



Australian Government

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

Application

This unit describes the skills and knowledge required to research technical subject matter and prepare and present a technical report of findings. It involves identifying and analysing research requirements, planning and conducting research, evaluating findings, and developing and presenting the technical report.

The unit applies to those working in the automotive service and repair industry at a specialist technician or manager level.

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. Determine research requirements	1.1 Define and confirm research purpose, objectives, limits, and timeframe 1.2 Prepare research outline according to research requirements and confirm with key stakeholders
2. Plan research	2.1 Develop systematic methodology for information collection 2.2 Identify, access and evaluate sources of research information according to research requirements 2.3 Develop research strategy, including data gathering and analysis methodologies according to research requirements 2.4 Identify and obtain resources required to support research activities

ELEMENTS	PERFORMANCE CRITERIA
3. Conduct research	3.1 Carry out research according to established purpose, process and objectives 3.2 Collect and manipulate research data according to research requirements 3.3 Store research data for future reference according to workplace procedures
4. Analyse research information	4.1 Prepare research data for analysis 4.2 Analyse data according to workplace procedures 4.3 Draw and document conclusions, findings and recommendations from data analysis according to workplace procedures
5. Prepare and present research report	5.1 Prepare technical report and presentation materials according to report requirements and workplace standards 5.2 Present report according to workplace procedures 5.3 Store report and supporting resources according to information management protocols and 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
Learning	- Locates and analyses a range of technical information and documents relevant to work activities - Develops strategies to research and write technical reports.
Reading	- Interprets technical information, instructions and requirements - Interprets graphical illustrations, technical information and terminology in manuals and textbooks.
Writing	- Communicates ideas and information using relevant automotive terminology - Prepares and presents textual and numerical information in technical reports.
Numeracy	- Collects and analyses quantitative data - Calculates mean, mode, median and percentages.
Oral communication	Clarifies and confirms report requirements, including target audience.

SKILL	DESCRIPTION
Organisation	- Plans own work requirements - Prioritises actions to achieve required outcomes - Ensures tasks are completed within workplace timeframes.
Technology	Uses workplace technology to access technical documents, including computerised technology.

Unit Mapping Information

Supersedes and is equivalent to AURAF106 Conduct research and prepare technical reports.

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 AURAF106 Conduct research and present technical reports

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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:

- 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.

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