



AUTOMOTIVE INDUSTRY RETAIL, SERVICE & REPAIR

VOLUME 1

**TRAINING PACKAGE CODE
AUR 99**

Endorsed by the National Training Framework Committee and agreed by Ministers 13/09/1999.

This training package is to be reviewed by 30/06/2004.

This material contained within this volume is part of the endorsed component of the training package, this volume should not be used in isolation, but should be used in the context of the whole training package

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www.atpl.net.au e-mail: sales@atpl.net.au

First published: October 1999

Stock Code Number: atp9146

ISBN: 0 642 80057 X

AUR99 Automotive Industry Retail, Service and Repair Training Package V4 (5 Volume Set)

Printed by: Document Printing Australia, Melbourne, Australia

AESharenet Code: P

Print Version No: 4

14/10/2003

COMPLETE LIST OF RS&R QUALIFICATIONS

GENERAL ENTRY LEVEL

CERTIFICATE I IN AUTOMOTIVE	AUR10199
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SALES & ADMINISTRATION

CERTIFICATE II IN AUTOMOTIVE (SALES)	
– Automotive Aftermarket	AUR21999
– Replacement Parts & Accessories	AUR22099
– Service Station Operations	AUR22199
– Vehicle	AUR22299
– Warehousing)	AUR22399
CERTIFICATE III IN AUTOMOTIVE (SALES)	
– Parts Interpreting	AUR31399
– Vehicle)	AUR31499
CERTIFICATE II IN AUTOMOTIVE (ADMINISTRATION)	
– Clerical	AUR20199
– Service Reception	AUR20299
– Vehicle Financing and Insuring	AUR20399
– Vehicle Insuring – Loss Assessing	AUR20499
– Vehicle Valuating/Purchasing)	AUR20599

ELECTRICAL

CERTIFICATE II IN AUTOMOTIVE (ELECTRICAL –	
– Accessory Fitting)	AUR20699
CERTIFICATE III IN AUTOMOTIVE (ELECTRICAL)	AUR30199

MECHANICAL

CERTIFICATE II IN AUTOMOTIVE (MECHANICAL)	
– Air Conditioning	AUR20799
– Cylinder Head Reconditioning	AUR20899
– Driveline	AUR20999
– Exhaust Fitting & Repair	AUR21099
– Natural Gas Vehicle (NGV) Services	AUR21199
– Radiator Repair	AUR21299
– Steering and Suspension	AUR21399
– Tyre Fitting & Repair Heavy	AUR21499
– Tyre Fitting & Repair Light	AUR21599
– Underbody	AUR21699
– Vehicle Servicing	AUR21799
– Wheel Aligning)	AUR21899
CERTIFICATE III IN AUTOMOTIVE (MECHANICAL)	
– Automatic Transmission	AUR30299
– Brakes	AUR30399
– Diesel Fitter	AUR30499
– Diesel Fuel Specialist	AUR30599
– Driveline	AUR30699
– Engine Reconditioning	AUR30799
– Heavy Vehicle Road Transport	AUR30899
– Heavy Vehicle Mobile Equipment Plant/Earth Moving/Agricultural	AUR30999
– Light Vehicle	AUR31099
– Motor Cycle	AUR31199
– Natural Gas Vehicle (NGV) Installer)	AUR31299

MOTORSPORT

CERTIFICATE II IN AUTOMOTIVE (MOTORSPORT)	AUR23402
CERTIFICATE III IN AUTOMOTIVE (MOTORSPORT)	AUR32602
CERTIFICATE IV IN AUTOMOTIVE (MOTORSPORT)	AUR40202
DIPLOMA OF AUTOMOTIVE (MOTORSPORT)	AUR50202

PERFORMANCE ENHANCEMENT

CERTIFICATE IV IN AUTOMOTIVE (PERFORMANCE ENHANCEMENT)	AUR40302
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VEHICLE BODY

CERTIFICATE II IN AUTOMOTIVE (VEHICLE BODY)	
– Accessory Fitting “Mechanical”	AUR22499
– Detailing	AUR22599
– Dismantling	AUR22699
– Glazing	AUR22799
– Paint/Panel Preparation	AUR22899
– Window Tinting)	AUR22999
CERTIFICATE III IN AUTOMOTIVE (VEHICLE BODY)	
– Building	AUR31599
– Panel Beating	AUR31699
– Trimming	AUR31799
– Vehicle Painting)	AUR31899

TECHNICAL / BUSINESS MANAGEMENT

CERTIFICATE IV IN AUTOMOTIVE	
– Technical/Business Management	AUR40199
DIPLOMA OF AUTOMOTIVE	
– Technical/Business Management	AUR50199

TECHNOLOGY

DIPLOMA OF AUTOMOTIVE (TECHNOLOGY)	AUR50302
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BICYCLES

CERTIFICATE II IN BICYCLES	
(Services)	AUR23099
CERTIFICATE III IN BICYCLES	
(Mechanics)	AUR31999
(Sales)	AUR32099

MARINE

CERTIFICATE II IN MARINE	
(Sales)	AUR23199
(Services)	AUR23299
CERTIFICATE III IN MARINE	
(Installation)	AUR32199
(Mechanics)	AUR32299
(Sales)	AUR32399

OUTDOOR POWER EQUIPMENT

CERTIFICATE II IN OUTDOOR POWER EQUIPMENT	
(Services)	AUR23399
CERTIFICATE III IN OUTDOOR POWER EQUIPMENT	
(Mechanics)	AUR32499
(Sales)	AUR32599

IMPORTANT

Training packages are not static documents. Changes are made periodically to reflect the latest industry practices.

Before commencing any form of training or assessment, you must ensure delivery is from the *current version* of the Training Package.

To ensure you are complying with this requirement :

Check the Print Version Number just below the copyright statement on the imprint pages of your current Training Package.

Access the ATP website (<http://www.atpl.net.au>) and check the latest Print Number.

In cases where the Print Version Number is later than yours, the Print Version Modification History in the Training Package sample on the ATP website will indicate the changes that have been made.

The Modification History is also available on the website of the developer of the Training Package: Automotive Training Australia [http://ata@automotivetraining.org.au](mailto:ata@automotivetraining.org.au)

The National Training Information Service (<http://www.ntis.gov.au>) also displays any changes in Units of Competency and the packaging of qualifications.

MODIFICATION HISTORY – ENDORSED MATERIALS

Please refer to the National Training Information Service for the latest version of Units of Competency and Qualification information (<http://www.ntis.gov.au>).

AUR99 Automotive Retail, Service & Repair Training Package

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Version	Date of Release	Authorisation:	Comments
4	14/10/2003	NTQC	<p>Summary of Modifications</p> <ul style="list-style-type: none"> 1 x Change of Qualification packaging rule 27 x Revision of Qualifications 4 x Replacement of competency standards 4 x Splitting of competency standards 6 x New Qualifications 91 x New competency standards 3 x Newly imported competency standards <p>Modification Details</p> <p><i>Change of Qualification packaging rule</i> (See Volume 1)</p> <ul style="list-style-type: none"> • Changed packaging rules applicable to the compulsory stream AUR31499 (Sales – Vehicle) <p><i>Revision of Qualifications</i> (See Volume 1)</p> <ul style="list-style-type: none"> • AUR23708A removed from compulsory stream of AUR20899 Cert II in Automotive (Mechanical – Cylinder head reconditioning) & AURT3813A & AURT3814A included in compulsory stream • AUR23608A removed from compulsory stream of AUR20999 Cert II in Automotive (Mechanical – Driveline) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR21099 Cert II in Automotive (Mechanical – Exhaust Fitting & Repair) & AURT3810A & AURT3811A included in compulsory stream • AUR04166A, AUR04170A & AUR23608A, removed from compulsory stream of AUR21199 Cert II in Automotive (Mechanical – Natural Gas Vehicle (NGV) Services) & AURT2833A, AURT3810A, AURT3811A & AURT3835A included in compulsory stream • AUR23608A removed from compulsory stream of AUR21299 Cert II in Automotive (Mechanical – Radiator Repair) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR21399 Cert II in Automotive (Mechanical – Steering & Suspension) & AURT3810A & AURT3811A included in compulsory stream • AUR17966A removed from compulsory stream of AUR21499 Cert II (Mechanical – Tyre fitting & Repair Heavy) & AURT2800A, AURT2801A, AURT2802A, AURT2803A and AURT2804A to be chosen from for completion

MODIFICATION HISTORY – ENDORSED MATERIALS

Please refer to the National Training Information Service for the latest version of Units of Competency and Qualification information (<http://www.ntis.gov.au>).

AUR99 Automotive Retail, Service & Repair Training Package

Sheet: 2 of 6

Version	Date of Release	Authorisation:	Comments
4	14/10/2003	NTQC	<p>Revision of Qualifications (continued) (See Volume 1)</p> <ul style="list-style-type: none"> • AUR23608A & AUR24623A removed from compulsory stream of AUR22499 Cert II in Automotive (Vehicle Body – Accessory Fitting “Mechanical”) & AURT2817A, AURT3810A and AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR22699 Cert II in Automotive (Vehicle Body – Dismantling) & AURT3810A & AURT3811A included in compulsory stream • MEM8.7AA removed from compulsory stream of AUR22999 Certificate II in Automotive (Vehicle Body – Window Tinting) and AURV2800A included in compulsory stream • AUR23608A removed from compulsory stream of AUR30299 Cert III in Automotive (Mechanical – Automatic Transmission) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A & AUR24623 removed from compulsory stream of AUR30399 Cert III in Automotive (Mechanical – Brakes) & AURT3810A & AURT3811A included in compulsory stream • AUR23708A removed from compulsory stream of AUR30499 Cert II in Automotive (Mechanical – Diesel Fitter) & AURT3813A & AURT3814A included in compulsory stream • AUR23608A removed from compulsory stream of AUR30699 Cert III in Automotive (Mechanical – Driveline) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR30799 Cert III in Automotive (Mechanical – Engine Reconditioning) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR30899 Cert III in Automotive (Mechanical – Heavy Vehicle Road Transport) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR30999 Cert III in Automotive (Mechanical – Heavy Vehicle Mobile Equipment) & AURT3810A & AURT3811A included in compulsory stream • AUR23608A removed from compulsory stream of AUR31199 Cert III in Automotive (Mechanical – Motorcycle) & AURT3810A & AURT3811A included in compulsory stream • AUR4131A, AUR4166A, AUR4170A & AUR23608A removed from compulsory stream of AUR31299 Cert III in Automotive (Mechanical – Natural Gas Vehicle Installer) & AURT2832A, AURT3810A, AURT3811A, AURT3831A & AURT3835A included in compulsory stream • AUR23708A removed from compulsory stream of AUR31599 Cert III in Automotive (Vehicle Body - Building) & AURT3813A & AURT3814A included in compulsory stream • AUR23708A removed from compulsory stream of AUR31699 Cert II in Automotive (Vehicle Body – Panel Beating) & AURT3813A & AURT3814A included in compulsory stream • AUR31108A removed from compulsory stream of AUR31799 Cert III Automotive (Vehicle Body – Trimming) & AURV3802A included in compulsory stream • AUR24623A removed from compulsory stream of AUR31999 Cert III in Bicycles (Mechanics) • AUR23708A removed from compulsory stream of AUR32199 Cert II in Marine (Installation) & AURT3813A & AURT3814A included in compulsory stream

MODIFICATION HISTORY – ENDORSED MATERIALS

Please refer to the National Training Information Service for the latest version of Units of Competency and Qualification information (<http://www.ntis.gov.au>).

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Version	Date of Release	Authorisation:	Comments
4	14/10/2003	NTQC	<p>Revision of Qualifications (continued) (See Volume 1)</p> <ul style="list-style-type: none"> • AUR23608A & THHCO01A removed from compulsory stream of AUR32299 Cert III in Marine (Mechanics) & AURT2818A, AURT3810A & AURT3811A included in compulsory stream • AUR21271A removed from compulsory stream of AUR32499 Cert III in Outdoor Power Equipment (Mechanics) <p>Replacement of competency standards (See competency index for location)</p> <ul style="list-style-type: none"> • AUR21271A has been revised and replaced with AUR21271B • AUR21371A has been removed and replaced with AURT2821A • AUR70125A has been revised and replaced with AUR70125B • AUR70125A has been replaced with revised unit AUR70125B in common core for all qualifications <p>Splitting of competency standards (See Volume 4)</p> <ul style="list-style-type: none"> • AUR04131A, AUR04166A, AUR04177A & AUR04671A have been removed and replaced with AURT2832A, AURT2833A, AURT3830A, AURT3831A, AURT3834A, AURT3835A as a result of splitting of original unit • AUR17966A has been removed and replaced with AURT2800A, AURT2801A, AURT2802A, AURT2803A, AURT2804A as a result of splitting of original unit • AUR23608A & AUR23708A have been removed and replaced with AURT2812A, AURT3810A, AURT3811A, AURT3813A, AURT3814A & AURT3815A as a result of splitting of original units • AUR31108A has been removed and replaced with AURV2803A, AURV2804A and AURV3802A as a result of splitting of original unit <p>New Qualifications (See Volume 1)</p> <ul style="list-style-type: none"> • New Qualification AUR23402 Certificate II in Automotive (Motorsport) • New Qualification AUR32602 Certificate III in Automotive (Motorsport) • New Qualification AUR40202 Certificate IV in Automotive (Motorsport) • New Qualification AUR40302 Certificate IV in Automotive (Performance Enhancement) • New Qualification AUR50202 Diploma of Automotive (Motorsport) • New Qualification AUR50302 Diploma of Automotive (Technology) <p>New competency standards (See Volume 4)</p> <ul style="list-style-type: none"> • New unit AURC1501A Identify environmental regulations and best practice in a workplace or business • New unit AURC2501A Apply environmental regulations and best practice in the automotive industry • New unit AURC4501A Plan and manage compliance with environmental regulations and best practice in a workplace or business • New unit AURM2400A Operate in a motorsport environment • New unit AURM2401A Set up and dismantle temporary work location and equipment • New unit AURM3402A Assemble and prepare a competition vehicle

MODIFICATION HISTORY – ENDORSED MATERIALS

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Version	Date of Release	Authorisation:	Comments
4	14/10/2003	NTQC	<p><i>New competency standards</i> (continued) (See Volume 4)</p> <ul style="list-style-type: none"> • New unit AURM3403A Collect and log motorsport data • New unit AURM3404A Comply with motorsport team and event safety requirements • New unit AURM3405A Conduct non-destructive testing • New unit AURM3406A Construct hose/pipe assemblies for competition vehicles • New unit AURM3407A Coordinate operations of a motorsport team • New unit AURM3408A Perform competition vehicle preparation procedures at an event • New unit AURM3409A Perform pit lane/service area operations • New unit AURM3410A Perform torquing and fastening • New unit AURM3411A Prepare competition vehicle and support equipment for transportation • New unit AURM4412A Analyse and repair complex performance driveline systems • New unit AURM4413A Analyse and repair complex performance fuel systems • New unit AURM4414A Manage motorsport data acquisition • New unit AURM4415A Manage personal presentation and development • New unit AURM4416A Manage the preparation of a competition vehicle • New unit AURM4417A Prepare competition vehicle suspension • New unit AURM4418A Select and prepare tyres and wheels for motorsport applications • New unit AURM4419A Test engines using a dynamometer • New unit AURM4420A Test suspension dampers using a dynamometer • New unit AURM5421A Apply aerodynamic and vehicle dynamic principles and effects to competition vehicles • New unit AURM5422A Determine material suitability for competition vehicle component construction • New unit AURM5423A Manage motorsport operations • New unit AURM5424A Manage motorsport team development • New unit AURM5425A Manage motorsport team media liaison • New unit AURM5426A Manage motorsport team promotional partnerships and marketing • New unit AURM5427A Manage team pit lane/service area operations • New unit AURM5428A Prepare and implement race strategies • New unit AURT2501A Apply environmental regulations and best practice in the marine service industry • New unit AURT2817A Carry out minor fabrication of components/equipment • New unit AURT2818A Comply with laws, regulations and codes of practice relating to the industry • New unit AURT3501A Implement and monitor environmental regulations and best practice in the marine repair industry • New unit AURT3502A Implement and monitor environmental regulations and best practice in the automotive mechanical industry • New unit AURT3805A Service auxiliary brakes • New unit AURT4501A Plan and manage compliance with environmental regulations and best practice in the marine repair and service industry

MODIFICATION HISTORY – ENDORSED MATERIALS

Please refer to the National Training Information Service for the latest version of Units of Competency and Qualification information (<http://www.ntis.gov.au>).

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Version	Date of Release	Authorisation:	Comments
4	14/10/2003	NTQC	<p><i>New competency standards</i> (continued) (See Volume 4)</p> <ul style="list-style-type: none"> • New unit AURT4502A Plan and manage compliance with environmental regulations and best practice in the mechanical repair industry • New unit AURT4770A Analyse and evaluate gas fuel system faults • New unit AURT5700A Analyse and evaluate light vehicle steering and suspension system faults • New unit AURT5701A Analyse and evaluate light vehicle driveline system faults • New unit AURT5702A Analyse and evaluate light vehicle engine and fuel system faults • New unit AURT5703A Analyse and evaluate light vehicle braking system faults • New unit AURT5710A Analyse and evaluate heavy vehicle steering and suspension system faults • New unit AURT5711A Analyse and evaluate heavy vehicle transmission system faults • New unit AURT5712A Analyse and evaluate heavy vehicle engine and fuel system faults • New unit AURT5713A Analyse and evaluate heavy vehicle braking system faults • New unit AURT5720A Analyse and evaluate wheeled mobile plant steering and suspension system faults • New unit AURT5721A Analyse and evaluate wheeled mobile plant transmission system faults • New unit AURT5722A Analyse and evaluate mobile plant engine and fuel system faults • New unit AURT5723A Analyse and evaluate tracked mobile plant transmission, steering and braking system faults • New unit AURT5724A Analyse and evaluate tracked mobile plant undercarriage and suspension system faults • New unit AURT5725A Analyse and evaluate wheeled mobile plant braking system faults • New unit AURT5726A Analyse and evaluate mobile plant hydraulic system faults • New unit AURT5730A Analyse and evaluate motorcycle steering, suspension and frame system faults • New unit AURT5731A Analyse and evaluate motorcycle engine and transmission system faults • New unit AURT5732A Analyse and evaluate motorcycle electrical/electronic system faults • New unit AURT5733A Analyse and evaluate motorcycle braking system faults • New unit AURT5735A Analyse and evaluate light marine hydraulic system faults • New unit AURT5736A Analyse and evaluate light marine transmission system faults • New unit AURT5737A Analyse and evaluate light marine engine and powerhead system faults • New unit AURT5738A Analyse and evaluate light marine hull performance and stability system faults • New unit AURT5740A Develop and apply mechanical systems modification • New unit AURT5741A Develop and apply hydraulic systems modification • New unit AURT5742A Develop and apply pneumatic systems modification

MODIFICATION HISTORY – ENDORSED MATERIALS

Please refer to the National Training Information Service for the latest version of Units of Competency and Qualification information (<http://www.ntis.gov.au>).

AUR99 Automotive Retail, Service & Repair Training Package

Sheet: 6 of 6

Version	Date of Release	Authorisation:	Comments
4	14/10/2003	NTQC	<p><i>New competency standards</i> (continued) (See Volume 4)</p> <ul style="list-style-type: none"> • New unit AURT5750A Analyse and evaluate electrical and electronic faults in stability/steering/suspension systems • New unit AURT5751A Analyse and evaluate electrical and electronic faults in electric over hydraulic systems • New unit AURT5752A Analyse and evaluate electrical and electronic faults in engine management systems • New unit AURT5753A Analyse and evaluate electrical and electronic faults in transmission/driveline systems • New unit AURT5754A Analyse and evaluate electrical and electronic faults in braking systems • New unit AURT5755A Analyse and evaluate electrical and electronic faults in safety systems • New unit AURT5756A Analyse and evaluate electrical and electronic faults in monitoring/protection systems • New unit AURT5758A Analyse and evaluate electrical and electronic faults in convenience and entertainment systems • New unit AURT5759A Analyse and evaluate electrical and electronic faults in theft deterrent systems • New unit AURT5760A Analyse and evaluate electrical and electronic faults in electric and hybrid vehicle systems • New unit AURT5761A Analyse and evaluate electrical and electronic faults in climate control systems • New unit AURT5765A Develop and apply electrical systems modification • New unit AURT5766A Develop and apply electronic systems modification • New unit AURT5771A Develop and apply gas fuel systems modification • New unit AURT5773A Evaluate and select bodywork materials, equipment and processes • New unit AURT5775A Prepare technical reports • New unit AURT5776A Develop and document technical specifications and procedures • New unit AURT5777A Identify and calculate total costs of work • New unit AURV2801A Carry out minor panel repairs • New unit AURV2800A Carry out cleaning of vehicle windows • New unit AURV2501A Apply environmental regulations and best practice in the body repair industry • New unit AURV3501A Implement and monitor environmental regulations and best practice in the body repair industry • New unit AURV4501A Plan and manage compliance with environmental regulations and best practice in the body repair industry <p><i>New imported competency standards</i> (See Volume 4)</p> <ul style="list-style-type: none"> • Units AURCR20051A, AURCR20900A and AURCT20200A have been imported from the Aftermarket Sector Training Package
3.00	15/04/2002	NTQC	<ul style="list-style-type: none"> • AUR18866A, AUR19066A & AUR 22670A removed from compulsory stream of AUR30899 Cert III in Automotive (Mechanical - Heavy Vehicle) & AUR17665A included in compulsory stream. • Typographical error in AUR04671A, now AUR04671B. • Change to qualification formula. • Other cat 1 changes - omission of words or content that do not necessarily effect outcomes.

2.00	1/10/2001	NTQC	Introduction of Aftermarket Sector
1.00	13/09/1999	NTFC	Primary Release

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Volume 1

User Guide Assessment Guidelines Qualifications Framework

Volume 2

Cannot be read in isolation
referring to Qualifications
Framework in Volume 1

Competency Standards

Competency Cluster Groups 1 – 49

1	Maintenance
2	Engines - General
3	Cooling
4	Radiators
5	Fuel Systems – Petrol
6	Fuel Systems – Diesel
7	Fuel Systems – Gas
8	Emission
9	Exhaust
10	Forced Induction
11	Clutch
12	Transmissions - Manual
13	Transmissions - Automatic
14	Transmissions - Marine
15	Transmissions - Hydrostatic
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17	Hydraulics
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19	Brakes
20	Brakes – Drums, Discs and Linings
21	Brakes – Air
22	Brakes – Electric
23	Brakes – Bicycle, Mechanical
24	Brakes – Bicycle, Hydraulic
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40	Air Compressor
41	Air Conditioning
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47	Body Repair
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Cannot be read in isolation
referring to Qualifications
Framework in Volume 1

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Cross-industry standards

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59	Materials Handling
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61	Vehicle Purchasing
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66	Literacy/Numeracy
67	Problem Solving
68	Automotive Administration
69	Vehicle Insurance
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71	Staffing/Personnel
72	Continuous Improvement
73	Automotive Customer Service
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75	Diagnosis
76	Complex Systems
77	RS&R Sector of Automotive Industry

Volume 4**Competency Standards**

Cannot be read in isolation
referring to Qualifications
Framework in Volume 1

Competency Cluster Groups 78 – 80
Continuous Improvement Standards

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79	Environment
80	Motorsport



AUTOMOTIVE INDUSTRY RETAIL, SERVICE & REPAIR

SECTION 1

USER GUIDE

**TRAINING PACKAGE CODE
AUR 99**

Endorsed by the National Training Framework Committee and agreed by Ministers 13/09/1999.

This training package is to be reviewed by 30/06/2004.

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THE AIM OF THE ‘USER GUIDE’

This User Guide provides an overview of the Automotive Industry Retail Service & Repair National Training Package.

It is a guide for automotive businesses and training organisations which provide services to the industry. It explains how the RS&R National Training Package can develop skills required in the workplace, and provide nationally recognised qualifications for the many thousands of people who work in the industry.

OVERVIEW OF THE RETAIL, SERVICE & REPAIR (RS&R) NATIONAL TRAINING PACKAGE

The RS&R National Training Package is one of two training packages developed for the Australian automotive industry by Automotive Training Australia Limited (ATA):

1. Manufacturing sector
2. Retail, Service & Repair sector

ATA is the National peak body of a National network of State and Territory Industry Training Advisory Bodies providing strategic advice and liaison between the industry and Government. The Board of ATA followed a consultative strategy to ensure that industry views and requirements were the basis of the Training Packages.

The RS&R sector represents a complex and diverse range of enterprises involved in the repair, servicing, distribution and retail of vehicles. The range of vehicles includes passenger cars, light and heavy commercial vehicles, motor cycles, small boats, agricultural equipment, mining vehicles, outdoor power equipment and bicycles.

It is an industry sector that has over 50,000 establishments nationally, employing over 270,000 people, the majority of whom work in small enterprises, employing less than five.

It is a sector where the majority of vocational training has traditionally been focussed on a small number of highly skilled technical Trades.

The development of ‘competency-based’ Training Packages provides the opportunity to broaden the provision of recognised vocational training to a greater range of occupations and provide for skill development and recognition from entry level to management level.

BENEFITS OF THE RS&R NATIONAL TRAINING PACKAGE

- Focuses on outcomes, not delivery methods.
- Provides a framework for the recognition of employee skills regardless of how those skills were developed.
- Provides transferable, recognised qualifications across companies and States/Territories.
- Assists companies to develop job profiles.
- Assists training organisations and employers to design training plans.
- Enables access to New Apprenticeship arrangements in sectors and occupations not previously covered.
- Assists training and assessment providers to develop training resources to achieve nationally recognised outcomes.

WHAT IS IN THE RS&R TRAINING PACKAGE?

ENDORSED COMPONENTS

These components are outlined in this User Guide.

Competency Standards

A set of broad-based Industry and occupational competency units defining the full range of workplace requirements across those Industry sectors covered by the Training Package.

Assessment Guidelines

Comprehensive advice on specific Industry assessment arrangements to underpin the assessment of competencies attained and form the basis of the issuing of National Qualifications and Statements of Attainment.

Qualifications

A range of National qualifications, based on combinations of competency units, providing meaningful outcomes at an Industry or Enterprise level.

NON-ENDORSED COMPONENTS

Learning Strategies

An optional component providing information on how training programs may be organised in workplaces and through registered organisations, to deliver competency-based National qualifications.

This component includes a wide range of teaching and learning resources developed in both the private and public sectors, available in the market place.

Assessment Tools

An optional component providing assessment materials to support the Industry's Assessment Guidelines.

Professional Development Materials

An optional component providing assistance to trainers, employers and others seeking to use the National Training Package.

ATA has produced a Training Package 'Tool Kit', as a professional development resource that includes an Assessment Tool Maker and database of teaching and learning resources.

Further details of the 'Tool Kit' and other resources are outlined on page 13 of this User Guide.

QUALIFICATIONS FRAMEWORK

Diploma in Automotive	
Technical/Business Management stream	AUR50199
Motorsport	AUR50202
Technology	AUR50302
Certificate IV in Automotive	
Technical/Business Management stream	AUR40199
Motorsport	AUR40202
Performance Enhancement	AUR40302

Certificate III Automotive							
Mechanical <ul style="list-style-type: none"> Automatic Transmission Brakes Diesel Fitter Diesel Fuel Specialist Driveline Engine Recondition Heavy Vehicle Road Transport Heavy Vehicle Mobile Equipment Plant/Earth Moving/ Agricultural Light Vehicle 	Code AUR30299 AUR30399 AUR30499 AUR30599 AUR30699 AUR30799 AUR30899 AUR30999 AUR31099	Mechanical (cont) <ul style="list-style-type: none"> Motor Cycle Natural Gas Vehicle (NGV) Installer Electrical <ul style="list-style-type: none"> Auto Electrician Motorsport	Code AUR31199 AUR31299 AUR30199 AUR32602	Sales <ul style="list-style-type: none"> Parts Interpreting Vehicle Vehicle Body <ul style="list-style-type: none"> Building Panel Beating Trimming Vehicle Painting 	Code AUR31399 AUR31499 AUR31599 AUR31699 AUR31799 AUR31899	Marine <ul style="list-style-type: none"> Installation Mechanics Sales Bicycles <ul style="list-style-type: none"> Mechanics Sales Outdoor Power Equipment <ul style="list-style-type: none"> Mechanics Sales 	Code AUR32199 AUR32299 AUR32399 AUR31999 AUR32099 AUR32499 AUR32599

Certificate II in Automotive

Administration <ul style="list-style-type: none"> Clerical Service Reception Vehicle Financing & Insuring Vehicle Insuring – Loss Assessing Vehicle Valuating /Purchasing Electrical <ul style="list-style-type: none"> Accessory Fitting 	Code AUR20199 AUR20299 AUR20399 AUR20499 AUR20599 AUR20699	Mechanical <ul style="list-style-type: none"> Air Conditioning Cylinder Head Reconditioning Driveline Exhaust Fitting & Repair Natural Gas Vehicle (NGV) Services Radiator Repair Steering and Suspension Tyre Fitting & Repair Heavy Tyre Fitting & Repair Light 	Code AUR20799 AUR20899 AUR20999 AUR21099 AUR21199 AUR21299 AUR21399 AUR21499 AUR21599	Mechanical (cont) <ul style="list-style-type: none"> Underbody Vehicle Servicing Wheel Alignment Motorsport Sales <ul style="list-style-type: none"> Automotive Aftermarket Replacement Parts & Accessories 	Code AUR21699 AUR21799 AUR21899 AUR23402 AUR21999 AUR22099	Sales (cont) <ul style="list-style-type: none"> Service Station Operations Vehicle Warehousing Vehicle Body <ul style="list-style-type: none"> Accessory Fitting “Mechanical” Detailing Dismantling Glazing Paint/Panel Preparation Window Tinting 	Code AUR22199 AUR22399 AUR22499 AUR22599 AUR22699 AUR22799 AUR22899 AUR22999	Bicycles <ul style="list-style-type: none"> Services Marine <ul style="list-style-type: none"> Sales Services Outdoor Power Equipment <ul style="list-style-type: none"> Services 	Code AUR23099 AUR23199 AUR23299 AUR23399
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Certificate I in Automotive

Elective stream - AUR10199

HOW QUALIFICATIONS ARE ACHIEVED

Qualifications are achieved through training and development, assessed against defined standards of skill competency required at the workplace. These standards are called **Competency Standards**. The Qualifications recognise achievement of groups of Competency Standards that define a person's range of occupational skills.

TRAINING AND ASSESSMENT

Training can be provided in a variety of ways, for example:

- formal Traineeships and Apprenticeships (now called New Apprenticeships), combining off-the-job training and on-the-job development of practical skill;
- on-the-job experience and informal development of skills;
- company-provided training and development programs; and
- formal 'off-the-job' training courses.

Assessment must be conducted according to industry guidelines. These guidelines stipulate that:

- assessment must be done in collaboration between an employer, a Registered Training Provider and the trainee;
- competence must exist in both the skill being assessed and the assessment process amongst the parties conducting the assessment;
- assessment can be conducted at any time with the agreement of the parties, with the right of appeal; and
- the industry prefers that competence is assessed in the workplace where possible, but each Competency Standard provides detail about evidence required for assessment, as well as critical aspects.

COMPETENCY STANDARDS

“Competency comprises the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace.”

“The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments. This is a broad concept of competency in that all aspects of work performance, not only the narrow task skills, are involved.”

ATA has ensured that the RS&R Competency Standards accurately reflect:

- skills currently applied in the workplace
- the link between skills and assessment
- consistency between the competency stated and the elements and evidence listed
- current and new technology and its application in the workplace
- application in a broad range of industry contexts.

There are four hundred and ninety-four Competency Standards in the RS&R Training Package. Four hundred and twenty-five of these are automotive technical standards developed exclusively to reflect current workplace practice, based on traditional automotive occupations. The remaining sixty-nine competency standards are a combination developed from various sources, including other industries, and have been customised/contextualised over time to reflect Automotive Industry practice, for example Vehicle Sales and some Service Station Operations such as providing food to customers.

COMPETENCY STANDARDS LISTING

RS&R Competency Standards are grouped under headings according to automotive skill clusters. A standard can be located by number and title if known, or it can be sourced from the skills cluster by first checking within the alphabetical listing of clusters as shown below.

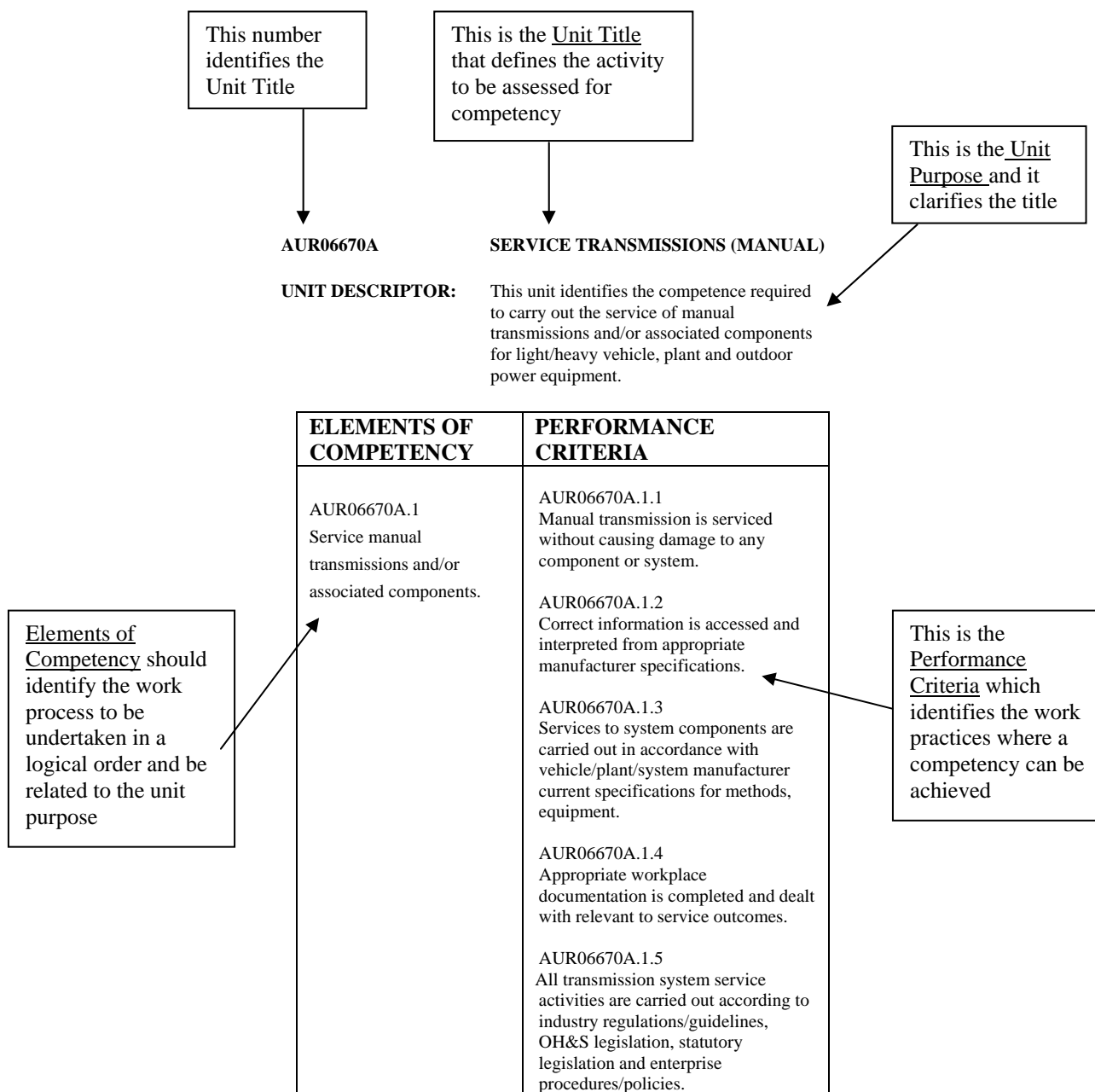
Standards referenced by alphabetical listing of clusters

CLUSTER NUMBER	CLUSTER TITLE
53	Accessories
40	Air Compressor
41	Air Conditioning
68	Automotive Administration
65	Automotive Cleaning
73	Automotive Customer Service
78	Automotive Technology
16	Bicycle Hubs
47	Body Repair
19	Brakes
21	Brakes – Air
24	Brakes – Bicycle, Hydraulic
23	Brakes – Bicycle, Mechanical
20	Brakes – Drums, Discs and Linings
22	Brakes – Electric
11	Clutch
76	Complex Systems
72	Continuous Improvement
3	Cooling
52	Detailing/Presentation
75	Diagnosis
45	Drawings
26	Driveline
29	Drivetrain – Bicycles
37	Electrical
39	Electronics
56	Electroplating
8	Emission
2	Engines – General
79	Environment
9	Exhaust
44	Fabrication
25	Final Drive Assemblies
10	Forced Induction
48	Frame Repairs
6	Fuel Systems – Diesel
7	Fuel Systems – Gas
5	Fuel Systems – Petrol
54	Glass/Windcreens/Tinting
17	Hydraulics
38	Ignition
28	Jet Drives
66	Literacy/Numeracy

CLUSTER NUMBER	CLUSTER TITLE
55	Machining
1	Maintenance
63	Marine
59	Materials Handling
46	Measuring
80	Motorsport
62	Outdoor Power Equipment
50	Paint/Refinish
18	Pneumatics
67	Problem Solving
27	Propeller Drives
64	Pumping Systems
4	Radiators
42	Refrigeration
77	RS&R Sector of Automotive Industry
70	Scheduling
71	Staffing/Personnel
30	Steering
31	Steering - Bicycles
58	Stock Control
32	Suspension
33	Suspension - Bicycles
57	Trailers
13	Transmissions - Automatic
15	Transmissions - Hydrostatic
12	Transmissions - Manual
14	Transmissions - Marine
51	Trim
35	Tyres and Rims
36	Tyres and Wheels - Bicycles
74	Vehicle Inspection/Assessment/Quotations
69	Vehicle Insurance
61	Vehicle Purchasing
60	Vehicle Sales
49	Vehicle Salvage
43	Welding
34	Wheel Alignment

NOTE: A full listing of Competency Standard titles available for the RS&R sector of Industry is detailed in Section 4 - Competency Standards of the Training Packages.

This is an example of a page with a competency standard on it. This illustrates the way it is laid out and what various parts mean.



Each of the competency standards provide further details on the following:

The Range of Variables statements identifies the range of contexts, sources of information and resources required, methods and any special requirements.

The Evidence Guide provides instruction on the context and critical aspects for assessment, describes the underpinning knowledge and practical demonstration requirements.

Identification of National Key Competencies contained within the Unit of Competence.

RS&R QUALIFICATIONS PACKAGING MODEL

Industry defined a model comprising compulsory common core, plus compulsory stream-specific, plus electives for qualifications at Certificate II and Certificate III, to meet the basic principle that the integrity of traditional trades (where applicable) must be retained. It is expected that a pathway to “Trade” will be followed by the majority of trainees who complete an entry level Certificate at levels I and/or II.

Industry defined more flexible models for qualifications from Certificate IV to Diploma to meet the need for a post-trade, technical and specialist qualification as well as a broadly-based, technical/administrative/sales qualification.

COMPULSORY CORE STANDARDS

Industry selected four compulsory common core standards to underpin all training. It is expected that the common core standards are to be assessed fully by the conclusion of the training period, together with other standards that form part of the job function, not in isolation and not only during the introductory stages of training.

AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

STREAM-SPECIFIC STANDARDS

Industry selected stream-specific standards defining skills required for the current Automotive occupations from Certificate II to Certificate III. The number of stream-specific standards has been determined by industry as the minimum required group of skills for specified occupations, rather than a set formula. Industry expects the stream-specific standards to be assessed throughout the training period, depending on the skill level attained by the trainee.

Sample from Certificate III Automotive – (Vehicle Body – Vehicle Painting)

AUR26108A	Carry out pre-repair operations
AUR26965A	Remove and replace/fit protector mouldings, transfers and decals
AUR29603A	Apply refinishing materials
AUR29608A	Carry out masking procedures
AUR29649A	Prepare substrate for refinishing
AUR29749A	Prepare spray painting materials and equipment
AUR29803A	Apply colour matching techniques
AUR29908A	Carry out paint rectification and touch up work
AUR30149A	Prepare and paint plastic components
AUR30508A	Carry out buffing and burnishing
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR65230A	Inspect paint and/or trim and/or accessories and ascertain recommended repair procedures

ELECTIVE STANDARDS

These may be chosen from standards contained within the Endorsed Automotive National Training Package (RS&R and Manufacturing) or any other Nationally Endorsed Training Package. In the selection of the unit, the enterprise relevance, and similarity of breadth, depth, complexity and size need to be considered, to maintain a degree of consistency with overall interest and AQF level of the qualification. Industry-selected elective standards form part of the qualification for Certificate levels I to Diploma.

Possible electives that would complete requirements for the Certificate III Automotive – (Vehicle Body – Vehicle Painting)

AUR30003A	Apply decorative designs
AUR65349A	Prepare written quotations
AUR65603A	Apply finished product quality control

AUTOMOTIVE INDUSTRY ASSESSMENT GUIDELINES

The Assessment Guidelines apply to the Retail, Service & Repair sector and the Automotive Manufacturing Sector.

The Retail, Service & Repair and Automotive Manufacturing National Training Packages include new recognition arrangements and promote **USER CHOICE**. All Registered Training Organisations (RTOs) providing training and/or assessment leading to a qualification endorsed in an Automotive National Training Package will be required to assess against Automotive Industry competencies, utilising the Automotive Industry Assessment Guidelines.

ASSESSMENT OF COMPETENCY

(Industry consultation has confirmed this definition of assessment.)

“Assessment is the process of collecting evidence and making judgement on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to standards expected in the workplace as expressed in the endorsed industry/enterprise competency standards.”

Automotive Assessment Guidelines were developed to cover the following broad areas:

- **Assessment System Overview** – a description of the assessment system operating in the Automotive Industry.
 - Benchmarks for assessment
 - Role of Registered Training Organisation
 - Assessment options, partnerships and pathways
 - Recording and Reporting outcomes
 - Appeal process
 - Review and maintenance of assessment system

- **Assessor Qualifications and Training** – qualifications required for automotive assessors, how requirements can be met and training available for assessors.

- **Guidelines for Designing Assessment Materials** – how to design assessment materials which enable assessors to gather sufficient, valid information upon which to make an assessment.

- **Guidelines for Conducting Assessments** – an overview of the Automotive Industry-endorsed processes for conducting assessments.
 - Planning, conducting, recording results, providing feedback and review process

- **Sources of Information on Assessment** – additional sources of information on Automotive Industry assessment.

The complete Automotive Industry Assessment Guidelines are provided at Section 2 of the Training Package.

AUTOMOTIVE *NEW* APPRENTICESHIPS

'*New Apprenticeship*' is the official term now used to describe traditional trade-based Apprenticeships, more recent Traineeships and more flexible apprenticeship arrangements introduced by the Australian Government in 1998.

New Apprenticeships are jobs that involve paid work and training, leading to a Nationally recognised qualification. They can lead to a permanent job, self-employment or further education and training.

In the Automotive Industry, a *New Apprenticeship* involves three parties;

1. **An employer** who agrees to provide paid employment and supervision of workplace training and assessment.
2. **An apprentice** who is a new employee to a business who agrees to undertake structured paid work and education and training.
3. **A Trainer** (Registered Training Provider) who organises and provides training and assessment, both at the workplace and in classrooms.

In the Automotive Industry, *New Apprenticeships* are usually undertaken at two levels:

- Certificate II level – typically takes twelve months to complete**
- Certificate III level – typically takes up to four years to complete.**

MAIN FEATURES OF *NEW* APPRENTICESHIPS

State Governments administer *New Apprenticeships* and require a Training Agreement and Training plan to be agreed and signed. Under a *New Apprenticeship*, wages and conditions are set by an Industrial Award or an Employment Agreement.

New Apprenticeships can be arranged with a single employer, or through Group Training Companies that hire many apprentices and place them with a number of employers over the apprenticeship period.

There are no age limits for new apprentices, but they are intended as entry-level training arrangements for new employees with no existing qualification at the same level or higher. Current part-time employees or casual workers can be transferred to a *New Apprenticeship* in some circumstances.

The Commonwealth Government provides financial assistance to employers who take on new apprentices and provides financial assistance to apprentices in some circumstances. State Governments provide funding to approved (registered) training organisations to deliver training and assessment services for *New Apprenticeships*. Registered Training Organisations can be TAFE Institutes, Private Training Companies, Group Training Companies or automotive companies. Training can be delivered and assessed through a variety of means, for example, at the workplace, in simulated workplaces, in classrooms, by correspondence, using interactive computer programs etc.

BENEFITS TO INDUSTRY OF THE *NEW* APPRENTICESHIP SYSTEM

- Structured training to achieve a Nationally recognised qualification for new employees who enter a formal agreement with an employer.
- Training and assessment services provided by professional Registered Training Organisations funded by State Governments.
- Flexibility for the employer and trainee in choice of training provider, training plan and delivery methods both on and off the job.
- Commonwealth Government incentive payments to employers for each new apprentice.
- State Government exemptions for payroll tax and WorkCover levies.
- Free advice and assistance provided by *New Apprenticeships* Centres.

NATIONAL SUPPORT FOR THE IMPLEMENTATION OF TRAINING PACKAGES

THE AUTOMOTIVE TRAINING PACKAGES ‘TOOL KIT’

To assist employers and training providers, Automotive Training Australia Limited has collated information and support materials and packaged them into a ‘Tool Kit’ which we will provide to support competency-based training and assessment against National competency standards.

The ‘Tool Kit’ has three parts and comprises both CD ROMs and manuals:

PROFESSIONAL DEVELOPMENT

‘About the Automotive Training Package’ (CD ROM and Manual) is a description of training packages and provides information about competency-based training and assessment against standards.

ASSESSMENT INSTRUMENTS

‘Automotive Assessment Tool Maker’ (CD ROM)

- Provides information about methods of assessment, with some guidelines and hints on how to assess against the automotive competency standards:
- Instructs, in a simple sequence, the actual development of assessment tools, taking examples from the techniques of:
 - questioning
 - observation
 - testing
 - projects
 - portfolios
 - co-assessment

The examples from these techniques can be saved and used by assessors in any situation, as the templates can be edited/re-used to suit individual requirements. They are provided in Microsoft Word format.

‘Guide to Developing Record Books for the Automotive Industry’ (Manual)

Recording of Assessment is covered by the hard copy best practice guide. It provides information about developing and using student record books. The information contained in the guide is the result of research into existing record books and contains a sample recording template.

TEACHING & LEARNING RESOURCES

‘Resource Guide’ (CD ROM) is a data base of teaching and learning resources, assessment materials and professional development information. There are currently approximately 800 entries which can be searched using key words or course titles. The Guide will be updated regularly and expanded as additional resources become available.

The Tool Kit is available from the National Network of Industry Training Advisory Bodies listed overleaf or from Australian Training Products Limited

Australian Training Products Limited
GPO Box 5347 BB
MELBOURNE VIC 3001

Phone: (03) 9630 9836
Fax: (03) 9639 4684
Email: sales@atpl.net.au

NATIONAL NETWORK OF AUTOMOTIVE INDUSTRY TRAINING ADVISORY BODIES

Automotive Training Australia Limited (ATA)

LaTrobe University, BUNDOORA VIC 3086

Phone: 03 9479 3480
 Toll Free: 1800 44 22 66
 Fax: 03 9479 3487
 Email: ata@automotivetraining.org.au
 Website: www.automotivetraining.org.au

STATE/TERRITORY AUTOMOTIVE INDUSTRY TRAINING ADVISORY BODIES

<p>Automotive Training Victoria Mr Greg Walsh, Executive Officer Level 2, VACC House 464 St Kilda Road PO Box 7428, St. Kilda Road MELBOURNE VIC 3004 % 03 9866 1294 & 03 9866 1295 Email: manager@atv.org.au</p>	<p>Australian Training Board (NSW) Inc Ms Maryanne Petersen, Executive Officer Suite 502, Level 5 418a Elizabeth Street SURRY HILLS NSW 2010 % 02 9281 4877 & 02 9212 3146 Email: atbnsw@ozemail.com.au</p>
<p>Automotive Training Australia (Qld) Inc Mr Vic Guise, Executive Officer 101 Caxton Street, PETRIE TERRACE BRISBANE QLD 4000 PO Box 232, ALBION QLD 4010 % 07 3368 4999 & 07 3368 1524 Email: ataq@tlaq.com.au</p>	<p>Automotive Training Australia (NT) Mr Barry Cramond, Executive Officer 135 Stuart Highway, STUART PARK NT 0820 PO Box 38426, WINNELLIE NT 0821 % 08 8941 8840 & 08 8941 8850 Email: aaitbnt@ais.net.au</p>
<p>Automotive Training Australia (WA) Inc Mr Ross Goodlet, Executive Officer 224 Balcatta Road PO Box 727, BALCATTA WA 6021 % 08 9345 3466 & 08 9345 3465 Email: rgoodlet@mta-wa.com.au</p>	<p>Automotive Training Board (ACT) Inc Mr Bob Waldron, Executive Officer Frenchman Street, DOWNER ACT 2601 PO Box 580, DICKSON ACT 2601 % 02 6241 2923 & 02 6297 6986 Email: autotrans@jitic.org.au</p>



AUSTRALIAN
NATIONAL TRAINING
AUTHORITY

AUTOMOTIVE INDUSTRY RETAIL, SERVICE & REPAIR

SECTION 2

QUALIFICATIONS FRAMEWORK

**TRAINING PACKAGE CODE
AUR 99**

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AUTOMOTIVE RETAIL, SERVICE & REPAIR QUALIFICATIONS FRAMEWORK

INTRODUCTION

New Directions

Recent industry advice indicates automotive career paths should be more clearly defined, especially at senior secondary school and post trade level. Previous training has always emphasised the traditional apprenticeship at Certificate III and more recently, the traineeship at Certificate II.

- **VET in Schools – Certificate I**

The Certificate I within this package is suitable for schools-based delivery and may also form a pathway to part-time apprenticeships.

An AQF level I qualification will also be available to pre-vocational trainees, and those already employed, who wish to obtain an entry level industry-recognised qualification. The Certificate I base program will require delivery within the context in a real workplace setting in order for an RTO to deliver the program. The capacity to deliver the program will be a decision to be made by the provider.

- **Certificates IV, Diploma and Advanced Diploma**

Consultation with industry organisations and through the State and Territory ITABs has confirmed that no nationally agreed Qualification in Automotive is currently delivered at Post Certificate III level. There are a number of curriculum-based courses developed by individual States and Territories, individual enterprises, trade associations and private providers which are accessed by the industry according to enterprise-specific needs at this level. Generally, these courses are not aligned to National Competency Standards and fall outside of the National Qualifications Guidelines.

Certificate IV and Diploma qualifications, although not nationally delivered, are currently packaged and endorsed (1995) and have been recently validated (1998). They are included in this Qualifications Framework. There is acknowledgment that further development will be required in the future, especially in the area of advanced diagnostic.

Specialisation of the Diploma and Advanced Diploma has not been widely accepted but, with increased professionalism and specialisation, this situation is rapidly changing. State associations' initiatives indicate that higher level skills within management and technical areas will be required within the VET sector. ATA will continue to monitor this trend and advise ANTA accordingly.

- **Current Training Level – Certificates II, III**

Approximately 80% of current training in the RS&R sector is based on traineeships and apprenticeships so it was decided by the industry working group and confirmed through validation that the present base “trade” level will be classified at Certificate III level and that currently delivered occupational groupings of competencies assessed as being below base trade, and including the majority of automotive traineeships, will be classified at Certificate level II. Not all Certificate II and III programs are trade-based and is likely in the future that specialised areas such as diagnosis, administration, sales and I.T. will be developed at all qualification levels and not trade oriented.

PACKAGING

The packaging of the national RS&R competency standards into qualifications is designed to:

- meet the industry demand that training maintains the integrity of traditional trade-based occupations
- maximise flexibility to meet a variety of enterprise needs across a wide range of very diversified industry categories
- take into account the demands of employers for rapid implementation of new training both on and off the job
- take into account the growth in demand for enterprise-based specialist skills.

There is no single packaging model which applies across all qualification levels. Standards have been grouped according to skills and knowledge inherent in occupations/qualifications traditionally recognised within the industry. This situation is also changing and increased specialisation will bring in new occupational titles and remove more traditional groupings of skills and titles.

Industry Strands

There are ten strands under which individual occupational streams have been grouped. These strands are:

- Automotive Administration
- Automotive Electrical
- Automotive Mechanical
- Automotive Motorsport
- Automotive Sales
- Automotive Technology
- Automotive Vehicle Body
- Bicycles
- Marine
- Outdoor Power Equipment

A qualification gained at one level is not necessarily a pre-requisite for a qualification at the next level. It is possible for a trainee to achieve a Certificate III qualification without first having achieved a Certificate II qualification.

The RS&R sector of the automotive industry covers some 35 occupational areas, varying in complexity and depth. The industry is concerned to retain the integrity of all occupational areas while maximising flexibility.

The competency standards have been packaged to provide a common core, an occupational stream specific section maintaining the integrity of the traditional trade and a choice of electives. The qualification level reflects the level of responsibility, complexity and autonomy of the occupational position.

Within Certificates II and III, there is a variation in the number of standards that make up a certificate. This is justified on the grounds of the skills and knowledge required in each occupational group and the context of delivery to meet the needs of the occupation. The application of the standards, especially under the heading of bicycles, marine and outdoor power equipment provides the context for the qualification even though the individual competency titles may be the same.

The industry defined more flexible models for qualifications from Certificate IV to Diploma to meet the need for a post-trade, technical, specialist qualification as well as a broadly based, technical/ administrative/sales qualification.

Also within the automotive package and in the absence of a points system, there is a variation in the complexity of competencies within an occupational group and across the industry.

Core Standards

Industry selected four compulsory common core standards which underpin all training. Industry expects the common core standards to be fully assessed by the conclusion of the training period, and usually with other standards which form part of the job function and not in isolation and not during the introductory stages of training.

The following four competency standards are listed for all RS&R qualifications from Certificate I to Certificate III:

AUR70125B	Follow Workplace Occupational Health and Safety Requirements
AUR70278A	Use and Maintain Workplace Tools and Equipment
AUR70314A	Contribute to Workplace Communication
AUR70421A	Establish Relations with Customers

Stream Specific Standards

Industry selected stream specific standards which define skills required for the current automotive occupations from Certificate II to Certificate III. Industry expects the stream-specific standards to be assessed throughout the training period, depending on the skill level attained by the trainee. Stream specific standards may be assessed singly or with other standards which form part of the job function. Stream-specific standards are listed under qualifications in numerical order and do not reflect a skill hierarchy or delivery order.

Elective Standards

Elective standards form part of the qualification to provide for enterprise-specific needs, trainee interests and flexibility. Elective standards may be chosen from any standards contained within the endorsed automotive training package (RS&R and Manufacturing) or any other nationally endorsed training package and assessed throughout the training period depending on the skill level attained by the trainee. Elective choice rests with the enterprise, trainee and registered training organisation but would generally be allied to the needs of the enterprise, ensuring that breadth, depth and complexity maintains a degree of consistency with the qualification level. Elective standards may be assessed singly or with other standards which form part of the job function.

At the Certificate III qualification level, the packaging model allows for the selection of three (3) standards where the number of occupational specific standards is less than twenty (20) and six elective standards when the occupational specified number is twenty (20) or more. This simple formula ensures a similar proportion of electives across occupational streams with varying numbers of standards.

Workplace Critical Competencies

Registered Training Organisations and employers need to be aware that the industry has identified a number of Competency Standards where, because of critical safety issues and/or high cost equipment, assessment must be conducted in the workplace.

Below is a table listing those identified Competency Standards that must take place in the workplace.

AUR10104A	Assemble and fit braking systems/components
AUR10145A	Overhaul braking systems components
AUR10166A	Repair braking systems
AUR11145A	Overhaul air braking systems
AUR11166A	Repair air braking systems
AUR11666A	Repair electric braking systems
AUR15145A	Overhaul steering system components
AUR15166A	Repair steering systems
AUR16166A	Repair suspension systems
AUR17866A	Repair rims
AUR21471A	Service and repair electronically controlled anti-lock braking systems
AUR26708A	Carry out major sectional repair
AUR28166A	Repair and align motor cycle frames
AUR59710A	Coordinate health and safety practices in the workplace
AUR61230A	Inspect technical quality of work
AUR61337A	Maintain quality systems
AUR65116A	Determine vehicle damage and recommend repair procedures
AUR65508A	Carry out vehicle safety/roadworthy inspection
AUR65722A	Estimate complex jobs
AUR66208A	Carry out diagnoses of complex system faults
AUR66671A	Service and repair complex service/repairs

FLEXIBILITY

Flexibility has been achieved by providing a choice of electives in each qualification which can be accessed from anywhere within the automotive packages and any other endorsed training package.

Flexibility in the RS&R sector is based on the choice of occupational streams available in each strand and the choice of elective competency standards within each occupational package. The trainee and employer, with the RTO, will decide on the strand and occupational stream to be undertaken, and must accept the compulsory stream competencies which maintain the integrity of that occupation. The total number of elective competencies listed must be attained to achieve the nationally-agreed qualification.

Trainees may change strands and streams at any point and Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) will apply.

CUSTOMISATION

Customisation is to be undertaken in the first instance, with agreement from the employer, the employee and the registered training organisation. Where proposed customisation constitutes a significant change in the number or level of standards or level of qualification, the national ITAB is consulted.

Customisation is to be based on the following principles:

- Contextualisation within individual competencies is allowed where the wording of the standard can be expanded from the generic to meet the specificity and relevance of the individual enterprise without either the integrity of the standard or the assessment requirements being affected.
- One example of contextualisation to reflect enterprise-specific needs could be standard AUR01304A “Assemble Engine Power Units, Check Tolerance and Carry Out Relevant Testing Procedures”.

In the Unit Descriptor and the Range of Variables instead of the generic wording of “assemble engine power units”, the particular engine type, make and model could be inserted according to the enterprise-based requirements.

The Elements and Performance Criteria and the Evidence Guide could also be expanded to include the same specific detail without alteration to the intent of this standard or its assessment criteria.

- Where customisation takes place:
 - There must not be a change of Unit Number or Unit Title.
 - The Unit Descriptor can become specific but must not be decreased in content.
 - The number of Elements of Competency and Performance Criteria can be expanded to include specific enterprise information but must not be decreased in number or content.
 - Any addition to the Unit Descriptor must also be able to be made as an addition to the Range of Variables within the Range of Contexts for the unit.
 - Additions which specify detail may be made to the Evidence Guide but must not detract from the original, which must still apply in full.
- The RS&R common core competencies must be retained unaltered.
- Elective competencies may be chosen from endorsed competencies from within the automotive package or other training packages for qualifications at Certificate levels II and III. Competencies will be chosen so as to satisfy enterprise needs.

The Exporting of the Automotive RS&R Competency Standards

- The Automotive RS&R sector has developed industry-specific standards and will agree to the use of these standards by other industries subject to the same guidelines for customisation/contextualisation of an individual standard as are applied to the automotive RS&R industry.
- Other industries wishing to import automotive RS&R standards must acknowledge the standard by its automotive coding and copyright to ANTA. The automotive coding must be maintained for every use of that competency wherever it appears, irrespective of the training package in which it may be used.

Statement of Attainment

Where a student has been assessed as competent but not to the full extent of the qualification, a statement of attainment should be issued clearly indicating the standards acquired.

TITLING AND CODING OF QUALIFICATIONS

The training packages are restricted (at this stage) Certificate I to Diploma so all the qualifications within the package will begin with the following qualification titles:

Certificate I in
Certificate II in
Certificate III in
Certificate IV in
Diploma of

The specific field will be specified in brackets after the qualification title.

Agreed national qualification descriptors have replaced the previously wide range of titles which were used to refer to traditional apprenticeships eg:

- Certificate III in Automotive (Mechanical Light Vehicle) previously referred to as “Motor Mechanic”; and
- Certificate III in Outdoor Power Equipment previously referred to as “Light Engine Mechanic”

To indicate the competence acquired, the list of successfully completed standards would be listed on the reverse side of the testamur showing the occupational stream title where appropriate.

Qualification Coding

Under the national coding system Automotive RS&R qualifications will be identified using the industry-specific alpha-numeric combinations for each, followed by the list of competency standards.

Qualification Title

AUR	1 - 5	01 - 20	99
Training Package Identifier	Qualification Level	Qualification Identifier by Number	Version of Qualification

Example: The national qualification coding for: Certificate III in Automotive (Mechanical Light Vehicle) is AUR31099

The coding is identified as follows:

- AUR - Automotive Retail, Service & Repair
- 3 - Certificate level for this qualification (Certificate III)
- 10 - The identifier applicable to the Mechanical-Light Vehicle strand
- 99 - First registered in the year 1999 as a national industry qualification

AUTOMOTIVE RS&R QUALIFICATIONS

Automotive Qualifications

The following five (5) qualification levels are packaged according to the Australian Qualifications Framework criteria which cover the automotive sector. Each qualification has a number of self contained streams:

QUALIFICATION TITLE	NATIONAL CODE
CERTIFICATE I IN AUTOMOTIVE	AUR10199
CERTIFICATE IN AUTOMOTIVE (ADMINISTRATION)	
Certificate II in Automotive (Administration)	
– Clerical	AUR20199
– Service Reception	AUR20299
– Vehicle Financing and Insuring	AUR20399
– Vehicle Insuring – Loss Assessing	AUR20499
– Vehicle Valuating/Purchasing)	AUR20599
CERTIFICATE IN AUTOMOTIVE (ELECTRICAL)	
Certificate II in Automotive (Electrical –	
– Accessory Fitting)	AUR20699
Certificate III in Automotive (Electrical)	AUR30199
CERTIFICATE IN AUTOMOTIVE (MECHANICAL)	
Certificate II in Automotive (Mechanical)	
– Air Conditioning	AUR20799
– Cylinder Head Reconditioning	AUR20899
– Driveline	AUR20999
– Exhaust Fitting & Repair	AUR21099
– Natural Gas Vehicle (NGV) Services	AUR21199
– Radiator Repair	AUR21299
– Steering and Suspension	AUR21399
– Tyre Fitting & Repair Heavy	AUR21499
– Tyre Fitting & Repair Light	AUR21599
– Underbody	AUR21699
– Vehicle Servicing	AUR21799
– Wheel Aligning)	AUR21899
Certificate III in Automotive (Mechanical)	
– Automatic Transmission	AUR30299
– Brakes	AUR30399
– Diesel Fitter	AUR30499
– Diesel Fuel Specialist	AUR30599
– Driveline	AUR30699
– Engine Reconditioning	AUR30799
– Heavy Vehicle Road Transport	AUR30899
– Heavy Vehicle Mobile Equipment Plant/Earth Moving/Agricultural	AUR30999
– Light Vehicle	AUR31099
– Motor Cycle	AUR31199
– Natural Gas Vehicle (NGV) Installer)	AUR31299
CERTIFICATE IN AUTOMOTIVE (MOTORSPORT)	
Certificate II in Automotive (Motorsport)	AUR23402
Certificate III in Automotive (Motorsport)	AUR32602

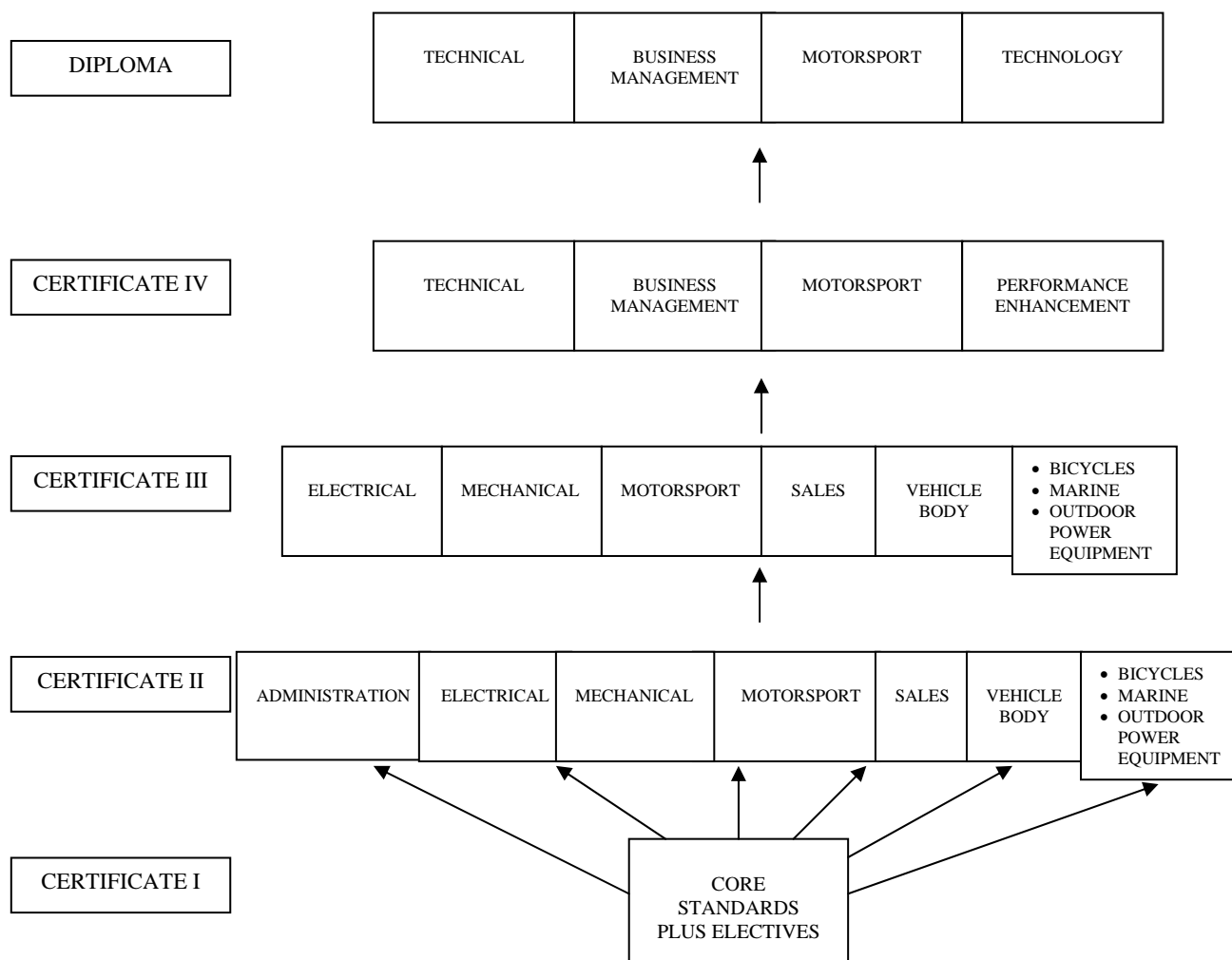
QUALIFICATION TITLE	NATIONAL CODE
CERTIFICATE IN AUTOMOTIVE (SALES)	
Certificate II in Automotive (Sales	
– Automotive Aftermarket	AUR21999
– Replacement Parts & Accessories	AUR22099
– Service Station Operations	AUR22199
– Vehicle	AUR22299
– Warehousing)	AUR22399
Certificate III in Automotive (Sales	
– Parts Interpreting	AUR31399
– Vehicle)	AUR31499
CERTIFICATE IN AUTOMOTIVE (VEHICLE BODY)	
Certificate II in Automotive (Vehicle Body	
– Accessory Fitting “Mechanical”	AUR22499
– Detailing	AUR22599
– Dismantling	AUR22699
– Glazing	AUR22799
– Paint/Panel Preparation	AUR22899
– Window Tinting)	AUR22999
Certificate III in Automotive (Vehicle Body	
– Building	AUR31599
– Panel Beating	AUR31699
– Trimming	AUR31799
– Vehicle Painting)	AUR31899
CERTIFICATE IV IN AUTOMOTIVE	
– Technical/Business Management	AUR40199
– Motorsport	AUR40202
– Performance Enhancement	AUR40302
DIPLOMA IN AUTOMOTIVE	
– Technical/Business Management	AUR50199
– Motorsport	AUR50202
– Technology	AUR50302

Non-Automotive Qualifications

CERTIFICATE IN BICYCLES		
Certificate II in Bicycles		
	(Services)	AUR23099
Certificate III in Bicycles		
	(Mechanics)	AUR31999
	(Sales)	AUR32099
CERTIFICATE IN MARINE		
Certificate II in Marine		
	(Sales)	AUR23199
	(Services)	AUR23299
Certificate III in Marine		
	(Installation)	AUR32199
	(Mechanics)	AUR32299
	(Sales)	AUR32399
CERTIFICATE IN OUTDOOR POWER EQUIPMENT		
Certificate II in Outdoor Power Equipment		
	(Services)	AUR23399
Certificate III in Outdoor Power Equipment		
	(Mechanics)	AUR32499
	(Sales)	AUR32599

PATHWAYS TO RS&R QUALIFICATIONS

A VERTICAL PATHWAY AVAILABLE FOR ALL STRANDS



- Certificate I has been developed as a pre-employment qualification or base level entry point into the industry. Certificate II and III are entry level qualifications suitable for New Apprenticeship arrangements. The Certificate II qualification, with appropriate selection of elective units, does provide an articulated pathway to the Certificate III. The Certificate IV and Diploma articulate directly and were developed as post-Certificate III programs. However, they can be entered into without pre-requisite qualifications.
- A nationally recognised qualification will only be awarded on successful assessment of the recognised grouping of standards including the number of electives listed for that qualification.
- Trainees assessed as attaining less than the minimum requirements for the award of a qualification will be given a statement of attainment for the competencies achieved as outlined in the Automotive Industry Assessment Guidelines.

- The Assessment Guidelines for the Automotive Industry support Recognition of Current Competencies (RCC) and Recognition of Prior Learning (RPL) as a legitimate process to attaining a qualification.
- Trainees following the illustrated pathway will be granted RCC and RPL as they move to the next qualification level if they can produce a valid record of current attainment.
- Entry can be made at each qualification level; one certificate is not a mandatory pre-requisite for a higher qualification.
- Two or more different qualifications may be achieved simultaneously.

NEW APPRENTICESHIPS AND TRAINEESHIPS

The most common form of entry level training has been either through an Apprenticeship or, more recently, a Traineeship. These recognised programmes transfer to the Training Package at Certificate II and III levels and easily align with the training agreements required for New Apprenticeships.

There is an expectation that the industry will support the development of new entry level training, up to an Certificate III Qualification, as work practices change and new technology is introduced. Where advice from industry indicates a need for new competency standards and the packaging of standards into a new qualification then alignment with, and the formation of, additional New Apprenticeship will be the outcome.

Pathways for New Apprenticeships include the same combinations of training as have the traditional apprenticeships and traineeships. These pathways are:

- combined off-the-job and workplace-based training
- workplace-based training only
- workplace-based training plus RPL and RCC
- institution-based training (including school-based training).

The automotive industry's preferred pathway is combined off-the-job and workplace-based training. Qualifications will rely heavily on this position as qualification must be awarded against workplace delivered competency standards.

In some circumstances, an off-the-job only pathway may be feasible where acquisition of competencies can be demonstrated within a simulated situation which creates an environment similar to the workplace in terms of equipment and procedures.

Previous training now aligned to qualifications at Certificate levels II, III and IV under the Australian Qualifications Framework is directly transferable to New Apprenticeships. Recognition of New Apprenticeships will be made by State and Territory Training Authorities when packages are endorsed.

QUALIFICATIONS

The qualifications presented at this point in the training package are subject to ongoing review by industry. As referenced elsewhere, an ongoing maintenance procedure has been put in place to ensure currency and the continual improvement of all aspects of the packages.

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Title **CERTIFICATE I IN AUTOMOTIVE**

National Code **AUR10199**

Qualification Requirements To be awarded the qualification, the trainee must attain a successful assessment in the competencies below including – all four compulsory core competencies plus three competencies chosen from the Retail, Service & Repair bank of competency standards, subject to pre-requisite requirements.

The following list of Retail, Service & Repair standards indicates those standards deemed appropriate for the Certificate I qualification.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the AQF Certificate I. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of activities most of which may be routine and predictable.

Applications may include a variety of employment-related skills including preparatory access and participation skills, broadbased induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Competency Standards Relating to Qualifications

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers
Elective Stream	
3 stream competencies to be chosen from the Retail, Service & Repair Certificate I competency standards bank.	

Suggested list of competency standards deemed suitable for Certificate I. Units should be selected which allow for assessment of all elements to the standard required by the industry.

AUR01170A	Service engines and associated engine components
AUR02170A	Service cooling systems and associated components
AUR03170A	Service petrol fuel systems
AUR03670A	Service diesel fuel injection systems
AUR04170A	Service gas fuel systems
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06670A	Service transmissions (manual)
AUR07170A	Service transmissions (automatic)
AUR08670A	Service bicycle wheel hubs
AUR09170A	Service hydraulic systems
AUR11170A	Service air braking systems
AUR12170A	Service bicycle mechanical braking systems
AUR12670A	Service final drive assemblies
AUR13170A	Service final drive (driveline)
AUR13670A	Service propeller drive systems
AUR14170A	Service jet drive propulsion systems
AUR14670A	Service bicycle drivetrain systems
AUR15170A	Service steering systems
AUR15670A	Service bicycle steering systems
AUR16170A	Service suspension systems
AUR16670A	Service bicycle suspension systems
AUR17606A	Balance tyres/wheels
AUR17668A	Select tyres and rims for specific applications (light)
AUR17766A	Remove, repair and fit tyres and tubes (light)
AUR18168A	Remove, repair and refit bicycle tyres
AUR18265A	Remove/refit and adjust bicycle wheels
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR22670A	Service airconditioning systems
AUR26108A	Carry out pre-repair operations
AUR26864A	Remove and replace vehicle body panels, panel sections and ancillary fittings
AUR26965A	Remove and replace/fit protector mouldings, transfers and decals
AUR27064A	Remove and replace mechanical units/assemblies
AUR28662A	Remove salvageable components
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR32165A	Remove, replace, fit and test components/accessories
AUR32265A	Remove, replace, fit and adjust bicycle accessories
AUR37927A	Identify automotive parts/components/accessories
AUR38150A	Present stock and sales area
AUR41408A	Carry out console operations
AUR41508A	Carry out driveway service, manage forecourt & handle fuel dispensing
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AURC1501A	Environmental regulations and best practice in the automotive industry

Title CERTIFICATE II IN AUTOMOTIVE (ADMINISTRATION)

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

Clerical
Service Reception
Vehicle Financing and Insuring
Vehicle Insuring – Loss Assessing
Vehicle Valuating/Purchasing

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

- The qualification has been supported by industry historically at Certificate II level
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate II in Automotive

AUR20199 (ADMINISTRATION - CLERICAL)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR51179A	Write routine texts in the workplace
AUR51356A	Read in the workplace
AUR51677A	Use numbers in the workplace
AUR52327A	Identify, clarify and resolve problems
BSACOM101A	Receive and pass on messages to facilitate communication flow
BSAENT101A	Apply knowledge of enterprise to complete routine administrative tasks
BSAENT201A	Apply knowledge of enterprise to promote its products and services
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAFIN301A	Maintain daily financial records for accounting purposes
BSAINF102A	Handle information to maintain access to and security of records
BSAINF301A	Maintain information records system to ensure its integrity
BSAORG101A	Follow established work schedules to achieve designated team/section goals
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC101A	Operate a range of office equipment to complete routine tasks
BSATEC202A	Operate a computer to gain access to and retrieve data

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR20299 (ADMINISTRATION - SERVICE RECEPTION)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR51179A	Write routine texts in the workplace
AUR51356A	Read in the workplace
AUR51677A	Use numbers in the workplace
AUR52327A	Identify, clarify and resolve problems
BSACOM101A	Receive and pass on messages to facilitate communication flow
BSAENT101A	Apply knowledge of enterprise to complete routine administrative tasks
BSAENT201A	Apply knowledge of enterprise to promote its products and services
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAFIN301A	Maintain daily financial records for accounting purposes
BSAINF102A	Handle information to maintain access to and security of records
BSAINF301A	Maintain information records system to ensure its integrity
BSAORG101A	Follow established work schedules to achieve designated team/section goals
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC101A	Operate a range of office equipment to complete routine tasks
BSATEC202A	Operate a computer to gain access to and retrieve data
BSATEM101A	Participate in a team to achieve designated tasks
BSATEM201A	Participate in allocation and completion of team tasks

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR20399**(ADMINISTRATION - VEHICLE FINANCING & INSURING)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR41903A	Apply relevant finance, leasing and insurance contracts/policies
AUR51677A	Use numbers in the workplace
AUR56754A	Provide and maintain automotive insurance policies
AUR56854A	Provide vehicle finance
BSAINF201A	Handle mail to facilitate information flow
BSAINF301A	Maintain information records system to ensure its integrity
BSATEC102A	Access and retrieve computer data
BSATEC202A	Operate a computer to gain access to and retrieve data

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR20499 (ADMINISTRATION - VEHICLE INSURING – LOSS ASSESSING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR51677A	Use numbers in the workplace
AUR56633A	Investigate and assess automotive insurance claims
AUR56661A	Recover claim losses
BSAINF201A	Handle mail to facilitate information flow
BSAINF301A	Maintain information records system to ensure its integrity
BSATEC102A	Access and retrieve computer data
BSATEC202A	Operate a computer to gain access to and retrieve data

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR20599 (ADMINISTRATION - VEHICLE VALUATING/PURCHASING)

Compulsory Common Core

AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream

AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR42369A	Wholesale used motor vehicle stock
AUR44230A	Inspect and appraise used motor vehicles in preparation for purchase
AUR44355A	Purchase used motor vehicles to supplement stock for sale
AUR51677A	Use numbers in the workplace
BSATEC102A	Access and retrieve computer data
BSATEC202A	Operate a computer to gain access to and retrieve data

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE II IN AUTOMOTIVE (ELECTRICAL)**

Qualification Requirements The trainee must attain a successful assessment in one of the following streams:

- Accessory Fitting

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

- The qualification has been supported by industry historically at Certificate II level
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate II in Automotive

AUR20699 (ELECTRICAL - ACCESSORY FITTING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR19331A	Install, test and repair wiring/lighting systems
AUR19431A	Install, test and repair electrical security system/components
AUR19531A	Install ancillary electrical equipment
AUR23808A	Carry out soldering techniques
AUR32165A	Remove, replace, fit and test components/accessories
AUR66108A	Carry out diagnostic procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN AUTOMOTIVE (ELECTRICAL)**

Qualification Requirements The trainee must attain a successful assessment in the following stream:

- Automotive Electrical

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

- The qualification has been supported by industry historically at AQF Certificate III level.
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate III in Automotive

**AUR30199
(ELECTRICAL)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR04671A	Service and repair emission control systems
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR18866A	Repair electrical systems
AUR18966A	Repair instruments and warning systems
AUR19045A	Overhaul electrical system components
AUR19066A	Repair charging and starting systems
AUR19331A	Install, test and repair wiring/lighting systems
AUR19431A	Install, test and repair electrical security system/components
AUR19531A	Install ancillary electrical equipment
AUR20140A	Manufacture and/or repair wiring harness/looms
AUR20666A	Repair ignition systems
AUR21171A	Service and repair electronic engine management systems
AUR21271A	Service and repair electronic drive management systems
AUR21371A	Service and repair electronic body management systems
AUR22670A	Service air conditioning systems
AUR23808A	Carry out soldering techniques
AUR66108A	Carry out diagnostic procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE II IN AUTOMOTIVE (MECHANICAL)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Air Conditioning
- Cylinder Head Reconditioning
- Driveline
- Exhaust Fitting & Repair
- Natural Gas Vehicle (NGV) Services
- Radiator Repair
- Steering & Suspension
- Tyre Fitting & Repair Heavy
- Tyre Fitting & Repair Light
- Underbody
- Vehicle Servicing
- Wheel Aligning

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

- The qualification has been supported by industry historically at Certificate II level
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate II in Automotive

AUR20799 (MECHANICAL - AIR CONDITIONING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR19531A	Install ancillary electrical equipment
AUR22666A	Repair/retrofit air conditioning systems
AUR22670A	Service air conditioning systems
AUR26108A	Carry out pre-repair operations

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR20899 (MECHANICAL - CYLINDER HEAD RECONDITIONING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR01404A	Assemble cylinder heads, check tolerances and carry out relevant testing procedures
AUR01417A	Dismantle cylinder heads and evaluate components
AUR25678A	Use and maintain measuring equipment
AUR26108A	Carry out pre-repair operations
AUR34808A	Carry out grinding/facing operations
AUR34972A	Set, operate and monitor specialist machines
AUR35108A	Carry out machining operations
AUR70508A	Carry out manual handling operations
AURT3813A	Carry out gas metal arc (MIG) welding procedures
AURT3814A	Carry out tungsten arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR20999 (MECHANICAL – DRIVELINE)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13166A	Repair final drive (driveline)
AUR13170A	Service final drive (driveline)
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21099 (MECHANICAL - EXHAUST FITTING & REPAIR)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR05123A	Fabricate exhaust systems/components
AUR05166A	Repair exhaust systems
AUR65130A	Inspect vehicle systems/components and determine preferred repair action
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21199 (MECHANICAL - NATURAL GAS VEHICLE (NGV) SERVICES)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR04671A	Service and repair emission control systems
AUR24623A	Fabricate components/equipment
AUR66108A	Carry out diagnostic procedures
AURT2833A	Service gas fuel systems (CNG/NGV)
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures
AURT3835A	Repair gas fuel systems (CNG/NGV)

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

NOTE: Due to licensing requirements in some States this training may not be accessed unless a prior Certificate III Light Vehicle Qualification is held.

Competencies for Certificate II in Automotive

AUR21299 (MECHANICAL - RADIATOR REPAIR)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR02608A	Carry out radiator repairs
AUR65130A	Inspect vehicle systems/components and determine preferred repair action
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21399 (MECHANICAL - STEERING & SUSPENSION)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers
Compulsory Stream	
AUR15145A	Overhaul steering system components
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR17108A	Carry out wheel alignment operations
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR21371A	Service and repair electronic body management systems
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures
Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise	

Competencies for Certificate II in Automotive

AUR21499 (MECHANICAL - TYRE FITTING & REPAIR HEAVY)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR17606A	Balance tyres/wheels
AUR17665A	Remove, fit and adjust wheel(s)
AUR17968A	Select tyres and rims for specific applications (heavy)
AUR65130A	Inspect vehicle systems/components and determine preferred repair action

Plus one of the following competency standards relevant to specific industry

AURT2800A	Remove and refit tyres and tubes (plant machinery)
AURT2801A	Remove and refit tyres and tubes (mining)
AURT2802A	Remove and refit tyres and tubes (light truck)
AURT2803A	Remove and refit tyres and tubes (heavy truck)
AURT2804A	Remove and refit tyres and tubes (agricultural machinery)

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21599 (MECHANICAL - TYRE FITTING & REPAIR LIGHT)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR17606A	Balance tyres/wheels
AUR17665A	Remove, fit and adjust wheel(s)
AUR17668A	Select tyres and rims for specific applications (light)
AUR17766A	Remove, repair and fit tyres and tubes (light)
AUR65130A	Inspect vehicle systems/components and determine preferred repair action

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21699 (MECHANICAL - UNDERBODY)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR05166A	Repair exhaust systems
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR65130A	Inspect vehicle systems/components and determine preferred repair action
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21799 (MECHANICAL - VEHICLE SERVICING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01170A	Service engines and associated engine components
AUR02170A	Service cooling systems and associated components
AUR03170A	Service petrol fuel systems
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06670A	Service transmissions (manual)
AUR07170A	Service transmissions (automatic)
AUR10170A	Service braking systems
AUR12670A	Service final drive assemblies
AUR13170A	Service final drives (drivelines)
AUR15170A	Service steering systems
AUR16170A	Service suspension systems
AUR18676A	Test, service and replace battery

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR21899 (MECHANICAL - WHEEL ALIGNING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR15130A	Inspect steering system
AUR16130A	Inspect suspension systems
AUR17108A	Carry out wheel alignment operations
AUR65130A	Inspect vehicle systems/components and determine preferred repair action

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN AUTOMOTIVE (MECHANICAL)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Automatic Transmission
- Brakes
- Diesel Fitter
- Diesel Fuel Specialist
- Driveline
- Engine Reconditioning
- Heavy Vehicle Road Transport
- Heavy Vehicle Mobile Equipment (Plant/Earth Moving/Agricultural)
- Light Vehicle
- Motor Cycle
- Natural Gas Vehicle (NGV) Installer

The trainee must achieve competence in the compulsory core and stream competencies plus elective competencies, as indicated in the specific stream, selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale

The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

- The qualification has been supported by industry historically at Certificate III level.
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate III in Automotive

AUR30299 (MECHANICAL - AUTOMATIC TRANSMISSION)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR02170A	Service cooling systems and associated components
AUR03170A	Service petrol fuel systems
AUR07145A	Overhaul transmissions (automatic)
AUR07166A	Repair transmissions (automatic)
AUR07170A	Service transmissions (automatic)
AUR12645A	Overhaul final drive assemblies
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13170A	Service final drive (driveline)
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR21271A	Service and repair electronic drive management systems
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

**AUR30399
(MECHANICAL - BRAKES)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR10104A	Assemble and fit braking systems/components
AUR10145A	Overhaul braking system components
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR10736A	Machine brake drums and brake disc rotors
AUR11145A	Overhaul air braking system components
AUR11166A	Repair air braking systems
AUR11170A	Service air braking systems
AUR11666A	Repair electric braking systems
AUR17665A	Remove, fit and adjust wheel(s)
AUR18708A	Carry out minor repairs to electrical systems
AUR21471A	Service and repair electronically controlled anti-lock braking systems
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR30499 (MECHANICAL - DIESEL FITTER)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR00208A	Carry out maintenance operations
AUR00373A	Synchronise plant/equipment
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03666A	Repair diesel fuel systems/components
AUR03670A	Service diesel fuel injection systems
AUR04671A	Service and repair emission control systems
AUR05166A	Repair exhaust systems
AUR05671A	Service and repair engine forced induction systems
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR07166A	Repair transmissions (automatic)
AUR07170A	Service transmissions (automatic)
AUR09131A	Install hydraulic systems to specific applications
AUR09166A	Repair hydraulic systems
AUR09170A	Service hydraulic systems
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR21171A	Service and repair electronic engine management systems
AUR22171A	Service and repair air compressors/components
AUR24623A	Fabricate components/equipment
AUR25156A	Read and interpret engineering drawings
AUR25678A	Use and maintain measuring equipment
AUR66108A	Carry out diagnostic procedures
AURT3813A	Carry out gas metal arc (MIG) welding procedures
AURT3814A	Carry out tungsten arc welding procedures
PRMCL21A	Maintain industrial machinery in a soil-free condition

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR30599 (MECHANICAL - DIESEL FUEL SPECIALIST)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR03645A	Overhaul diesel fuel systems/components
AUR03666A	Repair diesel fuel systems/components
AUR03670A	Service diesel fuel injection systems
AUR04671A	Service and repair emission control systems
AUR05671A	Service and repair engine forced induction systems
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR21171A	Service and repair electronic engine management systems
AUR25678A	Use and maintain measuring equipment
AUR66108A	Carry out diagnostic procedure

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR30699 (MECHANICAL - DRIVELINE)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06645A	Overhaul transmissions (manual)
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR07145A	Overhaul transmissions (automatic)
AUR07166A	Repair transmissions (automatic)
AUR07170A	Service transmissions (automatic)
AUR12645A	Overhaul final drive assemblies
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13166A	Repair final drive (driveline)
AUR13170A	Service final drive (driveline)
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR21271A	Service and repair electronic drive management systems
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

**AUR30799
(MECHANICAL - ENGINE RECONDITIONING)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR01304A	Assemble engine block and sub-assemblies, check tolerances and carry out relevant testing procedures
AUR01317A	Disassemble engine block and sub-assemblies and evaluate components
AUR01357A	Rebuild engine components
AUR01359A	Reclaim engine components
AUR01404A	Assemble cylinder heads, check tolerances and carry out relevant testing procedures
AUR01417A	Dismantle cylinder heads and evaluate components
AUR25678A	Use and maintain measuring equipment
AUR26108A	Carry out pre-repair operations
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR34708A	Carry out reboring and honing of cylinders
AUR34808A	Carry out grinding/facing operations
AUR34972A	Set, operate and monitor specialist machines
AUR35108A	Carry out machining operations
AUR65130A	Inspect vehicle systems/components and determine preferred repair action
AUR65349A	Prepare written repair quotation
AUR66108A	Carry out diagnostic procedures
AUR70508A	Carry out manual handling operations
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR30899 (MECHANICAL - HEAVY VEHICLE ROAD TRANSPORT)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03666A	Repair diesel fuel systems/components
AUR03670A	Service diesel fuel injection systems
AUR05671A	Service and repair engine forced induction systems
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR07170A	Service transmissions (automatic)
AUR09170A	Service hydraulic systems
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR11166A	Repair air braking systems
AUR11170A	Service air braking systems
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13166A	Repair final drive (driveline)
AUR13170A	Service final drive (driveline)
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR17665A	Remove, fit and adjust wheel(s)
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR21171A	Service and repair electronic engine management systems
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 6 electives with a maximum of 200 hours to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR30999
(MECHANICAL - HEAVY VEHICLE MOBILE EQUIPMENT)
(Plant/Earth Moving/Agricultural)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03666A	Repair diesel fuel systems/components
AUR03670A	Service diesel fuel injection systems
AUR04170A	Service gas fuel systems
AUR05166A	Repair exhaust systems
AUR05671A	Service and repair engine forced induction systems
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR07166A	Repair transmissions (automatic)
AUR07170A	Service transmissions (automatic)
AUR09170A	Service hydraulic systems
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13166A	Repair final drive (driveline)
AUR13170A	Service final drive (driveline)
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR18966A	Repair instruments and warning systems
AUR19066A	Repair charging and starting systems
AUR21171A	Service and repair electronic engine management systems

Competencies for Certificate III in Automotive

AUR30999**(MECHANICAL - HEAVY VEHICLE MOBILE EQUIPMENT)****(Plant/Earth Moving/Agricultural)** (continued)

AUR21271A	Service and repair electronic drive management systems
AUR22670A	Service air conditioning systems
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR31099 (MECHANICAL - LIGHT VEHICLE)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03166A	Repair petrol fuel systems
AUR03170A	Service petrol fuel systems
AUR04671A	Service and repair emission control systems
AUR05166A	Repair exhaust systems
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR07166A	Repair transmissions (automatic)
AUR07170A	Service transmissions (automatic)
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13166A	Repair final drive (driveline)
AUR13170A	Service final drive (driveline)
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR19066A	Repair charging and starting systems
AUR21171A	Service and repair electronic engine management systems
AUR21271A	Service and repair electronic drive management systems
AUR21371A	Service and repair electronic body management systems
AUR66108A	Carry out diagnostic procedures

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR31099 (MECHANICAL - LIGHT VEHICLE) (continued)

Note:

This Qualification of Certificate III in Automotive (Mechanical - Light Vehicle) is in some States and Territories a pre-requisite for a licence for LPG and NGV Installation/Repair.

In some States and Territories, licensing regulations prescribe that Installing, Repairing and Servicing gas fuel systems must be undertaken only by a qualified Mechanic (Certificate III).

Where these regulations apply, the following standards cannot be included in the six (6) electives required for the Certificate III.

AURT2832A	Service gas fuel systems (LPG)
AURT2833A	Service gas fuel systems (CNG/NGV)
AURT3830A	Install gas fuel systems (LPG)
AURT3831A	Install gas fuel systems (CNG/NGV)
AURT3834A	Repair gas fuel systems (LPG)
AURT3835A	Repair gas fuel systems (CNG/NGV)

Competencies for Certificate III in Automotive

**AUR31199
(MECHANICAL - MOTOR CYCLE)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03166A	Repair petrol fuel systems
AUR03170A	Service petrol fuel systems
AUR04671A	Service and repair emission control systems
AUR05166A	Repair exhaust systems
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR06666A	Repair transmissions (manual)
AUR06670A	Service transmissions (manual)
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR13166A	Repair final drive (driveline)
AUR13170A	Service final drive (driveline)
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR17606A	Balance tyres/wheels
AUR17665A	Remove, fit and adjust wheels
AUR17766A	Repair tyres and tubes
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical systems
AUR19066A	Repair charging and starting systems
AUR20666A	Repair ignition systems
AUR28166A	Repair and align motor cycle frames
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR31299 (MECHANICAL - NATURAL GAS VEHICLE INSTALLER)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR03166A	Repair petrol fuel systems
AUR03170A	Service petrol fuel systems
AUR04671A	Service and repair emission control systems
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR18866A	Repair electrical systems
AUR19531A	Install ancillary electrical equipment
AUR20666A	Repair ignition systems
AUR21171A	Service and repair electronic engine management systems
AUR24623A	Fabricate components/equipment
AUR25678A	Use and maintain measuring equipment
AUR26108A	Carry out pre-repair operations
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR65130A	Inspect vehicle systems/components and determine preferred repair action
AUR66108A	Carry out diagnostic procedures
AURT2832A	Service gas fuel systems (LPG)
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out manual metal arc welding procedures
AURT3831A	Install gas fuel systems (CNG/NGV)
AURT3835A	Repair gas fuel systems (CNG/NGV)

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

NOTE: Due to licensing requirements in some States this training may not be accessed unless a prior Certificate III Light Vehicle Qualification is held.

Title **CERTIFICATE II IN AUTOMOTIVE (MOTORSPORT)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Motorsport

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

- The qualification has been supported by industry historically at Certificate II level
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate II in Automotive

**AUR23402
(MOTORSPORT)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers
AURT3502A	Implement and monitor environmental regulation and best practice in the automotive mechanical industry

Compulsory Stream	
AUR01170A	Service engines and associated engine components
AUR02170A	Service cooling systems and associated components
AUR03170A	Service petrol fuel systems
AUR06170A	Service clutch systems and associated operating system components
AUR06670A	Service transmissions (manual)
AUR12670A	Service final drive assemblies
AUR13170A	Service final drives (drive lines)
AUR16170A	Service suspension system
AUR18676A	Test service and replace battery
AUR23608A	Carry out welding, soldering, thermal cutting and thermal heating procedures
AURM2400A	Operate in a motorsport environment
AURM3404A	Comply with motorsport team and event safety requirements
MEM 5.10AA	Undertake fabrication, forming, bending and shaping

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN AUTOMOTIVE (MOTORSPORT)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Motorsport

The trainee must achieve competence in the compulsory core and stream competencies plus elective competencies, as indicated in the specific stream, selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale

The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

- The qualification has been supported by industry historically at Certificate III level.
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate III in Automotive

**AUR32602
(MOTORSPORT)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers
AURT3502A	Implement and monitor environmental regulation and best practice in the automotive mechanical industry

Compulsory Stream	
AUR01170A	Service engines and associated engine components
AUR02170A	Service cooling systems and associated components
AUR03166A	Repair petrol fuel systems
AUR03170A	Service petrol fuel systems
AUR06170A	Service clutch systems and associated operating system components
AUR06666A	Repair transmission (manual)
AUR06670A	Service transmissions (manual)
AUR10166A	Repair braking systems
AUR10170A	Service braking systems
AUR12666A	Repair final drive assemblies
AUR12670A	Service final drive assemblies
AUR13166A	Repair final drive (drivelines)
AUR13170A	Service final drives (drivelines)
AUR15166A	Repair steering systems
AUR15170A	Service steering systems
AUR16166A	Repair suspension systems
AUR16170A	Service suspension systems
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR19066A	Repair charging and starting systems
AUR20666A	Repair ignition systems
AURM2400A	Operate in a motorsport environment
AURM2401A	Set up and dismantle temporary work location and equipment
AURM3402A	Assemble and prepare a competition vehicle
AURM3403A	Collect and log motorsport data
AURM3404A	Comply with motorsport team and event safety requirements
AURM3405A	Conduct non-destructive testing
AURM3408A	Perform competition vehicle preparation procedures at event
AURM3409A	Perform pit lane/service area operations
AURM3410A	Perform torquing and fastening
AURM3411A	Prepare competition vehicle and support equipment for transportation
MEM 5.10AA	Undertake fabrication, forming, bending and shaping

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE II IN AUTOMOTIVE (SALES)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Automotive Aftermarket
- Replacement Parts & Accessories
- Service Station Operations
- Vehicle
- Warehousing

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

- The qualification has been supported by industry historically at Certificate II level
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate II in Automotive

AUR21999 (SALES – AUTOMOTIVE AFTERMARKET)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37637A	Maintain stock control
AUR37827A	Identify automotive parts/components
AUR41303A	Apply sales procedures
AUR52327A	Identify, clarify and resolve problems
BSAENT201A	Apply knowledge of enterprise to promote its products and services
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAENT302A	Process client complaints to ensure the goals of the enterprise are met

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22099 (SALES - REPLACEMENT PARTS & ACCESSORIES)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37927A	Identify automotive parts/components/accessories
AUR41303A	Apply sales procedures
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR42008A	Carry out merchandising procedures
AUR51677A	Use numbers in the workplace
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22199 (SALES - SERVICE STATION OPERATIONS)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37608A	Carry out stock control procedures
AUR37927A	Identify automotive parts/components/accessories
AUR41408A	Carry out console operations
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR42008A	Carry out merchandising procedures
AUR42108A	Carry out sales of stock lines
THHCOR01A	Work with colleagues and customers
THHGHS01A	Follow workplace hygiene procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22299 (SALES – VEHICLE)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR38150A	Present stock and sales area
AUR41769A	Sell product
AUR41803A	Apply legal requirements relating to product sales
AUR51677A	Use numbers in the workplace
AUR62807A	Build customer relations
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22399 (SALES – WAREHOUSING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37608A	Carry out stock control procedures
AUR37927A	Identify automotive parts/components/accessories
AUR39508A	Carry out warehousing procedures
AUR51677A	Use numbers in the workplace
AUR70508A	Carry out manual handling operations
BSATEC202A	Operate a computer to gain access to and retrieve data

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN AUTOMOTIVE (SALES)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in the following stream:

- Parts Interpreting
- Vehicle

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

- The qualification has been supported by industry historically at Certificate III level.
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate III in Automotive

AUR31399 (SALES - PARTS INTERPRETING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37608A	Carry out stock control procedures
AUR37827A	Identify automotive parts/components
AUR39508A	Carry out warehousing procedures
AUR41303A	Apply sales procedures
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR42008A	Carry out merchandising procedures
AUR42246A	Package parts/components/materials
AUR51677A	Use numbers in the workplace
AUR62807A	Build customer relations
AUR70508A	Carry out manual handling operations
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

**AUR31499
(SALES – VEHICLE)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream – Fifteen (15) competencies to be chosen from the following	
AUR37608A	Carry out stock control procedures
AUR38150A	Present stock and sales area
AUR41303A	Apply sales procedures
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR41769A	Sell product
AUR41803A	Apply legal requirements relating to product sales
AUR41903A	Apply relevant finance, leasing and insurance contracts/policies
AUR42008A	Carry out merchandising procedures
AUR42403A	Apply legal requirements relating to automotive sales
AUR51677A	Use numbers in the workplace
AUR54178A	Use and maintain workplace office equipment
AUR62721A	Establish customer requirements of a complex nature
AUR62807A	Build customer relations
AUR63337A	Maintain business image
AURCR20051A	Work effectively with others
AURCR20900A	Contribute to quality work outcomes
AURCT20200A	Operate information technology systems
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC202A	Operate a computer to gain access to and retrieve data
BSBCMN206A	Process and maintain workplace information
BSBCMN208A	Deliver a service to customers
BSBCMN307A	Maintain business resources
BSBCMN309A	Recommend products and services
BSBSLS301A	Develop product knowledge
BSBSLS302A	Identify sales prospects
BSBSLS304A	Secure prospect commitment
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE II IN AUTOMOTIVE (VEHICLE BODY)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Accessory Fitting “Mechanical”
- Detailing
- Dismantling
- Glazing
- Paint/Panel Preparation
- Window Tinting

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

- The qualification has been supported by industry historically at Certificate II level
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate II in Automotive

AUR22499 (VEHICLE BODY - ACCESSORY FITTING “MECHANICAL”)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR19331A	Install, test and repair wiring/lighting systems
AUR32165A	Remove, replace, fit and test components/accessories
AURT2817A	Carry out minor fabrication of components/equipment
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out gas metal arc (MIG) welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22599 (VEHICLE BODY – DETAILING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR18676A	Test, service and replace batteries
AUR30508A	Carry out buffing and burnishing
AUR31649A	Prepare vehicle/components for customer use
AUR31708A	Carry out vehicle detailing

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22699 (VEHICLE BODY – DISMANTLING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR18676A	Test, service and replace battery
AUR28617A	Disassemble and test vehicle units/components
AUR28662A	Remove salvageable components
AUR37727A	Identify, remove and label vehicle replacement parts
AUR37927A	Identify automotive parts/components/accessories
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out gas metal arc (MIG) welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22799 (VEHICLE BODY – GLAZING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR33166A	Repair laminated glass
AUR33363A	Remove and install rubber glazed windscreens
AUR33463A	Remove and install butyl sealed windscreens
AUR33563A	Remove and install direct glazed windscreens
AUR33763A	Remove and install fixed and moveable body glass
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22899 (VEHICLE BODY - PAINT/PANEL PREPARATION)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR26108A	Carry out pre-repair operations
AUR26864A	Remove and replace vehicle body panels, panel sections and ancillary fittings
AUR26965A	Remove and replace/fit protector mouldings, transfers and decals
AUR30349A	Prepare vehicle components for minor paint repairs
AUR30508A	Carry out buffing and burnishing
AUR31649A	Prepare vehicle/components/equipment for customer use

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Automotive

AUR22999 (VEHICLE BODY - WINDOW TINTING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR26108A	Complete pre-order operations
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR33849A	Prepare surfaces and apply window tinting
AURV2800A	Carry out cleaning of vehicle windows
BSAFIN303A	Monitor stock levels to maintain enterprise activities

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN AUTOMOTIVE (VEHICLE BODY)**

Qualification Requirements To be awarded this qualification the trainee must attain a successful assessment in one of the following streams:

- Building
- Panel Beating
- Trimming
- Vehicle Painting

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

- The qualification has been supported by industry historically at Certificate III level.
- The qualification level exit point aligns with the Federal Vehicle Industry – Repair, Services and Retail Award classification.

Competencies for Certificate III in Automotive

AUR31599 (VEHICLE BODY – BUILDING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR09131A	Install hydraulic systems to specific applications
AUR09631A	Install pneumatic systems
AUR10104A	Assemble and fit braking systems/components
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR19331A	Install, test and repair wiring/lighting systems
AUR24623A	Fabricate components/equipment
AUR25156A	Read and interpret engineering drawings
AUR25678A	Use and maintain measuring equipment
AUR26508A	Carry out vehicle body and underframe alignment
AUR27064A	Remove and replace mechanical units/assemblies
AUR27164A	Remove and replace electrical/electronic units/assemblies
AUR27231A	Install vehicle component seals
AUR28366A	Repair chassis/frame and associated components
AUR31008A	Select and apply trim/fabric adhesives
AUR31649A	Prepare vehicle/component/equipment for customer use
AURT3813A	Carry out gas metal arc (MIG) welding procedures
AURT3814A	Carry out tungsten arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR31699 (VEHICLE BODY - PANEL BEATING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR26108A	Carry out pre-repair operations
AUR26266A	Repair body panels
AUR26366A	Repair minor structural damage
AUR26367A	Replace major welded panels
AUR26508A	Carry out vehicle body and underframe alignment
AUR26608A	Carry out vehicle measurement
AUR26708A	Carry out major sectional repair
AUR26864A	Remove and replace vehicle body panels, panel sections and ancillary fittings
AUR26965A	Remove and replace/fit protector mouldings, transfers and decals
AUR27064A	Remove and replace mechanical units/assemblies
AUR27164A	Remove and replace electrical/electronic units/assemblies
AUR30203A	Apply rust prevention and sound deadening materials
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR65116A	Determine vehicle damage and recommended repair procedure
AURT3813A	Carry out gas metal arc (MIG) welding procedures
AURT3814A	Carry out tungsten arc welding procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR31799 (VEHICLE BODY – TRIMMING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR24623A	Fabricate components/equipment
AUR26108A	Carry out pre-repair operations
AUR27231A	Install vehicle component seals
AUR31208A	Carry out trimming of vehicle components
AUR31268A	Select and apply trim/fabric materials
AUR31368A	Select and apply trim/fabric adhesives
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR65230A	Inspect paint and/or trim and/or accessories and ascertain recommended repair procedures
AURV3802A	Carry out sewing operations

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Automotive

AUR31899 (VEHICLE BODY - VEHICLE PAINTING)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR26108A	Carry out pre-repair operations
AUR26965A	Remove and replace/fit protector mouldings, transfers and decals
AUR29603A	Apply refinishing materials
AUR29608A	Carry out masking procedures
AUR29649A	Prepare substrate for refinishing
AUR29749A	Prepare spray painting materials and equipment
AUR29803A	Apply colour matching techniques
AUR29908A	Carry out paint rectification and touch up work
AUR30149A	Prepare and paint plastic components
AUR30508A	Carry out buffing and burnishing
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR65230A	Inspect paint and/or trim and/or accessories and ascertain recommended repair procedures

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE IV IN AUTOMOTIVE****National Code** **AUR40199**

Qualification Requirements The trainee must obtain a successful assessment in the competency standards required for one of the pathways below. The pathways provide for the elective development of business management skills streams and a technical skills stream.

Pathway 1: Trainees with a previous qualification at Certificate III level must achieve a minimum of 8 competency standards listed for Certificate IV. Those specialising in automotive technical streams at the Certificate IV level will have previously achieved automotive technical or equivalent competency at the AQF III level.

Pathway 2: Trainees with no previous qualification at Certificate III level must achieve the minimum of sixteen (16) standards:

- a minimum of 8 standards listed for Certificate IV
- a maximum of 2 standards listed for Diploma
- the remaining 8 standards from the RS&R bank of standards aligned to the needs of the enterprise but at a similar level of complexity, autonomy and rigour.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate IV. These include:

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the planning and application of the skills.

Applications involve responsibility for, and limited organisation of, others.

Competencies for Certificate IV

Customer Service	
AUR42621A	Promote products and services
AUR62721A	Establish customer requirements of a complex nature
Environment	
AURC4501A	Plan and manage compliance with environmental regulations and best practice in the automotive industry
AURT4501A	Plan and manage compliance with environmental regulations and best practice in the marine repair and service industry
AURT4502A	Plan and manage compliance with environmental regulations and best practice in the mechanical industry
AURV4501A	Plan and manage compliance with environmental regulations and best practice in the body repair industry
Staff Development	
AUR59114A	Contribute to assessment of staff competencies
AUR59211A	Coach staff on the job
AUR59350A	Conduct information sessions
Technical Application	
AUR59554A	Provide technical guidance
AUR66208A	Carry out diagnoses of complex system faults
AUR66671A	Service/repair complex systems
Quality Control	
AUR61230A	Inspect technical quality of work
Work Organisation	
AUR59647A	Coordinate work activities
AUR61447A	Participate in improving workplace productivity
Business Operations	
AUR38038A	Plan and organise stock
AUR63337A	Maintain business image
AUR65722A	Estimate complex jobs
Motorsport / Performance Enhancement	
AURM4412A	Analyse and repair complex performance driveline systems
AURM4413A	Analyse and repair complex performance fuel systems
AURM4414A	Manage motorsport data acquisition
AURM4417A	Prepare competition vehicle suspension
AURM4418A	Select and prepare tyres and wheels for motorsport applications
AURM4419A	Test engines using a dynamometer
AURM4420A	Test suspension dampers using a dynamometer
Automotive Technology	
AURT4770A	Analyse and evaluate gas fuel system faults

Title **CERTIFICATE IV IN AUTOMOTIVE (MOTORSPORT)**

National Code **AUR40202**

Qualification Requirements Trainees must have a pre-requisite qualification at:
AUR 326 02 Certificate III in Automotive (Motorsport) and must achieve a minimum of 8 competency standards listed for Certificate IV:

- Four (4) occupational stream units of competency listed in Certificate IV – Automotive (Motorsport)
- Two (2) units of competency listed in Certificate IV or above from the Motorsport / Performance Enhancement inventory
- The remaining two (2) standards from AQF level IV or above to be sourced from any endorsed Industry Training Package related to the enterprise.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate IV. These include:

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the planning and application of the skills.

Applications involve responsibility for, and limited organisation of, others.

Competencies for Certificate IV (Motorsport)

Occupational stream	
AURM4415A	Manage personal presentation and development
AURM4416A	Manage the preparation of a competition vehicle
AURT5776A	Develop and document technical specifications and procedures
MEM 2.16C5A	Interpret quality specifications and manuals

Motorsport / Performance Enhancement	
AURM4412A	Analyse and repair complex performance driveline systems
AURM4413A	Analyse and repair complex performance fuel systems
AURM4414A	Manage motorsport data acquisition
AURM4417A	Prepare competition vehicle suspension
AURM4418A	Select and prepare tyres and wheels for motorsport applications
AURM4419A	Test engines using a dynamometer
AURM4420A	Test suspension dampers using a dynamometer

Title **CERTIFICATE IV IN AUTOMOTIVE
(PERFORMANCE ENHANCEMENT)**

National Code **AUR40302**

Qualification Requirements Trainees must have a pre-requisite qualification at:
AUR 326 02 Certificate III in Automotive (Motorsport) OR
AUR 310 99 Certificate III in Automotive (Light Vehicle) and must achieve a minimum of 8 competency standards listed for Certificate IV:

- Four (4) occupational stream units of competency listed in Certificate IV – Automotive (Motorsport)
- Two (2) units of competency listed in Certificate IV or above from the Motorsport / Performance Enhancement inventory
- The remaining two (2) standards from AQF level IV or above to be sourced from any endorsed Industry Training Package related to the enterprise.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate IV. These include:

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the planning and application of the skills.

Applications involve responsibility for, and limited organisation of, others.

Competencies for Certificate IV (Performance Enhancement)

Occupational stream	
AUR34648A	Plan performance improvement
AUR66208A	Carry out diagnosis of complex system faults
AURT5776A	Develop and document technical specifications and procedures
MEM 2.16C5A	Interpret quality specifications and manuals
Motorsport / Performance Enhancement	
AURM4412A	Analyse and repair complex performance driveline systems
AURM4413A	Analyse and repair complex performance fuel systems
AURM4414A	Manage motorsport data acquisition
AURM4417A	Prepare competition vehicle suspension
AURM4418A	Select and prepare tyres and wheels for motorsport applications
AURM4419A	Test engines using a dynamometer
AURM4420A	Test suspension dampers using a dynamometer

Title **DIPLOMA OF AUTOMOTIVE**

National Code **AUR50199**

Qualification Requirements The trainee must obtain a successful assessment in the competency standards required for one of the pathways below. The pathways provide for the elective development of business management skills streams and a technical skills stream.

Pathway 1: Trainees with a pre-requisite Certificate IV qualification must achieve a minimum of 6 competency standards from the Diploma list. Those specialising in automotive technical streams at the Diploma level will have previously achieved automotive technical or equivalent competency at the Certificate IV level.

Pathway 2: Trainees with no pre-requisite Certificate IV qualification must achieve a total of 19 competency standards:

- a minimum of 8 standards from the Diploma list
- the remainder from the Certificate IV list

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on:

- *breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.*
- *the self-directed application of skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.*
- *applications involving participation in development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams, including teams concerned with planning and evaluation functions. Co-ordination of groups or teams may be involved.*
- *the degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.*
- *performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the planning and application of the skills.*
- *applications involve responsibility for, and limited organisation of, others.*

Competencies for Diploma

Customer Service	
AUR62807A	Build customer relations
AUR62910A	Coordinate delivery of products and services to customers
AUR63037A	Maintain customer feedback system
AUR63238A	Manage complex customer issues
Staff Development	
AUR59414A	Contribute to recruitment/selection of new staff
Work Organisation	
AUR57902A	Allocate work
AUR61510A	Coordinate improvement of workplace productivity
Business Operations	
AUR59710A	Coordinate health and safety practices in the workplace
AUR61614A	Contribute to business improvement
Technical	
AUR61101A	Adapt work processes to new technologies
Quality Control	
AUR61337A	Maintain quality systems
Motorsport	
AURM5421A	Apply aerodynamic and vehicle dynamic principles and effects to competition vehicles
AURM5422A	Determine material suitability for competition vehicle component construction
AURM5423A	Manage motorsport operations
AURM5424A	Manage motorsport team development
AURM5425A	Manage motorsport team media liaison
AURM5426A	Manage motorsport team promotional partnerships and marketing
AURM5427A	Manage team pit lane/service area operations
AURM5428A	Prepare and implement race strategies
Automotive Technology	
AURT5700A	Analyse and evaluate light vehicle steering and suspension system faults
AURT5701A	Analyse and evaluate light vehicle driveline system faults
AURT5702A	Analyse and evaluate light vehicle engine and fuel system faults
AURT5703A	Analyse and evaluate light vehicle braking system faults
AURT5710A	Analyse and evaluate heavy vehicle steering and suspension systems faults
AURT5711A	Analyse and evaluate heavy vehicle transmissions systems faults
AURT5712A	Analyse and evaluate heavy vehicle engine and fuel system faults
AURT5713A	Analyse and evaluate heavy vehicle braking system faults
AURT5720A	Analyse and evaluate wheeled mobile plant steering and suspension system faults
AURT5721A	Analyse and evaluate wheeled mobile plant transmissions systems faults
AURT5722A	Analyse and evaluate wheeled mobile plant engine and fuel systems faults
AURT5723A	Analyse and evaluate tracked mobile plant transmission, steering and braking systems faults
AURT5724A	Analyse and evaluate tracked mobile plant undercarriage and suspension systems
AURT5725A	Analyse and evaluate wheeled mobile plant braking systems faults
AURT5726A	Analyse and evaluate mobile plant hydraulic systems faults
AURT5730A	Analyse and evaluate motorcycle steering, suspension and frame systems faults
AURT5731A	Analyse and evaluate motorcycle engine and transmission systems faults

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Competencies for Diploma (continued)

Automotive Technology (continued)	
AURTS732A	Analyse and evaluate motorcycle electrical/electronic systems faults
AURTS733A	Analyse and evaluate motorcycle braking systems faults
AURTS735A	Analyse and evaluate light marine hydraulic system faults
AURTS736A	Analyse and evaluate light marine transmission system faults
AURTS737A	Analyse and evaluate light marine engine and powerhead systems faults
AURTS738A	Analyse and evaluate light marine hull performance and stability systems faults
AURTS740A	Develop and apply mechanical systems modification
AURTS741A	Develop and apply hydraulic systems modification
AURTS742A	Develop and apply pneumatic systems modification
AURTS750A	Analyse and evaluate electrical and electronic faults in stability/steering/ suspension systems
AURTS751A	Analyse and evaluate electrical and electronic faults in electric over hydraulic systems
AURTS752A	Analyse and evaluate electrical and electronic faults in engine management systems
AURTS753A	Analyse and evaluate electrical and electronic faults in transmission/driveline systems
AURTS754A	Analyse and evaluate electrical and electronic faults in braking systems
AURTS755A	Analyse and evaluate electrical and electronic faults in safety systems
AURTS756A	Analyse and evaluate electrical and electronic faults in monitoring/protection systems
AURTS758A	Analyse and evaluate electrical and electronic faults in convenience and entertainment systems
AURTS759A	Analyse and evaluate electrical and electronic faults in theft deterrent systems
AURTS760A	Analyse and evaluate electrical and electronic faults in electric and hybrid vehicle systems
AURTS761A	Analyse and evaluate electrical and electronic faults in climate control systems
AURTS765A	Develop and apply electrical systems modification
AURTS766A	Develop and apply electronic systems modification
AURTS771A	Develop and apply gas fuel systems modification
AURTS773A	Evaluate and select bodywork materials, equipment and processes
AURTS775A	Prepare technical reports
AURTS776A	Develop and document technical specifications and procedures
AURTS777A	Identify and calculate total costs of work

Title **DIPLOMA OF AUTOMOTIVE (MOTORSPORT)****National Code** **AUR50202****Qualification Requirements** Trainees must have a pre-requisite Certificate IV qualification at; AUR40202 Certificate IV in Automotive (Motorsport) and must achieve a minimum of 8 competency standards listed for Diploma:

- Four (4) occupational stream units listed in Diploma – Automotive (Motorsport)
- Two (2) units of competency listed in Certificate IV or above from the Motorsport / Performance Enhancement inventory
- The remaining two (2) standards from AQF level IV or above to be sourced from any endorsed Industry Training Package related to the enterprise.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on:

- *breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.*
- *the self-directed application of skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.*
- *applications involving participation in development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams, including teams concerned with planning and evaluation functions. Co-ordination of groups or teams may be involved.*
- *the degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.*
- *performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the planning and application of the skills.*
- *applications involve responsibility for, and limited organisation of, others.*

Competencies for Diploma (Motorsport)

Compulsory Stream	
AUR59710A	Coordinate health and safety practices in the workplace
AUR61614A	Contribute to business improvement
AURM5423A	Manage motorsport operations
AURM5424A	Manage motorsport team development

Motorsport	
AURM5421A	Apply aerodynamic and vehicle dynamic principles and effects to competition vehicles
AURM5422A	Determine material suitability for competition vehicle component construction
AURM5425A	Manage motorsport team media liaison
AURM5426A	Manage motorsport team promotional partnerships and marketing
AURM5427A	Manage team pit lane/service area operations
AURM5428A	Prepare and implement race strategies

Title **DIPLOMA OF AUTOMOTIVE (TECHNOLOGY)**

National Code **AUR50302**

Qualification Requirements

Trainees must;

- hold a pre-requisite Certificate III qualification or equivalent ([Australian or overseas](#)) as per the following list;
 - AUR30199 Certificate III in Automotive Electrical
 - AUR30299 Certificate III in Automotive Mechanical (Automatic Transmission)
 - AUR30399 Certificate III in Automotive Mechanical (Brakes)
 - AUR30499 Certificate III in Automotive Mechanical (Diesel Fitter)
 - AUR30599 Certificate III in Automotive Mechanical (Diesel Fuel Specialist)
 - AUR30699 Certificate III in Automotive Mechanical (Driveline)
 - AUR30899 Certificate III in Automotive Mechanical (Heavy Vehicle Road Transport)
 - AUR30999 Certificate III in Automotive Mechanical (Heavy Vehicle Mobile Equipment)
 - AUR31099 Certificate III in Automotive Mechanical (Light Vehicle)
 - AUR31199 Certificate III in Automotive Mechanical (Motor Cycle)
 - AUR31599 Certificate III in Automotive Vehicle Body (Building)
 - AUR31699 Certificate III in Automotive Vehicle Body (Panel Beating)
 - AUR31899 Certificate III in Automotive Vehicle Body (Vehicle Painting)
 - AUR32199 Certificate III in Marine (Installation)
 - AUR32299 Certificate III in Marine (Mechanics)
 - AUR32499 Certificate III in Outdoor Power Equipment (Mechanics)

Or be able to demonstrate competence against the standards contained in the core and compulsory stream gained through workplace experience.

Following discussion between the RTO and trainee to ascertain the trainee's knowledge, skills and the dates of obtaining previous qualifications; there may be a requirement for the candidate to undertake appropriate bridging programs to reach the suitable entry level for the qualification.

- Undertake bridging processes if these are deemed essential. Depending on the time lapse between obtaining trade competencies and undertaking Diploma units, proposed pre-requisite relationships are likely to have been degraded due to changing technologies and emphases. The ability of the candidate to deal with higher-level learning will be the subject of individual discussions and negotiations and may result in a bridging requirement following appropriate diagnostic assessment, RPL and/or RCC.

Deleted: Automatic and mandatory recognition of individual pre-requisite units is likely to be unhelpful and even counter-productive.

Qualification Requirements (continued)

and must complete a minimum of twelve (12) Diploma level competency units:

- at least one (1) from the Mechanical Unit Inventory
- at least one (1) from the Electrical/Electronic Unit Inventory
- three (3) mandatory units from the General Technology Unit Inventory;
 - AURT5775A Prepare Technical Reports
 - AURT5776A Develop and document technical specifications and procedures
 - AURT5777A Identify and calculate total costs of work
- Seven other units of which
 - a minimum of three (3) are to be from within the Automotive Technology Unit Inventory, and
 - a minimum of two (2) industry/enterprise relevant standards are to be at the Diploma level in any endorsed National Training Package, and
 - the remaining two (2) may be appropriate and relevant enterprise/industry units from not less than AQF level IV or above sources from any endorsed National Training Package.
 - No more than two units can be drawn from the National Assessment Training Package.

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Industry has advised that due to the rapidly changing technology currently increasing at an exponential rate, a time limit may be placed on time allowed for candidates to acquire a qualification. This is to ensure relevance of the technical units and the competence based on these units. The industry believes that to maintain relevance, the duration for gaining the qualification should be limited and it is suggested that five years should be used as a guide, but by no means mandatory. Therefore, individual Diploma Level competence gained during the suggested time period of five years may be used as credit towards the above qualification requirements.

Qualification Rationale

The level of the qualification is based on:

- *the underpinning knowledge component of this level of training is significant. It will require a candidate to have, or be able to develop, a significant research capability and exercise high-level technical writing skills.*
- *breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.*
- *the self-directed application of skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.*
- *applications involving participation in development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations or organising others.*
- *It may include participation in teams, including teams concerned with planning and evaluation functions. Co-ordination of groups or teams may be involved.*

Qualification Rationale
(continued)

- *the degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.*
- *performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the planning and application of the skills.*
- *applications involve responsibility for, and limited organisation of, others.*

Competencies for Diploma (Automotive Technology) – Mechanical Unit Inventory

Light Vehicle	
AURT5700A	Analyse and evaluate light vehicle steering and suspension systems
AURT5701A	Analyse and evaluate light vehicle driveline systems
AURT5702A	Analyse and evaluate light vehicle engine and fuel systems
Heavy Vehicle	
AURT5710A	Analyse and evaluate heavy vehicle steering and suspensions systems
AURT5711A	Analyse and evaluate heavy vehicle transmission systems
AURT5712A	Analyse and evaluate heavy vehicle engine and fuel systems
AURT5713A	Analyse and evaluate heavy vehicle braking systems
Mobile Plant	
AURT5720A	Analyse and evaluate wheeled mobile plant steering and suspension systems
AURT5721A	Analyse and evaluate wheeled mobile plant transmission systems
AURT5722A	Analyse and evaluate mobile plant engine and fuel systems
AURT5723A	Analyse and evaluate tracked mobile plant transmission, steering and braking systems
AURT5724A	Analyse and evaluate tracked mobile plant undercarriage and suspension systems
AURT5725A	Analyse and evaluate wheeled mobile plant braking systems
AURT5726A	Analyse and evaluate mobile plant hydraulic systems
Motor Cycle	
AURT5730A	Analyse and evaluate motorcycle steering, suspension and frame systems
AURT5731A	Analyse and evaluate motorcycle engine and transmission systems
AURT5732A	Analyse and evaluate motorcycle electrical and electronic systems
AURT5733A	Analyse and evaluate motorcycle braking systems
Light Marine	
AURT5735A	Analyse and evaluate light marine hydraulic systems
AURT5736A	Analyse and evaluate light marine transmission systems
AURT5737A	Analyse and evaluate light marine engine and power head systems
AURT5738A	Analyse and evaluate light marine hull performance and stability systems
Mechanical Systems Modification	
AURT5740A	Develop and apply mechanical system modifications
AURT5741A	Develop and apply hydraulic system modifications
AURT5742A	Develop and apply pneumatic system modifications

Competencies for Diploma (Automotive Technology) – Electrical/Electronic Unit Inventory

Electrical/Electronic Systems	
AURT5750A	Analyse and evaluate electrical and electronics in stability/steering and suspension systems
AURT5751A	Analyse and evaluate electric over hydraulic systems
AURT5752A	Analyse and evaluate electrical and electronics in engine management systems
AURT5753A	Analyse and evaluate electrical and electronics in transmission/driveline systems
AURT5754A	Analyse and evaluate electrical and electronics in braking systems
AURT5755A	Analyse and evaluate electrical and electronics in safety systems
AURT5756A	Analyse and evaluate electrical and electronics in monitoring/protection systems
AURT5758A	Analyse and evaluate electrical and electronics in convenience and entertainment systems
AURT5759A	Analyse and evaluate electrical and electronics in theft deterrent systems
AURT5760A	Analyse and evaluate hybrid and electric vehicle systems
AURT5761A	Analyse and evaluate electrical and electronics in climate control systems
Electrical/Electronic Systems Modification	
AURT5765A	Develop and apply electrical system modification
AURT5766A	Develop and apply electronic system modification

Competencies for Diploma (Automotive Technology) – General Technology Unit Inventory

AURT4770A	Diagnose gas fuel system faults
AURT5771A	Develop and apply gas fuel system modifications
AURT5773A	Evaluate and select bodywork materials, equipment and processes
AURT5774A	Evaluate and select coating materials and processes
AURT5775A	Prepare technical reports
AURT5776A	Develop and document technical specifications and procedures
AURT5777A	Identify and calculate total costs of work

Title **CERTIFICATE II IN BICYCLES**

Qualification Requirements The trainee must attain a successful assessment in the following stream:

- Services

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills which would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known outlines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through membership of a group or team.

Competencies for Certificate II in Bicycles

**AUR23099
(SERVICES)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00208A	Carry out maintenance operations
AUR08670A	Service bicycle wheel hubs
AUR12170A	Service bicycle mechanical braking systems
AUR12370A	Service bicycle hydraulic braking systems
AUR14670A	Service bicycle drivetrain systems
AUR15666A	Repair bicycle steering systems
AUR15670A	Service bicycle steering systems
AUR16670A	Service bicycle suspension systems
AUR18168A	Remove, repair and refit bicycle tyres
AUR18265A	Remove/refit and adjust bicycle wheels
AUR18266A	Repair bicycle wheels
AUR28270A	Service bicycle frames
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR32265A	Remove, replace, fit and adjust bicycle accessories
AUR42621A	Promote products and services
BSAENT201A	Apply knowledge of enterprise to promote its products and services
BSATEM101A	Participate in a team to achieve designated tasks
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN BICYCLES**

Qualification Requirements The trainee must attain a successful assessment in one of the following streams:

- Mechanics
- Sales

The trainee must achieve competence in the compulsory core and stream competencies plus elective competencies, as indicated in the specific stream, selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies which cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Competencies for Certificate III in Bicycles

AUR31999 (MECHANICS)

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00208A	Carry out maintenance operations
AUR08666A	Repair bicycle wheel hubs
AUR08670A	Service bicycle wheel hubs
AUR12166A	Repair bicycle mechanical braking systems
AUR12170A	Service bicycle mechanical braking systems
AUR12366A	Repair bicycle hydraulic braking systems
AUR12370A	Service bicycle hydraulic braking systems
AUR14666A	Repair bicycle drivetrain systems
AUR14670A	Service bicycle drivetrain systems
AUR15666A	Repair bicycle steering systems
AUR15670A	Service bicycle steering systems
AUR16666A	Repair bicycle suspension systems
AUR16670A	Service bicycle suspension systems
AUR18168A	Remove, repair and refit bicycle tyres
AUR18207A	Design and build bicycle wheels
AUR28266A	Repair bicycle frames
AUR28270A	Service bicycle frames
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR32265A	Remove, replace, fit and adjust bicycle accessories
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR42621A	Promote products and services
AUR62807A	Build customer relations
AUR66108A	Carry out diagnostic procedures
BSAENT201A	Apply knowledge of enterprise to promote its products and services
BSAINF201A	Handle mail to facilitate information flow
BSAINF301A	Maintain information records system to ensure its integrity
BSATEM101A	Participate in a team to achieve designated tasks

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Bicycles

**AUR32099
(SALES)**

Compulsory Common Core	
AUR70125B	Follow Workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR18168A	Remove, repair and refit bicycle tyres
AUR18265A	Remove/refit and adjust bicycle wheels
AUR18266A	Repair bicycle wheels
AUR37608A	Carry out stock control procedures
AUR38150A	Present stock and sales area
AUR41303A	Apply sales procedures
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR41769A	Sell product
AUR42008A	Carry out merchandising procedures
AUR51677A	Use numbers in the workplace
AUR62721A	Establish customer requirements of a complex nature
AUR62807A	Build customer relations
AUR63337A	Maintain business image
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE II IN MARINE**

Qualification Requirements The trainee must attain a successful assessment in one of the following streams:

- Sales
- Services

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills which would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known outlines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

Competencies for Certificate II in Marine

**AUR23199
(SALES)**

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR38150A	Present stock and sales area
AUR41769A	Sell product
AUR41803A	Apply legal requirements relating to product sales
AUR51677A	Use numbers in the workplace
AUR62807A	Build customer relations
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Marine

**AUR23299
(SERVICES)**

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR46866A	Repair deck, hull, cabin, equipment and fittings
AUR46870A	Service deck, hull, cabin, equipment and fittings
AUR46927A	Identify the need for water testing vessels
AUR47030A	Check configuration to meet specific customer performance specification
AUR48909A	Clean glass surfaces
AUR49909A	Spot clean internal/external surfaces
AUR50109A	Clean fittings and fixtures
AUR50318A	Dispose of waste and maintain a tidy work area
AUR62807A	Build customer relations
AUR62910A	Coordinate delivery of products and services to customers
BSAINF301A	Maintain information records system to ensure its integrity
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC101A	Operate a range of office equipment to complete routine tasks
PRMCL01A	Maintain hard floor surfaces
PRMCL12A	Wash external surfaces to remove all visible dirt and grime
PRMCL17A	Maintain wet area in an odour free, soil and hazard free condition
PRMCL20A	Undertake pressure wash to remove excessive or oil based soil
PRMCL35A	Maintain a cleaning storage area
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN MARINE**

Qualification Requirements The trainee must attain a successful assessment in one of the following streams:

- Installation
- Mechanics
- Sales

The trainee must achieve competence in the compulsory core and stream competencies plus elective competencies, as indicated in the specific stream, selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Assessment must be conducted in accordance with the Assessment Guidelines for the Automotive Industry.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies which cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Competencies for Certificate III in Marine

AUR32199 (INSTALLATION)

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01170A	Service engines and associated engine components
AUR02170A	Service cooling systems and associated components
AUR03170A	Service petrol fuel systems
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR13631A	Install inboard propeller drive systems
AUR13670A	Service propeller drive systems
AUR14131A	Install jet drive propulsion system
AUR14170A	Service jet drive propulsion system
AUR15170A	Service steering systems
AUR18676A	Test, service and replace battery
AUR20031A	Install marine electrical systems/components
AUR21831A	Install marine electronic systems/components
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR46131A	Install inboard marine engines/controls/instruments
AUR46870A	Service deck, hull, cabin, equipment and fittings
AUR46927A	Identify the need for water testing vessels
AUR3813A	Carry out gas metal arc (MIG) welding procedures
AUR3814A	Carry out tungsten arc welding procedures
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Marine

AUR32299 (MECHANICS)

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR01166A	Repair engines and associated engine components
AUR01170A	Service engines and associated engine components
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03166A	Repair petrol fuel systems
AUR03170A	Service petrol fuel systems
AUR05166A	Repair exhaust systems
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR07671A	Service and repair marine transmissions (outboard or stern drive)
AUR07771A	Service and repair marine transmissions (inboard)
AUR13666A	Repair propeller drive systems
AUR13670A	Service propeller drive systems
AUR14166A	Repair jet drive propulsion systems
AUR14170A	Service jet drive propulsion system
AUR18676A	Test, service and replace battery
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR20031A	Install marine electrical systems/components
AUR20066A	Repair marine electrical systems/components
AUR20666A	Repair ignition systems
AUR21171A	Service and repair electronic engine management systems
AUR37271A	Service and repair trailers
AUR46108A	Carry out minor hull repairs
AUR46131A	Install inboard marine engines/controls/instruments
AUR46927A	Identify the need for water testing vessels
AUR66108A	Carry out diagnostic procedures
AURT3810A	Carry out oxy, acetylene, welding, thermal cutting and thermal heating procedures
AURT3811A	Carry out gas metal arc (MIG) welding procedures
AURT2818A	Comply with laws, regulations and codes of practice relating to the industry

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate III in Marine

**AUR32399
(SALES)**

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37608A	Carry out stock control procedures
AUR38150A	Present stock and sales area
AUR41303A	Apply sales procedures
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR41769A	Sell product
AUR41903A	Apply relevant finance, leasing and insurance contracts/policies
AUR42008A	Carry out merchandising procedures
AUR51677A	Use numbers in the workplace
AUR62721A	Establish customer requirements of a complex nature
AUR62807A	Build customer relations
AUR63337A	Maintain business image
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE II IN
OUTDOOR POWER EQUIPMENT****Qualification Requirements** The trainee must attain a successful assessment in the following stream:

- Services

The trainee must achieve competence in the compulsory core and stream competencies plus three (3) elective competencies selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate II. These include:

Breadth, depth and complexity of knowledge and skills which would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly-defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied.

Performance of a prescribed range of functions involving known outlines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.

Competencies for Certificate II in Outdoor Power Equipment

**AUR23399
(SERVICES)**

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR00108A	Carry out maintenance and/or component servicing operations
AUR02170A	Service cooling systems and associated components
AUR03170A	Service petrol fuel systems
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR45170A	Service rotary cutting systems
AUR45270A	Service drum cutting systems
AUR45370A	Service chain cutting systems
AUR45465A	Remove, fit and adjust line trimming system components
AUR45570A	Service post boring systems
AUR45770A	Service reciprocating cutting systems
AUR47670A	Service pumping systems
BSAENT201A	Apply knowledge of enterprise to promote its products and services
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Title **CERTIFICATE III IN
OUTDOOR POWER EQUIPMENT**

Qualification Requirements The trainee must attain a successful assessment in one of the following streams:

- Mechanics
- Sales

The trainee must achieve competence in the compulsory core and stream competencies plus elective competencies, as indicated in the specific stream, selected from any endorsed Industry Training Package including Automotive RS&R and manufacturing.

Qualification Rationale The level of the qualification is based on the group of competency standards which align with the performance characteristics described for the Certificate III. These include:

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Competencies for Certificate III in Outdoor Power Equipment

AUR32499 (MECHANICS)

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR01271A	Service and repair engines and associated engine components (outdoor power equipment)
AUR02166A	Repair cooling systems and associated components
AUR02170A	Service cooling systems and associated components
AUR03166A	Repair petrol fuel systems
AUR03170A	Service petrol fuel systems
AUR06166A	Repair clutch assemblies and/or associated operating system components
AUR06170A	Service clutch assemblies and/or associated operating system components
AUR18708A	Carry out minor repairs to electrical circuits/systems
AUR18866A	Repair electrical systems
AUR19066A	Repair charging and starting systems
AUR20666A	Repair ignition systems
AUR21171A	Service and repair electronic engine management systems
AUR31649A	Prepare vehicle/component/equipment for customer use
AUR45166A	Repair faults in rotary cutting systems
AUR45170A	Service rotary cutting systems
AUR45266A	Repair faults in drum cutting systems
AUR45270A	Service drum cutting systems
AUR45366A	Repair faults in chain cutting systems
AUR45370A	Service chain cutting systems
AUR45465A	Remove, fit and adjust line trimming system components
AUR45566A	Repair faults in post boring systems
AUR45570A	Service post boring systems
AUR45666A	Repair faults in post hole digging systems
AUR45670A	Service post hole digging systems
AUR45766A	Repair faults in reciprocating cutting systems
AUR45770A	Service reciprocating cutting systems
AUR47666A	Repair pumping systems
AUR47670A	Service pumping systems
AUR66108A	Carry out diagnostic procedures

Electives: 6 electives to be sourced from any endorsed Industry Training Package related to the enterprise

Competencies for Certificate II in Outdoor Power Equipment

**AUR32599
(SALES)**

Compulsory Common Core	
AUR70125B	Follow workplace Occupational Health and Safety requirements
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

Compulsory Stream	
AUR37608A	Carry out stock control procedures
AUR38150A	Present stock and sales area
AUR39508A	Carry out warehousing procedures
AUR41303A	Apply sales procedures
AUR41608A	Carry out cash and/or credit/funds transfer transactions
AUR41769A	Sell product
AUR41803A	Apply legal requirements relating to product sales
AUR41903A	Apply relevant finance, leasing and insurance contracts/policies
AUR42008A	Carry out merchandising procedures
AUR51677A	Use numbers in the workplace
AUR62721A	Establish customer requirements of a complex nature
AUR62807A	Build customer relations
AUR63337A	Maintain business image
BSAENT301A	Provide information and advice regarding the products/services of the enterprise to meet client needs
BSAORG301A	Coordinate own work schedule with that of others to achieve agreed team/section goals
BSATEC202A	Operate a computer to gain access to and retrieve data
THHCOR01A	Work with colleagues and customers

Electives: 3 electives to be sourced from any endorsed Industry Training Package related to the enterprise



AUTOMOTIVE INDUSTRY RETAIL, SERVICE & REPAIR

SECTION 3

ASSESSMENT GUIDELINES

TRAINING PACKAGE CODE

AUR 99

AND

AUM 99

(PASSENGER MOTOR VEHICLE SECTOR)

Endorsed by the National Training Framework Committee and agreed by Ministers 13/091999.

This training package is to be reviewed by 30/06/2004.

This material contained within this volume is part of the endorsed component of the training package, this volume should not be used in isolation, but should be used in the context of the whole training package

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ASSESSMENT GUIDELINES

BACKGROUND

The Assessment Guidelines for the Automotive Industry have been prepared under Australian National Training Authority (ANTA) Guidelines June 1997, for the development of Nationally endorsed Training Packages.

The Assessment Guidelines apply to the Automotive Retail, Service & Repair sector and the Manufacturing Sector.

Automotive Retail, Service & Repair and Manufacturing Training Packages include new recognition arrangements and promote User Choice. All Registered Training Organisations (RTOs) which provide training and/or assessment which leads to a qualification endorsed in an Automotive Training Package will be required to assess against Automotive Industry competencies utilising the Automotive Industry Assessment Guidelines.

Competency:

The ANTA Guidelines set out definitions of competency. These definitions are applied throughout this document.

“Competency comprises the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace.”

“The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process and embodies the ability to transfer and apply skills and knowledge to new situations and environments. This is a broad concept of competency in that all aspects of work performance, not only the narrow task skills, are included.”

Assessment of Competency:

Industry consultation has confirmed this definition of assessment.

“Assessment is the process of collecting evidence and making judgement on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to standards expected in the workplace as expressed in the endorsed industry/enterprise competency standards.”

Automotive Assessment Guidelines were developed to cover the following broad areas:

- **Assessment System Overview** - a description of the assessment system which operates in the Automotive Industry.
- **Assessor Qualifications and Training** - qualifications required for automotive assessors, how requirements can be met, and training available for assessors.
- **Guidelines for Designing Assessment Materials** – how to design assessment materials which enable assessors to gather sufficient, valid information from which to make an assessment.
- **Guidelines for Conducting Assessments** - an overview of the automotive industry endorsed processes for conducting assessments.
- **Sources of Information on Assessment** – additional sources of information on Automotive Industry assessment.

ASSESSMENT SYSTEM OVERVIEW

BENCHMARKS FOR ASSESSMENT

Competency Standards

Units of competency comprise:

- Unit Title
- Unit Purpose
- Elements of competency, and associated Performance Criteria
- Range of Variables statement
- Evidence Guide.

Competency Standards were formulated, then reviewed and validated considering the following:

- Units of competency are the basis and smallest element for formal assessment of skills and knowledge.
- Units of competency should capture the broad application of skills and knowledge needed in workplace performance.
- Units of competency must be relevant in different contexts, and to future needs.
- Unit breadth, size and structure are important factors in application of standards for training and assessment.
- The Unit Purpose clarifies the unit title.
- Elements are directly related to the unit purpose.
- Performance Criteria are precise and can be assessed.
- The Range of Variables statement identifies context and clarifies application.
- The Evidence Guide expands interpretation, implementation and assessment criteria.

ROLE OF REGISTERED TRAINING ORGANISATIONS

The National Recognition Framework is reliant on the use of Registered Training Organisations (RTO) to carry out training, assessment and issuing of qualifications and RTOs must be registered with the State Training Authority for:

- the purposes of delivering training and undertaking assessment; or
- the sole purpose of undertaking assessment.

Responsibilities:

- Issue the relevant certificate, diploma or advanced diploma, subject to individual State/Territory arrangements, to a trainee who has been assessed as competent against the endorsed units of competency for the qualification.
- Conduct assessments of individuals against the endorsed units of competency stipulated for that qualification.
- Issue Statements of Attainment to a trainee who has been assessed as competent in one or more of the endorsed units of competency but not yet competent in the entire package of units.
- Comply with the Automotive Assessment Guidelines when performing any part of the assessment process.
- Provide to the industry assessors who meet the criteria stipulated by the industry.
- Implement quality assurance to ensure the integrity of the RTO assessment process.

- Review the RTO assessment process to ensure that the key principles of assessment are being implemented.
- Implement assessment so as to gather evidence from all relevant sources and on a number of occasions before completing assessment.
- Maintain records of trainees assessed as competent in all or some of the units of competency for a particular qualification.
- Provide security and privacy of assessment records. Access to the records should be confined to the employer, assessor and the trainee. Other persons requesting access to the records should obtain approval from the trainee.
- Develop a reporting process for assessment outcomes.
- Implement the industry assessment appeals and reassessment process when disputes arise over assessment.

REGISTERED TRAINING ORGANISATIONS AND ENTERPRISES - ASSESSMENT OPTIONS AND PARTNERSHIP ARRANGEMENTS

A number of options are available to enterprises. A key point is that the RTO has the responsibility for the integrity of the assessment process and for issuing the qualification.

- The enterprise may provide its own qualified assessor or enter into a partnership agreement with a qualified assessor, and negotiate an agreement with the RTO to monitor, validate and audit all assessment activities within industry guidelines.
- The enterprise may implement a team or panel approach for assessment of competencies. This would normally see the enterprise providing the technical experts and entering into a partnership agreement with the RTO who would provide the qualified assessor.
- The enterprise may become an RTO and under its scope of registration assess and issue qualifications for particular packages of industry-endorsed standards.

ASSESSMENT PATHWAYS

Assessment should be an integrated process and conducted under agreed arrangements that facilitate flexible assessment pathways. Such assessment will lead to a statement of attainment or a nationally recognised qualification under the Australia Qualification Framework.

Workplace Assessment

Assessment can be undertaken on-the-job. The on the job assessments should be conducted and recognised under an agreement between the employer, RTO and trainee. In the case of persons not in employment, appropriate workplaces should be sought under an agreed position with an employer. If this is not possible, a simulated environment may be appropriate.

Off-The-Job Assessment

Assessment can be undertaken off the job. The off-the-job assessments should be conducted and recognised under an agreement between the employer, RTO and trainee. In some circumstances it could be possible for the majority of competencies to be assessed off the job. For those not in employment, a simulated environment reflecting workplace conditions and practice may enable students to satisfactorily demonstrate competence. It is essential that any off-the-job assessment is carried out within the spirit and criterion of the standard.

Combination of on- and off-the-job Assessment

The partnership between an RTO and employer can facilitate a combination of both on- and off-the-job assessment. Where a person is not in employment, an RTO will need to make appropriate arrangements to obtain on-the-job exposure where deemed essential by the standard.

Simulated Workplace Assessment

The employer, trainee and RTO may make arrangements to assess the Competency Standards in a simulated workplace environment which must be consistent with the Automotive Industry Training Package and the requirements of the units of competency being assessed. For those in employment, a simulated workplace must be agreed to by the employer and the trainee.

For those not in employment, simulated environments must reflect current workplace practice and conditions.

Recognition of Current Competencies (RCC) and Recognition of Prior Learning (RPL)

RCC refers to assessment which confirms the trainee is competent against some or all of the required Competency Standards whether a training program has been undertaken or not. It is aimed at avoiding unnecessary duplication of effort when a person can demonstrate competence. RCC can be assessed by an RTO or an employer provided appropriate assessment processes are in place. RCC may result from assessments or recognition of current jobs/tasks being performed competently in the workplace.

Recognition of prior learning (RPL) refers to the analysis that a registered training organisation would conduct to ascertain if the individual at enrolment could already achieve some or all of the learning outcomes of the course of study. It should be noted that although RPL is not about recognising current competencies, the learning outcomes may contribute to the individual developing competency in particular industry-endorsed standards in a short period of time.

RECORDING ASSESSMENT OUTCOMES

Responsibility for recording, storing and accessing assessment outcomes rests with the body that issues the qualification under the AQF.

The completion of a single Unit of Competence should be the minimum assessment data formally recorded.

If completion of individual elements is recorded to provide a progress report for the trainee, this information should be kept separate from the formal recording document used to record and report final/formal assessment outcomes.

- An enterprise, if also an RTO, may make its own internal arrangements for recording assessments.
- Statements of Attainment, identifying Units of Competence achieved when the number or combination of the standards does not equate to a Nationally recognised qualification, should be recorded by the assessor, with a copy provided to the trainee.
- The industry-agreed certification/qualification against the AQF should be recorded when the prescribed number and combination of National Competency Standards has been met. Certification should be accompanied by a list of all National Competency Standards achieved.
- The trainee should have immediate access to his/her own assessment records in whichever format the records are maintained.

REPORTING ASSESSMENT OUTCOMES

Reporting assessment outcomes are governed by two requirements:

- privacy and confidentiality of information
- AQF Guidelines.

Privacy and Confidentiality

Information relating to a trainee's assessment outcomes should be treated confidentially. Access to this information should be limited to the employer, supervisor, assessor, trainee and only those other people approved, in writing, by the trainee.

AQF Guidelines

The minimum assessment to be reported is against the unit of competence. If a National Competency Standard is partially completed, evidence of partial competence may be recorded to avoid the need to retrain unnecessarily.

Where the trainee has been assessed as competent in all of the required Competency Standards which lead to a nationally recognised qualification, the RTO undertaking or approving the assessments should issue the nationally recognised AQF qualification.

ASSESSMENT, APPEAL AND REASSESSMENT PROCESS

The main purpose of assessment, appeal and reassessment is to provide support to the trainee so that competence may be achieved. Careful preparation, self-evaluation by the trainee and a clear understanding of the assessment processes pave the way for successful outcomes so that appeals and reassessments are rare.

The processes that should apply are outlined below.

Assessment

- The assessor and/or employer/supervisor uses the assessment process to identify areas of skill and knowledge in need of further development.
- Where the trainee is deemed “not yet competent”, the assessor and/or employer/supervisor provides advice on options and preferred action to reach the required competence, eg. further training or more guided practice in the workplace.
- Where the trainee does not appeal, reassessment may be arranged in agreement with the employer/assessor, or another assessor, within a defined time, eg. one month.

Appeals

There is a requirement for an appeals process as:

- a matter of natural justice for a trainee, to avoid unfair treatment or an assessor’s error of judgement;
- an incentive to quality and consistent performance by assessors;
- assurance to employers and trainees of the objectivity of the assessment system.

Appeal for reassessment to gain an independent second opinion will apply in cases where a trainee is judged as “not yet competent” and believes they have been incorrectly assessed or processes have been inaccurate.

Appeals Process

- It is preferable that appeals processes be managed in a collaborative manner within the trainee’s workplace or RTO, as part of the established consultative framework used by the enterprise or RTO.
- In the case of enterprise and RTO partnership arrangements, where disagreements in relation to assessments arise it is recommended that the relevant parties meet to resolve the problem. The employer, trainee and the RTO should initially try to rectify the problem through discussion. Within the partnership, the seeking of other opinions from qualified assessors would be a means of attempting a resolution.
- If no resolution can be found under the point above, the RTO/Employer/ Trainee should access additional advice from the State Training Authority or State/Territory ITAB, regarding dispute resolution mechanisms.

Appeals Principles

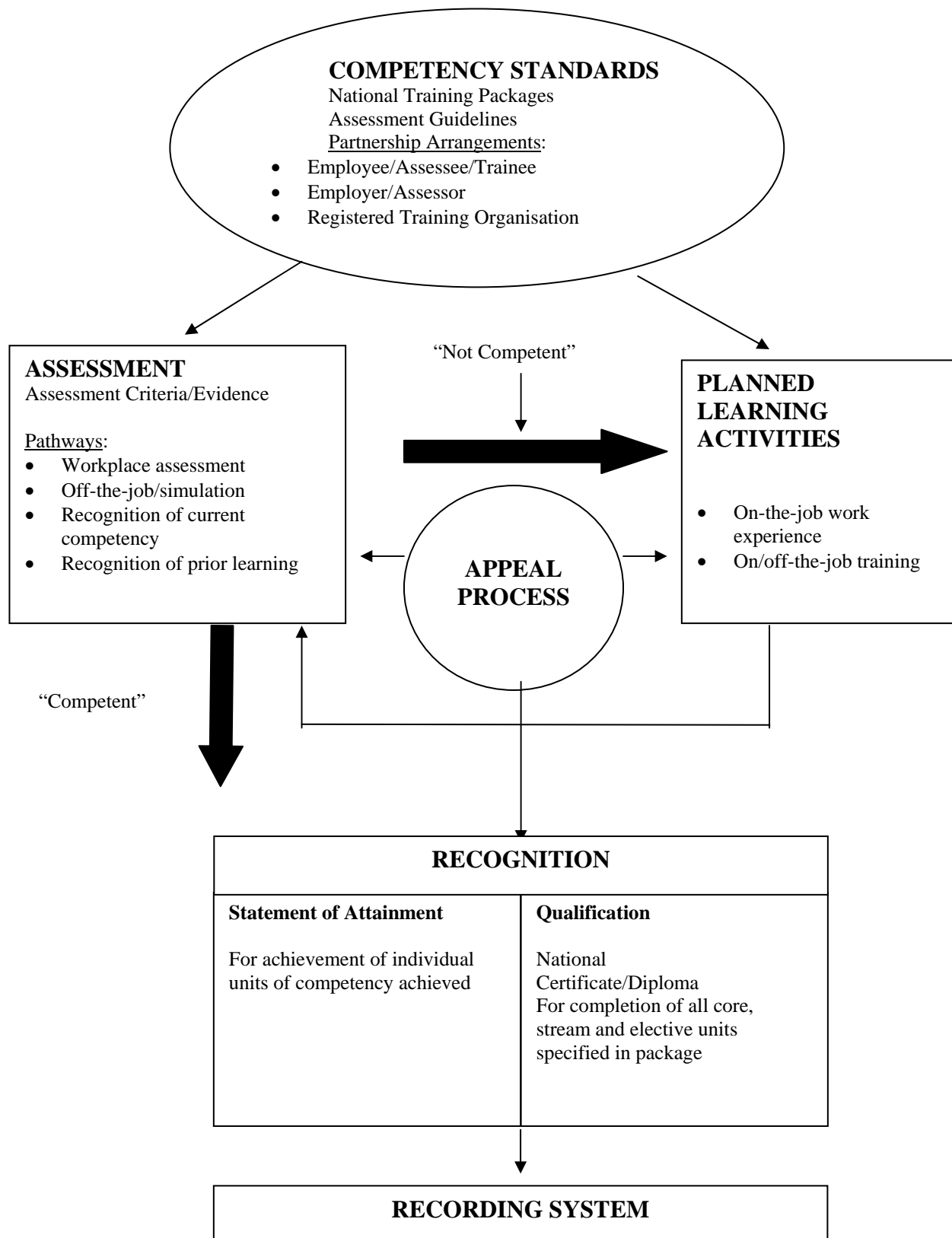
- The rights of all parties should be protected by their being kept fully informed of all appeal proceedings.
- Records of all appeal processes, outcomes, recommendations and action plans should be maintained by RTO’s administration systems.
- Appeals may also be used to monitor the basic elements of the system, eg. to ensure appropriate use of Competency Standards or to verify assessors’ processes internally.

Reassessment

This would take place as required, as outlined previously.

The assessment, appeals and recording system is outlined in Figure 1.

Figure 1: Assessment Process



REVIEW AND MAINTENANCE OF THE ASSESSMENT SYSTEM

The automotive assessment system will require regular review and maintenance, to provide ongoing benefits to the trainee, employer and the industry.

The principles governing the review and maintenance processes include:

- ongoing revision of industry and enterprise standards, to meet the changing competency needs of the industry
- strategies to develop and maintain assessment and trainer competence. Processes should be implemented to validate the criteria for recognition of assessors and trainers and, when necessary, adjust that criteria to meet changing industry requirements
- review of both the assessment process and units of competency for:
 - validity** - measure what they intend to measure
 - reliability** - provide consistent results in given contexts
 - flexibility** - applicable on- or off-the-job and can be adapted to meet different workplace contexts or special needs
 - fairness** - do not disadvantage individuals
 - clarity** - easily understood by assessors and trainees
 - simplicity** - easily implemented and operated
- reporting of formal and informal feedback through mechanisms built into the system
- the review of partnership arrangements to enhance the partners' level of competence
- strategic review of the assessment processes and outcomes, through random, independent validation determined by each State and Territory under industry guidelines
- review and maintenance processes, consistent with the Australian Recognition Framework (ARF) guidelines.

ASSESSOR QUALIFICATIONS AND TRAINING

“Assessments against the competencies in the Training Package should be carried out in accordance with these endorsed guidelines. The guidelines include the necessary qualifications for those conducting assessments and provide for those situations where more than one person may contribute to the assessment and where the required technical and assessment competencies may not all be held by any one person.”

ASSESSOR QUALIFICATIONS

The competence of assessors is fundamental to the effectiveness and quality of competency-based assessment. Assessors, panels and industry/RTO partnerships must have:

- current workplace competencies in the areas being assessed
- current competence as a workplace assessor
- interpersonal skills
- adherence to equal opportunity and cultural diversity issues.

It is not mandatory for enterprise assessors working in partnerships with an RTO to have workplace assessor qualifications, but the achievement of minimum formal qualifications in assessment by all workplace assessors is encouraged.

Minimum requirements are three units of competence from “Assessment and Workplace Training Industry Training Package” (BSZ98).

The competencies are:

- BSZ401A Plan Assessment
- BSZ402A Conduct Assessment
- BSZ403A Review Assessment

ASSESSOR ARRANGEMENTS

The requirement to use competent assessors can be met by implementing any of the following strategies.

- an assessor who is competent against the assessor Competency Standards and has the relevant and current technical competencies. Assessor competency may be gained through an appropriate training program or through RPL/RCC;
- an assessor who is competent against the assessor Competency Standards, working in partnership with someone who has the relevant technical competencies at least to the level being assessed;
- an RTO advisory and support role for employers who hold an equivalent qualification to that being assessed within the workplace, the RTO to provide workplace assessment advice/assistance on processes and procedures, in partnership with employer/supervisor;

- an assessment panel which includes at least one person who is competent against the assessor Competency Standards and at least one person (supervisor or peer) who is competent in the relevant vocational/technical competencies, at least to the level being assessed;
- a qualified assessor, who is also competent in the technical competencies being assessed, validating the employer's or supervisor's assessment of on-the-job competency;
- an external assessor who has both assessor qualifications and relevant technical competencies to the level being assessed. The assessor may be from industry or from an RTO. The latter case would be of use in assessment centres, where simulated work conditions may be utilised, or when access or isolation problems need to be dealt with;
- co-operative arrangements, or assessment consortia, between small business employers. This would involve use of 'external' assessors, perhaps a 'pool' or panel who come from the workplace and meet industry requirements for assessors. Within the pool both assessment and relevant technical competencies must be present.

GUIDELINES FOR DESIGNING ASSESSMENT MATERIALS

Assessment materials should be designed to provide evidence of activities occurring in the workplace and in simulated environments.

Step one for designing assessment materials is the industry-endorsed standards. The designer of assessment material should interpret the evidence requirements from the information given in each unit of competency. The designer of assessment material should have assessment and technical expertise and be able to interpret Competency Standards and their parts. For example, the elements provide the outcomes, the performance criteria the level of performance, the range of variables the contexts and conditions, and the evidence guides the critical aspects of evidence required. The interpretation should also include the workplace context.

Step two is to select the methods of assessment that will provide the most appropriate evidence.

There are three main sources of evidence:

- direct
- indirect
- supplementary.

Direct sources of evidence are those assessment methods (practical tasks; demonstrations; simulations) that allow the individual to be observed in the workplace.

Indirect sources of evidence cover assessment methods (projects; products produced or services supplied; reports from third parties) where it may be too expensive, inappropriate or difficult to observe the individual.

Supplementary sources of evidence are those assessment methods (oral and written questions; self-assessment; off-line in the workplace) used to assess specific knowledge requirements and difficult or infrequent events or tasks.

Assessment materials will vary depending on the evidence source but they will be based on the following principles. They will be:

- **Valid** - measures what it is intended to measure.
- **Reliable** - provides consistent results in given contexts.
- **Fair** - does not disadvantage any individual and follows EEO principles.
- **Flexible** - applicable on- or off-the-job and can be adapted to meet different workplace contexts or special needs.
- **Safe** - does not endanger the individual or work colleagues.
- **Cost-effective** - minimises costs by collecting evidence already available and by not making it a special event, so disrupting the workplace.
- **Easily understood** - by both assessor and trainee.

Figure 2: Steps in the Design of Assessment Materials

1.
Obtain industry-endorsed Automotive Competency Standards.

2.
Interpret the competencies for evidence requirements (workplace context, type of evidence and amount):
Elements - outcome required
Performance criteria - level of performance
Range of variables - contexts and conditions
Evidence guides - critical aspects of evidence

3.
Select methods of assessment that require evidence. Note that it is likely that some evidence already exists and only requires a method for collection.

4.
Develop assessment items with criteria and/or checklists; provide clear instructions; list the conditions, and describe the resources required.

5.
Trial and validate the assessment materials with a subject matter expert and a sample of the target population.

6.
Modify the assessment materials with any changes required from the trial.

7.
Implement the assessment materials.

8.
Review and improve the assessment items as part of the quality assurance process.

GUIDELINES FOR CONDUCTING ASSESSMENTS

The guidelines are based on the following four stages:

1. Plan the assessment
2. Conduct the assessment
3. Record results and provide feedback to trainee
4. Review the assessment procedure

It is expected that the employer assessor/supervisor, the Registered Training Authority (RTO) and trainee will be active participants in the critical stages of assessment.

Reassessment/assessment is to be an on-going process as a result of requests for assessment from any of the parties involved after a period of preparation and self-evaluation. Assessment is also expected to be an integral and a cumulative learning process which guides the trainee/assessor towards final assessment. There should not be any restriction on the frequency of assessment. An employer in partnership with an RTO will continue to have the opportunity to assess in the workplace.

Assessment must take place against the industry-endorsed Competency Standards. The guidelines are applicable in RTO or workplace environments, but allow for flexibility depending on the context of the assessment and the assessment instruments chosen.

PLAN THE ASSESSMENT

The RTO is the body responsible for quality assured assessment and the ultimate issuing of the qualification. In planning the assessment, RTOs especially should undertake the planning. However, some employers may wish to be actively involved. The responsibilities for record keeping within the assessment process lies with the RTO. It is important that the partnership between an RTO and employer is actively formed to ensure that both parties are satisfied that a trainee is deemed competent.

Identify Assessment Context

- Identify the purpose of the assessment
 - Who wants the assessment?
 - Why is the assessment required?
 - What is to be assessed? (Skills/Competency Standard/s)
 - Who is going to be assessed? (trainee)
 - Who is going to conduct the assessment? (assessor/partnership arrangement)
- Plan for the assessment to comply with Automotive Industry Assessment Guidelines.
- Gain agreement with trainee regarding standard(s) to be assessed, date, time, place, and readiness to proceed.
- Allow for trainee's self-assessment.
- Explain the role of assessor before, during and after assessment.

Clarify Evidence Requirements

- Ensure the evidence is consistent with the requirements of the competency standards.
- Identify the type and sufficiency of evidence to allow a valid decision. Clarify competence requirements to be demonstrated by the trainee to meet the criteria of the standard.
- Gain agreement with the trainee for the above.

Agree on Assessment Procedure with Trainee

- Select techniques that are:
 - Reliable** - provide consistent results in given contexts
 - Valid** – measure what they are intended to measure
 - Fair** - do not disadvantage any trainee
 - Flexible** - can accommodate range of contexts
 - Practical** - are cost-effective, clear, efficient and cause minimum disruption to the workplace.
- Identify assessment policies and requirements:
 - access to references, discussion with assessor, time limit, Occupational Health & Safety (OH&S) requirements, Equal Employment Opportunity principles
 - identify any specific rules for team assessments (if used)
 - explain the industry assessment appeals process.

Organise Assessment

Ensure workplace assessment takes place within the standard workplace environment and with all the tools, equipment and products required to carry out the assessment with due regard to Occupational Health and Safety (OH&S) issues.

CONDUCT THE ASSESSMENTGather Evidence

- Apply agreed assessment techniques.
- Ensure match exists between evidence being collected and industry standards.
- Ensure evidence allows a fair decision to be made.
- Document evidence as it is collected.
- Provide feedback during assessment to trainee:
 - discuss progress, give encouragement, be constructive.

Make Assessment Decision

- Based on the evidence collected being:
 - Accurate** - competency demonstrated
 - Valid** - evidence is relevant, necessary and predicts competency
 - Consistent** - consistent with other assessments; if not, explain
 - Sufficient** - the evidence is sufficient or additional is required
 - Current** - still current and relevant evidence
 - Authentic** - trainee's work
- Based on the industry Competency Standards initially discussed with trainee.

RECORD RESULTS AND PROVIDE FEEDBACK TO TRAINEE

Record Results

- Record assessment results in the record book or electronically.
- Ensure recording complies with these Automotive Industry Guidelines.
- Restrict access
 - ensure confidentiality of assessment records
 - comply with Industry Guidelines.

Provide Feedback

- Provide feedback to trainee:
 - provide result(s) - competent/not yet competent
 - provide constructive feedback
- Provide guidance for further activities:
 - training/practice/skills development
 - further assessment
- Clarify appeals process with trainee if decision is challenged:
 - comply with Automotive Industry Guidelines
- Provide information to all parties as appropriate:
 - communicate results on a need-to-know basis

REVIEW ASSESSMENT PROCEDURE

Review assessment procedure:

- strengths and weaknesses
- feedback from trainee
- potential improvements.

SOURCES OF INFORMATION ON ASSESSMENT

National, State and Territory Industry Training Boards

- **Automotive Training Australia**
Mr John Braddy, Executive Director
LaTrobe University
BUNDOORA VIC 3086
% 03 9479 3480
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Email: ata@automotivetraining.org.au

- **Automotive Training Victoria (ATV)**
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& 03 9866 1295
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- **Automotive Training Australia (WA)**
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- **AITB (ACT)**
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- **Australian National Training Authority**
Level 5/321 Exhibition Street
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& 03 9630 9888
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State Training Authorities

- **Accreditation & Registration Council**
Ms. Karen White, Program Manager
40 Allara Street
PO Box 985 Civic Square
CANBERRA ACT 2608
% 02 6205 7777
& 02 6205 7045
Email: karen.white@dpa.act.gov.au
- **Northern Territory Employment & Training Authority**
Mr. Norm Buchan, Manager RAPS
1st Floor, Harbour View Plaza Building
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& 08 8999 4223
Email: norm.buchan@nteta.nt.gov.au
- **NSW Vocational Education & Training Accreditation Board**
Ms. Virginia Troy, Manager Registration
Level 12, 1 Oxford Street
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% 02 9244 5335
& 02 9244 5344
- **Office of Training & Further Education - VIC**
Mr. Christopher Stewart, Manager Training Recognition
Client Relations Management Division
Level 3, 2 Treasury Place
PO Box 266D
MELBOURNE VIC 3000
% 03 9637 2762
& 03 9637 2520

- **Queensland Vocational Education Training & Employment Commission**
Ms. Wendy Gadsby, Client Services Officer
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30 Mary Street
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BRISBANE QLD 4000
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& 07 3247 5488
Email: wendy.gadsby@dtir.gov.au
- **SA Accreditation & Registration Council**
Ms. Carol Ward, Manager
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% 08 8226 3398
& 08 8226 3383
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- **TAS Department of Vocational Education and Training**
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- **WA Department of Training**
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RTOs registered by State Training Authorities to conduct approved assessment and/or training programs.

Publications

The following are only several of a wide range of publications consulted in the preparation of the Automotive Assessment Guidelines.

- Australian National Training Authority (ANTA): *AQF (AQF) Implementation Handbook*, August 1995.
- Australian National Training Authority (ANTA): *The Australian Recognition Framework*, June 1997.
- Australian National Training Authority (ANTA): *Standards Best Practice Manual (Interim Edition)*, ACTRAC Products Ltd, July 1996.
- Department of Employment, Education and Training (DEET) (1994): *1. Assessment Practical Guide, 2. Assessment System Design, 3. Assessment Technical Manual*, AGPS, Canberra.

Guide To Acronyms

ANTA	Australian National Training Authority
AQF	Australian Qualifications Framework
ASF	Australian Standards Framework
ATA	Automotive Training Australia
ITAB	Industry Training Advisory Board
MINCO	Ministerial Council
NTF	National Training Framework
NTFC	National Training Framework Committee
RCC	Recognition of Current Competencies
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation



AUTOMOTIVE INDUSTRY RETAIL, SERVICE & REPAIR

SECTION 4

COMPETENCY STANDARDS

**TRAINING PACKAGE CODE
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COMPETENCY STANDARDS

REVIEW OF RS&R COMPETENCY STANDARDS

The RS&R Competency Standards were revised by an industry working group, under the auspices of the National Training Packages Steering Committee from August to December 1997. Since February 1998 there has been further modification through validation by ITABs and RTOs in association with industry organisations.

CONTENT OF RS&R STANDARDS

ATA has ensured that the RS&R Competency Standards have been reformatted to be consistent with the NTIS required format and that they accurately reflect:

- skills currently applied in the workplace
- the link between skill and its assessment
- consistency between the competency stated and the elements and evidence listed
- current and new technology and its application in the workplace
- application in a broad range of industry contexts.

The RS&R Competency Standards have been reduced from approximately five hundred to three hundred and eighty. Three hundred of these are automotive technical standards developed exclusively to reflect current workplace practice based on traditional automotive occupations. The remaining eighty competency standards are a combination developed from various sources, including other industry, and they have been customised/contextualised over time to reflect automotive industry practice, for example, vehicle sales and some service station operations such as providing food to customers.

The RS&R Working Group revised the standards to ensure that updated technical requirements were included in the technical standards. Some standards were divided to better reflect introductory skills, for example, some Service and Repair standards which are part of Certificate II qualifications. Some standards were combined to better reflect advanced functional groupings of skills, for example, some Overhaul standards which are part of Certificate III qualifications.

The integrity of traditional trades has been maintained by the packaging of the standards based on the level of skill required to obtain an AQF Certificate level III outcome.

IDENTIFICATION OF COMPETENCY

It was important to ensure that all standards clearly identify the relationship between underpinning knowledge and skills, and draw the assessment of knowledge and skills together. The Automotive Industry has traditionally divided the on-the-job (skills) from the off-the-job (knowledge) training but the ANTA Guidelines definitions of competency realigns the disparate parts.

“Competency comprises the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace.”

“The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments. This is a broad concept of competency in that all aspects of work performance, not only the narrow task skills, are involved.”

STRUCTURE OF NATIONAL STANDARDS

Competency Standards, whatever their application, are comprised of the same six parts:

- Unit title
- Unit purpose
- Element of competency matched to Performance Criteria
- Performance Criteria
- A range of variables statement
- Evidence guide

The unit title should define the activity to be assessed for competency.

The unit purpose should clarify the title.

Elements of competency should identify the work process to be undertaken in a logical order and be related to the unit purpose.

Range of variables statement identifies context and should explain the application.

The Evidence Guide should provide adequate interpretation, implementation steps and assessment criteria.

MAINTENANCE OF COMPETENCY STANDARDS

There is rapid technological change occurring within the automotive industry. Competency standards will require modification and possibly new standards will need to be developed to reflect the latest technology.

ATA has reached agreement with the State and Territory ITABs that a national process for the maintenance of competency standards will involve:

- State and Territory ITABs notifying ATA of:
 - changes required by new technology to be reflected in current competency standards in all of the occupational streams
 - any competency standards unused
 - any competency standards to be developed
 - elective standards most commonly chosen to support an automotive occupational qualification
 - imported standards most commonly chosen to support an automotive occupational qualification
- ATA negotiating with State and Territory ITABs to confirm:
 - the development of national, model/generic competency-based training and assessment
 - resource issues which may arise due to implementation of training packages by RTOs and State Training Authorities (STAs)
 - issues specific to a State or Territory which affect the implementation of national competency-based training and assessment in that State or Territory

APPLICATION OF RS&R STANDARDS

RS&R standards may apply to all of the eight RS&R qualification strands:

Automotive Administration
 Automotive Electrical
 Automotive Mechanical
 Automotive Motorsport
 Automotive Sales
 Automotive Technology
 Automotive Vehicle Body
 Bicycle
 Marine
 Outdoor Power Equipment

These standards may apply to occupational streams within each strand at a number of AQF levels, because it is the combination of the standards into occupational streams which confirms the level of the qualification, rather than the task reflected in each of the individual competency standards.

LISTING OF COMPETENCY STANDARDS – CLUSTER GROUPS

Following is an alphabetical listing of the Automotive Competency Standards skill clusters. There are a number of individual Competency Standards within each skill cluster. A detailed index of the Competency Standards and explanation of the number system follows this section. Competency Standards can be located if the number is known or through a specific skill cluster.

CLUSTER NUMBER	CLUSTER TITLE
53	Accessories
40	Air Compressor
41	Air Conditioning
68	Automotive Administration
65	Automotive Cleaning
73	Automotive Customer Service
78	Automotive Technology
16	Bicycle Hubs
47	Body Repair
19	Brakes
21	Brakes – Air
24	Brakes – Bicycle, Hydraulic
23	Brakes – Bicycle, Mechanical
20	Brakes – Drums, Discs and Linings
22	Brakes – Electric
11	Clutch
76	Complex Systems
72	Continuous Improvement
3	Cooling
52	Detailing/Presentation
75	Diagnosis
45	Drawings
26	Driveline
29	Drivetrain - Bicycles
37	Electrical
39	Electronics
56	Electroplating
8	Emission
2	Engines - General
79	Environment
9	Exhaust
44	Fabrication
25	Final Drive Assemblies
10	Forced Induction
48	Frame Repairs
6	Fuel Systems – Diesel
7	Fuel Systems – Gas
5	Fuel Systems – Petrol
54	Glass/Windcreens/Tinting
17	Hydraulics
38	Ignition
28	Jet Drives
66	Literacy/Numeracy
55	Machining
1	Maintenance
63	Marine
59	Materials Handling
46	Measuring
80	Motorsport
62	Outdoor Power Equipment
50	Paint/Refinish
18	Pneumatics
67	Problem Solving

CLUSTER NUMBER	CLUSTER TITLE
27	Propeller Drives
64	Pumping Systems
4	Radiators
42	Refrigeration
77	RS&R Sector of Automotive Industry
70	Scheduling
71	Staffing/Personnel
30	Steering
31	Steering - Bicycles
58	Stock Control
32	Suspension
33	Suspension - Bicycles
57	Trailers
13	Transmissions - Automatic
15	Transmissions - Hydrostatic
12	Transmissions - Manual
14	Transmissions - Marine
51	Trim
35	Tyres and Rims
36	Tyres and Wheels - Bicycles
74	Vehicle Inspection/Assessment/Quotations
69	Vehicle Insurance
61	Vehicle Purchasing
60	Vehicle Sales
49	Vehicle Salvage
43	Welding
34	Wheel Alignment

There are common core standards which are compulsory for all qualifications up to a Certificate III. It is expected these will be assessed throughout the training provided and not in the introductory stages or in isolation from other standards.

COMPULSORY COMMON CORE STANDARDS

AUR70125B	Follow Workplace Occupational Health and Safety procedures
AUR70278A	Use and maintain workplace tools and equipment
AUR70314A	Contribute to workplace communication
AUR70421A	Establish relations with customers

There are eighty-nine (89) standards which may apply to qualifications Certificate IV and Diploma rather than Certificates I to III. These standards were developed to provide broad, generic statements which cover a range of contexts generally accepted within the RS&R sector as requiring higher level skills and/or greater experience than would be held by a newly qualified automotive tradesperson. This group of competency standards was also intended to provide flexibility for tradespersons wanting to proceed from a technical qualification Certificate III level to a Business Management qualification Certificate IV and/or Diploma level.

COMPETENCIES FOR CERTIFICATE IV

Customer Service	
AUR42621A	Promote products and services
AUR62721A	Establish customer requirements of a complex nature
Environment	
AURC4501A	Plan and manage compliance with environmental regulations and best practice in the automotive industry
AURT4501A	Plan and manage compliance with environmental regulations and best practice in the marine repair and service industry
AURT4502A	Plan and manage compliance with environmental regulations and best practice in the mechanical industry
AURV4501A	Plan and manage compliance with environmental regulations and best practice in the body repair industry
Staff Development	
AUR59114A	Contribute to assessment of staff competencies
AUR59211A	Coach staff on the job
AUR59350A	Conduct information sessions
Technical Application	
AUR59554A	Provide technical guidance
AUR66208A	Carry out diagnoses of complex system faults
AUR66671A	Service and repair complex systems
Quality Control	
AUR61230A	Inspect technical quality of work
Work Organisation	
AUR59647A	Coordinate work activities
AUR61447A	Participate in improving workplace productivity
Business Operations	
AUR38038A	Plan and organise stock
AUR63337A	Maintain business image
AUR65722A	Estimate complex jobs
Motorsport / Performance Enhancement	
AURM4412A	Analyse and repair complex performance driveline systems
AURM4413A	Analyse and repair complex performance fuel systems
AURM4414A	Manage motorsport data acquisition
AURM4417A	Prepare competition vehicle suspension
AURM4418A	Select and prepare tyres and wheels for motorsport applications
AURM4419A	Test engines using a dynamometer
AURM4420A	Test suspension dampers using a dynamometer
Automotive Technology	
AURT4770A	Analyse and evaluate gas fuel system faults

COMPETENCIES FOR DIPLOMA

Customer Service	
AUR62807A	Build customer relations
AUR62910A	Coordinate delivery of products and services to customers
AUR63037A	Maintain customer feedback system
AUR63238A	Manage complex customer issues
Staff Development	
AUR59414A	Contribute to recruitment/selection of new staff
Work Organisation	
AUR57902A	Allocate work
AUR61510A	Coordinate improvement of workplace productivity
Business Operations	
AUR59710A	Coordinate health and safety practices in the workplace
AUR61614A	Contribute to business improvement
Technical	
AUR61101A	Adapt work processes to new technologies
Quality Control	
AUR61337A	Maintain quality systems
Motorsport	
AURM5421A	Apply aerodynamic and vehicle dynamic principles and effects to competition vehicles
AURM5422A	Determine material suitability for competition vehicle component construction
AURM5423A	Manage motorsport operations
AURM5424A	Manage motorsport team development
AURM5425A	Manage motorsport team media liaison
AURM5426A	Manage motorsport team promotional partnerships and marketing
AURM5427A	Manage team pit lane/service area operations
AURM5428A	Prepare and implement race strategies
Automotive Technology	
AURT5700A	Analyse and evaluate light vehicle steering and suspension system faults
AURT5701A	Analyse and evaluate light vehicle driveline system faults
AURT5702A	Analyse and evaluate light vehicle engine and fuel system faults
AURT5703A	Analyse and evaluate light vehicle braking system faults
AURT5710A	Analyse and evaluate heavy vehicle steering and suspension systems faults
AURT5711A	Analyse and evaluate heavy vehicle transmissions systems faults
AURT5712A	Analyse and evaluate heavy vehicle engine and fuel system faults
AURT5713A	Analyse and evaluate heavy vehicle braking system faults
AURT5720A	Analyse and evaluate wheeled mobile plant steering and suspension system faults
AURT5721A	Analyse and evaluate wheeled mobile plant transmissions systems faults
AURT5722A	Analyse and evaluate wheeled mobile plant engine and fuel systems faults
AURT5723A	Analyse and evaluate tracked mobile plant transmission, steering and braking systems faults
AURT5724A	Analyse and evaluate tracked mobile plant undercarriage and suspension systems
AURT5725A	Analyse and evaluate wheeled mobile plant braking systems faults
AURT5726A	Analyse and evaluate mobile plant hydraulic systems faults
AURT5730A	Analyse and evaluate motorcycle steering, suspension and frame systems faults
AURT5731A	Analyse and evaluate motorcycle engine and transmission systems faults

Competencies for Diploma (continued)

Automotive Technology (continued)	
AURT5732A	Analyse and evaluate motorcycle electrical/electronic systems faults
AURT5733A	Analyse and evaluate motorcycle braking systems faults
AURT5735A	Analyse and evaluate light marine hydraulic system faults
AURT5736A	Analyse and evaluate light marine transmission system faults
AURT5737A	Analyse and evaluate light marine engine and powerhead systems faults
AURT5738A	Analyse and evaluate light marine hull performance and stability systems faults
AURT5740A	Develop and apply mechanical systems modification
AURT5741A	Develop and apply hydraulic systems modification
AURT5742A	Develop and apply pneumatic systems modification
AURT5750A	Analyse and evaluate electrical and electronic faults in stability/steering/ suspension systems
AURT5751A	Analyse and evaluate electrical and electronic faults in electric over hydraulic systems
AURT5752A	Analyse and evaluate electrical and electronic faults in engine management systems
AURT5753A	Analyse and evaluate electrical and electronic faults in transmission/driveline systems
AURT5754A	Analyse and evaluate electrical and electronic faults in braking systems
AURT5755A	Analyse and evaluate electrical and electronic faults in safety systems
AURT5756A	Analyse and evaluate electrical and electronic faults in monitoring/protection systems
AURT5758A	Analyse and evaluate electrical and electronic faults in convenience and entertainment systems
AURT5759A	Analyse and evaluate electrical and electronic faults in theft deterrent systems
AURT5760A	Analyse and evaluate electrical and electronic faults in electric and hybrid vehicle systems
AURT5761A	Analyse and evaluate electrical and electronic faults in climate control systems
AURT5765A	Develop and apply electrical systems modification
AURT5766A	Develop and apply electronic systems modification
AURT5771A	Develop and apply gas fuel systems modification
AURT5773A	Evaluate and select bodywork materials, equipment and processes
AURT5775A	Prepare technical reports
AURT5776A	Develop and document technical specifications and procedures
AURT5777A	Identify and calculate total costs of work

DEFINITIONS OF TERMS USED THROUGHOUT THE AUTOMOTIVE COMPETENCY STANDARDS

Diagnose

Identifying a fault within a vehicle and isolating that fault to a component, sub-assembly or major assembly of the vehicle. The diagnostic process involves the gathering of information, the performing of tests, the analysis of findings and the drawing of conclusions.

To perform diagnostic activities the operator must be able to effectively communicate with individuals, work with printed material and use test instruments. The operator must also have a thorough understanding of the function and operating principles of the vehicle's systems, assemblies and components.

Fabrication

The construction, building or fitting together of parts and/or components predominantly associated with body repair, exhaust systems or installation of alternative accessories or alternative components (eg alternative fuel systems).

The term 'fabrication' in the vehicle body context can refer to the use of fibreglass and woodwork.

Machining

Machining refers to metal work, ie boring, turning, grinding metal, using specialist machinery such as lathes, drills, grinders, to shape, reshape metal components or finish/polish metal surfaces.

The term 'machining' is usually used to in the context of reconditioning engines and other metal parts and components.

Overhaul

The complete dismantling and rebuilding of a major vehicle assembly involving the replacement or reconditioning of all parts that have been subject to wear or other forms of deterioration so that the unit, when installed in a vehicle operates entirely within manufacturers specifications and has a service life comparable with the original unit.

The overhaul of a unit can only be carried out when it is removed from the vehicle.

To overhaul units, the operator must be able to identify deteriorating parts and be able to perform dismantling and assembly processes, as well as the acceptable methods of reconditioning components.

Refinishing

Historically known as vehicle spray painting. Changing technologies and new methods have required a new term to reflect the broader methods of refinishing a vehicle body to 'as new' standard.

Refinishing is also used in metal machining processes where metal surfaces are ground and/or polished to a specified finish.

Finish is a term also used in the context of electroplating to describe the process of applying coatings to metal surfaces.

Remove and Replace

The removal of an assembly or component from a vehicle and the installing of an assembly or component be it original, new or reconditioned.

Removing and replacing can involve the disconnecting and reconnecting of electrical, hydraulic, pneumatic, liquid and gas fittings as well as mechanical connections and mountings. Replacing often involves such operations as bleeding or adjusting systems to ensure they operate within manufacturer specifications.

To remove and replace assemblies or components the operator must be familiar with the function and operating principles of vehicle systems, assemblies and components.

Repair

Rectify faults and restore vehicle systems to an acceptable status of operation by replacing worn, damaged or failed components. Repairs can also involve the rectification of faults by welding, aligning, tightening, securing or adjusting components, these actions not being part of a normal service operation.

A repair is a lesser operation than an overhaul and may be carried out while the major assembly/assemblies of the system are still in the vehicle or have been removed.

To perform repairs the operator must be able to identify faulty components and be able to perform dismantling and assembly processes, as well as the acceptable methods of carrying out the repairs.

Service

Perform maintenance operations such as change oils and fluids, clean components, lubricate components, replace service type items, perform adjustments, check security and operation of components or systems and inspect components for wear to obtain maximum useful life from vehicles and vehicle systems.

Testing

Carrying out specified procedures using special equipment on vehicle components, parts and/or systems to collect data to determine if components, parts and/or systems function within given parameters.

Testing is carried out in the context of diagnosing faults, checking components (eg electrical/electronic) and determining functionability (eg water testing boat hulls).

INCLUSION OF CROSS-INDUSTRY STANDARDS

Competency Standards from other industries (cross-industry standards) have been included in the Retail, Service & Repair National Training Package.

In several occupational streams, some cross-industry standards have been identified as occupational specific. Others have been included in the bank of standards which may be drawn from as electives. The inclusion of these standards does not limit the choice of electives, however, indicates typical electives the industry has traditionally drawn on.

INDEX TO RS&R COMPETENCY STANDARDS

COMPETENCY STANDARD NUMBER	CLUSTER TITLE BY NUMERICAL ORDER	(V)olume and Page No
1 Maintenance		
AUR00108A	Carry out maintenance and/or component servicing operations	V2 – 1
AUR00208A	Carry out maintenance operations	V2 – 5
AUR00373A	Synchronise plant/equipment	V2 – 9
2 Engines - General		
AUR01145A	Overhaul engines and associated engine components	V2 – 13
AUR01166A	Repair engines and associated engine components	V2 – 15
AUR01170A	Service engines and associated engine components	V2 – 17
AUR01245A	Overhaul engines and associated engine components (outdoor power equipment)	V2 – 19
AUR01271A	Service and repair engines and associated engine components (outdoor power equipment)	V2 – 23
AUR01304A	Assemble engine block and sub-assemblies, check tolerances and carry out relevant testing procedures	V2 – 27
AUR01317A	Disassemble engine block and sub-assemblies and evaluate components	V2 – 31
AUR01357A	Rebuild engine components	V2 – 35
AUR01359A	Reclaim engine components	V2 – 37
AUR01404A	Assemble cylinder heads, check tolerances and carry out relevant testing procedures	V2 – 41
AUR01417A	Disassemble cylinder heads and evaluate components	V2 – 45
3 Cooling		
AUR02145A	Overhaul cooling system components	V2 – 49
AUR02166A	Repair cooling systems and associated components	V2 – 53
AUR02170A	Service cooling systems and associated components	V2 – 57
4 Radiators		
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AUR03145A	Overhaul petrol fuel system components	V2 – 65
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6 Fuel Systems - Diesel		
AUR03645A	Overhaul diesel fuel injection system/components	V2 – 73
AUR03666A	Repair diesel fuel systems/components	V2 – 75
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AURT3834A	Repair gas fuel systems (LPG)	V4 – 379
AURT3835A	Repair gas fuel systems (CNG/NGV)	V4 – 385
8 Emission		
AUR04671A	Service and repair emission control systems	V2 – 79
9 Exhaust		
AUR05123A	Fabricate exhaust systems/components	V2 – 81
AUR05166A	Repair exhaust systems	V2 – 85
10 Forced Induction		
AUR05671A	Service and repair engine forced induction systems	V2 – 89
11 Clutch		
AUR06145A	Overhaul clutch assembly and/or components	V2 – 91
AUR06166A	Repair clutch assemblies and/or associated operating system components	V2 – 93
AUR06170A	Service clutch assemblies and/or associated operating system components	V2 – 97
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AUR06666A	Repair transmissions (manual)	V2 – 103
AUR06670A	Service transmissions (manual)	V2 – 107
13 Transmissions - Automatic		
AUR07145A	Overhaul transmissions (automatic)	V2 – 109
AUR07166A	Repair transmissions (automatic)	V2 – 111
AUR07170A	Service transmissions (automatic)	V2 – 115
14 Transmissions - Marine		
AUR07671A	Service and repair marine transmissions (outboard or stern drive)	V2 – 117
AUR07771A	Service and repair marine transmissions (inboard)	V2 – 119
15 Transmissions - Hydrostatic		
AUR08145A	Overhaul transmissions (hydrostatic)	V2 – 121
AUR08166A	Repair transmissions (hydrostatic)	V2 – 123
AUR08170A	Service transmissions (hydrostatic)	V2 – 125
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AUR10166A	Repair braking systems	V2 – 159
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AURT3805A	Service auxiliary brakes	V4 – 331
20 Brakes – Drums, Discs and Linings		
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AUR10736A	Machine brake drums and brake disc rotors	V2 – 175
21 Brakes – Air		
AUR11145A	Overhaul air braking system components	V2 – 177
AUR11166A	Repair air braking systems	V2 – 179
AUR11170A	Service air braking systems	V2 – 181
22 Brakes – Electric		
AUR11666A	Repair electric braking systems	V2 – 183
23 Brakes – Bicycle, Mechanical		
AUR12166A	Repair bicycle mechanical braking systems	V2 – 185
AUR12170A	Service bicycle mechanical braking systems	V2 – 189
24 Brakes – Bicycle, Hydraulic		
AUR12366A	Repair bicycle hydraulic braking systems	V2 – 193
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25 Final Drive Assemblies		
AUR12645A	Overhaul final drive assemblies	V2 – 201
AUR12666A	Repair final drive assemblies	V2 – 203
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26 Driveline		
AUR13166A	Repair final drive (driveline)	V2 – 209
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AUR13666A	Repair propeller drive systems	V2 – 217
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28 Jet Drives		
AUR14131A	Install jet drive propulsion systems	V2 – 221
AUR14166A	Repair jet drive propulsion systems	V2 – 223
AUR14170A	Service jet drive propulsion systems	V2 – 225
29 Drivetrain – Bicycles		
AUR14666A	Repair bicycle drivetrain systems	V2 – 227
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AUR15130A	Inspect steering system	V2 – 235
AUR15145A	Overhaul steering system components	V2 – 239
AUR15166A	Repair steering systems	V2 – 243
AUR15170A	Service steering systems	V2 – 247
31 Steering – Bicycles		
AUR15666A	Repair bicycle steering systems	V2 – 251
AUR15670A	Service bicycle steering systems	V2 – 255
32 Suspension		
AUR16130A	Inspect suspension systems	V2 – 259
AUR16166A	Repair suspension systems	V2 – 263
AUR16170A	Service suspension systems	V2 – 267
33 Suspension – Bicycles		
AUR16666A	Repair bicycle suspension systems	V2 – 271
AUR16670A	Service bicycle suspension systems	V2 – 275
34 Wheel Alignment		
AUR17108A	Carry out wheel alignment operations	V2 – 279

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AUR17665A	Remove, fit and adjust wheel(s)	V2 – 285
AUR17668A	Select tyres and rims for specific applications (light)	V2 – 289
AUR17766A	Remove, repair and fit tyres and tubes (light)	V2 – 293
AUR17866A	Repair rims	V2 – 297
AUR17968A	Select tyres and rims for specific applications (heavy)	V2 – 299
AURT2800A	Remove, repair and refit tyres and tubes (plant machinery)	V4 – 243
AURT2801A	Remove, repair and refit tyres and tubes (mining)	V4 – 251
AURT2802A	Remove, repair and refit tyres and tubes (light truck)	V4 – 259
AURT2803A	Remove, repair and refit tyres and tubes (heavy truck - road)	V4 – 267
AURT2804A	Remove, repair and refit tyres and tubes (agricultural machinery)	V4 – 273
36 Tyres and Wheels – Bicycles		
AUR18168A	Remove, repair and refit bicycle tyres	V2 – 303
AUR18207A	Design and build bicycle wheels	V2 – 307
AUR18265A	Remove/refit and adjust bicycle wheels	V2 – 311
AUR18266A	Repair bicycle wheels	V2 – 315
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AUR18676A	Test, service and replace battery	V2 – 319
AUR18708A	Carry out minor repairs to electrical circuits/systems	V2 – 323
AUR18866A	Repair electrical systems	V2 – 325
AUR18966A	Repair instruments and warning systems	V2 – 327
AUR19045A	Overhaul electrical system components	V2 – 331
AUR19066A	Repair charging and starting systems	V2 – 333
AUR19331A	Install, test and repair wiring/lighting systems	V2 – 337
AUR19431A	Install, test and repair electrical security system/components	V2 – 341
AUR19531A	Install ancillary electrical equipment	V2 – 345
AUR20031A	Install marine electrical systems/components	V2 – 347
AUR20066A	Repair marine electrical systems/components	V2 – 349
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AUR20666A	Repair ignition systems	V2 – 355
39 Electronics		
AUR21171A	Service and repair electronic engine management systems	V2 – 357
AUR21271B	Service and repair electronic drive management systems	V2 – 361
AUR21471A	Service and repair electronically controlled anti-lock braking systems	V2 – 367
AUR21831A	Install marine electronic systems/components	V2 – 369
AURT2821A	Service and rectify faults in electronic suspension systems	V4 – 301
40 Air Compressor		
AUR22171A	Service and repair air compressors/components	V2 – 371

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AUR22631A	Install air conditioning systems	V2 – 373
AUR22645A	Overhaul air conditioning systems components	V2 – 377
AUR22666A	Repair/retrofit air conditioning systems	V2 – 381
AUR22670A	Service air conditioning systems	V2 – 385
42 Refrigeration		
AUR23131A	Install refrigeration systems/components	V2 – 387
43 Welding		
AUR23808A	Carry out soldering techniques	V2 – 391
AUR23908A	Carry out thermo plastic repair procedures	V2 – 393
AURT2812A	Carry out brazing procedures	V4 – 281
AURT3810A	Carry out oxy acetylene welding, thermal cutting and thermal heating procedures	V4 – 337
AURT3811A	Carry out manual metal arc welding procedures	V4 – 343
AURT3813A	Carry out gas metal arc (MIG) welding procedures	V4 – 349
AURT3814A	Carry out tungsten arc (TIG) welding procedures	V4 – 355
AURT3815A	Carry out spot welding procedures	V4 – 361
44 Fabrication		
AUR24623A	Fabricate components/equipment	V2 – 395
AUR24708A	Carry out woodworking operations for fabrication	V2 – 399
AUR24766A	Repair plugs, moulds, frames and flooring using wood materials	V2 – 403
AUR24823A	Fabricate fibreglass/composite material components	V2 – 405
AUR24866A	Repair fibreglass/composite material components	V2 – 407
AURT2817A	Carry out minor fabrication of components/equipment	V4 – 287
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AUR25149A	Prepare engineering drawings	V2 – 409
AUR25156A	Read and interpret engineering drawings	V2 – 411
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AUR25678A	Use and maintain measuring equipment	V2 – 413
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AUR26108A	Carry out pre-repair operations	V2 – 415
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AUR26366A	Repair minor structural damage	V2 – 423
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AUR26508A	Carry out vehicle body and underframe alignment	V2 – 431
AUR26608A	Carry out vehicle measurement	V2 – 435
AUR26708A	Carry out major sectional repair	V2 – 437
AUR26864A	Remove and replace vehicle body panels, panel sections and ancillary fittings	V2 – 441
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AUR27164A	Remove and replace electrical/electronic units/assemblies	V2 – 453
AUR27231A	Install vehicle component seals	V2 – 455
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48 Frame Repairs		
AUR28166A	Repair and align motor cycle frames	V2 – 457
AUR28266A	Repair bicycle frames	V2 – 461
AUR28270A	Service bicycle frames	V2 – 465
AUR28366A	Repair chassis/frame and associated components	V2 – 469
49 Vehicle Salvage		
AUR28603A	Apply relevant legal requirements for vehicle dismantlers	V2 – 473
AUR28617A	Disassemble and test vehicle units/components	V2 – 475
AUR28630A	Inspect vehicle for saleable items and determine their value	V2 – 479
AUR28662A	Remove salvageable components	V2 – 481
AUR28916A	Determine vehicle rescue method and ascertain cost	V2 – 483
AUR28961A	Recover vehicle	V2 – 487
50 Paint/Refinish		
AUR29603A	Apply refinishing materials	V3 – 1
AUR29608A	Carry out masking procedures	V3 – 5
AUR29649A	Prepare substrate for refinishing	V3 – 7
AUR29749A	Prepare spray painting materials and equipment	V3 – 11
AUR29803A	Apply colour matching techniques	V3 – 15
AUR29908A	Carry out paint rectification and touch up work	V3 – 17
AUR30003A	Apply decorative designs	V3 – 19
AUR30149A	Prepare and paint plastic components	V3 – 23
AUR30203A	Apply rust prevention and sound deadening materials	V3 – 27
AUR30349A	Prepare vehicle components for minor paint repairs	V3 – 31
AUR30449A	Prepare and use equipment and material for minor paint repairs	V3 – 35
51 Trim		
AUR30508A	Carry out buffing and burnishing	V3 – 39
AUR31208A	Carry out trimming of vehicle components	V3 – 41
AUR31268A	Select and apply trim/fabric materials	V3 – 45
AUR31368A	Select and apply trim/fabric adhesives	V3 – 47
AURV2803A	Carry out minor sewing repairs and alterations	V4 – 779
AURV2804A	Carry out minor trimming repairs and alterations	V4 – 785
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COMPETENCY STANDARD NUMBER	CLUSTER TITLE BY NUMERICAL ORDER	(V)olume and Page No
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AURV2800A	Carry out cleaning of vehicle windows	V4 – 767
53 Accessories		
AUR32165A	Remove, replace, fit and test components/accessories	V3 – 55
AUR32265A	Remove, replace, fit and adjust bicycle accessories	V3 – 57
54 Glass/Windcreens/Tinting		
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AUR33215A	Cut and process glass and composites	V3 – 63
AUR33363A	Remove and install rubber glazed windcreens	V3 – 67
AUR33463A	Remove and install butyl sealed windcreens	V3 – 69
AUR33563A	Remove and install direct glazed windcreens	V3 – 71
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AUR33849A	Prepare surfaces and apply window tinting	V3 – 79
AUR33931A	Install windows/sunroofs	V3 – 83
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