



Australian Government

AURVNN4001 Evaluate vehicle bodywork for damage and identify repair requirements

Release 2

AURVNN4001 Evaluate vehicle bodywork for damage and identify repair requirements

Modification History

Release	Comment
Release 2	Replaces AURVNN4001 Evaluate vehicle bodywork for damage and identify repair requirements (Release 1) Reference to OHS legislation replaced with new WHS legislation

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes required to evaluate the bodywork of a vehicle for damage and to identify the materials, equipment and processes required to repair it. It involves using vehicle paint, body and mechanical technical knowledge; and locating, evaluating and documenting relevant information when selecting materials, equipment and processes. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.
------------------------	---

Application of the Unit

Application of the unit	Work involves evaluating the bodywork of a vehicle for damage and selecting materials, equipment and processes to repair the vehicle in a vehicle repair or vehicle loss assessment environment. Vehicles may include light vehicles, commercial vehicles, heavy vehicles, agricultural and plant equipment, recreational vehicles and motorcycles.
--------------------------------	--

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

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 1.2. Workshop and workplace workplace health and safety (WHS) requirements and workplace environmental practices and policies are read and complied with 1.3. Workplace policies and procedures, legal requirements, and manufacturer and component supplier specifications are read and interpreted 1.4. Safety equipment, tooling equipment, and materials and equipment are selected and checked
2. Assess vehicle bodywork for damage	2.1. Vehicle to be inspected is located 2.2. Vehicle is inspected to determine suitability for insurance according to workplace policies and procedures 2.3. Preferred dismantling and inspection methods are determined that conform to workplace policies and procedures, legal requirements, and vehicle manufacturer and component supplier specifications 2.4. Vehicle system and components are dismantled and inspected to determine vehicle damage and faults 2.5. Vehicle is inspected in line with workplace policies and procedures, legal requirements, vehicle manufacturer and component supplier specifications, WHS requirements and workplace environmental practices
3. Gather data and specifications	3.1. Bodywork process specifications are identified and documented 3.2. Staff and management are consulted to identify any additional or altered specifications 3.3. Existing materials and equipment are evaluated 3.4. Data and specifications are compiled and documented

ELEMENT	PERFORMANCE CRITERIA
4. Evaluate and select materials, equipment and processes	4.1. Materials and equipment options are determined 4.2. Materials and equipment are assessed for quality finish and conformity to standards 4.3. Specifications of materials and equipment are compared for performance and cost 4.4. Commercial, environmental and safety impact of materials and equipment selection are determined 4.5. Materials, equipment and processes are selected based on performance, cost, specifications and impact comparison 4.6. Repair process are documented as required by organisational policies and procedures, and legal requirements

Required Skills and Knowledge

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

Required skills

- technical skills to:
 - evaluate vehicle bodywork for damage
 - use materials, equipment and processes and workplace technology
- communication skills to consult with staff and management regarding research and data gathering
- literacy skills to:
 - interpret technical specifications
 - analyse information relating to bodywork materials and equipment
 - analyse regulatory, environmental and safety procedures, best practice and future trends
 - research and document evaluation results
- numeracy skills to:
 - compare results and potentials
 - gather data
- planning skills to:
 - organise activities
 - systematically identify, research and evaluate options
- problem-solving skills to identify potential technical and procedural problems and variables
- team skills to work effectively and cooperatively with others

Required knowledge

- technical knowledge of motor vehicle mechanical, electrical, surface and structural:
 - damage and faults
 - dismantling and repair methods
- methods of sourcing current retail costs of vehicles and vehicle components and materials
- vehicle inspection and damage assessment procedures and methodologies, including repair set-ups and dismantling procedures
- current assessing and quoting methodologies
- vehicle testing machines and procedures
- current vehicle materials and retail costs
- relevant automotive websites to locate current best practice and future trends information
- assessor methodologies
- general insurance industry knowledge, including relevant sections of:

- contract and insurance law
- Insurance Contracts Act
- intellectual property
- Motor Vehicle Insurance and Repair Industry Code of Conduct
- personal legal liability
- State or Territory Fair Trading Act
- methods of sourcing manufacturer and component supplier specifications, including workshop manuals and repair guides
- applicable commonwealth, state or territory laws, regulations and standards relating to evaluating vehicle damage, and suggesting repair materials, equipment and processes, including:
 - Competition and Consumer Act
 - copyright law
 - environmental regulations
 - legislation
 - Workplace health and Safety (WHS) Act
- workplace policies and procedures relating to evaluating vehicle damage, and suggesting repair materials, equipment and processes, including:
 - quality requirements
 - recording and reporting procedures

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	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge. A person who demonstrates competency in this unit must be able to: • observe safety procedures and requirements when evaluating vehicle bodywork for damage • locate and interpret relevant information • determine the repairs required for a range of vehicles with bodywork damage • evaluate bodywork materials, equipment and processes for a damaged vehicle • select appropriate bodywork materials, equipment and processes for a damaged vehicle • determine the impact of decisions in terms of commercial, environmental and safety risks • document bodywork materials, equipment and processes.
Context of, and specific resources for assessment	Competency is to be assessed in the workplace or a simulated workplace environment that accurately reflects performance in a real workplace setting. Assessment is to occur: • using standard workplace practices and procedures • following safety requirements • applying environmental constraints. Assessment is to comply with relevant: • regulatory requirements • Australian standards • industry codes of practice. The following resources must be made available for the assessment of this unit: • a range of vehicles with both minor and extensive

Evidence Guide	
	vehicle damage • computer hardware, software and calculators • internet access • necessary tools and equipment • relevant information, including OEM design specifications and repair procedures, workshop and body repair manuals • workplace technology.
Method of assessment	Assessment must satisfy the endorsed Assessment Guidelines of this Training Package. Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with the application of required skills and knowledge. Assessment methods must be by direct observation of tasks and include questioning on required skills and knowledge to ensure correct interpretation and application. Competence in this unit may be assessed in conjunction with other units which together form part of an holistic work role. Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate the needs of diverse clients. Assessment processes and techniques must be culturally sensitive and appropriate to the language, literacy and numeracy capacity of the candidate and the work being performed.

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, 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.	
<i>OHS requirements</i> may include:	• correct disposal of hazardous materials and substances • first aid equipment • following emergency procedures • hazard and risk control • personal protective equipment (PPE) and clothing • safety equipment • techniques for manual handling, including shifting, lifting and carrying.
<i>Workplace environmental practices</i> may include:	• clean-up management • dust and noise minimisation • waste management.
<i>Workplace policies and procedures</i> may include:	• environment and sustainability • job specifications • manufacturer specifications and industry codes of practice • WHS • quality policies and procedures, including Australian standards • reporting and recording procedures • safe work procedures.
<i>Legal requirements</i> are to be in accordance with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice, and may include:	• Competition and Consumer Act • Australian standards • award and enterprise agreements • confidentiality and privacy • copyright law • duty of care • Motor Vehicle Insurance and Repair Industry Code of Conduct • WHS • relevant industry codes of practice • the environment.
<i>Manufacturer and</i>	• Australian standards

Range Statement	
<i>component supplier specifications</i> may include:	• diagrams or sketches • instructions issued by authorised organisation or external persons • inventory systems • material safety data sheets (MSDS) • original equipment manufacturer (OEM) design specifications and repair procedures • parts catalogues • safe work procedures for inspection of vehicles for saleable components • verbal, written and graphical instructions • workplace specifications and requirements.
<i>Tooling equipment</i> may include:	• measuring devices including: • load testers • multimeters • protective covers • specialist tooling including: • hand and power tools • key cutters • removal and adjustment tools • surface templates • vehicle: • diagnostic equipment • measuring equipment • realigning equipment • storage racks • vehicle cleaning equipment • welding and heating equipment including: • arc • heat gun • induction heating • laser welding • metal inert gas (MIG) welding • oxy • spot welding • tungsten inert gas (TIG) welding.
<i>Materials and equipment</i> may include:	• calculators and general office equipment • computer hardware and software • digital camera

Range Statement	
	• film thickness gauge • hoist • portable light • protective covers • recording equipment such as laptop or notebook.
Vehicle damage may include minor or extensive vehicle damage:	• extensive damage to a vehicle is damage that affects the safety and roadworthiness of a vehicle and may include: • body panels • bolt-on vehicle components • mechanical components • structural components, including welded or bonded key structural components, such as chassis rails • vehicle structure • minor damage to a vehicle is damage that does not affect the safety and roadworthiness of a vehicle and may include: • bumper bar graze • hail damage • panel damage.

Unit Sector(s)

Competency field	Vehicle Body
Sector	Loss Assessment or Repair Quoting - Body

Custom Content Section

Not applicable.