



Australian Government

AURBTA003 Assemble bicycles

Release: 1

AURBTA003 Assemble bicycles

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to assemble bicycles from a semi-assembled state. It involves preparing for the work, selecting and using specialist tools and equipment, selecting bicycle components, assembling bicycle frames, fitting, adjusting and testing bicycle components and accessories, and completing workplace processes and documentation.

It applies to those working in the bicycle retail, service and repair industry.

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

Competency Field

Bicycle

Unit Sector

Technical

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. Prepare to assemble bicycle	1.1 Job requirements are determined from workplace instructions 1.2 Bicycle manufacturer assembly specifications and the Australian Competition and Consumer Commission (ACCC) product safety standards relating to bicycles are accessed and interpreted 1.3 Hazards associated with the work are identified and risks are

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	managed 1.4 Assembly tools and equipment, including personal protective equipment (PPE), are selected and checked for serviceability 1.5 Work area is prepared and work is planned to minimise waste and use time efficiently
2. Select components	2.1 Components are selected according to job specifications 2.2 Components are removed from packaging and inspected for quality 2.3 Components identified as damaged or faulty are listed and reported to appropriate personnel according to workplace procedures
3. Fit, test and adjust components	3.1 Components are fitted to bicycle frame according to assembly plan, manufacturer specifications, and <i>safety and environmental requirements</i>, and without causing damage to components or systems 3.2 Components are lubricated and torque and tensions are adjusted according to manufacturer assembly specifications 3.3 Assembled bicycle is inspected and tested for correct tension of components and operation, and adjusted as required according to workplace procedures 3.4 <i>Assembly</i> is checked to ensure it complies with ACCC product safety standards
4. Complete work processes	4.1 Final inspection is made to ensure work meets workplace expectations and bicycle is presented ready for use 4.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected and stored 4.3 Tools and equipment are checked, reported if faulty, and stored according to workplace procedures 4.4 Workplace documentation is processed according to workplace procedures

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
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Skills	Description
Learning skills to:	locate appropriate sources of information efficiently.
Writing skills to:	legibly and accurately fill out workplace documentation, including assembly checklists.
Numeracy skills to:	interpret numerical information to match component codes, serial numbers and manufacturer specifications.
Planning and organising skills to:	plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.
Technology skills to:	use specialist bicycle tools and equipment in line with workplace procedures.

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.

<i>Safety and environmental requirements</i> must include:	- work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for manually handling bicycles - environmental requirements, including procedures for trapping, storing and disposing of waste grease and oils.
<i>Assembly</i> must include:	- accessories, including: - bell - reflectors - controls - handlebars - seat.

Unit Mapping Information

Equivalent to AURBTA2003 Assemble bicycles

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 AURBTA003 Assemble bicycles

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standard defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- assemble three different semi-assembled bicycles, in which the work must involve:
 - one bicycle with gears
 - one bicycle with disc brakes
 - one road bicycle
- fit and adjust the following components during the above assemblies:
 - head stem and bearings
 - disc and rim brakes
 - seats
 - wheels
 - pedals
 - sprockets, gears and chains.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to assembling bicycles, including procedures for manually handling bicycles
- environmental requirements, including procedures for trapping, storing and disposing of waste grease and oils
- Australian Competition and Consumer Commission (ACCC) product safety standards relating to assembling bicycles
- key bicycle component and accessory terminology
- types of bicycles and their key features
- procedures for assembling and adjusting bicycles, including:

- types and use of bicycle assembly tools and equipment, including torque wrenches
- bicycle measuring techniques
- fitting and adjustment procedures for the components specified in the performance evidence
- greasing and lubrication procedures
- bicycle testing procedures, including post-assembly adjustment and safety checks.

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 bicycles that they have assembled, e.g. bicycle assembly orders.

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

The following resources must be made available:

- bicycle workplace or simulated workplace
- workplace instructions
- ACCC product safety standards relating to bicycles
- three different bicycles requiring assembly, including one bicycle with gears, one with disc brakes, and one road bicycle
- tools and equipment appropriate for assembling bicycles.

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