



**Australian Government**

# **AURVTT3020 Select and use leather in trimming**

**Release 1**

## AURVTT3020 Select and use leather in trimming

### Modification History

Release	Comment
Release 1	New unit of competency

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes required to identify, select and use leather in a vehicle trimming environment.</p> <p>The unit involves establishing work requirements; preparing for the task; identifying and performing leather calculations and leather matching; understanding the leather tanning process; measuring, cutting, fabricating and attaching leather covers and trim to vehicle components; and clean-up and documentation.</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>Work applies to light and heavy vehicles, mobile plant and equipment, marine, motorcycles and recreational vehicles as well as aircraft.</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 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. Prepare for work	1.1. Work instructions, <i>information and documents</i> are used to determine job requirements, including method, process and equipment 1.2. <i>Workplace health and safety (WHS) requirements</i> , including <i>personal protective equipment</i> (PPE) and safety needs, are observed throughout the work 1.3. Leather is selected and <i>checked</i> and quantities are calculated 1.4. Appropriate <i>tools and equipment</i> are selected and checked for safe operation 1.5. Appropriate trimming <i>materials</i> are selected and checked for quality 1.6. Workplace <i>emergency procedures</i> are identified and followed when required
2. Cut, fit and check leather	2.1. <i>Leather characteristics</i> and types are identified and inspected 2.2. Leather pieces are laid out in sequence according to developed cutting plan 2.3. Leather pieces are cut according to vehicle plan using predetermined measurements or pattern 2.4. Leather is worked to produce required range of trimming components for particular application 2.5. Leather pieces are applied in line with particular application, ensuring appropriate leather is fitted to high-wear areas and trimmed components 2.6. Leather is positioned and checked prior to being attached to ensure correct fit
3. Attach leather to vehicle or component	3.1. Leather is secured using appropriate fixing and <i>attaching procedures</i> according to manufacturer and component supplier specifications 3.2. Leather is attached according to industry guidelines, WHS requirements, and <i>legislative and workplace policies and procedures</i>
4. Clean up work area and maintain equipment	4.1. Leather material that can be reused is collected and stored according to workplace sustainability practices 4.2. Waste and scrap leather are removed following workplace procedures 4.3. Equipment and work area are cleaned and inspected for serviceable condition according to workplace procedures 4.4. Faulty equipment is identified and tagged according to

	<p>workplace requirements</p> <p>4.5.Operator maintenance is completed according to manufacturer and component supplier specifications and workplace procedures</p> <p>4.6.Tools and equipment are maintained according to workplace procedures</p>
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## 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:
  - confirm work requirements and specifications
  - coordinate work with supervisor and other workers
  - report work problems
  - follow workplace verbal instructions
- initiative and enterprise skills to recognise a workplace problem or potential problem and take action
- learning skills to identify sources of information, assistance and expert knowledge to expand skills, knowledge and understanding
- literacy skills to:
  - understand quality procedures
  - read and follow information on cutting plan, written job instructions, specifications, standard operating procedures, charts, lists, drawings and other reference documents
  - obtain and record leather usage and measurements
  - document leather trimming procedure and required parts
- numeracy skills to interpret and apply metric and imperial systems of measurement when preparing material for cutting
- planning and organising skills to:
  - plan leather trimming job requirements following job specification
  - plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed on time
  - identify risk factors and take action to minimise them
- problem-solving skills to:
  - refer problems outside area of responsibility to appropriate person and suggest possible causes
  - seek information and assistance as required to solve problems
- self-management skills to:
  - select and use appropriate trimming equipment, leather products, materials, processes and procedures
  - recognise own limitations and seek advice
  - follow workplace policies and documentation, such as codes of practice or trimming procedures
- teamwork skills to apply knowledge of own role to complete activities efficiently to support team activities and tasks
- technical skills to use trimming workplace tools and equipment relating to the manufacture and

**REQUIRED SKILLS AND KNOWLEDGE**

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re-cover of leather trimmed components, including:

- specialist tools and equipment
- measuring equipment
- trim patterns
- technology skills to:
  - operate trimming equipment
  - use technology to collect information on leather types and tanning processes

**Required knowledge**

- WHS and PPE requirements and workplace policies relating to trimming processes
- workplace tools and equipment relating to leather trimming
- leather technical information
- criteria for selecting leather
- techniques for measuring and calculating leather
- leather preparation and application processes
- leather cleaning procedures and equipment
- industry and workplace quality standards relating to trimming leather
- workplace-specific technology required for trimming leather

## 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, the Range Statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>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.</p> <p>A person who demonstrates competency in this unit must be able to:</p> <ul style="list-style-type: none"> <li>• observe safety procedures and requirements</li> <li>• select methods and techniques appropriate to the circumstances</li> <li>• complete preparatory activity in a systematic manner</li> <li>• fabricate leather covers and trims</li> <li>• repair leather covers and trims</li> <li>• replace leather covers and trims</li> <li>• adjust leather covers and trims.</li> </ul>
<b>Context of, and specific resources for assessment</b>	<p>Competency is to be assessed in the workplace or a simulated workplace environment that accurately reflects performance in a real workplace setting.</p> <p>Assessment is to occur:</p> <ul style="list-style-type: none"> <li>• using standard workplace practices and procedures</li> <li>• following safety requirements</li> <li>• applying environmental constraints.</li> </ul> <p>Assessment is to comply with relevant:</p> <ul style="list-style-type: none"> <li>• regulatory requirements</li> <li>• Australian standards</li> <li>• industry codes of practice.</li> </ul> <p>The following resources must be made available for the assessment of this unit:</p> <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• material relevant to carrying out leather trimming activities</li> <li>• equipment, hand and power tools appropriate to carrying out leather trimming activities</li> <li>• specifications and work instructions.</li> </ul>



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### Overview of assessment

#### Method of assessment

Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.

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.

Assessment methods must be by direct observation of tasks and include questioning on required skills and knowledge to ensure correct interpretation and application.

Competence in this unit may be assessed in conjunction with other units which together form part of a holistic work role.

Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate the needs of diverse clients.

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.

## 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, 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>	
<p><b><i>Information and documents</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• verbal, written or graphical</li> <li>• signage</li> <li>• work schedules, plans and specifications</li> <li>• work bulletins</li> <li>• material safety data sheets (MSDS)</li> <li>• diagrams and sketches</li> <li>• safe work procedures relating to trimming vehicle components</li> <li>• regulatory and legislative requirements relating to trimming in the automotive industry</li> <li>• Australian Design Rules</li> <li>• engineer's design specifications and instructions</li> <li>• workplace work specifications and requirements</li> <li>• instructions issued by authorised workplace or external persons</li> <li>• Australian standards.</li> </ul>
<p><b><i>Workplace health and safety requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• personal protective clothing and equipment</li> <li>• safe use of tools and equipment</li> <li>• safe handling of material</li> <li>• use of fire-fighting equipment</li> <li>• workplace first aid equipment</li> <li>• hazard control, including control of hazardous materials and toxic substances.</li> </ul>
<p><b><i>Personal protective equipment</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• safety glasses or goggles</li> <li>• earmuffs or earplugs</li> <li>• safety footwear</li> <li>• protective clothing.</li> </ul>
<p><b><i>Checking</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• contaminants</li> <li>• grain</li> <li>• quality</li> <li>• quantity</li> <li>• size</li> <li>• wear stress.</li> </ul>
<p><b><i>Tools and equipment</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• single or multi-needle flatbed sewing machine</li> <li>• heat-gun</li> <li>• hammer</li> </ul>

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	<ul style="list-style-type: none"> <li>• staple-gun</li> <li>• hog ring pliers</li> <li>• skiving machine</li> <li>• hand sewing needles</li> <li>• hand tools</li> <li>• power or air tools</li> <li>• specialist tools for assembly or dismantling</li> <li>• wad punches</li> <li>• foam cutters</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>• door handle remover</li> <li>• hacksaw</li> <li>• sander</li> <li>• staple and tack remover</li> <li>• fluting irons.</li> </ul>
<b>Materials</b> may include:	<ul style="list-style-type: none"> <li>• leather hides</li> <li>• leather patterns</li> <li>• fabrics</li> <li>• cleaning materials</li> <li>• glues</li> <li>• staples</li> <li>• piping.</li> </ul>
<b>Emergency procedures</b> may include:	<ul style="list-style-type: none"> <li>• emergency shutdown</li> <li>• extinguishing fires</li> <li>• workplace first aid requirements</li> <li>• worksite evacuation.</li> </ul>
<b>Leather characteristics</b> may include:	<ul style="list-style-type: none"> <li>• natural markings</li> <li>• finished and unfinished sides</li> <li>• high and low wear</li> </ul>

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	<ul style="list-style-type: none"> <li>• direction of markings</li> <li>• flaws and blemishes</li> <li>• colour variation between hides</li> <li>• flexibility.</li> </ul>
<p><i>Attaching procedures</i> may include:</p>	<ul style="list-style-type: none"> <li>• sewing</li> <li>• gluing</li> <li>• riveting</li> <li>• cutting</li> <li>• forming</li> <li>• stapling.</li> </ul>
<p><i>Legislative and workplace policies and procedures</i> may include:</p>	<ul style="list-style-type: none"> <li>• federal, state or territory, and local authority Acts and regulations</li> <li>• industry code of practice</li> <li>• Australian Design Rules (ADR)</li> <li>• established workplace policies and procedures</li> <li>• workplace or industry quality procedures.</li> </ul>

### Unit Sector(s)

<b>Competency field</b>	Vehicle Body
<b>Unit sector</b>	Technical – Trimming and Upholstery

### Custom Content Section

Not applicable.