



Australian Government

AURMMA003 Manage motor sport operations

Release: 1

AURMMA003 Manage motor sport operations

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to manage motor sport operations and team compliance with motor sport regulatory requirements, and manage logistics and resourcing. It requires skills in motor sport team leadership and decision making.

It applies to those working in the motor sport industry.

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

Competency Field

Motor sport

Unit Sector

Management, Leadership and Supervision

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. Plan logistics for motor sport operation	1.1 Work plan for team sport operation is developed in consultation with team members and is documented 1.2 Safety requirements , including motor sport regulatory body requirements , are sourced and interpreted 1.3 Resource and equipment requirements are researched and documented 1.4 Resource requirements are prioritised and matched to team

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.
	budget, and priorities are confirmed or modified after consultation with team members 1.5 Operational plans, including instructions and delegations, are documented and amended according to team procedures and expectations
2. Oversee team activities during operation	2.1 Operational plans are implemented and team members briefed with regard to their roles and responsibilities 2.2 Operations are checked to ensure optimum use of human and physical resources
3. Evaluate operational process	3.1 Operational progress is evaluated against required quality of work and adherence to budget and time schedule, and is reported to required persons according to team requirements 3.2 Opportunities for preventative or corrective changes are identified using outcomes of monitoring activity and feedback from team members 3.3 Required changes are communicated to appropriate persons in a logical and accessible manner 3.4 Changes are monitored to confirm improvement to team efficiency 3.5 Records are maintained of key information relating to operational processes according to team requirements

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 motor sport regulatory body information efficiently.
Reading skills to:	interpret information from a range of sources, including internet websites, regulatory body written material, and workplace internal documentation.
Writing skills to:	legibly and accurately fill out workplace documentation, including emails, letters, operational work plans, and instructional material for team members.
Oral communication skills	discuss motor sport operations with a range of people, including

to:	team personnel, event management and regulatory body personnel.
Numeracy skills to:	- interpret dates and time - use basic mathematical operations, including addition and subtraction, to calculate team budget requirements.
Planning and organising skills to:	- set up meetings - plan required resources and logistics.
Problem solving skills to:	- prioritise resource needs and develop and amend operational work plans - monitor and evaluate operational processes.
Teamwork skills to:	work collaboratively with team members when managing team to maximise team member potential.

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>Work plan</i> must include:	- timelines and milestones for team sport operations - team goals for operation - team member roles and responsibilities - team member performance reporting and review mechanisms.
<i>Safety requirements</i> must include:	work health and safety (WHS) and occupational health and safety (OHS) requirements for motor sport operations, including selecting and using personal protective equipment (PPE).
<i>Motor sport regulatory body requirements</i> must include:	- Confederation of Australian Motor Sports (CAMS) regulations, including: - national - state - technical.

Unit Mapping Information

Equivalent to AURMMA5003 Manage motorsport operations

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 AURMMA003 Manage motor sport operations

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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:

- complete the development of a significant operational procedure incorporating legislative safety requirements, including:
 - a full analysis of the proposed procedure
 - a step-by-step operational procedure
 - identifying and analysing supporting documents to the procedure
- implement a process for an operational area of the motor sport team, including:
 - disseminating process information
 - monitoring operations
- complete a review and update of a process for an operational area of the motor sport team, including:
 - system and sub-area/sub-system description
 - evaluating effectiveness of the process in achieving desired outcomes
 - legal, regulatory or intellectual property law requirements
 - documentation of modifications to improve the process.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to managing motor sport operations, including selecting and using personal protective equipment (PPE).
- procedures for leading team members, including:
 - leadership models

- delegation strategies
- key features of goal setting methods, such as specific, measurable, achievable, realistic, and timely (SMART)
- methods for reviewing and reporting team member performance
- decision making models and techniques
- procedures for ensuring team compliance with regulatory body requirements, including compliance with national, state and technical regulations of the Confederation of Australian Motor Sports (CAMS)
- procedures for determining team resource requirements
- procedures for determining team logistical requirements, including logistics and procurement management techniques
- procedures for evaluating operational processes, including analytical tools such as:
 - critical path analysis
 - cause and effect
 - force field analysis
 - Pareto analysis
 - strength, weakness, opportunity and threat (SWOT) analysis
 - decision trees.

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 instances in which they have managed motor sport team operations, e.g. work plans.

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

The following resources must be made available:

- motor sport team or simulated team
- CAMS regulations.

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