



Australian Government

AURBTA104 Assemble new boxed bicycles for retail sale

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 assemble new bicycles for retail sale. The unit 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.

The unit 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.

Unit Sector

Bicycle Technical

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. Prepare to assemble new bicycle	1.1 Determine job requirements from workplace instructions 1.2 Access and interpret bicycle manufacturer assembly specifications and the Australian Competition and Consumer Commission (ACCC) product safety standards relating to bicycles 1.3 Identify hazards associated with the work and manage risks 1.4 Select and check assembly tools and equipment for serviceability 1.5 Prepare work area and plan work to minimise waste and use time efficiently
2. Assemble bicycle	2.1 Unpack bicycle and check to ensure all components are

ELEMENTS	PERFORMANCE CRITERIA
	included and not damaged 2.2 Report missing or damaged components according to workplace procedures 2.3 Assemble and lubricate bicycle and components, and adjust fastener tensions according to assembly plan, manufacturer specifications, and safety and environmental requirements, and without causing damage to components or systems 2.4 Inspect and test assembled bicycle for required tension of components and operation, and adjust as required according to workplace procedures 2.5 Check assembly to ensure it complies with ACCC product safety standards
3. Complete work processes	3.1 Conduct final inspection according to workplace procedures and confirm vehicle is ready for use 3.2 Clear work area and dispose of or recycle materials according to workplace procedures 3.3 Complete documentation according to 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 required sources of information efficiently.
Numeracy	Interprets numerical information to match component codes, serial numbers and manufacturer specifications.
Planning and organising	- Plans own work requirements - Prioritises actions to achieve required outcomes - Ensures tasks are completed within workplace timeframes.
Technology	Uses specialist bicycle tools and equipment in line with workplace procedures.

Unit Mapping Information

Supersedes and is equivalent to AURBTA004 Assemble new boxed bicycles for retail sale.

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 AURBTA104 Assemble new boxed bicycles for retail sale

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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:

- assemble three different new boxed bicycles for retail sale, including:
 - at least one with gears
 - at least 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

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:

- methods to locate and interpret information required to assemble new boxed bicycles for retail sale, including:
 - manufacturer specifications and procedures or equivalent documentation
- workplace procedures required to assemble new boxed bicycles for retail sale, including:
 - establishing serviceability of tools and equipment
 - documentation procedures
 - housekeeping procedures, including:
 - examination of tools and equipment
 - storage of equipment
 - identification, tagging and isolation of faulty equipment

- disposal of excess materials
 - recycling procedures
- work health and safety (WHS) 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 and personal protective equipment (PPE)
 - bicycle measuring techniques
 - accessory and component fitting and adjustment procedures for the components specified in the performance evidence, as well as:
 - bell and reflectors
 - controls
 - handlebars
 - seat
 - greasing and lubrication procedures
- bicycle testing procedures, including post-assembly adjustment and safety checks.

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 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.

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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