



Australian Government

AURBTA1002 Adjust bicycles

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 adjust bicycle components and equipment. The unit involves identifying bicycle components and adjustment requirements, including the use of specialist tools to perform adjustments to bicycles to ensure safe and efficient operation. 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 adjustments of bicycle components in the bicycle retail, service and repair environment. Work requires individuals to demonstrate some 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 performance needed to demonstrate achievement of the element. 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. Workplace instructions are used to determine job requirements relating to adjusting bicycles 1.2. Workplace health and safety (WHS) requirements are identified and applied 1.3. Work areas are cleared to allow set-up and activities to take place according to workplace policies and procedures
2. Inspect bicycle and determine work requirement	2.1. Inspection is carried out to determine adjustment requirements according to workplace procedures and manufacturer and component supplier specifications and without causing damage to components or systems 2.2. Inspection findings are reported according to workplace procedures, including recommendations for necessary adjustments
3. Perform adjustments	3.1. Adjustment options are analysed and those most appropriate to the circumstances are selected 3.2. Appropriate tools, techniques and materials are selected and prepared 3.3. Adjustments are carried out according to workplace procedures and manufacturer and component supplier specifications and without causing damage to components or systems 3.4. Post-adjustment testing is carried out to ensure safe and correct operation of the bicycle
4. Clean up work area and finalise work processes	4.1. Final inspection is made to ensure work is to workplace expectations and bicycle is presented ready for use 4.2. Tools and equipment are checked and stored according to workplace expectations 4.3. Documentation is completed according to workplace procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to:
 - clarify workplace instructions and determine job requirements
 - gain information from appropriate persons and assistance as required
- literacy skills:
 - reading skills to the level required to understand information related to work instruction, including terminology and workplace procedures
 - writing skills to complete workplace documentation
- numeracy skills to correctly interpret metric and imperial measurement systems
- planning and organising skills to:
 - identify risk factors to minimise them
 - follow workplace procedures
- problem-solving skills to:
 - identify workplace and technical problems
 - refer problems outside area of responsibility to appropriate person
- self-management skills to:
 - identify tools and equipment
 - recognise own limitations and seek advice
 - follow workplace policies and documentation, such as manufacturer specification, industry codes of practice and workplace procedures
- technical skills to:
 - apply technical information related to bicycle componentry and maintenance procedures
 - select and use appropriate tools and equipment
- technology skills to:
 - operate bicycle adjustment tools and equipment
 - use workplace technology to assist with workplace practices

Required knowledge

- WHS regulations, requirements, equipment and material, and personal safety requirements
- bicycle terminology
- methods of sourcing information relevant to adjusting bicycles
- bicycle inspection procedures
- bicycle adjustment procedures, including the use of tools and equipment
- bicycle post-adjustment testing 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
- select methods and techniques appropriate to the circumstances
- perform a range of adjustment tasks on a minimum of three different bicycles with real or simulated adjustment requirements according to workplace, manufacturer and component supplier requirements
- complete workplace documentation
- present bicycle in a condition that complies with workplace 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 should be made available:

- workplace location or simulated workplace
- bicycles and bicycle components
- equipment, hand and power tools and specialised repair tools and equipment appropriate to adjusting bicycles
- specifications and workplace instructions.

EVIDENCE GUIDE**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. 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.

Workplace instructions may include:

- computer-generated instructions
- verbal instructions
- written instructions.

Job requirements may include:

bicycle inspection and adjustment methods, processes and equipment.

Bicycles may include:

- bikes with and without gears, and lever operated brakes
- mountain, road, hybrid, BMX, track and time trial models and sizes.

Workplace health and safety (WHS) requirements:

- are those prescribed under legislation, regulations, codes of practice, and workplace policies and procedures
- may include:
 - protective clothing and equipment
 - use of tools and equipment
 - handling of material
 - use of fire-fighting equipment
 - first aid equipment
- hazard control, including control of hazardous materials and toxic substances.

Adjustments may include those to:

- brakes
- suspension
- chain tension
- pedals and crank
- wheel bearings
- seat
- handlebars and steering
- gears
- spokes.

Appropriate tools may include

- hand tools
- hand, power and air tools
- specialised bicycle repair tools
- floor stands, workbench.

RANGE STATEMENT**Documentation** may include:

- warranty information
- job card or work order
- workplace computerised or written customer records and invoice.

Unit Sector(s)

Competency field	Bicycle
Unit sector	Technical

Custom Content Section

Not applicable.