



Australian Government

AURFA105 Write routine texts in an automotive workplace

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with AUR Automotive Retail, Service and Repair Training Package Version 6.0

Application

This unit describes the skills and knowledge required to complete standard automotive industry forms that accurately convey meaning and information.

The unit 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.

Unit Sector

Common Foundation Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to complete routine automotive workplace text	1.1 Identify purpose and audience for routine automotive text 1.2 Identify and confirm due date, relevant organisation, and method of lodgement with supervisor 1.3 Gather information required to complete the text according to workplace procedures
2. Finalise draft of written text	2.1 Draft text according to workplace procedures 2.2 Clarify queries or concerns about information required in the text with required internal or external personnel 2.3 Review text for accuracy and meaning 2.4 Collect and attach supporting documentation or information according to workplace procedures 2.5 Obtain signatory requirements according to workplace

ELEMENTS	PERFORMANCE CRITERIA
	procedures
3. Submit text	3.1 Lodge routine text, supporting documentation, and any required payment according to workplace procedures 3.2 Verify receipt of text according to workplace procedures

Foundation Skills

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

SKILL	DESCRIPTION
Reading	- Interprets and applies workplace procedures - Interprets technical information and instructions to determine requirements for written text.
Writing	- Spells with reasonable accuracy - Constructs text with reasonable accuracy of grammatical structure and punctuation - Writes text legibly using required automotive terminology.
Numeracy	Interprets numerical information and records it accurately in documentation.
Digital literacy	Uses digital systems and tools to access, filter, extract, organise and submit written text.
Self-management	Sequences task and follows workplace procedures for preparing and lodging written text.
Technology	Uses office equipment to lodge forms and copy or send written texts.

Unit Mapping Information

Supersedes and is equivalent to AURAF105 Write routine texts in an automotive workplace.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for AURAF105 Write routine texts in an automotive workplace

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

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

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including 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 and forms
- 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, uses 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

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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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