



Australian Government

Assessment Requirements for AURFA106

Conduct research and present technical reports

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

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:

- research and prepare at least two different technical reports, in which the work must involve:
 - accessing and interpreting relevant automotive technical information
 - developing a research outline
 - undertaking detailed research of the subject area
 - analysing data
 - developing conclusions, findings and recommendations
 - presenting reports to intended target audience.

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:

- workplace policies and procedures relating to the research and presentation of technical reports, including:
 - agreed quality standards
 - information entry, management and storage
 - use of specialist or management summaries
 - compliance with protocols, conventions and legal requirements relating to acknowledgements and intellectual property
- research methods, including:
 - qualitative, including:
 - participant observations
 - interviews
 - focus groups

- desktop research
- quantitative, including:
 - questionnaires
 - laboratory experiments
- procedures for undertaking research, including:
 - planning the research, including:
 - identifying the problem
 - defining purpose and limits of the research
 - developing a research outline
 - sourcing information
 - designing the research, including:
 - methodology
 - data gathering
 - data analysis
 - conducting pilot studies
 - conducting the research, including data gathering and common testing procedures
 - drawing conclusions from data analysis, including findings and proposed actions or recommendations
- preparing and presenting a technical report, including:
 - writing for a specific purpose
 - writing for a specific audience
 - using pictures and diagrams
 - using style guides.

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 researching, preparing and presenting technical reports in the automotive workplace, e.g. technical reports and presentation notes.

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

The following resources must be made available:

- situations requiring research activities and technical report writing
- range of reference materials relevant to technical research activities
- commercially realistic number of co-workers to which the technical report may be presented.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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