



Australian Government

Assessment Requirements for AURAMA003 Conduct information sessions in an automotive workplace

Release: 1

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Modification History

Release	Comment
Release 1	New unit of competency.

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:

- plan and conduct two information sessions, each covering a different automotive technical or workplace topic
- during above sessions, demonstrate effective communication skills, including:
 - active listening
 - questioning techniques
 - collaborative activities.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- automotive industry technical terms and their application to an automotive workplace
- automotive industry technical information relevant to information session
- workplace procedures relating to conducting presentations, information sessions or meetings
- adult learning principles and training techniques
- types of information sessions, including:
 - demonstration
 - discussion and questioning
 - group work
 - simulations and role play
- presentation aids and materials, including:
 - computer simulations and presentations
 - diagrams, charts and posters

- models
- paper-based materials
- data projector and whiteboard
- techniques to evaluate presentation effectiveness, including:
 - critical friends
 - participant survey or written feedback
 - participant interviews.

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 the information sessions they have conducted in their workplace, e.g. copies of presentations delivered.

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 workplace or simulated workplace
- participants to be involved in the information sessions specified in the performance evidence
- equipment, information, materials and tools appropriate for conducting information sessions
- computers, presentation media and business technology required to prepare information sessions.

Links

Companion Volume implementation guides are found in VETNet -

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

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