



Australian Government

AURFA001 Use numbers in an automotive workplace

Release: 1

AURAF001 Use numbers in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to make basic mathematical measurements and calculations relating to vehicle inspection, service and repairs. It includes undertaking calculations to inform parts and labour quotations and the completion of other automotive workplace documentation.

It applies to those required to apply entry-level proficiency in numerically orientated problem-solving skills.

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

Competency Field

Common

Unit Sector

Foundation Skills

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Estimate and make measurements for work	1.1 Requirements for measurements are identified from task instructions 1.2 Numerical information in automotive workplace texts and tasks is identified 1.3 Workplace measuring equipment and operations appropriate to

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	<i>text and task</i> are identified and selected 1.4 Accurate measurements are made according to task requirements and workplace procedures
2. Undertake mathematical calculations in workplace activities	2.1 Procedures are established for recording numerical information or interpreting measurement information relating to automotive inspection, service or repair 2.2 <i>Calculations</i> using required mathematical operations are undertaken as required 2.3 Conversions between units of measurement are undertaken as required 2.4 Problem solving processes are used to resolve measurement and calculation tasks
3. Check and communicate results	3.1 Measurement and calculation outcomes are reviewed and checked 3.2 Final calculations and numerical information are documented according to workplace procedures and using mathematical language and symbols appropriate for the task

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Writing skills to:	legibly and accurately enter information and complete workplace documentation.
Numeracy skills to:	fill out workplace documentation, such as daily time sheets and repair work orders.
Technology skills to:	use calculators.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Text and task</i> must include one of the following:	• text: • repair work orders and job cards • time sheets • work schedules • material and part requisitions • repair quotations • stock records • supply quotations • task: • estimating resource or time requirements • estimating and adjusting equipment and machinery settings • sourcing numerical information from workshop service manuals and vehicle repair information.
<i>Calculations</i> must include:	• using simple mathematical operations involving automotive data and equipment, with or without the assistance of a calculator and involving: • addition • subtraction • multiplication • division • whole numbers, fractions and percentages.

Unit Mapping Information

Equivalent to AURAF001 Use numbers in an automotive workplace

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURAF001 Use numbers in an automotive workplace

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- make accurate measurements relating to three vehicle inspection, service or repair tasks, presenting the measurement outcomes in whole numbers, fractions and percentages
- make accurate calculations based on above measurements demonstrating the use of the following mathematical operations:
 - addition
 - subtraction
 - multiplication
 - division.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- workplace procedures relating to collecting numerical information
- metric and non-metric systems of measurement as they relate to vehicle repairs
- units of measurement used in vehicle inspection, service and repairs
- mathematical operations involving calculations of whole numbers, fractions and percentages, including:
 - addition
 - subtraction
 - multiplication
 - division
- procedures for checking measurement and calculation outcomes
- protocols for using numbers when filling out:

- timesheets
- repair orders.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to having used numbers in the automotive workplace, e.g. repair orders showing parts, time worked and work done.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive workplace or simulated workplace
- written automotive text and service information and documentation, such as workshop service manuals, vehicle repair information, stock records, job cards, repair quotations, time sheets, and supply quotations
- equipment appropriate for undertaking measurements and calculations, such as calculators or computers.

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