements and personal protection needs are observed throughout the work</p> <p>1.2. Procedures and information such as workshop manuals and specifications, and tooling required, are sourced</p> <p>1.3. Method options are analysed and those most appropriate to the circumstances are selected and prepared</p> <p>1.4. Technical requirements for workshop practice are sourced and support equipment is identified and prepared</p> <p>1.5. Warnings in relation to working within a workshop environment are observed</p>
<p>2. Workshop practice is carried out</p>	<p>2.1. Methods for the workshop practice are implemented in accordance with workplace procedures and manufacturer/component supplier specifications</p> <p>2.2. Observations are noted during the procedure</p> <p>2.3. Workshop practice scheduled documentation is completed</p> <p>2.4. Final inspection is made to ensure work is to workplace expectations</p> <p>2.5. Report is completed and delivered to persons</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures
- apply analytical skills required for identification and analysis of technical information
- apply plain English literacy and communication skills in relation to dealing with customers and team members
- apply questioning and active listening skills for example when obtaining information from customers
- apply oral communication skills sufficient to convey information and concepts to customers
- apply planning and organising skills to own work activities, including making good use of time and resources, sorting out priorities and monitoring one's own performance
- interact effectively with other persons both on a one-to-one basis and in groups, including understanding and responding to the needs of a customer and working effectively as a member of a team to achieve a shared goal
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and avoid wastage
- use mathematical ideas and techniques such as number and space techniques, estimation and approximation for practical purposes
- use workplace technology to combine physical and sensory skills needed to operate equipment with understanding of scientific and technological principles needed to explore and adapt systems

Required knowledge

A working knowledge of:

- WHS and environmental regulations/requirements, equipment, material and personal safety requirements
- dangers of working with workshop equipment
- operating principles of machines and equipment and their relationship to each other
- fitting procedures
- workshop procedures
- enterprise quality procedures
- work organisation and planning processes

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 in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in the critical aspects of:</p> <ul style="list-style-type: none"> • observing safety procedures and requirements • communicating effectively with others involved in or affected by the work • selecting methods and techniques appropriate to the circumstances • completing preparatory activity in a systematic manner • conducting the workplace practice in accordance with workplace requirements • accurately interpreting workshop practice requirements • applying fitting skills to manufacturer/component supplier requirements • completing activities within workplace timeframes
Context of, and specific resources for assessment	<p>Application of competence is to be assessed in the workplace or simulated worksite</p> <p>Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints</p> <p>Assessment is to comply with regulatory requirements, including Australian Standards</p> <p>The following resources should be made available:</p> <ul style="list-style-type: none"> • workplace location or simulated workplace • material relevant to carrying out workshop practice activities • equipment, hand and power tooling appropriate to carrying out workshop practice activities • activities covering mandatory task requirements • specifications and work instructions
Method of assessment	<p>Assessment must satisfy the endorsed assessment guidelines of the automotive industry's RS&R Training Package</p> <p>Assessment methods must confirm consistency and accuracy of performance together with application of underpinning</p>

EVIDENCE GUIDE	
	<p>knowledge</p> <p>Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies</p> <p>Assessment may be applied under project related conditions and require evidence of process</p> <p>Assessment must confirm a reasonable inference that competence is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances</p> <p>It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements</p> <p>Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role</p>
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>	
Workshop practice activities	Workshop practice activities are to include housekeeping, component cleaning, general fitting, reporting and documenting
WHS	WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment,

RANGE STATEMENT	
	use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to the conduct of operational risk assessment and responses associated with vehicular movement, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and site visitors
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation
Environmental requirements	Environmental requirements are to include but are not limited to waste management and clean-up management
Quality requirements	Quality requirements are to include, but are not limited to internal company quality policy and standards and enterprise operations and procedures
Statutory/regulatory authorities	Statutory/regulatory authorities may include Federal, State/Territory and local authorities administering acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include hand tooling, gauges, measuring and equipment cleaning devices
Communications	Communications are to include, but are not limited to verbal and visual instructions and fault reporting and may include site specific instructions, written instructions, plans or instructions related to job/task, telephones and

RANGE STATEMENT	
	paggers
Information/documents	Sources of information/documents may include: <ul style="list-style-type: none"> • enterprise operating procedures • job cards • workshop manuals • supplier data sheets • parts catalogues • customer orders • industry/workplace codes of practice • material safety data sheets • Australian Design Rules

Unit Sector(s)

Unit sector	Mechanical Miscellaneous
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Co-requisite units

Not applicable.

Competency field

Competency field	Technical
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