



Australian Government

AURAKA002 Adapt work processes to new technologies in an automotive workplace

Release: 1

AURAKA002 Adapt work processes to new technologies in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to investigate the nature of new technologies, and modify existing work processes and procedures to incorporate the new technologies.

It applies to those working in the automotive industry. It involves adapting work processes and new technologies in an automotive service or repair workplace or an automotive office administration environment.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Competency Field

Common

Unit Sector

Information Technology

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. Investigate the new technology	1.1 Information is obtained on new technology through a range of <i>sources</i> and in line with workplace expectations and procedures 1.2 New technologies of value to the workplace are identified and evaluated to determine their application and suitability

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.
	1.3 Impact of new technologies on existing work processes is identified and analysed 1.4 Information about additional materials and equipment required to adopt the technology is sourced and evaluated
2. Modify existing work processes and procedures	2.1 Action plan is prepared to implement new technology into work processes 2.2 Processes are modified to incorporate new technologies 2.3 Impact on workflow and productivity is analysed and minimised through planning process and communication with staff 2.4 Information on the use of new technologies is communicated to staff, as required

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
Learning skills to:	identify sources of information, assistance and expert knowledge to expand knowledge, skills and understanding relating to new technologies.
Reading skills to:	research and critically analyse text and numerical information about new technologies from a range of sources.
Writing skills to:	legibly and accurately record information about new technologies and convey to others using clear and concise language.
Oral communication skills to:	clearly present information to others about new technologies and changes to work processes using concise language and tone appropriate for audience.
Numeracy skills to:	use mathematical ideas and techniques to interpret numerical information relating to new technologies and impact on work processes.
Initiative and enterprise skills to:	proactively adopt new technologies and adapt and improve work processes.
Planning and organising skills to:	plan and prioritise implementation of new technologies in work processes.

Skills	Description
Technology skills to:	• use computers.

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.

Sources must include:	• desk-based research • consultation with technical sources • training and information sessions.
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Unit Mapping Information

Equivalent to AURAKA3002 Adapt work processes to new technologies

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 AURAKA002 Adapt work processes to new technologies 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:

- conduct research and collate information on one new piece of technology to be adopted in the automotive workplace
- prepare an action plan outlining the modification of existing work processes and staff training required to incorporate above new piece of technology into the workplace.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- existing workplace activity, processes and procedures relevant to implementation of specific new technology
- sources of information on new technology, including:
 - internet
 - manufacturer or component supplier specifications
 - technical journals and manuals
 - workshops, information sessions, and trade shows
- procedures for cost-benefit analysis of opportunities and risks, considering:
 - cost savings
 - customer satisfaction
 - marketing opportunities
 - new business opportunities
 - payback period
 - profit margins
 - short and long-term benefits

- key features of action or implementation plan covering:
 - timelines
 - costs
 - business case or purpose
 - team or section requirements
- procedures for documenting action or implementation plans:
 - checklists
 - written documents
 - visual management board and items.

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 adapted work processes to new technologies in an automotive workplace, e.g. action plans.

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 service and repair workplace or simulated workplace
- sources of information about new technologies
- tools and materials to research information
- computer hardware and software and general office equipment.

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