



**Australian Government**

# **AURBTK001 Maintain specialised bicycle repair tools and equipment**

**Release: 1**

# AURBTk001 Maintain specialised bicycle repair tools and equipment

## Modification History

| Release   | Comment                 |
|-----------|-------------------------|
| Release 1 | New unit of competency. |

## Application

This unit describes the performance outcomes required to maintain specialised tools and equipment used when servicing and repairing bicycles. It involves preparing for the work, identifying correct tools and equipment, maintaining them according to manufacturer specifications, 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 – Tools and Equipment

## 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. Select and prepare specialised bicycle tools and equipment | 1.1 Job requirements are determined from workplace instructions<br>1.2 Manufacturer operating instructions relating to tools and equipment, workplace procedures, and <b><i>safety and environmental requirements</i></b> are accessed and interpreted<br>1.3 Hazards associated with the work are identified and risks are |

| <b>Elements</b>                             | <b>Performance Criteria</b>                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                               |
|                                             | <p>managed within scope of own role</p> <p>1.4 Personal protective equipment (PPE) is selected and checked for serviceability</p>                                                                                                                                                                                                         |
| 2. Service and maintain tools and equipment | <p>2.1 Tools and equipment are serviced, adjusted and maintained according to workplace procedures and manufacturer schedules</p> <p>2.2 Damaged or worn tools and equipment are identified, removed and reported according to workplace procedures</p> <p>2.3 Quality issues are reported as required to authorised personnel</p>        |
| 3. Complete work processes                  | <p>3.1 Tools and equipment are cleaned, checked and stored according to workplace procedures</p> <p>3.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected</p> <p>3.3 Maintenance logs and reports are updated and maintained regularly according to workplace procedures</p> |

## 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.

| <b>Skills</b>                      | <b>Description</b>                                                                                                                                                                           |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning skills to:                | <ul style="list-style-type: none"> <li>locate appropriate sources of information efficiently.</li> </ul>                                                                                     |
| Writing skills to:                 | <ul style="list-style-type: none"> <li>legibly and accurately fill out workplace documentation.</li> </ul>                                                                                   |
| Numeracy skills to:                | <ul style="list-style-type: none"> <li>interpret labels and instructions to determine differences between metric and imperial tools, including sizes.</li> </ul>                             |
| Planning and organising skills to: | <ul style="list-style-type: none"> <li>plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.</li> </ul> |
| Technology skills to:              | <ul style="list-style-type: none"> <li>use specialised bicycle tools and equipment in line with workplace procedures.</li> </ul>                                                             |

## 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.

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Safety and environmental requirements</i></b> must include: | <ul style="list-style-type: none"><li>• work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for:<ul style="list-style-type: none"><li>• manually handling bicycle repair tools</li><li>• identifying workplace hazards</li><li>• using PPE</li></ul></li><li>• environmental requirements, including procedures for disposing of waste materials.</li></ul> |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Unit Mapping Information

Equivalent to AURBTK2001 Use and maintain specialised bicycle repair tools

## 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 AURBTK001 Maintain specialised bicycle repair tools and equipment

## 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:

- maintain three different specialised bicycle repair tools
- complete log or report relating to maintenance of above tools.

## Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to maintaining specialised bicycle repair tools and equipment, including procedures for:
  - manually handling the tools
  - identifying workplace hazards
  - using personal protective equipment (PPE)
- environmental requirements, including procedures for disposing of waste materials
- types and uses of hand tools, including:
  - sockets and ratchets
  - spanners, including ring spanners, open-ended spanners
  - allen keys
  - screwdrivers
- methods of identifying faults in specialised bicycle repair tools and equipment
- reporting procedures relating to specialised bicycle repair tools and equipment.

## 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 specialised bicycle repair tools and equipment they have maintained, e.g. work 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:

- workplace instructions detailing job requirements
- PPE required to maintain specialised bicycle repair tools and equipment
- maintenance schedules of specialised bicycle repair tools and equipment
- operating instructions or manuals relating to specialised tools and equipment
- specialised tools and equipment appropriate for repairing 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>