



Australian Government

AURBTA004 Assemble new boxed bicycles for retail sale

Release: 1

AURBTA004 Assemble new boxed bicycles for retail sale

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to assemble new bicycles for retail sale. It involves preparing for the work, selecting and using specialist tools and equipment, identifying bicycle components, interpreting manufacturer assembly instructions, assembling the bicycle, checking and testing assembled bicycle for safe operation, 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 new 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

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.
	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. Assemble bicycle	2.1 Bicycle is unpacked and checked to ensure all components are included and not damaged 2.2 Missing or damaged components are reported according to workplace procedures 2.3 Bicycle and components are assembled and lubricated, and fastener tensions adjusted according to assembly plan, manufacturer specifications, and <i>safety and environmental requirements</i>, and without causing damage to components or systems 2.4 Assembled bicycle is inspected and tested for correct tension of components and operation, and adjusted as required according to workplace procedures 2.5 <i>Assembly</i> is checked to ensure it complies with ACCC product safety standards
3. Complete work processes	3.1 Final inspection is made to ensure work meets workplace expectations and safety requirements, and bicycle is presented ready for use 3.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected and stored 3.3 Tools and equipment are checked, reported if faulty, and stored according to workplace procedures 3.4 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
Learning skills to:	locate appropriate sources of information efficiently.

Skills	Description
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 - reusing or recycling surplus boxes.
<i>Assembly</i> must include:	- accessories, including: - bell - reflectors - controls - handlebars - seat.

Unit Mapping Information

Equivalent to AURBTA2004 Assemble box bicycles for retail sale

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 AURBTA004 Assemble new boxed bicycles for retail sale

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 standard defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- assemble three different new boxed bicycles for retail sale, including:
 - one with gears
 - one with disc brakes
- 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 boxed bicycles, including procedures for manually handling bicycles
- environmental requirements, including procedures for:
 - trapping, storing and disposing of waste grease and oils
 - reusing or recycling surplus boxes
- 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
 - accessory and component 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 new boxed 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 new boxed bicycles requiring assembly
- tools and equipment appropriate for assembling boxed bicycles.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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