



Australian Government

Assessment Requirements for AURAF A005

Write routine texts in an automotive workplace

Release: 1

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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, range of conditions and foundation skills:

- write two short routine automotive texts for different audiences and purposes
- complete and lodge one industry form with an external organisation.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- basic principles of effective written communication, including:
 - differences between requirements for written as opposed to spoken English
 - purposes of written communication used in automotive workplaces
 - features of routine formal and informal workplace texts, including layout
 - writing strategies to complete routine workplace texts, including planning, drafting and reviewing
 - grammar and vocabulary sufficient to complete routine workplace texts legibly
 - writing conventions for routine workplace texts
- workplace procedures or style guides for preparing written texts, including:
 - protocols relating to workplace documentation, including emails and memos
 - workplace sign-off and approval processes relating to written texts
- types, applications and layouts of industry forms, including:
 - forms from licensing and regulatory organisations
 - workplace-specific forms, including:
 - leave application forms
 - requisitions

- time cards
- electronic and manual lodgement processes.

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 written a range of routine texts in an automotive workplace, e.g. workplace-specific documents and forms that they have completed.

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 repair workplace or simulated workplace
- workplace-specific documents that can be completed
- writing equipment and materials
- office equipment and communication devices
- dictionaries or written language aids.

Links

Companion Volume implementation guides are found in VETNet -

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

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