



Australian Government

AURTTA002 Assist with automotive workplace activities

Release: 1

AURTTA002 Assist with automotive workplace activities

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to assist with automotive workplace activities. It involves preparing for the work, assisting with workplace cleaning and component removal and refitting activities as required, and completing workplace processes and documentation.

It applies to those undertaking a Vocational Education and Training in Schools (VETiS) or pre-vocational qualification as preparation for entering the automotive retail, service and repair industry. The unit is designed for use in a highly supervised context and is not suitable for use in a vocational qualification.

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

Competency Field

Mechanical Miscellaneous

Unit Sector

Technical

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 for workplace activities	1.1 Task instructions are interpreted and activities are identified 1.2 Workplace activity information is sourced and interpreted 1.3 Potential hazards and risks associated with the task are identified

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.
	and reported to workplace supervisor 1.4 Tools and equipment are selected and checked for serviceability
2. Undertake workplace activities	2.1 Workplace activities are carried out according to manufacturer specifications, workplace procedures, and safety and environmental requirements , and without causing damage to components, systems or vehicles 2.2 Assistance is sought from appropriate persons when difficulties arise
3. Complete work processes	3.1 Final inspection is made to ensure work meets task instructions and workplace standards 3.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected and stored 3.3 Tools and equipment are checked and stored according to workplace procedures 3.4 Workplace documentation is processed 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
Learning skills to:	locate appropriate information.
Reading skills to:	interpret key information from manufacturer specifications, workplace procedures and safety requirements relating to workplace activities.
Writing skills to:	legibly and accurately fill out workplace documentation using correct industry terminology and conventions.
Oral communication skills to:	participate effectively in verbal exchanges using questioning and active listening to request, clarify and clearly convey information.
Numeracy skills to:	use basic mathematical operations, including addition and subtraction, to calculate quantities and volume of materials.

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>Workplace activities</i> must include:	• component removal and refitting • component cleaning • workplace housekeeping • vehicle washing and cleaning.
<i>Safety and environmental requirements</i> must include:	• work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for: • selecting and using personal protective equipment (PPE) • safely handling chemicals • environmental requirements, including procedures for trapping, storing and disposing of cleaning agents and contaminants.

Unit Mapping Information

Equivalent to AURTTA1002 Carry out workshop practice activities

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 AURTTA002 Assist with automotive workplace activities

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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:

- carry out the following automotive workplace activities:
 - remove and refit one component of a vehicle or machinery
 - clean one component of a vehicle or machinery
 - clean an area of the workplace as directed by supervisor
 - wash the exterior and clean the interior of one vehicle or machinery.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to carrying out automotive workplace activities, including procedures for:
 - selecting and using personal protective equipment (PPE)
 - safely handling chemicals
- environmental requirements, including procedures for trapping, storing and disposing of cleaning agents and contaminants
- procedures for vehicle and component cleaning , including:
 - identifying and using cleaning equipment, including:
 - high pressure washing
 - manual washing
 - vacuuming
 - types and application of cleaning agents
 - preventing damage to systems and components during cleaning activities
- procedures for removing and refitting components.

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 workplace activities that they have carried out in an automotive workplace, e.g. repair 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:

- automotive workplace or simulated workplace
- workplace instructions
- one vehicle or machinery to complete the activities specified in the performance evidence
- manufacturer cleaning and component specifications
- cleaning equipment, cleaning agents, tools, equipment and materials appropriate for carrying out automotive workplace activities.

Links

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