



Australian Government

AURTTK102 Use and maintain tools and equipment in an automotive workplace

Release: 1

AURTTK102 Use and maintain tools and equipment in an automotive workplace

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 select, use, maintain and store tools and equipment in an automotive workplace.

The unit applies to those who work in all sectors of the automotive industry.

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

Unit Sector

Mechanical Miscellaneous Technical – Tools and Equipment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select and use tools and equipment	1.1 Determine job requirements from workplace instructions 1.2 Select tools and equipment to meet job requirements 1.3 Check tools and equipment for serviceability according to manufacturer and workplace procedures 1.4 Use tools, equipment and personal protective equipment (PPE) according to manufacturer procedures and safety requirements
2. Service, maintain and store workplace tools and equipment	2.1 Service, adjust and maintain tools and equipment according to workplace and manufacturer schedules and procedures to ensure safe and accurate operation, within scope of own responsibility 2.2 Clean remaining tools and equipment, check for

ELEMENT	PERFORMANCE CRITERIA
	serviceability, and store according to workplace procedures 2.3 Tag and remove damaged or worn tools and equipment and report 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 • Identifies scope of own responsibility
Reading	• Interprets work health and safety (WHS) procedures in workplace and manufacturer literature • Interprets information from manufacturer instruction manuals
Numeracy	• Identifies different size metric and imperial tools • Understands the progression of fractions in imperial tools • Uses basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume
Planning and organising	• Plans own work requirements • Prioritises actions to achieve required outcomes • Ensures tasks are completed within workplace timeframes

Unit Mapping Information

Supersedes and is equivalent to AURTTK002 Use and maintain tools and equipment in an automotive workplace.

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 AURTTK102 Use and maintain tools and equipment in an automotive workplace

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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:

- use and maintain workplace tools and equipment, which must include the following:
 - five different hand tools
 - two different power tools
 - two different air tools
 - one piece of vehicle lifting equipment
 - one piece of vehicle supporting equipment.

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:

- work health and safety (WHS) requirements relating to using and maintaining workplace tools and equipment, including procedures for:
 - using specific tools and equipment
 - selecting and using personal protective equipment (PPE)
- key functions, limitations and operating procedures for hand and power tools, including:
 - sockets and ratchets
 - spanners, including ring spanners, open-ended spanners, combination spanners and flare nut spanners
 - wrenches, including torque wrenches and adjustable wrenches
 - oil filter removal tools
 - allen keys
 - screwdrivers, including impact screwdrivers
 - pliers, including combination, adjustable, long nose, snap ring, side cutting and vice grip pliers
 - hammers

- chisels and punches
- hacksaws
- files
- bench grinders
- presses
- impact guns
- air ratchets and blowguns
- key features and limitations of workplace equipment, including:
 - vehicle lifting and supporting equipment, including:
 - jacks, including air jacks
 - jack stands
 - vehicle hoists
 - fasteners, including:
 - bolts
 - washers
 - nuts
 - studs
 - screws
 - specialised tools, including:
 - screw extractors
 - stud installation and removal tools
 - gear and bearing pullers
 - sealing and adhesive equipment
- procedures for selecting tools and equipment
- identification and tagging procedures for faulty tools and equipment
- basic maintenance and storage procedures for tools and equipment.

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 tools and equipment that they have used and maintained, 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 repair workplace or simulated workplace
- workplace instructions

- workplace hand and power tools and equipment as specified in the performance evidence
- PPE required to use workplace tools and equipment
- vehicles, components or materials that require the use of tools and equipment
- material relevant to maintaining workplace tools and equipment, including:
 - tool and equipment operating instructions or manuals
 - relevant tool and equipment adjusting or calibration equipment
 - tagging material.

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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