



**Australian Government**

# **AURVTT2004 Trim vehicle components**

**Release 1**

## AURVTT2004 Trim vehicle components

### Modification History

Release	Comment
Release 1	<p>Replaces AURV231208A Carry out trimming of vehicle components</p> <p>Unit code updated to meet policy requirements</p> <p>Minor changes to unit title</p> <p>Reference to OHS legislation replaced with new WHS legislation</p> <p>Licensing statement added to unit descriptor</p>

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency covers the skills and knowledge required to measure, cut, fabricate and attach material covers to vehicle components.</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

<b>Application of the unit</b>	<p>The unit includes identification and confirmation of work requirements, preparation for work, matching, measuring, cutting, fabricating and attaching of material covers to vehicle components, and completion of work finalisation processes, including clean-up and documentation.</p> <p>Work requires individuals to demonstrate 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

<b>Employability skills</b>	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. Prepare for work	1.1. Work instructions are used to determine job requirements, including method, process and equipment. 1.2. Job specifications are read and interpreted. 1.3. Workplace health and safety (WHS) requirements, including personal safety needs, are observed throughout the work. 1.4. Equipment and tooling are identified and checked for safe and effective operation. 1.5. Procedures are determined to minimise task time.
2. Match material	2.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 2.2. Matching procedures are carried out in accordance with manufacturer/component supplier specifications. 2.3. Matching procedures are completed within established industry enterprise guidelines. 2.4. Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures/policies.
3. Measure and cut material	3.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 3.2. Measuring and cutting procedures are carried out in accordance with manufacturer/component supplier specifications. 3.3. Measuring and cutting procedures are completed within established industry enterprise guidelines. 3.4. Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures/policies.
4. Fabricate trim/covers to suit vehicle/ components	4.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 4.2. Trim/cover fabrication procedures are carried out in accordance with manufacturer/component supplier specifications. 4.3. Fabrication procedures are completed within established industry enterprise guidelines. 4.4. Activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
5. Attach material cover to vehicle/component	5.1.Information is accessed and interpreted from manufacturer/ component supplier specifications. 5.2.Attaching procedures are carried out in accordance with manufacturer/component supplier specifications. 5.3.Attaching procedures are completed within established industry/enterprise guidelines. 5.4.Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures/policies.
6. Clean up work area and maintain equipment	6.1.Material that can be reused is collected and stored. 6.2.Waste and scrap is removed following workplace procedure. 6.3.Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures. 6.4.Unserviceable equipment is tagged and faults identified in accordance with workplace requirements. 6.5.Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 6.6.Tooling and equipment is maintained in accordance with workplace procedures.

## 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 work orders, plans and safety procedures for trimming of vehicle components
- technical literacy and communication skills sufficient to interpret and apply common industry terminology, and interpret technical information and specifications
- research and interpretive skills to locate, interpret and apply operational and safety information
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and the reporting of work outcomes and problems
- plain English literacy and communication skills in relation to dealing with others involved in the work
- questioning and active listening skills, for example when obtaining information regarding trimming requirements
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking or workflow interruptions
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to complete tests and measurements to determine trimming requirements
- use pre-checking and inspection techniques to anticipate planning and scheduling problems, avoid wastage of time and material
- manipulative and dexterity skills to perform trimming activities
- problem-solving skills for a range of differing procedural issues
- use workplace technology related to carrying out trimming of vehicle components, including the use of specialist tooling, measuring equipment and communication devices and the reporting/documenting of results

#### Required knowledge

Required knowledge includes:

- WHS cleaning materials, equipment, material and personal safety requirements
- removal and replacement methods
- measuring/testing and adjustment procedures
- technical and legal requirements

**REQUIRED SKILLS AND KNOWLEDGE**

- manufacturer/component supplier/company policies
- types and uses of various materials
- trim fabrication, matching, measuring and cutting procedures
- use of tooling and equipment
- work organisation and planning processes
- enterprise quality processes

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<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"> <li>• observing safety procedures and requirements</li> <li>• communicating effectively with others involved in or affected by the work</li> <li>• selecting methods and techniques appropriate to the circumstances</li> <li>• completing preparatory activity in a systematic manner</li> <li>• fabricating covers/trims</li> <li>• repairing material covers/trims</li> <li>• replacing material covers/trims</li> <li>• adjusting material covers/trims</li> <li>• completing workplace records.</li> </ul>
<p><b>Context of, and specific resources for assessment</b></p>	<ul style="list-style-type: none"> <li>• Application of competence is to be assessed in the workplace or simulated worksite.</li> <li>• Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.</li> <li>• Assessment is to comply with regulatory requirements, including Australian Standards.</li> <li>• The following resources should be made available: <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• material relevant to carrying out trimming of vehicle components</li> <li>• equipment, hand and power tooling appropriate to carrying out trimming of vehicle components</li> <li>• activities covering mandatory task requirements</li> <li>• specifications and work instructions.</li> </ul> </li> </ul>
<p><b>Method of assessment</b></p>	<ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed Assessment Guidelines of the Automotive Industry Retail, Service and Repair Training Package.</li> <li>• Assessment methods must confirm consistency and</li> </ul>



**EVIDENCE GUIDE**

	<p>accuracy of performance together with application of underpinning knowledge.</p> <ul style="list-style-type: none"><li>• Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies.</li><li>• Assessment may be applied under project-related conditions and require evidence of process.</li><li>• 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.</li><li>• 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.</li><li>• Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.</li></ul>
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## Range Statement

<b>RANGE STATEMENT</b>	
<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>	
<b>Trimming methods</b>	<p>Trimming methods are to include:</p> <ul style="list-style-type: none"> <li>• sewing, gluing, riveting, cutting, forming and stapling</li> </ul>
<b>Vehicles</b>	<p>Vehicles may include:</p> <ul style="list-style-type: none"> <li>• marine craft aircraft</li> <li>• light and heavy vehicles and equipment</li> </ul>
<b>WHS</b>	<p>WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include:</p> <ul style="list-style-type: none"> <li>• protective clothing and equipment</li> <li>• use of tooling and equipment</li> <li>• workplace environment and safety</li> <li>• handling of material</li> <li>• use of firefighting equipment</li> <li>• enterprise first aid</li> <li>• hazard control and hazardous material and substances</li> </ul>
<b>Personal protective equipment</b>	<p>Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices</p>
<b>Safe operating procedures</b>	<p>Safe operating procedures are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors.</li> </ul>
<b>Emergency procedures</b>	<p>Emergency procedures related to this unit are to include, but are not limited to:</p>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• emergency shutdown and stopping of equipment</li> <li>• extinguishing fires</li> <li>• enterprise first aid requirements</li> <li>• worksite evacuation</li> </ul>
<b>Environmental requirements</b>	Environmental requirements are to include but are not limited to waste management, noise, dust and clean-up management
<b>Quality requirements</b>	<p>Quality requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• regulations, including Australian standards</li> <li>• internal company quality policies and standards</li> <li>• enterprise operations and procedures</li> </ul>
<b>Statutory/regulatory authorities</b>	<p>Statutory/regulatory authorities may include:</p> <ul style="list-style-type: none"> <li>• federal, state/territory and local authorities administering Acts, regulations and codes of practice</li> </ul>
<b>Tooling and equipment</b>	<p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> <li>• hand tooling</li> <li>• power/air tooling</li> <li>• specialist tooling for dismantling/assembly</li> <li>• staple gun</li> <li>• hammers</li> <li>• wad punches</li> <li>• heat gun</li> <li>• foam cutter</li> <li>• scissors and knives</li> <li>• revolving hole punch</li> <li>• ruler and tape</li> <li>• hand clamps</li> <li>• adhesive gun</li> <li>• pop rivet kit</li> <li>• punch and die set</li> <li>• hog ring pliers</li> <li>• door handle remover</li> <li>• hacksaw</li> <li>• sander</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• staple and tack remover</li> <li>• scrapers and putty knives</li> <li>• stuffing irons</li> <li>• vacuum formers</li> </ul>
<b>Materials</b>	<p>Materials may include:</p> <ul style="list-style-type: none"> <li>• fabrics and cleaning materials</li> </ul>
<b>Communications</b>	<p>Communications are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers</li> </ul>
<b>Information/documents</b>	<p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> <li>• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets (MSDS), diagrams or sketches</li> <li>• Safe work procedures related to carrying out trimming of vehicle components</li> <li>• Regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules</li> <li>• Engineer's design specifications and instructions</li> <li>• Organisation work specifications and requirements</li> <li>• Instructions issued by authorised enterprise or external persons</li> <li>• Australian standards</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	Vehicle body
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**Co-requisite units**

Not applicable.

**Competency field**

<b>Competency field</b>	Technical - Trimming and Upholstery
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