



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AURB100064B Remove and tag bicycle components**

**Release: 1**

## AURB100064B Remove and tag bicycle components

### Modification History

Not Applicable

### Unit Descriptor

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Unit descriptor</b> | <p>This unit of competency describes the skills and knowledge required to identify and remove a range of bicycle components and tag by title and application.</p> <p>It requires the ability to understand specifications and use tools and equipment to remove and tag components.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p> |
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### Application of the Unit

|                                |                                                                                                                                                                                                                                                                                                               |
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| <b>Application of the unit</b> | <p>This unit applies to individuals who undertake component removal and tagging in a bicycle retail, service and repair environment.</p> <p>It is designed for application in a highly supervised context, such as VET in schools or other equivalent introduction or induction to industry environments.</p> |
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### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
|                           |  |  |
|                           |  |  |

## Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

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| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide. |
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## Elements and Performance Criteria

| ELEMENT                                         | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Prepare to remove and tag bicycle components | 1.1. Identify and confirm the nature and scope of work requirements<br>1.2. Observe occupational health and safety (OHS) requirements, including individual state/territory regulatory requirements and personal protection needs, throughout the work<br>1.3. Source equipment and information, such as workshop manuals, specifications and tooling<br>1.4. Analyse method options and select those most appropriate to the circumstances<br>1.5. Identify and remove/minimise risks associated with removal and tagging of bicycle components |
| 2. Remove bicycle components                    | 2.1. Identify bicycle components for removal<br>2.2. Implement methods for the safe removal and tagging of components in accordance with manufacturer/component supplier specifications<br>2.3. Select and use appropriate tools and equipment<br>2.4. Remove components without damage<br>2.5. Inspect removed components<br>2.6. Report on component condition in accordance with standard procedures                                                                                                                                          |
| 3. Tag bicycle components                       | 3.1. Confirm tagging procedures<br>3.2. Identify resource requirements for tagging and prepare support equipment<br>3.3. Tag components without damage<br>3.4. Remove waste following standard procedures<br>3.5. Clean work area and store tools and equipment in accordance with standard procedures                                                                                                                                                                                                                                           |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

**REQUIRED SKILLS AND KNOWLEDGE**

Required skills include:

- technical skills to the level required to remove and tag bicycle components
- communication skills to the level required to confirm work requirements and specifications, to communicate effectively regarding work requirements with supervisor and other workers, to report work outcomes and problems, and to relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- literacy skills to the level required to understand information related to work orders, including common industry terminology, to understand technical information and specifications and to tag components
- numeracy skills to the level required to identify and measure components
- problem-solving skills to the level required to anticipate and/or resolve problems and to avoid or minimise reworking and wastage
- team skills to the level required to work with effectively and cooperatively others to optimise workflow and productivity

**Required knowledge**

Required knowledge includes:

- bicycle terminology
- function of each component
- relationship of body components to each other
- removal procedures
- tagging procedures
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including OHS, personal safety and environment, relevant to removing and tagging bicycle components
- organisational policies and procedures, including quality requirements, reporting and recording procedures, and work organisation and planning processes, related to removing and tagging bicycle components

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors must be satisfied that the candidate can competently and consistently:

- observe safety procedures and requirements
- communicate effectively with others involved in or affected by the work
- select methods and techniques appropriate to the circumstances
- complete preparatory activity in a systematic manner
- identify and remove a range of components and tag by their title and application
- conduct removal and tagging without damage to components or tooling and equipment.

#### Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or a simulated environment that reflects as far as possible the actual working environment.
- Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.
- Assessment is to comply with relevant regulatory requirements, including specified Australian standards.
- Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.
- The following resources should be made available:
  - a range of bicycle models and components
  - equipment, hand and power tools appropriate to removing components
  - resources for tagging components
  - technical specifications and standards
  - workplace documentation.

#### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of

| <b>EVIDENCE GUIDE</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | <p>workplace relevant contexts) together with application of Required Skills and Knowledge.</p> <ul style="list-style-type: none"> <li>• Assessment methods must be by direct observation of tasks and include questioning on Required Skills and Knowledge to ensure its correct interpretation and application.</li> <li>• Assessment may be applied under project-related conditions (real or simulated) and require evidence of process.</li> <li>• Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.</li> <li>• Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.</li> </ul> |
| <b>Guidance information for assessment</b> | Assessment processes and techniques must be culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Range Statement

| <b>RANGE STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                       |
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| <p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p> |                                                                                                                                                                                                                                                                       |
| <b>Bicycles</b>                                                                                                                                                                                                                                                                                                                                                                                     | <p>Bicycles may include:</p> <ul style="list-style-type: none"> <li>• those with and without gears, and with lever operated brakes</li> <li>• children and adult models of different sizes</li> <li>• mountain, road, hybrid, BMX, track and trials models</li> </ul> |
| <b>Components</b>                                                                                                                                                                                                                                                                                                                                                                                   | <p>Bicycle components may include:</p> <ul style="list-style-type: none"> <li>• wheels</li> <li>• frames</li> <li>• drivetrain</li> </ul>                                                                                                                             |

| <b>RANGE STATEMENT</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>steering</li> <li>suspension</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Tagging methods</b>       | Tagging methods include: <ul style="list-style-type: none"> <li>tagging by title and application</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Tooling and equipment</b> | Tooling and equipment may include: <ul style="list-style-type: none"> <li>hand tooling</li> <li>hand-held power tooling</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Materials</b>             | Materials may include: <ul style="list-style-type: none"> <li>tags and cleaning materials</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Communication methods</b> | Communication methods may include: <ul style="list-style-type: none"> <li>verbal and visual instructions and fault reporting</li> <li>written instructions and plans</li> <li>telephones and pagers</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| <b>Information/documents</b> | Information/documents may include: <ul style="list-style-type: none"> <li>enterprise operating procedures, workshop manuals, supplier data sheets, parts catalogues, customer orders, industry/workplace codes of practice and material safety data sheets (MSDS)</li> <li>Australian Design Rules</li> <li>safe work procedures related to removing and tagging bicycle components</li> <li>organisation work specifications and requirements</li> </ul>                                                                                   |
| <b>OHS requirements</b>      | OHS requirements are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include: <ul style="list-style-type: none"> <li>personal protective equipment and clothing</li> <li>safety equipment</li> <li>first aid equipment</li> <li>hazard and risk control</li> <li>elimination of hazardous materials and substances</li> <li>manual handling, including shifting, lifting and carrying</li> <li>emergency procedures</li> </ul> |

| <b>RANGE STATEMENT</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legislative requirements</b>               | <p>Legislative requirements are to be in accordance with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice, and may include:</p> <ul style="list-style-type: none"> <li>• award and enterprise agreements</li> <li>• industrial relations</li> <li>• Australian standards</li> <li>• Australian Design Rules</li> <li>• confidentiality and privacy</li> <li>• OHS</li> <li>• the environment</li> <li>• equal opportunity</li> <li>• anti-discrimination</li> <li>• relevant industry codes of practice</li> <li>• duty of care</li> </ul> |
| <b>Environmental requirements</b>             | <p>Environmental requirements may include:</p> <ul style="list-style-type: none"> <li>• waste management</li> <li>• noise</li> <li>• dust</li> <li>• clean-up management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Quality requirements</b>                   | <p>Quality requirements may include:</p> <ul style="list-style-type: none"> <li>• regulations, including Australian standards</li> <li>• internal organisational quality policies and procedures</li> <li>• enterprise operations and procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| <b>Organisational policies and procedures</b> | <p>Organisational policies and procedures may include:</p> <ul style="list-style-type: none"> <li>• quality policies and procedures, including Australian standards</li> <li>• OHS, sustainability, environment, equal opportunity and anti-discrimination</li> <li>• manufacturer specifications and industry codes of practice</li> <li>• safe work procedures</li> <li>• reporting and recording procedures</li> </ul>                                                                                                                                                                                        |

**Unit Sector(s)**

|                    |         |
|--------------------|---------|
| <b>Unit sector</b> | Bicycle |
|--------------------|---------|

**Co-requisite units**

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|---------------------------|--|--|
| <b>Co-requisite units</b> |  |  |
|                           |  |  |
|                           |  |  |

**Competency field**

|                         |  |
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| <b>Competency field</b> |  |
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