



Australian Government

AURMMA3008 Coordinate operations of a motorsport team

Release 1

AURMMA3008 Coordinate operations of a motorsport team

Modification History

Release	Comment
Release 1	Replaces AURM340710B Coordinate operations of a motorsport team Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation

Unit Descriptor

Unit descriptor	This unit of competency describes the skills and knowledge required to coordinate operations of a small motorsport team at a club non-professional level. It requires the ability to use skills to coordinate a small motorsport team at club/non-paid level, including team persons, finances, logistics, time management and competition strategy development. 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	This unit applies to individuals who coordinate the activities of a small team of a minimum of three (3) persons in an informal, but competitive environment in a motorsport club/non-paid environment.
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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. Develop team role and responsibility descriptions	1.1.Specify team goals in consultation with team members and develop review schedule 1.2.Specify team roles and responsibilities and develop review schedule 1.3.Check roles and responsibilities for compliance with controlling body rules, category rules and supplementary regulations 1.4.Modify roles and responsibilities 1.5.Document and implement team roles and responsibilities
2. Manage team finances	2.1.Estimate team financial requirements in consultation with team members 2.2.Prepare team budget 2.3.Devise financial documentation procedures 2.4.Document financial transactions 2.5.Prepare financial reports and present to team members for review
3. Develop team competition strategy	3.1.Seek input from team members 3.2.Review past performance 3.3.Devise team strategies for attaining competitive advantage, including technical, promotional or psychological advantage 3.4.Devise contingency strategies
4. Coordinate team participation at events	4.1.Develop team event schedule and distribute to team members 4.2.Arrange team travel, and accommodation, where required, requirements 4.3.Allocate responsibilities and tasks and brief team members 4.4.Supervise competition vehicle preparation 4.5.Arrange competition vehicle transport requirements 4.6.Supervise team operations at events and make regular checks with team members
5. Coordinate post-event activities	5.1.Arrange post-event team debriefing sessions 5.2.Coordinate competition vehicle post-event check and repairs 5.3.Coordinate component and material replenishment

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- technical skills to the level required to use workplace technology related to planning and logistics, including computer software assembly problems
- communication skills to the level required to communicate ideas and information to enable effective team operation
- literacy skills to the level required to collect, organise and understand information related to category rules and supplementary regulations, team requirements, bookkeeping requirements and financial reporting, to ensure compliance with rules and regulations
- numeracy skills to the level required to use mathematical ideas and techniques to correctly determine requirements and keep financial records
- problem-solving skills to the level required to anticipate changing information requirements or influences
- team skills to the level required to use knowledge of group dynamics, scenario planning, logistics and financial planning to keep team operating
- planning skills to the level required to plan and organise activities, including team practice, attendance at events and test sessions

Required knowledge

Required knowledge includes:

- controlling body rules, category rules and supplementary regulations
- principles of group dynamics
- basic bookkeeping systems
- scenario and logistics planning
- time management strategies
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including WHS, personal safety and environment, reporting and recording procedures, relevant to team coordination

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

Assessors must be satisfied that the candidate can competently and consistently:

- interpret and apply controlling body and category rules and supplementary regulations
- apply safety requirements including the use of personal protective equipment
- follow task instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to competition vehicle or equipment
 - achieve required outcomes within team time and quality standards
- develop and implement team operational requirements for a minimum of two (2) motorsport events, one (1) of which may be a simulated event. Operational areas are to include, as a minimum:
 - team member roles and responsibilities
 - team financial management
 - event participation
 - competition strategy
 - post-event activities
- conduct work to quality and timeliness standards
- work effectively with others
- modify activities to cater for variations in workplace context and environment.

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or a simulated environment that reflects as far as possible the actual working environment.
- Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.
- Assessment is to comply with relevant regulatory requirements, including specified Australian standards.
- Where applicable, reasonable adjustment must be made to

EVIDENCE GUIDE	
	work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. - The following resources should be made available: - controlling body rules, category rules and supplementary regulations and legislation - process equipment, material, work instructions and deadlines.
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 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 its correct interpretation and application. - Assessment may be applied under project-related conditions (real or simulated) and require evidence of process. - Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. - 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	Assessment processes and techniques must be culturally sensitive and appropriate to the language and literacy 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

RANGE STATEMENT

regional contexts) may also be included.

Team schedules

Team schedules may include:

- competition events and practice
- promotional and test days

Promotional activities

Promotional activities may include:

- liaison with media
- promotional partners/sponsors
- dissemination of team performance

WHS requirements

WHS requirements are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- material safety management systems
- controlling body requirements
- manufacturer/component supplier specifications
- local safe operating procedures
- personal protective equipment and clothing
- safety equipment
- first aid equipment
- hazard and risk control
- elimination of hazardous materials and substances
- manual handling, including shifting, lifting and carrying
- emergency procedures
- team insurance requirements

Legislative requirements

Legislative requirements are to be in accordance with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice, and may include:

- award and enterprise agreements
- industrial relations
- Australian standards
- Australian Design Rules
- confidentiality and privacy
- WHS
- the environment

RANGE STATEMENT	
	• equal opportunity • anti-discrimination • duty of care • health regulations
Tooling and equipment	Tooling and equipment may include: • financial recording systems (e.g. computer software and financial transactions book) • project management software • databases • electronic diaries
Information and procedures	Information and procedures may include: • controlling body rules, category rules and supplementary regulations • team procedures and standards relating to: • coordinating team operations • reporting and communication • use of tooling and equipment • emergency service contacts and team persons emergency contacts • team emergency and event procedures for accidents or injury • safety requirements • work instructions, including worksheets, material safety data sheets (MSDS), assembly procedures, plans, drawings, designs and checklists • manufacturer/component supplier specifications and application procedures for test equipment and material • Australian Design Rules (where applicable) • safety body publications • environmental, hazardous chemicals and dangerous goods legislation and local requirements relating to the disposal and use of fuels, lubricants, coolants and cleaning agents • financial institution requirements

Unit Sector(s)

Unit sector	Motorsport
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Co-requisite units

Not applicable.

Competency field

Competency field	Management, Leadership and Supervision
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