



Australian Government

AURTNA001 Estimate and quote automotive vehicle or machinery modifications

Release: 1

AURTNA001 Estimate and quote automotive vehicle or machinery modifications

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to prepare a quotation to modify the mechanical, electrical or body systems of a vehicle or machinery in order to estimate and calculate the costs, including materials, labour and overhead costs, of the modification. Mechanical and electrical systems and body enhancement kit modifications must comply with Australian Design Rules and Vehicle Safety Bulletins.

It applies to those working in the automotive service and repair industry. It includes quotations for light vehicles, heavy vehicles, agricultural machinery and mobile plant machinery, recreational vehicles or motorcycles. The unit does not apply to estimating and quoting on vehicle body structural repairs.

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

Competency Field

Mechanical Miscellaneous

Unit Sector

Loss Assessment or Repair Quoting

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 quote	1.1 Modification requirements are identified and clarified with

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	customer 1.2 Workplace quotation information and recommended labour time guides are sourced and interpreted 1.3 Job cost estimation and calculation details are sourced and interpreted
2. Estimate cost to modify vehicle or machinery	2.1 Estimated time requirements for job are calculated and compared to recommended labour time guides and previous similar completed estimates 2.2 Feasibility of using replacement parts instead of refurbished parts is evaluated in line with original equipment manufacturer (OEM) specifications 2.3 Replacement or refurbished parts required for job are included in quotation 2.4 Parts and consumables are costed according to workplace pricing procedures 2.5 Parts and work needing to be subcontracted are identified and costed 2.6 Potential variations are identified and noted 2.7 Job labour cost estimate is documented and agreed with workplace supervisor 2.8 Quotation variations relating to unsighted damage are noted and prepared for customer acceptance 2.9 Final estimate is reviewed by workplace supervisor and quotation is finalised

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3. Complete quotation processes	3.1 Detailed quotation is provided to customer for approval 3.2 Approval from customer to commence work and undertake any supplementary quotation work is obtained as required 3.3 Documentation is completed and quotation stored 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
Reading skills to:	interpret job requirement information, OEM specifications and procedures, and labour time guides efficiently.
Writing skills to:	- legibly and accurately complete: - vehicle inspection or proposed modification report - modification quotation.
Oral communication skills to:	participate in verbal exchanges using active listening and questioning techniques to gather, clarify and confirm customer information and feedback.
Numeracy skills to:	use mathematical equations, including addition, subtraction, multiplication, division and percentages, to perform calculations and check accuracy of costs of options and solutions.

Skills	Description
Digital literacy skills to:	• use digital systems and tools to access, search and retrieve information relating to products and services.
Technology skills to:	• use workplace technology to assist in preparing a modification quotation.

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.

There is no Range of Conditions for this unit.

Unit Mapping Information

Equivalent to AURTNA5001 Estimate and calculate costs to repair, maintain or modify a vehicle

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 AURTNA001 Estimate and quote automotive vehicle or machinery modifications

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standard defined in the unit's elements, performance criteria and foundation skills:

- estimate and quote modifications to three different vehicles or machinery, including:
 - one mechanical modification
 - one electrical modification
 - one body modification.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to estimating and quoting vehicle or machinery modifications, including:
 - quality requirements
 - reporting and recording procedures
 - procedures for selecting and using personal protective equipment (PPE) and hand tools
- location and content of:
 - original equipment manufacturer (OEM) specifications and workplace procedures
 - costing catalogues
 - labour time guides
- principles of estimating and job costing
- procedures and processes for identifying, apportioning, validating and documenting total costs for work, including components of estimates and job costings, including:
 - labour
 - parts
 - costs relating to required external products or services

- requirements of Australian Design Rules (ADRs) and Vehicle Safety Bulletins (VSBs) relating to mechanical and electrical system and body enhancement modifications.

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 having provided a quotation relating to a vehicle or machinery modification, e.g. quotations.

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

The following resources must be made available:

- automotive repair workplace or simulated workplace
- three different vehicles or machinery requiring estimates and quotes relating to mechanical and electrical system or body enhancement modifications
- OEM specifications and workplace procedures
- labour time guides
- office equipment, including calculators, computer, internet and software
- manufacturer and component refurbishing costing guides.

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