



Australian Government

Department of Education, Employment and Workplace Relations

AURV100064A Remove and tag vehicle body system components

Release: 1

AURV100064A Remove and tag vehicle body system components

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to remove and tag automotive vehicle body system components.
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Application of the Unit

Application of the unit	Work includes light or heavy vehicles. Work requires individuals to demonstrate minimal judgement and problem-solving skills in managing own work activities and contributing to a productive team environment. Work is carried out in accordance with award provisions.
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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. Prepare to remove and tag vehicle body components	1.1. Nature and scope of work requirements are identified and confirmed. 1.2. Occupational health and safety (OHS) requirements, including individual state/territory regulatory requirements and personal protection needs are observed throughout the work. 1.3. Procedures and information, such as workshop manuals, specifications and tooling, are sourced. 1.4. Method options are analysed and those most appropriate to the circumstances are selected and prepared. 1.5. Dangers associated working with removal and tagging of vehicle body components are observed.
2. Remove vehicle body system components	2.1. Vehicle body components for removal are identified. 2.2. Methods for conduct of removal and tagging are implemented in accordance with manufacturer/component supplier/component supplier specifications. 2.3. Components are removed without damage. 2.4. Inspection of components is carried out. 2.5. Report is processed action in accordance with workplace procedures.
3. Tag vehicle body components	3.1. Tagging procedures are identified. 3.2. Resource requirements for tagging are identified and support equipment is identified and prepared. 3.3. Components are tagged without damage.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures

REQUIRED SKILLS AND KNOWLEDGE

- apply analytical skills required for identification and analysis of technical information
- apply plain English literacy and communication skills in relation to dealing with customers and team members
- apply questioning and active listening skills when obtaining information from customers
- apply oral communication skills sufficient to convey information and concepts to customers
- apply planning and organising skills to own work activities, including making good use of time and resources, sorting out priorities and monitoring own performance
- interact effectively with other persons both on a one-to-one basis and in groups, including understanding and responding to the needs of a customer and working effectively as a member of a team to achieve a shared goal
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and wastage
- use mathematical ideas and techniques to calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to removing and tagging vehicle body components, including use of measuring equipment, use of communication devices and reporting/ documenting of results

Required knowledge

A working knowledge of:

- OHS regulations/requirements, equipment, material and personal safety requirements
- vehicle body terminology
- function of each component
- relationship of body components to each other
- application of body components
- removal procedures
- tagging procedures
- quality procedures
- organisation and planning processes

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

It is essential that competence in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in critical aspects of:

- observing safety procedures and requirements
- communicating effectively with others involved in or affected by the work
- selecting methods and techniques appropriate to the circumstances
- completing preparatory activity in a systematic manner
- identifying, removing and tagging a range of components by their title and application
- conducting removal and tagging without damage to components or tooling and equipment.

Context of, and specific resources for assessment

- Application of competence is to be assessed in the workplace or simulated worksite.
- Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.
- Assessment is to comply with regulatory requirements, including Australian Standards.
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials relevant to removing and tagging vehicle body components
 - equipment, hand and power tooling appropriate to removing and tagging vehicle body components
 - activities covering mandatory task requirements
 - specifications and work instructions.

Method of assessment

- Assessment must satisfy endorsed Assessment Guidelines of the AUR05 Automotive Industry Retail, Service and Repair Training Package.
- Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.
- Assessment must be by direct observation of tasks, with

EVIDENCE GUIDE	
	questioning on underpinning knowledge and it must also reinforce integration of key competencies. • Assessment may be applied under project-related conditions and require evidence of process. • Assessment must confirm a reasonable inference that competence is able not only to be satisfied under particular circumstance, but is able to be transferred to other circumstances. • It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements. • 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.	
Methods	Methods include: • tagging by title and application
OHS	OHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include: • protective clothing and equipment • use of tooling and equipment • workplace environment and safety

RANGE STATEMENT	
	• handling of material • use of firefighting equipment • enterprise first aid • hazard control and hazardous material and substances
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to: • conduct of operational risk assessment and treatments associated with vehicular movement, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to: • emergency shutdown and stopping of equipment • extinguishing fires • enterprise first aid requirements • worksite evacuation
Environmental requirements	Environmental requirements are to include, but are not limited to: • waste management and clean-up management
Quality requirements	Quality requirements are to include, but are not limited to: • regulations, including Australian Standards, internal company quality policy and standards and enterprise operations and procedures
Statutory/regulatory authorities	Statutory/regulatory authorities may include: • federal, state/territory and local authorities administering applicable acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include: • hand tooling and hand-held power tooling

RANGE STATEMENT	
Materials	Materials may include: tags and cleaning materials
Communications	Communications are to include, but are not limited to: verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers
Information/documents	Sources of information/documents may include: - enterprise operating procedures, workshop manuals, supplier data sheets, parts catalogues, customer orders and industry/workplace codes of practice - material safety data sheets (MSDS) - Australian Design Rules. - safe work procedures related to removing and tagging vehicle body components - organisation work specifications and requirements

Unit Sector(s)

Unit sector	Vehicle body
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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