



Australian Government

Department of Education, Employment and Workplace Relations

AURT577394A Evaluate and select bodywork materials, equipment and processes

Release: 1

AURT577394A Evaluate and select bodywork materials, equipment and processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the competence to research and evaluate the full range of bodywork materials, equipment and processes and to select that most appropriate for each particular specified application taking into account evolving technology and market needs.
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Application of the Unit

Application of the unit	This unit covers the work involved in evaluating and selecting the materials, equipment and processes required for the bodywork operations. The unit applies to those with responsibility for resource coordination and leadership of others individually and in teams.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine bodywork requirements	1.1. Requirements for bodywork activities are identified. 1.2. A framework and rating system is developed to facilitate comparisons of cost/benefits and other qualitative properties of materials, equipment and processes.
2. Gather data and specifications	2.1. Current best practice and future trends for undertaking bodywork are assessed to establish comparisons and benchmarks. 2.2. Steps required for bodywork processes are identified and flow charts produced, where necessary. 2.3. Specifications are identified to match each bodywork process. 2.4. Consultations are conducted with staff and management to identify additional or altered specifications. 2.5. Materials, tooling, and/or equipment requirements for the bodywork are identified and documented. 2.6. Existing materials, equipment and stock on hand is evaluated to match requirements of the proposed processes. 2.7. OH&S requirements to provide safe work systems for the materials, equipment and processes are identified. 2.8. Data is compiled and documented.
3. Evaluate materials, equipment and processes against requirements	3.1. Materials are assessed for required quality, finish and conformity to standards. 3.2. Equipment options are identified. 3.3. Materials, equipment and processes are selected based on comparisons of performance, cost and specifications compared to the prepared rating system. 3.4. Processes are documented to enterprise and industry standards.

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

- research, collect, organise and understand information related to bodywork materials and equipment, including technical, regulatory, environmental and safety requirements.
- communicate ideas and information to enable clarification of the requirements, coordination of work with managers/supervisors, workers and customers, coordinated evaluation of options and reporting of outcomes.
- plan and organise activities, including the systematic identification, research and evaluation of options
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity.
- use mathematical ideas and techniques to model the options and statistically compare results and potentials.
- create and apply systematic problem-solving techniques which will anticipate variables and cater for evaluations and comparisons.
- use the full scope of available workplace technology related to bodywork materials and equipment and to their analysis and evaluation.

Required knowledge

- industry sector developments and trends in terms of materials and equipment.
- company or equivalent business policies and plans, including forecast systems and products.
- company bodywork, market, work systems and existing equipment.
- legislative requirements of the bodywork activities.

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

- Locate, interpret and apply information.
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment.
- Lead others and work effectively to improve production quality and outcomes.
- Evaluate materials, equipment and bodywork processes considering:
 - materials and equipment currently available
 - materials and equipment innovations and potential
 - equipment capabilities and availabilities
 - workforce availabilities and capabilities
 - cost benefit analysis (or equivalent).
- Identify the impact of decisions in terms of commercial, environmental and safety risks.
- Encourage participation of staff in the planning of work activities and changes.

Context of, and specific resources for assessment

Assessment may occur on the job or in a workplace simulated facility with process equipment, materials, work instructions and deadlines.
Access to a full range of current and emerging bodywork technology information.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace contexts. Assessment should be by direct observation of tasks and questioning on underpinning knowledge.
Assessment should be conducted over time and may be in conjunction with assessment of other units of competence. Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.

Guidance information for assessment

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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.

Unit context	• OH&S requirements include legislation, vehicle industry regulations, safety management systems, hazardous substances and dangerous goods code, and safe operating procedures. • Work is carried out in accordance with legislative obligations, Australian Design Rules, environmental legislation, health regulations, manual handling procedures and organisation insurance requirements. • Work requires individuals to demonstrate research, analytical, judgement and problem-solving skills in the diagnosis of faults. • Materials and equipment options are to include those in general service in the industry and those identified as emerging technology.
Workplace environment	• The function is undertaken in accordance with established enterprise procedures and practices may include requirements recommended by manufacturer/component supplier. • Customers or suppliers may be internal or external.
Machines/equipment	Machines/equipment may include: • any machine typically used in the bodyworks industry • microprocessor or computer controlled machines.
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices.
Information and procedures	• Sector trade journals and related publications. • Work procedures/instructions.

RANGE STATEMENT

	• Manufacturer/component supplier specifications and instructions. • Standard forms of workplace process and procedure. • Organisation work specifications and requirements. • Australian Design Rules. • Legislation/regulations/national and industry codes and practices relevant to the product. • Australian Standards and quality procedures.
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Unit Sector(s)

Unit sector	Technical
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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