



Australian Government

Department of Education, Employment and Workplace Relations

SITTOP003B Operate and maintain a 4WD tour vehicle

Revision Number: 1

SITTTOP003B Operate and maintain a 4WD tour vehicle

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to utilise features of a four-wheel drive (4WD) vehicle and perform simple maintenance on those vehicles. It relates *only* to the specialist skills and knowledge for 4WD vehicles, not to general driving and maintenance skills.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

This unit applies to tour operators who operate day tours or tours of several days' duration to one or more destinations using 4WD vehicles as the form of transportation. Personnel who operate with some level of autonomy or under limited supervision and guidance from others are responsible for driving these specialist vehicles. This function is undertaken by people such as owner-operators of a tour operating business, tour guides and driver guides.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

This unit must be assessed with or after the following prerequisite units.

TLIB307C Carry out vehicle servicing and maintenance

TLIC107C Drive vehicle.

Employability Skills Information

Employability skills

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--------------------------------------|--|
| 1 Use the features of a 4WD vehicle. | 1.1 Identify situations where the engagement of 4WD is required and correctly engage 4WD when necessary. |
| | 1.2 Assess <i>risks to customers, self and other road users</i> and operate <i>4WD vehicles</i> correctly and safely both on and off road to minimise any risks. |

ELEMENT	PERFORMANCE CRITERIA
	<p>1.3 Advise customers of any special safety precautions to be taken when traversing rough terrain.</p> <p>1.4 Use the special features of a 4WD vehicle correctly, safely and responsibly to navigate a <i>range of terrain types</i>.</p>
2 Conduct driving activities with minimal impact.	<p>2.1 Drive the 4WD vehicle to ensure minimal <i>negative impact to the environment</i> and maximum comfort and safety of passengers.</p> <p>2.2 Conduct all activities according to special permit requirements and report any incidents to the relevant agency.</p> <p>2.3 Monitor the quality of tracks and report any deficiencies or damage to the relevant agency.</p> <p>2.4 Minimise the effects of noise on local communities.</p>
3 Recover 4WD vehicles.	<p>3.1 Use a range of techniques to <i>recover</i> vehicles from <i>adverse terrain</i> correctly and safely <i>where required</i>.</p> <p>3.2 Consider customer, driver and crew safety throughout the recovery exercise.</p> <p>3.3 Perform any required post-recovery repairs correctly and according to the level of technical expertise available.</p>
4 Perform maintenance and minor repairs on 4WD vehicles.	<p>4.1 Select and access maintenance equipment, including spares and fluids prior to tour departure according to the duration of tour, type of terrain to be covered and remoteness of area to be visited.</p> <p>4.2 Check vehicle regularly prior to and during tour and perform correct <i>routine repair and maintenance tasks</i> according to maintenance schedule.</p> <p>4.3 Make any required vehicle performance reports promptly to the designated person.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- efficient and safe 4WD handling techniques
- defensive driving techniques for off-road driving hazards
- communication skills to provide clear verbal advice to customers on safety precautions
- literacy skills to read road and off-road signage, vehicle manuals and manufacturer's basic maintenance and repair guidelines
- writing skills to complete basic vehicle performance reports and checklists.

The following knowledge must be assessed as part of this unit:

- all features and handling characteristics of 4WD vehicles
- differences between 2WD and 4WD vehicles and the effect on vehicle operation and capability
- off-road driving hazards
- the key health and safety issues to be considered when operating 4WD vehicles
- common ways in which 4WD vehicles can damage or negatively affect the social and natural environment and minimal impact practices to reduce these
- the key contents of industry ecotourism codes of practice, especially that of the Ecotourism Association of Australia
- the existence and basic aspects of state, territory and local government environmental and local community protection laws and regulations and actions that must be adhered to by 4WD tourism operators
- key permit requirements for operating 4WD vehicles in a designated areas, including when in national parks and on land under the control of traditional owners
- land management guidelines for operating 4WD vehicles.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to use the features of a 4WD safely, correctly and with minimal environmental impact to navigate a full range of terrain that will vary according to the touring and organisation location
- knowledge of the negative environmental impacts of operating a 4WD and minimal impact practices
- knowledge of the, safety and regulatory issues that relate to 4WD operation
- ability to safely apply a full range of recovery techniques to 4WD vehicles
- knowledge of and ability to apply a full range of repair and maintenance techniques specific to 4WD vehicles.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in an off-road environment that requires the application of the required range of 4WD techniques and recovery skills and in which touring activities may take place, such as remote area national park or very steep terrain
- use of a 4WD vehicle typically used in touring situations and loaded to reflect operational conditions
- access to vehicle performance reports
- access to current regulatory documents distributed by key land management agencies and federal, state or territory, and local governments, such as plain English legislative publications, codes and standards outlining environmental regulatory requirements
- use of industry ecotourism codes of practice, especially that of the Ecotourism Association of Australia.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate using the features of a 4WD vehicle, using recovery techniques and performing minor repairs and maintenance on the vehicle
- review of maintenance schedules prepared or completed by the candidate
- review of recovery reports completed by the candidate
- written and oral questioning or interview to test knowledge of OHS issues and legislative requirements pertaining to operating 4WD vehicles
- written and oral questioning or interview to test knowledge of environmental and community impact of operating 4WD vehicles
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

SITTTOP006B Operate tours in a remote area.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work

RANGE STATEMENT

environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below.

Risks to customers, self and other road users may include:

- rolling a vehicle
- causing a vehicle to become bogged
- delaying other road users by obstructing access with incapacitated vehicle
- injury to self and others.

4WD vehicles may be:

- diesel powered
- petrol powered
- made to manufacturer's standard
- specially configured for touring
- small capacity seating
- multi-seat vans
- large or small coaches.

Range of terrain types must include:

- steep inclines
- very soft ground
- rocky areas
- sand
- water crossings
- mud or black soil.

Negative impact to the environment may include:

- disturbance or injury to fauna
- physical damage to flora
- damage to roads, tracks and fire trails
- pollution from vehicle emissions
- noise disturbance to the local community
- damage to culturally sensitive areas or sites.

Recovery may involve:

- winching
- rocking vehicle free of an obstruction or bog
- removing vehicle from a bog
- removing vehicle from a water crossing.

RANGE STATEMENT

Adverse terrain must include:

- steep inclines
- very soft ground
- rocky areas
- sand
- water crossings
- mud or black soil.

Routine repair tasks may include:

- replacing blown globes in vehicle lights
- replacing broken fan belts
- replacing blown fuses
- fixing or replacing door mirrors
- repairing rear tail-light lens
- changing wheels in uneven terrain
- changing of tyres
- repairing tyre punctures
- replacing broken coolant hose
- bleeding brakes
- bleeding a diesel engine.

Routine maintenance tasks may include:

- topping up of water levels
- replacement of oils
- replacement of air in tyres.

Unit Sector(s)

Sector

Tourism

Competency field

Competency field

Tour Operations