



Australian Government

Department of Education, Employment and Workplace Relations

AURV233849A Prepare surfaces and apply window tinting

Release: 1

AURV233849A Prepare surfaces and apply window tinting

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to prepare various surfaces and apply window tinting material.
------------------------	---

Application of the Unit

Application of the unit	The unit includes identification and confirmation of work requirement, preparation for work, measuring and cutting of tinting materials, preparation of the surface, application of window tint, storage of window tinting 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.
--------------------------------	--

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for work	1.1. Work instructions are used to determine job requirements, including method, material and equipment. 1.2. Job specifications are read and interpreted. 1.3. OHS requirements, including dust and fume collection, breathing apparatus, eye and ear personal protection needs are observed throughout the work. 1.4. Materials for use are selected. 1.5. Equipment and tooling are identified and checked for safe and effective operation. 1.6. Procedures are determined to minimise waste material. 1.7. Procedures are identified for maximising energy efficiency while completing the job.
2. Measure and cut tinting material/template	2.1. Information is accessed from manufacturer/component supplier specifications and interpreted. 2.2. Measurement, cutting and template production are performed according to accepted industry methods, materials and procedures. 2.3. Surfaces are measured, and materials and templates are cut without causing damage to component or system. 2.4. Workplace documentation is completed and dealt with relevant to measuring and cutting outcomes. 2.5. Measurement, cutting and template production are to be carried out according to industry regulations/guidelines, OH&S requirements, legislation and enterprise procedures/policies.
3. Prepare surfaces and apply window tinting material	3.1. Information required for surface preparation and tinting is accessed from manufacturer/component supplier specifications and interpreted. 3.2. Surface preparation is carried out using approved methods, materials and equipment, according to the specifications of the tinting material to be applied. 3.3. Window tinting material is applied according to manufacturer/component supplier specifications and tolerances. 3.4. Tinting applications are inspected and tested in accordance with authorised procedures prior to

ELEMENT	PERFORMANCE CRITERIA
	placing into service. 3.5. Work is completed without causing damage to component or system. 3.6. Surface preparations and tinting applications are carried out according to industry regulations/guidelines, OHS requirements, legislation and enterprise procedures/policies. 3.7. Workplace documentation is completed and dealt with relevant to the tinting outcomes.
4. Store window tinting material	4.1. Information relating to storage is accessed and interpreted from manufacturer/component supplier specifications. 4.2. Window tinting material is stored without causing damage to component or system. 4.3. Storage is carried out according to industry regulations/guidelines, OHS requirements, legislation and enterprise procedures/policies. 4.4. Workplace documentation is completed and dealt with relevant to material storage outcomes.
5. Clean up work area and maintain equipment	5.1. Material that can be reused is collected and stored. 5.2. Waste and scrap are removed following workplace and environmental procedures. 5.3. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures. 5.4. Unserviceable equipment is tagged and faults identified in accordance with workplace requirements. 5.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 5.6. 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 AND KNOWLEDGE**Required skills**

Required skills include:

- collect, organise and understand information related to work orders, plans and safety procedures for surface preparation and window tinting material application
- 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
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking, workflow interruptions or wastage
- 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 calculate time, apply accurate measurements, calculate material requirements and establish quality checks
- 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 workplace technology related to the preparation of surfaces and the application of window tinting, including the use of measuring equipment, computerised technology and communication devices and the reporting/documenting of results

Required knowledge

A working knowledge of:

- OHS regulations/requirements, equipment, material and personal safety requirements
- the necessary cleaning agents and cleaning procedures
- technical information
- measuring and cutting procedures
- template production procedures and material
- surface preparation procedures
- tinting material storage procedures
- manufacturer/component supplier application methods for tinting materials
- 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
- cleaning of surfaces before and after applying tinting
- measuring and cutting tint templates and materials
- applying tint film to a range of windows/surfaces in accordance with workplace and manufacturer/component supplier requirements.

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 the preparation of surfaces and the application of window tinting
 - equipment, hand and power tooling appropriate to the preparation of surfaces and the application of window tinting
 - 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

EVIDENCE GUIDE	
	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.	
Methods	Methods are to include: • selection of window tinting film • measurement and template production • cutting of the tint film • application of the tint film
OHS requirements	OHS requirements are to be in accordance with legislation/regulations/codes of practice and

RANGE STATEMENT	
	enterprise safety policies and procedures. This may include: protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting 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 and 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 policy and standards and 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:

RANGE STATEMENT	
	cutting and application tooling required in preparation and application of window tinting
Materials	Materials may include: tinting 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, diagrams or sketches - safe work procedures related to the preparation of surfaces and the application of window tinting - 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
--------------------	--------------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--