



Australian Government

Department of Education, Employment and Workplace Relations

AURV231368A Select and apply trim/fabric adhesives

Release: 1

AURV231368A Select and apply trim/fabric adhesives

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to select, prepare and apply trim/fabric adhesives.
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Application of the Unit

Application of the unit	The unit includes identification and confirmation of work requirements, preparation for work, selection, preparation and application of trim adhesives, and completion of work finalisation processes, including clean-up and documentation. This unit may be applied in relation to heavy vehicles, plant and agricultural equipment, recreational craft, mining equipment, marine craft and aircraft. Work requires individuals to demonstrate 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 for work	1.1. Work instructions are used to determine job requirements, including method, process and equipment. 1.2. Job specifications are read and interpreted. 1.3. Occupational health and safety (OHS) requirements, including personal safety needs, are observed throughout the work. 1.4. Equipment and tooling are identified and checked for safe and effective operation. 1.5. Procedures are determined to minimise task time.
2. Select adhesive	2.1. Information is accessed and interpreted from manufacturer/component supplier specifications. 2.2. Adhesives are selected according to material type and adhesive produce/manufacturer/component supplier recommendations. 2.3. Activities are carried out according to industry regulations/guidelines, OHS requirements, legislation and enterprise procedures/policies.
3. Prepare surfaces and apply adhesive	3.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 3.2. Adhesive surface preparation and application procedures are carried out in accordance with adhesive product/ manufacturer/component supplier specifications. 3.3. Work is completed without causing damage to component or system. 3.4. Activities are carried out according to industry regulations/ guidelines, OHS requirements, legislation and enterprise procedures/policies.
4. Clean up work area and maintain equipment	4.1. Material that can be reused is collected and stored. 4.2. Waste and scrap is removed following workplace procedure. 4.3. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures. 4.4. Unserviceable equipment is tagged and faults identified in accordance with workplace requirements. 4.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures.

ELEMENT	PERFORMANCE CRITERIA
	4.6. Tooling and equipment is maintained in accordance with workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- collect, organise and understand information related to work orders, plans and safety procedures for selection, preparation and application of adhesives
- technical literacy and communication skills sufficient to interpret and apply common industry terminology, and interpret technical information and specifications
- research and interpretive skills to locate, interpret and apply operational and safety information
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and the reporting of work outcomes and problems
- plain English literacy and communication skills in relation to dealing with others involved in the work
- questioning and active listening skills, for example when obtaining information for selection, preparation and application of adhesives
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking or workflow interruptions
- 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 complete tests and measurements to determine selection, preparation and application of adhesives
- use pre-checking and inspection techniques to anticipate planning and scheduling problems, avoid wastage of time and material
- manipulative and dexterity skills to perform the preparation and application of adhesives
- problem-solving skills for a range of differing procedural issues
- use workplace technology related to selection and application of trim/fabric adhesives, including the use of specialist tooling and equipment, measuring equipment and communication devices and the reporting/documenting of results

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Required knowledge includes:

- OHS cleaning materials, equipment, material and personal safety requirements
- technical information
- product safety requirements
- manufacturer/component supplier/company policies
- adhesive types and their application
- adhesive selection, preparation and application procedures
- work organisation and planning processes
- enterprise quality 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 is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the 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
- selecting and applying a range of trim/fabric adhesives
- completing workplace records.

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 selection and application of trim/fabric adhesives
 - equipment, hand and power tooling appropriate to selection and application of trim/fabric adhesives
 - activities covering mandatory task requirements
 - specifications and work instructions.

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of 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 questioning on underpinning knowledge and it must also

EVIDENCE GUIDE	
	reinforce the 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 the 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.	
Adhesive surface components	Adhesive surface components may include: • glass components • mouldings/trim • mirrors • weather shields • body components and panels • foam, fibreglass and trim fabrics
OHS	OHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This

RANGE STATEMENT	
	may include: • protective clothing and equipment • use of tooling and equipment • workplace environment and safety • 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/regulation/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to: • operational risk assessment and treatments associated with vehicular movement, toxic substances, 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, noise, dust and clean-up management
Quality requirements	Quality requirements are to include, but are not limited to: • regulations, including Australian standards • internal company quality policies and standards • enterprise operations and procedures
Statutory/regulatory authorities	Statutory/regulatory authorities may include:

RANGE STATEMENT	
	federal, state/territory and local authorities administering Acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include: - hand tooling - power/air tooling - cleaning equipment - sealing equipment - cutting equipment
Materials	Materials may include: adhesives, solvents, resins 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: - verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets (MSDS), diagrams or sketches - safe work procedures related to selection and application of trim/fabric adhesives - regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules - engineer's design specifications and instructions - organisation work specifications and requirements - instructions issued by authorised enterprise or external persons - Australian standards

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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