



**Australian Government**

# **AURMMA103 Manage motor sport operations**

**Release: 1**

# AURMMA103 Manage motor sport operations

## 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 manage motor sport operations, including logistics and resourcing as well as team compliance with motor sport regulatory requirements. It requires skills in motor sport team leadership and decision making.

The unit 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.

## Unit Sector

Motorsport Management, Leadership and Supervision

## 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. Plan logistics for motor sport operation      | 1.1 Develop and document work plan for team sport operations in consultation with team members<br>1.2 Source and interpret safety requirements<br>1.3 Research and document resource and equipment requirements<br>1.4 Prioritise and match resource requirements to team budget, and confirm or modify priorities after consultation with team members<br>1.5 Document and amend operational plans according to team procedures and expectations |
| 2. Oversee team activities during operation      | 2.1 Implement operational plans and brief team members with regard to their roles and responsibilities<br>2.2 Check operations to ensure optimum use of human and physical resources                                                                                                                                                                                                                                                              |

| ELEMENTS                        | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Evaluate operational process | <p>3.1 Evaluate operational progress against required quality of work and adherence to budget and time schedule, and report to required persons according to team requirements</p> <p>3.2 Identify opportunities for preventative or corrective changes using outcomes of monitoring activity and feedback from team members</p> <p>3.3 Communicate required changes to required persons in a logical and accessible manner</p> <p>3.4 Monitor changes to confirm improvement to team efficiency</p> <p>3.5 Maintain records of key information relating to operational processes according to team requirements</p> |

## 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                | <ul style="list-style-type: none"><li>Locates required sources of information efficiently.</li></ul>                                                                                                 |
| Numeracy                | <ul style="list-style-type: none"><li>Interprets dates and time</li><li>Uses basic mathematical operations, including addition and subtraction, to calculate team budget requirements.</li></ul>     |
| Oral communication      | <ul style="list-style-type: none"><li>Discusses motor sport operations with a range of people, including team personnel, event management and regulatory body personnel.</li></ul>                   |
| Reading                 | <ul style="list-style-type: none"><li>Interprets information from a range of sources, including internet websites, regulatory body written material, and workplace internal documentation.</li></ul> |
| Writing                 | <ul style="list-style-type: none"><li>Fills out workplace documentation legibly, including emails, letters, operational work plans, and instructional material for team members.</li></ul>           |
| Planning and organising | <ul style="list-style-type: none"><li>Sets up meetings</li><li>Plans required resources and logistics.</li></ul>                                                                                     |
| Problem solving         | <ul style="list-style-type: none"><li>Prioritises resource needs and develops and amends operational work plans.</li></ul>                                                                           |

## Unit Mapping Information

Supersedes and is equivalent to AURMMA003 Manage motor sport operations.

## 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 AURMMA103 Manage motor sport operations

## Modification History

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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:

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

## 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 manage motor sport operations, including:
  - information provided by customer and supervisors
  - information provided by motor sport regulatory body
  - internet resources and digital data
  - manufacturer specifications and procedures or equivalent documentation
  - operational plans, including:

- instructions and delegations
- workplace procedures required to manage motor sport operations, including:
  - documentation procedures
  - reporting and review procedures
- work health and safety (WHS) and motor sport regulatory body requirements relating to managing motor sport operations, including:
  - relevant legislation
  - 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
- key considerations in a work plan, including:
  - timelines and milestones for team sport operations
  - team goals for operation
  - team member roles and responsibilities
  - team member performance reporting and review mechanisms
- 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

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.

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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