



Australian Government

AURTTA127 Carry out basic vehicle servicing operations

Release: 1

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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 carry out basic vehicle servicing operations. It involves preparing for the task, selecting the correct equipment and servicing the major vehicle systems according to manufacturer servicing procedures and specifications, recording the findings and completing workplace processes. It applies to those undertaking a Vocational Education and Training in Schools (VETiS) or pre-vocational qualification as preparation to entering the automotive service and repair or automotive manufacturing industry.

The unit is designed for use in a highly supervised context.

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

Unit Sector

Mechanical Miscellaneous Technical

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 to carry out basic vehicle servicing operations	1.1 Identify task requirements and vehicle to be serviced from task instructions 1.2 Obtain and interpret basic vehicle servicing information 1.3 Identify hazards associated with the work, assess potential risks and report to workplace supervisor 1.4 Implement control measures in line with workplace policies and procedures 1.5 Identify tools and equipment required for servicing activity and establish serviceability according to manufacturer

ELEMENTS	PERFORMANCE CRITERIA
	specifications and workplace procedures
2. Carry out basic vehicle servicing operations	2.1 Carry out basic vehicle servicing operations according to workplace procedures, manufacturer specifications and workplace health and safety and environmental requirements 2.2 Identify and record worn vehicle components and issues requiring further exploration according to workplace procedures 2.3 Record basic vehicle servicing operation procedures according to workplace procedures
3. Complete work processes	3.1 Conduct final inspection according to workplace procedures and confirm vehicle is ready for use 3.2 Clear work area and dispose of or recycle materials according to workplace procedures 3.3 Complete documentation according to workplace procedures

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	Locates required sources of information efficiently.
Numeracy	- Interprets metric and imperial systems of measurement - Interprets mathematical information, including charts and drawings - Uses tools and measuring equipment, including gauges - Uses basic mathematical operations, including addition, subtraction, multiplication and division, to calculate volumes and ratios.
Oral communication	Participates effectively in verbal exchanges using questioning and active listening to request, clarify and clearly convey information.
Planning and organising	- Plans own work requirements - Prioritises actions to achieve required outcomes - Ensures tasks are completed within workplace timeframes.
Problem-solving	- Identifies potential or actual hazards and take action to minimise risk - Refers problems that cannot be readily resolved and seeks assistance from workplace supervisor.

SKILL	DESCRIPTION
Reading	• Selects and interprets key information from manufacturer specifications, workplace health and safety requirements and workplace procedures to perform basic vehicle servicing operations • Selects and interprets key information from environmental requirements and workplace procedures to ensure a clean and safe work site.
Self-management	• Recognises own limitations when selecting and using tools and equipment and seek timely advice.
Technology	• Sets up and operates specialised equipment and tools.

Unit Mapping Information

Supersedes and is equivalent to AURTTA027 Carry out basic vehicle servicing 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 AURTTA127 Carry out basic vehicle servicing operations

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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:

- perform basic servicing operations on at least two different operational vehicles, in which the work for each must involve servicing each of the following:
 - engine and exhaust system
 - drive belt
 - cooling system
 - transmission and final drive
 - tyres, suspension and steering
 - fuel and intake system
 - electrical system
 - braking system
 - body fittings and pedal rubbers.

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 carry out servicing operations, including:
 - vehicle manufacturer specifications and procedures or equivalent documentation
- workplace procedures required to carry out basic vehicle servicing operations, including:
 - establishing the serviceability of tools and equipment
 - documentation procedures
 - housekeeping procedures, including:
 - examination of tools and equipment
 - storage of equipment

- identification, tagging and isolation of faulty equipment
- disposal of excess materials
- recycling procedures
- workplace health and safety (WHS) and environmental requirements relating to basic vehicle servicing operations, including:
 - use of personal protective equipment (PPE), including safety glasses, ear protection and safety footwear
 - use of hand tools
 - use of lifting equipment
 - safety data sheets (SDS)
 - procedures for handling, storing and disposing of used oil, lubricants, coolants, transmission and brake fluids
 - reasons for servicing vehicles
- basic vehicle servicing procedures, including:
 - servicing the engine:
 - checking for leaks, worn or loose fittings, cracks or other damage
 - changing the engine oil
 - changing the oil filter
 - servicing the drive belt:
 - checking for cracks, fraying, oil soaking and glazing at the belt to pulley contact area
 - adjusting the belt
 - servicing the cooling system:
 - checking for leaks, signs of corrosion, damaged or cracked hoses, worn or loose fittings
 - topping up the coolant
 - servicing transmission and final drive systems:
 - checking for leaks, worn or loose fittings, cracks or other damage
 - checking and topping up transmission and final drive lubricant level
 - topping up the clutch master cylinder fluid
 - servicing the tyres and suspension and steering system:
 - checking for leaks, splits in rubber boots, worn or loose fittings, and tyre wear
 - adjusting air pressure
 - lubricating ball joints
 - topping up power steering reservoir fluid
 - servicing the fuel intake system:
 - checking for leaks, worn or loose fittings, cracks or other damage
 - replacing air filters
 - servicing the electrical system:
 - checking the lighting system
 - checking and topping up the battery

- servicing the brakes:
 - checking for leaks, wear, excessive heat damage, cracks or other damage
 - topping up the master cylinder fluid
- servicing body fittings and pedal rubbers
- other tasks, including checking:
 - windscreen wipers
 - windscreen washers (fluid level)
 - heating, ventilation and air-conditioning (HVAC) operation
 - body panels
 - exhaust system
 - mirrors
 - condition of foot pedal rubbers
- hand and power tools and equipment used in vehicle servicing.

Assessment Conditions

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the vehicles that they have serviced, 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
- personal protective equipment appropriate to the workplace
- two vehicles for servicing
- automotive hand and power tools and lifting and supporting equipment
- automotive fluids and oils, including:
 - engine oil
 - transmission oil
 - brake fluid.

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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