



**Australian Government**

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

# **AURB232265B Fit and adjust bicycle accessories**

**Release: 1**

## AURB232265B Fit and adjust bicycle accessories

### 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 fit and adjust electrical and non-electrical bicycle accessories.</p> <p>It requires the ability to understand specifications and use tools and equipment to fit and adjust bicycle accessories to Australian standards.</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 the removal, replacement, fitting and adjustment of bicycle accessories in a bicycle retail, service and repair environment.</p> <p>Work requires individuals to demonstrate some judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.</p> |
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### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

|                           |  |
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| <b>Prerequisite units</b> |  |
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| <b>Prerequisite units</b> |  |  |
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## 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 for work                         | <ul style="list-style-type: none"><li>1.1. Check and confirm customer requirements in accordance with workplace procedures</li><li>1.2. Research bicycle accessory fitting requirements and check specifications and applicable standards</li><li>1.3. Check tooling and equipment prior to use, for availability and conformity with specifications and safe condition</li><li>1.4. Determine condition of accessories by inspection and measurement and compare with bicycle accessory specifications and customer use requirements</li></ul>                                                                                                |
| 2. Remove bicycle accessories               | <ul style="list-style-type: none"><li>2.1. Plan removal sequence</li><li>2.2. Remove accessories without causing damage to frame or other components or accessories</li><li>2.3. Process removed accessories for repair or disposal in accordance with workplace procedures</li></ul>                                                                                                                                                                                                                                                                                                                                                          |
| 3. Fit, test and adjust bicycle accessories | <ul style="list-style-type: none"><li>3.1. Determine correct positioning of accessories with regard to operational requirements and aesthetics</li><li>3.2. Fit bicycle accessories according to plan using personal safety equipment and precautions to protect others in the workplace</li><li>3.3. Handle and use tooling and equipment in accordance with occupational health and safety (OHS) requirements</li><li>3.4. Operate fitted bicycle accessories through full range, noting test results, including non-conformity</li><li>3.5. Check fitted bicycle accessories, complete adjustments, and prepare unit for delivery</li></ul> |
| 4. Complete work and clean up               | <ul style="list-style-type: none"><li>4.1. Store portable tooling and equipment in approved designated areas</li><li>4.2. Update workplace records, customer file and warranty information as required by enterprise</li><li>4.3. Clean up work area and dispose of waste in accordance with workplace procedures</li></ul>                                                                                                                                                                                                                                                                                                                    |

## Required Skills and Knowledge

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

Required skills include:

- technical skills to the level required to safely use tooling and equipment to remove, replace fit and adjust bicycle accessories
- communication skills to the level required to confirm work requirements and specifications, to communicate effectively regarding work requirements with supervisor, other workers and customers, 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, plans and safety procedures, to prepare reports and interpret technical information and specifications
- numeracy skills to the level required to correctly complete tests and measurements to determine safe fitting and operation
- problem-solving skills to the level required to identify technical and procedural problems to avoid planning and scheduling problems, and time and material wastage
- team skills to the level required to work effectively and cooperatively with others to optimise workflow and productivity

**Required knowledge**

Required knowledge includes:

- bicycle anatomy and terminology
- classification of accessory and fitting types
- manufacturer and/or component supplier specifications
- purpose and requirements of accessories and fittings and their relationship to safe bicycle use
- type, range and content of component/accessory fitting instructions
- material used in accessories and fittings
- testing procedures and adjustment methods
- use of tooling and equipment
- Australian standards applicable to bicycles
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including OHS, personal safety and environment, relevant to removing, replacing, fitting and adjusting bicycle accessories
- organisational policies and procedures, including quality requirements, reporting and recording procedures, and work organisation and planning processes, related to removing, replacing, fitting and adjusting bicycle accessories



## 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
- conduct removal, replacement, fitting and adjustment of a range of common accessories in accordance with workplace and manufacturer/component supplier requirements
- complete removal, replacement, fitting and adjustment of accessories within workplace timeframes
- present bicycle for delivery to customer in compliance with workplace requirements and Australian standards.

#### 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 accessories
  - equipment, hand and power tools appropriate to removal, replacement, fitting and adjustment of accessories
  - technical specifications and standards
  - workplace documentation.

| <b>EVIDENCE GUIDE</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Method of assessment</b>                | <ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.</li> <li>• Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of Required Skills and Knowledge.</li> <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 heights</li> <li>• mountain, road, hybrid, BMX, track and trials models</li> </ul> |

| <b>RANGE STATEMENT</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Accessories</b>           | <p>Accessories may include:</p> <ul style="list-style-type: none"> <li>• battery, solar or dynamo lighting systems</li> <li>• electronic equipment</li> <li>• heart rate monitors</li> <li>• gear changers</li> <li>• computers</li> <li>• speedometers and odometers</li> <li>• child carriers, luggage carriers, bags and attachment frames</li> <li>• seats</li> <li>• bicycle carriers</li> <li>• pedal cleats</li> <li>• water bottle frames</li> <li>• tri bars</li> </ul> |
| <b>Tooling and equipment</b> | <p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> <li>• hand tooling</li> <li>• hand-held power tooling</li> <li>• floor stands, workbench and air tooling</li> </ul>                                                                                                                                                                                                                                                                                 |
| <b>Materials</b>             | <p>Materials may include:</p> <ul style="list-style-type: none"> <li>• tapes</li> <li>• fitting consumables</li> <li>• cleaning materials</li> </ul>                                                                                                                                                                                                                                                                                                                             |
| <b>Testing</b>               | <p>Testing is to confirm:</p> <ul style="list-style-type: none"> <li>• safety and efficiency</li> <li>• stable handling, turning and steering</li> <li>• no failure in parts of the bicycle</li> <li>• no loosening or loss of components or accessories</li> </ul>                                                                                                                                                                                                              |
| <b>Information/documents</b> | <p>Information/documents may include:</p> <ul style="list-style-type: none"> <li>• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets (MSDS), diagrams or sketches</li> <li>• safe work procedures related to removing, replacing, fitting and adjusting bicycle accessories</li> <li>• regulatory/legislative requirements pertaining to bicycle safety</li> </ul>                  |

| <b>RANGE STATEMENT</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|                                   | <ul style="list-style-type: none"> <li>• engineer's design specifications and instructions</li> <li>• organisation work specifications and requirements</li> <li>• instructions issued by authorised enterprise or external persons</li> <li>• Australian standards</li> </ul>                                                                                                                                                                                                                                                                                                                                   |
| <b>OHS requirements</b>           | <p>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:</p> <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>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>RANGE STATEMENT</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Quality requirements</b>                   | Quality requirements may include: <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> | Organisational policies and procedures may include: <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 |
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## Co-requisite units

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| <b>Co-requisite units</b> |  |  |
|                           |  |  |
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## Competency field

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| Competency field |  |
|------------------|--|