



Australian Government

Department of Education, Employment and Workplace Relations

AURV232108A Carry out custom graphics design and layout techniques

Release: 1

AURV232108A Carry out custom graphics design and layout techniques

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to prepare a range of graphic designs/layouts through the development and cutting of stencils and use of specialised masking medium in preparation for the application of specialised custom paint finishes.
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Application of the Unit

Application of the unit	The unit includes identification and confirmation of work requirements, preparation for work, application of materials, and completion of work finalisation processes, including clean-up and documentation. 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 the job requirements, including job sheets, material type, colour, quality and quantity. 1.2. Job specifications are read and interpreted. 1.3. Occupational health and safety (OHS) requirements, including personal protection needs, are observed throughout the work. 1.4. Materials are selected and inspected for quality. 1.5. Hand tooling and safety equipment are identified and checked for operation. 1.6. Procedures are determined to minimise waste material. 1.7. Procedures are identified for maximising energy efficiency while completing the job.
2. Determine design, layout, colours and graphics	2.1. Type of design and layout determined in accordance with project brief. 2.2. Selection of colours and graphics determined in accordance with project brief. 2.3. Clarify specifications, parameters or constraints of the brief in consultation with relevant colleagues. 2.4. Correctly identify the resources required for the graphic design, including work space, materials, tools and equipment. 2.5. Develop draft sketch of design layout using selected tools/ equipment and materials. 2.6. Draft design layout sketch incorporates agreed design elements for approximate size, colour and graphic preferences.
3. Refine design, layout, colours and graphics and develop a working plan	3.1. Draft design layout amended to suit client's requirements. 3.2. Appropriate colour combinations and effects for pictorial reproduction mediums and equipment to produce various designs are specified. 3.3. Develop working plan for the design layout incorporating accurate sizing, colour samples and specifying the number of overlays and stencils required.
4. Prepare stencils	4.1. Stencil material is selected appropriate for the type of graphic design to be applied. 4.2. Quality and size of stencil material are checked for

ELEMENT	PERFORMANCE CRITERIA
	conformance to job specifications and suitability of equipment used. 4.3. Design is applied to stencil material by; freehand drawing, photography/projector and/or computer-aided printing and/or cutting methods. 4.4. Stencil cutting instruments are selected according to job specifications. 4.5. In the case of computer-aided stencil cutting equipment; the equipment is set up and the stencil material is positioned in plotter according to manufacturer/supplier specifications. 4.6. Stencil material is cut and weeded according to manufacturer/supplier specifications in such a way as to avoid excessive waste. 4.7. Before mounting or applying the stencil to the work-piece, it is checked for conformance to job specifications and appropriate action is taken.
5. Specify mediums to be applied to paint surfaces to create a variety of different visual effects	5.1. Substrates, backgrounds, materials and equipment used for creation of a range of visual effects are identified. 5.2. Accurate visual texture, light and shade on given subject matter is defined. 5.3. Requirements to achieve special effects for selected illustrations/graphics are specified, including: 5.3.1. highlighting, reflection, and transparency techniques 5.3.2. texture simulations, including; stone, liquid, leather, metal, fish scales and marbling 5.3.3. 3D effects, to create visual realism 5.3.4. tribal/Indigenous art styles. 5.4. Appropriate colours to the given subject, achieving correct tones and tonal order are selected and specified. 5.5. Lines, shapes, dots, patterns and illustrations to be produced using freehand techniques with the assistance of shields, templates and/or stencils are specified. 5.6. Appropriate backgrounds, colour combinations and the effectiveness of colour are identified and applied.
6. Clean up work area and maintain equipment	6.1. Material that can be reused is collected and stored. 6.2. Waste material is removed and disposed of or stored according to statutory and workplace procedure.

ELEMENT	PERFORMANCE CRITERIA
	6.3. Work area is cleaned and inspected for serviceable condition in accordance with workplace procedures. 6.4. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures. 6.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 6.6. Tooling 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:

- apply research and interpretive skills to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures
- apply analytical skills required for the identification and analysis of technical information
- 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 one's 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 the removal, replacement, fitting and testing of components/accessories, 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 regulations/requirements, equipment, material and personal safety requirements
- environmental protection requirements/substance disposal and storage requirements
- computer-aided design software and hardware
- material safety data sheets (MSDS)
- pictorial and graphical reproduction
- special effects techniques
- 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 • preparing draft graphic design layouts according to client's brief • preparing a working plan for the application of the graphic design - specifying accurate sizing, colour samples and the number of overlays • develop and prepare stencils to create special effects to given illustrations/graphics, including: • highlighting, reflection, and transparency techniques • texture simulations, including 'Ebola virus', stone, liquid, leather, metal, fish scales and marbling • 3D effects, to create visual realism • tribal/indigenous art styles • applying environmental procedures.
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 and equipment required for the development of graphic designs and layouts

EVIDENCE GUIDE	
	- 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 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.

RANGE STATEMENT	
Fundamental custom graphic techniques	Fundamental custom graphic techniques include: • pictorial reproduction • highlighting • reflective and transparency techniques • texture simulation • metal, stone and liquid simulations • leather simulation • chrome simulation • marbling
Graphic designs and layouts	Graphic designs and layouts may be created by: • freehand or with the aid of computer-aided design, printing and plotting equipment and/or photographic and projection equipment
OHS requirements	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 • handling of materials • use of firefighting equipment • enterprise first aid • hazard control and hazardous materials and substances
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice 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:

RANGE STATEMENT	
	• 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: • federal, state/territory and local authorities administering Acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include: • manual stencil cutting equipment • computer-aided printing equipment • computer-aided stencil cutting equipment • photographic and projection equipment • safety equipment
Materials	Materials may include: • shields • templates • stencils • masking medium • pin-stripping materials • tac rags • cleaning solvents • compounds, glazes and cleaning materials
Communications	Communications are to include, but are not limited to: • verbal and visual instructions and fault

RANGE STATEMENT	
	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, MSDS, diagrams or sketches • safe work procedures related to application of colour and clear coat refinishing materials • regulatory/legislative requirements pertaining to automotive painting and finishing • 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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