



Australian Government

AURMMA4002 Manage the preparation of a competition vehicle

Release 1

AURMMA4002 Manage the preparation of a competition vehicle

Modification History

Release	Comment
Release 1	Replaces AURM441638B Manage the preparation of a competition vehicle 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 develop competition vehicle preparation specifications, checklists and schedules, and to supervise the preparation and post-preparation checks to the competition vehicle. It requires the ability to research for information, assess personnel capabilities, schedule constraints, and supervise others to prepare a competition vehicle and to check the post-preparation vehicle and work area. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to individuals who research, plan for and supervise the preparation and post-preparation of a competition vehicle in the motorsport environment. A competition vehicle can be described as any automobile which competes in any event of a competitive nature.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

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. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research information to develop preparation specifications and checklists	1.1. Use controlling body rules, category rules, supplementary regulations and team requirements to specify task requirements, including configuration, equipment, quality and quantities 1.2. Examine regulations and specifications/tolerances for competitive advantage 1.3. Observe workplace health and safety (WHS) requirements, including regulatory requirements, equipment and system isolation requirements, and personal protection needs, throughout the work 1.4. Write job specifications containing steps and stages and communicate to appropriate persons 1.5. Produce preparation checklists 1.6. Develop procedures for minimising waste material
2. Develop preparation schedule	2.1. Assess equipment and appropriate person capabilities to meet job specifications 2.2. Consider constraints to schedule, including timing and location of upcoming event, and equipment/component and appropriate personnel availability 2.3. Document optimum sequence for preparation 2.4. Document critical path and factors affecting that path 2.5. Produce and communicate preparation schedule to appropriate persons
3. Supervise preparation	3.1. Monitor implementation of preparation schedule 3.2. Monitor work area cleanliness and layout for job requirements 3.3. Install and supervise inspections for quality and readiness of components for installation 3.4. Supervise installation sequence and techniques 3.5. Conduct checks during and after installation to ensure accurate and complete fitting 3.6. Evaluate and resolve problems with the work area or the operation of equipment 3.7. Evaluate and resolve problems with proposals for modifications or adaptation of equipment and components
4. Supervise post-preparation	4.1. Inspect vehicle and identify and address problems 4.2. Supervise post-preparation checks and vehicle

ELEMENT	PERFORMANCE CRITERIA
checks	start-up 4.3. Supervise vehicle baseline set-up 4.4. Supervise clean-up of work area 4.5. Inspect work area and vehicle completion and complete documentation

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 the management of assembly and preparation, including tooling, measuring devices, equipment, calculators and computers
- communication skills to the level required to communicate ideas and information to enable clarification of requirements, coordination of work with technical supervisors and other team members, and to report work outcomes and resolution of problems
- literacy skills to the level required to research, collect, organise and understand information related to competition vehicle assembly and preparation processes, including technical, regulatory, environmental and safety requirements
- numeracy skills to the level required to use mathematical ideas and techniques to correctly complete measurements and calculations required during the management of the preparation of a competition vehicle
- problem-solving skills to the level required to create and apply systematic problem-solving techniques to anticipate problems, avoid reworking and avoid wastage
- team skills to the level required to work with others to foster the team by recognising dependencies and using cooperative approaches to optimise communication, workflow and productivity
- planning skills to the level required to plan and organise activities, including the development of specifications, checklists and schedules, and the coordination of appropriate personnel, equipment, systems and material to avoid backtracking, workflow interruptions or wastage

Required knowledge

Required knowledge includes:

- team requirements/job specifications, supplementary regulations and component supplier specifications including the examination of information for competitive advantage
- resources availability, including competencies of individuals in the team/group
- specification, checklist and schedule preparation
- work area and component layout
- inspection methods
- assembly and preparation processes applicable to competition vehicles
- problem-solving techniques
- WHS requirements

REQUIRED SKILLS AND KNOWLEDGE

- record keeping techniques
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including WHS, personal safety and environment, relevant to supervising the preparation of a competition vehicle

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 team requirements, controlling body and category rules and supplementary regulations
- correctly apply and use safety equipment and 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
- correctly manage the preparation of a competition vehicle on at least one (1) occasion, covering each of the following:
 - develop task specifications, preparation checklists and schedules
 - supervise competition vehicle preparation and post-preparation checks
- 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 work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.
- The following resources should be made available:

EVIDENCE GUIDE	
	• access to competition vehicles • assembly tooling • computing, operational and inventory support systems • material, equipment and information on work specifications • team requirements • organisational procedures • safety procedures and regulations • quality standards.
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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating

RANGE STATEMENT

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.

Competitive advantage

Competitive advantage may include:

- technical advantage
- psychological advantage
- promotional advantage

Preparation checklists

Preparation checklists may include:

- assembly checklists
- worksheets
- pre-race/event checklists
- pit lane checklists
- post-race/event checklists

Tooling and equipment

Tooling and equipment may include:

- hand tooling
- measuring devices
- computers

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:

- 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
- material safety management systems
- controlling body requirements
- manufacturer/component supplier specifications
- local safe operating procedures

Legislative requirements

Legislative requirements are to be in accordance with applicable commonwealth, state or territory

RANGE STATEMENT

	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 • equal opportunity • anti-discrimination • duty of care • health regulations
Information and procedures	Information and procedures may include: • controlling body rules, category rules and supplementary regulations • event scheduling and location details • team procedures and standards related to: • the preparation of competition vehicles • reporting and communication • use of tooling and equipment • emergency service contacts and team personnel emergency contacts • team emergency and event procedures for accidents or injury • 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 • motorsport/performance enhancement industry publications and electronic sources of information related to the preparation of

RANGE STATEMENT

	competition vehicles
--	----------------------

Unit Sector(s)

Unit sector	Motorsport
--------------------	------------

Co-requisite units

Not applicable.

Competency field

Competency field	Management , Leadership and Supervision
-------------------------	---