



**Australian Government**

# **AURTTK002 Use and maintain tools and equipment in an automotive workplace**

**Release: 1**

## AURTTK002 Use and maintain tools and equipment in an automotive workplace

### Modification History

| Release   | Comment                 |
|-----------|-------------------------|
| Release 1 | New unit of competency. |

### Application

This unit describes the performance outcomes required to select, use, maintain and store tools and equipment in an automotive workplace.

It applies to those working in all sectors of the automotive industry.

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

### Competency Field

Mechanical Miscellaneous

### Unit Sector

Technical – Tools and Equipment

### 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. Select and use tools and equipment     | 1.1 Job requirements are determined from workplace instructions<br>1.2 Tools and equipment are selected to meet job requirements<br>1.3 Tools and equipment are checked for serviceability according to manufacturer and workplace procedures<br>1.4 Personal protective equipment (PPE) suitable for tools or equipment to be used is selected and checked for serviceability |

| 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.                                                                                                                                                                                                                                                            |
|                                                              | 1.5 Tools and equipment, including PPE, are used according to manufacturer procedures and <b><i>safety requirements</i></b>                                                                                                                                                                                                                                                                                                                                            |
| 2. Service, maintain and store workplace tools and equipment | <p>2.1 Tools and equipment are serviced, adjusted and maintained according to workplace and manufacturer schedules and procedures to ensure safe and accurate operation, within scope of own responsibility</p> <p>2.2 Damaged or worn tools and equipment are tagged and removed from the workplace for and reported according to workplace procedures</p> <p>2.3 Remaining tools and equipment are cleaned, checked and stored according to workplace procedures</p> |

## 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:                | <ul style="list-style-type: none"> <li>locate appropriate sources of information efficiently.</li> </ul>                                                                                                                                                                                                                |
| Reading skills to:                 | <ul style="list-style-type: none"> <li>interpret work health and safety (WHS) and occupational health and safety (OHS) procedures in workplace and manufacturer literature</li> <li>interpret information from manufacturer instruction manuals.</li> </ul>                                                             |
| Writing skills to:                 | <ul style="list-style-type: none"> <li>legibly and accurately tag faulty tools and equipment</li> <li>complete tool and equipment service and maintenance schedules.</li> </ul>                                                                                                                                         |
| Numeracy skills to:                | <ul style="list-style-type: none"> <li>identify different size metric and imperial tools</li> <li>understand the progression of fractions in imperial tools</li> <li>use basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume.</li> </ul> |
| Planning and organising skills to: | <ul style="list-style-type: none"> <li>plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.</li> </ul>                                                                                                                            |

## 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.

|                                                 |                                                                                                                                                                                                                                             |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Safety requirements</i></b> must include: | <ul style="list-style-type: none"><li>• WHS and OHS requirements, including safe operating procedures for:<ul style="list-style-type: none"><li>• using specific tools and equipment</li><li>• selecting and using PPE.</li></ul></li></ul> |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Unit Mapping Information

Equivalent to AURTTK2002 Use and maintain workplace tools and equipment

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>