



Australian Government

Department of Education, Employment and Workplace Relations

AUM4013A Interpret manuals, drawings and/or circuits for plant, tooling, equipment or systems

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to interpret manuals, drawings and/or circuits for plant, tooling, equipment or systems required for the design, development and production of motor vehicles. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	Nil	Nil
	Nil	Nil

Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify and access manuals, drawings, circuits or specifications of plant, tooling, equipment or system	1.1. Applicable organisation requirements relevant to interpret manuals, drawings and/or circuits are verified and complied with throughout the work activity 1.2. Instructions and plans are read and interpreted to identify processes and materials to complete work tasks 1.3. Appropriate manuals, drawings, circuits and/or specifications are identified and accessed for the plant, tooling, equipment or systems to be maintained 1.4. Amendment status of the drawings and documentation is clearly established to ensure correct specifications and procedures are applied
2. Interpret manuals, drawings, circuit or specifications of plant, tooling, equipment or systems	2.1. Relevant sections/chapters of manuals, drawings, circuits and/or specifications of plant, tooling, equipment or systems are located in relation to the work to be carried out 2.2. Information is interpreted and procedures to be followed are accurately determined
3. Apply information in manuals, drawings, circuits or specifications of plant, tooling, equipment or systems	3.1. Work is performed in accordance with manual or specified procedures and the information provided in relevant sections of drawings, circuits and schematics 3.2. Correct sequencing and adjustments are carried out in accordance with the information provided in manufacturer manuals and/or specifications for the plant, tooling, equipment or systems to be maintained
4. Store manuals, drawings, circuits or specifications of plant, tooling, equipment or systems	4.1. Manuals, drawings, circuits, schematics and/or specifications of plant, tooling, equipment or systems are stored appropriately to ensure prevention of damage, ready access and updating of information

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- speak clearly and directly in order to communicate procedures to appropriate personnel
- apply teamwork to a range of situations, including to the sequencing and adjusting of equipment and systems
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure all sequencing and adjustments are carried out according to specification
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- identifying, accessing and interpreting manuals, drawings, circuits or specifications of plant, tooling, equipment or systems
- operation of systems and components
- organisational supply/replenishment systems and processes for materials, equipment and tools
- types of tools and equipment and procedures for their safe use, operation and maintenance
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- interpreting and applying quality standards
- procedures for the recording, reporting and maintenance of organisation records and information

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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures • Working and communicating effectively and positively with others involved in the work • Applying, within authority, the requirements of the job or work role in relation to: • interpreting manuals, drawings and/or circuits for plant, tooling, equipment or systems • achieving work quality goals • completing work area housekeeping requirements including the documentation of project activity and process outcomes
Context of and specific resources for assessment	• assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge • assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application • assessment may be applied under project related

EVIDENCE GUIDE	
	conditions (real or simulated) and require evidence of process • assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Organisation requirements may include:

- access and equity principles and practices
- environmental management (waste disposal, recycling and re-use guidelines)
- emergency and evacuation procedures
- equipment use procedures
- ethical standards
- legal obligations
- maintenance and storage procedures
- OHS requirements
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- quality assurance guidelines
- quality and continuous improvement processes and standards
- recording and reporting guidelines.

Instructions may include:

- workplace procedures relating to the use and operation of tools and equipment
- departmental requirements
- workplace instructions, including job sheets, plans, specifications, drawings and designs
- workplace procedures relating to reporting and communications
- manufacturers' instructions for the use of equipment and materials.

Unit Sector(s)

Unit sector

Automotive Manufacturing

Competency field

Competency field	Passenger Motor Vehicle
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Co-requisite units

Co-requisite units		
	Nil	Nil
	Nil	Nil