



Australian Government

AURAF3008 Read and apply automotive repair instructions

Release 1

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Modification History

Release	Comment
Release 1	New unit of competency

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes required to source, read and apply workplace instructions in an automotive repair environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	Work applies to the automotive repair industry and relates to all sectors in that environment. It involves the application of skills and knowledge to follow worksheets and work orders at a technician level. Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or 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. Identify and obtain repair instructions	1.1.Repair instructions are sourced and read 1.2. <i>Recommended repair procedures</i> are identified and relevant <i>information</i> is located and applied
2. Initiate work order for repairs	2.1.Repair instructions are followed 2.2.Equipment and material requirements are identified and checked for correct operation 2.3.Repair procedures are initiated where required according to original equipment manufacturer (OEM) recommended repair procedure and <i>workplace requirements</i>
3. Conduct work	3.1.Repairs are carried out in line with <i>instructions</i> and without causing damage to workplace property, vehicles, systems or components 3.2.Completed work is checked for compliance with worksheets, work orders and OEM specifications; and finalised to workplace quality standard

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to:
 - follow recommended repair procedure
 - follow workplace verbal instructions
- initiative and enterprise skills to recognise a workplace problem or potential problem and take action
- learning skills to identify sources of information, assistance and expert knowledge to expand skills, knowledge and understanding
- literacy skills to:
 - read and follow information in written job instructions, specifications, worksheets, work orders and OEM repair procedures
 - read and follow industry and workplace quality standards and procedures
 - document required repair procedures and parts
- numeracy skills to interpret and calculate OEM repair measurements
- planning and organising skills to:
 - plan repair requirements and follow job repair specification
 - identify risk factors and take action to minimise them
- problem-solving skills to seek information and assistance as required to solve problems
- self-management skills to:
 - select and use appropriate repair equipment, materials, processes and procedures
 - follow workplace policies and documentation, including industry codes of practice and procedures
 - respond positively to changing work requirements
- technical skills to use workplace tools relating to repair procedures, including:
 - specialist tools and equipment
 - measuring equipment
- technology skills to:
 - operate body repair and repair equipment
 - use technology to collect and provide information on repair processes

Required knowledge

- techniques for reading and interpreting regulations and technical documentation, such as worksheets and work orders, component specification sheets, workplace policies and procedures, and environmental regulations
- workplace health and safety (WHS) regulations and requirements relating to automotive repairs

REQUIRED SKILLS AND KNOWLEDGE

- work organisation and planning processes for work required
- OEM-recommended repair procedures and quality processes
- workplace quality processes relating to automotive repairs

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, the 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:

- read and correctly interpret work sheets and work orders
- maintain working knowledge of repair systems and practices
- work and communicate effectively and positively with others
- apply, within scope of own role, the requirements of the job or work role to:
 - achieve work quality goals
 - effectively apply problem-solving techniques
- read worksheets and work orders
- establish correct work processes and material requirements.

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:

- worksheets
- work orders
- vehicle specification sheets
- vehicle repair requirements

EVIDENCE GUIDE

	• vehicle job cards • OEM-recommended repair procedures.
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 a 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>Recommended repair procedures</i> may include:	• OEM specifications • repair sequence • specialist equipment.
<i>Information</i> may include:	• award provisions • customer requirements • industry codes of practice • OEM repair procedures • symbols, codes, legends and diagrammatic representations • workplace manuals • workplace operating procedures • worksheets and work orders.
<i>Workplace requirements</i> may include:	• access and equity principles and practices • environmental management: waste disposal, recycling and re-use guidelines • emergency and evacuation procedures • equipment use procedures • legal obligations • maintenance and storage procedures • WHS requirements • workplace and site guidelines • policies and procedures relating to own role and responsibility • quality guidelines • quality and continuous improvement processes • recording and reporting guidelines.
<i>Instructions</i> may include:	• worksheets • work orders • OEM-recommended repair procedures • industry and workplace quality standards.

Unit Sector(s)

Competency field	Common
Unit sector	Foundation Skills

Custom Content Section

Not applicable.