



**Australian Government**

# **AURFA002 Read and respond to automotive workplace information**

**Release: 1**

# AURAF002 Read and respond to automotive workplace information

## Modification History

| Release   | Comment                 |
|-----------|-------------------------|
| Release 1 | New unit of competency. |

## Application

This unit describes the performance outcomes required to read automotive workplace documentation in order to perform routine inspection, service and repair tasks. It involves reading texts and manuals, and identifying and applying key information.

It applies to those working in an automotive workplace required to apply entry-level proficiency in reading inspection, service and repair texts and related manuals.

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. Prepare to read automotive workplace text | 1.1 Type of automotive text is identified<br>1.2 Purpose and audience of text are identified<br>1.3 Features of text are identified                                                                         |
| 2. Identify key information                  | 2.1 Relevant information is located using text navigation skills and                                                                                                                                        |

| <b>Elements</b>                                         | <b>Performance Criteria</b>                                                                                                                                                                                 |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
| in text                                                 | reading strategies<br>2.2 High frequency automotive vocabulary and terms are identified                                                                                                                     |
| 3. Confirm understanding and respond to automotive text | 3.1 Understanding of information is checked<br>3.2 Information is used to respond appropriately                                                                                                             |

## 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.

| <b>Skills</b>                 | <b>Description</b>                                                                                                                                                                        |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning skills to:           | <ul style="list-style-type: none"><li>identify own skills and abilities required to carry out the job and learning opportunities to gain required reading comprehension skills.</li></ul> |
| Reading skills to:            | <ul style="list-style-type: none"><li>interpret written documentation found in the automotive workplace.</li></ul>                                                                        |
| Oral communication skills to: | <ul style="list-style-type: none"><li>clarify understanding of written texts.</li></ul>                                                                                                   |

## 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.

There is no Range of Conditions for this unit.

## Unit Mapping Information

Equivalent to AURAF002 Read 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 AURAF002 Read and respond to automotive workplace information

## Modification History

| Release   | Comment                 |
|-----------|-------------------------|
| Release 1 | New unit of competency. |

## 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, and foundation skills:

- read and respond to three of the following types of automotive text:
  - repair order
  - repair manual
  - workplace signage, including safe operating procedures
  - safety data sheet (SDS)
  - purchase order
  - packing slip.

## Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- types and purpose of common automotive texts, including:
  - repair orders
  - repair manuals
  - workplace signage, including safe operating procedures
  - SDS
  - purchase orders
  - packing slips
- high frequency vocabulary in automotive texts, including automotive glossaries
- reading strategies for locating and recognising information in automotive workplace texts.

## 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 read automotive-specific texts in an automotive workplace, e.g. repair orders.

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 specified in the performance evidence.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>