



Australian Government

AURFA005 Write routine texts in an automotive workplace

Release: 1

AURFA005 Write routine texts in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to prepare and write routine texts and complete standard automotive industry forms that accurately convey meaning and information.

It applies to those working in the automotive service and repair industry. The unit includes routine workplace texts for different purposes, including industry-related forms.

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 complete routine automotive workplace text	1.1 Purpose and audience for routine automotive text are identified 1.2 Due date, relevant organisation, and method of lodgement are determined 1.3 Key features of text and workplace conventions for written materials are identified 1.4 Information required to complete the text is sourced and collected

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.
2. Finalise draft of written text	2.1 Text is drafted to <i>convey intended meaning</i> of factual information or message 2.2 Queries or concerns about information required in the text are clarified with relevant internal or external personnel 2.3 Text is reviewed and checked for accuracy and meaning, and revisions are made as required 2.4 Supporting documentation or information is collected, organised and attached as required 2.5 Signatory requirements are determined and obtained as required
3. Submit text	3.1 Routine text, supporting documentation, and any required payment, are lodged in a timely manner 3.2 Verification of receipt of text is sought and confirmed according to workplace procedures

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
Reading skills to:	interpret technical information and instructions to determine requirements for written text.
Numeracy skills to:	interpret numerical information and record it accurately in documentation.
Digital literacy skills to:	use digital systems and tools to access, filter, extract, organise and submit written text.
Self-management skills to:	sequence tasks and follow workplace procedures for preparing and lodging written text.
Technology skills to:	use office equipment to lodge forms and copy or send written texts.

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>Key features</i> must include:	• layout and organisation of text • text that is appropriate for audience and purpose.
<i>Conveying intended meaning</i> must include:	• spelling with reasonable accuracy • mostly using correct grammatical structure and punctuation • using appropriate automotive terminology.

Unit Mapping Information

Equivalent to AURAF005 Write routine texts 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 AURAF005 Write routine texts 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:

- 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.

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