



Australian Government

AURVTN012 Install vehicle sunroofs

Release: 1

AURVTN012 Install vehicle sunroofs

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to position and install sunroofs in vehicles or machinery. It involves preparing for the task, selecting and using tools and equipment, developing and preparing templates, marking out and cutting roof panels, preparing cut edges, installing, sealing and finishing sunroof to manufacturer specifications, and completing workplace processes and documentation.

It applies to those working in the automotive service and repair industry.

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

Competency Field

Vehicle Body

Unit Sector

Technical - Body

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 install vehicle sunroof	1.1 Job requirements are determined from workplace instructions 1.2 Sunroof installation information is sourced and interpreted from manufacturer and original equipment manufacturer (OEM) specifications and workplace procedures 1.3 Sunroof and materials are sourced and inspected for quality

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.
	1.4 Hazards associated with the work are identified and risks are managed 1.5 Tools and equipment are sourced and checked for serviceability 1.6 Work is planned to identify suitable installation methods, minimise waste, and prevent damage to vehicle
2. Fabricate template for sunroof	2.1 Suitable template materials are selected 2.2 Template is fabricated according to sunroof specifications and workplace procedures
3. Mark out and cut roof panels, and prepare cut edges	3.1 Accurate measurements are taken and template is used to mark out roof area to be cut 3.2 Roof panels are cut and trimmed using approved methods and equipment, including vehicle protection equipment, and according to manufacturer specifications, workplace procedures, and safety and environmental requirements 3.3 Cut edges are filed and prepared for sunroof installation 3.4 Cut roof panel is reinforced according to OEM or approved agency's structural requirements 3.5 Marking out and cutting are completed without causing damage to vehicle or components
4. Install sunroof	4.1 Sunroof is lifted into place without causing damage to vehicle or components 4.2 Sunroof fit is installed and checked prior to sealing 4.3 Sunroof is sealed according to manufacturer specifications 4.4 Installed sunroof is checked for safe operation and is leak tested
5. Complete work processes	5.1 Final inspection is made to ensure work meets workplace expectations and vehicle is presented ready for use 5.2 Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected and stored 5.3 Tools and equipment are checked, reported if faulty, and stored according to workplace procedures 5.4 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 sources of information efficiently.
Writing skills to:	legibly and accurately fill out workplace documentation.
Oral communication skills to:	- clarify instructions and procedures - clearly report issues or outcomes.
Numeracy skills to:	use basic mathematical operations, including addition and subtraction, to measure and mark out templates, panel and trim sections.
Planning and organising skills to:	plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.
Problem solving skills to:	identify defects or quality issues, reinforcement requirements, and potential problems associated with installing sunroofs.
Technology skills to:	use specialist tools and measuring equipment.

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>Materials</i> must include:	- sunroof - templates - adhesives and sealants - fasteners - cleaning materials.
<i>Tools and equipment</i> must include:	- personal protective equipment (PPE) - measuring equipment - marking out equipment - metal or panel cutting equipment - vehicle protection equipment.
<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 PPE • manually handling sunroofs • using tools and equipment • environmental requirements, including procedures for trapping, storing and disposing of waste materials.
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Unit Mapping Information

Equivalent to AURVTN3012 Install vehicle sunroofs

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 AURVTN012 Install vehicle sunroofs

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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 this unit's elements, performance, range of conditions and foundation skills:

- install a sunroof to a vehicle.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to installing vehicle sunroofs, including procedures for:
 - selecting and using personal protecting equipment (PPE)
 - manually handling sunroofs
 - using tools and equipment
- environmental requirements, including procedures for trapping, storing and disposing of waste materials
- sunroof installation methods and techniques, including:
 - tools, equipment and materials to install vehicle sunroof
 - identifying sunroof specifications and fitting location
 - measuring and marking procedures prior to cutting vehicle roof and installing the sunroof
 - template fabrication techniques
 - panel and trim cutting procedures
 - panel reinforcing methods
- procedures for protecting vehicle and components when installing sunroofs
- procedures for final inspection and testing of fitted vehicle sunroof.

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 vehicle sunroofs they have installed, e.g. work 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
- sunroof installation instructions, methods and specifications
- materials to fabricate templates to sunroof specifications
- vehicle or frame requiring the installation of a sunroof
- vehicle sunroof
- tools, equipment and materials appropriate for installing vehicle sunroofs, including required PPE.

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